

# Final Meeting Minutes

Date of Meeting	April 3, 2014	Start Time	10:00 AM	Project Number	60315916
Project Name	Grand Liard Marsh and Ridge Restoration				
Location	University of New Orleans, Lakefront Campus Center for Energy Resources Management, Room 438 2045 Lakeshore Drive, New Orleans, LA 70122				
Regarding	Pre-Construction Meeting				
Attendees	Primary: CPRA, NOAA, and Weeks Marine Subs: AECOM and Digital Engineering				
Minutes Prepared By	AECOM				

**PLEASE NOTE:** If this report does not agree with your records of the meeting, or if there are any omissions, please advise, otherwise we will assume the contents to be correct.

## I. Opening

- 1) Introductions: Members from AECOM, Louisiana Coastal Protection and Restoration Authority (CPRA), Digital Engineering, National Oceanic and Atmospheric Association (NOAA), and Weeks Marine (Weeks) introduced themselves and described their role on the project.  
**Note: A complete list of attendees and the meeting agenda are attached.**
- 2) Brief Project History: The Grand Liard Marsh and Ridge Restoration is part of a project series that focuses on occupying old ridges, preventing open water formation, and generating North/South marsh and ridge barriers to manage sediment transport.
- 3) Roles and Limits:
  - a. Rachel Sweeny (NOAA) – Federal project manager
  - b. Jason Curole (CPRA) - Project manager
  - c. Barry Richard (CPRA) – Field engineer (*main project contact*)
  - d. Tye Fitzgerald (CPRA) – Engineer of record
  - e. Angela Thomas (CPRA) - Land rights manager
  - f. Mike Ernst and Jerry Deville (Weeks) – Weeks Marine main project contacts
  - g. Travis Williams (Weeks) – Construction site leader
  - h. AECOM/Digital Engineering – Inspectors

## II. Construction

### A. General

- 1) Contract Time:
  - a. The contract ends on May 31, 2015.
  - b. During construction CRPA requires a schedule be submitted prior to the Bi-weekly meeting, or at a minimum a notification that the schedule has not changed.

- c. Weeks Marine mentioned their previously submitted schedule requires some modification to account for recent adjustments.
- 2) Work Plan:
- a. Equipment Access: Construction will begin by dredging the access channel using a 4600 Manitowoc equipped with a 6 CY bucket on a 140 foot long boom. Access will be achieved by dredging from offshore to inshore (i.e., north to south) around the ridge/dike. This will provide for equipment access and start the base of the ridge restoration.
  - b. Marsh buggies will be mobilized to continue to finish ridge/dike construction using the interior borrow area. The ridge/dike may be completed in a single or multiple passes depending on the competency of material.
  - c. Dredge pipe line will be placed within the access route from south to north. Prior to placement the pipeline will be staged behind Pelican Island. CPRA mentioned pipelines near Pelican Island are shallow and Weeks should use caution in this area.
  - d. Weeks anticipates to fill marshes from south to north in a minimum of 2 lifts. The lifts will be completed and allowed to settle/decant prior to placement of subsequent lifts.
  - e. Closure structure construction is still in discussion with the subcontractor. Currently two options are being explored.
    - i. Transporting a large barge of sand from offshore (i.e., south access) with barge loading occurring offsite, or
    - ii. Transporting a smaller barge of sand from inshore (i.e., north access) with truckloads of material being loaded onto barges near the site. *CPRA mentioned that access from the north of the site is not recommended, but may be possible.*
- 3) Subcontractors:
- a. Pipeline removal subcontractor is White Tail.
  - b. Closure structure subcontractor is still to be determined.
- 4) Land Rights:
- a. Angela Thomas is the main point of contact for any Land Rights questions.
  - b. CPRAs Land Access group has obtained approval for equipment access through the Empire Waterway only. Access through any other route is unknown and may be through privately owned land.
  - c. Oyster leases:
    - i. All oyster leases have been removed from the project area and approved access routes. CPRA will provide Weeks with an oyster lease map to identify any leases within the surrounding area.
    - ii. The approved access channel was realigned at its offshore (i.e., southern) end to avoid potential oyster lease conflicts.
    - iii. Discharge of effluent on the east side of the marsh is recommended in order to reduce the impact of turbidity on oyster reefs located to the west.
- 5) Utilities:
- a. The subcontractor (White Tail) will removal all abandoned pipelines per the design. This subs work plan will be submitted soon.
    - i. Pipeline removal steps will follow the typical process.
      - Use of magnetometer to locate pipe.
      - Probe area to confirm location.
      - Call utilities to confirm location and inform of intended removal actions.

6) Permits:

- a. All necessary permits are in place. However, if Weeks encounters a potential permitting issue (e.g., a permit requires modification) they should inform CPRA as soon as possible so that a solution can be found.
- b. Everyone onsite should be familiar with the threatened and endangered species within the project area. This includes monitoring for Sea Turtles, Smalltooth Sawfish, and nesting birds.
  - i. Due to the type of construction (i.e., cutter suction dredging) issues with Sea Turtles and Smalltooth Sawfish are not expected, but monitoring will occur.
  - ii. Nesting birds are not expected in the project area due to poor habitat (e.g., lack of trees, quality nesting areas, etc.), but monitoring will occur.
- c. Mammals (e.g., dolphins, manatees, etc.) are not identified in the specifications, but their presence will be monitored.
- d. CPRA should be informed of any potential issues with animals as soon as possible.

7) Project Representative:

- a. Transport of any/all representatives will be provided by Weeks. Transport will be from Joshua Marina to within the project site.
- b. An office space within the crew quarter barge will be provided to the onsite inspector. Prior to mobilization of the crew quarter barge the office may be temporarily located on one of the dredge barges.

8) Invoices:

- a. CPRA is switching to a new financial system July 1<sup>st</sup>. Initially invoices may be slow as CPRA learns the new system. However, once the initial learning curve is passed invoices should be turned around faster than before.

*B. Borrow Area*

- 1) Weeks will need to perform onsite testing to determine the quality of material in each borrow area and decide on a final plan. Currently, Weeks expects to use the east borrow area for initial marsh filling and the west borrow area to obtain final grade.
  - a. According to Weeks the top layer of material in the Gulf of Mexico (Gulf) tends to be of better quality (e.g., lower fines content) and they would like to use the top layer of both borrow areas.
- 2) CPRA should be informed of any movement as soon as possible.

*C. Access Corridor*

- 1) Approved access to the project site is through the Empire Waterway and the offshore (i.e., south) side.
- 2) CPRA assumed the best place for the booster pump would be the Bay Tombour. However, for proper hydraulic function of the pipeline this may be too far from the dredge. Weeks intends to place the booster pump within the access channel at survey marker 180+00. The booster pump will be moored using either spuds (most likely) or anchors.
- 3) All of Weeks dredging equipment is American Bureau of Shipping (ABS) certified for open water. Considerations will be made as necessary to provide protection to equipment from wind and waves.

**III. Contract Administration**

- 1) Communications: A communication list for Weeks is contained within the Work Plan. Submittals and any project information should be copied to everyone. Barry Richard will ensure that all information is properly distributed.
- 2) Labor Standards: Davis-Bacon standards will be monitored per the contract.
- 3) Modifications to Contract: Any contract modifications should follow the proper format outlined in the specifications.
- 4) Critical Contract Dates: The contract ends on May 31, 2015.
- 5) Construction Schedules: Schedule updates should be submitted to CPRA on a bi-weekly basis before the project progress meetings.
- 6) Contractors Daily Report: The current daily report outline was submitted with the work plan. AECOM and Digital Engineering will look through the proposed field notes and make any comments.
- 7) Request for Information (RFI) – RFIs/field changes can be submitted to CPRA via letter or email. These changes are assumed to cause little to no contractual impact.
- 8) Record Drawings and Specifications: Hard copies of the drawings and specifications should be onsite and located on all major pieces of equipment including both dredges and the onsite office.
- 9) Safety: Standard personal protection equipment (PPE) shall consist of a hard hat, steel toe boots, life jacket, high visibility vest, eye guards, and pants.
- 10) Site Visits: Advance notification will be given prior to any site visits. Barry Richard should be notified as soon as possible of any surprise visits by media or other representatives.
  - a. Safety equipment: No one is allowed onsite without proper PPE.
- 11) Bi-weekly phone call/meetings: Bi-weekly meetings will most likely begin once surveying has started. Meetings are anticipated to be held on Thursdays.
- 12) Office Location: Offices will be located on the crew quarter barge.
  - a. The crew quarters barge is expected to be moved around the site as needed. CPRA can provide any help or guidance needed for placement of crew quarters barge.

**IV. Additional Questions and Comments**Questions

Q. What are the bucket dredge dimensions?

A. The bucket dredge is 50 x 160 x 6 feet (width x length x draft) with a 6 CY bucket and 140 foot long boom.

Q. Can Weeks Clarify the Schedule and Work Plan again?

1. Mobilization
2. Dredge access channel and construct ridge/dike. All timber/steel piles within the work area will be removed as necessary.
3. Complete closures. Closures may be completed before ridge, but will be determined based on subcontractors work plan.
4. Place pipeline and place first lift within marsh areas either moving from south to north or north to south.
5. Place second lift in same direction as first lift (i.e., south to north or north to south).

6. Survey to determine final elevation. Complete items as necessary.
7. Obtain approval from CPRA and demobilize.

Comments:

- Closure structures were designed to fill man made cuts. These areas experience high current velocities during tidal shifts. To prevent erosion of ridges/dikes it is important to complete the closures as quickly as possible.
- Piles are randomly located throughout the project area and locations are provided in the specifications. Weeks is allowed to remove, or not remove, any pile within the project area at their discretion.
- NOAA and CPRA request that dredge pipe velocities and placement rates are controlled to prevent overworking sediment within the pipeline.
- Weeks rates are well above the minimum federal rates (e.g., Davis – Bacon) and review of their workers is not expected to be an issue.
- To improve navigation the area will be appropriately marked and notices to mariners will be provided to avoid navigation issues, as much as possible.

**V. Action Items**

CPRA

- Provide Weeks with a copy of current oyster reef lease map.

Weeks Marine

- Submit work plan from White Tail for pipeline removal.
- Select subcontractor for closure structure and provide work plan.

AECOM/Digital Engineering

- Review Weeks draft daily field notes template and provide comments.
- Scan and provide electronic copies of Accident Prevention Plan.

# Grand Liard (BA-68) Pre-Con Meeting

DMJM HARRIS

DMJM HARRIS

AECOM

JOB TITLE

JOB NO.

CALCULATION NO.

ORIGINATOR

DATE

SHEET

OF

REVIEWER

DATE

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**PRE-CONSTRUCTION MEETING AGENDA**  
**FOR**  
**GRAND LIARD MARSH AND RIDGE RESTORATION (BA-68)**

**Thursday April 3, 2014, 10:00 AM**

**University of New Orleans, Lakefront Campus,  
Center for Energy Resources Management, Room 438,  
2045 Lakeshore Drive, New Orleans, LA 70122**

- I. Opening
  - 1) Introductions
  - 2) Brief Project History
  - 3) Roles/Limits of Authority
  
- II. Construction
  - A) General
    - 1) Contract Time
    - 2) Work Plan
    - 3) Subcontractors
    - 4) Landrights
      - Notifications
    - 5) Utilities
    - 6) Permits
    - 7) Project Representative
      - Transportation for Resident Project Representative
      - Office for Resident Project Representative
    - 8) Payment/Invoices
    - 9) Project Submittals
      - Deliverables
  - B) Borrow Areas
  - C) Access Corridor
  - D) Project Area
  - E) Earthen Ridge
  
- III. Contract Administration
  - 1. Communications
  - 2. Labor Standards
  - 3. Modifications to Contract

4. Critical Contract Dates
5. Construction Schedules
6. Contractors Daily Report
7. Request for Information (RFI)
8. Record Drawings and Specifications
9. Safety
10. Site Visits
  - Safety equipment
11. Bi-weekly phone call/meetings
12. Office location

IV. Additional Questions and Comments