

MEMORANDUM

Date: May 3, 2011
To: City of Monona
From: Gregg Borucki, PE
Subject: Construction Administration Services – 2011 Street and Utility Improvements

As construction begins for the street improvements in the Belle Isle neighborhood as described in the public meetings held prior to commencing work, there will be days when it is going to be very inconvenient to get around your neighborhood because of the construction activities that need to happen. In order to complete the various phases of construction, there may be days where you do not see as much activity as on other days. There are many factors involved with the construction operations that affect work schedules, construction crews, and working operations. We appreciate all your cooperation and patience in allowing the contractor and their subcontractors the ability to complete their work.

There will be an engineering inspector on site assisting the contractor, as well as many periodic inspections from the City of Monona. The construction administration contract with the City does not require an engineering inspector on site every time a contractor is working. In an effort to reduce project costs, which has been a standard for many street improvement projects in Monona, full-time (~8 hours per day) inspection is being limited to certain construction activities. Other construction activities are on a “period basis” to verify work. The contractor is responsible for carrying out the construction of the roadway according to the plans and specifications. The engineering inspection is required to verify that the contractor is following the plans and specifications, answer questions the contractor may have, and work through any unforeseen obstacles that come about.

Specific construction activities requiring more than periodic inspection include the following items: sanitary sewer, storm sewer, water lateral / curb stops, concrete driveway aprons, stormwater lift station, and forcemain construction. Periodic inspection operations may include the following items: erosion control, roadway removals, roadway and Oneida Park grading, signage, curb and gutter, asphalt, and restoration.

If you have individual questions regarding the project as it relates to your home, please stop and talk to Brad Schultz when he is on site, or contact him on his cell phone (608.432.1398) to make arrangements to meet and discuss your concerns. If Brad is not available, a second contact would be the contractor’s field superintendent, Steve Mallon (608.220.1059) prior to contacting Jeff Greger or Dan Stephany with the City of Monona. We prefer all correspondence to go through Brad so there is no miscommunication between all those involved.

Once again, thank you for all your cooperation.

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