

CORN PALACE PLAZA – PHASE II
PRECONSTRUCTION MEETING NOTES – MEETING 01

City Project #: 2019-48
 Confluence Project #: 17157
 Meeting Date: October 22, 2019; 1:30 pm

Attendees:	<u>JP Schmitz – Puetz Corporation</u>	<u>Kyle Croce – City of Mitchell</u>
	<u>Jed Liedke – Puetz Corporation</u>	<u>Joe Schroeder – City of Mitchell</u>
	<u>Doug McCune – Puetz Corporation</u>	<u>Terry Johnson – City of Mitchell</u>
	<u>Lyle Pudwill – Confluence</u>	<u>Deb Hanson-Sudbeck – City of Mitchell</u>

Comments, additions or corrections to this memo should be communicated in writing to Confluence within seven (7) days of issuance. If no comments are received within that period, this memo will be assumed accurate and filed as part of the permanent record for this project.

Discussion Items:

- 1. Introductions**
 - a. Attendance sign in and introductions.
- 2. Contract, Notice to Proceed, Liquidated Damages**
 - a. Date of Contract: City is preparing.
 - b. Notice to Proceed: City is preparing.
 - c. Liquidated Damages: \$500 per calendar day for substantial completion.
 \$300 per calendar day for final completion.
 - d. Contractor Documents: PDF file available to contractor for use and printing.
- 3. Subcontractors**
 - a. List provided and included in bid recommendation letter.
- 4. Plan Sequence and Construction Progress Schedule**
 - a. Work Schedule: General Contractor to provide.
 - b. Start Date: Anticipate starting mid to late November. Puetz will provide preliminary schedule.
 - c. Substantial Completion Date: **May 29, 2020**
 - d. Substantial Completion Requirements: all concrete, steel fabrication and erection, roofing, wood timbers, painting, masonry, concrete walks, fencing, site furnishings, signage and landscape.
 - e. *The contractor must notify the City in writing when the contractor considers the work complete. This is what triggers the final inspection, generation of the punch list, and final acceptance. The warranty period doesn't begin until final acceptance.*
 - f. Final Completion: No later than thirty (30) days after the date established as substantial completion.
 - g. The City will be imposing the penalties if the deadlines are not met.
- 5. Contacts and Chain of Command**
 - a. Owner: City of Mitchell
 Primary Contact: Terry Johnson
 Mailing Address: 612 North Main Street; Mitchell, SD 57301
 Telephone: (605) 995-8433 Mobile: (605) 770-7912
 After-Hours Phone Number: (605) 770-7912
 - b. Landscape Architect: Confluence

Project Manager: Lyle Pudwill
Mailing Address: 524 North Main Avenue, Suite 201, Sioux Falls, SD 57104
Telephone: (605) 339-1205 #303 Mobile: (605) 212-1757
After-Hours Phone Number: (605) 212-1757

- c. Contractor: Puetz Corporation
Project Superintendent: Jed Liedke
Mailing Address: 800 N Kimball Street; Mitchell, SD 57301
Telephone: (605) 996-2276 Mobile: (605) 770-0305
After-Hours Phone Number: (605) 770-0305

6. General Construction

- a. Construction meetings will occur on an “as needed” basis, as requested by City staff.
- b. Contractor is responsible for verifying utility information and calling for utility locations.
- c. The City will be conducting ongoing review and oversight (through engineering and other methods identified in the bid specifications) to ensure the project is built as specified.

7. Correlation and/or Interpretation of Documents

- a. The City will require contract documents to be followed. No change orders will be issued for items specified in the documents.
- b. If discrepancies occur between Drawings and Specifications, request Engineer’s interpretation.

8. Equipment and Materials

- a. Furnish equipment, components, or materials as named in specifications. Requests for product substitutions should be considered only under circumstances outlined in specifications.

9. Changes in the Work

- a. Refer to section 109 of the General Conditions.

10. Payment to Contractor

- a. Refer to section 108 of the General Conditions.
- b. The Contractor shall prepare his requisition for partial payment as of the last day of the month and submit it, with the required number of copies, to the Engineer for his approval. The amount of the payment due the Contractor shall be determined by adding to the total value of work completed to date, the value of materials properly stored on the site and deducting [1] ten percent [10%] of the total amount, to be retained until final payment and [2] the amount of all previous payments. The amount of the partial payment due the contractor shall not be less than One Thousand Dollars [\$1,000.00].
- c. Submit application for payments to the City by the 2nd or 4th Monday of the month, by 10am, for processing.
- d. The city will not release retainage prior to what is called out in the contract.
- e. Final payment will be made in accordance with the General Conditions.

11. Additional Discussion Items

- a. Both bid alternates have been accepted - #1 – Ipe Wood Slats, and #2 Modifications to Existing Plantings.
- b. Confluence will provide a final AutoCAD file to Puetz/SPN for construction staking.
- c. Puetz’s job trailer will be located in the NE corner of the existing City parking lot south of the project site. Job trailer may be removed during the break in construction activity between concrete work and steel erection. Puetz to coordinate final location with City.
- d. Contact at the Scoreboard for any necessary coordination is Steve Culhane.
- e. Steel structures will primarily be shop fabricated.
- f. The City will solicit proposals for testing related to their responsible items.

- g. The sidewalk along the south side of the Corn Palace will be shut down during portions of construction. Emergency egress will need to be maintained for events.
- h. Contractor pay applications will be submitted as unit prices according to the submitted schedule of values.
- i. Hard hats, safety vests and safety glasses are required at all times on the project site.
- j. Procore will be utilized for processing all construction submittals.

SENT BY:



NAME:

Lyle Pudwill
Associates

Attachment: Meeting Sign In Sheet
References: N/A
Copy: All Present

MEETING SIGN-IN SHEET

PROJECT: Corn Palace Plaza - Phase II PROJECT #: 17157

DATE / TIME: October 22, 2019 | 1:30pm

RE: Preconstruction Meeting

NAME	REPRESENTING	EMAIL & PHONE
Lyle Pudwin	CONFLUENCE	
Jed Liedtke	Puetz	
JP Schmitz	Puetz	
Doug McLure	Puetz	
Joe Schroeder	CITY	jschroeder@cityofmitchell.org 995-8435
Terry Johnson	CITY	tjohnson@cityofmitchell.org 995-8435 770-7912
KYLE CROCE	CITY	995 8433 Kcroce@cityofmitchell.org