1. **Description of Project**

The project consists of urban design and infrastructure improvements along SW 109th Avenue between SW 6th Street and SW 10th Street, including a new 320-foot-long pedestrian bridge over SW 8th Street, complete streets, lighting system, walkways, plazas, and landscaping.

The scope within the SW 109th Ave:

- Sidewalk Reconstruction.
- Drainage Modifications.
- Landscaping and Irrigation.
- Lighting.
- Roadway milling and resurfacing including striping.

2. **Important Dates**

   A. Estimating Start  *Late Jan-Early Feb 2018 (Phase 1b)*
   B. Estimating Completion  *Jun-Jul 2018- MCM to provide a schedule.*

3. **Inspections:**

   **City of Sweetwater (Public works permit is attached)**
   - Sidewalk
   - Sub base and base, densities
   - Drainage
   - Electrical/Lighting
   - Landscaping needs a separate meeting with FIU-Inspected by FIU
   - Striping

   **Florida International University**
   - Irrigation
   - Landscape

   **Bolton Perez Assc.**
   - All inspections

   **FDOT Maintenance**
   - Sidewalk/ADA
A. Contacts:

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>NAME</th>
<th>TITLE</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Florida International University</td>
<td>Alberto Delgado</td>
<td>Agency Contact / Project Manager</td>
<td>305-348-4036</td>
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<tr>
<td>Bolton Perez &amp; Associates</td>
<td>Jose Morales</td>
<td>CEI – Sr.Project Engineer</td>
<td>786-539-9629</td>
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<td>Bolton Perez &amp; Associates</td>
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<td>CEI – Sr. Rd Inspector</td>
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<tr>
<td>City of Sweetwater</td>
<td>David Jimenez</td>
<td>Project Inspector</td>
<td>305-553-5457</td>
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<tr>
<td>Angel Gotta</td>
<td>FIU</td>
<td>Building Department</td>
<td>305-348-4666</td>
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<tr>
<td>MCM</td>
<td>Rodrigo Isaza</td>
<td>Sr. Project Manager</td>
<td>305-970-6989</td>
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<tr>
<td>MCM</td>
<td>Ernesto Hernandez</td>
<td>Superintendent</td>
<td>305-345-8360</td>
</tr>
<tr>
<td>MCM</td>
<td>Alan Ruiz</td>
<td>Forman Project Engineer</td>
<td>305-338-9726</td>
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<tr>
<td>MCM</td>
<td>Pedro Gomez</td>
<td>QC Manager</td>
<td>786-380-3442</td>
</tr>
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EMERGENCY CONTACTS (DAY AND NIGHT)

<table>
<thead>
<tr>
<th>NAME</th>
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</thead>
<tbody>
<tr>
<td>Camy Bertrand</td>
<td>Safety Manager</td>
<td>305-968-3322</td>
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<tr>
<td>Eddie Martinez</td>
<td>Safety Director</td>
<td>786-236-2065</td>
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<td>Rodrigo Isaza</td>
<td>Senior Project Manager</td>
<td>305-970-6989</td>
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<td>305-345-8360</td>
</tr>
</tbody>
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4. Issues to discuss
   A. Business Impact/Access. The City will lead the PIO coordination with Business and MCM will assist.
   B. Bridge Tower access. To be address by the City after FHWA acceptance.

5. City Permit
   A. All Permits must be posted.

6. Utilities
   A. Utility company comments
      1) Locates by the Contractor.

7. Maintenance of Traffic (plans review and discussion)
   A. Lane Closure Restrictions. Lane closures requests to be approved via FDOT LCIS with the City involvement. MCM will submit their request to BPA PA and BPA will look for the City concurrence.
   B. Discussion of MOT Phasing
   C. Non Certified MOT Items (102-104 Signalization and Maintenance & 102-107 Temporary Detection and Maintenance). Contractor is responsible for these items from the first day of contract time per the specification. Local maintaining agencies should be made aware of this requirement per your contract.
   D. MOT worksite contacts in accordance with Specification Sections 102 & 105 "Personnel Qualifications" -"Worksire Traffic Supervisor". http://www.dot.state.fl.us/rdesign/mot/MOT.shtm
      1) Name of certified worksite supervisor: Edwin Vega
      2) Training Identification Number (TIN): 15254
      3) 24 hour contact information: 305-849-7665
   E. Law Enforcement. -Schedule a field meeting with Police on 1/16/18 (BIC-Robert Herrada)

8. Materials
   A. Materials certification package was discussed during a meeting with District Lab on 28 Nov 2016.
   B. Review Job Guide Schedule (JGS) requirements.
1) Contractor is required to provide a Job Guide Schedule for all lump sum projects.
2) **Materials must comply with the “Buy America Act”, 49 U.S. code Section 5323.**

1. **Erosion Control and SW Pollution Prevention Plans**
   A. Contractor Certification Forms (DOT Forms 650-040-05 and 650-040-07)
   B. All permits must be posted
   C. South Florida Water Management District Permit – #14313
   D. Contractor is required to inspect and maintain controls weekly and within 24 hours after a rainstorm in excess of 0.50 inches. The contractor shall report all inspection findings and corrective actions taken as a result of the inspection. Inspection reports (650-040-03) shall be signed by the contractor and submitted weekly to the engineer at the progress meetings along with the name and certificate number of the person signing this form.
   E. Department of Environmental Protection (DEP) - disposal of debris: Off-site contractor is liable even with a letter of approval from the property owner. Contractor can request DEP to review the site and the Contractor needs to get a permit from the property owner to allow the area(s) to be filled.
   F. Review of Specification Section 110 “Disposal of Materials” - General” (Contractor required to follow Local, State and Federal Regulations).
   G. Review permit requirements concerning dewatering. If water testing is required or needed, ensure the tests are taken far enough in advance to have the results before dewatering.

2. **Landscaping**
   A. **Follow FIU Landscaping Standards. (FIU Building Standards Appendix D)**

3. **Meeting was adjourned** at 11:10 AM