

ENVIRONMENTAL PRE-CONSTRUCTION CONFERENCE AGENDA

1. Introductions

	Name	Phone number	Email Address
Project Engineer			
Superintendent			
Contractor's SWMP Administrator			
Supervisors or Foremen			
RWPCM			
CDOT SWMP Preparer or Reviewer			

2. Purpose of the Environmental Pre-construction Conference

- To discuss the terms and conditions of the Stormwater Management Plan (SWMP). Review the regulatory enforcement mechanisms outlined in 208.09 Failure to Perform.
- Project site review.
- At the conclusion of the Environmental Preconstruction Conference, each attendee is required to sign the Certificate of Understanding acknowledging that they understand the terms and conditions of the SWMP and the Permit. Any other individuals that comes onto the project site during construction (including sub-contractors and suppliers) shall also be made aware of these requirements and they are required to sign the Certification of Understanding. This Agenda and the Certification of Understanding must be included in Tab 15 of the SWMP Notebook.

3. Concept, Goal and Compliance

- Basic concept is that stormwater runoff caused by precipitation is OK. It's the pollutants collected in the runoff as it is conveyed through our construction site that is the problem.
- Our goal is to contain, reduce or eliminate the pollution to the stormwater runoff that is caused by the project's construction activities be it grading, paving, painting, or simply where we park our vehicles and dispose of our trash.
- This project has a Permit from the Colorado Department of Public Health and Environment (CDPHE). Under this Permit, facilities are granted authorization to discharge stormwater associated with construction activities into State waters of Colorado; however, there are regulatory requirements that we need to comply with to protect water quality as defined in the Permit.

- The SWMP must include a description of all stormwater management controls that will be implemented as part of the construction activity to control pollutants in stormwater discharges such as sediment, chemicals and trash.
- The Contractor is responsible for making their own determination as to the adequacy and locations of BMP types, and shall amend the SWMP in accordance with Section 208.

4. Project Start Date

- Prior to construction the Region Water Pollution Control Manager (RWPCM) and the contractor's SWMP Administrator shall:
 - Evaluate the project site for stormwater draining into or through the site.
 - Evaluate the project site for non-stormwater coming onto the site.
 - Review existing inlets and determine if protection is needed.
 - Review and identify sensitive habitats on site, wetlands and other vegetation (including trees) to be protected.

The anticipated start of construction is:

5. Inspections

- **7-day and post-storm event inspections** by the SWMP Administrator and Erosion Control Inspector (if required), Superintendent and Project Engineer per specification 208.03 (c) 2.
 - **Headquarter and Region water quality inspections** performed by the RWPCM per CDOT's Municipal Separate Storm Sewer System (MS4) permit. Attendees can include the RWPCM, the Project Engineer, the Superintendent, SWMP Administrator and Erosion Control Inspector (ECI) (if needed). Inspections with aforementioned representatives will perform an audit of the SWMP notebook and a MS4 compliance site inspection. The concept of these inspections is to initially assess each project for their level of environmental risk to adversely impact State waters, and then continually reassess the project's performance throughout the duration of the project. Environmental risk is based upon factors such as proximity to State waters, amount of acres of disturbance, type of project, soil classification, slopes and type of "findings" identified during the inspection. The findings identified in the inspection that need to be corrected must be documented within ESCAN.
- **Local Jurisdictional and Qualifying Local Program inspections** may also be required per Part 1, A.1 of the Permit unless a waiver or other agreement has been made.

6. Failure to Perform Erosion Control

- Failure to implement the SWMP is a violation of the Permit and CDOT specifications. Penalties will be assessed to the Contractor by the appropriate

agencies. Any penalties (including monetary fines) assessed to the Department for the Contractor's failure to implement the SWMP will be deducted from moneys due the Contractor in accordance with subsection 107.25 (c) 2. See subsection 208.09 for further information about notifying Contractor for incidences of failure to perform, liquidated damages, and stop work orders.

- **First Engineer Response** – The Engineer will provide immediate verbal notification to Contractor accompanied by a Form # 105 to the Contractor requiring immediate compliance with the Permit. The Contractor has 48 hours from 11:59 p.m. of the day the Form 105 was issued to complete the work. Compliance must be documented by a reply to the Form 105 of the corrected items. Documentation must be submitted to the Engineer by the following business day after the 48 hour period.
- **Second Engineer Response** – If required work is not completed within 48 hours of the issued Form 105, the Engineer will assess the appropriate liquidated damages. Liquidated damages will continue to accumulate for each calendar day until all corrections are completed as stipulated under revised subsection 208.09.
- **Third Engineer Response** – If the Contractor fails to correct compliance failures within 48 hours without acceptable justification, once liquidated damages are applied, the Engineer will issue a Stop Work Order in accordance with subsection 105.01.
- **Fourth Engineer Response** – If the Contractor's deferment request including the corrective action plan and schedule are not submitted within 96 hours of the initial notice, the Engineer will schedule an on-site meeting with the Resident Engineer, RWPCM, Superintendent, SWMP Administrator, and the Superintendent's supervisor.
- **Fifth Engineer Response** – If the Contractor remains non-responsive to requirements of the on-site meeting, the Engineer will start default and Contract termination procedures in accordance with section 108.8 of the Construction Manual.

The Contractor's deferment request shall be in writing and include the specific failure, temporary measures until final correction is made, the methodology which will be employed to make the correction and interim milestones to completing the work. The Region Water Pollution Control Manager (RWPCM), Engineer, the SWMP Administrator and the Contractor shall concur on this deferral and set a proposed date of completion. Based on the submittal date of the approved deferment Liquidated Damages and a Stop Work Order may not be mandated to the Contractor.

When a failure meets any one of the following conditions, the Engineer may immediately issue a Stop Work Order in accordance with subsection 105.01 irrespective of any other available remedy:

- It may endanger health or the environment.

- It consists of a spill or discharge of hazardous substances or oil which may cause pollution of the waters of the state.
- It consists of a discharge of stormwater which may cause an exceedance of a water quality standard.

7. Key Submittals

- SWMP Notebook will be provided to the Contractor at the time of the Environmental Pre-construction Conference. Notebook is and shall remain the property of CDOT. The notebook will be stored in the CDOT field office or at another on-site location approved by the Engineer. Notebook will include the first 4 items per specification 208.03 (d) 1:
 1. SWMP Plan Sheets.
 2. SWMP Site Map(s) and Project Plan Title Sheet.
 3. Copies of subsection 107.25, and Sections 207, 208, 212, 213, and 216 of the Standard Specifications, and the standard and project special provisions that modify them.
 4. Standard Plan M-208-1, M-216-1 and M-615-1.
- Certification that the contractor's appointed SWMP Administrator and ECI (if needed) has completed the Transportation Erosion Control Supervisor (TECS) training program. The SWMP Administrator and ECI shall be a person other than the Superintendent. The SWMP Administrator shall be responsible for developing, implementing, maintaining and revising the SWMP for the duration of the project.
- "Spill Response Plan" completed prior to the Environmental Pre-construction Conference. Work shall not be started until the plan has been submitted to and approved by the Engineer. Specification 107.25 (b) 6 and 208.06 (c).
- "List of Potential Pollution Sources" completed prior to the environmental preconstruction conference per specification 107.25 (b) 6.
- "Method Statement for Containing Pollutant Byproducts" statement submitted to the Engineer a minimum of ten days prior to the start of the construction activity per specification 107.25 (b) 13.
 - "Clean Equipment Certification" submitted to the Engineer that construction equipment has been cleaned prior to initial site arrival. Vehicles shall be free of soil and debris. Specification 107.25 (b) 20.
 - "Construction Dewatering Permit" (CDW) prior to dewatering operations (if any) per specifications 106.02 (b) and 107.25 (b) 8.
 - Written notification to downstream owners of water supply at least 15 days prior to dredging or fill operations (if any) per specification 107.25 (b) 9.
- Soil Retention Blankets (Subsection 216.02): A sample of the staples and a copy of the manufacturer's product data showing that the product meets the Contract requirements shall be submitted to the Engineer for approval.

8. SWMP Notebook:

This is for the SWMP Administrator to update and revise as needed. Read all areas prior to the start of construction to make sure they are correct and apply to this project.

208.03 (d) The following Contract documents and reports shall be kept, maintained, and updated in the notebook by the SWMP Administrator:

- (1) SWMP Plan Sheets - Notes, tabulation, sequence of major activities, area of disturbance, existing soil data, and existing vegetation percent cover, potential pollutant sources, receiving water, non-stormwater discharges and environmental impacts.
- (2) Site Map and Plan Title Sheet - Construction site boundaries, ground surface disturbance, limits of cut and fill, flow arrows, structural BMPs, non-structural BMPs, Springs, Streams, Wetlands and surface water. Also included on the sheets is the protection of trees, shrubs and cultural resources.
- (3) Specifications - Standard and Project special provisions related to Stormwater and Erosion Control.
- (4) Standard Plans M-208-1, M-216-1 and M-615-1
- (5) BMP Details not in Standard Plan M-208-1 or M-216-1 (Non-standard details).
- (6) Weekly meeting sign in sheet.
- (7) Calendar of Inspections -Calendar of inspections marking when all inspections take place.
- (8) Form 1176, Weekly meeting notes and inspection report
- (9) Region and Headquarter Water Quality Reports and Form 105(s) relating to Water Quality.
- (10)Description of Inspection and Maintenance Methods -
- (11)Spill Response Plan - Reports of reportable spills submitted to CDPHE
- (12)List and Evaluation of Potential Pollutants -
- (13)Other Correspondence e.g., agreements with other MS4s, approved deferral request, CDPHE audit documentation, Water Quality Permit Transfer to Maintenance Punch List and other miscellaneous documentation.
- (14)TECS Certifications of the SWMP Administrator and all ECIs, keep current through the life of the project.
- (15)Environmental Pre-construction Conference – Conference agenda with a certification of understanding of the terms and conditions of the CDPS-SCP and SWMP.
- (16)All Project Environmental Permits - All project environmental permits and associated applications and certifications, including, CDPS-SCP, Senate Bill 40, USACE 404,temporary stream crossings, dewatering, biological opinions and all other permits applicable to the project, including any separate CDPS-SCP obtained by the Contractor for staging area on private property, asphalt or concrete plant, etc.
- (17)Photographs Documenting Existing Vegetation –
- (18)Permanent Water Quality Plan Sheets - Plan sheets and specifications for permanent water quality structures, riprap.

