

APPENDIX B

Preconstruction Conference Report

PRE-CONSTRUCTION CONFERENCE REPORT

DATE: September 20, 2006

TIME: 10:00 a.m.

PROJECT NAME: NEW CUT DUNE/MARSH RESTORATION PROJECT

LDNR PROJECT NO. TE-37

TBS PROJECT NO. 2006.1619

1. INTRODUCTION

A. Attendees (Introduction)

B. Brief description of "Scope of Project"

C. Contact Personnel for the project:

2. OWNER Louisiana Department of Natural Resources

	NAME	PHONE #	EMERGENCY #
PROJECT MANAGER	<u>Daniel Dearmond</u>	<u>985-449-5103</u>	<u>985-446-5722</u>
FIELD REP.	<u>N/A</u>	<u>N/A</u>	<u>N/A</u>

3. ENGINEER T. BAKER SMITH, INC

	NAME	PHONE #	EMERGENCY #
PROJECT MANAGER	<u>Jason Kennedy</u>	<u>985-223-9272</u>	<u>985-852-0232</u>
CONSTRUCTION MGT.	<u>Phillip Chauvin</u>	<u>985-223-9228</u>	<u>985-790-0587</u>
PROJECT REP.	<u>Dale Pellegrin</u>	<u>985-868-1050</u>	<u>985-790-0741</u>
PROJECT REP.	<u>Mike Kay</u>	<u>985-868-1050</u>	<u>985-852-7084</u>

4. CONTRACTOR WEEKS MARINE, INC.

	NAME	PHONE #	EMERGENCY #
OPERATIONS MANAGER	<u>Charles Granger</u>	<u>985-875-2500</u>	<u>985-237-5057</u>
PROJECT MANAGER	<u>Gary Johnson</u>	<u>985-956-0000</u>	<u>985-237-5026</u>
BACK-UP PROJECT MGR	<u>Paul Stewart</u>	<u>Dredge # 985-237-5014</u>	<u>985-373-8352</u>
PROJECT SUPERINT.	<u>Frank Gill</u>	<u>Dredge # 985-237-5014</u>	<u>985-237-5022</u>
DREDGE CAPTAIN	<u>Frank Gill</u>	<u>Dredge # 985-237-5014</u>	<u>985-237-5022</u>
DREDGE CAPTAIN	<u>Wade Thomassee</u>	<u>Dredge # 985-237-5014</u>	<u>337-351-6075</u>
PROJECT ENGINEER & CQC SYST MANAGER	<u>Nate Johnson</u>	<u>985-956-0000</u>	<u>985-237-5051</u>
PROJECT ENGINEER & ALT CQC SYST MGR	<u>Scott Mahler</u>	<u>985-956-0000</u>	

5. CONSTRUCTION AGREEMENT

A. Executed and Recorded	<u>√</u>	<u>Yes</u>	<u> </u>	<u>No</u>
B. Copies Distributed	<u>√</u>	<u>Yes</u>	<u> </u>	<u>No</u>
C. Payment and Performance Bonds	<u>√</u>	<u>Yes</u>	<u> </u>	<u>No</u>

6. INSURANCE

- A. Contractual Liability - Certificate Received Yes No
- B. Builder's Risk - Certificate Received Yes No
- C. Owner's/Engineer's Protective Liability - Certificate Received Yes No

Remarks: _____

7. SUBCONTRACTORS

- A. Subcontractors List Received Yes No
- B. List Approved Yes No
- C. Contracts Received Yes No

Remarks: Weeks will provide (Oct. 15) _____

8. PAYROLLS AND LABOR STANDARDS

- A. Certifications Reviewed Yes No
- B. Wage Rates and Rosters Distributed Yes No
- C. Payrolls to be submitted to: _____
Name

- D. Will job interviews be required Yes No

Remarks: DNR handling _____

9. PROGRESS SCHEDULES

- A. Time of Complete Project. 180 Calendar Days
- B. Amount of liquidated damages. \$1,380 per calendar day
- C. Bar Chart received. Yes No
- D. Does Contractor expect any unavoidable delays in completing the project on time? Yes No
If yes, explain: _____

Remarks: Progress Schedule to be submitted by Oct. 15 _____

10. SHOP DRAWINGS

- A. Schedule of submittal received Yes No
If not, date due: _____

B. Distribution of copies: Contractor will submit seven copies for review. Approved submittals will be distributed as follows:

Owner 1 (# of Copies)

EPA 1 (# of Copies)
Engineer 1 (# of Copies)
Contractor 1 (# of Copies)

C. Has contractor been informed he must certify submittals before submission: Failure to comply will result in rejection of submittal.

Yes No

Remarks: All submittals go through TBS

11. QUALITY CONTROL

A. System Manager

Name: _____

Phone #: _____

Alter. System Manager

Name: _____

Phone #: _____

System Inspector

Name: _____

Phone #: _____

System Inspector

Name: _____

Phone #: _____

System Inspector

Name: _____

Phone #: _____

B. Authorized to Execute Change Orders and Modifications:

Name: _____

C. Contractors informed that they will be responsible for record drawings:

Yes No

D. Daily Quality Control Form and Report reviewed:

Yes No

Remarks: Weeks will submit all of these.

12. ENVIRONMENTAL PROTECTION PLAN

(Burning, Dust Control, Sanitary Facilities, etc.)

Received

Yes

No

If not, date due: Oct. 15

Remarks: Weeks will provide

13. PROJECT SIGN

A. Required

Yes

No

B. Location _____

Remarks: _____

14. NOTICE TO PROCEED

A. Issued at Meeting

Yes

No

B. Date Oct. 1, 2006

C. Construction Start Date Oct. 1, 2006

D. Construction Completion Date March 30, 2007

Remarks: _____.

15. MONTHLY PAYMENT REQUESTS

A. Has Schedule of Values been Submitted? _____ Yes No
If not, due date: _____

B. Has Schedule of Values been Approved? _____ Yes _____ No

C. Pay request ending date will be: monthly (end of month)
(Day of Month)

D. Time anticipated for review: A. Engineer 1 week
B. Owner 1 week

**NEW CUT DUNE & MARSH RESTORATION
PROJECT (TE-37)
PRECONSTRUCTION MEETING MINUTES
September 20, 2006**

Meeting began at 10 a.m. in the PDC (Professional Development Center) at T. Baker Smith, Inc. in Houma, Louisiana. A list of attendees is attached.

The Contractor, Weeks Marine, will provide a list of subcontractors, project schedule, hurricane storm plan, environmental protection plan, quality control contacts, and any other deliverables. Weeks did give TBS their safety plan.

The Notice to Proceed has been issued and is dated October 1, 2006.

Contractor will provide shop drawing submittals for spill box for approval. The Contractor is responsible for as-built drawings.

Pay requests will be prepared at the end of each month.

DNR will set up a new monument (the original has not been recovered)(Trinity Monument).

Grab samples can be located with a hand-held GPS $\pm 10'$ - $5'$. 32 Grab samples are scheduled.

The 80' access channel widen is based on the USACE permit and providing an additional 2 feet in depth (8' total depth).

DNR will issue clarification on placement of spoil from access channel.

The Contractor will provide the inspector with a place to sleep on quarter boat, a four-wheeler, and a sea worthy boat.

Attendees discussed surveying, both pre-and post-construction surveys. Surveys must be submitted in AutoCAD format and raw data format.

Submittals for seeding, etc. need to be submitted before their work starts, but are not needed at this time because Contractor isn't planting until end of project.

Daily and weekly report forms are good.

DNR provided copies of the permits.

It was noted that Burlington owns California Canal. Contractor will have to arrange any access through them.

TBS suggested that Weeks Marine provide a plan for surveying (preconstruction) to define stationing for transects.

Need mag survey at access channel, float channel, well heads, and borrow area.

Payment for fill (in-place) can only be paid for at a complete 1000' section.

In order to submit payment, Contractor has to survey it once, then after seven days, section must be surveyed again. After 14 days if Contractor can show no settlement has occurred, then he can submit for payment.

If settlement occurs, Contractor must wait 28 days to show no settlement has occurred, and that the section is still within specified tolerances to submit for payment (in specifications).

Meeting adjourned at 12 p.m.