

PRE- CONSTRUCTION MEETING MINUTES

PROJECT NAME: City of Kress Water Meter Replacement TxCDBG

PROJECT NO.: 40598.22

DATE: January 27, 2025

TIME: 10:00 AM

LOCATION: Via Webex

BY: Parkhill

ATTACHMENTS: Attendance Sheet

1. Attendance: Please sign in.
2. Introductions
3. Project Team

Owner (City of Kress)

308 Skipworth Ave. (Address)
Kress, Texas 79052
806.684.2525 Phone

Owner's Representative:
Johnny Taylor (Name)
j.taylor@cityofkress.com (email)
806.684.2525 (direct line)

Engineer (Parkhill)

800 S. Polk Street
Amarillo, Texas 79101
806.376.8600 Phone

Project Manager:
Kole Glover (Name)
kglover@parkhill.com (email)
806.378.8623 (direct line)

Project Engineer:
Caleb Martinez (Name)
cmartinez@parkhill.com (email)
806.378.8698 (direct line)

Project Coordinator:
Jennifer Winchester (Name)
jwinchester@parkhill.com (email)
817.633.0441 (direct line)

Grant Administrator (Panhandle Regional Planning Commission)

415 SW 8th Avenue (Address)
Amarillo, Texas 79101
806.372.3381 Phone

Grant Admin's Representative:
Sandra Arjona (Name)
sarjona@theprpc.org (email)
 _____ (direct line)
 _____ (cell)

Contractor (Premier Waterworks, Inc.)

4004 Ave A (Address)
Lubbock, Texas 79404
806.749.9500 Phone

President:
Ronnie Moore (Name)
rmoore@premierww.com (email)
 _____ (direct line)
806.778.6960 (cell)

Project Manager:
Ron Hensley (Name)
 _____ (email)
806.239.1056 (direct line)

The 24hr emergency contact for Contractor will be **Ronnie Moore**. The 24hr emergency contract phone number is **806.778.6960**.

4. Contract Information
 - a. Proposed NTP date: **March 10, 2025**.
 - b. Parkhill Project No.: **40598.22**
 - c. Project shall be substantially complete within 150 calendar days following NTP.
 - i. Proposed Substantial Completion Date: **August 7, 2025**.
 - d. Final completion shall occur within 180 calendar days following substantial completion.
 - i. Proposed Final Completed Date: **September 6, 2025**.
 - e. Liquidated Damages:
 - i. **\$1,500/** day after Substantial Completion
5. Safety/Security
 - a. Emergency services: Call 911.
6. Chain of Communication
 - a. Direct all submittals to the attention of Jennifer Winchester (Project Coordinator) via Newforma InfoExchange.
 - b. Contractor to seek approval of quantities for (1) monthly progress payment through Caleb Martinez. Following approval of quantities, submit all required documentation to Project Coordinator.
 - c. Direct all construction related questions in the field to **Johnny Taylor**. (City Representative).
 - d. Direct all other questions, including questions for the Owner, to Project Manager.
 - e. Direct RFIs to Project Coordinator.

7. Construction Progress Meetings
 - a. Progress meetings will be held as necessary. During key time of the project, progress meetings may be held more frequently. NOTE: Ideally, arrange to coincide with schedule update and pay application submission.
 - b. The contractor shall be prepared to present a revised project schedule at each meeting.
 - c. Engineers will prepare agenda and issue minutes for each progress meeting.
8. Submittals & RFIs
 - a. All submittals must be uploaded in.pdf format, no hard copies. Provide submittals via Newforma InfoExchange. Send to Jennifer Winchester (Project Coordinator). Submittals sent via email will be rejected.
 - b. Submittals must only contain information for one specification section at a time. Submittals containing combined specification data or data from more than one specification section will be rejected.
 - c. All submittals shall contain a cover sheet with general contractor's review stamp/signature. Cover sheets shall also reference Spec Section and Parkhill Project No. Any and all substitutions must also be clearly marked on the cover sheet.
 - d. Parkhill will return one .pdf copy via Newforma InfoExchange with marks (if applicable) and a submittal review comment sheet. Submittals will be turned around no later than 10 days after general contractor submission.
 - e. The contractor shall not request payment for items which have not been submitted and approved through the established submittal process.
9. Application for Payment
 - a. Submit application for payment to Caleb Martinez for review of quantities on 1st of each month.
 - b. Once quantities are approved, submit the following to Engineer:
 - i. 1 copy of application for payment
 - ii. Summary of subcontractors that worked during that pay period. GC to certify this list.
 - iii. Certified payroll reports for all subcontractors that worked during that period.
 - c. Any critical path delays due to weather events need to be submitted as per Spec Section 00 72 00 within 30 days for review.
10. Construction Issues
 - a. Utility Locates
 - b. Staging area:
 - i. Contractor intends to stage at Fire Department container.
 - c. The Contractor shall document the site by photos or video, noting any pre-existing conditions that might be of concern down the road.
 - d. Maintain the jobsite clean and clear of debris. Collect loose items to prevent blowing.
 - e. Notify owner and design team of upcoming planned outages.
11. Project Closeout
 - a. Contractor to maintain one complete set of plans and specifications as "red lined" record drawings.
 - b. Submit Contractor General Warranty as specified.
 - c. Submit Product Warranties as required in the Specifications.
 - d. Warranty response requirements.
 - e. Complete Certificate of Substantial Completion, Certificate of Construction Completion and Affidavit of Bills Paid.

12. Construction Schedule
 - a. Construction Schedule to be submitted per Spec Section 01 32 16 prior to the start of construction, and as required throughout the Construction phase.
 - b. Weather days cannot be added to the Construction Schedule unless approved.

13. PRPC Items
 - a. Davis Bacon
 - i. Wage Rates
 - ii. Will conduct 1 site visit to ensure wage rates items are being met.
 - b. Buy America Build America
 - i. Contractor to submit Excel Sheet and PRPC/Parkhill to check for changes.

14. Other
 - a. Handling of various construction items
 - i. Inactive water service connections
 1. City will find out which ones are inactive and prefers to install either way per Johnny.
 - ii. Process for handling leaks
 1. City will handle in house.
 - iii. Preferred location to start meter replacements
 1. East to West of town.
 - iv. Notification to property owners for interruption of service
 - b. Quantity adjustments for service connections
 - c. Total of 296 Meters to be installed.
 - d. Premier to add Tracy and Johnny to H2O Analytics.
 - i. H2O Analytics includes: location of water meters and photos.
 - e. Gates Construction to Install Fire Hydrants.
 - f. City reads meters on the 7th of every month.

