

**NAME OF PROJECT:** North Hancock Road Extension Phase IIIA and IIIB  
**FINANCIAL PROJECT ID:** 435515-1-58-01  
**LAKE COUNTY PROJECT NUMBER:** 2014-11  
**NAME OF CONTRACTOR:** Pospiech Contracting, Inc.  
**SUBJECT:** Pre-Construction Meeting Agenda  
**DATE:** December 16, 2014  
**PROJECT FILE NO.:** 2.1 (12-16-2014\_Pre-Construction\_Meeting\_Agenda)  
**TIME:** Start 2:00PM End 3:30PM

**1. PROJECT DESCRIPTION:**

This consists of constructing and widening North Hancock Road to a four-lane urban designed roadway with curb and gutter, bike lanes, sidewalks, and multi-use trail. The project extends from CR 50 north to the proposed new turnpike interchange. Other work associated with this project shall include: storm pipe and structure installation, guardrail installation, traffic signal installation/relocation, thermoplastic striping, sodding, and other miscellaneous construction. Work also includes City of Minneola Water Utilities construction. Through a Transportation Regional Incentive Program (TRIP) Agreement, a portion of the construction will be funded by the Florida Department of Transportation. The contractor shall be required to meet all State and Federal guidelines.

**2. LINES OF AUTHORITY / COMMUNICATIONS:**

Lake County Department of Public Works  
437 Ardice Avenue, Eustis, FL 32726  
352-483-9000 - Office  
352-483-9025 - Fax

a. County Representatives:

Lori Conway  
Funding & Production Director  
Lake County, Florida  
352-343-6439  
[lconway@Lakecountyfl.gov](mailto:lconway@Lakecountyfl.gov)

Terry Scott  
Construction Inspection Manager  
Lake County, Florida  
352-483-9024  
[tscott@lakecountyfl.gov](mailto:tscott@lakecountyfl.gov)

Deb Marchese  
Construction Program Specialist  
Lake County, Florida  
352-483-9007  
[dmarchese@lakecountyfl.gov](mailto:dmarchese@lakecountyfl.gov)

Joe Hinton  
Construction Inspector I  
Lake County, Florida  
352-483-9027  
[jhinton@lakecountyfl.gov](mailto:jhinton@lakecountyfl.gov)

b. Construction Engineering & Inspection Representative:

Consultants:

Tierra, Inc.  
1133 Crown Park Circle  
Winter Garden, FL 34787  
Phone: 407-877-1354

CEI Representatives:

Jeff Begovich, P.E., CEI Project Manager  
407-913-1491 (Cell)  
Email: [jbegovich@tierraeng.com](mailto:jbegovich@tierraeng.com)

Robert Rudd, P.E., CEI Sr. Project Engineer  
407-461-1564 (Cell)  
Email: [rudd@tierraeng.com](mailto:rudd@tierraeng.com)

Julia Eraso, CEI Administration Specialist / EEO Specialist  
407-718-0656 (Cell)  
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Eric Clerk  
Senior Inspector / VT Manager  
407-962-8168  
Email: [eclerk@tierraeng.com](mailto:eclerk@tierraeng.com)

c. Contractor:

Pospiech Contracting, Inc.  
201 S. Apopka Ave.  
Inverness, FL 34452

Contractor Representatives:

Project Manager:  
Gary Bracken  
352-422-6577 (Cell)  
[GBracken@pospiechcontracting.com](mailto:GBracken@pospiechcontracting.com)

Assistant:  
Jessica Poyner  
352-726-3940 ext. 204 (Office); 352-464-1900 (Cell)  
[JPoyner@pospiechcontracting.com](mailto:JPoyner@pospiechcontracting.com)

Project Superintendent:  
Milton McClain  
352-302-4437 (Cell)  
[MMcClain@pospiechcontracting.com](mailto:MMcClain@pospiechcontracting.com)

QC Manager:  
Central Testing Laboratory – Mike Davis  
352-302-0657  
[MDavis@ctfl.com](mailto:MDavis@ctfl.com)

Project Scheduler:  
Gary Bracken (Jessica Poyner)

Work Zone Traffic Control Supervisor:  
Milton McClain & Jaime Hernandez

Construction Safety Representative:  
Roger Greenleaf  
863-860-8459 (Cell)

Emergency and After-hours Contact Numbers:  
Milton McClain – 352-302-4437 (Cell)  
Gary Bracken – 352-422-6577 (Cell)  
Scott Smith – 863-640-1923 (Cell)

- d. Subcontractor and Material Supplier List:

Materials:

County Materials – RCP TBD  
Atlantic TNG – Structures TBD

Subcontractors:

Traffic Control Devices  
Formasters  
Innovative Curb  
Gradeworks  
Central Testing Laboratory  
Aero Photo  
Acme Barricades

- e. FDOT:

Vincent Vacchiano, Operations Special Projects Manager, FDOT  
386-943-5406

[Vincent.Vacchiano@dot.state.fl.us](mailto:Vincent.Vacchiano@dot.state.fl.us)

Alan Fisher, Construction Support Technician, FDOT  
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[Alan.Fisher@dot.state.fl.us](mailto:Alan.Fisher@dot.state.fl.us)

**3. PROPOSED STARTING AND COMPLETION DATES:**

- a. Effective Dates of Notice-To-Proceed (NTP): 12/01/2014

- b. Contract Duration: 430 Days

Final Completion: 03/05/2016

- c. Normal Work Days and Hours:

Working hours/schedule is from 7:00 a.m. to 5:30 p.m., Monday through Friday. No work past 5:30 p.m. shall occur without prior request and acceptance by the County. The contractor must provide a written request to work beyond the listed hours and days. County will need at least a 48 hour advance notice required.

Normal Work Days and Hours: Monday through Friday, 7am to 5:30pm.

**4. MOT:**

Contractor TCP: Contractor accepted MOT Plan provided as part of the Contract Documents. Contractor was reminded that existing Ped facilities is considered as part of MOT and temporary facilities if required must be provided and maintained as part of the work.

Weekly FDOT MOT Review Report, 700-010-08: Weekly inspection to be scheduled with Lake County Field / Tierra Field Inspector. Email copy to Tierra acceptable.

**5. Erosion Control and Water Pollution Prevention Plans and Discussion (NPDES - NOI, SWPPP):**

- a. Notice of Intent (NOI) form prior to commencing construction. NOT form at project completion. Provide copies of DEP acknowledgement letters received: Contractor provided SWPPP Booklet at Pre-Construction Conference that included NOI and DEP Letter.
- b. Storm Water Prevention Plan for the prevention, control and abatement of erosion and water pollution (SWPPP): Contractor provided SWPPP Booklet at Pre-Construction Conference that included SWPPP.
- c. Record of Inspection: One report per week and one report after 0.5" rainfall event. Use FDOT form 650-040-03. Initial Report to be provided after first week actual fieldwork begins. Contractor to retain original report. Email copy of report to Tierra acceptable.

**6. Special Project Requirements Review and Discussion:**

- a. Materials testing and inspection:

Contractor QC Required per FDOT requirements. Contractor to provide QC Plan. Central Testing Laboratory (Mike Davis). CFT to provide copy of Density Log Book to Tierra for VT use.

Tierra to provide VT.

LIMS Entry is not required as part of Contract Requirements.

- b. Applications for Payment:

Partial Payment Applications:

Monthly Cut-off Day: 25<sup>th</sup> of each month.

Number of Original PA Forms: One (1) Original PA Form shall be submitted for processing.

Cover quantities with both County and City by pencil copy of PA before official submittal to Tierra. Provide email copy of PA for advance review.

Final Payment Applications:

To be addressed at later date.

**7. Environmental Permits Review and Discussion:**

a. Owner Permits:

Gopher Tortoise: Environmental Consultant informed that remaining Tortoises to be trapped / relocated once silt fence is installed. Right and Left Silt Fence from start of project to Jim Hunt approved for installation at this time. Any burrow noted within 10' outside of silt fence location must be addressed to Environmental Consultant. Lake County Inspectors have been designated as representatives of Environmental Consultant and may collect discovered tortoises provided all other permit conditions are met.  
SJRWMD;  
Utility DEP.

b. Contractor Permits:

NOI

**8. Schedule Review:**

Copy of Critical Path Schedule provided / attached. Complete Schedule pending. Outside Utilities to provide work times to be included in schedule.

Contractor's proposed critical path two week look-ahead schedule form accepted. Same to be provided at each progress meeting.

**9. Equal Employment Opportunity (EEO):**

N/A

**10. Unusual and Special Requirements Unique to the Contract:**

City of Minneole WM relocation. Major element of work deepening of 20" WM facility at Fosgate to resolve roadway construction conflict. Electronic submittals OK. DEP Permit provided as part of Contract Documents. Fire Hydrant relocation per City Direction. City to approve pay quantities as part of PA process.

**11. Contractor to Discuss Errors and Omissions in the Plans which are known to exist:**

No errors or omissions noted at this time.

**12. Safety Requirements:**

The Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. This includes necessary protection to prevent damage, injury or loss to: persons on the site that would be affected by the Work; completed Work, materials and equipment; adjacent properties, and underground utilities; and necessary protections associated with inclement weather events.

**13. Shop Drawings and Certified Materials Submittal Procedure:**

- a. Material Certifications / Shop Drawings required for all permanent elements of work. All FDOT Pre-Approved materials to be provided. Email submittal to Tierra acceptable provided Contractor indicates their review / acceptance of same on cover of document.

- b. City of Minneola Water Utilities Materials / Shop Drawings to be per City Standards. Email submittal to Tierra acceptable provided Contractor indicates their review / acceptance of same on cover of document.
- c. Contractor to provide shop drawing log for materials tracking.

**14. Other Discussion:**

- The Jessica Lunsford Act (F.S. Section 1012.32) must be strictly adhered to. Contractor to check with Lake County School Board to confirm requirements to be allowed to perform work on school property.
- Tierra noted that it is critical that Contractor Pot-Hole existing facilities well in advance of the proposed work so that potential conflicts can be resolved as the construction progresses. Per contract the only recourse for conflict with existing utility facilities is time adjustment. Identifying conflicts in advance will keep from slowing the work.
- Tierra noted that it is critical that outside utilities attend meetings, provide schedule data with respect to there work and review meeting minutes for Contractor to be able to properly coordinate the construction.
- Duke-Energy construction coordination: Separate Safety Meeting conducted by Duke-Energy with Contractor Field Staff is required as an element of agreement and must take place before any work is performed within Duke-Energy's Easement. Same to be scheduled once Contractor mobilizes work crews to the site.
- School Access Coordination: Vehicle and Ped access to school must be maintained at all times.
- Progress Meeting Schedule: Weekly Meeting starting January 2015. Initial meeting to be scheduled and notice issued. Utility coordination element will be part of every meeting. Meeting will be reduced to Bi-Weekly once underground work is completed.
- Contractor designated Pond 2 as his primary staging areas for equipment and materials.
- Brighthouse Networks: Facilities to be relocated at Pond 1. Rough grading by Contractor required before work can begin. Contractor noted that rough grading should be completed at Pond 1 by the end of January 2015.
- Century Link: Facilities to be relocated along the work starting at Pond 1 then following the work. Rough grading at Pond 1 by Contractor required before work can begin. Contractor noted that rough grading should be completed at Pond 1 by the end of January 2015.
- SECO: Facilities services crossing around school area noted as only anticipated work elements. To coordinate work as construction progresses.
- Gas: Facilities to be relocated at Pond 1, Old 50 and at school. Relocation work to be performed / coordinated as contract work progresses. Facilities to be relocated at Pond 1. Rough grading by Contractor required before work can begin. Contractor noted that rough grading should be completed at Pond 1 by the end of January 2015.
- Fiber: Representative not in attendance. Indicated facilities to be relocated are around school area.

- City of Clermont: Reclaimed Water Main to be constructed around Pond 1. County Permit with included plans are pending.
- Pre-Construction Video to be performed in advance of the work after staging completed. Contractor to inform when video is to be performed so County Inspector can be present.
- County requested 48-hour notice before millings are to be transported to Maintenance Facility.
- Contractor agreed to maintain clay section of Turkey Farms road during the construction period.
- County informed of a number of minor changes to be made to the work. Same will be addressed by Tierra through Request for Proposal (RFP) and/or Field Order (FO) process.

These minutes convey Tierra, Inc.'s understanding of the items discussed and decisions reached. If any party's understanding of this meeting is contrary with regards to any items herein addressed, please bring this to Tierra, Inc.'s attention at the next scheduled meeting.

Thanks,

**Robert P. Rudd, P.E.**  
**Senior Project Engineer**

**TIERRA, INC.**

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