



Division of Infrastructure  
Bureau of Construction

SUBJECT: PROGRESS MEETING MINUTES

SCOP..... : 15 - 002G

CATEGORY.. : CONSTRUCTION  
Subcategory : PROGRESS MEETING MINUTES

Keywords ..... : Construction, Progress and Meeting Minutes

Supersedes..... : N/A  
Supplements..... : N/A  
Sheet..... : 1 of 5

Issue Date..... : July 31, 2015

APPROVED:

  
Associate Commissioner, Thomas Foley, P.E.

Effective immediately, in an effort to standardize the progress meeting minutes for our capital projects and promote a more efficient and effective meeting, the attached progress meeting minutes format will be implemented. It is expected that there should be bi-weekly progress meetings (or as discussed with the Borough Construction Director) in order to identify and resolve critical issues which may be adversely impacting our construction schedule.

This outline has been established to ensure that all items are addressed in a clear and concise format. Please adjust the meeting outline and configuration to best represent the scope of your specific project but be sure to address safety concerns at the start of the progress meeting. Once the item has been resolved it should be removed from the minutes. Guidelines/comments are attached on the sample minutes to assist in providing information. The meeting minutes themselves becomes the Agenda with new items denoted in **bold**.

The Progress Meeting Minutes should be taken and prepared by the Resident Engineer or Office Engineer. The Resident Engineer will sign that they reviewed and approved the prepared minutes. Within 48 hours of the progress meeting, the minutes will then be sent to those whom attended the meeting for comments. If there are no viable comments received within the next 24 hours, the meeting minutes are final.



**Times Square Reconstruction  
(HWMP 2012) Meeting Minutes #15**

Next Meeting Wed. May 8th, 8:30AM at 333 W. 52<sup>nd</sup> St. 4<sup>th</sup> Fl.

Date: 5/1/2013 8:30 AM  
333 W. 52<sup>nd</sup> St. 4<sup>th</sup> Fl

Minutes by: Name  
Emailaddress@.com

**Comment [AB1]:** Minutes should be taken by Resident Engineer or Office Engineer. Minutes should be updated and issued within 48 hours.

Attendees: Not all attendees present for entire meeting

T. Foley - DDC

Name – Coned

**Comment [AB2]:** Record names of attendees. Prefilled out sign sheet should be used so that regular attendees only need to initial.

**Comment [AB3]:** Put names/organization on minutes since sign in sheet is often not maintained

Item/ID	Issue/ Dates	Responsibility
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**Comment [AB4]:** Identify name and organization or responsible persons. This column make it easy for people to find their items

**I. Safety**

I.2.1 a) Tully to provide updated Weekly Toolbox Safety Talk by 5/1/13.

(Tully)

**II. Project Schedule**

II.9.1 a) Tully to provide updated Phase 1 Schedule by 5/8/13. Schedule to reflect: a) delete mock-ups b) divided expansion joint c) Use Type 2 CB d) Use High Early Class F concrete.  
b) Tully to provide Duffy Square schedule by 5/8/13 with assumptions for grate fabrication

(Tully)

**Comment [AB5]:** Minutes should focus only on action items. Don't keep record of general discussions. Every item should have a name of responsible person and date. If date is not known, then list date when responsible person will provide a date

**III. Construction Issues**

III.1.2 Tully looking at 507 7<sup>th</sup> Ave for project office. Office lease with Tully legal

(Tully)

III.7.2 Street Furniture - DOITT phone booth removal 5/9/13

(JED)

III.12.7 DOT ISSUES

(LiRo)

b) DOT to be invited to Times Square meeting on a Bi-weekly basis  
c) LiRo to give Tully City DOT final signage list for sign order 5/1/13  
e) Newsstand (CDOT, notified by LiRo to remove newsstand. Need date for removal. DDC (Foley) sent e-mail to City DOT 5/1/13.  
f) Snohetta to provide CDOT with estimate for maintenance cost for bollard

(Snohetta)

**Comment [AB6]:** Identify subitems as needed. As items are cleared do not re-number.

III.13.2 Flaggers – LiRo to send change order to DDC 5/1/13..

LiRo.

III.13.3 NEXUS A Vault – Availability of Nexus A Vault from Building owner to be established with City DOT. Issue with CDOT/ DDC legal departments.

(DDC)

III.15A.2 DOB notification of construction in TS vicinity -) DOB will put flag on properties adjacent to TS construction. DDC will be notified of permits requests including Local Law 11 scaffolds. DDC will work with owner and DOB attempt to mitigate impacts.

(DOB)

**Comment [AB7]:** Item ID numbering. Section #, Meeting # item first discussed, item # at meeting. So this item was part of Section III, first appeared in Meeting #13, and was the 2<sup>nd</sup> new item at that meeting.

Items should be deleted when action item is completed or no longer needed. It is up to the Resident Engineer if they want to keep a record that the item was completed for an additional week or delete immediately.

**IV. Con Ed / ECS Coordination to complete Broadway South Plazas by 12/15/13**

IV.2.2 Schedule for work in 42<sup>nd</sup> Street intersection

(LiRo)

b) ECS completed test pits in 42<sup>nd</sup> Street. In vicinity of manhole they have 1 plastic and 4 iron ducts; two weeks to ring and rip. The location of the watermain on Broadway is further away from their ducts than is shown in drawing. If placed in location revealed by test pits, it will expedite schedule. LiRo to review and track issue.

IV.4.1 NEXUS Power Supply – require 800 amp service at NEXUS A, A1 and NEXUS B  
NEXUS A/A1 - Con Ed will provide one 1600 A service to a property line box.  
NEXUS B – Con Ed states that there is no secondary power available to supply 2500 Amps to NEXUS B facility. Con Ed stated that power would be available by May 2014.

(CE)  
(LiRo)

**Comment [AB8]:** Record important action items even if deliverable is in distant future.

IV.10.2 NEXUS SERVICE BOX – Wesler Cohen to contact Con Ed to determine approach and costs.

(WC)

IV.10.6 CE Schedule - CE bringing on another area contractor for work in Times Square. CE to provide schedule for work north of 44<sup>th</sup> by 5/8/13; CE to request markout of bollard locations and review impacts. When schedule is received, coordination with DOB DOT and Marriott Hotel (45<sup>th</sup> to 46<sup>th</sup>) is needed.

(CE)

**V. BROADWAY STREETSCAPE - TIMES SQUARE**

V.3.2 Pavers and Street Mock-ups and Samples

(Tully)

a) Tully submitted samples from Hanover 3/20/13. Snohetta provided comments on 3/27/13  
b) Mock up to be provided with both satisfactory pavers and with specialized sole-source grout.  
c) Mock-up of benches with NEXUS access needed

V.5.2	Design Assist Program – DDC / Snohetta to assist Tully with final design of a) Bollards (Removable, folding, over-vault) b) Security Wall/Linear Barrier – Tully to submit 3 samples by 5/9/13 c) WAI to submit RFI to DDC concerning standard linear element.	(Tully) (WAI)
V.9.3	Tully issues with Design Specifications a) Rubber filler –Tully signed change order b) Sole Source Grout – Tully/LiRo awaiting cost to prepare change order.	(Tully) (LiRo)
V.13.1	Meeting with NYPD on 4/16/13 – NYPD rejected bollard plan pending a) detailed ram-impact analysis and b) All bollards to be dynamically analyzed c) Bollard meeting to review alternative layout with NYPD – tentative meeting 5/9/13	(Tully)
V.13.5	Bollard Resolution – LiRo to expedite remaining testpits on along 7 <sup>th</sup> Avenue and incorporate results into bollard status spreadsheet a) Walgreen - need access a2) Nasdaq - Bollard to be installed on vault beams. Need field meeting to locate beam. b) MTA Structures – Snohetta/WAI to resolve c) Con Ed/ ECS structures – LiRo to distribute 5/1/13	(LiRo) (Snohetta)
V.15.A1	Bollards connecting to Vault Structures - DOB meeting 5/2/13 Attendees: DOB, DDC, LiRo, Snohetta, WAI a) Bollard Design – Calpipe/WAI to design with connection to vault structure with 6k lb point load and 4k lb impact at 30mph. Best Achievable Design will be presented to DDC/NYPD. b) Vault Design – Snohetta directed to perform survey; Tully/Calpipe to incorporate survey into anchor design; Snohetta to make structural assessment of vault reinforcement design. c1) Permits – Bollards on vaults outside building line to be reviewed by DOB/DOT Franchise, c2) Permits – Bollards inside building line to be review by DOB c3) Permits – Owner to sign permit application, DOT might be considered owner d) Code Criteria – Snohetta/WAI meeting with DOB on May 9 <sup>th</sup> , to provide sample bollard design and review applicable codes.	(W) <b>Comment [AB9]:</b> Record summary of action items from outside meetings that need to be tracked

#### VI BROADWAY STREETScape – DUFFY SQUARE

VI.12.1	Theatre Project to be completed by 10/4/13 –	(Tully)
VI.12.2	Test Pits a) Con Ed and ECS need test pits to determine preliminary assessment of interferences. Test Pits 5/13, 5/15, 5/16. Test pits in street not Plaza. Need CDOT permit. Will need Parks Dept. Permit for work in Plaza. Utility interference issues to then be incorporated into Tully Schedule	(CE) (ECS)
VI.12.3	LED Sign will need software – Local Projects (Design Sub) can provide software	
VI.12.5	Theatre Project duct bank and drain adjacent to trench drain on west side of Duffy Square – Tully has option of moving duct bank/ drain to the east and doing trench drain later.	(Tully)
VI.12.6	Design issues a) Mock up to be evaluated out of doors b) LiRo sent RFI to Snohetta concerning need for clean-out access in drainage Snohetta to respond by 5/9/13	(LiRo)
VI.13.7	Grate Design – a) Tully to provide light fixture to Snohetta by 5/3/13. b) Snohetta doing structural design HS-20 load calculation by 5/10/13 c) Tully/Snohetta meeting with vendor tentatively scheduled for 5/9/13.	(Tully) (Snohetta)

#### VII OUTREACH ACTIVITIES

VII.10.3 Public Meetings	a) Thursday, May 2, 2013: 10:00am at the Hard Rock Cafe. Time Square Alliance Task Force Meeting with the ground floor merchants/retail reps and restaurant owners. 27 companies to show. b) Tuesday, May 7, 2013: 2:30pm H & M Follow up Meeting was asked to bring rep from Tully. c) Thursday, May 16, 2013: 10:00am The Times Square Alliance Task Force meeting with TKTS	FJ (JLD)	<b>Comment [AB10]:</b> When appropriate provide general information section that is useful to project members
VII.10.4	SPECIAL EVENTS impacting project – Revlon Walk (May 5 <sup>th</sup> ); Taste of Times Square (June 11 <sup>th</sup> ); Summer Solstice (June 20 <sup>th</sup> and 21 <sup>st</sup> ); Bdway on Bdway (Sept. 9 <sup>th</sup> ).		

Reviewed & Approved By

Resident Engineer – Print

Resident Engineer – Signature

Date