

RECORD OF PRECONSTRUCTION CONFERENCE



ARCHITECTURE • ENGINEERING • INTERIORS
LANDSCAPE • SURVEYING
LUFKIN • BRYAN • TYLER • GROESBECK

GLS
1609 S. CHESTNUT, SUITE 202
LUFKIN, TEXAS 75901
(936) 637-4900 Fax (936) 637-6330

TBPE Firm Registration No. 413

DATE: _____

G-L-S JOB NO. 381038

PROJECT: Sabine County
GLO CDBG Regional Mitigation Program Projects
Hurricane Harvey State MID
GLO Contract No. 24-065-034-E489

OWNER:

Name: Sabine County
Attn: Daryl Melton, County Judge
Address: 201 Main Street
Hemphill, Texas 75948

Telephone: (409) 787-3643

Email: daryl.melton@co.sabine.tx.us

ENGINEER:

Name: GLS
Attn: Nick Hoelscher, P.E.
Address: 1609 S. Chestnut, Suite 202
Lufkin, Texas 75901

Telephone: (936) 637-4900

Email: nhoelscher@glstexas.com

CONTRACTOR:

Name: Rayford's Truck &
Attn: Bud McCracken
Address: P.O. Box 1742
Marshall, Texas 75671

Telephone: (337) 239-6353

Email: budmccracken1127@gmail.com

Sabine County, 2021

LOCATION OF CONFERENCE

1) Identification of Official representatives of Owner, Engineer, Contractor and other Interested Agency:

Owner: Sabine County
Address: See above
Email: daryl.melton@co.sabine.tx.us

Grant Consultant: David J. Waxman, Inc.
Address: P.O. Drawer 900
(cont'd) Jasper, Texas 75951
Phone: (409) 384-3458
Email: cindy@waxmaninc.com

Contractor: Rayford's Truck & Tractor
Address: See above
Email: Budmccracken1127@gmail.com

Engineer: GLS
Address: See Above
Email: nhoelscher@glstexas.com

- 2) Responsibilities of Engineer and Architect (Does not "supervise" the contractor's employees, equipment or operations).

The Engineer is the Owner's Representative. He does not direct construction operations. Construction services will include review of equipment and material submittals, answer construction questions, review change order and pay estimate requests. The Engineer will perform periodic observation of construction for compliance with project plans and specifications.

- 3) Responsibilities of Owner's Governing Body: (Actual Contracting Organization)

Issue communications on matters impacting the contract through the Engineer. Responsible for project funding and payment of approved payment requests. The Owner and City/County do not direct contractor operations.

- 4) Responsibilities of Contractor: (Review contract terms.)

Maintain insurance as required for the duration of the contract period. Contractor is responsible for construction of the project in accordance with approved plans and specifications. Contractor shall provide supervision and direction of the work, project safety and scheduling. The Contractor shall maintain **UP-TO-DATE RECORD DRAWINGS** and progress schedule. Contractor shall be responsible for testing, retesting, and will provide notification (24 hour minimum) in advance of any construction testing required. Locate/verify existing tie-in points prior to commencing construction. Contractor is to coordinate work with City/County personnel. Work in areas outside of the Owner's property requires the Contractor to obtain permission from the landowner(s)

- 5) Responsibilities of Any Other Agency Contributing to the Project:

Grant Conditions—Refer to Documents/Information provided by the Grant Administrator.

- 6) General Discussion of Contract:

- A. Alternative Specifications: (Does everyone understand the alternatives applicable to the contract as awarded?)

Refer to Notice of Award for accepted additive and deductive alternates.

- B. Initiating Construction: (Notice to Proceed).

A Notice to Proceed is anticipated to be issued at the conclusion of this meeting.

- C. Completion Time for Contract: (Does everyone understand contract requirements and methods of Computing?)

The contract period is as follows:

Three hundred sixty five (365) consecutive calendar days
Begin date and end date as stated on the Notice to Proceed

- D. Liquidated Damages:

Liquidated damages of \$300.00/consecutive calendar day may be charged for the over-runs not documented by an approved extension.

E. Requests for Extension of Contract Time:

Requests for extensions should be made in writing as soon as the extent of the delay can be defined. Requests should be accompanied by documentation to show the delay was unavoidable.

F. Procedures for Making Partial Payments:

Pay requests should be reviewed with the Engineer prior to official submittal. An emailed copy is acceptable. The cutoff day should be the same on each request except the final request may be cutoff whenever the project completion certificate is dated.

G. Guarantee on Completed Work: (Materials, Installed Equipment, Workmanship, Etc.)

Warranties on completed work shall be one year from the date of execution of the Certificate of Construction Completion (COCC).

H. Other Requirements of the Contract and Specifications which Deserve Special Discussions by All Parties:

- Contractor is to maintain access for local residents.
- Contractor is expected to schedule activities to show consistent improvements and progress.
- Contractor not to impede railroad ROW

7) Contractor's Schedule:

A. Develop Work Schedule in Sufficient Detail to Enable the Engineer to analyze Contractor's Operations: (Consideration must be given to needs of the Owner and their planned operations.) Contractor is to provide work schedule to Engineer prior to commencing work.

B. Equipment to be Used by Contractor:

Shall be sufficient to perform the work. Safety equipment shall meet OSHA requirements and shall be used. Safety equipment, warning signs or barricades shall be sufficient to protect the public.

C. Contractor's Plan for Delivering Materials to Project Site: (Protection and Storage of Materials.)

Materials shall be stored at locations acceptable to the Owner.

8) Subcontracts: (Review and approval of approved Subcontractors and their work schedules.)

Firm/Construction Item

Contact Person

Phone

9) Status of Materials Furnished by the Owner:

A. Schedule for Future Deliveries:

N/A

B. Procedures to be adopted by contractor in accounting for and storing such materials:

N/A

10) Change Orders:

No major modification or time extension will be made without approved change order. Request change order with justification in writing to the Engineer.

11) Staking of Work:

Contractor is responsible for construction layout.

12) Project Inspection:

A. Functions of the Engineer, including Records and Reports:

Periodic inspection and pay estimate review. Engineer should be contacted in advance of any major work or asphalt laydown. A written field report will be generated.

B. Responsibilities of Owner:

The Owner may elect to perform a daily review of construction (at their discretion).

C. Safety Regulations:

The Contractor is responsible for incorporating OSHA Safety Standards in construction of the project. Temporary barricades/warning signs shall be in accordance with TxDOT standards.

13) Final Acceptance of Work: (Include requirements for tests and clean-up of project site.)

Testing of completed work shall be in accordance with project specifications. All areas of the work shall be returned to original condition. Photographs are not mandatory but can be beneficial in documenting prior condition.

14) Labor Requirements:

A. Equal Employment Opportunity Requirements:

In accordance with Federal requirements (if applicable).

B. Davis-Bacon Acts:

In accordance with Federal requirements (if applicable).

C. Federal, State and Other Requirements:

In accordance with conditions of the contract.

D. Reports Required:

In accordance with conditions of the contract.

15) Equal Employment Provisions of Contract:

In accordance with conditions of the contract.

16) Rights-of-Way and Easements:

A. Explain any Portion of Project not available to Contractor:

N/A

B. Contractors Responsibilities During Work Covered by Contract:

Maintain access for Property Owner for continuous operation of existing facilities during construction. Store materials or equipment so that roads or drives are not blocked and public safety is not threatened.

C. Coordination with Railroads, highway departments and other organizations:

N/A

17) Placement of Project Signs and Posters:

Per Contract Conditions. Required prior to beginning of work and processing of pay requests.

18) Handling Disputes:

1. Meeting between Owner, Contractor and Engineer.
 2. Arbitration procedures in contract documents.
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Distribution: Attendees (List attached)

**ATTENDANCE LIST
RECORD OF PRECONSTRUCTION CONFERENCE**

**Sabine County
GLO CDBG Regional Mitigation Program Projects
Hurricane Harvey State MID
GLO Contract No. 24-065-034-E489**

May 12, 2025 @ 2 p.m.

Name	Company	Phone
		Email
Nicholas Hoelscher	GLS	936-637-4900
		nhoelscher@glstexas.com
<i>Drew Cox</i>	<i>Comm.</i>	<i>936/201/8655</i>
<i>Donna Braddy</i>	<i>Comm</i>	<i>936-288-6698</i>
<i>James</i>	<i>CO. Comm.</i>	<i>936-288-6693</i>
<i>Bud Mc Crocken</i>	<i>Rayford's</i>	<i>903-388-6899</i>
<i>Cindy Stephenson</i>	<i>DTW Inc</i>	<i>409-384-3458</i>
<i>Keith Waters</i>		<i>936-462-0721</i>
<i>Leslye Watson</i>	<i>DTW Inc.</i>	<i>409-382-8024</i>

The State Of Texas §
County of Sabine §
I hereby certify that these documents were filed and duly
recorded in the Commissioner Court Minutes of Sabine
County, Texas.



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Jamie Clark - County Clerk

By: Salina Warner
Deputy