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## **MEMORANDUM**

**Date: May 9, 2012**

**To: Danny Searcy**

**From: David Odom**

**Re: Weekly Update on Grey Rock Activities – Projects 1-5**

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1. Project 1 was awarded on Monday to Sisk Grading. A preconstruction meeting was held yesterday on site at the back gate. The attendees were: Randy Wilson and Johnny Sisk both of Sisk Grading, Danny Searcy of Rutherford County, Bruce Baldwin of the Grey Rock HOA, and David Odom and Mike Hager of Odom Engineering. The following items were discussed:
  - a. Access – All access for construction equipment and trucks will be via the back gate. Bruce was going to provide the contractor with a copy of the key for this use. The contractor is in the process of mobilizing trucks and other equipment which will use this rear gate. Personal vehicles can use the front gate.
  - b. Prohibited Activities – The contractor was reminded that hunting is not allowed on the property and to ensure all employees and subcontractors are aware of this limitation.
  - c. Payment Requests – Payment requests will be submitted to Odom Engineering monthly. Retainage for the project is 5%. The ongoing maintenance line item will not be paid until the project is turned over to the HOA. All payment requests will be field verified with Odom Engineering and the Contractor prior to officially submitting.
  - d. Change Orders – All changes must be pre approved in writing prior to proceeding with any change to the work. Changes within the limits of the contingency will not require a written change order but must be approved with an email or other written approval.

- e. Contract Documents – The contractor was asked to provide a list of all employees (and subcontractors) who will be working on the project and their county of residence. This is a requirement before the contract documents can be signed.
  - f. Current changes - Odom Engineering will submit a change request to DENR to eliminate the skimmer basin. It is anticipated that this will be a cost neutral item. If approved, the request will result in fewer trees being cleared.
  - g. Schedule – The contractor will be mobilizing this week and is planning to begin work next week. The first item is to haul off the excess material identified on the plans.
  - h. Inspections – Odom Engineering will provide for all DENR required inspections (and documentation) along with frequent inspection reports of the overall project.
  - i. Information Flow – The contractor is to communicate directly with Odom Engineering who will communicate with the county.
  - j. Testing – The contractor will contact S&ME to arrange for proof rolling prior to installing the stone. No stone shall be installed without approval from S&ME. Odom will also observe the proof roll.
2. Project 2 advertisement is scheduled for this weekend.
3. Project 2 and Project 1 paving will have a mandatory pre-bid meeting on May 24<sup>th</sup> and the bid openings for both will be on May 31<sup>st</sup>.