

PRE-START MEETING AGENDA

PRE-START MEETING

SUGGESTED ATTENDEES (select and/or add appropriate representatives):

ADMINISTRATIVE REPRESENTATIVES	NOTIFIED?		ATTENDED?	
	YES	NO	YES	NO
Project Manager				
Contract Administrator				
Contract Administrator Inspectors				
Contractor				
Subcontractor(s)				
MTO Head, Area Claims				
MTO Head of Operational Services Representative (local patrol, sign shop, electrical, etc.)				
Maintenance Contractor				
Maintenance Superintendent				
Maintenance Coordinator				
MTO Head, Quality Assurance				
MTO Quality Assurance Officer(s)				
MTO Quality Assurance Engineer				
MTO Contract Services Administrator				
MTO Area Contracts Engineer/Area Manager, Construction				
MTO Environmental staff				
MTO Structural staff				
MTO Pavements & Foundations staff				
<u>MTO Foundations staff</u>				
MTO Electrical staff				
MTO Geotechnical staff				
MTO Traffic Section				
MTO Advanced Traffic Management/ITS staff				
MTO Road User Safety <u>Transportation Safety Division</u>				
<u>MTO Commercial Safety and Enforcement</u>				
MTO Property Office				
Design Team				
Ontario Provincial Police				
Regional/Municipal Police				
External Environmental Agency Representatives (MECP, MNRF, Conservation Authority, Metrolinx, DFO, etc.)				

PRE-START MEETING AGENDA

ADMINISTRATIVE REPRESENTATIVES	NOTIFIED?		ATTENDED?	
	YES	NO	YES	NO
Ministry of Labour				
MNRF Geomatics, Surveying staff				
Emergency Services (Fire Response, Ambulance, etc.)				
Local Traffic Authorities				
Local Transit Authorities				
Municipality Road Superintendent				
Railway Representative				
Health and Safety Representative				
Utilities (Please identify)				
Others (Please identify)				

~~For Contracts with Special Provision 100S55—New Adjudication Process in the Construction Act, the Contract Administrator shall, in advance of the pre-start meeting:~~

- Confirm with the MTO Contract Services Administrator, the names of the MTO staff that will be notified when the Contractor will issue its Notice of Adjudication to the Nominating Authority.

PRE-START MEETING	
Meeting No:	
Meeting Date:	
Meeting Location:	
Meeting Time:	

CONTRACT NO:

CONTRACT DESCRIPTION:

PURPOSE: The pre-start meeting is held after the Contract has been awarded, and before the start of any Work on the Contract.

ATTENDEES:

Name	Title	Firm	Telephone	E-mail

PRE-START MEETING AGENDA

Reminder: The Contract Administrator shall send the meeting minutes to all meeting attendees.

AGENDA ITEMS:

Item No.	Description	Action(s) Assigned
1	Health and Safety	
1.1	Discuss Health and Safety	
1.2	Remind the Contractor of their duties with respect to construction and traffic safety and the Occupational Health and Safety Act	
2	Contract Contacts	
2.1	Confirm the identity of the Contractor's Site Representative and alternates with signing authority to be included as Resources record in WBCMS	
2.2	Remind the Contractor that the person with signing authority in WBCMS must have a RRA role	
2.3	Confirm the MTO project contacts with signing authority	
2.4	Determine the location of the Contractor's field office and yard	
2.5	Confirm the location of the Contract Administrator's field office	
2.6	Assemble the emergency 24-hour phone numbers	
2.7	Reminder: copies of emergency name, position and phone numbers to be sent to the MTO CSA, O.P.P., Regional or Municipal Police, Maintenance/AMC Patrol, Area Office and/or Radio Room <u>Traffic Operations Centre (TOC)</u> /COMPASS Centre with contract number and location	
2.8	For Contracts with Special Provision 100S55— New Adjudication Process in the Construction Act, the Contract Administrator shall, at the pre-start meeting: <ul style="list-style-type: none"> Provide the Contractor with the names of the MTO staff to be included in the Notice of Adjudication. 	
<u>2.9</u>	<u>Discuss expectations for a reasonable response time by the Contractor when there is an emergency situation.</u>	
3	Concerns	
3.1	Discuss the concerns of any other interested agencies	
3.2	Address any concerns identified by the Ministry of Labour	
3.3	Address any concerns with Road User Safety	
3.4	Discuss concerns of MTO's maintenance and operational staff	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
4	WBCMS	
4.1	Discuss requirement outlined in SSP 400S69100F71	
4.2	Reminder: upload all received correspondence in appropriate folder (example: Ministry of Labour folder under Documents in File Manager in the project tree)	
4.3	Reminder: Contractor is required to upload qualified firms under the construction contract Resource List	
4.34	Reminder that all related documentations are to be uploaded to the Third-Party Agreements folder under Documents in File Manager in WBCMS	
4.45	Reminder: Upload proposed haul routes to the designated folder under Documents in File Manager in WBCMS under the construction contract	
4.56	Reminder: Upload CVOR documents to the designated folder in File Manager under Documents in WBCMS under the construction contract	
4.67	Reminder: Contractor to create the Turnover Agreement record and upload pertinent sign-off information from third parties to the attachment portion of the Turnover Agreement record in WBCMS	
4.78	Reminder: all environmental assessment and permits are in WBCMS	
4.89	Remind the Contractor to upload all permits/approvals and/or amendments to the Environmental folder located in File Manager under the Documents folder in the construction contract in WBCMS.	
4.940	Reminder: any land agreements signed between the Contractor and Property Owner(s) to the designated Documents File Manager folder under the construction contract in WBCMS.	
4.1044	Reminder the Contractor to upload scanned, signed permits to the Environmental folder in File Manager under the Documents folder under the construction contract in WBCMS	
4.112	Reminder: WHMIS Forms uploaded in the WHMIS folder in File Manager under Documents in WBCMS	
4.123	Reminder that PHM 125 Drawings Document folder are to be uploaded in File Manager of the construction contract in WBCMS	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
4.1 34	Reminder that the ASL Release Form and other Pit Plans or Contractor submissions are to be uploaded to the Aggregate Sources subfolder under the Contractor Submissions folder <u>in File Manager</u> in the Document folder	
4.1 45	Reminder: Any agreements stemming from changes, issues or contract requirements shall be uploaded to the a Third-Party Agreements folder under Documents folder <u>in File Manager</u> under Construction contract in WBCMS .	
4.1 56	Reminder: Any agreements stemming from changes, issues or contract requirements (ie: OPSS 180 Property Owner sign-off sheets) are uploaded to the a Third-Party Agreements folder <u>in File Manager</u> under Construction contract in WBCMS	
4.1 67	Reminder: Word k Directive record <u>is</u> within WBCMS	
4.1 78	Reminder: Utilize the Invoices record app within WBCMS for all payments	
4.1 89	Reminder: Any damage incidents shall be recorded under the Incident <u>Notification s</u> -Record within WBCMS .	
4.1 920	<p>Reminder: Substantial Performance Application record within WBCMS and submitted to the CA for review. Upon approval of the application, the certificate will be available for creation.</p> <p>Certificate of Substantial Performance issued to the Contractor.</p> <p>Contractor to export certificate, along with workflow history, and submits to Daily Commercial News (DCN) to a <u>construction trade newspaper</u> for publishing.</p> <p>Once DCN the construction trade newspaper provides in return the Proof of Publication, Contractor returns <u>to</u> the Certificate of Substantial Performance record in WBCMS and attaches it, while also inputting the date of publication into the record and closing out the record.</p>	
4.2 01	<p>Reminder: Contractor performance assessments (Form Bs, Deviations, etc.) recorded within the appropriate record within WBCMS.</p> <p>Contractor Performance Rating documents created independently of the system, utilizing all performance assessment records entered throughout duration of the Contract.</p>	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
4.2 12	Reminder: adjustments to be paid by OPAs in WBCMS . Liquidated Damages are to be assessed through WBCMS as an OPA.	
4.2 23	Reminder: Infraction Reports initiated by the CA and submitted through WBCMS	
5	<u>Schedule Reconciliation</u>	
5.1	Schedule reconciliation dates (how often, when)	
<u>5.2</u>	<u>Discuss Contractors initial Critical Path / Baseline Schedule - labour and Equipment resources intended to be used including the use of multiple crews or shifts, the anticipated number of days and hours worked per week, and the regular hours of work each day.</u>	
6	Lump Sum Items	
6.1	Discuss Lump sum items and how to pay prorated	
7	Vehicle Weight and Overloading	
7.1	Discuss Vehicle Weight and Overloading Issues	
7.2	Reminder: Contractor is responsible for any overloading that occurs on the contract, and that the MTO RUS will monitor compliance	
7.3	Reminder: Contract Administrator will notify MTO RUS when overloading is suspected	
8	Haul Routes	
8.1	Discuss haul routes proposed by the Contractor	
8.2	Outline the Contractor's responsibilities (load limits, responsibilities of Contractor, local by-laws, etc.)	
9	CVOR	
9.1	Discuss CVOR General Condition 7.06.01	
10	Weighing of Materials	
10.1	Review the requirements of OPSS 102 General Specification for Weighing of Materials	
11	Environmental Assessment and Permits	
11.1	Remind the Contractor that a copy of the project's Environmental Screening Document and environmental permits/approvals are available (in WBCMS)	
11.2	Confirm environmental permits/approvals and/or	
11.3	Discuss with Contractor concerns about project requirements and if they foresee any Contract changes needed for the Work	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
11.4	Remind the Contractor that they must take into account the processing time with the application process of permits	
11.5	Remind the Contractor that copies of any permits/approvals they acquire must be provided to the Contract Administrator prior to commencing the related Work	
11.6	Confirm that Contractor received any draft Permit(s) to Take Water or reports to support water taking registrations prepared in design	
11.7	Confirm if there is any area that Contractor plans to disturb outside the Work specified limits	
11.8	Review key environmental requirements of the contract.	
11.9	Remind the Contractor's responsibility for providing environmental protection measures	
11.10	Remind the Contractor that applicable environmental forms in the Contract Documents Remind the Contractor of completed forms to be submitted to the Contract Administrator	
11.11	Remind the Contractor that environmental timing constraints must be complied	
11.12	Confirm if there are outstanding submissions of any environmental drawings or plans that are required by the Contract Documents	
11.13	Remind the Contractor that approvals go through a duration of time	
11.14	Confirm the designated Inspector who will monitor environmental protection/ mitigation and maintain an environmental diary	
12	Contractor's Contacts	
12.1	Confirm if there is any outstanding information is missing	
13	Incident Management Plan	
13.1	Confirm Contractor Incident Management Plan has been received and discuss responsibilities	
14	Species at Risk	
14.1	Discuss payment 3	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
15	Traffic and Construction Staging	
15.1	Remind the Contractor of responsibilities with respect to traffic, staging, detours, traffic control, maintenance of traffic, signing in accordance with Ontario Traffic Manual (OTM) Book 7 Temporary Conditions, Freeway Detour Signing Guidelines, safety precautions, and Special Provisions	
15.2	Discuss PHM125 Drawings	
15.3	Discuss minimum clearances (horizontal and vertical; protocol for advising about clearances) must be maintained in accordance with the contract drawings and specifications.	
15.4	Discuss measurement for pre-construction bridge clearances for each lane for shoulders by the Contract Administrator	
15.5	Discuss any reduced speed zones to be in effect	
15.6	Discuss concerns of any other interested agencies	
15.7	Discuss notification of closures, detours, etc. to be provided to emergency services, municipalities, transit authorities, etc.	
16	Electrical and ITS/ATMS	
16.1	Confirm date for Pre-Start Electrical & ITS/ATMS meeting	
17	Quality Assurance	
17.1	Discuss the requirements for properly managing non-conformances to QC Performance Measures and the consequences of major and minor deviations	
17.2	Confirm date for pre-pave meeting	
17.3	Confirm date for concrete meetings	
17.4	Remind the Contractor that coordination with the Regional Structural Section will be required to be inspected	
17.5	Confirm the Contractor of the name and location of the QA lab	
17.6	Remind the Contractor of sample delivery responsibilities	
18	Structural	
18.1	Discuss if separate meeting with MTO Structural is required	
18.2	Discuss OSCLIS Reporting	
18.3	Discuss plant inspections	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
19	Geotechnical	
19.1	Discuss geotechnical concerns	
19.2	Discuss if separate meeting with MTO Geotechnical is required	
19.3	Remind the Contractor of legislative responsibilities and MTO process for operating non-commercial pits and quarries	
19.4	Discuss disposal areas to confirm volumes and environmental suitability	
19.5	Discuss ASL for MTO aggregate sources	
20	General	
20.1	Confirm if there are any Contract Submissions outstanding	
20.2	Discuss Contract requirements including: <ul style="list-style-type: none"> Identify unique project requirements, MTO commitments and constraints Reminder that Instructions from the Contract Administrator must be adhered to in all cases and that disregarding verbal instruction will result in written notices and could ultimately result in an Infraction Report being issued 	
20.3	Reminder: Documents to be provided to the Contractor by the Contract Administrator: <ul style="list-style-type: none"> Standard forms related to the contract Templates Pavement Marking Drawings 	
20.4	Reminder: Copy of the Contract "Fair Wage Schedule" to be posted in the Contractor's site trailer, at the weigh scale, and one copy posted in the Contract Administrator's field office.	
20.5	Discuss the Contract layout	
20.6	Reminder: Changes in the work: <ul style="list-style-type: none"> The Contractor is not required to proceed with the Change in the Work until a Change Order has been issued. 	
20.7	Discuss the requirements in the Construction and Maintenance Change Order <u>& Payment Adjustment</u> Manual	
20.8	Discuss the requirements in the Information and Compensation Requests and Dispute Resolution Manual.2	
20.9	Discuss process for issuing a Work Directive when there is a dispute as to whether a Change Order should be issued (record within <u>WBCMS</u>)	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
20.10	Discuss MTO General Conditions of Contract for Progress Payment. Confirm cut-off dates for each monthly progress payment.	
20.11	Discuss safety and legal aspects of Damage to Permanent or Temporary Installations (Directive PHY-B-102)	
20.12	Remind the Contractor that all claims (Damage Claim Report) during the construction period will be forwarded to the Contractor	
20.13	Discuss maintenance of the highway within the construction zone in accordance with the General Conditions of Contract, and the Highway Maintenance Transfer Agreement (PH-CC-771-A, B)	
20.14	Discuss Substantial Performance and Contract Completion requirements	
20.15	Discuss Contractor Performance Rating (CPR) and CPR pilot	
20.16	Discuss Payment Adjustment Clauses: <ul style="list-style-type: none"> Requirements for assessing adjustments (bonuses/financial consequences and incentives/disincentives) in accordance with Special Provisions and/or operational constraints 	
20.17	Discuss the Infraction Report: <ul style="list-style-type: none"> Initiated by the CA, for issuing and receiving an Infraction Report with emphasis on impacts. 	
20.18	Discuss Contract meetings: <ul style="list-style-type: none"> Held at regular intervals Other meetings (utility, municipal authorities) held as required Discuss if other pre-start meetings are required (other than standard ones). For example for Soils and Aggregates (when OPSS 1005 is included for example), Rail, utilities, or Foundations work 	
20.19	Discuss correspondence: <ul style="list-style-type: none"> All contract correspondence must flow through the Contract Administrator Remind the Contractor to submit an Information Request for routine requests, clarification, or questions 	
20.20	Remind the Contractor that when submitting a claim, it shall be one Claim per Request for Clarification (RFC), Extension of Time Request (EoT) or Compensation Request (CR) in accordance with the MTO General Conditions of Contract. Multiple RFCs, EoTs or CRs combined into single claim submissions will not be accepted.	

PRE-START MEETING AGENDA

Item No.	Description	Action(s) Assigned
<u>20.21</u>	<u>Reminder: Discuss proper communications protocol when submitting Contract related questions and proposals.</u>	
<u>20.22</u>	<u>Remind the Contractor that no signs flags, or displays other than those identified in the Contract are to be displayed throughout the Contract limits.</u>	
21	Property	
21.1	Discuss property restrictions, expropriations, easements, clearances, restrictions, Permission to Enter agreements, terms of each property agreements.	
22	Railways	
22.1	Discuss Railways communication protocol and coordination	
22.2	Discus legal agreement and/or work permit	
22.3	Exchange emergency contract and site representative contact information	
22.4	Discuss Operational Constraints advising the Contractor of railway safety requirements and the Contractor's obligations as a MTO's contractor working within Federal Regulated Railway right-of-way	
22.5	Confirm that appropriate insurance requirements are in place in accordance with Special Provisions or the railway requirements.	
22.6	Discuss flagging requirements including: flag-person's role and responsibility, flagging schedule plan, flagging shifts, notification of flagging request, reschedule and cancellation, etc.	

All final meeting minutes shall be uploaded to the Meeting Minutes record in ~~WBCMS~~.

If there are any significant errors or omissions in these minutes, please contact the undersigned within 1 week of receiving these minutes.

Meeting adjourned at (date/time):

Minutes prepared by:

Date of distribution of minutes:

Signed by Contract Administrator:

Date: