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## MEETING MINUTES

**DATE HELD:** April 21, 2011      **11:00 AM**      **DOCUMENT DATE:** April 21, 2011

**LOCATION:** MDOT 1<sup>st</sup> Floor Commission Room

**SUBJECT:**      **PROPOSED IMPROVEMENTS TO STATE ROUTE 9**  
From US 278/State Route 6 near Pontotoc to US 78 Near Sherman  
Pontotoc County, Mississippi  
**State Project No. STP-2833-00(004)/105094**

### **Pre-Proposal Mandatory Meeting**

**ATTENDEES:** See attached Sign-In Sheets

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## **SUMMARY**

### **Purpose**

This meeting was to inform the potential submitters of proposals of key items regarding the storm water compliance and erosion control plans for this Project.

### **Discussion**

Randy Battey, MDOT Assistant Chief Engineer, Operations welcomed the group of short-listed proposers to this Mandatory Pre-Proposal Meeting and thanked them for coming on short notice. He stated that MDOT is excited about the questions and issues that have been submitted to date and MDOT recognizes the efforts that are being made toward the proposals. He stated that MDOT was concerned that all Proposers understand the requirements for storm water compliance and erosion control plans as any compliance violation or citation (penalty) would be responsibility of the Contractor. He stated that there would be no excuse or allocation of time for storm water compliance or proper erosion control.

Mr. Battey noted that this was being broadcast via the web link and that all speakers would need to sit in front of the camera. He introduced Mr. Steve Bailey from MDEQ that would speak later regarding MDEQ expectation and noted that a microphone would be made available for people present to ask questions at the end of the meeting; however, questions would be limited to either storm water or erosion control issues only.

Brad Lewis, MDOT State Construction Engineer stated that he would cover the highlights of what would be required in the specification and MDOT expectations. Regarding the typical review for erosion control, the Contractor would submit to the Project Office, who submits to Construction Division, who submits to Environmental, who submits to an Erosion Control Review Consultant. This process typically takes 60 days and should be completed primarily at the beginning of the

project. A time limitation was agreed for the period between NTP1 and NTP2 cutting the review period to 30 days. Erosion Control (EC) plans should be based on project phasing and should be on minimum 11"x17" sheets. EC plans should identify which Best Management Practices (BMP's) and where they will be installed. EC plans should be detailed as per construction phasing, such as one from clearing and grubbing, one for earthwork movement, etc. EC plans should address maintenance requirements (ie what frequencies should BMP be checked or cleaned) and should show how grassing operations are proposed by construction phases.

Mr. Lewis noted that buffer zones should be maintained (15 ft near right-of-way lines and 5 ft. near streams). Buffer zones should be maintained as natural, but if it is clear cut, it should be restored to vegetation as quickly as possible. Disturbance by creeks should be minimized by felling trees flush with the ground and then leaving the root/stump system in the ground.

EC Plans should be a living document and should be updated as construction is progressing.

EC inspection reports need to be maintained in the field office and all plans should meet the full requirements of the permit requirements. This is a lump sum project, so there will be no additional compensation for addition EC requirements during the project. New permit requirements now require that any ground that is dormant for 14 days or more should have vegetation started within 7 days.

Mr. Steve Bailey – MDEQ Construction Division noted that this project is a high priority for EPA and MDEQ. He noted that MDEQ is not a Consultant agency, so any questions about BMP's, etc. should be directed to the Contractor's consultants. Mr. Bailey noted that MDEQ is looking for compliance and for the Contractor to make effort to correct non-conformances. Unanticipated major non-compliances that effect sediment in local streams (such as sediment basin breaches) need to be reported to MDEQ within 24 hours, with written documentation within 5 days. Slope drains and sediment basins should be considered in this area due to local terrain. This is a self-reporting program and the project logs need to identify and maintain records for inspections, failures, and corrective action. MDEQ will be looking for repairs to loss of controls (such as repairs to silt fences) and is looking to make this a model project for storm water compliance. MDEQ does not really want to go to enforcement actions as that costs not only fines but forces compliance. Why not just do the right thing first?

Mr. Battey noted that MDOT recognizes the importance of this project, especially with the requirements for storm water and erosion control compliance. The meeting was opened for questions.

Q1. Nate Marini, PB – Regarding GP 46, are all requirements satisfied?

R1. All requirement of GP 46 are satisfied for the MDOT developed plans. If the Contractor develops new alignments or configurations that trigger additional requirements, then the Contractor is responsible for those new requirements.

Q2. Kevin Craft, TL Wallace – Can a copy of the Large Construction Notice of Intent and the General SWPP be provided?

R2. Yes, both will be posted on the project website.

Q3. Joce Pritchard, PE&P – If the Contractor changes the design, but has the same wetland impact in term of acreage, is this allowable?

R3. Yes, as long as the acreage and quality of wetlands impacted does not change.

Q4. Alan Lyles, Eutaw – Has the 60 day review period between NTP 1 and NTP 2 been changed to 30 days?

R4. Yes.

Q5. Sterling Akers, Hill Bros. - Regarding NTP 2976 DB – land should be vegetated after 30 days, but the new permit requirement is 14 days, which is it?

R5. That NTP 2976 DB will be modified by addenda to agree with the new permit requirements (14 days).

Q6. Will Noffke, TL Wallace – Can MDOT provide clarification regarding the 17 acre restriction on cleared land, has this be removed?

R6. The 17 acre restriction has been removed from the Contract documents.

There being no further questions, the meeting was adjourned at 11:45 am.

If written comments or corrections to these minutes are not received by the undersigned within 10 days, the minutes as published will be considered to accurately reflect the meeting.

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Kent B. Dussom P.E.  
Project Manager

**PROPOSED IMPROVEMENTS TO STATE ROUTE 9**

From US 278/State Route 6 near Pontotoc to US 78 near Sherman  
Pontotoc County, Mississippi

**State Project No. STP-2833-00(004) / 105094**

**MDOT Headquarters,  
First Floor Commission Room  
Jackson, Mississippi**

**Pre-Proposal Meeting**

**AGENDA**

**April 21, 2011**

**11:00 AM**

**MDOT is committed to protecting the environment during the Construction of SR 9. This meeting is an opportunity for MDOT to explain the full commitment to environmental excellence expected from the Contractor and for the Contractor to ask any final questions regarding the Project.**

**This meeting will be broadcast via the MDOT weblink. Each Proposal Team should have one Project Team member present.**

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|------------------|---|
| 11:00 – 11:10 AM | Introductory Comments and MDOT’s Commitment to Erosion Control Compliance<br><b>Melinda McGrath PE, Chief Engineer and Interim Executive Director</b> |
| 11:10 - 11:20 AM | MDOT Erosion Control Requirements<br><b>Brad Lewis, PE, State Construction Engineer</b>   |
| 11:20 – 11:30 AM | MDEQ Erosion Control Requirements<br><b>MDEQ Representative</b>   |
| 11:30 – 12:00 PM | Questions & Answers   |

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MDOT Administration Building  
Jackson, MS

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