

## Preconstruction Meeting Minutes

Mirro Building Demolition

Location: City of Manitowoc, Conference Room

Time: 10:00 am

March 15, 2017

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### 1. Introduction

- A. The meeting is for the demolition of the Mirro Building located in the City of Manitowoc
- B. Personnel
  - a. David Fowler of Stantec is the Project Engineer
  - b. Brian Gresky of Stantec is the Inspector
  - c. Jeff Madiol of Brandenburg is the Project Manager
- C. Review Agenda
- D. Distribute Attendance Roster

### 2. General Project Information

- A. The Mirro Building consist of 2 building (North Building and South Building) and an annex. Brandenburg will be the contractor the will be doing the demolition. Brandenburg will not begin work until the asbestos abatement is completed and the contractor is off the site which should be April 15<sup>th</sup>.
- B. Demolition will have 120 days from the mobilization date to completion of work.
- C. Brandenburg mobilize April 10<sup>th</sup> permitting the Holian Environmental (different contract) abatement is completed by April 15<sup>th</sup>.

### 3. Contract Administration

- A. The Contractor will review the submittal list to make sure all submittals are sent to Stantec.
- B. RFI Process- Shall be submitted to David Fowler.
- C. Notice of Change and claims process- Shall be submitted to David Fowler
- D. Permits- Contractor must apply for a Demolition Permit with the City.
- E. Contractor will submit Invoices once a month for processing. Checks are made on the 1<sup>st</sup> and 4<sup>th</sup> Wednesday of the month.

### 4. Progress Meetings

- A. Weekly meetings will be held on Tuesday 9am at the Job Trailer. Meetings may become bi-weekly later as the project progresses.

### 5. Subcontractors

- A. Waste Management
- B. A local trucking company will be selected and their contact information will be submitted to Stantec and the City.

### 6. Disposal

- A. Disposal of debris will be at Waste Management. The trucking company will need to send a representative to Waste Management for safety training.
- B. The contractor shall submit more detail on solid waste disposal.
- C. Manitowoc County Historical Society would like some bricks and window panes. The contractor or Stantec will coordinate removal from the site and delivery to the society of these materials. There is safety concern about letting people on to the site. Any salvaged material will be determined on the contractor's discretion.

**7. Safety**

- A. Contractor's Safety Plan will be on site and submitted to the City of Manitowoc's Fire Department.
- B. Brendon Lies of Brandenburg will be the onsite Safety Manager during the project.
- C. Collapse, Search and Rescue will be on call and if needed could be onsite within 45 minutes.
- D. Contractor shall also submit credentials and licenses for anyone dealing with asbestos abatement or removals of PCB.

**8. Traffic Control and Site Access**

- A. The City of Manitowoc Engineering Department must approve any lane closures. The contractor would like to have road closures during the project but will still need to talk with the Engineering Department.
- B. Site Access will be on the East side of the site. A tracking pad must be installed before work is to begin.
- C. Haul Routes will be using Washington St heading west. The contractor will submit a larger scale haul route map. Also if train cars will be used to haul out PCBs haul routes must be submitted to Stantec and the City.
- D. The contractor will contact the owner of the parking lot east of the site for worker parking.
- E. City is checking on school bus routes for potential conflicts during demolition road closures.

**9. Environmental Considerations**

- A. Tracking Pad must be installed prior to work.
- B. Filter Logs are an appropriate substitute for silt fence where silt fence cannot be installed.
- C. The contractor will make sure no mud is tracked out onto the city streets.
- D. There will be no dust allowed during the demolition of the buildings.
- E. Inlet Protection will be installed prior to demolition as directed by Brian Gresky of Stantec.

**10. Utility Coordination and Adjustments**

- A. The existing power lines on Franklin Street have been de-energized but are still in the original location. They will not be moved. The City of Manitowoc Public Utilities will take any responsibility for damaged or broken lines or poles that may result during the demolition of the buildings. The City of Manitowoc Public Utilities will take on any cost that is required for fixing or replacing any lines that require it as a result of the project.
- B. Some of the water services have been disconnected at the main and some have only been shut off at the curb stop.
- C. The contractor asked for permission to use the fire hydrant located on the northwest corner of the property for dust control. The contractor must put a backflow preventer on the hydrant if allowed. The contractor will work with Manitowoc Public Utility to get an exemption from the commission to get permission to use the hydrant.
- D. There is currently temporary power on the west side for the asbestos abatement contractor. That will be removed. The contractor will submit a request for a temporary power for the job trailer.

**11. Demolition Schedule and Major Work Operations**

- A. The buildings will be demolished by bringing each floor down on the lower floor. This will eliminate having any equipment inside the building while demolition is taking place.
- B. The buildings will be demolished by bays.
- C. The contractor will begin on the North Building (6-story concrete building). Two bays will be demolished. This will provide material to be processed onsite while the crew moves to the South Building (7-story wood and steel building). Concrete will be broken up to approximately one cubic yard before being hauled to the landfill. There will be no crushing operations onsite.



March 15, 2017

Preconstruction Meeting Minutes

Page 3 of 3

- D. The contractor will demolish two bays of the South Building while the material from the North Building is being processed.
- E. PCB and any other hazardous materials will be removed prior to demolition of the building. This operation should take approximately one week.
- F. The contractor will be placing debris shields on Washington Street to prevent any bricks from the public.
- G. The contractor must contact the Wisconsin DNR for approval of any backfill materials.
- H. The City of Manitowoc Public Utilities will supply the contractor with a map of the water services and shut off around the job site.
- I. All steel from the buildings will be recycled.
- J. The contractor will submit a manifest from Waste Management to the City of Manitowoc and Stantec.
- K. Brandenburg will mobilize a skidsteer around March 27<sup>th</sup> for a photo op with only the Mayor.

**13. Hazardous Materials**

- A. The contractor will revise and resubmit the Environmental Management Plan to Stantec

**14. Project Acceptance and Finals Process**

- A. Stantec will perform a final walk through at the request of the contractor and formulate a punch list. Once all punch list items are completed Stantec will recommend final payment to the contractor which will include the retainage.



# Attendance Roster

## Preconstruction Meeting Sign-in

Project Name: Mirro Building Demolition

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Name	Email	Phone
Brian Gresky	<a href="mailto:Brian.gresky@stantec.com">Brian.gresky@stantec.com</a>	262-408-1373
Nick Heim	<a href="mailto:Nicholas.Heim@stantec.com">Nicholas.Heim@stantec.com</a>	262-442-2815
Kurt Kietzer	<a href="mailto:KKietzer@wm.com">KKietzer@wm.com</a>	920-796-6008
Gregg Kadow	<a href="mailto:gkadow@manitowoc.org">gkadow@manitowoc.org</a>	920-686-6543
Brendan Lies	<a href="mailto:Liebre@brandenburg.com">Liebre@brandenburg.com</a>	312-287-4398
Jeff Madiol	<a href="mailto:madjef@brandenburg.com">madjef@brandenburg.com</a>	312-287-8004
Dan Roddan	<a href="mailto:droddan1@wm.com">droddan1@wm.com</a>	920-539-1167
Bob Stevenson	<a href="mailto:sterobc@brandenburg.com">sterobc@brandenburg.com</a>	312-287-4691
JoLynn Graca	<a href="mailto:grajo@brandenburg.com">grajo@brandenburg.com</a>	312-287-9263
Harris Byers	<a href="mailto:Harris.Byers@stantec.com">Harris.Byers@stantec.com</a>	414-581-6476
Dan Koski	<a href="mailto:dkoski@manitowoc.org">dkoski@manitowoc.org</a>	920-686-6910
Justin Nickels	<a href="mailto:jnickels@manitowoc.org">jnickels@manitowoc.org</a>	920-686-6980
Bob Bouril	<a href="mailto:bbouril@mpu.org">bbouril@mpu.org</a>	920-686-4335
Steve Bacalzo	<a href="mailto:sbacalzo@mpu.org">sbacalzo@mpu.org</a>	920-686-4310
Peter Dollhopf	<a href="mailto:pdollhopf@mpu.org">pdollhopf@mpu.org</a>	920-374-1489
Dave Howarth	<a href="mailto:David.Howarth@comcast.com">David.Howarth@comcast.com</a>	920-629-6935
Paul Braun	<a href="mailto:pbraun@manitowoc.org">pbraun@manitowoc.org</a>	920-686-6930
Todd Blaser	<a href="mailto:tblaser@manitowoc.org">tblaser@manitowoc.org</a>	920-686-6540
Tauren Beggs	<a href="mailto:Tauren.beggs@wisconsin.gov">Tauren.beggs@wisconsin.gov</a>	920-662-5178
Kathleen McDaniel	<a href="mailto:kmcdaniel@manitowoc.org">kmcdaniel@manitowoc.org</a>	920-686-6990
David Fowler	<a href="mailto:David.Fowler@stantec.com">David.Fowler@stantec.com</a>	262-643-9035