

**PRE-CONSTRUCTION CONFERENCE NOTES  
MSW LANDFILL – PHASE 3**

for the

**County of Wayne**

**October 31, 2011**

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Persons in attendance:

Ester Carlisle, ES&J Enterprises, Inc.  
Sandra C. Carroll-Williams, ES&J Enterprises, Inc.  
David Page, ES&J Enterprises, Inc.  
Jackie Faircloth, ES&J Enterprises, Inc.  
Jimmy Holland, 4D Site Solutions  
Pat Shillington, E<sup>2</sup>S  
Andrew Wilson, S. T. Wooten  
Christine Ritter, NC Division of Waste Management, Solid waste Section  
Ming-Tai Chao, NC Division of Waste Management, Solid waste Section  
Tim Rogers, Wayne Co. Solid Waste  
Randy Rogers, Wayne Co. Solid Waste  
Wayne Sullivan, Municipal Engineering Services Co., P.A.

Permit No.	Date	Document ID No.
96-06	November 4, 2011	15531

RECEIVED  
November 4, 2011 via an e-mail  
Solid Waste Section  
Raleigh Central Office

Below is a summary of the items discussed:

Signed contracts were not distributed and will follow at a later date. The Notice to Proceed will be issued effective the 14<sup>th</sup> of November 2011.

1. All applicable Permits have been obtained except any burning permits which must be obtained by the Contractor.
2. Safety is the responsibility of the Contractor. The Contractor should be familiar with Sections 6.13 through 6.16 of the General Conditions regarding safety, hazard communications and emergencies. The requirements are a mandatory part of the contract. If any County official or Municipal Engineering Services' Construction Observer sees any unsafe conditions, the Contractor will be notified and the situation is to be corrected.

6. **Submission of Project Schedule.** The project schedule will be forwarded to Municipal Engineering within 10 days of the Notice to Proceed. Municipal Engineering will review the schedule and forward copies to the county. The milestones on the schedule will become contract deadlines that if not met will be subject to liquidated damages. See Addendum 2, Item 3.
7. Progress meetings will be held monthly after the Notice to Proceed has been issued. The first meeting will be held in December with the date and time to be determined later. The meeting will be held in the Scale House Conference Room.
8. **Submission of Schedule of Values.** The Schedule of Values will be submitted along with the construction schedule (within 10 days of the Notice to Proceed). The schedule of values will be on the lump sum items in the bid and will become a part of the Pay Request.
8. **Submission of Schedule for Shop Drawings.** The Schedule for Shop Drawing submission shall be submitted along with the construction schedule (within 10 days of the Notice to Proceed).
9. A list of subcontractors shall be submitted along with the construction schedule (within 10 days of the Notice to Proceed).
10. **Materials Stored.** Payment for stored materials will be made less 5% retainage on the monthly pay request. A receipt or bill of sale for the items stored and a sales tax certification shall accompany the pay request.
11. Please be aware that TIME IS OF THE ESSENCE. The Contract allows for 180 days of construction time and an additional 45 days to close the project (submit final pay request and other required closure documents). Since time is of the essence, the Contract contains a clause allowing an assessment of a sum of \$1,000 per day as liquidated damages for each calendar day the project construction is delayed beyond the scheduled completion date. The Contract also contains a clause allowing an assessment of a sum of \$500 per day as liquidated damages for each calendar day the schedule project closure. Please refer to Item No. 6 as to liquidated damages with respect to milestone deadlines.
12. Adjustment(s) to the time of completion will only be allowed by a justifiable change order approved by the Engineer and executed by the Owner. Article 12 of the General Conditions explains the method by which changes in Contract time are processed. A log of weather conditions, days worked and a National Weather Service listing of typical number of days of rain, based on a thirty year average, on a monthly basis is required by Municipal Engineering when considering changes due to unusual weather. Typically, weather delay extensions are only allowed for those days over and above the usual number of days for the subject month. Typically, a "rain day" would not be claimed if work were performed for more than 3 hours during a rainy day.

13. **Changed Conditions (Change Orders).** A change in the construction from the contract will not be permitted unless the change has been approved by Municipal Engineering as stipulated by Article 10 of the General Conditions except in case of an emergency as described by paragraph 6.16. **Changes in contract price shall be at the Contractor's expense without an executed Change Order prior to work being completed.** Requests for Change Orders must have a complete breakdown including a detailed calculation of cost with a written explanation and justification for the change. Change orders submitted without this important data will result in the return of the document to the Contractor for completion.

14. **Requests for Payment.** Preliminary Pay Applications must first be submitted to MESCO's on-site Construction Observer for approval of the quantities claimed for that period. Once this approval has been received, Requests for Payment are to be submitted to Municipal Engineering's Garner office for final approval. Municipal Engineering will certify the request for payment as required by the General Conditions, Article 14, before directing the request to the Owner for payment. Prior to the submittal of the final pay request, the Contractor shall submit to Municipal Engineering Consent of Surety to the Contractor, Certificates of Inspections, Release and Waiver of Claims, Warranties and Guarantees, Operating Manuals and Affidavits certifying that all bills for labor and materials, including subcontractors, have been paid in full.

Note: Pay Requests will be on document included in the contract documents or AIA Document G702 with the continuation sheets containing the Schedule of Values and a Sales Tax Certification will accompany each pay request.

Pay Requests are to be submitted each month with prior approval of Municipal Engineering Services' Construction Observer. Municipal Engineering will submit them to the owner within 5 days of receipt.

15. It is illegal for any person to have firearms at the project site, any type of alcoholic beverages, or drugs other than prescribed by a physician.

16. Everyone at the project site is expected to exhibit proper behavior. Indecent language, acts or dress will not be accepted.

17. Restroom facilities are to be provided by the Contractor.

18. All communications by the Contractor are to be through the Engineer.

19. Survey data on the subgrade and top of cohesive soil must be available to the Engineer prior to constructing the next component of the liner system.

20. The Contract calls for the paving to be done on days that the landfill is closed which are Wednesdays and Sundays; however, with the County's approval, paving can be

done on days that they are open as long as they do not interfere with the daily operations of the landfill.

21. **Final Acceptance of Project.** The Contractor is to notify Municipal Engineering when the project is complete. Upon receipt of notification, Municipal Engineering will perform an on-site review of the construction to verify completion. A list of discrepancies (punch list) will be compiled during the review and will be given to the Contractor. A formal final review shall be coordinated and performed by Municipal Engineering in cooperation with the Contractor in the presence of the Owner upon correction of the discrepancies by the Contractor. Municipal Engineering will coordinate and notify all parties of the time and date of the formal final review.
22. **Record Drawings.** A complete set of working drawings are to be maintained at the construction site by the Contractor. Any changes or deviations from the drawings made in the construction by the Contractor shall be shown on the drawings by the use of red colored pencils or pens. The drawings will be submitted to the Engineer in order to prepare final "RECORD" Drawings.
23. Piezometers have been abandoned.
24. The survey data must be presented as points and each phase of construction has to be taken at the same point. Points on the 3:1 slopes, particularly the cohesive soil, must have an elevation difference of 2.11 feet to represent 2.00 feet of cohesive soil. If requested, MESCO will provide a sample of a past project.

## Chao, Ming-tai

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**From:** Wayne Sullivan [wsullivan@mesco.com]  
**Sent:** Friday, November 04, 2011 10:01 AM  
**To:** Chao, Ming-tai; christine.ritte@ncdenr.govr  
**Subject:** Wayne Co. Pre-Construction Meeting  
**Attachments:** Preconstruction Notes.doc

Please find attached the notes from the Wayne County Pre-Construction Meeting.

D. Wayne Sullivan  
Municipal Engineering Services Co., Inc.  
Phone: (919) 772-5393  
Fax: (919) 772-1176  
email: [wsullivan@mesco.com](mailto:wsullivan@mesco.com)

**Chao, Ming-tai**

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**From:** Hare, Wes  
**Sent:** Tuesday, October 18, 2011 12:24 PM  
**To:** Chao, Ming-tai  
**Cc:** Shackelford, Dennis  
**Subject:** RE: Pre-construction meeting at Wayne County MSWLF - Phase 3, 96-06

Ming- I have to give a presentation to students at UNCW on Oct. 31<sup>st</sup>; proceed without me I, if need be.

Wes Hare  
Environmental Senior Specialist  
Department Of Environment & Natural Resources  
Division of Waste Management / Solid Waste Section  
Wilmington Regional Office  
127 Cardinal Drive Ext.  
Wilmington, North Carolina 28405

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Office: 910.796.7405 Fax: 910.350.2004  
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<http://portal.ncdenr.org/web/wm/sw>

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**From:** Chao, Ming-tai  
**Sent:** Tuesday, October 18, 2011 11:46 AM  
**To:** Hare, Wes; Ritter, Christine; Wayne Sullivan  
**Cc:** Mussler, Ed  
**Subject:** Pre-construction meeting at Wayne County MSWLF - Phase 3, 96-06

Dear all:

The Preconstruction meeting for Wayne County MSWLF – Phase 3 is scheduled at 10 a.m. on Monday, 10/31/2011. Please let me know if there is any issue to prohibit you attending the meeting or to reschedule the meeting. Thanks

Ming-Tai Chao, P.E.  
Environmental Engineer II  
Permitting Branch, Solid Waste Section  
Division of Waste Management  
1646 Mail Service Center  
Raleigh, NC 27699-1646  
401 Oberlin Road, Suite 150, NC 27605  
Tel: 919.508.8507, Fax 919.733.4810  
[ming.chao@ncdenr.gov](mailto:ming.chao@ncdenr.gov)  
<http://portal.ncdenr.org/web/wm/sw>

**NOTE: Effective October 24, 2011**

*Please use the new contact info below*

Physical Address:

**Green Square, 217 West Jones Street  
Raleigh, NC 27603**

Mailing Address:

**1646 Mail Service Center  
Raleigh, NC 27699-1646**

Phone and Fax

**919-707-8251**

*E-mail correspondence to and from this address may be subject to the North Carolina Public Records Law and may be disclosed to third parties.*

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**From:** Wayne Sullivan [mailto:wsullivan@mesco.com]  
**Sent:** Tuesday, October 18, 2011 11:43 AM  
**To:** Chao, Ming-tai  
**Subject:** RE: Green County C&DLF on top of Closed MSWLF, Permit # 40-02

Ming,

We meet with the contractor to go over the project and if you have any input at the time. The date depends on you and anyone else from the Section that wants to attend. The contractor wants to get started soon because they want to work 16 hr days to bring in the structural fill. However, it is somewhat flexible and we can have two meeting if necessary. One with the section and the other with the contractor. Just let me know if you can meet on the 31<sup>st</sup> ?

D. Wayne Sullivan  
Municipal Engineering Services Co., Inc.  
Phone: (919) 772-5393  
Fax: (919) 772-1176  
email: wsullivan@mesco.com

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**From:** Chao, Ming-tai [mailto:ming.chao@ncdenr.gov]  
**Sent:** Tuesday, October 18, 2011 11:02 AM  
**To:** Wayne Sullivan  
**Cc:** Hare, Wes; Ritter, Christine  
**Subject:** RE: Green County C&DLF on top of Closed MSWLF, Permit # 40-02

Wayne:

When you submit the permit application for Lenoir, please be aware of the change of DWM office location and all mails (including UPS & FedEx) must go to mail service - **1646 Mail Service Center Raleigh, NC 27699-1646.**

Do you have the details of the pre-construction meeting for Wayne County MSWLF – Phase 3 such as the meeting agenda? If the 10/31/2011 is the firm date for the meeting please send me the confirmation. I will forward the meeting info to Wes Hare and Christine Ritter, then I will let you know how many people from our side will attend the meeting. Thanks.

Ming Chao

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**From:** Wayne Sullivan [mailto:wsullivan@mesco.com]  
**Sent:** Tuesday, October 18, 2011 11:02 AM  
**To:** Chao, Ming-tai  
**Subject:** RE: Green County C&DLF on top of Closed MSWLF, Permit # 40-02

Ming,

Thanks, we are working on getting Lenoir to you this week. Also, would you be available for a pre-construction meeting for Wayne Co. on the 31<sup>st</sup> of this month?

D. Wayne Sullivan  
Municipal Engineering Services Co., Inc.

Phone: (919) 772-5393  
Fax: (919) 772-1176  
email: wsullivan@mesco.com

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**From:** Chao, Ming-tai [mailto:ming.chao@ncdenr.gov]  
**Sent:** Tuesday, October 18, 2011 10:03 AM  
**To:** Wayne Sullivan  
**Subject:** Green County C&DLF on top of Closed MSWLF, Permit # 40-02

Hey Wayne:

This morning I received a hard copy of the response letter to the DWM comments dated July 1, 2010 and the revised permit application dated October 2011. Because the scanners are in the process for moving and not functional, the submitted document will not be in the DWM web site until later date. I will start reviewing this document today.

Ming-Tai Chao, P.E.  
Environmental Engineer II  
Permitting Branch, Solid Waste Section  
Division of Waste Management  
1646 Mail Service Center  
Raleigh, NC 27699-1646  
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[ming.chao@ncdenr.gov](mailto:ming.chao@ncdenr.gov)  
<http://portal.ncdenr.org/web/wm/sw>

**NOTE: Effective October 24, 2011**

*Please use the new contact info below*

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