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## MEMORANDUM

**TO:** All Attendees (via email)

**DATE:** January 27, 2023

**RE:** **Pre-Construction Meeting**  
Main Street, Grove Street & Budd Avenue Realignment  
Borough of Chester, Morris Co., NJ

**FEI JOB NO:** 22CB103

A pre-construction meeting for the subject project was held on Wednesday January 25, 2023 at 1:00 P.M. in the Borough Council chambers on the municipal building located at 50 North Road, Chester and was attended by the following:

Mark Castela, Top Line Construction Corp. (Contractor)  
Chris Cavanagh, Chester PD  
Martel Ellis, Morris County Engineering  
Robin Ghebreal, Borough Clerk  
Janet Hoven, Borough Mayor  
Margaret Nordstrum, Borough Admin.  
Rich Quamme, Ferriero Engineering, Inc.  
Jess Symonds, Ferriero Engineering, Inc. (Engineer)

The following is our interpretation of the discussion that took place at the meeting:

The attendance sheet was passed around for attendees to sign and introductions made. Mark Castela indicated that he will manage the project and Anthony Santos will be the project superintendent/foreman. He will update contact list to include Mr. Santos. Project Inspector will be identified prior to start.

Three (3) sets of the plans revised October 3, 2022 and one (1) set specifications revised October 1, 2022 including the current County and State prevailing wage rates were provided the Mr. Castela. The project is funded by NJDOT Bureau of Local Aid. NJDOT 2019 Standard Specification as amended by the contract documents shall govern. All Contract related documents including insurance certificate, have been accepted by the Borough Attorney. One original executed contract was provided to Mr. Castela.

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Final payment is subject to NJDOT inspection and acceptance of the project. Only USA manufactured products may be used on this project.

All payment requests will be initiated through the Engineer. The Contractor and Inspector will field measure the quantities together prior to incorporating them into a payment request. Engineer will review Contractor's request and prepare a Borough voucher and engineer's estimate which will be signed by the Contractor. The Engineer will then forward to the Borough the voucher, contractors' invoice, signed engineer's estimate and recommendation for approval. After that the payment request will be put on the bill list for Governing Body approval. The Governing Body normally meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The signed voucher and payment documents noted above must be received by the Ghebreab no later than the one week before the date of the meeting. The Engineer will need a minimum of three (3) days advanced time to review the payment request prior to forwarding to the Borough for processing. The Contractor is advised to submit his invoice to the Engineer at least 10 days before the meeting. Certified payroll and monthly manning reports are required in order to release payment. Contractor was advised to submit those documents directly to Margaret Nordstrum and copy the Engineer. 2% retainage will be held on each payment request, 30% retainage will be held on the pavement until favorable coring and material testing results (if required). Retainage will be released at final payment subject to an approved maintenance bond and NJDOT Local Aid acceptance of the project.

NJDOT Material Questionnaire, Form SA-11 must be submitted to the Engineer and approved by NJDOT prior to the start of construction. DS-8 Local Aid asphalt technologist certifications shall be provided prior to final payment. Any material source of supply listed from a non-approved Department source will be considered non-participating unless that source is approved by the District Office prior to the start of construction. All hot mix asphalt (HMA) and concrete mixes must list the approved serial numbers as determined by the New Jersey Department of Transportation Bureau of Materials.

Working hours will be from 7:00 A.M. to 5:00 P.M., Monday through Friday. No work, other than routine maintenance is to commence on a Saturday from 8:00 A.M. to 4:00 P.M. for maintenance only, unless approved by the Engineer and no work on Sundays or legal holidays. Per contract specifications inspection costs incurred for approved Saturday work or work outside normal working hours will be borne by the contractor. Per County working hours for all work within Main Street ROW will be from 9:00 A.M. to 4:00 P.M., Monday through Friday. Contractor shall obtain a road opening permit from Morris County.

Work must begin within ten (10) days of the issuance of the Notice to Proceed. Substantial completion of the project will be within sixty (60) calendar days from the date of the Notice to Proceed. Substantial completion (excludes final cleanup; repair of unacceptable work, landscaping; project is safe and convenient for use by public; total work left (landscaping, repair and cleanup work) must be less than 2% of contract price adjusted for any change orders). Final completion must be within 10 days of substantial completion. Contractor indicated a target start date of mid-March.

Underground utility mark out shall be obtained by the Contractor and maintained as required throughout the duration of the project. Copies of all utility mark out notices shall be provided to the Engineer prior to

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the start of construction. Contractor is responsible for coordinating the work of various and to notify them of any damage caused by construction.

The Contractor will submit a schedule for the sequence of the work, as well as provide the written methods of construction, prior to the start of work, as required by the contract specifications.

After some discussion it was determined that a change to the traffic control plan is judicious. For both stages eastbound lane traffic will be detoured as shown on the plan and allowing westbound lane to remain open for both stages of work. No change will be made to the detour route roads. Engineer will prepare a Field Change Traffic Control Plan and will email the plan to Chris Cavanagh for review and comment before forwarding it to contractor. Construction and detour signs shall be placed as per the Field Change Traffic Control Plan and if and where directed. Access for emergency vehicles shall be provided at all times. Contractor was advised that the fire department building is within the limits of work. The Contractor is solely responsible for maintenance and protection of traffic. He will be utilizing qualified traffic directors, flaggers for the duration of the project. Traffic directors, flaggers shall meet NJDOT specifications including MUTCD qualifications and must demonstrate competency in flagging operations and proper use of the stop/slow paddles. Two-way radios must be utilized should flaggers lose visual contact with one another. All workers must wear 360-degree safety vests meeting ANSI/ISEA level 2 standards. Flaggers must be dedicated to flagging operations, not functioning as an operator or general laborer or some other position at the same time as a flagger. During non-working hours, two-way traffic shall be made at all locations.

Off-duty Chester police officers will also be utilized during the course of the project. Contractor is responsible to schedule the officers. Costs for officers will be borne by the Borough. Except in the case of where the contractor fails to cancel in the required time frame when/if cancellation becomes necessary. Then the contractor is responsible for those penalties.

General construction notification will be placed on the Borough's website and Nixle. Police will notify schools and waste haulers. Contractor is responsible to prepare and distribute two notices (one for each stage of construction) of construction to all businesses/residents along Main Street from Perry to Collis Lane, Hillside from Main to Furnace Road, Budd Ave from Grove to Cherry and Grove from Main to Maple Avenue. Contractor shall submit notices to Engineer for review prior to distribution. Engineer will forward notice to Borough and PD.

Material and equipment may be stored at Borough owned 300 Main Street parking lot. The area utilized must be restored to existing or better conditions.

The work area shall be kept in a safe condition at all times during construction. The Contractor is solely responsible for work safety and condition in or near the work area and for the means, methods, sequences and techniques selected to perform the work and for complying with OSHA standards and High voltage Proximity Act. The Contractor shall continuously maintain adequate protection of all his work from injury or loss during the construction of this project. All trenches must be closed up at the end of each work day. After milling paved ramps and aprons shall be provided at all butt joints and manholes within project limits and where directed. Barrels shall be placed on all inlets.

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Manholes and valve boxes shall be reset so that they are flush with finished pavement elevations.

The Contractor confirmed that no new subcontractors will be used for the project. Contractor confirmed that he will field construct the single proposed drainage A-inlet. Submittals include but not limited to inlet castings, detectable warning surface, stone, concrete, pavement, curbing blocks, sidewalk pavers. Engineer will provide contact info for DPW so Contractor can contact them to see if the Borough has any extra bricks. All material submittals shall be approved prior to beginning construction.

Minor field modifications shall be reviewed and handled by the Engineer. Any contract change orders, by written order, shall be approved by the Governing Body prior to conducting the work. Porta-john will be provided by the contractor and will be placed at 300 Main Street parking lot along with the material and equipment. No work shall be closed or covered until it has been inspected and accepted. Quantity tickets will be collected at the time of delivery. Engineer will review a possible conflict with the site sign at the Budd Grove intersection after curb is staked.

The Contractor shall submit the following documents and information prior to beginning construction:

- All utility mark-out conformation slips
- Construction schedule with exact start-date
- NJDOT Material Questionnaire (SA-11)
- All required submittals
- Initial notice

Any discrepancies or omitted items should be reported to this office within three (3) days of receipt, otherwise these notes will stand as an accurate representation of items discussed.

Very Truly Yours,



C. Richard Quamme, P.E., C.M.E.

Ferriero Engineering, Inc.

Attachment

cc: Paul W. Ferriero, PE, CME (via email)  
PMRS, (via upload)  
Ken Taylor, NJAM Water (via email)  
Robin Alston-Santiago, JCPL (via email)  
Keith Wilson, PSE&G (via email)  
FEI Inspector