



# MSA

# Preconstruction Meeting *Minutes*

**Date:** Friday, November 15, 2019

**Time:** 10:00 A.M.

**Project:** S.A.P. 030-600-007 – Typo Creek Drive NE Improvements

**Location:** Oxford Township Town Hall - 26090 Apollo St NW, Stacy, MN 55079

## 1. INTRODUCTION

A. Sign-in on Sheet – *See attached.*

B. Introductions

## 2. PRINCIPAL CONTACTS

A. Contractor – Dresel Contracting Inc. – *See attached Emergency Contact List.*

- i. Project Manager: *Craig Meyer, [craig@dreselcontracting.com](mailto:craig@dreselcontracting.com), 612-328-1478*
- ii. Project Superintendent: *Josh Dresel, [josh@dreselcontracting.com](mailto:josh@dreselcontracting.com), 612-328-1470*
- iii. Erosion Control Supervisor: *Craig Meyer, [craig@dreselcontracting.com](mailto:craig@dreselcontracting.com), 612-328-1478*
- iv. Emergency Contact: *Tom Binfet, 612-328-0258*
- v. Foreman: *Tom Binfet, 612-328-0258*

B. Subcontractors – *See attached Subcontractor List.*

- i. QC Testing Company: *SPC Engineering & Testing,*
- ii. Traffic Control: *Warning Lites, 612-363-3940*
- iii. Pavement Markings: *AAA Striping, 763-428-4322*
- iv. Signing: Mailboxes: *Herness Construction, 612-710-2217*
- v. Clearing and Grubbing:
- vi. Erosion Control: *Terra Services, 651-789-1173*
- vii. Bituminous Pavement: *North Valley, 763-274-2580*

C. Material Suppliers – *See attached Subcontractor List.*

- i. *Adsco*
- ii. *Forterra*
- iii. *Winnick Supply*
- iv. *Brock White*

D. Engineer – MSA Professional Services

- i. Construction Observation: Bob Uelmen, [buelmen@msa-ps.com](mailto:buelmen@msa-ps.com), 651-802-6798
- ii. Project Manager: James Watters, [jwatters@msa-ps.com](mailto:jwatters@msa-ps.com), 612-548-3152
- iii. Township Engineer: Brian Miller, [bmiller@msa-ps.com](mailto:bmiller@msa-ps.com), 612-548-3120
- iv. Construction Observation Supervisor: Kevin Burns, [kburns@msa-ps.com](mailto:kburns@msa-ps.com), 651-271-6584

E. Owner

- i. Oxford Township - [townhall@oxfordtownship.us](mailto:townhall@oxfordtownship.us)

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- Township Supervisors
  1. Harlan Bellin
  2. Mike Miller
  3. Sandy Hagen
- Township Clerk – Linnea Lentz
- Township Treasurer – Peggy Nelson

#### F. Utilities

- i. Xcel Energy: Daniel Strandquist, [Daniel.Strandquist@xxcelenergy.com](mailto:Daniel.Strandquist@xxcelenergy.com)
- ii. CenturyLink/Terra Tech. LLC: Chuck Daher, [cdaher@terratechllc.net](mailto:cdaher@terratechllc.net)
- iii. Connexus Energy: Mat Rauschendorfer, [mat.rauschendorfer@connexusenergy.com](mailto:mat.rauschendorfer@connexusenergy.com)
- iv. East Central Energy: Dave Waletski, [Dave.Waletski@ecemn.com](mailto:Dave.Waletski@ecemn.com),  
Kevin Auth, [kevin.auth@ecemn.com](mailto:kevin.auth@ecemn.com), 612-385-3592

#### G. Isanti County

- i. Richard Heilman – County Engineer – contact for reimbursement from State Park Road Account
- ii. Darrick Wotachek – Wetland Specialist – contact for culvert installation at County Ditch #20

#### H. Minnesota Department of Natural Resources

- i. Tim Marion – Area Wildlife Manager
- ii. *Tom Simone – Area Wildlife Tech*
- iii. Craig Wills – Area Hydrologist – Region 3

#### I. State Aid Construction Specialist

- i. Ross Hendrickson, [ross.hendrickson@state.mn.us](mailto:ross.hendrickson@state.mn.us) 218-755-6515

### 3. UTILITY COORDINATION AND CONFLICTS

#### A. Notification of utility companies

- i. Locates for the project should be called in prior to land disturbing activity

#### B. Discuss Utility Conflicts, Relocations, and Schedule

- i. ECE
  - a. *All utilities are 36" – 72" deep.*
  - b. *Let Kevin know when the road has been widened.*
  - c. *Culvert installation at driveway Sta. 59+33 might be in conflict.*
- ii. Centurylink
  - a. *Contact Stephanie with TerraTech.*
  - b. *Ditching Sta. 22+90 – 25+37.*
  - c. *60" RCP installation.*
  - d. *Shoulder widening Sta 47+00 – 61+00. Ped box(es) may need to be moved.*
  - e. *MSA will coordinate with Stephanie regarding updated relocation plan.*
- iii. Connexus Energy - no conflicts
- iv. Xcel Energy – no conflicts

### 4. PROJECT SCHEDULE

#### A. CONTRACT STATUS:

- B. NOTICE OF AWARD: Signed October 8, 2019

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- C. AGREEMENT: Signed November 12, 2019
- D. NOTICE TO PROCEED: Signed November 12, 2019
- E. CONSTRUCTION START: Week Starting December 1, 2019 – Estimated
- F. SUBSTANTIAL COMPLETION: November 1, 2020 – *Pending progress of surcharge.*
  - i. Substantial Completion includes all work shown on plans and specifications excluding bituminous paving and punch list items.
- G. FINAL COMPLETION: August 31, 2021 – *Pending progress of surcharge.*
  - i. Final Completion includes all work (including all items addressed in final project closeout punch list).

#### 5. PERMITS & EASEMENTS

- A. Permits
  - i. Status of Mining Permit through Isanti County – *Pending final approval on 11/20/19*
  - ii. Status of work in County Drainage Way Permit through Isanti County – *Sandy Hagen attended county hearing regarding work in County Ditch #20. All necessary paperwork has been received and accepted by Isanti County to complete proposed work in this area.*
  - iii. Status of NPDES permit – *Dresel will process following week starting November 18, 2019*
  - iv. Status of Army Corps of Engineers Regional General Permit – *James (MSA) has received office notification from BWSR regarding the debiting of wetland credits. Notification has been forwarded on to Sean Kelly with Army Corp of Engineers.*
- B. Easements – Marvin W. Schubring WMA – *per phone conversation with MnDNR in April 2019, MnDNR approves of proposed revised realignment through WMA.*

#### 6. SITE & CONSTRUCTION LOGISTICS

- A. Review Contractor's proposed schedule of work and sequence of construction as provided by the Contractor.
  - i. Clearing and grubbing – *Mike Miller will send a letter to residents about clearing.*
  - ii. Erosion control installation – *Will discuss erosion control measures per construction stage.*
  - iii. Embankment and surcharge construction- *Initial 2' lift, monitor for 2-3 weeks @ 2x/week.*
    - Site for mining of material – *Located at intersection of Furman St NE and County Road 9.*
    - Piezometer and settlement plate installation and monitoring – *Piezometers shall be installed approx. 10' deep.*

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- Questions on embankment construction materials & practices – *Provide settlement measurements to Steve Gerber with NTI with elevation change. Simple excel file works just fine.*
  - *Dresel plans to excavate muck from under the proposed culvert location. Care will be taken to judge existing muck depth near this location. Coordination with MSA on site representative will be required prior to land disturbance in this area (County Ditch #20). Isanti County shall be notified by the Contractor prior to work in this area (County Ditch #20)*
- iv. Roadway widening and paving –
- v. Signing and Pavement Markings – *Salvage all signs and leave on-site. Township will pick up.*
- vi. Construction equipment parking – *Dresel plans to park equipment adjacent to surcharge.*
- vii. Material Storage – *South side of culvert on west side of road.*

#### B. Testing

- i. The Contractor shall provide and implement a QC program to successfully complete all testing according to the 2019 SALT Schedule of Materials Control – Local Government Agency
- ii. The Owner shall provide and implement a QA program to successfully complete all testing according to the 2019 SALT Schedule of Materials Control – Local Government Agency

#### C. Construction Staking

- i. Provided by Engineer
  - Provide three (3) working day notice for staking needs
  - What staking is needed to begin project? *Below staking is currently being done as of 11/20/19*
    - a. *Horizontal & Vertical Control points (2 EA) adjacent to surcharge location.*
    - b. *All clearing & grub limits.*
    - c. *Offset stakes to roadway centerline in surcharge area.*
    - d. *Bio roll installation locations.*
    - e. *Proposed culvert alignment*
- ii. Control is anticipated to be set the week of November 17, 2019

#### D. Salvage Items

- i. All existing signage deemed reusable by the Owner. Coordinate with onsite engineer and Owner staff when salvaging these items.
- ii. Mail boxes and associated landscaping

*Subcontractor to coordinate with local post master when construction activities necessitates moving in place mailboxes*

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#### 7. **PAYMENT APPLICATIONS**

##### A. Partial & Full Payments

- i. The Township considers the approval of bills at the 2<sup>nd</sup> Tuesday of each month.
  - The Contractor shall submit Applications for Payment on or about the last Wednesday of the month
  - 5% retainage will be withheld
  - Isanti County expects a two – three week turn around between receipt of approved pay request and payment to Oxford Township and subsequently the Contractor.
  - Provide pay request with Construction Storm Water Inspection Checklist. Example is given in contract documents. *SWPPP checklists will be in an on-site mailbox adjacent to poster board.*

#### 8. **MISCELLANEOUS**

- A. Provide certified payroll documents to MSA Office Coordinator Susan Marcott. [smarcott@msa-ps.com](mailto:smarcott@msa-ps.com)
- B. Discuss location of job site poster board and any questions regarding the requirements of this poster board. Example poster board can be viewed here <https://www.dot.state.mn.us/const/labor/documents/posterboards/stateposterboard.pdf>
- C. Shop drawings shall be sent from the Contractor in order to review them prior to submittal for review. Electronic shop drawings are acceptable
- D. The Contractor shall coordinate with the on-site representative regarding the match lines for all roadway, driveway, and grading disturbance limits.
- E. All delivery tickets for imported granular fill (if authorized by on-site representative), subgrade excavation (if authorized by on-site representative), and roadway gravel base material shall be given to the on-site representative at the end of each working day. *MSA will provide a topographic survey on the mining (borrow) site prior to start and after construction for granular borrow items. Dresel will keep track of truckloads for partial payment requests. Dresel's anticipated start date for clearing of borrow area is week starting December 2, 2019. Tentative site availability for topo is set for Thursday/Friday of this week or the following week starting December 9. Contractor to coordinate with MSA regarding site availability for survey as clearing progresses.*
- F. Any request for change orders must be submitted within 30 days of the event necessitating the change or they may be denied. Change order work completed without the Owner's approval may be denied for additional payment.