



**Preconstruction Meeting Minutes**  
**Improvements to Lincoln Avenue, Hagemount Avenue and Rocky Brook Court**  
**Borough of Hightstown, Mercer County, New Jersey**  
May 8, 2020 @ 10:00 a.m.  
Our File No.: H1749

A preconstruction meeting for the Improvements to Lincoln Avenue, Hagemount Avenue, and Rocky Brook Court project was held via Zoom conference call on Friday, May 8, 2020 at 10:00 a.m. The following representatives were in attendance.

<u>Name</u>	<u>Affiliation</u>	<u>Phone/Fax</u>	<u>E-Mail</u>
Carmela Roberts, PE, CME	Roberts Engineering Group, LLC	(609) 586-1141 (609) 586-1143	<a href="mailto:CRoberts@RobertsEngineeringGroup.com">CRoberts@RobertsEngineeringGroup.com</a>
Cameron Corini, PE, CME	Roberts Engineering Group, LLC	(609) 586-1141 (609) 586-1143	<a href="mailto:CCorini@RobertsEngineeringGroup.com">CCorini@RobertsEngineeringGroup.com</a>
Paul Weitz	Roberts Engineering Group, LLC	██████████	<a href="mailto:PWeitz@RobertsEngineeringGroup.com">PWeitz@RobertsEngineeringGroup.com</a>
Kelly Pham	Roberts Engineering Group, LLC	(609) 586-1141	<a href="mailto:KPham@RobertsEngineeringGroup.com">KPham@RobertsEngineeringGroup.com</a>
Stan Werchinski	S&G Paving	██████████	<a href="mailto:SGPStan@Yahoo.com">SGPStan@Yahoo.com</a>
Kenneth Lewis	Hightstown DPW	(609) 490-5115	<a href="mailto:PublicWorks@HightstownBorough.com">PublicWorks@HightstownBorough.com</a>
Debra Sopronyi	Hightstown Clerk	(609) 490-5100 ext. 620	<a href="mailto:Clerk@HightstownBorough.com">Clerk@HightstownBorough.com</a>
Ankit Thakar	NJDOT	██████████	<a href="mailto:Ankit.Thakar@dot.nj.gov">Ankit.Thakar@dot.nj.gov</a>
Michael Madera	PSEG	██████████	N/A

Sign in and Emergency Phone Numbers:

Contractor – S & G Paving Construction, Inc.	(732) 521-1936 (Office)
• Miguel Seixeiro – Emergency Number	██████████
Borough of Hightstown Police Department – Non-Emergency	(609) 448-1234
Roberts Engineering Group (REG) –	(609) 586-1141

**Project Description:** Work includes, but is not limited to, removal of 9 trees, 466 LF of 6-inch PVC sanitary laterals, 2 unit 6-inch insertion valves, 2 fire hydrant assemblies, 3 standard precast inlets, 1 precast doghouse inlet, 1 precast doghouse manhole, 6 precast modified inlets, 6 lawn inlets, 150 LF of 12-inch RCP storm pipe, 424 LF of 8-inch DIP storm pipe, 1,086 LF of 6-inch perforated HDPE underdrain pipe, 207 LF of 4-inch PVC storm pipe, 28 PVC storm cleanouts, 4,440 LF of 6"x8"x18" concrete vertical curb, 809 SY of 4-inch thick concrete sidewalk, 325 SY of 6-inch thick reinforced concrete sidewalk, 6 curb ramps, 8,975 SY of 2-inch pavement milling, 1,500 SY of 12-inch excavation, 1,922 tons of HMA paving, 16 unit 2" cal. Tree plantings, signage, pavement markings and other incidentals.

The total construction contract for the bid of \$764,028.15.

**This project is funded through the NJDOT Municipal Aid FY2018 and must comply with all requirements:**

- Notification must be made to the NJDOT for start date of construction, prior to placement of pavement, completion of corrective work, and completion of construction.
- Contractor to complete the Material Questionnaire SA-11 and send draft PDF to Roberts Engineering Group, LLC for review prior to start of construction. Roberts Engineering will forward the PDF to NJDOT for preliminary review and approval. Upon approval by NJDOT, the Contractor will be required to submit two (2) original copies to Roberts Engineering Group.
- Initial Project Manning report must be completed and sent in prior to start of construction.
- Monthly Project Workforce Reports Form AA-202 shall be submitted with each invoice.

- Change Orders (Form SA-1). Must submit four (4) copies to NJDOT after signed by Contractor, Roberts Engineering Group, and Borough.
- 90% Completion Inspection.
- Final Inspection.

**Construction Schedule: 120 Calendar Days from Notice to Proceed.**

- Start date: July 6, 2020
- Notice to Proceed: July 6, 2020
- Permitted Work Hours: Contractor is permitted to work Monday through Friday from 7:00 a.m. to 5:00 p.m. daily. No work is permitted on weekends and Holidays.
- Proposed Construction Schedule - Order of Construction:
  - Tree removal to start before July 6, 2020 and to possibly be completed by the end of May. Tree removal locations are as follows:
    - #303 Lincoln Avenue (1 Tree)
    - #309 Lincoln Avenue (1 Tree)
    - #325 Lincoln Avenue (2 Trees)
    - #329 Lincoln Avenue (1 Tree)
    - #331 Lincoln Avenue (1 Tree)
    - #326 Lincoln Avenue (1 Tree)
    - #330 Lincoln Avenue (1 Tree)
    - #8 Rocky Brook Court (1 Tree)
  - Roberts Engineering Group to mark the trees for removal in the field. (Completed during the week of 5/11/2020)
  - Construction to start at Lincoln Avenue.
  - Storm and all other pipework to be completed before starting concrete work.
  - If there are no base concerns, milling and paving will be completed all at once within a week.
  - Milling and paving at Lincoln to be completed before September as it is a major route for school bussing.
- Subcontractors:
  - Striping: Traffic Lines
  - Tree Removal: RKD Tree Services
- Traffic Control/Access:
  - Emergency Vehicles: Must have access through the site for the entire duration of construction. Contractor to notify emergency services of construction at least one (1) in advance.
  - Trash/Recycling Collection: Trash is collected every Tuesday. Recycling is collected every other Wednesday (next recycle day is May 13, 2020).
  - Pedestrian Access: Per Borough Clerk, there were previous incidents in the Borough where homeowners were having difficulties accessing their home and/or driveways. Contractor must work to maintain access for homeowners. Limit disturbance as much as possible.
- Staging
  - Grass island at the end of Hagemount Avenue to be used for staging. Contractor to be careful of the existing trees. Materials and equipment may be stored here.
  - Contractor requires parking space, but most vehicles will be off site after use.
  - Large equipment is anticipated to be on site for a day or two (milling machine, paver, etc.). Smaller equipment (excavator, etc.) may be stored here for duration of contract.
- Property Owner Notifications
  - Contractor shall notify adjacent property owners in writing at least one week prior to construction. A draft of the written notification shall be submitted to Roberts Engineering Group for review and approval prior to mailing.

- Contractor intends to utilize door hangers as notification and may provide multiple notifications throughout the contract. Each notification must be sent to Roberts Engineering Group for review and approval prior to mailing. A copy will be provided to the Borough Administrator.

**Mercer County Soil Conservation District (MCSCD) Comments:**

- Contractor to provide seed tags to Roberts Engineering Group prior to seeding.
- Contractor to notify District at least 48 hours before start of construction.
- Final inspection and approval by District are required before final payment and project closeout.
- Certified plans will be mailed by Roberts Engineering Group to Contractor. Plans to be on site during construction in order to comply with certification requirements.

**Police Comments:**

- Police to install "No Parking" signs.
- Contractor to contact the chief of police as soon as possible to review the traffic control plan. Chief Gendron's contact information has been provided to the Contractor. Chief Gendron can be contacted at (609) 510-5604.

**Utility Comments:**

- One-Call mark outs are required.
- Contractor to provide One-Call tickets to Roberts Engineering Group.
- PSEG requests the Contractor maintain the markouts as construction continues. PSEG will refresh mark outs as needed.
- PSEG will provide risers for valve boxes as needed. Contractor to coordinate with PSEG directly.

**Department of Public Works (DPW), Water, and Sewer Department Comments:**

- Contractor to contact Ken Lewis when they plan to conduct a field walkthrough and review the trees to be removed.
- Roberts Engineering Group provided copies of the sewer main video reports to Ken Lewis on May 12, 2020.
- New sewer laterals are shown on plan as being 6" PVC and include a new tee at the main. However, the Borough requests that the new laterals be connected to the existing tee. In addition, lateral pipe diameter shall match existing. Borough anticipates a number of 4-inch laterals. Contractor should have material available on site for 6-inch and 4-inch laterals.

**The Contractor shall provide and maintain on the work site, sanitary accommodations for all employees.**

- Porta-Johns are to be placed on the grass island at the end of Hagemount Drive.
- Location may change if residents raise complaints. Ken Lewis will assist with finding an alternative location if needed.

**Inspection**

All field inspection by Roberts Engineering Group, LLC. (REG). Paul Weitz will be the Engineer's field representative and will measure quantities and agree on quantities with foreman in the field. Notify Paul 48 hours prior to all required inspections. Please call Paul at (609) 960-6513.

**Payments**

All payment requests and changes to go through REG. Payment requests shall be made by month's end. All authorization must come through REG. No work will be authorized, or payment guaranteed unless agreed upon by REG. Contractor must submit completed certified payrolls with each invoice. Council meets 1<sup>st</sup> and 3<sup>rd</sup> Monday of every month.

Contractor to submit certified payrolls weekly. Submit directly to Cameron Corini. Checks are typically cut by the Borough within one week after Council approval.

**Shop Drawings**

Shop drawings are to be submitted by the Contractor to Cameron Corini of REG by way of email at [CCorini@RobertsEngineeringGroup.com](mailto:CCorini@RobertsEngineeringGroup.com). Responses will be provided by email.

PDFs and AutoCAD drawings have been sent to the Contractor for stakeout.

#### Other Comments

- Project Video and Photographs
- Construction crew and site members must take proper COVID-19 precautions in accordance with Governor's Executive Orders. Masks are to be worn at all times. Crews are to be limited to the minimum number of personnel required, to disinfect equipment, and to social distance as much as feasibly possible.
- Curb ramps are to be inspected as they are constructed. New curb ramps that do not comply with ADA standards are to be replaced by the Contractor at no cost to the Borough.
- There is additional work at Association Park and Sunset Avenue that may fall under this contract if the Contractor accepts.
- HMA testing may be required if HMA exceeds 5,000 SY. A PDF copy of the report is acceptable. Testing will be performed by the Borough.
- NJDOT will do a final inspection. Contractor to provide a construction schedule to Roberts Engineering Group for review. Roberts Engineering Group will provide to NJDOT.
- NJDOT requires a written notification of construction completion so they may complete the final inspection. Roberts Engineering Group to provide.
- NJDOT closeout documents must be submitted within 6 months of project completion.
- The Borough has requested pricing from the Contractor for three (3) additional areas that were not included in the bid. Additional documentation will be provided to the Contractor by Roberts Engineering Group under separate cover. The locations/scope are as follows:
  - Raise an existing off-road sanitary manhole to grade. The existing manhole is located in a sewer easement which is along the side yard of #8 Hagemount Avenue. Contractor to review in the field with Ken Lewis.
  - Replace existing asphalt sidewalk at Association Park. The park is located between Park Avenue and Grant Avenue in the Borough. Association Park is located approximately 500-ft. from the intersection of Lincoln Avenue and Hutchinson Street. The asphalt sidewalk is approximately 275 SY.
  - Construct (1) one curb ramp and provide two (2) crosswalks at the intersection of North Main Street and Sunset Avenue.

Meeting adjourned.

Should there be any comments or corrections to these minutes, please provide them by Tuesday, May 19, 2020; otherwise these minutes will stand as written.



Carmela Roberts, P.E., C.M.E.  
Borough Engineer

cc: Stan Werchinski, S&G Paving  
Mayor and Council  
Debra Sopronyi, RMC, CMC, QPA, CMR, Borough Clerk/Administrator  
Peggy Riggio, RMC, CMR, Deputy Borough Clerk  
Ken Lewis, Superintendent of Public Works  
Bill Searing, Superintendent AWWTP  
Chief Frank Gendron, Hightstown Chief of Police  
Paul Schiariti, Mercer County Soil Conservation District  
Dennis Gunn, PSEG  
Greg Dziuba, Verizon  
Jim Markey, JCPL  
Ankit Thakar, NJDOT  
Cameron Corini, PE, CME, Roberts Engineering Group, LLC  
Paul Weitz, Roberts Engineering Group, LLC  
Kelly Pham, Roberts Engineering Group, LLC