



February 29, 2024

Mr. George DeFelice, President
DeFelice Corporation
28 Silva Lane
Dracut, MA 01826

Subject: Topics of Discussion
Pre-construction Conference
Church Street and Prospect Street Water Main Replacement
West Newbury, Massachusetts
T&H No. 7471

Dear Mr. DeFelice:

This letter is intended to review and confirm the following items discussed at the pre-construction conference held on February 22, 2024, for the above referenced project.

Attendance:	Steven Daunais	Tata & Howard, Inc.
	Joyle Ortega	Tata & Howard, Inc.
	Robert Janes	West Newbury Water Department
	Mark Marlowe	West Newbury Water Department
	Jason Allard	West Newbury Water Department
	Jodi Bertrand	West Newbury Water Department
	Donald Goodwich	West Newbury Water Department
	Butch Hills	West Newbury Highway Department
	Angus Jennings	West Newbury Town Manager
	Rich Parenteau	West Newbury Police
	George DeFelice	DeFelice Corp.
	Stew McCormack	DeFelice Corp.
	James Potter	DeFelice Corp.

Construction Schedule

- Notice to Proceed dated April 8, 2024.
 - Erosion controls installation, layout of piping, and saw cutting of street can take place this first week.
 - Excavation to begin April 16, 2024.
 - Depending on weather, the Town may allow DeFelice Corp, to start early.
- Construction schedule was submitted prior to meeting. This will be updated to reflect a start date of April 8, 2024.
 - DeFelice Corp, to inform Tata & Howard in writing if scheduled activity is not completed within 15 days of the scheduled event.

Tata & Howard
67 Forest Street | Marlborough, MA 01752
T: 508-303-9400 | F: 508-449-9400
www.tataandhoward.com

Other Offices
MA | NH | CT | AZ

- Provide schedule updates on an as needed basis for coordination with residents.
- Request Substantial Completion from the Owner. The date for Substantial Completion is 270 days following the Notice to Proceed.
- Coordinate final paving period with Owner and Engineer for Spring 2025.
- Complete all punch list work and final paving following Substantial Completion to reach Final Completion. The date for Final Completion is 330 days following the Notice to Proceed, not including time for winter shutdown.
 - A change order will be issued to adjust the final completion date based on the winter shutdown.

Working Hours

- All work within the Route 113 state highway layout (SHLO) shall be conducted between the hours of 9:00 AM and 3:00 PM, Monday through Friday. All work with Town-owned roadways shall be conducted between the hours of 7:00 AM and 5:00 PM, Monday through Friday.
- DeFelice Corp.'s regular working hours will be 7:00 AM to 3:30 PM.
- Holiday and weekend work shall require pre-approval by the Owner, a minimum of 48-hours prior to the requested work day(s).
 - April 15 is a holiday
 - June 19 is a holiday

DeFelice Corp.'s Authorized Personnel (Provide to Tata & Howard in writing)

- Site Superintendent/scheduled crew to be provided by DeFelice Corp, to Tata & Howard.
- List of all subcontractors by discipline and contact information – No subcontractors are anticipated.
- DeFelice Corp.'s on site superintendent will be the designated safety representative.
 - A third party safety inspector will periodically inspect the job site.
- Personnel authorized to sign for the company – George DeFelice and Stew McCormack.

Emergency Phone Numbers

- Emergency: 911
- West Newbury Police Department: (978) 363-1212
- West Newbury Fire Department: (978) 363-1111
- DeFelice Corp, to provide a 24-hour emergency telephone number and the cell telephone number of the site superintendent.
- Tata & Howard will draft a complete list of contacts for the Owner, DeFelice Corp. and Tata & Howard and distribute.

Police/Fire

- DeFelice Corp. shall be responsible for arranging police details directly with the West Newbury Police Department. The Owner shall reimburse DeFelice Corp. for all police details at no mark up through payment applications.
- DeFelice Corp. shall call for police details one business day in advance. Cancellations must be called in at least 2 hours prior to start time.
- Emergency vehicles shall have full access at all times.
- DeFelice Corp. shall call the Fire Department immediately if a gas line is hit or damaged.

Traffic Regulation

- DeFelice Corp. to submit a formal traffic plan to the Owner/Tata & Howard for review prior to construction.
- No road closures will be allowed without prior approval of Police/Fire and the Town of West Newbury.
 - At the start of construction, the Town will allow a detour of the roads except local traffic, school buses, and emergency vehicles. This will be reviewed and if successful, the Town will allow this to continue.
- DeFelice Corp. to provide signage, lighted barrels, etc. as necessary.
- DeFelice Corp. shall minimize disturbances to property owners and business operations.

Communications

- All communication shall be directed through DeFelice Corp. to Tata & Howard or through Tata & Howard to DeFelice Corp.
- The Owner will not issue instructions or clarifications to DeFelice Corp. or interpret the contract documents.
- All written communication shall be directed to the attention of Steven Daunais at Tata & Howard.

Pre-construction Video

- DeFelice Corp. to provide pre-construction video of construction area to Tata & Howard prior to start of the work, as identified in Specification Section 01385, Pre-Construction Video Recording.

Conduct of the Work

- No work shall be performed on the site without DeFelice Corp.'s site superintendent in attendance, including the delivery of all materials and fueling of vehicles.
- All Contract Documents, construction documents, correspondence, shop drawings, permits, etc., shall be maintained by DeFelice Corp. on site.
 - These documents will be stored on ProCore and available electronically on site.

- DeFelice Corp. shall notify Dig Safe prior to the start of any work on site and provide Dig Safe numbers to Owner and Tata & Howard.
- DeFelice Corp. is responsible for contacting local utility departments not covered by Dig Safe to locate utilities (i.e., water, sewer, drain) onsite prior to construction.
 - Water Department will mark out water mains and water services.

Safety and Protection

- DeFelice Corp. is solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the work.
- Maintain clean site.
- Roads to be hand or machine swept at end of each workday.
- Excess fill removed from street.
- Provide required safety equipment.
 - Hats, safety vests, ladders, etc.
 - Cones, barrels, flashers, etc.

Coordination with Department of Public Works and Customers

- DeFelice Corp. shall coordinate shutdowns of water mains and service connections with the West Newbury Water Department and provide a proposed schedule for all interruptions of operations to the existing water system.
- DeFelice Corp. shall provide 72-hour notice to the Water Department prior to interruption of utility service to the existing water system so that the Water Department can provide appropriate personnel to assist in shutdowns.
- DeFelice Corp. shall not operate system valves and hydrants. DeFelice Corp. shall coordinate with the Water Department for operation of system valves and hydrants.
- DeFelice Corp. shall provide written notification to residents a minimum of 24-hours prior to interruption of water service.
 - Tata & Howard will prepare a letter on Town of West Newbury letterhead detailing the shutdown that will be provided to DeFelice Corp for distribution.

Permits

- DeFelice Corp. is responsible for obtaining all local permits for this project, which include but are not necessarily limited to, street opening permit and trench opening permit for all Work within the Town's jurisdiction. DeFelice Corp, and/or their subcontractors is responsible for all labor costs required to prepare local permit applications.
- All Work within the Massachusetts Department of Transportation (MassDOT) state highway layout (SHLO) as shown on the Contract Drawings is subject to the requirements of the MassDOT State Highway Access Permit, which has now been

received by the Owner. DeFelice Corp. shall be responsible for obtaining a MassDOT Trench Permit Rider prior to any construction within the SHLO.

- DeFelice Corp. is responsible for adhering to the environmental protection requirements of the specifications, including installation and maintenance of silt sacks, protection of stockpiles, and having a spill kit on site at all times with sufficient capacity for the vehicle with the largest fuel tank.

Site Access and Staging Areas

- DeFelice Corp. shall coordinate staging areas with the Owner and Tata & Howard. DeFelice Corp. shall provide erosion control and containment measures as needed for any area that is used for stockpiling materials and staging equipment.
- Under no circumstances shall materials be shipped to the site until all approvals have been obtained.
- Under no circumstances shall materials be shipped to the offices of the Owner.
- All materials shall be properly stored on site. Identify storage locations prior to shipment.

Site Restoration

- DeFelice Corp. shall restore any areas used for equipment staging and any areas disturbed during construction in general to their original state or better upon completion of the work.
- All restoration requirements will need to be coordinated through the West Newbury Water Department and Tata & Howard.
- DeFelice Corp. shall repair any disturbed areas at its own expense and at no additional cost to the Owner.

Construction Constraints/Highlights

- Furnish and install erosion control measures as shown on the Contract Drawings.
- DeFelice Corp. to conduct test pits as required to determine connections to existing mains.
- The existing water mains shall remain in service during the installation of the proposed water mains.
- After each section of the water main is installed, the water main shall be pressure tested, chlorinated, and approved prior to activating it for transferring water services.

Testing/Chlorination

- DeFelice Corp. shall be familiar with Section 02675 Disinfection of Water Mains and Section 02676 Testing Piping Systems and their requirements.
- Provide Tata & Howard and Owner 72 hours advance notice of any testing or chlorination.
- Tata & Howard shall be present for testing and chlorination.

- MassDEP Certified Laboratory shall be used for sample analysis (total coliform and heterotrophic plate count for each sample collected).
 - DeFelice Corp, proposes using Nashoba Analytical or Granite State Analytical Services.
- Water from flushing must be dechlorinated during flushing of water main.

Roadway Restoration and MassDOT Requirements

- All open cut trenches shall be opened and closed in the same workday.
- DeFelice Corp. is responsible for the structural integrity of any trench located within the MassDOT state highway layout for a period of three years after project completion.
- DeFelice Corp, shall respond to trench maintenance requests by MassDOT within two (2) working days of the request.
- In the event of inclement weather (snow, ice, dense fog, etc.) which lessens the visibility of advanced warning signs, vehicles and workers, DeFelice Corp. is required to suspend all operations at no expense to the Owner.
- Pavement markings shall be restored within 7 days after temporary or permanent pavement is completed.

Pavement Schedule

- DeFelice Corp. is responsible for the installation of temporary hot-mix trench pavement on a weekly basis in areas under Town jurisdiction and on a daily basis in areas within the MassDOT state highway layout.
- DeFelice Corp. shall maintain all temporary trench pavement for the duration of the contract until the trenches are ready for permanent pavement installation. All temporary trench pavement shall remain in place for a seasonal settling period of no less than three months prior to the installation of permanent pavement.
- Owner reserves the right to request pavement installation at more frequent intervals if weather or other conditions make it necessary. There will be no additional compensation for changes in the paving schedule.
- DeFelice Corp. is responsible for maintaining all trenches daily. No trench shall be left unpaved during any weekend or holiday.
- Pavement installed within the MassDOT state highway layout, as shown on the Contract Drawings, shall conform to the requirements included in the MassDOT permit.
- After final pavement is installed, DeFelice Corp. shall, in the presence of Owner or designated representative, prove that all valves are accessible and operable, including all curb stops and valves on the water main.
- Pavement subbase shall be 12-inches of gravel. Pavement thickness to match existing pavement thickness. Temporary pavement to be at least 4-inches. This will be milled down 2-inches for final paving.

Quantity Summary Reports

- Resident Project Representative will review quantities with Contractor daily. Contractor will initial Quantity Summary Reports daily.

Progress Meetings

- DeFelice Corp. shall be available for monthly progress meetings during construction as determined by Tata & Howard/Owner, dependent on the status of the project.
- Additional bi-weekly progress meetings will be scheduled by the Owner and Tata & Howard, if necessary.

Shop Drawings and Submittals

- General:
 - Forward electronic PDF submittals to Tata & Howard for approval in the immediate future. – DeFelice Corp. will be using ProCore as a way to submit shop drawings. An invite to this service will be sent to Tata & Howard and the Water Department. In addition to shop drawings, DeFelice Corp. will also be posting daily reports and photographs that may be accessed by Tata & Howard and the Water Department.
 - All submittals shall be stamped by DeFelice Corp. for conformance with the specifications.
 - Shop drawings shall be submitted to Tata & Howard for review prior to installation. DeFelice Corp. may only proceed with fabrication and construction for items on returned submittals marked “1-No Exceptions Taken” or “2-Make Corrections as Noted – Resubmittal Not Required”.
 - DeFelice Corp, shall be responsible for field verifying existing conditions and dimensions.
- Numbering of shop drawings should follow this format for consistency: [SPECIFICATION SECTION] – [SUBMITTAL NUMBER] – [RESUBMITTAL].
 - The first number corresponds to the specification section under which the particular shop drawing is submitted.
 - The second number is the numerical order of the submittal within a particular specification section based on when the submittal is transmitted.
 - The third number is zero for an original submittal. The first resubmittal of a shop drawing previously reviewed by Tata & Howard, if necessary, shall be identified by the same numbering system with (-A) used as a suffix to indicate it is a resubmittal. Each additional resubmittal shall be identified by the same numbering system with the following letter alphabetically used as the suffix.
 - For example, 02200-1-0 is the original submittal for the first shop drawing submitted under specification section 02200. 02200-2-A is the resubmittal for the second shop drawing submitted under specification section 02200.

Application for Payment

- Submit a draft electronic PDF copy to Tata & Howard for review.
- Revise application as requested and agree to draft copy.
- Submit a final electronic signed PDF copy to Tata & Howard for execution and subsequent forwarding to the Owner by Tata & Howard for execution and payment processing.
- Submit one original copy of signed, notarized final application to Tata & Howard, and Tata & Howard will process and forward to the Owner to execute and hold for record purposes.
- All change orders shall be approved in writing by Owner prior to inclusion in monthly application for payment.
- Submit certified payrolls weekly directly to Owner with a copy sent to the Tata & Howard. Email is sufficient. Certified payrolls shall be emailed to Jodi Bertrand (wnwater@wnewbury.org), Mark Marlowe (water.superintendent@wnewbury.org) and Steve Daunais at Tata & Howard.
- Submit OSHA-10 certifications for each employee working on site accompanying the first certified payroll on which that employee appears. OSHA cards shall be emailed to Steve Daunais at Tata & Howard.
- Withhold 5% retainage on completed work.

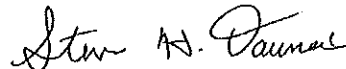
Additional Discussion

- Asbestos cement pipe to be disposed of properly in accordance with the contract documents.
- Coordinate disposal of existing hydrants with the Water Department.
 - The Water Department would like to keep all existing hydrants.
- DeFelice Corp, to email copies of hydraulic licenses to Jodi Bertrand (wnwater@wnewbury.org), Mark Marlowe (water.superintendent@wnewbury.org) and Steve Daunais at Tata & Howard.

A copy of the attendance sheet is enclosed for your records. Should you have any comments or questions regarding the above items, please feel free to contact our office.

Sincerely,

TATA & HOWARD, INC.



Steven H. Daunais, P.E.
Project Manager

Enclosure

cc: Mr. Mark Marlowe, Water Superintendent
West Newbury Water Department

PRE-CONSTRUCTION CONFERENCE SIGN-IN SHEET
 Church and Prospect Street Water Main Replacement
 West Newbury, Massachusetts
 February 21, 2024 - 10:00 AM
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Name (Printed)	Affiliation	Phone Number	Email Address
Steve Danna's	Tata Ottawa	617-840-5053	sdanna@tataandhoward.com
Jaime Ortega	Tata & Howard	978-930-2106	jortega@tataandhoward.com
Sen McCormack	Defelice Corp	978-372-5044	sencomack@defelicecorp.com
George Defelice	Defelice Corp	978 815 8340	gdefelice@defelicecorp.com
James Potter	Defelice Corp	978-815-8342	JPotter@defelicecorp.com
ROBERT JAHNKE	WATER DEPT.	978 518 6391	icepick185@gmail.com
Beth Hills	Highway	978 241 0953	highway@wnewbury.org
Mark Althaus	Water	978 423-7418	mark.althaus@wnewbury.org
Angus Jennings	Town Manager	978 891 7318	townmanager@wnewbury.org
Jason Allard	Water Dept	978 609 3241	
Douglas Goodwin	Water Dept	781 589 8582	
Jodi Berkan	Water Dept	978-363-1100 ext 125	wnwater@wnewbury.org
Ron Parenteau	Police	978-994-1572	Parenteau@wnewbury.org