



Preconstruction Conference

Minutes of Meeting

Power Rd and Elliot Rd Intersection Improvement

TT0539

Preconstruction Meeting Date: March 20, 2018

10:30 AM

1. Self-Introductions of Attendees – sign in on Attendance Sheet

2. Project Introduction: Project will be constructed by AJP Electric under JOC Contract 2015-027.
Location: Power Rd and Elliot Rd Intersection
The work consists of removing all existing traffic signal equipment and materials; install new traffic control equipment and materials, including underground conduit, video detection; sidewalk ramps, pavement replacement, signing, striping and other associated work.

3. MCDOT Representatives
 - Construction Manager Shawn Coleman (602) 292-0251
 - Inspector Mario Lucero *(602) 527-6662*
 - Traffic Control Burt Neptune (602) 527-6710
 - PIO Ron Coleman (602) 525-8698
 - Survey Gregg Hunter (602) 506-4679
 - Materials Testing Aaron Spears (602) 469-5421
 - Signing Brian Neves (602) 722-6927
 - Striping Tony Perez (602) 723-0585

4. AJP Electric
 - Project Manager Greg Cliffords (602) 451-2515
 - *Foreman Joe Moreno (602) 451-4147*

5. Communications and Coordination
 - The Contractor is reminded that the Construction Manager (CM) has immediate charge of the administrative and engineering details of the project. The Contractor is cautioned that only the CM and Inspector are authorized to provide information, clarification, or interpretation regarding plans, specifications, and any other contract documents or requirements. Solicitation and receipt of information by the Contractor from any other MCDOT representative will not be considered valid for administration of the project. Shop drawings and all other submittals required by the Contract shall be submitted to the CM. Submittals made to and received by other MCDOT representatives will not be considered valid for the purpose of administration of the Contract.
 - All Mail, Submittals and Request for Information (RFI) for MCDOT shall be sent to Shawn Coleman. Shawn will forward documentation to the appropriate MCDOT staff for review and approval.
 - All Mail, Submittals and Request for Information (RFI) for AJP Electric shall be sent to Greg Cliffords. *(Copy Debbie Magnolo, Debbie.Magnolo@ajpelectric.com)*
 - Daily field scheduling, coordination and field issues shall be discussed and coordinated between the MCDOT Inspector and Contractors Field Representative. Field changes such as modifications and monetary expenses shall be submitted in writing and discussed with the CM.
 - Try to resolve all issues at the lowest level.

6. Title VI
 - Kimberly Richards is the Intergovernmental Coordinator for this project 602-506-1630
 - Presentation on Title VI
 - Keep copy of Title VI Presentation on the project site. *(Keep extra copies of posters on site during working operations. Ensure the Title VI language is included in your sub-contractor's contract)*
7. Public Relations
 - Ronald Coleman (602-525-8698) is the Public Information Officer for this project.
 - Complaint Handling – Follow up and resolve promptly. Keep records of complaints and actions.
 - MCDOT Project Information 602-506-3342
 - Contractor to notify emergency services, schools, mail carrier and trash services of project. *(Provide notification at least 2 weeks in advance. Ensure that all school buses are allowed to get through. CM to coordinate with AJP to determine suitable locations for VMS boards).*
8. Environmental *(AJP encouraged to thoroughly review the environmental clearance)*
 - To prevent the introduction of invasive species, all construction equipment shall be washed prior to entering and leaving the construction site.
 - Special Provisions 107.5.3.3 Identify Potentially Hazardous Materials
 - Special Provisions Section 350 Removal of Existing Improvements *(AJP to submit proposed disposal facilities. AJP to provide a copy of the asbestos disposal receipt from the disposal facility).*
9. Right-of-Way
 - The contractor shall keep the construction operations within the existing ROW.
 - Marshaling Yard / Staging Area.
 - Agreements to Access Private Property
 - Contractor shall furnish the MCDOT CM properly executed written documentation from property owners that authorizes the Contractor the use private property for marshaling yard or staging area. *(AJP anticipates no Marshaling Yard).*
10. Utilities
 - Contractor is reminded that they are responsible to request Arizona 811 (BlueStake), verify and locate existing utilities. Submit Arizona 811 confirmation to Inspector.
 - MCDOT Utility Coordinator is Efren Guevara *(602) 722-1907*
 - Cooperation with Utilities – Special Provisions 105.6 *(MCDOT & AJP to coordinate with SRP for the erection of the poles near the overhead lines. AJP and MCDOT to ensure address labels are correct).*
11. Survey
 - Survey will be provided by MCDOT *(CM will coordinate with Survey to get limits and ROW staked prior to on-site Pre-Con. There may be some possible re-staking. Some possible small changes to limits of work may be incorporated pending City of Mesa & RWCD comments).*
 - Survey requests are to be made electronically through Mario Lucero
 - Provide reasonable and specific survey requests.
 - Two full working days advance notice is required for survey requests for preparation and scheduling.
12. Material Testing
 - QA Materials Testing will be provided by MCDOT
 - QA Testing Plan
 - Testing requests are to be made electronically through Mario Lucero

- Two full working days advance notice is required for material testing requests for preparation and scheduling.
- QC Testing is the responsibility of the Contractor
- QC Subcontractor

13. Contractor's Submittals (Note: this is not a complete list)

- List of all Subcontractors
- List of Material Sources
- Preliminary Work Schedule
- Preliminary Traffic Control Plan
- Emergency Telephone Numbers
- Signing Authority Letter (*AJP to refer to MCDOT website for approved signage drawings*)
- Name and Phone Number of the Certified Safety Professional
- Copies of all Permits required for project Construction (including the Town of Gilbert, City of Mesa, RWCD)
- Safety Plan with OSHA 300 Logs
- Material Safety Data Sheets
- Mix Designs
- Manufacturer's certification for all materials
- Shop drawings

14. Construction Schedule – 80 Calendar Day Contract

- Notice To Proceed Date: *Pending RWCD*
- Projected Completion Date: _____
- Work Hours: *6 am to 4:30 pm*
- Contractor will review project schedule with attendees
- Overtime and Weekend Work
 - Contractor must advise MCDOT in advance of planned overtime and weekend work.

15. Traffic Control

- Submit traffic control plans (TCP) electronically to Burt Neptune (*AJP to submit ASAP*)
- Keep copy of approved TCPs on project site during working hours
- Traffic Control Subcontractor is: Konnick Construction
- Lane restrictions and Flagger Operations
- Uniformed Off-Duty Officers
- Access to properties and businesses must be provided at all times.
- Notify law enforcement, emergency service, schools and public services of restrictions.

16. Progress Payments

- County accounting system requires processing of Monthly Progress Estimates by the third business day of the month.
- Quantity cutoff date is the 20th of each month.
- Inspector prepares Monthly Progress Estimate and submits for processing by the 27th of each month.
- Quantities to be measured and agreed in field by Inspector and Superintendent daily.

17. MCDOT Furnished Material and Equipment – Special Provisions 470.5

18. Video Project –

- Contractor shall video the existing conditions of the project site and provide MCDOT with the video on a flash drive at least 2-days prior to start of work.

19. Permits

- MCDOT Courtesy Permit is being processed.
- City of Mesa (On-site Preconstruction Meeting required)
- Town of Gilbert
- Roosevelt Water Conservation District

20. Safety and Health

- Be aware of surroundings at all times. This project has sight and space restrictions.
- Contractor to follow safety plan
- All personnel on project site shall wear PPE
- Portable Toilet facility required for jobsite
- Keep area cleaned daily
- Contractor Safety and Tailgate Meetings
 - Invite Inspector to Meetings

21. Lesson Learned

- Lessons Learned form will be emailed to project participants to complete and return to Shawn Coleman when construction phase of project is complete.

22. Open Discussion

- *AJP to submit a comprehensive removal and transportation plan identifying the procedures to be used for the removal, transport and disposal of the existing signal poles with associated accessories that have been identified as having paint that contain lead. (Refer to S.P. 108.1.1)*



Maricopa County Department of Transportation
Preconstruction Meeting Sign In-Sheet
3/20/2018
 TT0539 Power Rd and Elliot Intersection Improvement

Initial	Name	Email	Main Phone No.	Representing	Capacity
	Aaron Spears	aaonspears@mail.maricopa.gov	(602) 469-5421	MCDOT	Materials Lab
<i>BS</i>	Bill Grimes	billgrimes@mail.maricopa.gov	(602) 723-5593	MCDOT	Construction / Inspection
	Brian Dalager	briandalager@mail.maricopa.gov	(602) 723-7047	MCDOT	Survey
	Brian Neves	BrianNeves@mail.maricopa.gov	(602) 722-6927	MCDOT	Signing
<i>BN</i>	Burt Neptune	burtneptune@mail.maricopa.gov	(602) 527-6710	MCDOT	Project Manager
	Dave Hopper	davehopper@mail.maricopa.gov	(602) 506-2882	MCDOT	Construction
<i>EG</i>	Efren Guava	efrenguevara@mail.maricopa.gov	(602) 722-1907	MCDOT	Traffic Signal Manager /Utility Coordinator
<i>GC</i>	Greg Cliffords	Greg.Cliffords@ajpelectric.com	(602) 451-2515	AJP Electric	Project Manager
	Gregg Hunter	GreggHunter@mail.maricopa.gov	(602) 506-4679	MCDOT	Survey
	Jerry Wright	jerrywright@mail.maricopa.gov	(602) 723-5542	MCDOT	Roadway Maintenance
	Jesse Hunter	jessehunter@mail.maricopa.gov	(602) 506-8670	MCDOT	Survey
<i>JP</i>	Joe Pinto	joepinto@mail.maricopa.gov	(602) 506-8068	MCDOT	Environmental
	Kelly Roy	Kelly.Roy@mail.maricopa.gov	(602) 721-2774	MCDOT	Utility Coordinator Manager
	Kimberly Richards	KimberlyRichards2@mail.maricopa.gov	(602) 506-1630	MCDOT	Planning / Title VI
	Lisa Laird	lairdl@mail.maricopa.gov	602-540-3706	Maricopa County Risk Management	Safety
<i>ML</i>	Mario Lucero	MarioLucero@mail.maricopa.gov	(602) 527-6662	MCDOT	Inspection
	Mark Clark	MarkClark@mail.maricopa.gov	(602) 768-5228	MCDOT	Maintenance Traffic Operations
	Matt Maddux	mattmaddux@mail.maricopa.gov	(602) 689-3863	MCDOT	Inspection
<i>MP</i>	Michael Perez	MichaelPerez@mail.maricopa.gov	(602) 506-8394	MCDOT	Roadway Maintenance
	Myron Richards	myronrichards@mail.maricopa.gov	(602) 723-5557	MCDOT	Maintenance NE Area Supervisor



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Initial	Name	Email	Main Phone No.	Representing	Capacity
	Nicole Moon	NicoleMoon@mail.maricopa.gov	(602) 768-8459	MCDOT	PIO
RC	Ron Coleman	RonaldColeman@mail.maricopa.gov	(602) 525-8698	MCDOT	PIO
	Roy Arnold	royarnold@mail.maricopa.gov	(602) 723-3416	MCDOT	Maintenance NE Area Field Supervisor
SC	Shawn Coleman	ShawnColeman@mail.maricopa.gov	(602) 292-0251	MCDOT	Construction
	Tony Perez	TonyPerez@mail.maricopa.gov	(602) 723-0585	MCDOT	Striping
	Nasreen Hasan	NasreenHasan@mail.maricopa.gov	(602) 506-0896	MCDOT	Project Manager
HD	Hugh Davidson	HughDavidson@mail.maricopa.gov	(602) 506-8082	MCDOT	Environmental

