



Meeting Minutes RE: Garage Renovations Project Kickoff

Date: April 7, 2016

Location: Department of Public Works (by teleconference)
156 School Street
Sanford, Maine 04073

Attendees: City of Sanford Matthew Hill, Peter Smith, Don Cabana,
Nancy LeBrun

Doten's Construction Steve Doten, Rebecca Lizotte, Brian Butts

Minutes by: M. Hill

Scope of Work

This meeting was scheduled to discuss the prosecution of work and Contractor coordination for the garage office and bathroom renovations at the Department of Public Works.

I. Staging areas

- A. Highway side garage bay numbers one and seven are to be cleared for the Doten's Construction crew. Parking immediately in front of both doors will at their discretion. Parking in the center of the parking lot will also be made available.
- B. Doten's has an 8' x 14' aluminum trailer that is capable of being locked for off-hours.

II. Disposal bins

- A. Most disposal bins for construction materials are already in place. An additional 40-yard bulky waste bin will be placed behind the building outside of bay seven.

III. Weekly job coordination meetings

- A. Weekly meetings will be held at the DPW conference room at 11:00 am beginning on May 4, 2016. Alex Hammerle (Director of Facilities) will be invited.

IV. Coordination of Contractor and subcontractors

- A. Doten's named the following sub-contractors as part of their work
 1. Eastern Mechanical
 2. Ken Sanders (Electrical)
 3. York Pouring (floors)
 4. Eagle Acoustics (ceiling)
 5. Coastal Masonry (concrete)
 6. Portland Glass
- B. The DPW needs their vendor info (vendor form, COI, and W-2) to be processed asap.

V. Schedule & timing

- A. Asbestos abatement is complete and the garage office is empty of furniture.
- B. Doten's will provide a project schedule with milestones in MS Project format asap.
- C. Doten's will mobilize concrete and mechanical on or about April 21, 2016.
- D. Doten's does not foresee any issues meeting the June 30, 2016 required substantial completing date.

VI. Scope of Work Questions

- A. Doten's suggests Formica desktops. DPW takes no exceptions initially.
- B. Doten's suggests drawer pulls and associated hardware. DPW to review submissions.

VII. Permits

- A. Doten's is responsible for identifying and obtaining all relevant permits. DPW is able to waive municipal fees but not others (State or Federal).

VIII. Change Orders

- A. Doten's has a written change order form that the Department will utilize for documentation.

IX. Facility access and hours

- A. DPW is open Monday through Friday from 6:30 am to 4:30 pm (sharp). Doten's will be able to accommodate this schedule.
- B. DPW will provide Doten's with an access passcode to utilize the DPW office facilities.
- C. Doten's and their sub-contractors will recognize the calendar holidays of President's Day (April 18) and Memorial Day (May 30) with no work performed on those days.
- D. Should the schedule become tighter for whatever reason, the Department is open to discussing additional accessibility for work hours outside of the current schedule in order to meet the June 30, 2016 date for required substantial completion.

- X. Review and approval of specified fixtures, treatments, etc.
 - A. All specifications to be submitted to M. Hill for review.
 - B. Furthermore, any work guidance or modification will go directly through M. Hill (DPW Director) and B. Butts (Project Superintendent). This will avoid confusion and also present a clear line of communication and chain of responsibility between the Owner, Prime Contractor, and Sub-Contractors.

- XI. Submission of invoices and retainage
 - A. Doten's will provide itemized and detailed invoices for project progress tracking and payment.

- XII. Substantial completion and final payment
 - A. Language in Invitation to Bid reviewed.

- XIII. Liquidated damages clause
 - A. Language in Invitation to Bid reviewed.

- XIV. Action Items
 - A. DPW to provide Doten's with:
 1. Documentation requirements for sub-contractors;
 2. Map, Lot, and Zone of DPW parcel for permitting purposes;
 3. Copy of project Purchase Order;
 4. Copy of Sanford DPW's tax-exempt certificate;
 5. Access code for DPW administrative building;
 6. 40-yard dumpster placed outside Highway bay seven (not to obstruct oil delivery pipes).
 - B. Doten's to provide DPW with:
 1. Sub-contractor vendor info (vendor form, COI, and W-2);
 2. All relevant proposed specifications and fixture cutsheets for review and approval;
 3. Project schedule with milestones in MS Project.

Cc: Attendees; S. Buck, S. Lord, A. Hammerle, D. Cabana, P. Smith, J. Goodwin, N. LeBrun, A. Burbank