|  |
| --- |
| **Pre-Construction Meeting** |
| *The Pre-Construction Meeting initiates the Construction Phase of the project. The meeting provides an opportunity for project personnel from the Region, the Consultant and the Contractor to introduce themselves and to establish a common understanding of the key construction requirements for the project. Discussion topics include, but are not limited to, communication protocols, health and safety requirements, environmental protection, contract administration, and site inspection. For additional information, refer to the Consultant Requirements Manual, Phase 8, Task 8.1.2.* |

|  |  |  |
| --- | --- | --- |
| [Project Number] – [Project Name] | | |
| [Date] | [Time] | [Location/Room] |
| Participants | York Region:  [CPD Engineering Manager]  [CPD Project Manager / Core Team Member]  [CPD Project Technologist]  [CPD Construction Administrator]  [CPD Construction Coordinator]  [CPD Environmental Specialist]  [CPD Hydrogeologist]  [CPD Communications and Community Engagement Specialist]  [PMO Delivery Performance Team Representative]  [IAM Manager]  [IAM Core Team Member]  [OMM Manager]  [OMM Core Team Member]  [OMM Staff, as applicable]  [OMM Capital Support Coordinator]  [PCS/SCADA Representative]  [S&I Compliance Specialist]  [HR Contractor Safety Specialist] | Consultant:  [Project Manager]  [Site Inspector]  [Contract Administrator]  [System Integrator]  [Subject Matter Experts, as applicable] |
| Contractor:  [Project Manager]  [Site Supervisor]  [Estimator]  [Foreman / Team Lead]  [Health and Safety Manager] |
| Other Stakeholders:  [Transportation Department Representatives, as applicable]  [Other Department Representatives, as applicable]  [Local Area Municipality Representatives, as applicable]  [External Agency Representatives, as applicable] |
| Regrets | <Name (Organization)> | |

|  |
| --- |
| **Part A: All Invitees**  The first part of the meeting should include topics that are pertinent to all stakeholders. This includes introductions, project overview, correspondence concerning the contract, health and safety, project and quality management and controls, construction schedule, and permits and approvals. |

|  | **Introductions and Project Overview** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Project team introductions (round table), including role and responsibility on the project | | |
|  | Project Overview   * Project Description * Objectives * Construction Scope and Exclusions * High level schedule milestones | | |

|  | **Correspondence Concerning the Contract** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Official project name, number | | |
|  | Business names, street addresses, telephone numbers for Region, Consultant, Contractor | | |
|  | Key Contact information   * Region, Consultant, and Contractor Project Manager names, telephone numbers, e-mail addresses * List of Site Supervisory Staff and contact information * List of Subcontractors and contact information | | |
|  | Internal time Project Costing ID for TEAMS | | |

|  | **Health and Safety Requirements** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Confirmation of receipt and review of the Pre-Bid Hazard Assessment Form, Designated Substances Survey, Confirmation of Responsibilities Form, and the General Health and Safety Requirements Form | | |
|  | Review of the Pre-Start Health and Safety Review Determination Checklist | | |
|  | Identification / management of hazards inherent to the work | | |
|  | Identification / management of designated substances, chemicals and materials | | |
|  | Personal protective equipment to be worn by employees | | |
|  | Safety related equipment / supplies to be available at all times (first-aid kits, fire extinguishers, cellular phones, emergency contact list) | | |
|  | Operating and emergency procedures | | |
|  | Procedures for responding to health and safety issues identified by the Region | | |
|  | Procedures for managing Ministry of Labour Orders | | |
|  | Procedures to be followed in the event of an incident causing death, a critical injury, or a disabling injury to an employee | | |
|  | Emergency Contact List   * Overview of On-Call process * Current contacts and process for updating the emergency contact list | | |

|  | **Project and Quality Management and Controls** | [PMO / YR PM] | [##] minutes |
| --- | --- | --- | --- |
|  | Conducting the Scheduling Workshop | | |
|  | Conducting the Risk Workshop | | |
|  | Use of Project Server for schedule, issues, risks, change, and document management | | |

|  | **Construction Schedule** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Key dates   * Start date * Commissioning dates * Substantial / Total Completion date * Important timing windows (regulatory, etc.) | | |
|  | Proposed hours of work – start and finish times | | |
|  | Construction Sequencing   * Overview of main activities * Crews / construction staff resourcing plan | | |

|  | **Permits and Approvals** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Regulatory approvals and conditions | | |
|  | Construction approvals and conditions | | |
|  | Property (easements, permissions to enter) | | |

|  |
| --- |
| **Part B: Communications Planning**  This part of the meeting covers topics related to communications with the public. Members of the project management team, construction/contract administration and site inspection team and the contractor’s stakeholders should remain for the discussion. The Region’s Communications and Community Engagement Specialist should facilitate this discussion. |

|  | **Communications Plan for Construction** | Communications and Community Engagement Specialist | [##] minutes |
| --- | --- | --- | --- |
|  | Development of Communications Plan for Construction   * Identification of Stakeholders   + Ministry of Labour - Occupational Health and Safety Branch   + Utilities – Cable TV, Bell, Gas and Hydro and any local water utilities groups, and in some instances private utilities   + Road Authorities   + York Region District and Separate School Boards   + Police, Fire Department and Ambulance   + Canadian National and GO Transit Railways, CP Rail or railway owners /operators   + Permit and Approval Authorities – MECP, MNR, Transport Canada, Conservation Authorities, etc.   + Property Owners, Business Owners, and Tenants   + Special / Local Interest Groups and Ratepayers Associations   + York Region officials   + Local Municipality officials * Anticipated notifications and processes   + Site signage   + Development and review of notices   + Distribution of notices | | |
|  | Process for recording and addressing stakeholder (public) complaints | | |
|  | Process for making updates to PVMS signage | | |

|  |
| --- |
| **Part C: Operations**  This part of the meeting covers topics related to operations. The Region’s Operations, Monitoring and Maintenance staff, the project management team, the construction/contract administration and site inspection team and the contractor’s stakeholders should remain for this part of the discussion. |

|  | **Operations** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Operational constraints   * Considerations for working in an operating facility * Maintenance of service (bypass requirements, etc.) | | |
|  | Process for requesting licensed operators / operations resources | | |
| * 1. + | Process for shutdown requests | | |

|  | **Testing, Commissioning, and Training** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Pre-Commissioning Documentation Checklist and Sign-off Form   * Expectations for compilation of documentation | | |
| * 1. + | Training   * Requirements | | |

|  |
| --- |
| **Part D: Contract Administration and Site Inspection**  This part of the meeting covers topics related to contract administration and site inspection. Members of the project management team, construction/contract administration and site inspection team and the contractor’s stakeholders should remain for the discussion. |

|  | **Contract Status** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Date of Order to Commence | | |
|  | Status of Formal Document Execution   * Workplace Safety and Insurance Board Clearance Certificate * Certificate of Insurance * Bonds | | |
|  | Contract Documents and Drawings   * Issued for Construction drawings * Other Contract documents required by Contractor | | |

|  | **Site Office** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Discuss type, requirements, and location | | |
|  | Notices for posting at Site Office   * MOL Notice of Project * Other documentation in accordance with the OHSA | | |
|  | OPSS and OPSD books at the site office | | |

|  | **Contract Administration** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Construction Site Meetings   * Location, day, time, and frequency | | |
|  | Schedule Updates   * Expectations and timing | | |
|  | Payment of invoices   * Start and end dates for payment periods * Preliminary estimates for payment * Pre-invoice submission meetings * Proper invoice submission requirements | | |
|  | Procedures for Extra Work/Change Orders   * Consultant’s role * Signing authority * Procedure for extra work claims (notifications and timelines) | | |
|  | Provisional Work/ Cash Allowances   * Procedure for proceeding with provisional work * Procedure for proceeding with cash allowances | | |
|  | Third Party Claims and Liens   * Notifications and reports | | |
|  | Process for submission of RFIs | | |
|  | Expectations surrounding drawing and documentation submittals   * Shop Drawings * As-Built Drawings   + Submission of as-built GPS coordinates   + Declaration of Complete and Accurate As-Built Documentation * Equipment Manual * Operations Manual * Asset Tagging * [Additional submittals as applicable to the project] | | |
|  | Material and Equipment   * List of pre-selected equipment * List of suppliers of major equipment * Requests for substitution procedure * Material testing procedures and payment * Material storage on-site | | |

|  | **Site Inspection** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Preconstruction Survey and Report   * Expectations | | |
|  | Site Works Diary   * Expectations | | |
|  | Traffic Control   * Signs, traffic control staff persons | | |
|  | Environmental Protection Requirements   * Necessary protection measures (construction fencing, run-off control/siltation ponds, dust control, mud control, tree protection, fueling of equipment, etc.) | | |
|  | Excess Soils and Haul Routes   * Load limits * Streets specified by local municipalities * Location of disposal sites | | |

|  |
| --- |
| **Part E: Work Procedures**  This part of the meeting covers topics related to work procedures for the project. Members of the construction/contract administration and site inspection team and the contractor’s stakeholders should remain for the discussion. |

*Note: The agenda items in the Work Procedures sections should be customized based on the type of work that is applicable to the project. Items listed should be based on work as outlined in the specification divisions and should highlight key expectations/procedures associated with the work. Some examples are provided below.*

|  | **Work Procedures** | [Facilitator] | [##] minutes |
| --- | --- | --- | --- |
|  | Division 1 – General Requirements   * Mobilization and Demobilization * Environmental Protection * Preparation * Cleaning | | |
|  | Division 2 – Site Works   * Dewatering * Excavation * Dust Control * Aggregates * Fences * Seeding | | |
|  | Division 3 – Concrete   * Forms * Reinforcement * Curing and Finishing | | |
|  | Division 4 – Masonry   * Grout * Reinforcement * Brick/Concrete | | |
|  | Division 5 – Metals   * Fabrications * Stairs / Handrails | | |
|  | Division 6 – Wood and Plastics   * Rough Carpentry * Finish Carpentry | | |
|  | Division 7 – Thermal and Moisture Protection   * Waterproofing * Insulation * Roofing | | |
|  | Division 8 – Doors and Windows   * Frames * Hardware | | |
|  | Division 9 – Finishes   * Tiling * Painting and Coatings | | |
|  | Division 10 – Specialties   * Manufactured specialties | | |
| * 1. D | Division 11 – Equipment   * Pumps, tanks, mixers, blowers, fuel systems, etc. | | |
|  | Division 12 – Furnishings   * Lab equipment | | |
|  | Division 13 – SCADA and Instrumentation   * Flow, pressure, chemical | | |
|  | Division 14 – Conveying Systems   * Hoists, cranes, lifting devices | | |
|  | Division 15 – Mechanical   * Pipes and fittings * Valves * Plumbing * HVAC | | |
|  | Division 16 – Electrical   * Cables and wiring * Motor drives * Backup power * Lighting | | |