

# SALAMONE & ASSOCIATES, P.C.

## Consulting Engineers

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### PRE-CONSTRUCTION MEETING MINUTES

**TO:** Attendees

**FROM:** Frank Berardi  
Salamone & Associates, P.C.

**RE:** City of Waterbury  
Silas Bronson Library Elevator Replacement  
267 Grand Street  
Waterbury, CT

**SA #:** 779 3729.01

**MEETING DATE:** March 13, 2023 @ 10:00 AM

**PRESENT:**

Tim DeCarlo (TD)	Board President Email: <a href="mailto:tdecarlo@waterburyct.org">tdecarlo@waterburyct.org</a>
Raechel Guest (RG)	Library Director Email: <a href="mailto:rguest@waterburyct.org">rguest@waterburyct.org</a>
Zach Keith (ZK)	Waterbury Development Corp. Email: <a href="mailto:keith@wdconline.com">keith@wdconline.com</a>
Joe Diorio (JD)	NRWIB Email: <a href="mailto:joe.diorio@nrwib.org">joe.diorio@nrwib.org</a>
Lee (Lee)	Building Maintainer
John Rosa (JR)	J.A. Rosa Construction Email: <a href="mailto:john@jarosa.com">john@jarosa.com</a>
Chris Lavorgna (CL)	J.A. Rosa Construction Email: <a href="mailto:chris@jarosa.com">chris@jarosa.com</a>
Abigail Darin (AD)	J.A. Rosa Construction Email: <a href="mailto:abby@jarosa.com">abby@jarosa.com</a>
Drew Papio (DP)	KONE Email: <a href="mailto:drew.papio@kone.com">drew.papio@kone.com</a>
Frank Berardi (FB)	Salamone & Associates, P.C. (SA) Email: <a href="mailto:fbearardi@salamoneassoc.com">fbearardi@salamoneassoc.com</a>

**NEW BUSINESS:**

PC 1.01 JD of NRWIB stated requirements for compliance with 'Good Jobs'.

PC 1.02 JD also requested that certified payrolls be submitted in a timely fashion as project progresses. Getting a large number at once may delay his review. FB advised that certified payrolls do not need to be submitted to him.

PC 1.03 JR was handed his signed copy of the Contract which stipulates the Notice to Proceed (NTP) date as today March 13, 2023.

- PC 1.04 Upon JR review of the NTP, the language is stipulating that JA Rosa has only sixty (60) days to complete the project once materials are delivered to the site. However the contract project completion date is March 11, 2024. JR questioned if this was the language in the Bid Documents. ZK stated it was. Although JA Rosa's proposed schedule indicates they will be close in meeting the sixty (60) day requirement, JR took exception as contradicts with the construction time stated in the Bid to complete the project.
- PC 1.05 CL handed out preliminary construction schedule to all parties. Tentative date to take the elevator out of service is June 28, 2023 with estimated elevator inspection taking place October 12, 2023.
- PC 1.06 Once submitted shop drawings are approved, JA Rosa and associated sub-contractors can apply for permits. JA Rosa anticipates having drawings submitted for approval beginning of April if not sooner.
- PC 1.07 Parking availability was discussed. RG advised that the loading dock area may be utilized for contractor parking. Loading dock area can accommodate up to three (3) vehicles. Two (2) additional spaces in the parking lot itself will also be provided for contractor parking. ZK to look into with how these spaces will be designated so that contractors are not ticketed.
- PC 1.08 Lee stated that he is in the building by 6:00 am. DP stated they work four (4) 10 hour days. As library is open to the public at 9:00 am, CL advised would try to complete all disruptive work between 6:00 and 9:00 am and minimize during other times. KONE work days are usually Monday through Thursday.
- PC 1.09 AD to provide designation of responsibly personnel list in accompaniment with a contact list.
- PC 1.10 Change order procedures were discussed as this project does not contain a contingency in the base bid. JA Rosa and WDC to have a separate change order meeting. As it stands, change orders will need to be reviewed by Salamone & Associates and WDC, then by the City's finance dept. and then developed into an amendment to be presented to the Board of Aldermen. JR questioned if construction change directives could be utilized so as to not disrupt the construction schedule while awaiting approval for a change order per above. ZK advised that was not possible. As such, it is possible that a change order can adversely affect the construction schedule.
- PC 1.11 Pencil copies of applications for payment shall be forwarded for review on the 20<sup>th</sup> of each month to ZK and FB for their review. Once approved, JA Rosa shall forward signed payment application request to FB. ZK advised that electronic copy is acceptable.
- PC 1.12 AD advised that sub-contractors for JA Rosa would consist of KONE Elevator, Ekris Communications, Hope Plumbing & Mechanical, Park City Steel and New England Masonry and Roofing.
- PC 1.13 ZK advised that the roof is a Garland product. As such roof renovation plans will need to be submitted to the City's Garland warranty representative well in advance of any roof work taking place for their review and comment. JR stated that New England Masonry and Roofing is a Garland factory authorized representative so there should not be any issues.
- PC 1.14 DP advised would not need a storage container provided there is a location where they can store a week's worth of materials on site along with a couple of gang boxes. Lee advised could clear out area across from basement lobby. DP advised could provide temp. barrier to cordon off the area.
- PC 1.15 CL advised a small dumpster will be required for the roof work. Current intent is to locate at the loading dock which will reduce the available parking spaces done to two (2).
- PC 1.16 JA Rosa to provide standard project close-out documentation at the conclusion of the project per contract requirements.
- PC 1.17 Elevator lobbies were reviewed to determine approximate locations of partitions at each landing. There appears to be sufficient space to keep a minimum clear path of 36 inches at all locations.

PC 1.18 Construction meetings shall be weekly and will be on site in the conference room to start. Next Construction Meeting is currently scheduled for Monday, June 19, 2023 at 10:00 am. DP will provide weekly updates of work progress via email during construction. Any meeting required between now and June 19, 2023 shall be set up accordingly and should not be an issue.

The above represents our understanding of what transpired. All parties are requested to notify this office of any discrepancies within 72 hours of receipt of these minutes.

Thank you,



Frank Berardi

Senior Electrical Engineer

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Cc (via email): All attendees

Tom Favazzo, Waterbury Development Corp.

Joseph Salamone, Salamone & Associates