# GENERAL

## Scope of Work

### The Consultant will schedule and arrange for meetings throughout the progress of the Work, prepare a meeting agenda with regular participant input and distribute with written notice of each meeting, preside at meetings, record minutes to include any significant proceedings and decisions, accept participant feedback/comments and amend minutes as required and reproduce and distribute copies of the minutes, after each meeting, to the participants and any parties affected by meeting decisions. Minutes are to be distributed within one week of the meeting following sign-off by the Region.

## Related Sections

### Section 01010 – Summary of Work

### Section 01025 – Measurement and Payment

### Section 01040 – Coordination

### Section 01300 – Submittals

### Section 01310 – Construction Schedules

### Section 01351 – Health and Safety

### Section 01400 – Quality Control

### Section 01505 – Mobilization and Demobilization

### Section 01520 – Field Office

### Section 01501 – Construction Sequencing

### Section 01770 – Closeout Procedures

### Section 01810 – Equipment Testing and Facility Commissioning

## Measurement and Payment

### The work outlined in this Section shall be included in the lump sum price for Section 01200-Meetings as indicated in Item No. A1.01 of the Bid Form.

## Preconstruction Meeting

### The Contractor shall be prepared to discuss the following subjects, at a minimum:

#### Health and Safety

#### Required schedules

#### Status of Bonds and Insurance

#### Sequencing of critical path work items

#### Progress payment procedures

#### Project changes and clarification procedures

#### Use of Site, access, office and storage areas, security and temporary facilities

#### Major Product delivery and priorities

#### Contractor’s Safety Plan and representative

#### Spill Contingency Plan

#### Environmental Protection

#### Potential conflicts/issues that could slow or stop construction

#### Coordination of Work with Region’s OMM group.

### The Contractor shall be prepared at the Preconstruction Meeting to sign or submit signed copies of the following documents:

#### Pre-Work Hazard Assessment Form

#### Consultants, Contractors and Suppliers IMS Performance Requirements

### Attendees will include:

#### Region’s representatives

#### Contractor’s representatives, including the Project Manager and Site Supervisor

#### Any Subcontractors’ representatives whom the Contractor may desire, or the Consultant may request to attend

#### Consultant’s representatives

#### Others as appropriate

### A pre-construction meeting agenda template, (see Section 1200A) is included as a supplement to this Section.

### The Contractor shall:

#### Comply with the Consultant's allocation of mobilization areas of site; for field offices and sheds, for access, traffic, and parking facilities.

#### During construction coordinate use of site and facilities through Consultant's procedures for intra project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.

#### Comply with instructions of Consultant for use of temporary utilities and construction facilities.

## Scheduling Workshop

### As set forth in Section 01310 – Construction Schedules.

### Establish a time and location of meetings and notify the parties concerned minimum of 5 days before meeting.

## Progress Meetings

### The Consultant will schedule regular progress meetings at the Site, conducted biweekly to review the Work progress, the progress schedule, shop drawing and sample submission schedules, applications for payment, Contract modifications, and any other matters requiring discussion and resolution.

### Attendees will include:

#### Region’s representative(s), as appropriate

#### Contractor, Subcontractors, and suppliers, as appropriate

#### Consultant’s representative(s)

#### Others as appropriate

## Quality Control and Coordination Meetings

### Quality control and coordination meetings will be scheduled by the Consultant on a regular basis and as necessary to review test and inspection reports, and other matters relating to quality control of the Work, the work of the Subcontractors, and coordination of the Work (including issues related to the facilities ongoing operation).

### Attendees will include:

#### Contractor.

#### Contractor’s designated quality control representative.

#### Subcontractors and suppliers, as necessary.

#### Consultant’s representatives.

#### Region’s representatives or as appropriate

## Facility Startup Meetings

### The Contractor shall schedule and attend a minimum of two facility startup meetings. The first of such meetings shall be coordinated with the Region and shall be held prior to submitting the Facility Startup Plan, as specified in Section 01810 - Equipment Testing and Facility Commissioning, and shall include preliminary discussions regarding such plan.

### Agenda items shall include, but not be limited to, content of the Facility Startup Plan, any coordination needed between the various parties in attendance, and any potential problems associated with startup.

### Attendees will include:

#### Contractor

#### Contractor’s designated quality control representative.

#### Any Subcontractors and equipment manufacturer’s representatives whom the Contractor deems to be directly involved in facility startup

#### Consultant’s representatives

#### Region’s operations personnel

#### Local Area Municipality representatives

#### Others as required by the Contract Documents or as deemed necessary by the Contractor and/or the Region.

## Other Meetings

### Other meetings will be scheduled in accordance with the Contract Documents and as may be required by the Region and the Consultant.

### The Region reserves the right to call additional Site meetings, or to request the attendance of particular personnel at any meeting.

## Supplement

### The supplement listed below, attached following “END OF SECTION”, forms a part of this Section

#### Section 01200A - Pre-Construction Meeting Agenda Template

# PRODUCTS (NOT USED)

# EXECUTION (NOT USED)

**END OF SECTION**