

# Example 1

## Monthly Construction Meeting Minutes



### STATE OF NORTH CAROLINA DEPARTMENT OF TRANSPORTATION

GOVERNOR

SECRETARY

November 23, 2020

Contract No.:  
WBS Element:  
F.A. No.:  
County:

Description: (Project Description)

Mr. I. B. Contractor  
Prime Contracting, Incorporated  
1234 W. Here Street  
Anytown, North Carolina 27555

SUBJECT: Monthly Construction Meeting

Dear Mr. Contractor:

The Monthly Construction Meeting for the above project was held on November 19, 2020. Representing the Contractor were Messrs., Project Manager, Project Engineer and Project Superintendent with XYZ Contracting Company. Representing the Department of Transportation were Messrs., Resident Engineer, Assistant Resident Engineer and Project Inspector.

The following items were discussed:

- 1. Project percentages are 65.86% actual and 72.00% according to the Progress Schedule.**
- 2. Traffic Control Devices: Maintenance**
  - All traffic control devices on the project need to be maintained, replaced and realigned as needed. All cones need reflective collars.
  - Rocky Creek Road - Resident Engineer would like the Contractor to clean up. Project Manager said they have looked at this issue and are working on this area.
  - Arrows at Skating Rink on Lake Street need to be removed when the pavement marking crew mobilizes to the project.
  - Median "Keep Right" signs – Hole in concrete median needs to be 1' in diameter and down to existing asphalt.
  - VMS Sign – South of Rogers Road on NC 222 – Contractor repaired.
  - Maintain "Rough Road" signs.
  - "Bump" sign needs to be placed on Grove Street at the cross line patch north of Emory Park until this area is repaired.
  - Stationary work zone signs. Clean as needed.

### **3. Erosion Control**

- The Contractor should not disturb areas until ready to complete work in the area.
- Contractor needs to remove and utilize material where needed on the project and not stockpile.
- Contractor needs to provide positive drainage throughout entire project. Clean out proposed boxes and pipes.
- A project review is scheduled for December 3, 2020 at 9:00 a.m. at stream relocation.
- Drop offs at edge of pavement need to be monitored and back filled if needed.
- Slopes need to be completed and permanently seeded as they are constructed.
- Complete erosion control list – Repeat items on 10-14-2020 list which the Contractor has not completed. If need more crews, Contractor needs to call them in. Erosion Control list for 11/10/2020 has repeat items from 10/27/2020 (2 items) and 11/3/2020 (6 items) which need to be completed immediately.

### **4. Utility Delays:** as stated in contract and pre-construction meeting.

- Contractor needs to tie-in fiber optic to the fire department signal located between Tinsdale Drive and Access F.
- Skyhigh Energy Building – 2” water line was buried.
- Sewer service tie-in at the Southwest corner of Magnolia Street and Ashton Ave.: The Contractor has submitted a proposal to install. The plan location was in conflict with the mast arm foundation. – Letter was received from John Brown identifying this issue. Resident Engineer stated he had looked at Contract and this will be extra work. Resident Engineer stated he would like to begin work at 7:00 p.m. on a Friday due to having outside lane closed to perform this work. Resident Engineer contacted Jane Doe with the County and they would contract this type of work out so the Contractor needs to do this work as part of the Contract. John Brown asked Project Manager to contact Tom Jones to provide a price for this work. Resident Engineer would like to use contract prices as much as possible. Resident Engineer asked for a break down of prices when submitted to help with review and provide a quicker turn around for negotiating a price for the extra work. – (Note: Supplemental Agreement sent to Contractor 11/13/2020 – Needs to be signed before beginning work.)
- City of Mayberry stated Contractor needs to be aware of valve boxes and repair immediately if hit.
- Valve boxes at Texaco driveway need to be uncovered in northern driveway and raised if needed.
- Martin Farm Road – Rt. – Pit on side of road. Project Inspector will call Max Bloom with Ring North to find out what is happening. (Project Inspector contacted Ring North – pit was covered up.)

### **5. Contract surveying is in this contract.** Everyone needs to be aware of the control points and make every effort to protect them.

### **6. Other:**

- Type 2 cabinet foundations will be paid for at these intersections: Logan St. and Crabtree Dr., Markson Rd. and Powell St., and Grove St. and Magnolia Ave.
- Contractor will pour extensions on the existing cabinet foundations to provide precast units to Traffic Services – Signal Unit.
- Well on S.E. corner of Fairley and Lake Streets. Per email dated 11/04/2020 from the Resident Engineer to the Project Manager, the Department needs a price from the Contractor for sealing abandoned wells per Section 205 of the 2002 Standard Specifications.
- A 30-day burn in time for signals needs to be complete before final acceptance of project. Market shopping center - Access F loops were cut while laying storm drain, need to patch full depth and install loops in final location – Contractor stated storm drain is complete at this location – Loops will be installed ASAP.
- Contractor expressed concerns about the rideability of the new pavement, placed by others, in front of the new Mayberry Community Center.

- Westside traffic shift – Mayberry marketing director would like to have Statue Drive open before the Christmas shopping begins. The Contractor indicated that traffic will not be shifted by this time.
- Walden Point – Lucas Court – Wall – The Contractor has mentioned their concerns regarding the stability of the wall and foundation due to poor soil conditions and possible problems resulting from the installation of the asphalt pavement for the bike path. The NCDOT has agreed that there will be some flexibility in the compaction requirements and/or equipment requirements, if problems develop during the placement of the asphalt pavement for the bike path.
- Contractor has sent a letter of concern about profile grades for the project, NCDOT responded by letter on November 3, 2020 Contractor sent reply dated November 13, 2020. NCDOT will send response next week. Attendees discussed correcting this issue with incident milling, wedging, leveling, etc. NCDOT responded by letter sent November 20, 2020.
- Thomas Payne – 7001 Lucas Court – Cell phone: 222-333-4444 – 09/22/2020 between 8:00 a.m. and 2:55 p.m. – A plate from Turkey was found broken on the floor upon returning home. Contractor needs to contact this property owner and resolve this issue. Three months have passed and no one from the Contractor has contacted Mr. Payne. The Contractor needs to resolve this issue and submit any copies of correspondence to Mr. Payne to NCDOT. Contractor has resolved and sent letter to Mr. Payne. Contractor gave resolution letter to the Department at this meeting.
- Waste Pit – Monitor and clean road as needed, maintain construction entrance, will look at on project review.
- Final layer of surface course – The Contractor will need to run a straight edge. The Rideability specification is in this contract. Jack Black will be in charge of the paving operation and will be the contact person.
- All areas being fine graded in preparation for paving need to have ditches cut to grade and areas draining before paving is allowed.
- Johnson St. at Forum St. – Final layer of surface course has been placed and water is ponding, not draining to Str. #184. An email was sent September 29, 2020 to the Project Manager from the Resident Engineer. The Contractor will need to solve this problem before final acceptance of the project.
- Curb and Gutter on Forum St. end of project - Several areas in gutter are high and holding water. The Contractor needs to correct problem before final acceptance.
- All materials need to stay on the right of way. Stored materials and equipment need to be 40' off edge of travel way.
- The Contractor needs to submit invoices and certifications for all materials used on project to the project inspectors.
- Pedestrian Pedestals at the intersection of Lucas Ct. and Forum St. may not be needed. Instead, the pedestrian heads may be mounted on the signal poles.
- Contractor needs to look at pipes that are abandoned and fill with flowable fill or remove them.
- Contractor will be off the week of Thanksgiving. His operations on the project will resume November 30, 2020. Someone will be monitoring project during this time.
- Anvil Farm Road will be overlaid with 40 mm of S9.5C mix at a rate of 96 kg/m<sup>2</sup> from Station 11+16.527 (end of typical section no. 6) to Station 13+40. Density issues from last month - Department has reassigned another density inspector to project and discussed communication issues between grading crew and density inspector on site. There are still some problems but should be able to work out problems in the field. (Held meeting on site on October 27, 2020, to discuss communication and procedures for densities.) No problems for the month of December have been noted.
- The Contractor's letter dated November 12, 2020 expressed concerns about exposed ends of grassed islands – 450 mm curb and gutter. NCDOT has reviewed this issue and discussed it in this meeting. Further discussions between the Contractor and NCDOT will occur in the field.

**The Contractor's Schedule for the next thirty (30) days is as follows:**

**Needs from NCDOT**

- The Contractor indicated that he did not need anything from NCDOT at this time.

**Contractor's Planned Work**

- XYZ Contracting Company - Paving, Fine grading and curb and gutter

**Subcontractor's Planned Work**

- ESP – Surveying
- ABC Construction, Inc. – drainage, water and sewer, headwalls, sluice gates, remove or fill abandoned pipes.
- Best Traffic Control – traffic signals
- Green Earth Associates, Inc. – seeding, mulching, silt fence and reforestation.
- Prime Construction and Grading – Grading Right of –L- from Jonesdale Road to Howell Creek Road and to Left of –L- Cobb property to Straight Road.
- Sawz, Inc. – Sawcut Loops
- Johnson – Pavement Marking
- SP Milling Co. – Milling

**Action Items**

- Project Inspector Cain will contact Ring North Telephone Company by end of business November 20, 2020 to find out the status of the pit on right of Martin Farm Road.
- Superintendent Buggs will contact Mr. Payne by November 23, 2020 regarding property damage.
- Project Engineer Willet will submit outstanding invoices and certifications for material used on the project to Project Inspector Cain by December 15, 2020.

This concluded the meeting. These minutes are completed as noted. Any discrepancies to the content of the minutes should be provided in writing to the Resident Engineer. If no discrepancies are noted, this will indicate concurrence with the minutes as noted.

Sincerely,

I. M. Resident, P. E.  
Resident Engineer

IME

cc: Division Engineer  
Roadway/Bridge Construction Engineer  
Assistant Resident Engineer  
Lead Project Inspector  
File