



Parks and Water Resources

P.O. Box 7800 • 315 W. Main St. • Tavares, FL 32778

**Green Mountain Scenic Overlook & Trailhead - Second Observation Tower
Contract #26-411**

Preconstruction Meeting Agenda

Preconstruction Meeting Date: Friday, June 5, 2026 at 9:00 am

Meeting Location/Project Site: 20700 County Road 455, Minneola, FL 34715

Contractor: S.A. Casey Construction

Consultant: Powell Studio Architecture

Funding: Federal Highway Administration (FHWA)/Florida Department of Transportation (FDOT)

Total contract Amount: \$4,280,000

Purchase Order: #20261009

Notice to Proceed: Pending

Contract Calendar Days: 210 Days

Completion Date: Pending

1. Introductions/Sign-In Sheet

1.1. Lake County Points of contact: Refer to Sign-In Sheet for phone #'s and emails.

1.2. All communications including but not limited to Submittals, Request for Information (RFI's), Payment Application Requests, etc., shall be directed to Melving Isaac (melving.isaac@lakecountyfl.gov), Lake County Senior Construction Program Manager with copy to shane.strew@lakecountyfl.gov.

****Note:** If using Procore, then, Submittals and Request for Information (RFI's), shall be directed to Structural Engineer and Architect with copy to Lake County staff.

2. Project Coordination/Progress Meetings:

2.1. Contractor to submit a Construction Schedule.

2.2. Progress Meetings to be held formally on-site every month at 9:00 am. Additional informal meetings are to be held as needed.

3. Building Permit: #2025021318

4. Site Plan: Approved, Zoning Permit #58540.

5. Addendums: 3

6. Utility Transformer: Still waiting for SECO Energy for installation.



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7. Work to be done Before Starting Construction:

- 7.1. Silt fence, inlet protection, etc., and sediment control measures must be in place before construction starts. All control devices must be inspected regularly (minimum once per week) and repaired/replaced as needed.
- 7.2. Signage, fencing and other devices prohibiting public access to construction area must be in place prior to start of construction. These must be inspected regularly (minimum once per week) and repaired/replaced as needed.

8. Construction Requirements:

- 8.1. Utility Locates.
- 8.2. Contractor shall construct the project according to the plans and specifications and bid documents. No design or material alternates shall be utilized without written approval by the Engineer of Record.
- 8.3. Contractor shall maintain a copy of all approved permits and drawings on-site at all times. No changes shall be made without prior written approval from the Engineer of Record.

9. Payment Application Requests:

- 9.1. Monthly Payment Application Requests:
 - a. Contractor to submit a draft (unsigned/unnotarized) of the payment application for review to Lake County Project Manager, once reviewed/accepted, a signed/notarized payment application shall be submitted for the corresponding payment process.
 - b. Payment for Stored Materials: Payment applications may include stored materials as long as contractor retains evidence that supplier invoice has been paid.
 - c. Retainage: 5% per contract Article 4.2 (page #4 of 260) which will be released at Final Payment Application.
 - d. Contractor's Payment to Suppliers & Subcontractors Affidavit (to be submitted with every payment application).
 - e. Liquidated damages: Refer to contract Article 6.18 (page #26 of 260).
- 9.2. Final Payment Application Request: The following documents are required:
 - a. Contractor's Final Payment Affidavit (to be submitted with final payment application only).
 - b. Lien Releases
 - c. A Certificate of Completion/Occupancy issued by the Office Building Services, (352) 343-9653, refer to Scope of Work Section 2.12.
 - d. As-Built Plans per Scope of Work Section 15.



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- e. Warranties per Scope of Work Section 16 including but not limited to:
 - 1. 1 year warranty covering all systems.

10. Final Inspection Requirements:

- 10.1. Final acceptance inspection will be scheduled once all punch-list items have been addressed. Contractor will notify Lake County Project Manager a minimum of 48 hours in advance to schedule project walkthrough.
- 10.2. Copies of the generated punch-list items will be submitted to the Contractor by Lake County Project Manager.