

**S Syene Rd Reconstruction Phase 2
(E Cheryl Parkway to W Clayton Road)
March 4, 2025**

- 1) Introductions
See attached attendance sheet
- 2) Project Overview
Reconstruct of Syene Road from E Cheryl Parkway to W Clayton Road with coordination for the Phase 3 project to the north at the intersection of McCoy and Syene. Roundabout to be installed at Ninebark and Syene.
- 3) Primary Contacts
 - a) City of Fitchburg
 - i) Cory Horton – chorton@ruekert-mielke.com 262-953-4142
 - ii) Patrick Stankiewicz – 608-573-0979
 - iii) Ross Kahler – ross.kahler@fitchburgwi.gov 608-270-4266
 - b) Contractor
 - i) Eric Hosig – ehosig@walbecgroup.com 414-380-9279
 - ii) Nick Prechel – nprechel@walbecgroup.com 608-712-3047
 - c) WisDOT
 - i) Joey Baird – jbaird@HNTB.com 608-509-2606
 - ii) Mark Sponem – mark.sponem@dot.wi.gov 608-245-2627
 - d) Fitchburg Fire Department
 - i) Chad Grossen – chad.grossen@fitchburgwi.gov 608-270-7040 608-669-3450
 - e) Oregon School District
 - i) Larry Mayo – lwmayo@oregonsd.org 608-835-4032
 - f) Madison Metropolitan School District
 - i) Vanessa Cruz – vacruz@madison.k12.wi.us 608-442-2898
 - g) Metro Transit
 - i) Tim Sobota – tsobota@cityofmadison.com 608-261-4289
- 4) Documents and Procedures
 - a) Contract Documents
 - i) Need signed Notice of Award, COI, Bonds
 - b) Construction Plans
 - c) Contract Times
 - i) September 19 Substantial Completion
 - (1) Includes hard surfaces, signage, lights, seeding, and all other items for intended use of improvements
 - ii) November 30 Final Completion
 - d) Construction Progress Meetings
 - i) Weekly – Held at Fire Station 3 – 2950 S Syene Rd, Fitchburg WI
 - (1) 1st meeting on Monday April 21st at 10 am
 - (2) Weekly meetings Tuesdays at 10 am
 - (3) Held in driveway normally and in training room on rain days
 - ii) Phase 3 Weekly meetings held at job trailer – 2995 S Syene Rd, Fitchburg, WI
 - (1) Weekly meetings Tuesdays at 9 am
 - e) Prep meetings
 - i) To be held prior to beginning sanitary, storm, water, concrete
 - ii) Give City 48 hour notice, meetings can take place at 7 am or other time
 - f) Shop Drawings/Submittals

- i) Submit to Cory Horton and cc Ross Kahler
 - ii) Split into individual PDFs for easier tracking and reviewing
 - iii) Ross Kahler to send relevant shops to specific City divisions for review
 - g) Survey
 - i) GPS may not be used for vertical control, water main, sanitary sewer, storm sewer, curb and gutter, or sidewalk
 - ii) Contractor is responsible for replacing all damaged property irons and section corners during construction
 - h) Pay Applications
 - i) Fitchburg will send template
 - i) Change Orders
 - i) Must be submitted before work begins
 - j) Construction Schedule
- 5) Notifications
- a) Notify City at least 14 days before road closures (full or partial)
 - b) Contractor shall notify residents and businesses at least 72 hours before traffic disruptions and changes, including driveways
 - c) Fire Department and Kelly Moss to be notified at weekly meeting of changes to traffic pattern during the following week
 - d) Contractor shall send City a copy of the door hanger prior to notifying residents
 - e) Contractor shall send City a list of addresses that have been notified whenever notifications occur, before work begins
- 6) Use of Site
- a) Work Hours – 7 am to 7 pm, Monday through Saturday
 - i) Provide 48 hours' notice for Saturday work
 - b) Vehicle Parking
 - i) Personal vehicles can park in back rom of Fire Station 3, no construction vehicles
 - ii) Central Park Place and W Clayton must be kept passable for fire truck and resident traffic
 - c) Construction Access
 - d) Site Security
 - e) Visitors and Safety
- 7) Subcontractors, Materials, and Equipment
- a) Subcontractors
 - b) Materials Suppliers
 - c) Storage of Materials/Equipment
- 8) Inspection/Testing/Specifications
- a) City Representative – Ruckert Mielke
 - b) Notification – 48 hours
 - c) Soil/Concrete/Aggregate/Asphalt Testing
 - d) Proof Rolling
 - e) Standard Specifications for Public Works Construction, Latest Edition
- 9) Erosion Control
- a) Permitrack
 - i) Ruckert Mielke to perform EC inspections
 - b) Dust Control

- c) Restoration
- d) Provide tracking pad at W Clayton and at Fire Station driveway

10) Traffic Control

- a) Traffic Control Plan
 - i) Check detour signs at least weekly, coordinate with Phase 3 to avoid double placement
- b) Street Closures
- c) Haul Routes
 - i) Trucks will come from south

11) Notifications

- a) Notify Oregon and Madison School Districts 2 weeks prior to project construction and 1 week prior to traffic changes and lane closures.
 - i) Contractor to notify schools and Metro Transit and cc Ross Kahler and Cory Horton
- b) Maintain emergency vehicle access at all times. Notify emergency and local officials 48-hours prior to start of work and any traffic control changes.

12) Driveway Access

- a) 2965 S Syene Rd requires 48-hour notice before closing access. Access may only be restricted for 1 calendar day.
- b) Gervasi Marine Service 2995 S Syene Rd requires 48-hour notification before closing access.
- c) Fire Station 3 – 2950 S Syene Rd and Kelly Moss – 5105 W Clayton Rd require 16-foot minimum width access (12-inch base course graded smooth for vehicle and fire truck traffic) maintained at all times. Coordination with Phase 3, Fitchburg Fire Department, and Kelly Moss will be required to maintain access and dust control thorough construction.
- d) McCoy House – enter and exit through Argus Ln

13) Utility Coordination

- a) Contacts
 - i) AT&T – Rick Podolak – rp4514@att.com 715-410-0656
 - ii) Charter/Spectrum – Derrick Buzzell – derrick.buzzell@charter.com 608-287-4505 Sean O’Connor – sean.p.oconnor@charter.com 608-910-2212
 - iii) MGE Gas – John Wichern – jwichern@mge.com 608-252-1563 Matt Colvin – matt.colvin@mge.com 872-223-2637
 - iv) MGE Electric – Matt Colvin – matt.colvin@mge.com 872-223-2637
- b) Redline Drawings
- c) Permits
 - i) City to send copies of all permits and updates to Cory Horton

14) Outstanding Items (Items that need to be completed prior to start of construction)

15) Other Comments

- a) Joint Sealer
- b) Heavy Weight Neenah Castings
- c) Flushing – no flushing on Fridays, 48 hours notice to affected residents
- d) Pedestrian traffic will need to have designated crossing
- e) Trash collection for McCoy house to be coordinated with Pelliteri

South Syene Road

Subcontractors:

Barricade Flasher – Traffic Control
Century Traffic – Pavement Markings
Cummings & Turk - Electrical
Moll Construction – Clearing & Grubbing
Panye & Dolan – Asphalt
Thunder Road – Joint Sealing
Westland – Landscaping

Suppliers:

County Materials- Precast Structures
First Supply – Waterworks
Wingra – Redi-mix
Wingra Stone – Aggregates