

MEETING MINUTES

Project Name: Spine Road – Roadway and Drainage Improvements

Date: January 31, 2019

Attendees: (List all)

| Name | Company |
|----------------|---------------------|
| Picker Munson | Munson Landscape |
| Thomas Hartley | Pioneer Sand Co. |
| Ted Shultz | Pioneer - Civil |
| Josh Kueger | A-1 Chipseal |
| Bill Robinson | SRM |
| Scott Asher | Wilson & CO |
| Nate Burns | Wilson & CO |
| Kevin Brooker | Mel-Ro Construction |
| Chavon Harrell | UCCS |
| Sherry Reed | UCCS |

Discussion

- ❖ Meeting began with introduction of attendees and agenda conducted by Sherry Reed at 2:00pm
- ❖ Members of Wilson & Co introduced themselves to attendees
- ❖ Sherry Reed reiterated bid dates and that all questions must be in writing and will not be answered via phone
 - February 11, 2019 – All written questions due to Sherry Reed
 - February 12, 2019 – All written questions answered
 - February 15, 2019 – modified date for Bids due
- ❖ Sherry Reed continued to go over meeting agenda and bidder's responsibility if selected for project to include the following:
 - Schedule – The project has tight time restraints, so following all benchmark dates is vital
 - Bids due February. 15, 2019
 - March 1, 2019 – Notice to proceed (requires approval before moving forward)
 - Final Acceptance Goal of August 1, 2019
 - Emphasized City of COS and UCCS as collaborators
 - Normal work hours would be M-F 7:00am- 5:00pm
 - Follow City Ordinance
 - Weekend work can be conducted with prior approval
 - Staging will be conducted at Lot 540
 - Access – the site can be accessed from Stanton Rd to Lot 540; Eagle Rock roundabout; Full access May 17th upon end of semester

Planning, Design and Construction

- Because of Hybl Project execution, the contractor awarded the bid will be required to coordinate with JE Dunn for access near the Eagle Rock Roundabout.
- From March to May areas that effect Lot 540, ROTC and the Fine Arts Building should be minimally disturbed to allow access for students thru May 17, 2019. Focus shall be on the arroyo crossing and native section.
- ❖ Erosion Control – Will be responsible for conducting weekly inspections
 - Audits will be conducted monthly by SRM and UCCS
- ❖ Traffic Control- Will need approval of the City of Colorado Springs Traffic Control
- ❖ Structural Design – Wilson & Co. gave a quick briefing on components of designs and standards indicated in the project design to include:
 - Boulders must be **tan** and UCCS standards (examples of colors need approval prior to moving forward)
 - Structural concrete item includes reinforced steel.
 - Design for structural items is forthcoming and will be issued via addendum as soon as it is received.
 - All items to be salvaged will need to be carefully removed to prevent damage to items.
 - Concrete must have established protection from cold weather and other possible risk factors
 - Any project unknowns will need to be addressed to Sherry Reed
 - The shuttle parking fencing should match existing. Existing fence/gate was installed by Taylor Fence
 - Item 072-620, Field Office will be removed as it is not needed
 - Slopes greater than 4:1; will need a erosion blankets
- ❖ Sherry Reed asked Bill Robinson of SRM for additional comments – He asked to be called regarding questions related to the CSEP Program
- ❖ Compliancewise training will be provide prior to construction
- ❖ Sherry Reed informed all attendee's that the centerline of the road, catch points, top and bottom of the pond and outlet structure is staked and a field walk was offered. Contractors can walk at their convenience.
- ❖ Sherry Reed asked the groups if there were any question and confirmed that everyone understood the required timeline for the bid process
- ❖ Sherry Reed completed the meeting by thanking everyone and ensuring that she will address all future questions and concerns if completed per the bid process
- ❖ Meeting completed at 2:24pm

Note: If there are any corrections to these minutes, please notify the Project Manager within 5 days.