

Friday, February 12, 2021
 ITD District 3 – (Meeting via Teams)

US-95, Little Salmon River Bridge
PROJECT #: A019(399) / KEY #: 19399/ CONTRACT #: 8625

PRIME CONTRACTOR: Braun-Jensen, Inc.

RESIDENT ENGINEER: Daris Bruce, P.E.

(Meeting to be recorded via Teams)

INTRODUCTION OF CONFERENCE PARTICIPANTS

In lieu of sign-in sheet we will take a few minutes at the beginning of the meeting to record attendance.

Idaho Transportation Department Project Personnel

Name	Title	Email	Cell	Office
Daris Bruce	Resident Engineer	Daris.Bruce@itd.idaho.gov	208-484-9747	208-334-8331
Luke Myers	Project Coordinator	Luke.Myers@itd.idaho.gov	208-908-1991	208-334-8965
Sikha Bhusal	Project Coordinator	Sikha.Bhusal@itd.idaho.gov	208-473-9403	208-332-7180
Jon Mensinger	ITD Lead Inspector	Jon.Mensingers@itd.idaho.gov	208-484-7907	208-332-7182
Phoebe Wallace	Community Outreach	Phoebe.Wallace@itd.idaho.gov	208-513-4892	208-334-8363
Ryan Rush	DCOM	Ryan.Rush@itd.idaho.gov	208-	208-334-8342

Braun-Jensen Project Personnel

Name	Title	Email	Cell
Chet Jensen	Superintendent	cjensen@braun-jensen.com	208-608-8491
Matt Harvey	Traffic Control Supervisor		208-739-1414

Other Project Personnel

Company	Work Type	Name	Title	Email	Phone
Atlas	Testing and Inspection	Justin Bledsoe	PM	Justin.Bledsoe@oneatlas.com	208-919-4622
		Maren Tanberg	Tester	Maren.Tanberg@oneatlas.com	208-880-6100
		Roman Guevara	Tester	Roman.Guevara@oneatlas.com	208-484-5120
Braun-Jensen	Traffic Control	Matt Harvey	TC Supervisor		208-739-1414
ITD	Public Involvement	Phoebe Wallace	Community Outreach Coordinator	Phoebe.Wallace@itd.idaho.gov	208-334-8363

Disclaimer:

Topics discussed during this meeting are for informational purposes only. Deviation or changes from contract documents shall be administered per 104.02.

PROJECT EXPLANATION

This project consists of the demolition and subsequent replacement of the bridge over the Little Salmon River just outside of New Meadows along US-95 at MP 160.227, Adams County, Idaho.

Designer of the project is: Idaho Transportation Department

CORRESPONDENCE

Digital/mailed correspondence is the preferred method and includes submittals, test reports, and certifications. This will be treated as the official copy. Standardized email labeling will be established for the project as follows:

- At a minimum, all electronic project correspondence should be sent to the Project Managers with the Resident Engineer cc'd.
- All emails and submittals shall contain the Key Number (19399) and a short description in the subject line.
- ITD responses will be emailed to the contractor's Project Manager with the Resident Engineer included in the distribution.

If documents cannot be emailed, they should be mailed to the Resident Engineer at the address below:

*Daris Bruce, PE
Residency 1 Engineer
P.O. Box 8028
Boise, Idaho 83707-2028*

All e-mails will be considered official correspondence. If needed, scanned hard copies can be sent via USPS, or hand delivered.

CONTRACT TIME

Date of award:	November 18, 2020
Date Contract Time Begins:	No earlier than April 1, 2021 but no later than April 12, 2021. Contractor shall notify the State of start date 10 days prior to beginning the work.
Duration:	The contract is a completion date contract that ends no later than Sunday November 7 th 2021; (before Nov 8 th).
Liquidated Damages:	Failure to complete the work on time for this project shall be assessed in the amount of \$2,500.00 per day.

SUBMITTALS

Refer to Idaho Transportation Department 2018 Standard Specifications for Highway Construction, Section 502.02 Materials. ***"Determine an aggregate correction factor for the concrete aggregate for each mix design in accordance with AASHTO T152."***

TEMPORARY EASEMENT

ITD has arranged for a temporary easement to access the bridge and riverbank from south side of the highway. This property address is 3667 Hubbard Road, and is owned by Craig and Dawnell Hawkins. Work activities are strictly prohibited outside of the designated easement. The only exception is delivery of existing fence material, which will be moved by the Contractor to another place of the Owner's choosing within the property boundaries.

TRAFFIC CONTROL

The following must be performed at all times during construction:

- Coordination with businesses is required. A minimum of one open access to each business is required at all times, or as directed.
- Minimum of one 12-ft wide travel lane shall be maintained at all times for signal-controlled two-way traffic operations.
- The Contractor must coordinate with emergency services providers before to initiation of construction of the project to ensure public safety services are maintained.

PRIME CONTRACTOR PROJECT PERSONNEL AND SUB-CONTRACTORS

Contractor will use AASHTOWare Project for progress estimates & change orders:

Progress Estimates and Change Orders: Chet= authorized, Others...??

Cut-off date for progress estimates will be: _____

PROJECT SCHEDULE/CONTRACTOR'S ANTICIPATED OPERATION

Discussion

COORDINATION OF UTILITIES

Discussion

REQUEST TO SUBCONTRACT

Subsection 108.01-Subletting of Contract

- Submit form ITD-315 (Rev 03/12), Request to Subcontract, and the original Subcontract Agreement for approval by the Resident Engineer. Include EEO documentation as required. Both documents must be **approved before** the Subcontractor starts work.
- All contractors, first and lower tier subcontractors and suppliers must register annually on the ITD Bidders List and must have a current Idaho Public Works license.

TRAFFIC CONTROL

The Traffic Control Company on the project is: Braun-Jensen .

The ATSSA certified Worksite Traffic Control Supervisor

24 Hour Traffic Control Contact:

Name:

Phone:

Email:

TRAFFIC CONTROL ITEMS TO BE AWARE OF:

Comply with Subsection 105.14-Maintenance During Construction, Subsection 107.06-Traffic Control Devices, Section 626-Construction Traffic Control Devices, Section 630-Flagging and Pilot Cars, and sheets 6 through 6B of the Contract.

- Contractor is required to have a person **on site** who is a certified Worksite Traffic Control Supervisor to direct the installation, the modification, and the maintenance of the required traffic control. The certification shall conform to the requirements of the American Traffic Safety Services Association (ATSSA) or an approved equal. (*per subsection 104.05*)
- All signs shall be new or in like-new condition and shall meet the reflectivity requirements of ITD Standard Spec *subsection 712. 02*. Readings to verify shall be taken.
- Contractor shall inspect the traffic control for damaged or missing devices every 8 hours, including nights and weekends, while traffic control is in place.
- Submit any changes to the traffic control plan in writing. Changes require a new TCP with an Engineer’s stamp. Approval must be received prior to implementation.

PUBLIC AWARENESS AND MEDIA RELATIONS

The Department will handle all media relations on the project. If the Contractor is contacted by a member of the Media concerning the project, the Contractor shall refer that person to:

Phoebe Wallace 208-334-8363 (ITD District 3 Public Information Specialist)

RIVER FLOW LEVELS

Potential impacts on construction

CHANGE ORDERS

Subsection 104.02 – Contract Revisions

- There will be no changes to the contract without the approval of ITD.
- Contractor shall submit form ITD-2884 “Request for Change” for each change order requested.
- Written authorization is **required prior** to any additional work or change order work being performed.

If work needs to be compensated, and it is not properly handled under an existing Contract item, the Contractor must put the State on notice **immediately**. This will ensure both the State and Contractor have the opportunity to properly review and track the work. If the State does not have the opportunity to track

the work, the Contractor cannot be paid for the work. ITD will **not** go retroactive with any contract change.

CONTROL AND ACCEPTANCE OF MATERIALS - Reference *section 106* and the ITD Quality Assurance Manual. A copy of the Certifications will be delivered with the Bill of Lading and the material on the job site. **All certifications shall be received by the inspector prior to incorporating the materials into the project.** Incomplete or incorrect certifications will be returned for correction. Material will not be paid for without proper certifications and/or test information. See the ITD Quality Assurance Manual for a complete list of ITD certification forms and certification requirements. A copy of ITD's Acceptance and Sampling Schedule can be provided upon request.

**List of common ITD Material Certification forms:

- ITD form 914 (Steel) with mill test results attached
- ITD form 851 (Manufacturer's Certification)

QUALIFIED PRODUCTS LIST - Many items are now required to be on the Qualified Products List (QPL) prior to use. See the Subsection 106.15.

QPL site: <http://apps.itd.idaho.gov/apps/materials/QPL.aspx>

PRE-TESTED MATERIALS Submit materials requiring pretesting by ITD for acceptance 30 days in advance to allow for testing and approval. Pretested materials include curing compound, paint and fence.

AGGREGATE MATERIALS SOURCES, WASTE SITES AND STAGING AREAS – Submit requests for approval prior to use.

- All Aggregate shall be obtained from approved sources.
- State controlled sources may be available for use and are subject to royalty payment.
- Ensure that all individuals working in the material source (if state owned) have a copy of the source plat and approval letter.

Currently _____ is the approved aggregate source for this project.

QUALIFIED TESTING LABORATORIES AND TESTING TECHNICIANS

Testing Consultant: Atlas

Project manager:	Justin Bledsoe	(info on page 1)
Tester:	Roman Guevara	(info on page 1)
Tester:	Maren Tanberg	(info on page 1)

ENVIRONMENTAL PROTECTION

This project requires a CGP and SWPPP.

SAFETY

- OSHA and MSHA regulations must be adhered to.
- Federal Safety and Health Regulations, first aid and safety equipment training, and safety meetings are required.
- Class 2 safety vests are required for all individuals on the project.

Construction Site Bulletin Board:

See the Department's website (<http://apps.itd.idaho.gov/apps/ocr/documents/posters.pdf>) for a list of bulletin board requirements, including links where current required posters can be viewed and downloaded.

EEO OBLIGATIONS

- A. No employment discrimination on the project.
- B. Policy statements and posters displayed appropriately.
- C. Obtain letter from contractor identifying project EEO officer, by name.
- D. Obtain record of contractor's meeting with employees (held before work commences) explaining EEO requirements.
- E. Contractor's employee records indicate race, sex, craft, work status (trainee or apprentice level, or

journeyman) and hours worked in each craft. Information should be available in summary form when requested by ITD.

F. EEO employment provisions apply to all subcontracts over \$10,000. Provisions must be INCLUDED IN ALL CONTRACTS.

G. Penalties for noncompliance include withheld payments, suspending the contract until compliance obtained, or terminating the contract, imposing fines or recommending to the Federal Government that the Contractor be debarred.

Contractor and all sub-contractors with contracts of \$10,000 or more will submit the following to Idaho Transportation Department:

- Copy of Company's EEO Policy
- Letter identifying company's EEO Officer and company's Project EEO Officer
- Documentation (meeting minutes, agenda, etc...) showing that an EEO meeting was held with the project supervisors and foreman prior to the start of the work.

LABOR COMPLIANCE – Reference Form FHWA-1273 in the Contract

- Certified Payroll must be sent to ITD weekly.
- ITD-2014, Labor Compliance/Employee Interviews or letter of inquiry will be used by ITD to verify certified payrolls.

PROMPT PAYMENTS

See Subsection 109.05 of ITD April 2018 Standard Specification

Payment shall be made to each subcontractor for satisfactory performance of its contract no later than 20 calendar days from receipt of each progress payment from the Department. The contractor shall return retainage to each subcontractor **within 20 calendar days** after the subcontractor's work is satisfactorily completed.

Ryan Rush – comments?

INSURANCE REQUIREMENTS - Certifications Required Before Work Begins

- Liability and Property Damage - Subsection 107.10.
- Workman's Compensation - Subsection 107.10.
- All insurance certificates must contain a 30-day cancellation notice clause.
- Bond – The Contractor shall supply to the Department a warranty bond equal to the total contract value.

DOCUMENTS REQUIRED BEFORE PROJECT WORK BEGINS

- **Baseline Schedule.**
- **CGP / SWPPP**
- Surety

DCOM Items – (Ryan Rush – see info on page 1)

- List of Subcontractors
- Requests to subcontract - ITD-315 - prior to sub on project.
- Appointment Affidavit; ITD-1800 with first certified payroll.
- EEO Documentation for Prime and sub-contractors (over \$10,000).
- Certificates of Insurances - Liability/Property Damage, Workman's Compensation.

ITD Project Manager (Luke Myers & Sikha Bhusal)

- Traffic Control Plans and designation of person responsible for traffic control
- Letter designating person(s) authorized to sign Change Orders and Progress Estimates, request for monthly Estimate cut-off date, and designation of Project Superintendent.
- Letter designating progress estimates to be processed without Contractor signature (if desired).

DOCUMENTS REQUIRED AT COMPLETION OF PROJECT

- Contractor Notice of Completion.

- Surety Company's letter of consent for release of any and all monies.
- Final Schedule
- As-Built Plans

OTHER DISCUSSION ITEMS

- PERSONAL VEHICLES: On-site parking is limited. Employees shall park in the Contractor's designated offsite parking area.
- Special Provisions – Pink Sheets
- Progress Meetings – Frequency and Location