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| Version | Date | Description of Revisions |
| 1 | August 30, 2006 | Approved final document. |
| 2 | September 27, 2007 | Minor revisions by Legal Services |
| 3 | September 23, 2009 | Review/update of the document “Related Sections” |
| 4 | September 27, 2010 | Minor revisions |
| 5 | May 27, 2011 | Minor revisions |
| 6 | March 20, 2012 | Addition of References and Replacement Parts sections on this page. |
| 7 | July 6, 2012 | Change tab settings for page 1-4. |
| 8 | April 9, 2015 | General Formatting |
| 9 | December 11, 2015 | Minor clarifications based on comments by Legal Department. (AAM) |
| 10 | November 28, 2017 | Updated reference to Section 01310 – Construction Schedules (AAM) |
| 11 | April 9, 2019 | Updated references to Section 01200A (BM) |
| 12 | April 20, 2021 | 1.4 revised to reflect new Health and Safety Guide for Construction Contractors (BM) |

NOTE:

This is a CONTROLLED Document. Any documents appearing in paper form are not controlled and should be checked against the on-line file version prior to use.

**Notice:** This Document hardcopy must be used for reference purpose only.

**The on-line copy is the current version of the document.**

# 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

### [Under "Related Sections", identify other Sections that are related to, and/or dependent on, the work results or information specified elsewhere. The list should be limited to Sections with specific information that the reader might expect to find in this Section, but is specified elsewhere. For example, if hardware for aluminum entrances is specified in the aluminum entrance Section, a cross-reference would be appropriate in the finish hardware Section. The purpose of this cross-referencing is for information only, to aid in finding those other requirements—not to define the scope of the Section.

### Cross-referencing here may also be used to coordinate assemblies or systems whose components may span multiple Sections and which must meet certain performance requirements as an assembly or system.

### Contractor is responsible for coordination of the Work.

### This Section is to be completed/updated during the design development by the Consultant. If it is not applicable to the section for the specific project it may be deleted.]

### [List Sections specifying related requirements.]

### Section [\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_\_]: [Optional short phrase indicating relationship].

### 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 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. [XX] in the Schedule of Prices.

## 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.

#### Region’s LEED certification expectations for project.

### 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**