



South Shore Corporate Park Public Roadways and Infrastructure

Segment 2 of 30TH Street
Shell Point Road, Clover Ridge Avenue, 33rd Street, Traffic Signals and Earthwork
Phase 1B Subdivision (Laurel Ridge Avenue)

PRECONSTRUCTION CONFERENCE MINUTES

Friday, October 25 at 1:30 P.M.
Stantec Office – Tampa, Florida
1st Floor Conference Room

1. Sign-In Sheet

- a. Please provide the required contact information **SEE LAST PAGE FOR ATTENDEES AND THEIR RESPECTIVE CONTACT INFORMATION.**

2. Description of the Work

- a. South Shore Corporate Park is a Development of Regional Impact west of I-75, east of Wolf Branch Creek, between SR 674 (College Avenue) and 19th Street
- b. Some roadway and infrastructure improvements were completed in 2008-2009.
- c. There are three separate roadway projects being done simultaneously. The work is shown in three separate plan sets and include the following:
 - i. **Segment 2 of 30th Street (Laurel Ridge Avenue to 19th Street)**
 - ii. **Shell Point Road, Clover Ridge Avenue, 33rd Street, Traffic Signals, and Earthwork**
 - iii. **Phase 1B Subdivision Improvements – Laurel Ridge Avenue**
- d. Sitework and building construction will also be underway for a large Amazon warehouse on Lot 9. That work ***IS NOT*** a part of the work identified as “South Shore Corporate Park - Public Roadways and Infrastructure”.
- e. The work is being done for **two separate** Owners/Developers as outlined below:
 - i. The **South Shore Corporate Park Industrial Community Development District (CDD)** will be the “Owner/Developer” for the two projects listed below:
 1. Segment 2 of 30th Street (Laurel Ridge Avenue to 19th Street)
 2. Shell Point Road, Clover Ridge Avenue, 33rd Street, Traffic Signals, and Earthwork

- ii. **South Shore Corporate Park, LLC** will be the “Owner/Developer” for the following project:
 - 1. Phase 1B Subdivision Improvements – Laurel Ridge Avenue
- f. See the Organization Chart of the Project Team Members

3. CDD Representatives

South Shore Corporate Park Industrial Community Development District (CDD)

Manager: Matthew Huber
Rizzetta & Company, Inc.
3434 Colwell Avenue, Suite 200
Tampa, FL 33614
(813) 933-5571 - Office
(813) 935-6212 – Fax
E-Mail: mhuber@rizzetta.com

Engineer: Stantec
2205 North 20th Street
Tampa, FL 33605
(813) 223-9500 - Office
(813) 267-0516 (Cell)
E-Mail: keith.diaz@stantec.com

Construction Manager: South Shore Corporate Park, LLC
Project Manager
Joe Gray
101 East Kennedy Boulevard, Suite 2450
Tampa, Florida 33602
(813) 204-5000 - Office Main
(813) 204-5006 – Office Direct
(813) 951-8077 (Cell)
E-Mail: joe.gray@ryancompanies.com

Superintendent
Troy Johnson
101 East Kennedy Boulevard, Suite 2450
Tampa, Florida 33602
(813) 204-5000 – Office Main
(813) 298-2710 (Cell)
E-Mail: troy.johnson@ryancompanies.com

4. SSCP, LLC Representatives

South Shore Corporate Park, LLC

Owners Project Manager
Joe Gray
101 East Kennedy Boulevard, Suite 2450
Tampa, Florida 33602

(813) 204-5000 - Office Main
(813) 204-5006 – Office Direct
(813) 951-8077 (Cell)
E-Mail: joe.gray@ryancompanies.com

Owners Superintendent

Troy Johnson
101 East Kennedy Boulevard, Suite 2450
Tampa, Florida 33602
(813) 204-5000 – Office Main
(813) 298-2710 (Cell)
E-Mail: troy.johnson@ryancompanies.com

5. Engineer

Stantec Consulting

2205 North 20th Street
Tampa, Florida 33605
Telephone: 813-223-9500 Office Main

Project Director

David A. Kemper, PE
Telephone: 813-505-1593 (Cell)
E-Mail: dave.kemper@stantec.com

Project Manager/Engineer of Record:

Barry M. Bywalec, PE
Telephone: 813-335-6752 (Cell)
E-Mail: barry.bywalec@stantec.com

Senior Designer (Primary)

Rod Darley
E-Mail: rod.darley@stantec.com

Senior Designer (Backup)

Rick Aguiar
E-Mail: rick.aguiar@stantec.com

Field Representative

Wayne Kime
Telephone: 813-417-9806 (Cell)
E-Mail: wayne.kime@stantec.com

Survey Project Manager

Mark Foster, PSM
Telephone: 813-927-1675(Cell)
E-Mail: mark.foster@stantec.com

6. Site/Roadway Contractor

Ripa & Associates
 1409 Tech Boulevard, Suite 1
 Tampa, Florida 33619
 Telephone: 813-623-6777 Office Main
 Fax: 813-663-6724

Project Manager or General Superintendent

Josh Smith 863-370-7067 jsmith@ripatampa.com

Superintendent

Chuck Shepard – **Confirmed.**

7. Hillsborough County Representatives

Mickey Miller 813-635-7329 millerm@hillsboroughcounty.org
Curtis Settle 813-298-3765 settlec@hillsboroughcounty.org

8. Self-Introduction of all Other Attendees

- a. All attendees please sign the attendance sheet

9. Contract Period

Date of Official Notice to Proceed:	
Segment 2 of 30 th Street	Week of 10/28/2013
Shell Point Road and 33 rd Street	Week of 10/28/2013
Phase 1B Subdivision (Laurel Ridge Avenue)	Week of 10/28/2013
Anticipated Start Dates:	
Segment 2 of 30 th Street	Week of 10/28/2013
Shell Point Road and 33 rd Street	Week of 10/28/2013
Phase 1B Subdivision (Laurel Ridge Avenue)	Week of 10/28/2013
Normal Work Days	Mon. – Sat.
Normal Working Hours	7a - 5:30p
Any work on Weekends?	Yes, Saturdays
Substantial Completion (Roadways Open to Traffic)	
Segment 2 of 30 th Street	April 4, 2014
Shell Point Road and 33 rd Street	May 9, 2014
Phase 1B Subdivision (Laurel Ridge Avenue)	April 18, 2014

The need for inspections should be as limited as possible on Saturdays. County and Stantec will require a minimum of 48 hour notice for all inspections.

Definition of Substantial Completion:

Roadways can be opened to traffic after “Substantial Completion”. Substantial completion includes the following:

- Satisfactory resolution of all county final punch list items by the contractor.
- Successful testing of sanitary sewer, water line, and storm sewer in accordance with Hillsborough County Requirements.
- Submittal of all final, signed and sealed Material Testing reports from the geotechnical engineer.
- Submittal and approval of “Record Drawings” by the county
- Final certification by the Stantec Engineer-of-Record.

Other comments regarding the contract period or substantial completion

County Asset Management (CAM) will be required per County requirements. GeoPoint stated there was no issue in providing the elevations is various fittings/lines; however, the cover over the pipe cannot be determined until the final grading has occurred. This could lead to a delay in the finalization of CAMs.

10. Presentation and Review of Contractor’s Detailed Construction Schedule

Comments regarding the contractor’s schedule

RIPA is to provide revised schedule next week (October 28 – November 1). TECO, Stantec, and Ryan Companies to coordinate with RIPA to adjust the schedule to include work by others.

10. Comments from Private Utility Companies

COMPANY NAME: TECO ELECTRICITY

REPRESENTATIVES:

Greg Kieninger	813-205-2880	gfkieninger@tecoenergy.com
Robert Haire	813-275-3421	rghaire@tecoenergy.com
Andrew Blake	813-635-1582	aeblake@tecoenergy.com

Typical discussion Items:

- Plan Preparation
 - Status
 - Items needed from owner

- Schedule to complete plans
- Location and installation of utility conduits in roadways
- Size and location of any special or extraordinary above-ground facilities
- Service to Lot 9
 - Items needed from owner
 - Schedule
- Services to other lots
 - Items needed from owner
 - Schedule

UTILITY COMPANY REPRESENTATIVE COMMENTS:

- **TECO discussed how they would provide temporary power and potential conflicts with 30th Street construction.**
- **Stantec to receive 30th Street and Clover Ridge markups.**
- **Stantec to receive 33rd and Shell Point markups soon (next week).**
- **TECO requested an easement on the south side of 19th Ave. near the 30th Street intersection. TECO to prepare graphic showing the location of requested easement.**
- **Stantec told TECO cross sections for 30th Street adjacent to Lot 8 may not be accurate. Now that Lot 8 is being filled, the proposed grades shown on the approved 30th Street cross sections may not be what is ultimately constructed.**
- **TECO to coordinate the location of their duct bank and how the drainage crossings will be facilitated.**
- **TECO told that backfill over duct bank will have to be compacted.**
- **TECO requested survey files for HCC campus.**

COMPANY NAME: TECO/PEOPLES GAS

REPRESENTATIVES

Luis Castellanos 813-275-3743 jlcastellanos@tecoenergy.com

Typical discussion Items:

- Plan Preparation
 - Status
 - Items needed from owner
 - Schedule to complete plans
- Location and installation of utility conduits in roadways
- Size and location of any special or extraordinary above-ground facilities
- Service to Lot 9
 - Items needed from owner
 - Schedule
- Services to other lots
 - Items needed from owner

- Schedule

UTILITY COMPANY REPRESENTATIVE COMMENTS:

- Roughly 3,000 LF of 6” gas will need to be installed from Laurel Ridge to 19th Ave.
- Stakeout for gas line will be completed by GeoPoint. Luis to coordinate with GeoPoint on staking locations equipment placement.
- TECO Gas can install roughly 300 LF of line per day. Estimated construction 10-15 days.
- TECO Gas told that they would need to be installed by January 15th.
- TECO Gas has no objections to being located under the sidewalk.
- Old 30th Street gas line to be abandoned. Hillsborough County told TECO Gas that it does not like to have abandoned utilities within the County ROW. Old 30th Street ROW will be vacated in the future by others as part of a separate project.

COMPANY NAME: VERIZON

REPRESENTATIVES

Roderick Body 813-627-7903 roderick.body@verizon.com

Typical discussion Items:

- Plan Preparation
 - Status
 - Items needed from owner
 - Schedule to complete plans
- Location and installation of utility conduits in roadways
- Size and location of any special or extraordinary above-ground facilities
- Service to Lot 9
 - Items needed from owner
 - Schedule
- Services to other lots
 - Items needed from owner
 - Schedule

UTILITY COMPANY REPRESENTATIVE COMMENTS:

- Current infrastructure ends with fiber hub in front of Lot 1.
- Verizon will take path on south side of Clover Ridge Avenue.
- Markups are expected back to Stantec by middle of next week (October 28 – November 1).
- TECO crossings need to be identified to Verizon because they will also cross at these locations.

- Verizon will not go further north than Laurel Ridge along 30th.
- Verizon has requested CAD and PDF files of all projects. Verizon received paper copies of 30th Street Segment Two and Phase 1B Subdivision.
- Compaction will be required over all utilities within County ROW.

COMPANY NAME: BRIGHTHOUSE NETWORKS

REPRESENTATIVES

Linda Sansom 813-918-0178 linda.sansom@mybighthouse.com

Typical discussion Items:

- Plan Preparation
 - Status
 - Items needed from owner
 - Schedule to complete plans
- Location and installation of utility conduits in roadways
- Size and location of any special or extraordinary above-ground facilities
- Service to Lot 9
 - Items needed from owner
 - Schedule
- Services to other lots
 - Items needed from owner
 - Schedule

UTILITY COMPANY REPRESENTATIVE COMMENTS:

- Bighthouse to apply for permits along Clover Ridge Ave and 30th Street north of Shell Point Road.
- Bighthouse to send Stantec a copy of the permit upon issuance.
- Bighthouse to follow TECO lines.
- TECO crossings need to be identified to Verizon because they will also cross at these locations.
- Compaction will be required over all utilities within County ROW.

11. Stantec Construction Administration Procedures

a. Field Representative and Support Staff

- i. Wayne Kime – Field Representative -- 813-417-9806 (Cell)
 1. Part-time, periodic construction observation
 2. Schedule testing with the county
 3. Observe testing

- ii. Rod Darley – Senior Designer -- 813-223-9500 Office Main
 - 1. Shop drawing submittals
 - 2. Request for information
- iii. Rick Aguiar – Senior Designer -- 813-223-9500 Office Main
 - 1. Requests for information (Backup)
- iv. Barry Bywalec, PE – Project Manager – 813-336-6752 (Cell)
 - 1. Request for information (**Last Resort**)

12. Construction Observation

a. Construction Items

- i. The following construction items will be monitored by Stantec in the field:
 - a. Roadway Subgrade
 - b. Roadway Base Course
 - c. Roadway Surface Course
 - d. Traffic Signals
 - i. Shell Point Road and 30th Street – Complete
 - ii. Laurel Ridge Avenue and 30th - Underground only
 - e. Roadway Signing and Marking
 - f. Water Main and appurtenances
 - g. Sanitary Sewer
 - h. Drainage Conveyance
 - i. Stormwater pond B-3 excavation, filling, and outfall structure.
 - j. Wetland “M” Mitigation and outfall structure
- ii. Please coordinate directly with Wayne Kime (primary contact) or Rod Darley (secondary contact) to schedule observation of construction procedures in the field. Provide a minimum of 48 hour notice to schedule an inspection.

RIPA stated work on Saturdays is required to make schedule. County made it clear that they will need good notice for inspections that are required on Saturdays.

- iii. Stantec must coordinate directly with Hillsborough County and other applicable agencies that are required to witness construction procedures in the field.

County stated they will observe the construction occasionally. The county WILL require personnel onsite to inspect the drilled shaft installation. William Davies is to do all of the County’s utility inspections.

- iv. Please note that observation of some construction procedures may be required by other permitting agencies whose availability may affect the schedule.

- v. The contractor's attention is called to the fact that all sitework related piping, whether public or private, must be observed prior to backfilling. The contractor must coordinate directly with Stantec to ensure that underground piping is properly inspected. Stantec cannot certify underground piping without the required visual inspection in the field.
- vi. The contractor's attention is called to the fact that work within existing 30th Street, Clover Ridge Avenue, and 19th Street will require a right-of-way use permit from Hillsborough County. The right-of-way use permits for Segment 2 of 30th Street and the intersection of Laurel Ridge Avenue and 30th Street are in place. The right-of-way use permits for Clover Ridge Avenue, the intersection of Shell Point road and 30th Street, and the portion of Shell Point road west of 30th Street are being processed through the county and are expected to be in place shortly.

b. Testing

- a. Stantec must be present at:
 - i. Water main pressure tests
 - ii. Hydrant flow tests
 - iii. Sanitary sewer tests (television, infiltration, exfiltration, air test)
 - iv. Roadway tests and inspections
 - v. Drainage television tests and inspections
 - vi. All FINAL inspections
- b. All testing must be done in accordance with Hillsborough County requirements

Transportation Technical Manual is to be followed.

- c. Please coordinate directly with Wayne Kime (primary contact) or Rod Darley (secondary contact) to schedule field inspections of any testing. Provide a minimum of 48 hour notice to schedule an inspection.
- d. Please note that observation of testing may also be required by other permitting agencies whose availability may affect the schedule.
- e. Stantec must coordinate directly with Hillsborough County and other applicable agencies to schedule the observation of tests in the field.

c. Shop Drawing Review Procedures:

- a. Shop drawing to be submitted directly to Rod Darley at Stantec.
- b. Submit all shop drawings at one time in one submittal
- c. Five (5) copies with the contractor's stamp of acceptance and date.
- d. Allow a minimum of five (5) business days for review by Stantec
- e. Hillsborough County must also approve the shop drawings.

Hillsborough County is to review certain shop drawings. Submission to occur electronically with appropriate stamp on the document.

13. Materials And Construction Testing (Sub-Consultant to Ripa & Associates):

1. Firm: Faulkner Engineering Services, Inc.

John Gregos 813-621-8168 jgregos@faulknereng.com

2. Send copies of interim test results to:

Joe Gray (SSCP, LLC.)
Rod Darley (Stantec)

3. All testing to be done in accordance with Hillsborough County requirements
4. Stantec will need four (4) sets of signed and sealed copies of all the test reports for submittal to Hillsborough County as part of the requirements for placing the roadway in service and processing the final certifications. Submit the final reports to Rod Darley at Stantec.
5. **VERY IMPORTANT!** -- Failure by the contractor's material and construction testing firm to provide the proper testing and all the required signed and sealed test results to Stantec in a timely manner may result in serious delay of the final acceptance of the roadways by the County or other permitting agencies and delay opening the roadways to the public.

Comments

- Hillsborough County would like to receive interim test results as well. Please send to Mickey Miller.

14. Construction Layout: (Sub-Consultant to Ripa & Associates):

1. Firm: GeoPoint Surveying, Inc.

Frank Biggs 813-601-7113 frankb@geopointsurvey.com

Comments

- Preparing CAM sheets for public water and sewer are a major effort. Further discussion is necessary to determine the role/responsibility of the contractor, surveyor, and engineer. This issue needs to be resolved very shortly.
- Stantec will coordinate with GeoPoint on the final presentation of Record Drawings/As-Builts

- **Stantec to set and certify PCP's and Benchmarks.**

15. As-Built Requirements – VERY IMPORTANT!!!!

- a. Stantec will prepare record drawings of the storm drainage system, sanitary sewer, potable water line, and retention pond B-3. The record drawings will be prepared using the following information:
 - i. Signed and sealed As-Built" data provided by the contractor's land surveyor showing the horizontal and vertical (invert) location of the following
 - Storm sewer inlets and manholes
 - Stormwater ponds and structures
 - Sanitary sewer manholes and service laterals
 - Fire Hydrants and valves
 - Mitigation area
 - Stormwater pond B-3
 - **GeoPoint and RIPA were advised to submit as-built drawings of Pond B-3 to Stantec for approval before the pond is to be sodded. Both parties confirmed this requirement.**
 - ii. Supplemental information provided by the contractor regarding changes to below-ground facilities during construction
 - iii. The record drawings will be submitted to the County, SWFWMD, EPC wastewater, and the Health Department as part of the Engineer's Final Certification.
- b. **Incremental as-built surveys** from the contractor's land surveyor and sketches from the contractor to Rod Darley at Stantec are encouraged to expedite preparation of Record Drawings and final acceptance of roadway construction by the County.
- c. **VERY IMPORTANT!** – Please be aware that bacteriological tests of the water line must be arranged by the contractor. These tests must be submitted as part of the record drawings and are only valid for sixty (60) days. The contractor and his land surveyor should coordinate with Stantec to ensure that Stantec has the necessary information to prepare and submit record drawings before the bacteriological tests expire.
- d. **VERY IMPORTANT!** -- Failure by the contractor to submit any required supplemental information regarding changes to below-ground facilities during construction in a timely manner may result in serious delay for the final acceptance of the roadways by the County or other permitting agencies and delay opening the roadways to the public.
- e. **VERY IMPORTANT!** -- Failure by the contractor's land surveyor to submit all the required signed and sealed "As-Built" surveys in a timely manner may result in

serious delay for the final acceptance of the roadways by the County or other permitting agencies and delay opening the roadways to the public.

Hillsborough County would like to receive the Record Drawing information in smaller packets. In order to help with the timing of approvals, it would be nice to not deal with one massive packet of information at the conclusion of the construction project.

- f. **VERY IMPORTANT!** -- Failure by the contractor or contractor's land surveyor to correctly enter the required data for public water line and public sanitary sewer on the "**Asset Inventory Spreadsheets**" as required by the Hillsborough County Utilities and to submit the spreadsheets to Stantec in a timely manner may result in serious delay for the final acceptance of the roadways by the County or other permitting agencies and delay opening the roadways to the public. Instructions for completing the spreadsheets and a example of as "Pipe Asset Exhibit" are attached.

Further discussion is necessary so all parties understand what is required of them.

16. Permits

- a. Segment 2 of 30th Street
 - i. All permits are in hand except the approval of the mitigation plan for the U.S. Army Corps of Engineers. **Construction can begin at any time, however no encroachment into the existing wetland can occur until the COE wetland mitigation plan is approved in the near future. Barry Bywalec to send a letter to the owner and contractor when the approval is received.**
 - ii. See the “Permit Book” for permits and permit conditions
- b. Phase 1B Subdivision (Laurel Ridge Avenue)
 - i. All permits are in hand. Construction can begin at any time.
 - ii. See the “Permit Book” for permits and permit conditions
- c. Shell Point Road, 33rd Street, Clover ridge Avenue, Traffic Signals and Earthwork
 - i. The potable water and the sanitary sewer permits are in hand.
 - ii. County approval and the SWFWMD permit are being processed and should be obtained shortly.
SWFWMD “application completeness” received. Stantec is waiting for the permit to be issued.
 - iii. No construction can begin until after county approval and issuance of the ERP by SWFWMD.
 - iv. The “Permit Book” with all permits and permit conditions will be distributed shortly.
- d. National Pollution Discharge Elimination System (NPDES)
 - i. Generic Permit for Stormwater discharge has been obtained. The Facility ID number is FLR10NB90. The Facility ID number is for all three roadway projects combined.
Stantec informed RIPA about the permit modification from a small to a large impact.
 - ii. Contractor is responsible for preparing and monitoring the “Stormwater Pollution Prevention Plan” (SWPPP). Coordinate with Rick Aguiar at Stantec for any technical site data that may be required.

17. General Construction Issues

- a. Work involved with Lot 9 is not a part of this work. The contractor is required to coordinate and cooperate with the contractors on Lot 9 to the maximum extent possible.
- b. Potential need to partially dewater Pond B-2 dewatering
- c. Need to maintain existing site drainage, including lot 9

- d. 30th Roadway closure
- e. Earthwork distribution

It is anticipated that no fill from Lot 10 will be required for the 30th Street Segment Two.

- f. The only wetland impacts presently approved for the project are at the southwest corner of Shell Point Road and 30th Street.

Stantec to address issue associated with the proper removal/disposal of the Brazilian Pepper Trees within the impacted Wetland B.

- g. The ditch crossing on Segment 2 of 30th Street at approximately sta 91+40 to sta 91+60 is approved but the impact cannot occur until the final mitigation plan is approved by the U.S. Corps of Engineers. Approval of the final mitigation plan is expected next week and authorization to proceed with the wetland impact will be provided in writing to the contractor.
- h. Encroachment into the 30-foot setback of Wetland 'M' is required for the grading of the mitigation area. No other wetland setback encroachment is permitted
- i. Grading and filling of swales is only permitted to the extent shown on the plans
- j. Monitoring wells in the vicinity of wetland "M" are to remain and be protected during construction.
- k. The grading shown on the cross-sections for Segment 2 of 30th Street adjacent to lot 8 may not be compatible with the proposed grading of lot 8.
- l. The "AS-Built" information for stormwater pond B-3 should be provided prior to sodding the pond.

18. Contractor Pay Applications

- a. Process
- b. Timing
- c. Review and approval

Owner to review with RIPA. Stantec may not be involved.

19. Other Contractor Remarks (Ripa & Associates)

- Please provide CAD files for all approved projects.

20. Other Geotechnical Engineer Comments (Faulkner Engineering Services, Inc.)

- None.

21. Other Land Surveyor Comments (GeoPoint Surveying, Inc.)

- Please provide CAD files of all approved projects.
- Please provide two (2) sets of plans for approved projects.

22. CDD Comments (Owner/Developer)

- None.

23. SSCP, LLC Comments (Owner/Developer)

- None.

24. Other General Comments

- Grading at the TECO ROW on the south side of Shell Point Road is to be revised to 6:1 slope and meet applicable compaction standards.

25. Adjourn

Meeting adjourned at 3:10pm.