



5237 E Hwy 12, STE. 1 - Aberdeen, South Dakota 57401 - Office (605) 225-7082 - Fax (605) 225-4425

Contractor/OWNER

- A. Safety Concerns.
- None at this time.
- B. Staking Items.
- Spot check subgrade Phase 2, June 5th-7th
 - Culvert on temporary approach from Broadway to Court St.
 - Paving hubs Phase 2 June 11th.
 - Removal limits Phase 3 week of June 14th
- C. Contractor/Owner Topics.
- As built for utilities can be located from stationing offsets and can be completed at end of project.
 - Approach and culvert from Broadway to Court St. to be installed before Phase 3 closure.
 - DOT/Contractor finalizing an agreement to perform work in Phase 3 full width in light of the added sanitary sewer replacement along with services.
- D. Pay estimate items w/DOT
- Next pay estimate cut off is June 12th.
- E. Subcontractor pay items: (list all subs working and items for payment on the next estimate
1. Lien Notices
 2. Lien waivers



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F. WWD (weather working days) on critical path schedule since last meeting as compared to by the project owner

1. Number of WWD days charged: 2, Last Thursday and Friday
2. Number of WWD days not charged:
3. WWD days to date: 13.5
4. Resolution needed on WWD (date of work in question): Dispute, if necessary.
5. Critical path item(s) for upcoming week:
 - Storm sewer, Phase II
 - Subgrading, Fabric placement, and Gravel to start towards the end of this week or beginning of next week.

G. Schedule update: (hand out updated schedule)

1. RCI meeting schedule (note any changes)
2. Subs meeting schedule (list by name when working)

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H. Change orders

1. Need to request –
2. Status of pending –



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I. Material Issues/Certifications

1. Sampling –
2. Testing –
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3. DOT 18's –
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4. Certifications –
 - [Shop drawings for handrails](#)
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J. Plans/Specification Issues

1. Interpretation
2. Application
3. Notice/Claim Status

K. Personnel/Inspector Needs

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