Enter TRIM File Number

**PRE-CONSTRUCTION MEETING AGENDA**

|  |  |
| --- | --- |
| Owner: | Enter Ultimate Recipient Name |
| Project Description: | Enter Project Name |
| Project Number: | Enter Project Number |
| Date: | Tap to enter a date |
| Location: | Enter location |

**IN ATTENDANCE:**

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| --- | --- | --- | --- |
| Name | ORGANIZATION | Email | Phone |
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Those Absent:

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| Name | ORGANIZATION | Email | Phone |
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|  | Item | COMMENTS |
| --- | --- | --- |
| 1 | **APPOINTMENT OF OFFICIALS AND REPRESENTATIVES** [Identify who will be in authority for giving direction to the contractor on site] |
| a | Owner Representative*Owner Representative must be cc’d on correspondence sent to the consultant that impacts schedule, costs and notification of delay.* ***Applicable Yes or No****. Please select one* | Name:Position:Phone #:Email: |
| b | Contractor | Name:Position:Phone #:Email: |
| c | Contractor Site Superintendent | Name:Position:Phone #:Email: |
| d | Consultant (e.g. Design Engineer/Project Manager)*This individual is responsible for communicating decisions to the contractor related to changes or interpretation of design documents.*  | Name:Position:Phone #:Email: |
| e | Consultant Site Inspector*(These Minutes must be copied to this individual)* | Name:Position:Phone #:Email: |
| f | Project Representative – Municipal Infrastructure*Project representative must be cc’d on correspondence sent to the consultant that impacts schedule, costs and notification of delay.* ***Applicable Yes or No****. Please select one* | Name:Position:Phone #:Email: |
| g | Regional Engineer – Municipal Infrastructure*Regional Engineer must be cc’d on correspondence sent to the consultant that impacts schedule, costs and notification of delay.* ***Applicable Yes or No****. Please select one* | Name:Position:Phone #:Email: |
| h | Other | Name:Position:Phone #:Email: |
| **2** | **Sub-Contractors** |
| a |  | Name:Position:Phone #:Email: |
| b |  | Name:Position:Phone #:Email: |
| c |  | Name:Position:Phone #:Email: |
| d |  | Name:Position:Phone #:Email: |

|  | Item | Comment / Action Required | Responsibility / Due Date |
| --- | --- | --- | --- |
| 3 | Award Letter |
| a | Has a formal award letter from the Owner been issued to the contractor (i.e.: issued by the consultant on behalf of the Owner or by the Owner exclusively)? |  |  |
| b | Has the award letter been forwarded to the MI Regional Engineer and Project Representative? |  |  |
| c | Has the Regional Engineer awarded and Published the award of the tender results in MERX. |  |  |
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| 4 | Scope Review |
| a | Background | * This project is funded through the Enter Cost Shared Funding Program. This program requires that approved scopes and outcomes are met in order to be compliant with program parameters. It must be fully understood by all parties that deviations from the approved scope, either additions or subtractions, may result in additional costs to the Owner, or corresponding reductions in approved funding, respectively.
 |  |
| b | Scope:  | Insert Approved Scope. |  |
| c | Outcomes: | Insert Approved Outcomes. |  |
| d | KML: | Attach copy of kml. |  |
| e | Deviation from the approved scope | * Deviation from the approved scope is generally not supported. In extreme cases, the Owner may request a scope change. Depending on the funding program, this may require approval from Infrastructure Canada. Timeliness of the request is important.
* Work completed prior to a scope change request will not be considered.
* UR must use form available from MI’s website.
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| 5 | Project Sign |
| a | Location | * Project sign is to be installed at the project site prior to the start of work. The location should not interfere with the progression of work.
* Location to be approved by the Owner.
* Please note the value to be placed on the project sign shall be the Total Eligible Costs (Less GST/HST Rebates) and not the Total Project Cost

* Status reports for construction costs will not be paid until a photo of the installed sign is received.
 |  |
| b | Materials | * A Proper (i.e. Federal or Provincial) MI project sign is required using Dibond or plywood, as outlined in the Master Specification.
* Sign to be 4’x8’
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| 6 | Drawings |
| a | Issued for Construction Drawings  | Electronic copy to be issued to MIX paper copies to be delivered to the Contractor |  |
| b | Redline site drawings / As-Builts | * Contractor to have a set of paper drawings marked up as work progresses with as built information
* This is to be turned over to the Consultant at the end of construction
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| 7 | Items required before work starts |
| a | Letter of Good Standing – Work Place NL |  |  |
| b | Certificate of Recognition – Letter of Good Standing | * Letter must state that the contractor has their Certificate of Recognition current for the project year and that there is no outstanding issues or requests from NLCSA to maintain their COR status.
 |  |
| c | Certificate of Training Forms | * Project relevant training certificates must be submitted for all employees to ensure training is current and approved.
 |  |
| d | Site Specific Safety Plan | * Contractor to submit to Consultant for Review.
* Consultant to circulate to Ultimate Recipient and MI – to: Project Rep. CC to Regional Engineer
* The site-specific manual must be provided as a PDF copy and include the following:
	+ Project Hazard Assessment
	+ Hazard identification, evaluation and control procedures
	+ Safety policies and responsibilities
	+ OHS committee/ Representative/ Delegate responsibilities
	+ Subcontractor compliance procedures
	+ Health & safety rules and enforcement
	+ Health and safety inspection procedures
	+ Accident & incident investigation procedures
	+ Emergency preparedness procedures & emergency contact information
	+ Relevant Safe Working Procedures for the project,
	+ Site specific orientations forms
	+ Procedures for working within public health measures
 |  |
| e | Certificate of Insurance |  |  |
| f | Traffic Plan |  |  |
| g | Hourly rates of all employees on the project with payroll records. | Required in anticipation of Force Account work being required. |  |
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| 8 | Other documentation required (within 14 days of Award) |
| a | Performance Bond |  |  |
| b | Labour & Materials Bond |  |  |
| c | Blasting Insurance Coverage (if applicable) |  |  |
| d | Wharves Piers & Docks Insurance Policy (if applicable) |  |  |
| e | All Risk Builders Insurance Policy (if applicable) |  |  |
| f | Construction Schedule – See Construction Schedule below for other issues to be discussed | * The schedule must be provided no later than 1 week after the date of award and a minimum of 2 days prior to the first project meeting
 |  |
| g | List of Sub-Contractors |  |  |
| h | Detailed Breakdown of Lump Sum Bid |  |  |
| 9 | Contractor Obtained Permits |
| a | NL Power (Permit to work overhead wires) | * If power line work is required it is CRITICAL for this work to be initiated as soon as possible to avoid delays.
* Contractor to monitor and report progress monthly or more frequently to demonstrate work will not be interrupted.
 |  |
| b | Bell Aliant (Telephone) |  |  |
| c | Underground Release for digging from all authorities – NL Power or NL Hydro |  |  |
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| 10 | Liability For Engineering Fees |
| a | Time to Complete | * XX working days,
* Engineering Fees for the consultant past this will be the responsibility of the contractor. Ensure the contractor fully understand this line item.
 |  |
| b | Substantial Performance Date | Enter Date of Substantial Performance |  |
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| 11 | Progress Claims / Status Reports / Payments |
| a | Submittal Documents | * The following documents are to be included with each status report claiming construction costs:
	+ Invoices
	+ Form 14
	+ Form 18 (forward every 2 weeks to MI)
	+ Inspection reports
	+ Photos of work
	+ Daily logs
	+ Weigh scale tickets
 |  |
| b | Form 14 - Daily Contract Time Control Sheet | * Must be filled out by the inspector and signed by the contractor (not an electronic version) on a daily basis and it is to be submitted with each status report.
 |  |
| c | Form #18 – Daily Site Report | * Must be filled out by the resident inspector for all contractor work activities. Contractor to assist consultant with manpower reporting and equipment on site for various work activities.
* Short description of work MUST be included by Inspector including any Force Account details.
* Daily Reports are to be submitted every 2 weeks to MI including photos. Payment will not be issued unless submitted.
 |  |
| d | Procedure for Completion of Contract Payment Form and entry of Status Reports | * Contractor shall work with the consultant for completion of the Contract Payment form on a monthly basis. Once complete the Consultant shall enter the Status Report in MSIS with all supporting documentation as required for back up.
* Only eligible costs will be paid. Should the status report include costs for items that are ineligible by the department or funding program, the status report will be adjusted accordingly and the balance paid or returned to the consultant (depending on complexity of changes required)
* The Town should NOT pay any funds until the status report is approved by MI. The Town is responsible for interest to the contractor/consultant if the timelines in the agreement are surpassed.
 |  |
| e | Timing for Submittal | * Progress Claims to be submitted between 25th and end of month.
* A claim is to be submitted each month unless:
	+ No work was performed, or
	+ The value of the Status Report is less than $1,000 (before HST). These Status Reports are to be held until a more substantial report is to be submitted, unless it is the final Status Report for a project.
 |  |
| f | Material on Site | Payment per specifications. |  |
| g | Contractor’s Request for Substantial Performance | * See below for items related to Construction Schedule and Substantial Performance evaluation and certificate issuance.
* The Certificate of Substantial Performance has to be requested by the Contractor at the appropriate phase of the contract. Consultant to advise the Ultimate Recipient of the date of substantial performance inspection so they have the opportunity for participation in the identification of deficient work.
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| 12 | Construction Schedule  |
| a | Hours of Work – contractor to inform standard working plan, hours of work per day, days per week, holidays | Daily work hours – Weekly working days -  |  |
| b | Construction Start Date – Planned | * Start Date (14 days from award maximum)
 |  |
| c | Construction Start Date – Actual | * Consultant to inform the Project Representative of the Actual Start Date
 |  |
| d | Construction End Date – Planned |  |  |
| e | Construction End Date – Actual | * Consultant to inform the Project Representative of the Actual End Date
 |  |
| 13 | Substantial Performance and Deficiencies |
| a | Substantial Performance:  | * The contractor shall notify the consultant in advance of anticipated substantial performance– this will not be automatically issued by the Consultant.
* When advised by the contractor, in writing that the project has reached substantial performance, the consultant shall within 10 days verify the validity of the application. If obtained the Consultant shall issue a Form 12 – Certificate of Substantial Performance to the contractor and copy the Owner, MI Project Representative and MI Regional Engineer.
* Please note that if a substantial performance inspection is completed by the consultant and the contractor has not obtained substantial performance, then future inspections by the consultant will be charged back to the contractor as the Owner only reimburses the consultant for 1 substantial performance inspection service event.
 |  |
| b | Substantial Performance Inspection: | * Consultant to complete a substantial performance inspection and value the deficiencies as per standard industry practice to determine if the contract is eligible for issuance of this certificate.
* The Deficiency list and values will be provided to the Contractor and the Certificate of Substantial Performance will be issued if obtained.
 |  |
| c | Deficiencies | * The Consultant will provide this deficiency list to the contractor within 3 days of the inspections.
* Deficiencies List will be generated from the substantial performance joint inspection completed by the consultant (and ultimate recipient representatives).
* The value of deficiencies will be 2 times the value to complete the work.
* The value of the deficiency list (as provided to the contractor) shall be retained from the base contract value and shall not be released until all deficiencies are corrected. This list and information shall be uploaded in MSIS when applying for full contract payouts in MSIS
 |  |
| d | Mechanics Lien Holdback | * The Owner shall release all holdback retained to the contractor 30 days after substantial performance has been obtained and Form 12 received by all parties.
* The Town should NOT release the holdback funds until this form is received.
* MI transmits the Holdback with each status report payment. The Town is required to hold this in a separate account.
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| 14 | Total performance |
| a | Certificate | * Certificate of Total Performance (Form 13) shall be issued by the consultant when this is obtained by the contractor
* Provide copy to the MI Project Representative, Regional Engineer, and to the Owner. Final payment will not be released until received by MI.
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| 15 | Easements or Land Acquisition Required |
| a | Status of Request | * Easements are the responsibility of the Owner to request.
* Could take up to a year so this should be a status update from the consultant.
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| 16 | Safety Requirements |
| a | Site Specific Safety Plan (SSSP) - CONSULTANT | * Copies of Safety Training required for resident inspector shall be required when requested and shall be placed in the Consultants SSSP.
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| b | Notification of Safety deficiencies | * Inspector (or Owner if present on site) will notify Occupational Health & Safety if Deficiencies Observed are not corrected or addressed in a timely manner.
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| 17 | ENVIRONMENTAL REQUIREMENTS  |
| a | Fuel |  |  |
| b | Storage | * Storage in watershed areas in accordance with environmental permit.
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| c | Dewatering |  |  |
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| 18 | CHANGES IN THE WORK (EXTRAS) |
| a | Request for Change Order | * The Contractor shall in a timely manner, request any change in work they deem as required, so that delays in the work are not incurred. Copied to MI project Representative.
 |  |
| b | Approval | * Change orders and changes to the approved scope/location of works to be pre-approved by MI Regional Engineer.
* No payment without prior approval.
* All Force Account work shall be addressed on a daily basis.
* It is suggested that the Town complete a Delegation of Authority form to expedite the approval process.
 |  |
| c | Payment of Change Order work | * Consultants are advised not to submit Change Order requests or payments for Change Order through MSIS. They will be immediately rejected.
* All Change Orders submitted for payment must be approved by MI and the town/LSD prior to be submitted for payment in MSIS.
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| 19 | OWNER’S Site Office & Equipment |
| a | Location |  |  |
| b | RequirementsAccessibility |  |  |
| c | Equipment Required |  |  |
| d | Temporary Communication | * If cell phone services are not available and landline is available, contractor provides and pays for temporary telephone and internet access for own use and use of the Owner. The Owner will pay for long distance calls placed by the Owner.
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| 20 | Surveying and Layout |
| a | Provide Control Points & Contractor Responsible for All Layout |  |  |
| d | Work Completed by the Contractor NOT approved for payment | * Contractor is hereby notified that any work completed without prior approval by the UR and MI is solely the responsibility of the contractor and shall not be considered for payment.
* The contractor is advised that they must follow the terms of the contract in good faith.
* Providing requests for change orders and force account work after monthly status reports are signed off, or previous status reports finalized, or after issuance of substantial performance will not be considered for payment and shall not be deemed to be in dispute unless previously identified under the terms of the contract and notice sent to the owner.
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| 21 | Shop Drawings (if applicable) |
| a | Format to be Used |  |  |
| b | List of Items Requiring Shop Drawings(Populate prior to meeting) |  |  |
| c | Shop Drawing Log | * To be maintained by the Consultant.
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| 22 | Special Owner Requirements |
| a | Material Storage |  |  |
| b | Operation of Valves or other aspects of Town Water & Sewer System |  |  |
| c | Water Supply Interruption Notice Required (announcements) |  |  |
| d | Disposal of Surplus Fill (Up to 2 km free haul) | * Ultimate Recipient has first right of refusal of surplus fill. Contractor shall immediately bring to the attention of MI and UR any expenses or costs the contractor feels they are owed if surplus fill if hauled greater than 2 km. Additional costs will not be negotiated after disposal occurs shall not be granted as legitimate costs as the UR has the right to mitigate all costs associated with any change order item in advance of a cost incurrence.
 |  |
| e | Entering onto Private Property  | * Written Approval/Agreement to be given to Consultant Prior to Entering
 |  |
| f | Servicing of Vacant Lots  | * Servicing of vacant lots will not be covered under MI project funding. Town may choose to service vacant lots at the Town’s own expense.
 |  |
| g | After Hour Contacts (three names and phone numbers required) | * After hours work – Contractor will be given 4 hours to respond to all call out (unless an Emergency). If no response is received within 4 hours the Town/third party will undertake the work and all costs incurred will be charged to the Contractor
 |  |
| h | Contact with local residents | * Contractor employees should not discuss any item with any resident, if resident asks a question, refer them to consultant representative
 |  |
| 23 | REINSTATEMENT |
| a | Topsoil & Sodding/Seeding |  |  |
| b | Asphalt  | * Transportation and Works requires recap of the lane on provincially owned roads with asphalt disturbance
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| 24 | PIPE BEDDING |
| a | Sieve Analysis Required Before Material Used | * Results are to be less than 2 years old
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| 25 |  ASPHALT QUALITY CONTROL |
| a | Aggregate Testing |  |  |
| b | Mix Design | * Mix Design is to be less than 2 years old when asphalt is placed or a new mix design is required.
 |  |
| c | Asphalt Tests |  |  |
| d | Placing |  |  |
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| 26 | Changes iN Project Team |
| a | Consultant Change in Personnel | * Changes to be requested per the PCA, and pre-approved prior to starting work on the project.
* Resume indicating equivalent experience will be required.
* Copies of safety training for the replacement inspector to be promptly submitted.
 |  |
| b | Contractor Change in Key personnel | * Changes are to be approved per spec.
 |  |
| 27 | Town Comments |  |
|  |  |  |
| 28 | MUNICIPAL INFRASTRUCTURE Comments |  |
|  |  |  |
| 29 | Contractor Comments  |  |
|  |  |  |
| 30 | Consultant Comments |  |
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