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Subject: City of Mitchell Contractor Meeting - May 11, 2020  
Date: May 11, 2020 at 3:26:01 PM  
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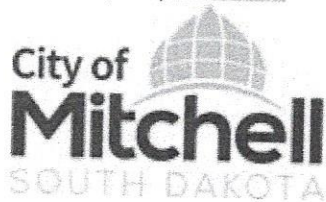
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All,

Please see the attached meeting minutes from this morning. Let me know if you have any questions.

Thank you,

Joe Schroeder, P.E.  
City Engineer  
City of Mitchell | City Hall  
612 North Main Street  
Mitchell SD, 57301  
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Contractor...5.11.20.pdf

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# CONTRACTOR'S MEETING MINUTES

MAY 11, 2020

8:30 AM

## 1. Introduction

- Joe Schroeder, the City Engineer, provided the introduction.

## 2. Excavation Permit -

a. **\$5 Permit cost for every 300 Ft. (does not include asphalt cutting or core holes)**

b. **Paperwork must be processed prior to commencement of trenching**

c. **95% compaction**

- Compaction that does not obtain 95% of maximum density shall be reworked until 95% of the maximum density is obtained.
- The Contractor will be required to repair settlement encountered within a period of one year at his/her expense.

d. **All areas adjacent to utility trench will be swept following Asphalt Cut (AC)**

e. **AC replacement to include area of influence, not just the width of the saw cut.**

- Asphalt concrete surfacing will be installed by the City.
- Asphalt damaged by the Contractor's work will be removed and replaced at the Contractor's expense.

f. **Erosion control measures.**

- Contractors are to follow erosion control measures as set by the City of Mitchell.
- The City will supply base course for street and curb repairs. The contractor shall prepare the subgrade to allow 12 inches of base course below the asphalt surfacing. The Contractor is to fill the patch in with base course up to the existing surfacing and the City will cut out when ready to asphalt.
- Trace wire is required to be installed to the house on sewer and water services.

## 3. Excavation Permit (Continued)

- Provide sketch for excavation installs such as water and sewer services.
- Contact Joe Galpin to record GPS locations and elevations. He can be contacted at 995-8435.

## 4. Proposed Changes to Excavation Permit

- The City is currently working on revising the current excavation permit and City ordinance pertaining to the excavation permit. Information provided is tentative and is subject to change. Contractors will be notified when the new permit will take effect.

- The current excavation permit is planned to be changed to a general right-of-way permit. A permit will be required anytime work is done in the City right-of-way or City owned property.
- The \$5 fee will be omitted. A \$500 fee will be charged for not obtaining a permit before the work begins.
- Costs for concrete curb and gutter, concrete flat work, concrete sidewalk, and asphalt surfacing shall be per the current City bid when completed by the City.
- Fees are to be doubled from November 15 to May 1 to cover continued maintenance costs.
- The Public Works department will issue a written letter if sufficient time passes as deemed necessary to complete the repairs. The Contractor will have three (3) weeks from that written notice to complete the repairs. The City will complete the work and assess the permittee if the permittee has not completed the repairs as required after the three weeks has expired.
- A one-year warranty will be in effect for the work completed. The Contractor, at no costs to the City, will correct any deficiencies encountered during that one-year warranty period.

#### **5. Traffic Control**

- The Contractor is required to submit a maintenance of traffic plan if completing work within the right-of-way.
- Notices shall be given to residents at least one day prior to a street closure by the contractor.
- City forces may assist during emergencies.

##### **a. Maintenance of Traffic Plan**

- Type 3 barricades shall be utilized for street closures with "Street Closed Ahead" signs as appropriate.
- All signs shall meet MUTCD requirements.
- The City will allow the use of cones for short closures during daylight hours.

#### **6. Erosion Control**

- A Storm Water Pollution Prevention Plan (SWPPP) is required if more than one (1) acre is disturbed for any project.
- City forces may assist during emergencies.
- Approved excavation material within the street shall be protected from runoff. The excavation material shall not block the natural drainage of storm water.
- Inlet protection shall be provided at inlets downstream from an excavation.
- The Contractor on a daily basis or as needed shall clear track out of debris on the street from the site.



**7. Sewer & Water Tapping Fees**

- There are no changes to the current fee structure.
- The Contractor is required to obtain a tapping fee permit.
- The City requests 24 hours notice prior to work commencing.

**8. Bonding and Insurance requirements**

- Deb Hanson-Sudbeck provided information for bonding and insurance requirements.

**a. General Contractors and Subcontractors**

- Subcontractors may work under the General Contractor's bond if General Contractor has the proper paper work. General Contractor's shall notify the City of subcontractors working under their bond.

**b. \$1 Million Liability Insurance Certificate to the City of Mitchell  
\$5,000 Excavation Bond to the City of Mitchell**

**9. Online Plans and Specifications**

- The City will be posting plans and specifications on the City's website for download. Please sign up to receive notifications of bid postings on the City's website via text message, e-mail or both. The City website is [www.cityofmitchell.org](http://www.cityofmitchell.org).

**10. Additional Items**

- Concrete and asphalt debris may be taken to the City street shop at no cost to the Contractor.

5/11/20

Project: Sign in sheet  
Subject: \_\_\_\_\_  
Date: \_\_\_\_\_ By: \_\_\_\_\_ City #: \_\_\_\_\_  
Checked by: \_\_\_\_\_ Date: \_\_\_\_\_ Office: \_\_\_\_\_ File #: \_\_\_\_\_  
Sheet No. \_\_\_\_\_ Of: \_\_\_\_\_

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