

Harcrest Park Phase 2 - Predesign Conference

Purpose: A predesign conference for the Harcrest Park Phase 2 was held via a Zoom video conference at 11:30 am on November 2, 2022.

Attending:

- Doug Roth – Penn Township Supervisor
- Sam Ward – Penn Township Supervisor
- Lance Welliver – Butler County Director – Parks and Recreation
- Jim Feath – Herbert Rowland & Grubic – Registered Landscape Architect
- Chris Sarson – Herbert Rowland & Grubic - Land Planner

Distribution of minutes:

- Attending
- Park Committee members
- Linda Zerfoss – Penn Township Manager
- Clinton Bonetti – Penn Township Land Use Administrator
- Bert Mowry – Penn Township Supervisor
- Melissa Heagy - Park Committee
- Scott Gumpto - Park Committee
- Karen Trempus - Park Committee

Discussion:

- Penn Township has received a PA Bureau of Recreation & Conservation, \$300,000.00 with an equal match, grant agreement for the above-referenced project.
- HRG provided a copy of the grant application April 2022 budget of \$1,050,153.00. Penn Township will be responsible for \$750,153.00 of the cost. Penn Township is concerned with substantial inflation costs as a result of the economic conditions experienced over the past two years.
 - Strategies to minimize this cost impact will need to be developed.
 - Doug Roth asked if Penn Township could seek additional DCNR grant funding since the project has been on hold for several years waiting for grant funding that was just awarded.
 - Major revisions to the scope must be approved by DCNR.
 - Consider requesting additional grant funding once design development is firmed up and projected costs are updated.
 - Alternatives? This budget includes the HRG site design and engineering fees.
 - The HRG Preliminary Estimate of Probable Costs, dated April 2022, a budget narrative, and a Master Plan, dated September 6, 2019, are attached for the record.
- Butler County Director of Parks and Recreation, Lance Welliver, will administer the grant on behalf of Penn Township.
- Lance Welliver comments:
 - Lance Welliver submitted a partial payment request in the amount of \$150,000.00 on October 27, 2022. This is to provide start-up funds and is to be deposited in a separate, interest-bearing account.
 - Lance Welliver will administer the grant on behalf of Penn Township. There is no Butler County fee for this service.
 - Penn Township will pay contractors and material/equipment suppliers directly.
 - Penn Township will also pay all invoices related to the project, including engineering.
- HRG is to submit a detailed cost proposal for engineering services including the following:
 - Meet with the Park Committee and neighbors to confirm a list of items to be included in the design;
 - Update the park design development plan;
 - Topographic survey;
 - Preliminary and final estimates of costs and schedule;
 - Periodic review of the design development documents with Penn Township representatives;

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- Obtain DCNR approval of the proposed construction documents;
 - Prepare bid document drawings and Special Conditions;
 - Assist Penn Township in managing the bid process and making contract award recommendations;
 - Prepare construction contracts and change orders, review submittals and applications for payment, and resolve technical issues during construction;
 - Identify the number of meetings included for each project phase;
 - Prepare applications and obtain all necessary permits;
 - Provide a monthly progress update on the second Monday of each month for the second Tuesday Board meeting report; and
 - Prepare as-built drawings shop drawings, and specifications, (one hard copy and one electronic copy are to be provided to Penn Township).
- HRG will submit a lump sum proposal for the site design and engineering with a detailed cost breakdown and a list of appropriate, current fee rates to Penn Township the week of November 7, 2022. HRG will also provide a copy of their insurance certificate.
 - HRG comments:
 - Jim Feath has been associated with development in Harcrest Park since Penn Township made the initial purchase from the Hartzel family.
 - HRG will begin some additional topographic survey work and verify the wetland locations in the immediate future. HRG already has some of the topographic survey information from the Phase 1 work which can be utilized.
 - HRG noted that the Phase 2 project will require an NPDES Permit to be issued by the Butler County Conservation District. HRG's proposal will reflect these services. Also noted is the expected timeline for review and issuance of the permit which can take up to nine months.
 - HRG will submit the Construction Documents to DCNR for their approval before the Phase 2 Construction Documents are sent out for bidding.
 - Doug Roth (Penn Township point of contact – 412-603-0163 cell):
 - The Contractor will place a PA One Call to have existing utilities identified before construction.
 - The Penn Township Public Works Department can provide the contractor with an area for material and equipment staging at the direction of Doug Roth. This may be in the on-site storage building located on Brownsdale Road or at the Public Works Department, located at 105 Township Lane, Butler, PA 16002. HRG will include this provision in the Special Conditions.
 - Doug Roth directed HRG to use the Phase 2 scope of work for the updated Master Plan. The added property purchased by the Township in 2021 will be included in a future Master Plan update.
 - Doug Roth will set up some proposed meeting dates in early January 2023 for HRG and the Park Committee.
 - Sam Ward: (contact – 724-287-3927 cell):
 - Penn Township responsibilities:
 - Sam Ward – contract, engineering/surveying, document review, and closeout;
 - Doug Roth – One Call before construction, point contact, and general construction;
 - Bert Mowry – electrical construction;
 - Linda Zerfoss – invoice payment and document distribution and retention; and
 - Clinton Bonetti – permits and land use issues.
 - Sam Ward indicated that Township Manager, Linda Zerfoss, will also be responsible for the following:
 - Wage Determination (obtain current requirements) and reporting requirements;
The Pennsylvania Prevailing Wage Act (43 P.S. §165-1 et seq.; 34 Pa. Code §9.101 et seq.) will apply. Prevailing Wage requirements are generally applicable to grants for construction, demolition, reconstruction, alteration, repair work, renovations, and similar work receiving the grant and/or loan funds in excess of \$25,000. Applicants are encouraged to contact the Pennsylvania Department of Labor and Industry, Bureau of Labor Law Compliance/Prevailing Wage office at (717) 705-7256 for further information. Weekly certifications are to be forwarded to Linda Zerfoss.
 - Act 127 Public Works Employment Verification Act will also apply.

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- Submission/approval of invoices - payment terms within 15 calendar days of receipt of the appropriate invoice.
- HRG will include this information in the Special Conditions.
- Contractor will provide:
 - Submissions required by the HRG Special Conditions;
 - Insurance certificate;
 - Builder's Risk insurance;
 - Performance and Payment Bonds;
 - List of all subcontractors and suppliers, including detailed contact information;
 - Material testing requirements by an independent testing laboratory should be included in the contractor's scope of work. One hard copy and one electronic copy of the testing reports are to be provided to the Township in a timely manner;
 - Project schedule with monthly updates; and
 - Submission of invoices.
- Penn Township asked HRG to provide an electronic copy of Phase 1 drawings and specifications for Township use.
- Penn Township asked for a copy of the current grant application for reference.
- HRG may identify tasks, in a timely manner, that are outside their proposed agreement and request permission to bill accordingly.
- HRG will provide a sample of their Special Provisions for the Penn Township review and comment.
- Penn Township requests that HRG provide a copy of draft bidding documents for review/comments.
- The meeting concluded at 12:13 pm.

Post-meeting note: Penn Township will develop a comprehensive list of work items that will be performed by the Public Works Department.

Respectfully submitted,



Samuel M. Ward, Supervisor

Enclosures:

The HRG Preliminary Estimate of Probable Costs, dated April 2022, budget narrative, and a Master Plan, dated September 6, 2019