

# HAYES ENGINEERING, INC.

Texas Registered Engineering Firm F-1465

2126 Alpine St.  
Longview, TX 75601

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## PRECONSTRUCTION CONFERENCE AGENDA

**DATE:** Monday, January 8, 2024 **TIME:** 1:00 p.m.

**PROJECT:** City of Marshall, 300&400 Block of North Washington Ave. Redevelopment

**LOCATION OF CONFERENCE:** Public Works Department Conference Room

NAME	ADDRESS
<b>OWNER:</b> City of Marshall <b>OFFICIAL REPRESENTATIVE:</b> Eric Powell, P.E., PW Dir./City Engineer	605 East End Blvd. South P.O. Box 698 Marshall, TX 75671 (903) 935-4489 Powell.eric@marshalltexas.net
<b>ENGINEER:</b> Hayes Engineering, Inc. <b>OFFICIAL REPRESENTATIVE:</b> Stanley R. Hayes, P.E.	2126 Alpine St. Longview, TX 75601 (903) 758-2010, Ext. 24 (903) 758-2099 (Fax) stan@hayesengineering.net
<b>CONTRACTOR:</b> Casey Slone Construction, LLC <b>OFFICIAL REPRESENTATIVE:</b> Casey Slone	P.O. Box 1614 Marshall, TX 75671 (903) 503-3733 caseysloneconstruction@gmail.com

### SUBJECTS TO BE DISCUSSED

1. Identification of Project Representatives:

ENGINEER'S PROJECT REPRESENTATIVE: N/A  
OWNER'S PROJECT REPRESENTATIVE: Chris Miles Assist. PW (903)-930-3797  
CONTRACTOR'S PROJECT REPRESENTATIVE: Karl Loritsch (903) 930-9881

2. Responsibilities of Engineer's or Owner's Representatives: (Does not "supervise" the Contractor's employees, equipment, or operations.)

Responsibilities are provided in the contract General Conditions.

3. Responsibilities of Contractor: (Review contract terms).

Contract General Conditions, Special Conditions.

4. Responsibilities of Any Other Agency Contributing to the Project

None

5. General Discussion of Contract:

- A. Specifications:

Does Contractor understand the specifications applicable to the contract as  
awarded? Yes

- B. Storm Water Pollution Prevention Plan:

Does Contractor understand SWPPP requirements pertaining to this project? Yes

- C. Initiating construction: (Notice to Proceed)

Notice to Proceed to be issued by January 16, 2024

- D. Completion Time for Contract: (Does everyone understand contract requirements and methods of Computing?)

240 calendar days

- E. Liquidation Damages:

\$500 per calendar day.

- F. Requests for Extension of Contract Time:

Reference General Conditions Article 4.02, written and submitted  
as soon as practicable for the event which the extension is being requested.

- G. Procedures for Making Partial Payments:

Cutoff date is the end of the month for previous month's work. Contractor and  
Project representative meet at the end of the month and agree on quantities for  
payment period. Mark previous month's payment estimate with quantities  
completed. Contractor must sign on bottom of payment estimate. Contractor  
shall deliver to Engineer for preparation and submittal to the Owner for payment.  
Pay Estimate shall be submitted to the Owner by Engineer in a timely manner.  
Retainage shall be held at 5%.

H. Guarantee on Completed Work: (Materials, Installed Equipment, Workmanship, etc.)

In accordance with contract. Two years from date of written acceptance of project.

I. Other Requirements of the Contract and Specifications that deserve Special Discussions by All Parties:

Coordinate with owner before closure of any lanes of street. Confirm emergency services has been notified.

6. Contractor's Schedule:

A. Coordinate schedule with City and engineer.

B. Coordinate with Utility Companies.

Locate existing utility lines prior to construction.

7. Subcontracts: (Review and approval of proposed Subcontractors and their work schedules.)

Anticipated Subcontractors:

Stiles – Electrical, RCI Concrete, McKinney-Site work, AAA Sanitary-Utilities, Landscape Creations

8. Status of Materials Furnished by Owner:

Meter Boxes and MH covers will be available

9. Change Orders:

No work outside of the contract shall be performed by the Contractor unless and until a written Change Order is approved by the Owner. If a Change Order is needed, the Contractor shall submit proposal to the Engineer. Engineer shall prepare a formal Change Order form and submit it to the Owner for review and consideration.

10. Staking of Work:

Contractor shall provide construction staking.

11. Resident Project Representative:

A. Functions of the Resident Project Representative, including Records and Reports:

**Any representative of the Owner or Engineer is not responsible for any job-site safety issues in regard to the Contractor's employees or the general public. Job-site safety is the responsibility of the Contractor.**

B. Responsibilities of Owner:

Owner's employees do not have authority to change scope of work without written approvals from the Owner and Engineer.

C. Safety and Sanitary Regulations:

Engineer is not responsible for monitoring or directing safety or sanitary conditions. Contractor shall comply fully with all applicable laws and regulations in the areas of safety and sanitation.

12. Final Acceptance of Work: (Include requirements for tests and clean-up of project site.)

- A. At the completion of the project, the Contractor shall request an inspection by the Owner and the Engineer. A preliminary (pre-final) punch list will be prepared by the Engineer at the request of the Contractor prior to the final inspection. Upon completion of the pre-final punch list, the Owner, Engineer, and the Contractor will conduct a final inspection together.
- B. The Contractor shall submit an Affidavit of Bills Paid with the final pay request along with a written statement that the project has been completed in accordance with the plans and specifications and any change orders incorporated during construction.

13. Traffic Control Plan:

Traffic control shall be in compliance with latest TxDOT MUTCD.

14. Rights-of-Way and Easements:

- A. Explain any portion of Project not available to Contractor:

All areas are currently available after the start date.

- B. Contractor's Responsibilities during Work covered by Contract:

Protect existing utilities and maintain access to property owners

- C. Coordination with Railroads, Highway Departments, and other Organizations:

Notify Emergency Services, City, and School District if applicable of any partial road closures.

15. Signage:

None required.

16. Other Discussion Items:

- A. Submittals. Electronic copies submitted to Engineer for review. Contractor to review submittals and stamp for compliance before submission to Engineer.
- B. Protection of private property, street pavements, and existing utilities.
- C. Safety of construction area after hours. 24-hour emergency number:

