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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