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| **PROJECT NUMBER & DESCRIPTION:** |
| **PROJECT MANAGER:** |
| **PROJECT SPONSOR:** |
| **CONSULTANT:** |
| **DATE:** | **LOCATION:** |

Edit these agenda items to suit the project. Please note this is not a complete list.

1. AT project scope and schedule.
2. Utility scope and known utility information.
3. Potential conflicts and design alternatives that may avoid or minimize conflicts.
4. The SUE investigation and hydrovac requirements.
5. Locate requests and expected timelines for locates to be done.
6. Constraints that may impact the schedule including required timelines
	* Utility agreements, funding for Pre-Engineering work, Cost Estimates, etc.
	* Permits and regulatory approvals
	* Environmental approvals
	* ROW and easement requirements
	* Utility Design – Discuss with the Utility Owner when they can begin their utility design. Some indicated commencing the design when the Preliminary Design Criteria is met and some indicated when the 60% Design Criteria is met.
	* Utility Adjustment schedule
	* Lead time
	* Response to and from
	* Others
7. Utility installation tolerances, Standards and Guidelines to be followed, etc.
	* Note among other AT standards, the utility design must meet the Permit application and installation procedures to protect any future highway plans. The standards can be found in the AT website, see the Link below.

<https://www.alberta.ca/permits-for-utility-line-installation-by-a-provincial-highway.aspx>

1. Potential for utility adjustment partnering e.g. joint trenches, using a common contractor, etc.
2. Utility coordination/communication plan.
3. Anticipated schedule for upcoming utility coordination meetings.
4. Other items necessary.