



HIGHFILL

PRE-CONSTRUCTION MEETING SUMMARY

Highfill Infrastructure Engineering, P.C.
2703 Jones Franklin Road, Suite 201
Cary, North Carolina 27518
Tel 919-481-4342 | NC Firm License No. C-2586

Project: Wallbrook Off Site Sewer Improvements

Location: Virginia Water Drive Rolesville, NC

Date: December 4, 2023 @ 11am

Expected Attendees: Michelle Raby – Town of Rolesville
Michael Elabarger – Town of Rolesville
Brian Laux – Bolton and Menk
Christ Hurt – City of Raleigh
~~Tim Beasley – City of Raleigh~~
Decarus Vinson – City of Raleigh
Michael Isaac – Crosland Southeast
Aaron Katz – JPM South
~~John Myers – JPM South~~
Randy Smith – JPM South
Steve Kotnik - CAPCON
Jonathan Lewis – Combat Construction
~~Henry Shepley – Combat Construction~~
Chris Fody – Combat Construction
Edgar Rafeal Duran – DL Built
Arion Swanson – SunBelt Rentals
Brittany Holcutt – Wake County Fire Services
Joel Clark – Cardinal Civil
Brian Oschwald, HIGHFILL

Proj. No.: CSE2201

Subject: Pre-construction Meeting

The summary below outlines major discussion points and key decisions reached. Omissions of merit should be brought to the attention of the writer as soon as possible. **Action items are shown in bold format for quick reference.**

1. Communications:
 - a. The point of contact for the City of Raleigh is Chris Hurt
 - b. The point of contact for the Town of Rolesville is Brian Laux
 - c. The point of contact for Crosland Southeast is Michael Isaac
 - d. The point of contact for HIGHFILL is Brian Oschwald Resident Project Representative.
 - e. The point of contact for the contractor is Steven Kotnik

2. Contractor's Schedule:

- 1) Contractor will begin work January 2nd. Anticipating 5-6 weeks of field work to complete the sewer improvements.

3. Submittal Procedures:
 - a. All submittals shall be emailed to boschwald@hiepc.com.
 - b. **Upon review, HIGHFILL to send submittals to Chris Hurt and copy Decarus Vinson, both with the City of Raleigh.**

4. Working Hours:
 - a. Normal working hours are 7am to 7pm on weekdays and 8am-6pm on weekends.

5. Construction Coordination Meetings:
 - a. Due to the short duration of this project, monthly meetings will not be held.

6. Payment Procedures:
 - a. Pay applications and payments will be handled between the CAPCON and Crosland Southeast.

7. Requests for Information, Field Orders, Change Orders:
 - a. All RFIs, FOs and COs are official documents requiring signatures.

8. Traffic Control
 - a. Contractor needs to notify the Town 48 hours prior to any lane closures.

9. **Town of Rolesville Requirements:**
 - a. **The Town will forward complaints to Steven (CAPCON).**
 - b. If rock blasting is necessary, contact the Town and County Fire Department.
 - c. Parking: Crosland Southeast plans to reach out to the HOA to inquire about parking and material storage in the amenity parking lot. Parking on the street is allowed, but residents may complain.

10. City of Raleigh Requirements:

11. Wake County Environmental Services:
 - a. A separate pre-construction meeting will be held with Wake County Environmental Services on Friday December 8 at 12:00pm

MICHAEL ISAAC CSE

misaac@csero.com

Randy E. Smith JPM South

Randy@JPMSouth.com

AARON KAATZ JPM SOUTH

AARON@JPMSouth.com

Chris Fody Combat Construction

cfody@combatconstructioncompany.com

Jonathan Lewis Combat Construction

jlewis@combatconstructioncompany.com

ARION SWANSON SUNBELT RENTALS

ARION.SWANSON@SUNBELTRENTALS.COM

Edgar Rafael Duran DL

eduran@dl-built.com

Steven Kotnik CapCon

Steven@CapConNC.com

Brittany Hocutt - Fire Services brittany.hocutt@wake.gov

BRIAN LAUX - BMI

brian.laux@Bolton-menk.com

Joel Clark - Colonel Const

jclark@cardinalserv.com

Decarus Vinson - Raleigh Water

decarus.vinson@raleighnc.gov

Chris Hurt - Raleigh Water

Chris.Hurt@Raleighnc.gov

Michele Rabby - TOR P II

Michele.RABBY@Rolesville

NC.GOV

Michael Elabarger - TOR SR PLNR

michael.elabarger@rolesville.nc.gov