

## MINUTES FOR PRE-CONSTRUCTION CONFERENCE

**PROJECT NAME & PROJECT #** Tyrone Water and Wastewater Association  
Lift Station Improvements  
2022 SBOF  
Stantec Project # 181301492

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**DATE & LOCATION OF CONFERENCE** Wednesday, August 2, 2023 @ 11:00 a.m.  
Stantec Silver City Office  
3400 Highway 180 East, Suite A  
Silver City, NM 88061  
Dial-in: (833) 436-6264, Conference ID: 371 249 43#

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### 1. IDENTIFICATION OF OFFICIAL REPRESENTATIVES:

**ENTITY:** Southwest New Mexico Council of Governments  
1203 N. Hudson Street  
Silver City, NM 88062  
Phone # 575-590-2002

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(NAME(S), ADDRESS, & TELEPHONE #)

**REPRESENTATIVE:** Priscilla Lucero, Executive Director; [priscillalucero@swnmcog.org](mailto:priscillalucero@swnmcog.org); Phone # 575-965-1293, Cell # 575-590-2002

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(INDIVIDUAL PHONE, MOBILE, DAY/NIGHT)

**ENGINEER:** Richard Maynes, PE# 14503, [Richard.maynes@stantec.com](mailto:Richard.maynes@stantec.com)  
3400 Highway 180 East, Suite A  
Silver City, NM 88061  
Office: 575-538-5895. Cell: 575-518-8846

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(NAME(S), ADDRESS, & TELEPHONE #)

**REPRESENTATIVE:** Lisa Campbell, Project Manager, [lisa.campbell@stantec.com](mailto:lisa.campbell@stantec.com); Office: 575-527-4517;  
Cell: 575-323-4203  
Construction Representative, Julio Chavez, [julio.chavez@stantec.com](mailto:julio.chavez@stantec.com); Office: 575-366-2995,  
Cell: 575-635-5020  
Cheri Dunkleberger, Project Manager Assistant, [cheri.dunkleberger@stantec.com](mailto:cheri.dunkleberger@stantec.com); Office: 505-821-6646

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(INDIVIDUAL PHONE, MOBILE, DAY/NIGHT)

**CONTRACTOR:** File Construction LLC  
109 Industrial Ave NE  
Albuquerque, NM 87107  
505-554-1780  
[jaimec@fconst.com](mailto:jaimec@fconst.com)

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(NAME(S), ADDRESS, & TELEPHONE #)

**REPRESENTATIVE:** General Manager: Jaime Cruz, [jcruz@fconst.com](mailto:jcruz@fconst.com); Phone: 505-544-1780  
Project Superintendent: Ricardo Ramos, [ricardor@fconst.com](mailto:ricardor@fconst.com); Phone: 505-377-8840  
Project Safety Officer: Tom Wisneski, [tomw@filefc.co.com](mailto:tomw@filefc.co.com); Phone: 505-250-8258  
EEO Officer: Alma Alvarez, [almaa@filefco.com](mailto:almaa@filefco.com); Phone 505-554-1780  
Payrolls and Monthly Estimates: Alma Alvarez, [almaa@filefco.com](mailto:almaa@filefco.com); Phone 505-554-1780  
Authorized Signature for Storm Water Pollution Plan: n/a  
Storm Water Pollution Prevention Plan Inspector: n/a

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(INDIVIDUAL PHONE, MOBILE, DAY/NIGHT)

**OTHER AGENCY:** Tyrone Water & Wastewater Association, 50 Malachite Avenue, P.O. Box 570, Tyrone, New Mexico 88065-0570

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(NAME(S), ADDRESS, & TELEPHONE #)

**REPRESENTATIVE:** Alan Berg, Board President, Cell – 602-999-1748; Office 575-654-0391; [guardianberg@gmail.com](mailto:guardianberg@gmail.com)  
Eddie Mendoza, Operator, Cell – 575-313-9829; [operator.emendoza@gmail.com](mailto:operator.emendoza@gmail.com)  
Mandy Lilla, Board Member; Cell – 575-313-7142; [mlilla\\_79@hotmail.com](mailto:mlilla_79@hotmail.com)

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**1a. UTILITIES DISCUSSION: One Call System**

Contractor to contact the 'New Mexico One Call System, 811; 1-800-321-2537

Contractor is responsible for obtaining locations from utility owners.

Site Location: 81 McKinney Road, Tyrone, NM 88065, Eddie Mendoza gets the calls.

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**2. RESPONSIBILITIES OF ENGINEER: (Does not "supervise" the Contractor's employees, equipment or operations.)**

Stantec will provide periodic construction observation, approving and processing pay applications, construction contract modification/change orders.

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**3. RESPONSIBILITIES OF ENTITY'S GOVERNING BODY:**

SWNMCOG will approve and process pay applications, construction modification/change orders, and approve and certify project documentation.

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**4. RESPONSIBILITIES OF CONTRACTOR: (Review contract terms.)**

To furnish supervision, materials, labor, supplies, and workmanship in compliance with plans and specifications, and provide construction quality control. All correspondence shall show the project name and numbers.

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**5. RESPONSIBILITIES OF ANY OTHER AGENCY CONTRIBUTING TO THE PROJECT**

Tyrone W&WA must coordinate with Stantec Construction Observer for any issues or questions.

Stantec construction observer is the main point of contact and will coordinate with Engineer and all other parties as necessary to resolve any issues or questions pertaining to the project.

If there are any questions or coordination items, Julio will be the main point of contact for the Contractor. Everything will go through Stantec. Julio will go through Richard and then Richard will inform all the parties or respond to every party appropriately.

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**6. GENERAL DISCUSSION OF CONTRACT**

**A. Alternate Specifications: (Does everyone understand the alternates applicable to the contract as awarded)**

**Base Bid – Lift Station Improvements**

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Base Bid – Lift Station Improvements \$1,410,700.80

**TOTAL AMOUNT OF BID: \$1,410,700.80 W/O NMGRT**

The Contract Price of the awarded Contract is: One Million Four Hundred-Ten Thousand. Seven Hundred Dollars and 80/100. (\$1,410,700.80) without NMGRT.

**B. Other Requirements of the Contract and Specifications Which Deserve Special Discussions by All Parties:**

**CONTRACT**

1. Any verbal discussions about the bid items and specifications will not alter the way work is approved for payment.
2. Work will only be approved for payment based on the contract bid items and the specific method of work called for in the written specifications for each bid item or contract plan notes for any incidental work required on the project plans.
3. Under absolutely no circumstances will verbal discussions constitute changes to the contract specifications or how work is to be paid for with contract bid items.
4. Any necessary changes to the work required on this project or the deletion or addition of contract bid items for payment must be performed by use of a construction contract modifications/change order.

**TESTING**

5. See project plans and specifications.

**VIDEO TAPING**

6. The entire project will be video-recorded Pre and Post construction by the General Contractor.

**TRAFFIC CONTROL**

7. Construction is on TWWA property; no traffic control needed. Access to existing lift station must be provided at all times. Entry gate can remain open during construction, must be locked at end of day.

**PLANS AND CONTRACT SPECIFICATIONS**

Discussions or Clarification on

- a. Any new specifications not used before.
- b. Any special design features.
- c. Any contract plan notes.
- d. Any design features with concerns about construction sequences.
- e. All construction to comply with latest addendums – Addendum #1 dated May 25, 2023, and Addendum #2 dated June 2, 2023.

**C. Initiating Construction: (Notice to Proceed.)**

Notice to Proceed issued 11/13/23 (Certificate of Insurance, Performance Bond, and Labor and Materials Bond in Executed Contract Documents).

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**D. Completion Time for Contract: (Does everyone understand contract requirements and methods of Computing?)**

Substantial Completion time is 4/11/24 (150 Calendar Days)  
Readiness for final Payment is 5/11/24 (180 Calendar Days)

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**E. Liquidation Damages:**

Amount will be \$1,000.00 per consecutive calendar days.

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**F. Requests for Extension of Contract Time:**

All requests for Contract Times extensions must be submitted in writing and approved by change order. Approval must be by the Engineer, SWNMCOG, and Contractor.

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**G. Procedures for Making Partial Payments:**

**Request for Payment will be submitted to Stantec by the 25th of each month.**

**Partial Payment Schedule (Pay application) will not be processed and approved until all required test results and certification of compliance are provided to SWNMCOG and Stantec.**

**(NO RETAINAGE WILL BE WITHHELD FOR THIS PROJECT.)**

Prompt Payment Act for a local public body which a project where “grant money is a source of funding.” Payments can be extended from 21 days up to 45 days before incurring the 1.5% per month interest penalty, if the contract documents clearly and conspicuously state that payment later than 21 days will be made and each sheet of the construction plans contains a conspicuous notice that states – “Notice of Extend Payment Provision – This contract allows the entity to make payment within 45 days after submission of an undisputed request for payment”.

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H. SWNMCOG understands and agrees that Stantec has no control over Contractor caused deficiencies and that we will be entitled to additional fees if said deficiencies cause additional time over and above that negotiated in Stantec’s fees.

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**7. CONTRACTORS SCHEDULE:**

**A. Analyze Work Schedule in Sufficient Detail to Enable the Engineer to Plan His Operations: (Consideration must be given to the needs of the Entity and the planned operations of other contractors.)**

A progress schedule in a bar chart form shall be submitted to the engineer for approval.

Contractor will be working four 10-hour days Monday thru Thursday.

Schedule monthly construction meetings, last Tuesday of Month.

Julio will send daily reports to Lisa. Lisa will distribute reports to everyone.

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**B. Equipment to be Used by Contractor:**

A list of Heavy Equipment shall be submitted to Engineer for review and approval.

- Excavator
- Backhoe
- Pothole Machine
- Trench Roller
- Water truck/Wagon
- Trailer
- Conex

**C. Contractor's Plans for Delivering Materials to project Site and Procedures to be adopted by contractor in accounting for and storing such materials: (Protection and Storage of Materials.)**

Contractor will set up staging area.

**8. SUBCONTRACTS: (Review and approval of proposed Subcontractors and their work schedules.)**

Subcontractor	Address	Phone #	Category of work	License #	FEIN #
J&S Plumbing and Heating	2815 Pinos Altos Road Silver City, N 88062	575-535-2611	HVAC	395606	83-0939694
Scott's Fencing	5610 San Francisco NE Albuquerque, NM 87199	505-821-1114	Fence	50526	85-0403265
Alterman Electric	22900 Stern Drive Anthony, NM 88021	575-525-0702	Electrical	404538	74-1046488

**9. STATUS OF MATERIALS FURNISHED BY THE CONTRACTOR:****A. Schedule for Future Deliveries:**

Contractor to coordinate with SWNMCOG for a Staging area if applicable.

**10. PROJECT OBSERVATION:****A. Functions of the Engineer, including Records and Reports:**

The Project Representative to provide periodic reports daily.

**B. Contractors Responsibilities**

The contractor shall notify the Project representative at least 2 days in advance of all start up times of major work categories to include but not limited to:

- ❖ Mobilization/Demobilization
- ❖ Trenching and Backfilling
- ❖ Excavation
- ❖ Concrete Work
- ❖ Pressure Testing
- ❖ Installation of electrical and communication equipment
- ❖ Switchover and tie-in of new lift station

- ❖ Contractor will post permits at job site

- Electrical Permit

- NMWFS

Contractor will do QA/QC

- Results to be Submitted to Engineer w/ pay applications.

Notify Julio when Contractor will be on site.

Contractor will provide access to existing lift station at all times for TWWA to operate and maintain.

**Safety and Sanitary Regulations Standard OSHA requirements.**

Standard OSHA requirements will apply. The Company Safety Officer for File Construction is:

Tom Wisneski, [tomw@filefco.com](mailto:tomw@filefco.com); 505-250-8258

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## 11. FINAL ACCEPTANCE OF WORK: (Include requirements for tests and cleanup of project site.)

Stantec, TWWA, SWNMCOG and Contractor will conduct substantial completion with punch list items identified. Final inspection will be conducted 15 calendar days from date of substantial complete.

Final pay application, construction closeout document, as-built record drawings, testing, O&M information will be submitting within 15 calendar days from final inspection meeting.

Final pay application must include all the construction closeout documents, as-builts, O&M information, and training needs to be done at that time prior to submitting the final pay application.

- Substantial completion is when the project, or a portion of the project is sufficiently completed to the point where the owner can use it for its intended purpose. This allows the owner to assume possession.
- Final inspection is basically when all the punch list items are completed and all work has been fully finished, including the resolution of any outstanding issues or deficiencies.

Change Orders – Must be approved in an executed change order. Any additions or deletions (out of scope items) made outside the work order may not be paid, so make sure change order items are approved by executed change order.

- It is the responsibility of the entity to develop their own asset management plan. Priscilla will find and provide an example of an Asset Management Plan.
- O&M Manual is not part of the current Engineering Services contract. Regarding the O&M Manual, the Contractor is responsible for submitting those and any type of operation and maintenance information. However, at this time, TWWA has not contracted to have Stantec provide an operation and maintenance manual. If O&M Manual is to be part of the Engineering Services scope of work, this will require an Amendment for Engineering Services.
- Is there training required in the specifications?  
Yes, Specification 263213 – Standby Power Generation, Part 3.2 Start-Up Assistance and Training states the following:

### 3.2 START-UP ASSISTANCE AND TRAINING

- A. The manufacturer's representative shall furnish on-Site start-up assistance and shall inspect the installation prior to start-up to verify that equipment is installed in accordance with the manufacturer's requirements.
- B. Upon completion of startup and after acceptance by the OWNER, the CONTRACTOR shall completely fill the fuel tank.
- C. In addition, the manufacturer's representative shall provide on-Site training for operation and maintenance of all equipment included in this Section.
- D. The following times shall be included, as a minimum, for the above tasks. A Day is defined as 8 hours on-Site, exclusive of meals and travel. Each task shall be considered a separate trip to the site. Dates and times for the trips shall be coordinated with the OWNER.
  1. Inspection of the installation: 2 Days
  2. Startup assistance: 3 Days
  3. Operation and Maintenance Training: One Day

Specification Section 333216 – Packaged Utility Wastewater Pumping Stations, Parts 3.10, 3.11, and 3.12 state the following:

### 3.10 MANUFACTURER'S FIELD SERVICE

- A. Section 01 40 00 – Quality Requirements: Requirements for manufacturer's field services.
  - B. Furnish factory trained representative and field technical assistance during the following periods of pumping station installation:
    1. Unloading of station materials and components.
    2. Start-up, testing, and demonstration of station systems-basin, pump, and control panel.
    3. Provide operation and maintenance (O&M) manual to Owner.
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3.11 ADJUSTING

- A. Section 01 70 00 – Execution and Closeout Requirements: Requirements for starting and adjusting.
- B. Adjust basin, pump, and control panel systems so station operates to performance requirements and in accordance with specifications.

3.12 DEMONSTRATION

- A. Section 01 70 00 – Execution and Closeout Requirements: Requirements for demonstration and training.
- B. Demonstrate operation of pumping station – basin components, pump system, and control panel.

**12. LABOR REQUIREMENTS**

**A. Equal Employment Opportunity Requirements:**

Post wage rates on the job site. The Company EEO Officer for File Construction is:  
Alma Alvarez, [almaa@filefco.com](mailto:almaa@filefco.com); 505-554-1780

**B. Davis-Bacon Act:**

N/A

**C. Other Federal Requirements:**

N/A

**D. State and Local Requirements:**

General Contractor is responsible for submitting all subcontractors' payroll records, Notice to Contractors Regarding submittals of payrolls, Public Works Apprenticeship and Training Act, Statement of Intent to Pay Prevailing Wages, Affidavit of Wages Paid. Send to Priscilla Lucero.

New Mexico Department of Workforce Solutions – Requires a Notice of Award, Subcontractor List, Statement of Intent to Pay Prevailing Wages Rates by the Prime Contractor and Sub-Contractors prior to any work beginning. The Prime and any Certified Weekly payroll reports required to be submitted to Stantec and SWNMCOG.

Payroll reports must be on 8 ½ x11 standard size sheet with statement of compliance. This must be complied with or payroll reports will be rejected and may cause a stop in project progress.

Subcontractors are also required to provide a copy of the payroll reports and statement of compliance to SWNMCOG (Priscilla Lucero [priscillalucero@swnmcog.org](mailto:priscillalucero@swnmcog.org)) and Stantec (Cheri Dunkleberger ([cheri.dunkleberger@stantec.com](mailto:cheri.dunkleberger@stantec.com)) office 505-821-6646).

The NMDWS will notify the contractor's office in writing if payroll reports are required. After construction is complete the Prime and Sub Contractor are required to submit the Affidavit of Wages Paid in the construction closeout documents.

Forms can be downloaded at the NMD of Workforce Solutions [www.dws.state.nm.us](http://www.dws.state.nm.us).

**Stantec will submit Notice of Award and Subcontractor List to NM Department of Workforce Solutions.**

**E. Union Agreements:**

N/A

**F. Reports Required**

Stantec Construction Observer to completed daily status report.

**13. EQUAL EMPLOYMENT PROVISIONS OF CONTRACT:**

State requirements concerning equal employment are applicable.

**14. RIGHTS-OF-WAY AND EASEMENTS:**

A. Explain any Portion of Project not available to Contractor:

All work to be done withing TWWA property.

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C. Contractors Responsibilities During Work Covered by Contract:

See Item 4. Above and all permit requirements

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D. Coordination with Railroads, Highway departments and Other organizations:

N/A

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**15. PLACEMENT OF PROJECT SIGNS AND POSTERS:**

No project sign required for this project. Contractor to post labor requirements at project site.

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**16. HANDLING DISPUTES:**

Refer to general and supplementary conditions in the contract documents.

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- Check with required utility companies prior to excavating.
- The presence or absence of the project representative does not relieve the contractor from any contract requirements.

Existing Backup Generator

- PNM timeliness issue – Alan Berg to follow-up with PNM and Priscilla to be notified if issues arise.
- Can existing generator run at least one pump? Yes.
- Has PNM updated TWWA?
  - o Has PNM requested plans? Yes, on June 16<sup>th</sup>, Alan Berg asked Richard Maynes to send plans to Michael Molina at PNM.
  - o Verify Rich sent plans to PNM. Yes, Richard sent plans to Michael Molina at PNM on June 16<sup>th</sup>.
- No lightning protection is included in plans or funding budget.
- TWWA will need to contact PNM to check on surge protection on PNM side of power line due to lightning.
- Surge protection is included in design for meter side of electrical service.
- Regarding PNM and new electrical service, Lisa and Priscilla must be kept apprised of any problems or issues arising from PNM.

JAMES CRUZ, GM

(File Construction LLC - type or print)

RICHARD MAYNES

(Stantec Representative - type or print)

Priscilla C. Lucero

(SWNMCOG - type or print) Priscilla C. Lucero

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Signature

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Signature

Priscilla C. Lucero

Signature