

**TOWN OF WATERFORD SANITARY DISTRICT NO.1**  
**NOTICE OF MEETING**  
**Thursday, June 26, 2025 at 10:00 am**  
**TOWN HALL MEETING ROOM**  
**415 N. MILWAUKEE STREET WATERFORD WI**

The Town of Waterford Sanitary District will be holding a preconstruction meeting regarding the upcoming Lift Station Upgrade. A quorum of Commissioners may be present.

**PRECONSTRUCTION CONFERENCE AGENDA**

Lift Station Upgrades

June 26, 2025

10:00 AM

Town of Waterford Sanitary District No.1

**ATTENDANCE**

Please turn cell phones off.

Introduce attendees and parties to the Contract.

Owner is Town of Waterford Sanitary District No.1

Contractor is Lee Mechanical, Inc.

Engineer is Ruekert &amp; Mielke, Inc.

Please sign attendance sheet being circulated.

**BONDS, INSURANCE**

Contractor's certificate of insurance is included with executed Contract.

Certificates of Insurance must be supplied to parties of the Contract and to "additional insureds" and kept current with the Engineer during Project.

**CONTRACT DOCUMENTS****A) Effective Date of the Contract: April 5<sup>th</sup>, 2025****B) Important Dates/Days**Notice to Proceed was issued on: April 25, 2025Contract Times Start: Upon Notice to ProceedSubstantial Completion: August 30, 2027Ready-for-Final-Payment Deadline: October 15, 2027Milestone - Substantial Completion of Lift Station 6, 10 and 15: August 1, 2026

Contractor must request Substantial Completion and Ready-for-Final-Payment status, in writing, at the appropriate time following the General Conditions of the Contract.

**C) Liquidated Damages**

For each day past Substantial Completion: \$300.

For each day past ready for final payment: \$100.

**D) Copies of Contract Documents**

Contractor was provided three sets of Addendumized Bidding Documents.

#### **E) Caution!**

Division 01, General Requirements, applies to all other Sections in other Divisions. Do not assume specifications and referenced specifications are the same as the last project. Engineer continually updates contract documents.

#### **CHANGES IN CONTRACT TIME OR CONTRACT PRICE**

Should be approved in writing and executed by a Change Order, before proceeding with such work. If that is impossible, a Work Change Directive may be issued to maintain work progress.

If an event provokes a Change Proposal, Claim or dispute, it is necessary that a written notice be submitted to the Engineer no later than 30 days after the start of the event. Change Proposal For Claims changed subsurface, physical conditions, and Underground Facilities must be made within 2 working days. Change Proposal for a Contract Price change shall include a detailed breakdown of man-hours, rates, and material quantities and costs. For all Change Proposals include a statement that the adjustment requested is the entire adjustment to which the Contractor believes it is entitled as a result of the event.

#### **AUTHORIZED REPRESENTATIVES**

Contract requires Owner, Contractor, and Engineer to designate at this meeting the authorized representative for each. A sheet will be passed to record those names, and the completed sheet will be made a part of the meeting minutes.

#### **PROJECT COMMUNICATION**

The Contract requires all project communications to go through Engineer.

Follow Section 01 31 26 For Electronic Communication Protocols.

Engineer's communications with subcontractors or suppliers will be routed through the Contractor. If Contractor is unavailable, such communications that occur will be shared as soon as possible after the event.

Notices must follow General Conditions.

| Representing | Name                 | E-mail Address            |
|--------------|----------------------|---------------------------|
| Owner        | Lou Falcone          | wtrdoperations@tds.net    |
| Contractor   | Mark Gamroth         | mgamroth@selectlee.com    |
| Engineer     | Meredith Pearl, P.E. | mpearl@ruekert-mielke.com |

Copy Owner representative on Contractor-Engineer communications, \_\_\_\_\_.

#### **OWNER'S PERSONNEL**

| Title                     | Name          | Telephone    | Mobile Phone |
|---------------------------|---------------|--------------|--------------|
| Authorized Representative | Dan Dickinson | 414-331-0065 |              |
| Operations Superintendent | Lou Falcone   |              | 262-332-3312 |

## CONTRACTOR

| Title                     | Name         | Telephone    | Mobile Phone |
|---------------------------|--------------|--------------|--------------|
| Authorized Representative | Mark Gamroth | 262-657-9490 | 414-369-7355 |
| 24 hr. Authorized         |              |              |              |

## SUBCONTRACTORS AND MATERIAL SUPPLIERS

Follow Article 13 of ITB's

The following subcontractors will be employed:

| Material Suppliers/Subcontractor's Name | Work Category |
|---|---------------|
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |
|   |               |

Per Wisconsin Statutes 779.14(1e)(b), Contractor shall, to the extent practicable, maintain a list of Subcontractors, Suppliers, and service providers performing, furnishing or procuring labor, services, materials, plans or Specifications for the performance of the Work. This list must be supplied by Contractor as part of the final payment application.

## ENGINEER'S PERSONNEL

| Title               | Name                  | Telephone    | Mobile       |
|---------------------|-----------------------|--------------|--------------|
| Project Manager     | Meredith Pearl        | 319-451-1524 | 314-691-3960 |
| Electrical Engineer | Eric Widas            | 920-305-0546 | 919-812-1365 |
| Project Designer    | David W. Arnott, P.E. | 262-953-3080 | 262-923-6188 |

Address Engineer's project correspondence to:  
Ruekert & Mielke, Inc.  
Attn: Meredith Pearl  
W233 N2080 Ridgeview Parkway  
Waukesha, WI 53188-1020

## EMERGENCY TELEPHONE NUMBERS

Ambulance, Police, Fire: 911

## PROGRESS SCHEDULES & SCHEDULE OF VALUES

Submit preliminary Progress Schedule. Progress Schedule should be updated prior to each progress meeting.

Submit a preliminary Schedule of Values following Section 01 29 76. Except for allowance items, or items specifically labeled "materials", each line item in the Schedule of Values will be assumed to include all costs for Work that is both furnished and installed.

## UTILITY COORDINATION

It is Contractor's responsibility to locate, verify and protect existing utilities.

Contractor has the responsibility for ordering electric and natural gas services. He must factor in and coordinate utility processing time and field preparations (grading, inspections, etc.) to meet contract deadlines. (See 01 32 13)

| Gas Utility | Electric Utility | Other Utilities |
|-------------|------------------|-----------------|
| We Energies | We Energies      |                 |

## PROJECT PAYMENTS

Lee Mechanical will send to the Engineer prior to the 1<sup>st</sup> of the month.

Partial lien waivers are required for pay requests after the initial one.

Use Contractor's Application For Payment Form provided electronically by Engineer.

Applications for Payment for a reduction in retainage shall be accompanied by a written consent of surety to the payment of the balance due for that portion of the Work fully completed and accepted.

## PERMITS

Contractor is required to get permits following Section 01 11 00.

Contractor responsible for all permit fees including but not limited to:

- Town of Waterford Electrical Permit for all sites
- Town of Waterford Building Permits for LS 6, 7, 9, 10, 15
- Town of Waterford Construction Site Erosion Control & Land Disturbance Determination for all sites where erosion control is required
- Town of Waterford Ditch and Culvert Permit for LS 15
- Racine County ROW Permit for LS 13 & LS 15

Owner's comments on local permit procurement: \_\_\_\_\_

## EROSION CONTROL & PERMIT

Contractor shall install all required erosion control devices required by the Contract Documents before performing any land-disturbing activities. Ultimately, Owner is responsible to ensure Contractor complies with erosion control ordinances and permit requirements. If Owner determines that Contractor is not providing adequate erosion control measures, Owner may stop Work until adequate erosion control measures are in place.

## SUPERVISION & SAFETY

Contractor is contractually responsible for all safety programs, practices, procedures, and protection of persons and property, and, for supervising, coordinating, and scheduling Work.

Owner and Engineer will follow Contractor's safety program.

Engineer will provide Material Safety Data Sheets (MSDS) to Contractor, for materials brought on site.

## SHOP DRAWINGS

All Shop Drawings must first be reviewed by the Contractor for conformance with the Contract Documents, then stamped and submitted by Contractor with the wording found in Specification 01 33 00 of the Contract Documents.

Contractor shall furnish product data, Shop Drawings, or product samples to Engineer for review if listed in the SUBMITTALS article of a specification section and also if not listed, but one of the following is true:

1. Proposed item is an "equal or substitution" for the manufacturer or model specified.
2. A color or finish choice is available but not specified.
3. Contractor considers specified product inappropriate and will not warrantee or guarantee.
4. Contract Documents lack detail or offer conflicting requirements.

Color and finish selections will not be made until all samples are submitted, to allow comparisons.

Engineer will distribute hard copy(s) and/or electronic copy(s) in accordance with 01 33 00. Contractor shall keep 1 set approved Shop Drawings at Site.

## PROJECT MEETINGS

To be scheduled as-needed with Owner, Contractor, and Engineer. Determine progress meeting schedule at preconstruction meeting.

## CONSTRUCTION STAKING

Review 01 71 23 responsibilities for description of staking services of site limits and building corners by R/M.

Protect and preserve markers and stakes. Engineer may use benchmarks & staking to check work at the site. Cost of replacing markers and stakes will be Contractor's responsibility when loss or damage results from Contractor's operations.

Contact Meredith Pearl.

## CONSTRUCTION REVIEW

Contract allows for Site work only during "regular working hours" 7am to 7pm Monday through Friday. No weekend and/or holiday work without Owner's written consent.

What are Contractor's proposed regular working hours? \_\_\_\_\_.

Contractor must retain the services of approved independent testing agencies to perform soil bearing tests, soil compaction tests, asphalt and concrete tests. Contract requires identification of proposed firm before services occur. Proposed firm is \_\_\_\_\_.

Preconstruction documentation - Photos of Sites will be taken by R/M.

Contractor shall contact Meredith Pearl (R/M Project Manager) with a minimum 72-hour notice before the start of any excavation, concrete work, equipment installation, or utility work.

Contractor is responsible for day-to-day quality control. Engineer will make periodic visits and attempt to watch buried and concreted work but will not be closely checking all work every visit. Engineer will do 2 comprehensive inspections: at Substantial Completion and at readiness for final payment. (GC-7.01, 10.02, and 01 45 16.13)

## **EQUIPMENT STORAGE AND INSTALLATION**

Provide proper and protected storage for all materials and equipment to be incorporated into the Work. Owner is not liable for stored equipment.

## **RECORD DRAWINGS**

Contractor shall keep site maintained annotated drawings on Site and update on a daily basis.

## **O&M MANUALS**

Write specific to this project and specific to equipment. Follow Section 01 78 23.

## **OTHER ISSUES**

### **Temporary Pumping**

Tanker truck for bypass valve replacement. Temp pumping with trash pump after bypass valve replacement. Does contractor propose something different?

### **Sequence of Operations**

#### **Sequence 1**

- Control Panels and miscellaneous work (bypass valves, pipe rehabilitation and valve replacement)
- Lift Stations 3, 4, 7A, 10A, 10B, 13, 15A,

#### **Sequence 2**

- Control Panels, miscellaneous work (bypass valves, pipe rehabilitation and valve replacement) and standby generators
- Lift Stations 5, 8, 11, 12, 14, 14A

#### **Sequence 3**

- Control Panels, miscellaneous work (bypass valves, pipe rehabilitation and valve replacement), standby generators and building modifications
- Lift Stations 7, 9

#### **Sequence 4**

- Control Panels, miscellaneous work (bypass valves, pipe rehabilitation and valve replacement) and pump replacement
- Lift Stations 1, 2

### **Allowances**

Cash allowances for electrical and gas service lines. Cash allowance for SCADA hardware, software and programming. Expected to coordinate with utilities for new electric and gas service as required. We don't have the exact cost, but there are allowances in the contract.

**Milestones (3 larger lift stations need to be finished before all others)**

Lift Stations 6, 10 and 15 have their own substantial completion date. August 1, 2026.

Lift Station 6 requires substantial work, including new valve vault, with limited construction area. Keep property owner happy. Work with owner for access. Stay within easement/construction limit. Conduit from control building to wet well for controls/power. 15 ft easement.

**Wet Well Hatch Gaskets**

Some wet wells are in the floodplain and their access hatches require a special gasket.

**Overview of Work at Lift Stations 7 and 9**

Review work required at these lift stations.

**Overview of Work at District Office**

Review electrical, SCADA, and allowances for this work.

**SUMMARY**

Comments by anyone?

Would anyone like to site visit?

Meeting ended: (time) \_\_\_\_\_

**SITE VISIT**

Attendees and discussion: \_\_\_\_\_

MLP/sjs



**AUTHORIZED REPRESENTATIVES**

Lift Stations Upgrades  
Town of Waterford Sanitary District No.1  
June 26, 2025

**Contract General Conditions 2.04.B.**

*"At this [preconstruction] conference, Owner and Contractor each shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit and receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party."*

**TOWN OF WATERFORD SANITARY DISTRICT NO.1**

Authorized Representative: Dan Dickinson

**LEE MECHANICAL**

Authorized Representative: Mark Gamroth

**Contract Supplementary Condition 2.04.C.**

*"At this [preconstruction] conference, Engineer shall designate, in writing, a specific individual to act as its authorized representative with respect to the services and responsibilities under the Contract. Such individuals shall have the authority to transmit instructions, receive information, render decisions relative to the Contract, and otherwise act on behalf of Engineer."*

**RUEKERT & MIELKE, INC.**

Authorized Representative: Meredith L. Pearl, P.E.

### Claim Documentation Guidelines

When extra Work is performed, or proposed, on a Cost-of-the-Work basis, the following information must be submitted to Engineer. For "performed" work, submit no later than 60 days after the start of the Claim event. This data allows the Owner and Engineer to verify that costs are eligible for reimbursement according to the Contract Documents. Show the date of service, worker names, trade classification, wage rate, hours of service, brief activity description, material description, material cost. List overhead and profit after its respective labor, materials, and equipment subtotal. If there is an associated deduction from the Work, provide a similar breakdown. (For cost proposals omit dates, names, and receipts.) Furnish statement copies from all involved subcontractors.

\*Attach to summary:

1. Wage rate breakdown for each trade classification listing base pay and all benefit and tax items.
2. Supplier receipts/or invoices for materials used.

### Examples:

#### Ace Subcontractor - Labor

| Date of Service | Employee   | Classification     | Wage Rate* | Hours | Activity Description    | Subtotal |
|-----------------|------------|--------------------|------------|-------|-------------------------|----------|
| 7/30/06         | Bill Jones | Laborer            | \$15.00    | 2     | Removed Room 300 wall   | \$ 30.00 |
| 8/1/06          | Bob Smith  | Journeyman plumber | \$25.00    | 4     | Installed Room 300 sink | \$100.00 |
|                 |            |                    |            |       |                         | \$130.00 |

#### Ace Subcontractor- Materials and equipment\*

| Item          | Date    | Unit Price    | Quantity | Subtotal |
|---------------|---------|---------------|----------|----------|
| Dumpster      | 7/30/06 | \$200.00      | 1        | \$200.00 |
| Acme 100 sink | 8/1/06  | \$150.00      | 1        | \$150.00 |
| Pump rental   | 8/1/06  | \$ 20.00/hour | 4 hours  | \$ 80.00 |

Overhead & profit fee:  $(\$130 + \$150) \times 15\% = \$42.00$ , **Total Ace Claim: \$ 602.00**

#### AAA General Contracting

| Date of Service | Employee | Classification    | Wage Rate* | Hours | Activity Description | Subtotal |
|-----------------|----------|-------------------|------------|-------|----------------------|----------|
| 7/30/06         | Dan Hall | Carpenter Foreman | \$30.00    | 1     | Supervise            | \$30.00  |
| 8/1/06          | "        | "                 | \$30.00    | 2     | Supervise            | \$60.00  |
|                 |          |                   |            |       |                      | \$90.00  |

Overhead & profit:  $(\$90.00 \times 15\%) + (\$602.00 \times 5\%) = \$43.60$ , **Total AAA costs: \$133.60**

**Total Claim: \$602.00 + \$133.60 = \$ 735.60**