**Illinois Tollway A-40**

**Erosion and Sediment Control**

**Preconstruction Meeting**

**Sample Agenda**

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| --- | --- | --- | --- | --- |
| Project: |  |  |  |  |
| Contract Number: |  |  |  |  |
| DSE: |  |  |  | |
| CM: |  |  |  | |
| CM Erosion and Sediment Control Site Representative (ESCSR) |  |  |  | |
| General Contractor: |  |  |  | |
| General Contractor Erosion and Sediment Control Manager (ESCM): |  |  |  | |
| Landscape Contractor: |  |  |  | |
| Date: |  |  |  | |

*Required Attendees: CM, CCM, Illinois Tollway Project Manager, Illinois Tollway Environmental Planner, Contractor, Contractor’s Erosion and Sediment Control Manager, and Contractor’s Erosion Control/Landscape Subcontractor, and Tollway Independent Soil Erosion and Sediment Control Inspector (ISI). Optional Attendees/Invitees: DCM and DSE.*

*Information Available at Meeting: The CM shall ensure the following items as a minimum are available at the meeting: 1) Contractor’s Erosion and Sediment Control Schedule pursuant to Supplemental Specification 280.02; 2) Contractor’s ESCM Qualifications; 3) Copies of applicable permits (NPDES, 404/401), and 4) a complete set of the Contract Plans and documents.*

*Meeting Schedule: The CM shall ensure that the meeting is held prior to any earth disturbing work activities.*

*{ } depicts information to be supplied or verified by the CM. Information shown in italics is for information only.*

1. **Introduction (by CM)**
   1. Staff Introductions.
   2. Meeting Objective. *Note: CM to describe the expectations of the meeting. Reference Supplemental Specification 280.02(5).*
   3. Implementation Goals and Expectations. Erosion & Sedimentation Control (ESC) is an important issue to the Illinois Tollway. It is a legal responsibility as well as a public commitment. It is the responsibility of the Contractor and the Illinois Tollway to ensure that sediment from construction activities is contained within the project. *Mention and emphasize key elements of the erosion and sediment control plan as appropriate for the contract. Example key elements are provided below and should be revised or updated by the CM as appropriate for each project.* 
      1. Protect sensitive environmental resources, critical areas, mature vegetation
      2. Establish and maintain stabilized construction access
      3. Install sediment controls
      4. Stabilize inactive disturbed areas
      5. Protect storm drain inlets
      6. Control all stormwater pollutants
      7. Control dewatering discharges
      8. Provide permanent stabilization in stages
      9. Maintain BMPs
      10. Minimize the area of disturbance at any one time by phasing work
   4. Project Scope. *Note: CM to provide a brief overview of the contract scope including key elements of the work related to implementation of erosion and sediment control.*
   5. Project Start and End Date:***{MM/DD/YYYY – MM/DD-YYYY}***
2. **Responsibilities (by CM)**
   1. Engineer. *CM to provide a summary of the Engineer’s responsibilities with regard to erosion and sediment control. Reference Section 4.4.5.1 of the CM Manual.*
   2. Contractor. *CM to provide a summary of the Contractor’s responsibilities with regard to erosion and sediment control. Reference Supplemental Specifications 107.23 and 280.01.*
   3. Contractor’s ESCM. *CM to provide a summary of the Contractor’s Erosion and Sediment Control Manager’s responsibilities with regard to erosion and sediment control. Reference Supplemental Specification 280.02(3).*
3. **Permits (by CM/DSE)**
   1. ILR10 Permit
      1. An NPDES General Permit to Discharge Storm Water for Construction Site Activities isrequired for this project.
      2. If applicable, review permit conditions. *Reference S.P. 111.1.*
      3. Has the NOI been submitted to IEPA?
   2. 404 Permit
      1. A U.S. Army Corps of Engineers Section 404 Permit to Discharge Fill to Waters of the US **{is/is not}** not required for this project.
      2. If applicable, review permit status. *Note: CM to confirm that the permit has been received and a copy has been provided to the Contractor or is in the project file.*
      3. If applicable, review permit conditions.
   3. County Stormwater Management Agency
      1. A County Stormwater Management Agency Permit or waiver community (Village) permit **{is/is not}** not required for this project.
      2. If applicable, review permit conditions.
4. **SWPPP and ESC Plan (by CM/DSE)**
   1. Key Site Conditions. *Note: CM/DSE to review key aspects of the project site relevant to implementation of the erosion and sediment control plan. Common key elements are listed below and should be modified as appropriate for each project.* 
      1. Sensitive Environmental Resources
      2. Drainage Flow Patterns
      3. Stormwater Outlet Locations
   2. BMPs. *Open SP111.2 for project-specific information, review project site controls.*
      1. Initial Construction Items
      2. Temporary Stabilization
      3. Dewatering
      4. Dust Control
      5. Concrete Washout
      6. BMP Maintenance
      7. Removal of Temporary BMPs
      8. In-Stream Work
   3. Inspections. Inspections shall be performed jointly by the CM ESCSR and the Contractor’s ESCM. Refer to the ILR10 for inspection frequency and scope. *Discuss the content and process of administering the inspection reports and timing for uploading to the Tollway WBPM system. Reference Section 4 of the ILR10 permit and Section 4 of S.P. 111.2. Discuss the role of the Illinois Tollway Independent Soil Erosion Inspector (ISI).*
   4. Plan Changes During Construction. When identified, BMPs shall be maintained, added, modified or replaced within the time period specified by the Engineer. *Discuss the process of managing changes to the Erosion and Sediment Control Plan and/or SWPPP that may be required during construction.*
   5. Damages and Replacement of ESC Devices. Approved new or replaced BMPs (which have reached the end of their useful service life) will be measured and paid for in accordance with the established Contract unit prices. Devices damaged due to the Contractor's negligence from failure to maintain BMPs shall be replaced at Contractor’s expense.
   6. Violations and Corrective Actions. For any violation of the SWPPP, including those not required by the plan, and any illicit discharge exiting the right-of-way or to receiving waters, the Engineer will immediately report the incident to the Illinois Tollway Environmental Unit and shall be submitted electronically on the Incidence of Non-Compliance (ION) forms provided by IEPA within 12 hours. In addition, the Engineer will provide a written submission to the Illinois Tollway Environmental Unit and the project files within 5 days summarizing the incident(s) and actions taken. See the project SWPPP for further ION reporting requirements.
5. **Review of Project Schedule by Contractor**. Contractor to present and discuss their Erosion and Sediment Control Schedule submitted pursuant to Supplemental Specification 280.02(4).
6. **Submittals**. *Note: CM to review required Contractor submittals specified in Section 6 of the SWPPP.*
7. Contractor Dust Control Plan
8. Contractor In-Stream Work Plan, if applicable
9. **Penalties and Enforcement**.
   1. Illinois Tollway Supplemental Specifications Article 280.02(2)(1) – Advises the RE on assessing a monetary penalty and an issuance of Non-Conformance Report. Penalties, requires the Contractor to respond within 1/2 hour to 1 week based on the urgency of the situation and nature of the work effort required. The base value of the daily monetary deduction will be applied to each location for which a deficiency exists. The value of the deficiency deduction assessed for each infraction will be determined by multiplying the base value by a Gravity Adjustment Factor provided in Table A.
10. **End of Office-based meeting agenda**
11. **Field Visit by Team**. The Field Team shall perform a plan-in-hand review of the site and the ESC Plan.
12. Review locations of planned work relative to environmentally sensitive areas, stormwater outlets and outfalls to WOUS.
13. Review areas that may require special treatment or require modification to the SWPPP or ESC Plan.
14. Review the locations of initial construction BMPs to assess potential conflicts, discrepancies or constructability issues.
15. Review any areas of In-Stream Work or areas where dewatering may be required.
16. Review any planned staging areas or other areas within the ROW that will be used by the Contractor which are not covered in the design ESC Plan.
17. **Field Condition Adjustments of ESC Plan and SWPPP by CM (if necessary)**
18. What additional devices or BMPs are necessary?
19. What enhancements to the ESC plan are considered warranted?
20. What extra work items are required or likely to be required?