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| **PROJECT:** | | **CONTRACT NO:** | |
| **CONSULTANT:** | | | |
| **CONTRACTOR:** | | | |
| **PROJECT SPONSOR:** | | | |
| **DATE:** | **TIME:** | **LOCATION:** |  |

1. **Introductions** 
   1. Alberta Transportation Team & Roles
   2. Consultant Team & Roles
   3. Contractor Team & Roles
   4. Sub-Contractor & Activities
   5. 511 Alberta Responsibilities
2. **Contract Administration**
   1. Lines of Communication
   2. Partnering process and issue resolution ladder
   3. Contractor Performance Management Program: Interim and Final Evaluations
   4. Weekly Reporting
   5. Site Occupancy/Lane Closure
   6. Standard Alberta Transportation Forms
   7. Special Requirements/Special Provisions
   8. Progress Payments
   9. Site Meeting & Minutes of Meeting
   10. Extra Work, Completion Date Extensions and Claims Process
   11. Process for Interim & Construction Completion Inspections
   12. Warranty
   13. Expectation for Tri-Party Meeting
3. **Schedule and Contractor Work Plan**
   1. Start Date
   2. Work Plan & Schedule
   3. Hours of Work
   4. On-Site Personnel/Superintendents
   5. Schedule Update Frequency
4. **Safety Pre-Construction**
   1. Safety TAS OH&S Review (refer to Appendix A.s01)
   2. Attendees & Emergency Contacts (refer to Appendix A.10)
   3. Traffic Accommodation Strategy
   4. Monthly Health & Safety Summary (refer to Appendix A.11)
   5. Project Completion Health & Safety Review (refer to Appendix A.15)
   6. Worksite Inspection Reports
   7. Accident Notification/Utility Reports (refer to Appendix A.s04 & A.s05)
5. **Environmental**
   1. ECO Plan
   2. Drainage/Erosion Control
   3. Topsoil survey and conservation
   4. Monitoring (Turbidity, Fish Capture & Release, etc…)
   5. Borrow Excavation reclamation requirements
   6. Regulatory Agency Notice
6. **Utilities**
   1. Utility Co-ordination Meeting
   2. Railways
   3. Agreements
   4. Issues
7. **Construction/Bridges** 
   1. Plans
   2. Property Issues
   3. Survey Requirements
   4. ATV’s in ROW Permits
   5. Aggregate Sources
   6. Quality Assurance and Quality Control
   7. Clearing/Stripping/Excavation/Topsoil Placement & Seeding
   8. Haul Routes/Maintenance of Access & Detour Roads
   9. Identification information for truck haul registry
   10. Dust Abatement
   11. Bridge/culvert issues
   12. Concrete/Aggregate Tests/Concrete Mix Designs
   13. Layout/Stockpile Locations
   14. Shop Drawings/Procedures
   15. Welding Procedures/Certificate
   16. Office Trailer
   17. Piling
   18. Girder Erection
   19. Deck Pours
   20. False Work Drawings
   21. Fabrication Inspections
   22. Illumination
   23. Line painting
8. **Other** 
   1. Stakeholder Interests
   2. Media & Public Contact