

Route 8 at Airport Road Traffic Light Replacement Preconstruction Conference

Purpose: PennDOT, Penn Township, Trans Associates, and M and B Services, L.L.C. representatives met at 10:00 am on February 22, 2024, at 157 East Airport Road, Butler, PA 16002 for the Route 8 at Airport Road Traffic Light Replacement Preconstruction Conference.

Attending:

- Bert Mowry – Penn Township, Supervisor
- Cliff Eich – Trans Associates
- Clinton Bonetti – Penn Township Land Use Administrator
- Dan Tyger – PennDOT Traffic Operations Manager
- Derek Yerty – PennDOT Traffic Control Specialist
- Doug Roth – Penn Township, Supervisor
- Mark Knarr – M and B Services, LLC
- Sam Ward – Penn Township, Supervisor

Distribution of minutes:

- Attending
- Anthony Cosgrove – Penn Township Solicitor
- Charles May – Penn Township VFD
- Cheryl Cranmer – Penn Township Police
- Dan Wible – Penn Township PWD Foreman
- David Clark – Traffic Control Equipment
- Dennis Crawford – Penn Township Police
- James Kaufman – Penn Township EM Coordinator
- Jeremy Walters – Penn Township Police
- Jerry Andree – Penn Township Consultant
- Judy Bishop – Trans Associates
- Kent Shoemaker – Penn Township VFD
- Kevin Flannery – Penn Township Consultant
- Korey Zarnick – Penn Township Police
- Linda Zerfoss – Penn Township Manager
- Matthew Marshall – Penn Township Solicitor
- Michael Mattis – PennDOT District 10
- Michael Montag – Brightspeed
- Robert Wolthers – Armstrong Utilities
- Scott Curzi – First Energy
- Wendy Banfield – PennDOT District 10
- William Glace – Penn Township VFD

Discussion:

- Supervisor Ward welcomed those attending who introduced themselves.
- M and B Services LLC has been determined as the low bidder and has been awarded the Contract for the Traffic Light Replacement at Route 8 and Airport Road. The M and B Services LLC Contractor Bonds, Insurance, Agreement, and other required bid documents are complete. A Notice to Proceed was issued on February 2, 2024.
- **Contract Conditions CC-1 – Copies of Documents** - Trans Associates is to provide five sets of contract documents to M and B Services, LLC, and one set of contract documents to Penn Township.
- **Contract Conditions CC-3 – Subcontractors, Suppliers, and Others** - M and B Services LLC is to identify their Subcontractors, Suppliers, and other persons and organizations who will perform and furnish certain items of work.
- **Contract Conditions CC-7 – Tests and Inspections** - M and B Services LLC shall be responsible for arranging, obtaining, and paying for all inspections and tests.
 - M and B Services LLC shall provide one electronic copy of each certification to Trans Associates and Penn Township. Hard copies are not required.
 - M and B Services LLC will provide digital, detailed photographs as the construction proceeds to document conditions and progress.
 - PennDOT requested that a third-party shop inspection be performed on the traffic poles during fabrication. Trans Associates advised that this requirement is over and above the scope of inspections included in the contract specifications. PennDOT stated that the cost of these inspections is reimbursable under the ARLE grant. Post-meeting note: Trans Associates contacted KTA-Tator, Inc. and obtained a proposal for this shop inspection. The Board of Supervisors will act on this proposal at the next meeting on March 12, 2024.
 - Trans Associates will upload the traffic pole inspection reports in the PennDOT EPS.
 - Penn Township through its maintenance contractor, Traffic Control and Maintenance, is to document all maintenance in the PennDOT EPS.
- **PennDOT Construction Inspections** – Trans Associates comments: There is no full-time inspection from PennDOT or Trans Associates set up on the project.
 - Typically, on projects such as this, Trans Associates & PennDOT will attend a pole spotting meeting to locate the initial pole placements.
 - Trans Associates and PennDOT will also come back on-site after the installation for a turn-on inspection. In between these two events, M and B Services LLC is responsible for constructing per the plans and specifications.
 - Trans Associates and PennDOT may be called back on-site if M and B Services LLC comes across an issue that requires discussion.
 - Penn Township representatives may be on-site or check in with the construction.
 - PennDOT will provide a list of their spot inspection requirements.
 - PennDOT will inspect the hole excavations for the traffic pole foundations.
- **Technical Specifications 3 – Protection of Utilities and Structures** – M and B Services LLC made the PA One Call and located all existing utilities to avoid damage to them during construction.
 - Technical Specification Item 9000-1250 – Locate Existing Underground Facilities includes a \$12,000 allowance to locate existing underground facilities. This work includes plotting existing facilities on contract drawings.
 - Trans Associates comments: The \$12,000 allowance includes any specific utility location in the field. That could include if hand digging is required to locate something near a pole foundation or if a utility depth needs to be located for underground boring across the roads.

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- For this and the other allowance item (0950-0002), M and B Services LLC is responsible for documenting the time, equipment, and material used to perform the work. This is to be submitted to Trans Associates via PennDOT's forms for force account work.
- The M and B Services LLC will let Trans Associates and Penn Township know beforehand when this kind of work is being performed.
- **Technical Specifications 4 – Maintenance and Protection of Traffic** - M and B Services LLC may contact the Penn Township Police Department for special assistance, if necessary.
 - Standard PennDOT 408 Technical Specification Item 0950-0002 - Unforeseen Traffic Signal Work includes a \$5,000 allowance to provide unforeseen traffic signal work.
 - Trans Associates comments: The \$5,000 allowance for unforeseen traffic signal work.
 - For this and the other allowance item (9000-1250), M and B Services LLC is responsible for documenting the time, equipment, and material used to perform the work. This is to be submitted to Trans Associates via PennDOT's forms for force account work.
 - The M and B Services LLC will let Trans Associates and Penn Township know beforehand when this kind of work is being performed.
 - PennDOT Traffic Control Specialist representative, Derek Yerty, stressed the need to establish an adequate buffer distance for traffic control.
- **Technical Specifications 5 – Shop Drawing Submittal** - The M and B Services LLC will provide one electronic copy of each approved shop drawing to Trans Associates and Penn Township. Hard copies are not required. M and B Services LLC will also provide one electronic copy of as-built drawings and submittals.
- **Technical Specifications 6 – Locating Structures** - The M and B Services LLC located the traffic signal supports and PennDOT reviewed current conditions and confirmed the pole locations after the meeting.
 - Trans Associates will submit a proposal for additional services to lay out the ROWs and easement lines. The Board of Supervisors will act on this proposal at the next meeting on March 12, 2024.
 - Once the ROWs and easement lines are established, PennDOT, Trans Associates, and Penn Township will review the options for the controller location on the Northwest corner (Stepp property) of the intersection.
 - Traffic pole no. 5 must be relocated from the planned location for additional traffic clearance and overhead utilities. PennDOT, Trans Associates, Penn Township, and M and B Services LLC will meet on Monday, March 4, 2024, at 10:00 a.m. to confirm that the length of the mast arm 30' mast arm must be changed to a 35' mast arm. In the event the length of the mast arm is changed, M and B Services LLC will submit an appropriate change order request. The Board of Supervisors will act on this proposal at the next meeting on March 12, 2024.
- **Technical Specifications 7 – Removal of Existing Signal Equipment** - Penn Township does not want any of the existing signal equipment.
- **Technical Specifications 8 – Conditions of Work Area** – The M and B Services LLC shall clear and clean the work area after each day's work and after the contract work has been completed.
 - Penn Township will assist M and B Services LLC in obtaining property owners' written permission to use their properties for staging equipment and materials, if necessary.
 - The M and B Services LLC will restore these areas to the property owners' satisfaction when the project is complete.
- **Technical Specifications 9 – Project Schedule** – The M and B Services shall provide a monthly progress schedule and a brief narrative update on the second Monday of the month for the Board of Supervisors meeting.
- **Anticipated project schedule: (M and B Services will confirm these dates.)**
 - Project bid – December 19, 2023
 - Project award – January 9, 2024
 - Notice to Proceed – February 2, 2024
 - Preconstruction Conference – February 13, 2024
 - Submittal preparation and approval – February – March, 2024
 - Equipment lead time – March-August, 2024 (26 weeks for the traffic signal poles)
 - Concrete Foundation installation – May to August, 2024
 - Signal installation – September, 2024
 - M and B Services LLC anticipates that the traffic pole delivery will be 22 to 26 weeks after the shop drawings are approved. The anchor bolts may be available in approximately 8 weeks which will allow the start of concrete foundations.
 - M and B Services LLC will provide a one-week notice when they will begin work on each phase.
- **Technical Specifications 12 – Material and Equipment Storage Area** – The M and B Services LLC may use the Penn Township Public Works Department (PWD) yard for staging equipment and materials.
 - This staging is to be coordinated with PWD Foreman, Dan Wible (724-355-5855 or dwible@penn township.org) and is located on Old Plank Road at 105 Township Lane, Butler, PA 16002 approximately 2.3 miles North of the project location.
 - The M and B Services LLC may also use part of the Municipal Building parking lot for staging equipment and materials. This staging is to be coordinated with Manager, Linda D. Zerfoss (724-586-1165 ext. 303 or lzerfoss@penn township.org) or Land Use Administrator, Clinton A. Bonetti (724-586-1165 ext. 302 or cbonetti@penn township.org).
- **Designated authorized representatives** to transmit and receive information, render decisions relative to the Contract, and otherwise act on behalf of each respective party:
 - Penn Township – Samuel M. Ward, Chairman of the Board of Supervisors, and in his absence, Douglas A. Roth, Vice Chairman, and Wilbert J. Mowry, Jr., Supervisor.
 - M and B Services, LLC – Mark Knarr

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- **Electronic transmittals shall be directed to the following:**
 - Penn Township – Samuel M. Ward (samward@zoominternet.net) and Linda D. Zerfoss (lzerfoss@penntownship.org).
 - Trans Associates – Clifford Eich (eichc@transassociates.com).
 - M and B Services, LLC – Mark Knarr (markk@mandbgrou.net).
- **Payment Procedures** – Payment applications approved by Trans Associates will be forwarded to Samuel M. Ward (samward@zoominternet.net) and Linda D. Zerfoss (lzerfoss@penntownship.org) for payment.
- **Pennsylvania Prevailing Minimum Wage** reports are to be submitted weekly to Penn Township representatives, Samuel M. Ward (samward@zoominternet.net) and Linda D. Zerfoss (lzerfoss@penntownship.org). These reports may be electronic files. No hard copies are required.
- **Taxes** - Penn Township has provided its PA tax exemption certificate for qualified supplies and materials.
- **Other Works** - First Energy and Brightspeed have completed revising electrical and communications services at the project. When the new traffic controller equipment is set, First Energy will move the electrical service from the existing controller location to the new controller location.
- **Changes to the Contract** - No change may be made without the Penn Township Board of Supervisors' written approval.
- Penn Township has secured the ROWs and obtained the First Energy new service information as follows:
 - First Energy notification no. 353534773.
 - First Energy Airport Road & Route 8 traffic light relocation Work Order No. 353846588.
 - First Energy Route 8 North Advance Warning sign new service Design Request (DR) No. 353846736.
 - First Energy Route 8 South Advance Warning sign new service Design Request (DR) No. 353846771.
 - New service connection special reminders should be included in the contract documents as follows:
 - Make sure the location requiring electrical work is identified with street and lot numbers.
 - If the project involves digging, be sure to call 811 to locate all underground utility lines.
 - The electric meter base should be located near the corner of the structure that is closest to West Penn Power facilities.
 - First Energy (West Penn Power) must receive the completed inspection before it will energize (turn on) the electric service. The M and B Services LLC is responsible for arranging the inspection with the local or state electrical inspection authority. After the inspection has been arranged, visit www.firstenergycorp.com/inspection to check its status.
 - Penn Township Master Account: 200 001 158 001.
 - Airport Road & Route 8 Account: 100 091 175 859 – Meter: 5000532110. (Existing controller service)
 - Pittsburgh Road Account: 100 093 890 406 - Meter: 5000393641.
 - Penn Township will have two additional meters for the Advanced Warning Signs which are located approximately 1,500 f.f. North and South of the intersection. Refer to the First Energy Design Requests listed above.
 - The electrical service for the new traffic controller location will be moved from the existing controller location. Refer to the First Energy account listed above.
 - On February 20, 2024, Brightspeed completed the communications wiring relocation to the existing First Energy power poles at this intersection in the immediate future. Two communications poles were eliminated at this location.
- The traffic signal signage was reviewed. It was agreed that the street signs would be changed to "Airport Rd. and E. Airport Rd." with the appropriate directional arrows. Trans Associates will issue revised street sign details with dimensions and add them to the "As-Built" drawings. M and B Services LLC will submit a change order request for Penn Township approval.
- Penn Township requested that M and B Services LLC provide a proposal to replace the existing storm drain across East Airport Road while they are performing excavation in the area. Penn Township will provide the new storm pipe, salvage the existing storm pipe, and assist as necessary.
- PennDOT, Trans Associates, and Penn Township representatives discussed a future traffic signal at Route 8 and Church/Brownsdale Roads. What comes first grant funding or the PennDOT traffic study to warrant the new traffic light? What grants will be available and when? Penn Township will continue to investigate a future traffic signal at this location.
- PennDOT, Trans Associates, and Penn Township representatives discussed changing the left turn signal at the Route 8 and Dinnerbell Road intersection to add the blinking yellow arrow. Penn Township will continue to investigate a future left turn blinking yellow arrow at off-peak hours.
- The next meeting will be scheduled as soon as more information is available and will be held in the Penn Township Municipal Building meeting room at 157 East Airport Road, Butler, PA 16002. This meeting concluded at approximately noon
- Minutes of the meeting will be posted on the Penn Township website, www.penntownship.org under "Documents" in the "Traffic Light Replacement at Route 8 and Airport Road" folder.
- Post meeting notes: 1. PennDOT, Trans Associates, M and B Services LLC, and Penn Township representatives met on March 4, 2024, to review the location of traffic pole #5 (Southbound early warning sign). It was agreed that the pole foundation would be moved West approximately four feet to avoid interference with the existing gas and water lines. The mast arm will be long enough. 2. Traffic Control representative, James Brunner, confirmed that the two steel poles on the Northeast and Southwest corner of the intersection are part of the traffic signal system and that they can be removed when the new traffic light is installed.

Respectfully submitted,



Samuel M. Ward, Supervisor