



GEORGE, MILES & BUHR, LLC



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## PROGRESS MEETING NO. 15 MINUTES

**Donovan Smith Mobile Home Park Sewer and Water Extension  
City of Lewes Board of Public Works  
Lewes, Delaware**

**May 1, 2024, 10:00 a.m.  
GMB Project Nos. 170196/190117**

|                      |                          |
|----------------------|--------------------------|
| CONTRACT AMOUNT:     | \$4,446,446.00           |
| CONTRACT TIME:       | 630 Calendar Days        |
| LIQUIDATED DAMAGES:  | \$1,500 per calendar day |
| NOTICE TO PROCEED:   | February 16, 2023        |
| CONTRACT COMPLETION: | November 7, 2024         |
| DAYS USED:           | 442                      |
| DAYS REMAINING:      | 188                      |
| PERCENT TIME USED    | 70%                      |
| PERCENT COMPLETE:    | +/- 40%                  |

- Schedule – Revised schedule is attached.

### Work Completed Since Previous Meeting:

- 669 LF of 8” Sanitary Sewer
- MH29, MH30
- 315 LF of 6” Sewer Lateral
- 23 Sewer Cleanouts
- 18 - 8”X8”x6” Wye Branches
- 158 CY of Type B stone

### Productivity and Projections

#### Sewer Main

- Total Sewer Main Completed to Date: 4,612
- Remain Sewer Main: 0
- Last month’s sewer main productivity: 80 LF/day
- Remaining days of Sewer Main work: 0 days
- Projected completion:

#### Cleanouts and Laterals

- Remaining Cleanouts and Laterals: 16
- Last month’s productivity: 4 per day

JAMES H. WILLEY, JR., P.E.  
CHARLES M. O'DONNELL, III, P.E.  
A. REGGIE MARINER, JR., P.E.  
JAMES C. HOAGESON, P.E.  
STEPHEN L. MARSH, P.E.  
DAVID A. VANDERBEEK, P.E.  
ROLAND E. HOLLAND, P.E.  
JASON M. LYTLE, P.E.  
CHRIS B. DERBYSHIRE, P.E.  
MORGAN H. HELFRICH, AIA  
KATHERINE J. MCALLISTER, P.E.  
W. MARK GARDOCKY, P.E.  
ANDREW J. LYONS, JR., P.E.

PETER A. BOZICK, JR., P.E.  
JUDY A. SCHWARTZ, P.E.  
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.  
VINCENT A. LUCIANI, P.E.  
AUTUMN J. BURNS  
CHRISTOPHER J. PFEIFER, P.E.  
BENJAMIN K. HEARN, P.E.

- Remaining days of work: 4 days
- Projected completion: May 6

Work to be Completed in Next Month

- Watermain
- Complete Sanitary Sewer Testing

Status of Water and Sewer Services and Connections

- Sewer Laterals - 20 installed - 13 connected
- Water Services - 20 installed - 13 connected

2. SRF Funding

- a. Wage rate interviews were performed after the August progress meeting. GMB anticipates performing another wage rate survey close to the end of the project. DNREC recommended that the survey be conducted on a day when there is a significant number of employees working.
- b. GMB continues to receive Certified Payrolls. All have been reviewed and have been satisfactory.
- c. Keith Kooker requested that construction progress photos documenting the progress of construction be submitted at the end of the project. GMB indicated that photos are being taken daily. Also, GMB has been photo-documenting the progress with monthly drone video. It was suggested that various screenshots of the video be provided at completion of the project. The screen shots will focus on the overall progress of the work throughout the project as opposed to more detailed photos of various work items.

3. Payment –

- a. Payment Applications 1 through 11 have been received by GMB and paid by the Lewes BPW

4. DelDOT Items:

- a. Watermain installation and trench restoration/paving has been completed within Donovan's Road. There were no DelDOT related items since the previous progress meeting.
5. The Contractor shall contact MISS UTILITY and the Lewes BPW 48 hours in advance of any excavations.
6. Notification of Residents – GMB will coordinate with Teal Construction and notify residents a minimum of one (1) week in advance of any work being performed on their homes.
7. Communication with Residents, media, etc. – The Contractor is to direct all complaints, questions etc. to the GMB RPR.
  - a. Residents are encouraged to bring any issues up to the GMB RPR immediately.
  - b. To help construction progress smoothly and to minimize disturbances, residents are advised to be aware when work is beginning near their property and to be responsive if GMB's RPR tries to contact them.
  - c. The locations of some of the existing utilities are not well known and brief service disruptions may occur.
8. Requests for Information (RFI's) – All RFI's to be submitted in writing to GMB, Attn: Vince Luciani.
9. Safety – **No safety issues have been reported to date.** Safety is the sole responsibility of the Contractor; the Contractor shall abide by all local, federal and state safety regulations including OSHA. The Contractor shall be solely responsible for initiating, formulating, supervising, reviewing and overseeing all SAFETY precautions, practices, procedures, and programs that are, or should be provided in connection with the work. Contractor will take all necessary or proper precautions for the SAFETY of and will provide the necessary protection to prevent damage, injury or loss to the work, property and/or persons. The Contractor shall comply, within the prices bid and without extra cost to the Owner, with all safety regulations or determinations issued by an agency of the Federal Government, including OSHA and the State of Delaware.
10. Submittals –
  - a. Teal Construction is to provide AIS certification for all materials that are required to comply with AIS requirements.
  - b. Roadway materials submittals will be required before paving.

- c. GMB requested a submittal for recycled concrete that has recently been used on the project as Type B stone.
- 11. Survey/Stakeout - Contractor is responsible for survey and layout/stakeout. Cut sheets are to be provided at least 24 hours in advance of installation.
- 12. Jobsite Conditions, resident complaints, etc. – None since last meeting.
- 13. Inspector Hours Used (3,500 total) –
  - i. Amount since last meeting – 183.5 hours
  - ii. Amount to date – 1,382.5 hours
  - iii. Amount remaining – 2,117.5 hours
- 14. Weather Delays – 4 since last meeting; 17 days total due to weather.
- 15. Trench Backfill – The contractor is requested to maximize the reuse of excavated material as much as possible. An area has been provided for stockpiling material excavated from the trenching so that it can be utilized as backfill. GMB will assess the suitability of the excavated material for use as backfill. GMB reported that the in-situ soils encountered to date were very good and suitable for backfill.
- 16. Status of Contingency Items:
  - B-3 Excavation Below Subgrade – 39.1 CY to date – 0 since last meeting
  - B-4 Gravel Bedding – 43.1 CY to date – 0 CY since last meeting
  - B-5 Misc. Excavation & Backfill – 2 CY to date – 0 CY since last meeting
  - B-6 Special Backfill – 376.7 CY to date – 0 CY since last meeting
  - B-10 Utility Crew Rate – 22.5. HR to date – 1 HR since last meeting
- 17. The Contractor shall be responsible for maintaining one (1) set of red-line record documents which are to be reviewed for consistency at each progress meeting and submitted to the Engineer at the project completion. Record drawings are to be provided by a professionally registered engineer or licensed surveyor.
- 18. Change Orders – No additional work shall be performed without authorization from the Owner. Any requests for time extensions must include adequate documentation.
  - a. CO No. 1 – CO in the amount of \$33,471.90 (99 @ \$338.10 ea.) for revisions to the water connections scope of work. Revisions include

relocation of connection pit to 5' beyond curb stop, substituting a brass tee and plug for boiler drain and furnish and install of Ford dual check valve.

- b. CO No. 2 – CO in the amount of \$41,168 (31 @ \$1,328 ea.) for each of the water service connections at those lots without mobile homes on them.

19. Discussion Items

- a. The resident at Unit #34106 (Lot F8) complained about issues associated with pumping out the septic tank located on her lot. GMB noted that the owner of the mobile home community is responsible for this work and should be contacted. Derrick Caruthers was in attendance remotely at the meeting and it was recommended that he meet with this resident to discuss the issues and assist with rectifying. Mr. Carruthers met with the resident after the meeting and noted the complaints and recommended that the tank be pumped on a more frequent schedule.
- b. Ms. Sharon Ash complained that trees were removed at her residence (Lot B16, Unit 16320). GMB explained that the trees were in the path of the new sewer lateral to her unit and needed to be removed. She was upset that she was not notified of this sooner. Ms. Ash also complained about the grading of the adjacent lot (noted as a septic field) cause surface water to drain towards her mobile home. GMB noted that the grading of the lot is not within the scope or jurisdiction of this project. Austin Calaman stated that he would send an email to the other notifying him of this problem.
- c. The Saunders complained that no one has been communicating with them regarding the details and schedule of work directly related impacting their unit (D4, Unit #16338). GMB noted that Duane Hoffman has been onsite every day and has been very diligent about working with the residents to proactively inform them of any work that would impact their units. Further, DH has been responsive to all requests for information from residents. Ms. Saunders requested that DH meet to discuss scheduled work that might impact their unit. Mr. Saunders complained about issues related to the septic field between Seneca and Forest Street. He noted that there are odors and discharges from the field onto the adjacent streets. He asked if “bio-logs” could be placed to mitigate the discharge onto the streets. The contractor noted that the “bio-logs” are pervious and would not hold back the discharges. GMB noted that the contractor, at the request of the park manager, has been placing piles of soil to impede the discharge onto the adjacent streets.
- d. Mr. Bolder (Lot C4, Unit 16387) voiced the following complaints:

- i. Dust Control – Mr. Bender noted that dust from the road has been an ongoing problem. He noted that there has been no dust control by the contractor. GMB indicated that the dust issue is a very recent issue because for most of the winter and early spring the roads have been wet and there was no need for dust control. GMB will follow-up with the contractor to provide dust control.
- ii. Odor Complaint – He noted that there are odors and discharges from the field onto the adjacent streets. The odors related to the septic field between Seneca and Forest Street. GMB noted that it is aware of the issues of the septic field and that the most recent schedule has Teal’s plumber starting the connection of units to the newly installed sewer mains +/- June 1. GMB will prioritize connection of the units that are experiencing the most significant negative impacts.
- iii. Speeding/No City police – Mr. Bender noted that there have been numerous people speeding throughout the community. Further, he noted that there has been no city police presence in the park (a claim disputed by others in the community who were present at the meeting). Mr. Bender believed that police patrolling the community would potentially deter the speeders. Janelle Cornwell noted that she would send an email to the Chief of Police informing him of this matter.
- iv. Speed Bumps – Mr. Bender requested that more speed bumps be installed to deter the speeding. GMB noted that speed bumps will be installed with the final paving of the community.

**The NEXT PROGRESS MEETING is scheduled for June 5, 2024, at 10:00 a.m. in the City of Lewes Council Chambers.**

Anyone taking exception to any of the above-listed items should notify this writer within ten (10) days of receipt.

Respectfully submitted,



Vincent Luciani, P.E.  
Senior Project Manager





**SIGN-IN SHEET  
PROGRESS MEETING NO. 15**

**DONOVAN SMITH MOBILE HOME PARK SEWER AND WATER EXTENSION  
LEWES, DELAWARE**

May 1, 2024  
TIME: 10:00 A.M.  
GMB PROJECT NOS. 170196/190117

| Name                 | Company           | Email                        | Phone #              |
|----------------------|-------------------|------------------------------|----------------------|
| 1. Vince Luciani     | GMB               | vluciani@gmbnet.com          | 302-430-9544         |
| 2. John Robitaille   | C.O.L.            | JROBITAILLE@CI.LEWES.DE.US   | 302-645-7777 x100    |
| 3. Jg                | COL               | Jgarza@ci.Lewes.De.us        | 302 645 7777         |
| 4. Janelle Cornwell  | COL               | jcornwell@ci.lewesde.us      | 302-645-7777         |
| 5. Don Ward          | COL               | DWARD@CI.Lewis, DE.US        | 302 645-7777 ext 136 |
| 6. Ricka Lynn Hoepfl | DSMHP             | obxhottub@aol.com            | 302 381-8341         |
| 7. Toni Bowman       | DSMHP             | TBGRANDMA2@VERIZON.NET       | 717-475-8583         |
| 8. Mevas Ashie       | BSAOA             | W/A                          | 202-857-8317         |
| 9. Dianne Hoffman    | GMB               | dhoffman@gmbnet.com          | 302-519-3527         |
| 10. David Gray       | GMB               | dgray@gmbnet.com             | 302-228-8242         |
| 11. Amos Dixon       | Teal construction | A.Dixon@Tealconstruction.com | 302-232-8942         |
| 12. Sam Saunders     | DSMHP             | deepdreams@msn.com           | 202-422-2574         |
| 13. Keith Kooker     | DNREC             | Keith.Kooker@delaware.gov    | 302-739-9351         |
| 14. Mike Molder      | Homeowner         | —                            | 302-249-4860         |
| 15. Sharon Sexton    | BPW               | ssexton@lewesbpwde.gov       | 302-645-6228         |
| 16. Kim Bellere      | BPW               |                              |                      |
| 17. Laura Oakley     | BPW               |                              |                      |

|                          |      |                       |              |
|--------------------------|------|-----------------------|--------------|
| 18.<br>ROBEN DAVIS       | BPLW | RDAVIS@LEWISBPWDE.GOV | 302-645-6228 |
| 19.<br>Kristina Kella    | BPLW |                       |              |
| 20.<br>Unknown Zoom User |      |                       |              |
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