

# PRECONSTRUCTION CONFERENCE

Olympic Stadium Repairs & Improvements – Phase 3  
 City of Hoquiam

22-06

**Meeting Date:** May 10, 2023      **Time:** 9:00 a.m.      **Location:** Stadium Entry

**Attending:**

Brian Shay, City Administrator  
 City of Hoquiam  
 Phone: 360-538-3983  
 Email: bshay@cityofhoquiam.com

Josh Ambrose, Public Works Superintendent  
 City of Hoquiam  
 Phone: 360-538-3972  
 Email: jambrose@cityofhoquiam.com

Tracy Wood, Community Services Coordinator  
 City of Hoquiam  
 Phone: 360-538-3970  
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Dorian Wylie, Building Official  
 City of Hoquiam  
 Phone: 360-538-3973  
 Email: jwylie@cityofhoquiam.com

Scott Gwinn, Electrician  
 City of Hoquiam  
 Phone: 360-538-3967  
 Email: sgwinn@cityofhoquiam.com

Tom Elledge, Parks Maintenance  
 City of Hoquiam  
 Phone: 360-581-9718  
 Email: telledge@cityofhoquiam.com

Alan Gozart AIA, Principal Architect  
 Email: alan@harborarchitects.com  
Aaron Gozart, Project Manager  
 Email: aaron@harborarchitects.com  
 Harbor Architects LLC  
 Phone: 360.532.0980

Shane Moncy, President  
 Coastline Roofing & Construction, Inc.  
 Office: 360-942-9713  
 Cell: 360-942-8513  
 Email: shane@coastlineinc.org

**Purpose of Meeting**

Kickoff start of project, identify principal contacts, and establish parameters of communication, project safety, etc.

Action Req. By	Item Description
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**Chain of Communications**

	<ol style="list-style-type: none"> <li>All project communications between Owner and Contractor shall be through the Architect, in order to maintain accurate documentation and records.</li> <li>Owner and Contractor may communicate directly for minor, day-to-day coordination issues.</li> <li>The Architect will create a project communications web to facilitate project communications. Meeting minutes, request for information log, submittals log and change order log will be posted to this site. Carrie at HA will contact all parties with log on instructions.</li> <li>Weekly progress meetings will be held to monitor progress and coordinate construction matters as required. Meetings will be held on an as needed basis. It was agreed to have meetings on <b>Wednesdays at 10am</b>. Date of first meeting will be announced via email.</li> </ol>
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**Tentative Construction Schedule**

<b>SM</b>	<ol style="list-style-type: none"> <li>Shane will provide a gantt chart schedule by the end of next week.</li> <li>Contractor work schedule will be Monday – Thursday, 10 hour days, starting approximately 8:30am.</li> <li>Tentative start date is July 10<sup>th</sup>.</li> </ol>
<b>TW</b>	<ol style="list-style-type: none"> <li>Tracy will provide updated game schedules for all programs using the stadium.</li> </ol>

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## Status of Permits

DW	1. Dorian will have the permit ready to issue this afternoon on the city permit portal.
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## Processing Submittals

AG	<ol style="list-style-type: none"><li>Contractor shall review and stamp all submittals before submittal to Architect. Any submittals received by Architect that have not been stamped by the Contractor shall be returned for proper processing.</li><li>Submittals shall be sent to Aaron Gozart and cc'd to Alan Gozart and Carrie Hubbard, carrie@harborarchitects.com.</li><li>Submittals may be submitted digitally for most items. Physical samples are still required for color/texture selection. The owner and the Architect shall retain copies.</li><li>The Contractor shall use the electronic Submittal Transmittal form supplied by the Architect.</li></ol>
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## Processing Changes to the Work

	<ol style="list-style-type: none"><li>No changes to the Work shall be executed without a fully signed Change Order by Contractor, Architects and Owner processed through Harbor Architects LLC.</li><li>The normal process to execute a change to the Work shall be: the Architect will issue a Proposal Request, if needed, to the Contractor that includes a description and possible drawing. The Contractor will respond with a Change Order Proposal document. Change Order Proposals may be combined or processed singly into Change Orders.</li><li>In the rare instance, if time does not permit the regular Change Order procedure, the Architect will issue a Field Authorization signed by the Owner, Contractor and Architect.</li></ol>
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## Processing Payment Applications

AG	<ol style="list-style-type: none"><li>The Contractor shall use the electronic Payment Application form supplied by the Architect.</li><li>Notarized payment applications may be submitted digitally for approval. Architect will review, sign and forward to Owner for processing.</li><li>Contractor shall coordinate contract amount breakdown for schedule of values with Architect.</li><li>All processed Change Orders shall be listed on schedule of values as a separate line item.</li></ol>
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## Preparation of Record Documents

SM	<ol style="list-style-type: none"><li>Contractor shall maintain a clean set of contract drawings on the job site to record the actual installation where the installation varies from the Work as originally shown.</li><li>See Section 01 77 00 for record documents requirements.</li></ol>
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## Workplace Safety

SM	1. Contractor shall submit to Architect site-specific electronic copy of safety manual, including fall protection plan.
SM	2. Contractor shall furnish Architect an electronic copy of notes from job site safety meetings.

## Materials & Equipment Deliveries

	1. When material is delivered to job site, it shall be stored in lay down area. Lay down area will be coordinated with Tom.
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	2. Contractor shall coordinate deliveries so as not to conflict with normal traffic patterns associated with Owner operations.
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### Security

<b>TW</b>	1. Tracy will provide Shane with (2) sets of keys for contractor access.
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### Housekeeping

	1. In the interests of safety and appearance the Contractor shall conform to all housekeeping provisions of the Contract Documents.
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### Miscellaneous

<b>SM</b>	<ol style="list-style-type: none"><li>1. The Contractor has provided all the initial project submittals and this meeting date is considered the contractor's <b>Notice to Proceed</b>.</li><li>2. The following items must be completed prior to starting work: Schedule of Values, Construction Schedule and Statements of Intent to Pay Prevailing Wages.</li></ol>
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*The preceding minutes are Harbor Architects LLC interpretation of the items discussed and decisions reached at the above referenced meeting. Any persons desiring to add to, or otherwise change the minutes, are asked to put their comments in writing to Harbor Architects LLC within (4) days of receipt of minutes; otherwise, the minutes will stand as written. These minutes will be distributed as indicated below. It shall be the responsibility minute recipients to distribute copies to their respective associates, consultants, etc.*

cc: All present, Carrie Hubbard