



Bishopville WWTP Upgrades

Project Summary: CDBG for upgrades to the city’s WWTP Sludge Dewatering and Secondary Clarifiers

Grant Number: 4-CI-20-001

Acronyms/Abbreviations:

CDBG - Community Development Block Grants
DHEC - SC Dept of Health and Environmental Controls
EDA - US Economic Development Administration
ERR - environment review record
HUD - US Dept of Housing and Urban Development

NTP – notice to proceed
RIA – SC Rural Infrastructure Authority
WWTP – Wastewater Treatment Plant
YTD – year-to-date

Key Points:

Date	Comments
9/3/2021	Startup and Environmental's have been cleared and approved. Project was rebid July 27, 2021, with the lowest bidder being M.B. Kahn Construction. September 2, 2021, SC Department of Commerce reviewed the contract and sent a memo requesting the following changes be made to the Recommendation letter, the Certified bid tab, and the Description of Method of Procurement document to reflect the math error/change made by the lowest bidder. Once the corrections have been received by SCDOC an Approval to Proceed will be provided.
9/8/2021	SL Grants Manager worked with Margie of AECOM to make the required changes (according to CDBG guidelines) to the Recommendation letter, the Certified bid tab, as well as verification of Addendum Acknowledgement. The Description of Method of Procurement was completed by SL Grants Manager and returned to SCDOC on 9/8/2021. SL Grants Manager is now waiting for the Engineer to complete and sign the required documents to be sent back to SCDOC.
9/22/2021	A meeting was held in the City of Bishopville to discuss the signing of the Contract and the Notice to Proceed. The signing did not take place because the City of Bishopville’s administrator was not available, and the owner of M.B. Kahn Construction was not there. The engineer discussed the project and Tammy Smith, and Chrissy Childers discussed the pre-construction information. (See minutes.) Tammy and Chrissy observed the WW Site and took pictures before the start-up of the project. (See pictures.)
9/24/2021	The Contract Special Provisions was email to the engineer, contractor, and the city. A copy will be put with the packet that was given on 9/22/2021. A phone call was made to Kay Brunson the Admin Assistant at M.B. Kahn to discuss how to send the payroll to Santee Lynch weekly and the DUN numbers for the contractor and the sub-contractors to be researched by Santee-Lynches to verify that they are in Sam.gov.
10/8/2021	Verified with Hannah Parler and that the City of Bishopville handbook was up to date. This was updated in Section 504 Folder. An email was sent to Hannah regarding the signing of

	Section 504 Compliance Schedules. The publication was sent to Lee County Observer to publish the Notice of Nondiscrimination. Will print on 10.20.21.
10/12/2021	Received the signed 504 Compliance for Bishopville WWTP Upgrades. Input the signed form in the 504 Folder in SharePoint and put a hard copy in the 504 Folder for Bishopville.
11/1/2021	Received an email from Mohammed Yousefzadeh from M. B. Kahn, stating that the subcontractor for the project would not honor their cost and wanted \$5K more. Spoke with Mohammed over the phone and advised him that he could go with another sub-contractor. He stated that he wanted to go with Harrelson Paint, LLC. Reviewed SAM.gov and advised him that this subcontractor's registration expired on March 22, 2018 and it would take at least 3 weeks to get their company registered. Advised Contractor that they could not work on the project until the registration has become active. Per email from Tom Haseldon, he will also make sure that the Contractor/sub-contractor follow CDBG guidelines and perform no work on the project until they are active in SAM.gov.
11/22/2021	<p>Email correspondence with Kay Brunson (M. B. Kahn). M. B. Kahn is requesting an additional classification for an "Ironworker". After verifying the Wage Decision, she was using the incorrect Wage Decision "Building". Verification also proved that the bid package is complete with the correct (Heavy and Sewer and Water Line) wage decision.</p> <p>Ms. Brunson was emailed the correct wage decision and was also advised that she will need to provide a letter from M. B. Kahn to request an "Electrician" classification as it is not included in the (Heavy and Sewer and Water Line) wage decision. Also advised her that the addition of a classification may take up to 90 days.</p> <p>Ms. Brunson was also provided labor posters to be posted along with the wage decisions at the worksite.</p> <p>Ms. Brunson was also reminded of Davis Bacon requirements and failure to provide payrolls weekly will affect payment request.</p>
11/23/2021	Grants Coordinator sent a reminder email of the items discussed at the pre-construction meeting in Bishopville on September 23, 2021. The email was sent to Chrissy Childers, Tammy Smith, Tom Haselden, Mohammed Yousefzadeh, Allen Anthony, Freddie Dubose, Kay Brunson and Craig Metts.
12/1/2021	Santee Lynches Grants Administration send email to M. B. Kahn reference the additional classification for the project wage decision. M. B. Kahn was provided suggestions on wages to be paid, but advised that the Department of Labor has to approve the classification, wages, and fringe benefits. The email also advised the (project contractor) that the additional classification process could take up to 90 days.
2/28/2022	M. B. Kahn emailed the Grants Coordinator to let her know they will be mobilizing to the site the week of March 14 th and plan to start demolition work the following week. Employee interviews are going to be done the week of March 21-26.
3/1/2022	The Grants Manager scheduled a 504 Compliance zoom meeting with the Grants Coordinator and Hannah Parler. The zoom meeting did not occur. Hannah Parler was unable to attend the zoom meeting.

3/4/2022	The Grants Manager scheduled a 2 nd 504 Compliance zoom meeting with the Grants Coordinator and Hannah Parler. The zoom meeting did not occur. Hannah Parler was unable to attend the zoom meeting. The Grants Manager gave Hannah Parler guidance on the phone about the 504 Compliance and emailed her a 504 Compliance PowerPoint presentation.
3/9/2022	The Grants Coordinator spoke with Hannah Parler about the 504 Compliance documents. The Self-Evaluation Plan, Transitional Plan, and the ADA Grievance documents need to be adopted.
3/11/2022	The Grants Coordinator spoke with Hannah Parler about the 504 Compliance documents. Hannah stated that she needed make some changes on the documents.
3/16/2022	Chris Taylerson sent an email stating that Evoqua has hit some materials issues and parts are now scheduled for the last week of May and onsite work is going to begin the week of June 6 th .
3/22/2022	The Grants Coordinator and the HOME Coordinator visited the WWTP (Waste Water Treatment Plant) to take some pictures and conducted one (1) employee interview.
4/18/2022	The Grants Coordinator verified payrolls 1, 2, and 3 for M. B. Kahn. The payrolls are on SharePoint.
5/4/2022	The Grants Coordinator verified payroll #5 for M. B. Kahn. Payroll #5 is on SharePoint.