PRECONSTRUCTION CONFERENCE MINUTES

Mount Rainier National Park, Pierce County, Washington, Paradise,
Contract No. 1443C8000060901
Rehabilitate Failing Structural Components of Paradise Inn and Annex - MORA 006215 and
Replace Jackson Visitor Center and Rehabilitate the Upper Parking Lot - MORA 016396

The Preconstruction Conference for the project listed above, was held on Wednesday, May 31, 2006, starting at 9:10 a.m., at Mount Rainier National Park, Paradise Guidehouse basement.

An agenda and list of preconstruction conference subjects was distributed via email prior to the meeting and printed copies were available at the meeting. Copies of the final conformed contract documents with solicitation amendments incorporated were made available to the contractor prior to the meeting.

The list of attendees is attached to the end of this document.

Mr. Dave Uberuaga, Superintendent, welcomed everybody to the meeting. He then turned the meeting over to Mr. Brian Lippert, Contracting Officer's Representative (COR).

All parties introduced themselves and each stated his or her role in this project.

The meeting agenda (Preconstruction Conference Subjects) was introduced and the subjects were discussed in order (see attached copy).

The following items were emphasized or received additional discussion:

- Contracting Officer's Line of Authority: It was emphasized that only the Contracting Officer (CO), Mr. Rod Keiscome, may approve changes to the contract drawings and/or specification, issue Change Orders, issue CO Directives, enter into supplemental agreements, make adjustments to the contract price and/or time for completion, issue orders to suspend or resume work, or any changes that would be contractual in nature. Additionally, the Roles and Responsibilities of the COR and the CO were discussed.

The meeting was turned over to the park to provide the Rules and Regulations of the Park. Mr. Uberuaga introduced Mr. Ed Dunlavey who then provided the medical emergency contacts and processes. Specifically mentioned were:

- Emergency Services/Search and Rescue.
  - Ambulances and EMT are in the Park
  - 911 does work. Park Dispatched & transport (visiting public or construction). 911 is a land line (phone). The payphones in the slate tunnel and Inn can get out, the phone in the Guidehouse, Visitor Center, and inside buildings work. The 911 hours of

operation are until about 5 or 7 pm at the command center. The call is then dispatched to private homes and it may take awhile for response.
    - Radio is unknown at this time.
    - Fire is unusual, water is available to control.
- General Federal Law Officials. The park has exclusive jurisdiction in the park. Other law enforcement assists the park. All state & federal laws are enforced. Drinking and driving offences the park has arrest authority.
- There is no burning of construction waste allowed in the park. Permitting was discussed prior to the noting that no burning is allowed.
- If in doubt about anything, inquire first.
- Code of Federal Regulations (CFR) driven restrictions around the construction area to protect the resource.
- Road Access/Traffic:
    - Speed limits are to be observed at all times. The park will ticket. Always expect the unexpected. The contractor noted that they have a Zero-Tolerance policy and want to be informed of all infractions.
    - Contractor Employee Access was discussed. The Park can provide entrance stickers for cars. The stickers placement on the car was discussed and during the entrance station operating hours, contractor employees should use the left lane once the stickers have been made available.
- The Central Point of Contact (POC):
    - Incidence Management Team - Lucy Gonyea, Commander
    - Weekly meetings/Construction - Eric Walkinshaw

An overview/history of the Paradise National Historic Landmark District was given. This is of importance as Mount Rainier was the 1st masterplanned park. Mount Rainier is the best example of what a National Park is previous to World War II. This distinction is why the park is concerned with the details, to maintain the historic character.

Mr. Roger Anderson then spoke about Environmental Management and sensitivity to resources. Of particular note are:

- Wildlife:
    - Birds are beggars, do not feed
    - Bear conditions (including foxes and mountain lions)
        - Storage of food
        - Check the park newspaper for the dos and don’ts
    - Spotted owl habitats, be aware
    - Deer
    - Road kill
- The night sky and limiting outside lighting maximizing interior night work, trucking early
- Air quality in park and trucking early in the day
- Dust Control
- Transportation would be tight, carpool as much as possible

- Noise pollutions
  - 76 db during daylight
  - Mufflers required on all heavy equipment
  - Shut off equipment when not in use, don't have trucks idling
  - Impact tool use
- Water Resources
  - Abatement
  - Erosion control and runoff

Mr. Greg Burchard provided information regarding archeological issues. Archeological work is taking place in the footprint of the Visitor Center. There are remnants of a camp close to the surface and deeper there may be prehistoric remains. This work is anticipated to be completed by June 12. Kendra Carlisle is an archeological monitor and will be on site for trenching. Phone numbers of the archeological contacts: Benjamin Diaz, x3342; Greg Burchard, x3362; and a number for Kendra will be provide when known. The water line location in relation to the NW corner in the foot print may be a sensitive area. Contract is to call and coordinate prior to excavation. The look ahead schedules, next 1-2 weeks of work, are important for this effort.

Ms. Laurie Kurth spoke about landscape issues:

- Wildflowers will be a great floral display. It is extremely important to stay within the limits of construction.
- It is illegal to be off the trail and create new social trails.
- It is not just to take a photo. At the alpine climate, an average footstep will trample 20 plants.
- Do not pick wildflowers. If you feel you must have a bouquet, ask and Laurie will show you all the oxeye daisies to pick that you want.
- Exposed soil brought in by employees/workers contaminates the existing soil. Clean all equipment, materials, boots etc. An example of working at home in the garden, not cleaning boots, brings noxious and non-native seeds to the area.
- Soils are sensitive. Salvaged soil should not be stockpiles high; place the living soil back.
- Salvaged vegetation has been accomplished within the limits. The vegetation is to remain. Contact the park if in doubt.
- DO NOT COLLECT PLANTS. Again, take all the oxeye daisies you want.

Mr. Ed Dunlavey then provided information about Geohazards (Volcanoes)

- Stay uphill if you are uphill and move uphill of you are lower
- Response plan to lahars
- Evacuation routes and be aware of where they are and were to go
- Use footpaths for higher elevation evacuations.
- Gathering areas for food and water distribution and emergency help.
- Audible system is being installed and trigger points will be established soon.
- River debris flows: Beyond milky white/chocolate. Material break out/flow.
- If you hear the train, it is probably too late.

Mr. John Fuller provided information about utilities:

- The park will need the contractor needs as soon as possible, especially for trailers, temporary power, water needs, batch plant.
- 200-amp single phase will be in by Monday.
- Utilities are park-owned.
- There is a 2-inch stand pipe for the batch plant.
- A new water tap for non-potable water is available.
- Phone service is with Century Tel.
- DSL to Inn & VC, line with 8 voice, 2 fax, 2 DSL out to trailer. The Park, Contractor, and phone company will get together for coordination.
- Vault, etc., discussion and conduit, etc.
- T1 lines are to the guidehouse and building is wired.
- Wireless (WI-FI) and waterline unknown at time
- Utility locating within construction limits. Provide 48 hours notice.

The meeting broke for about 10 minutes at 10:30 am. After the break, the Architect/Engineer (A/E) designer of record provided 2 presentations about the design process, goals to get here, recapturing what was lost. The A/E noted that the presentations would be available if requested.

Mr. Eric Walkinshaw spoke about shuttle operations and circulation:

- Approximately 700,000 visitors come to Paradise per year.
- 500,000 visitors between Memorial Day and Labor Day.
- A peak day is about 8,000 people.
- More parking efficiencies in the lower lot, picnic area, and roadway will be made.
- The park can accommodate approximately 4,000 visitor per day, most are “drive through” visitors
- Shuttle system proposal are due on June 20. The requirements include a campus loop with four 28-30 passenger buses to Stevens Canyon, Canyon Wye from 10:00 am to 9:00 pm.
- Contractor and park will work out plan.
- A second shuttle from Longmire to Cougar Rock and Paradise starting at 9:30 am, for 91 days, 7 days a weeks, June through September.
- There will be a Radio Broadcast, construction video cams, traffic counters, etc., for visitor information
- 2 Uniformed Rangers will be working 10:00 am to 5:00 pm each day in parking lots. There could be additional personnel in the afternoons. Initially they will be reactive but then will be proactive.
- 1 law enforcement ranger has been hire to help with efforts. There will be volunteers “Meadow Rovers” to assist visitors.

The meeting was turned over to Audrey Winters, Contract Specialist, for the Contract requirements.

- <u>Documents required under contract</u>:

- The list of documents received and not received was gone over. It was stated that all the documents not yet received need to be sent as soon as possible and would need to be accepted before the Notice to Proceed (NTP) can be issued and before the first pay estimate and payment is processed.
    - A verbal Notice to Proceed with construction fencing was given to the Contractor from the Contracting Officer. This NTP would have written follow-up.
    - Provided the required documents are submitted, a NTP could be issued the following week.
    - Mr. Keiscome suggested that the Contractor request reimbursement for the bond premiums pursuant to the payment clause of the contract as soon as practical after issuance of the NTP.
- The Schedule of Values is required. The National Park Service will work with the contractor on the requirements. Use the basic outline of the specifications template and labor and material.

- Subcontractors: The Contractor is responsible for control and coordination of subcontractors.
- Labor Laws:
    - Minimum Wage Rates: The Davis Bacon wage rates for this project are dated April 7, 2006. These are the minimum rates to be paid.
    - The wage rates shall be posted at the site in a conspicuous place so all employees working on the project can see them.
    - Unlisted Classifications: If a labor classification is not listed, follow the procedures in the labor clauses to determine the correct wage rate.
    - Overtime shall be paid in accordance with the labor standard clause of the contract.
    - Apprentices: Refer to the labor standard clause. The apprentice program must be an approved Federal or State program.
    - Nondiscrimination in Employment: Refer to the applicable clause of the contract. Compliance with affirmative action and equal employment opportunity requirements cannot be overemphasized.
    - Employee Interview: The CM Representative will periodically conduct interviews of the Contractor's employees to ensure compliance with the labor standards clause of the contract.
    - The labor standards clauses from the prime contract must be physically included as part of each subcontract by the contractor. The Contractor must provide Standard Form (SF) 1413 from each subcontractor. Subcontractors cannot begin work on site until form has been submitted.
- Modifications:
    - Contract clauses reserve the right of the CO to make contract modifications. Processing proposed modifications with minimal delay is essential. The process was not discussed.
    - Mr. Keiscome stated that as the Contracting Officer, he could issue a directive, verbally or in writing, to make changes in the work within the general scope of the contract pursuant to the changes clause. If he issues a verbal directive, it typically will be followed up in writing (or email) within 24 to 48 hours.

- Modification must be in detail, itemizing material, equipment, labor, overhead, profit, and bond markup. Each item must be listed at its estimate cost. Labor must be itemized by craft and hourly rate, i.e., PAINTER 003. Labor burden percentages will be established at time the first modification is negotiated. The Corps of Engineers equipment rates will be used for all modifications.
- If a modification deletes work, Contract shall separately justify all costs for work on the deleted item and cancellation costs for materials ordered but not used.
- All contract time extension must be justified and supported in the modification detail.
- No work of a modification will be started until the CO issues the modification or a written directive.

- Payments: Progress payments will be made monthly as work progresses. The contractor stated pay estimates would be at the end of the month. The Contractor will discuss work progress with the Construction Management Representative and/or COR. Payments for materials delivered to the site, or off site, may be made.
  - Progress payments may be affected for the following:
    - No payment will be made for defective and/or rejected work that is not corrected. Payment will not be made for work built upon rejected work.
    - Payroll submissions not kept up-to-date and/or discrepancies not promptly corrected or reconciled.
    - Payments may be reduced if as-builts are not maintained and up to date.
    - Payments may be reduced if monthly submissions of Waste Management documentation are not complete, up to date, and furnished to the CO.
    - Payment will not be made for work completed without approved submittals and/or satisfactory test results.
    - Payment will not be made unless all Daily Contractors' Quality Control (CQC) reports are properly completed, up-to-date and furnished to the CO.
    - Requests for payment for bonding or permits must provide evidence of payment to the surety.

- Payroll Reports: The prime Contractor and subcontract shall furnish one copy of all payrolls within 7 days after payment date of each weakly payroll. Payrolls may be submitted on a Department of Labor Form. Payrolls shall also be submitted with signed statement the Federal Labor standards have been complied with. This can be done on the back of the form. Failure to furnish payrolls may result in delayed or partially withholding on progress payments. Payrolls should be prepared as follows:
  - Numbered consecutively
  - Date each payroll. On final payroll insert FINAL after date.
  - Write the contract and PMIS number with brief description of work and name and location of project.
  - Prime contractors payrolls need have only its name. Subcontractor's payrolls should have subcontractor and prime contractor's names.
  - Correct Name for each employee with address and social security number the first time the employee is paid on the project.

- Labor classification exactly as shown in wage determination, i.e., PAINTER 0003. If apprentice, provide apprenticeship period and that apprentice is registered. Before employment of apprentice, furnish evidence of registration.
- When employee works in more than one classification, exact hours and pay rate for each classification shall be listed. However, the higher rate may be paid for the other classification, i.e., the same pay rate for both classifications.
- Exact number of straight-time and over-time hours must be listed separately.
- Indicate if fringe benefits are paid to employee or to a fund.
- Compute total earnings. Straight time rate for straight time, overtime rate for overtime. Fringe benefits at straight time rate for straight time and overtime.
- Total earning.
- Exact amount for FICA and withholding tax deductions.
- Other deductions which are authorized and itemized. If deductions require approval from Secretary of Labor, provide letter of approval from Labor Secretary with the initial payroll that deductions start.
- If fringes are paid to union or fund, provide a statement as to the distribution with each payroll submission. If fringes are paid in cash to employee, provide statement.
- Incorrect or improperly prepared payrolls are not returned. Contractor will be notified or errors and required to furnish supplemental payrolls correcting deficiencies. Supplemental payrolls must be consecutively lettered, beginning with "A" added to the original number.

- Contract Time: Time for completion of this project is April 1, 2008 for the work of the Paradise Inn and Annex and August 1, 2008 for the work of the Visitor Center.

- Liquidated Damages (LDs): Liquidated damages will be assessed, if necessary, in accordance to the contract clause "Liquidated Damages - Construction". The LD's for this project are $800 for each calendar day of delay for the work of the Paradise Inn and Annex and $800 for each calendar day of delay for the Visitor Center.

- Display of Hotline Posters: The Contractor was informed that the NPS/DSC requires Hotline posters displayed on all projects regardless of size. Posters are available at http://www.doiig.gov/hotline

- Notice to Proceed: The Notice to Proceed date could be issued as early as Friday, June 2, 2006, however, it probably will not be issued until Monday, June 5, 2006, upon receipt of original bonds and proof of insurance.

The meeting was turned over to Mr. Brian Lippert, Contracting Officer's representative for technical issues.

- Correspondence, General Procedures: Contractor will address all correspondence to the Contracting Officer but mail/deliver items to the Construction Management Representative (CMR). The Park will provide a drop box or something similar for this purpose. The CMR and Park will figure this out.

- Each letter shall only deal with a single subject. All correspondence shall include the name of the park, project title, subject (such as request for proposal number), modification number (if applicable), contract number, and the PMIS number. The CO or COR will only reply to correspondence from the Prime Contractor.
- All verbal instruction or rulings give by the CO or the COR to the Contractor will be confirmed in writing or via email. Similarly, for the contractor's protection, the Contractor should confirm verbal communications in writing received from the COR concerning the contract work.

- Acceptance/Rejection of Work: Contractor will monitor all operations to ensure compliance with all requirements of the contract documents. In instances of non-compliance, the COR will inform the contractor in writing of deficiencies and the Contractor shall correct the deficiencies as soon as possible and before proceeding with any more work associated with the deficiency.

- Construction Meetings: Meetings will be held weekly with the Prime Contractor and major subcontractors on Thursday Mornings, 9:00 am, job-site time. Meetings will review the upcoming week's scheduled work, status of all required shop drawings, resolve existing or potential construction projects, and work completed. The Guide House Conference room will be used for the contractor's conference call. The schedule of values is not a deal breaker to issuing the Notice to Proceed. Mr. Lippert will set up the conference number with pass-codes and distribute the information via email to the contractor, CMR, park.

- Submittals (shop drawings, samples, manufacturers' data, reports, etc.): Other than submittals required by Division 1, all material submittals shall be submitted on the CM-16. Transmittals and shop drawings will be numbered consecutively for the life of the contract in order of submission. Re-submittals of the same item will have consecutive letter suffixes added to the original number, beginning with "A" (i.e., 180A). It is important that shop drawings, samples, lists, and descriptive data be transmitted as early as possible to the CMR to allow time for review and approval.
  - There will be separate submittals for each project. Submittals will be numbered separately for each project.
  - Shop drawings: Submit four (4) copies of all shop drawings (one copy will be sent to Denver, 1 to the A/E designer, 1 will remain on site, and 1 will be returned to the Contractor after approval or rejection). One (1) will be a reproducible transparency print (such as sepia or mylar) and three (3) copies. The transparency (marked up if necessary) accompanied by a signed copy of transmittal Form CM-16 will be returned to the Contractor. If shop drawings are disapproved, the Contractor shall make the necessary correction on the returned transparency and resubmit.
  - Manufacturer's Data: Four (4) copies of all manufacturers' catalog cut sheets are required. The originally signed transmittal form and a copy of the marked up data will be returned to the Contractor. Should the cut sheet be disapproved, the Contractor shall make corrections and resubmit.

- The Government will provide identifying rubber stamps with specific project information. The stamps will have both projects on them. Cross out or otherwise run a line through the inapplicable project. Contractor shall stamp every sheet of all submittals. Contractor shall stamp each submittal item certifying the review of the submittal. The identifying stamp shall be placed in the lower right-hand corner of all submittals that have pertinent information. A typewriter may be used.
- All submittals shall reference the specification section and paragraph to which they pertain. For each item proposed as an "approved equal" submit support data and clearly notate "Request for Approval of an Equal" in the comments section.

- Environmental Requirements: The Contractors Environmental manager, Mr. Ron Mental, presented an overview of environmental issues and summarized site specific procedures related to all management plans (SWPPP, IAQ, WM, etc.)

- NPS Final Accessibility Inspection: The Contractor was informed that the NPS Accessibility coordinator, Mr. Ace Billity, would conduct an inspection as a part of the Final inspection and close out process. All deficiencies will be added to the final punch list.

- Project Record Drawings and Operation and Maintenance (O&M) Manuals: Contractor shall prepare and maintain a set of project record drawings marked-up to show changes or modifications. Project record drawings shall be kept current and made available for inspection by the CMR at the time of monthly payment request. Project records can be kept electronically or on paper. Project record drawings shall submitted to the COR at the completion of construction as part of the closeout submittals. Contractor shall furnish O&M Manuals for materials and equipment furnished on project. O&M data may include, in addition to the manufacturers' standard printer operation and maintenance documentation, custom-written O&M descriptions, filled out equipment data sheets, final material and equipment lists and schedules, vendor-generated as-built drawings, test reports, and a subcontractor list. Contractor shall submit completed O&M data before requesting a final inspection. If the data is not substantially complete, final inspection may be delayed.

- Construction Management Representative will take photos of the work as it progresses.

- Work Hours: Per Amendment No. 7, work between December 24 and January 2, may be performed only with prior consent of the CO with concurrence by the park. A 48-hour advance request must be submitted to the CO for approval.
  - The contractor was asked what the work schedule would be. The Contractor stated that they plan on working five (5) 8-hour days and five 10-hour days on initial cement pours. The contractor may work extra days or hours to complete a phase.

- Reference Materials: Contractor will have appropriate reference materials (i.e., UBC, ACI, NEC, etc.) on-site for review as required.

- Value Engineering: This contract is subject to value engineering. Plan ahead with lots of lead time as the review could take up to 45-day or longer. Brainstorming of ideas was tabled to the following day.

- It was decided to deal with problems, partnering, housing, etc., after lunch.

- Archeological testing, specifically in the foundation trenching could be a stopping point. The structural engineers would be at the site the following day and this would be discussed then. The next day's meeting would be starting at 9:00 am.

The meeting broke for lunch at 12:35 pm. The meeting would start back at 1:00 pm.

1:10 pm, the meeting continued.
Mr. Jeff Robison, General Super, Watts/Korsmo provided a schedule for the upcoming 2 weeks. The next two weeks would be providing submittals, schedules, and layout. The Contractor will push as much and as long as possible to have the project buttoned up before winter.

  - Shoring issues
- Inn plumbed by end of season
- Demolition plan: Floors, ceilings down to framing structure, then shoring, them plumbing, etc. Shear walls and NW abatement.
- Submittals by Friday for NTP:
  - Project superintendents
  - Subcontractors
  - Labor Standards Certificates by Subcontractors
  - Waste/Recycling Plan

- Problem Resolution: Lynn and Jeff will work together to solve, eliminate or elevate all problems. Both will deal with straight up and not make mountains out of molehills. Work through the issue and then perhaps suggest a resolution through an RFI.

- Partnering: We are a team. A formal partnering session with a facilitator was felt not to be necessary at this time. After the initial gearing up, and perhaps 2-3 months later a formal session might be warranted.

- Phones: There will be a meeting the following day about this issue.

- Safety Plan: A discussion about the following items in the safety plan took place. It wasn't known at the time how extensive the plan was detailing the specifics.
  - Fire plan / fire watches
  - Burn Permit is required for welding. A daily weld cut permit is required.
  - GSI (Concessioner) had annual fire safety check being completed today and tomorrow. The sprinklers and alarms were being checked. All portable fire extinguishers were done and the smoke detectors were being done today.

    - 60 extinguishers are being left in place. Contractor will take possession when the building is handed over.
    - Sprinkler systems off line dependent on fittings. Annex system on riser (1), Kitchen (2), lobby (3). Rerouting. There may be a specific separate meeting about the sprinkler system later. The VC sprinkler system is "design-build". Steve has current as-builts of sprinkler.

- Housing/Accomodations for workers:
    - A request for the number of housing beds, rv spaces, etc., was asked of the contractor. As of today they don't know how many. There is housing in Longmire, 8 trailer pads with full hookups.
    - FFA will occupy the second floor of the Guidehouse.
    - 3rd floor of the Guidehouse is available, not for the rank and file, for the people here today, up to 6 people.
- Furniture has been returned and is stored in the annex. The insurance risk for the furniture came up. The risk is with GSI and not the construction contractor.
- Storage room in annex.
- Glacier Dorm: 18-rooms could be available. Need to know numbers. There isn't a kitchen in facility. A count should be available tomorrow for housing needs.
- Housing in winter (mid-November through mid-March) and shoulder season (September through December) in Tahoma woods.
    - Grilling only at the picnic area or east end of the guidehouse.

- Snow egress during winter operation plan.

The pre-con meeting ended at 2:00 pm. After about 15 minutes the parties reconvened to go through the final Amendments. This was done item by item.

It was stated that if there was a lack of confidence in the specifications and/or drawings provide a Request for Information (RFI) for the specific ins and outs.

Replacement of fuel tank fuel by modification is 10,000-gallon.

The meeting concluded at 3:45 pm. Parties would meet again the following day for specifics and touring the Paradise Inn.

Audrey Winters
Contract Specialist

Attachments:
Preconstruction Conference Agenda
Pre-Construction Conference Subjects
Sign-In sheets