

Pre-Construction Meeting Agenda

ATTENDANCE: Joanne Morrissey, Mayor
Brian Hurley, Councillor
Shelia Hall Town Clerk
Brad Wilson Dexter Construction
Lester Antle Dexter Construction
Dwayne Parsons Dexter Construction

Moein Shahwan DMAE (Telephone)
Chris Roberts, Harris & Associates Ltd.

Community: Town Of North River
Date: July 16, 2020 at 1:30pm - 2:15pm
Project: Madengail Lane Storm Sewer

STANDARD LIST OF ITEMS TO COVER	COMMENTS
1. Appointment of Officials Representatives Town	<i>Shelia Hall Town Clerk - 709-786-6216 After Hours 709-786-9306</i>
Contractor	<i>Dwayne Parsons. - 699-9368, Brad Wilson - 725-3118 Dexter Construction</i>
Consultant	<i>Chris Roberts - 589-7864 Harris & Associates Limited</i>
2. Sub-Contractor	<i>N/A</i>
3. Award Letter	<i>June 15, 2020</i>

STANDARD LIST OF ITEMS TO COVER	COMMENTS
4. Drawings Issued for Construction Drawings	<i>2 copies submitted to contractor at this meeting Drawings issued for construction June 19, 2020</i>
5. Items required before work starts Letter of Good Standing – Workers Compensation	<i>provided at meeting</i>
Certificate of Recognition – Letter of Good Standing	<i>provided at meeting</i>
Certificate of Training Form	<i>provided at meeting</i>
Copy of Safety Manual Including Covid-19 pandemic Plan	<i>provided at meeting</i>
Certificate of Insurance	<i>provided at meeting</i>
6. Other documentation required (within 14 days of Award) Performance Bond	
Labour & Materials Bond	<i>To be provided before start up of project</i>
Blasting Insurance Coverage (if applicable)	<i>N/A</i>
Wharves Piers & Docks Insurance Policy (if applicable)	<i>N/A</i>
All Risk Builders Insurance Policy (if applicable)	<i>N/A</i>
Construction Schedule	<i>To be submitted before start of work</i>
List of Sub-Contractors	<i>N/A</i>
Detailed Breakdown of Lump Sum Bid	<i>N/A</i>

STANDARD LIST OF ITEMS TO COVER	COMMENTS
7. Contractor Obtained Permits Fisheries & Oceans	<i>N/A</i>
NL Power (Permit to work overhead wires)	<i>N/A</i>
Department of Transportation and Works	<i>N/A</i>
8. Liability For Engineering Fees Time to Complete	<i>6 days (60 hrs) based on a 10 hour work day. Tentitive start date July 23, 2020</i>
Substantial Completion Date	<i>July 30, 2020</i>
Engineering Charges	<i>Contractor will be responsible for expenses over the 6 days unless an extension is approved by DMAE</i>
9. Progress Claims Procedure (who completes & submits)	<i>Contractor completes in conjunction with the site inspector</i>
Timing for Submittal	<i>Progress Claims to be submitted between 25th and end of month</i>
Material on Site	<i>Invoice required</i>
Contractor's Request for Substantial Completion	<i>Substantial Completion Certificate has to be requested by the Contractor at the appropriate phase of the contract – this will not be automatically issued by the Consultant</i>
10. Construction Schedule Delivery Schedule	<i>To be provided</i>
Easements or Land Acquisition Required	<i>Not required but private land may fall in work area and will be restored</i>
Discuss any Special Requirements or Areas of Concern	
Town Requirements	

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Start Date (14 days from award maximum)	<i>July 23, 2020</i>
Hours of Work	<i>7:00am to 6:00pm Monday to Friday</i>
11. Safety Requirements Signage	<i>discussed and agreed upon</i>
Vests, hard hats, boots etc.	<i>discussed and agreed upon</i>
Trench Boxes	<i>discussed and agreed upon</i>
Confined Spaces	<i>discussed and agreed upon</i>
Equipment	<i>discussed and agreed upon</i>
Inspector will notify Occupational Health & Safety if Deficiencies Observed	<i>discussed and agreed upon</i>
Portable Washrooms	<i>Portable on site.</i>
12. Environmental Requirements Fuel	<i>Contractor is aware of proper fuel handling with regards to Environment</i>
Storage	<i>Contractor is aware of proper fuel handling with regards to Environment</i>
Pumping	<i>Contractor is aware of proper fuel handling with regards to Environment</i>
13. Changes in the Work (Extras) Change orders to be pre-approved by regional engineer. No payment without prior approval. DMAE to be Notified of Extra Work ASAP	<i>discussed and agreed upon.</i>
Contactor to Notify Inspector Immediately	<i>discussed and agreed upon.</i>

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14. Engineering Site Office & Equipment Location	N/A
Requirements	N/A
Equipment Required	N/A
15. Surveying and Layout Provide Control Points & Contractor Responsible for All Layout	<i>Supplied by Harris and Associates</i>
16. Shop Drawings (if applicable) Format to be Used	<i>Reviewed and Approved by Harris and Associates</i>
List of Items Requiring Shop Drawings	<i>Storm Manholes</i>
17. Special Owner Requirements Project Signs	Project Sign's to follow regulations outlined in DMAE circular dated June 15, 2020. This is an ICIP project with requires the Rural GI federal signage.
Material Storage	<i>stored on site as needed</i>
Operation of Valves or other aspects of Town Water & Sewer System	N/A
Easements (if applicable)	N/A
Local Labour	<i>Not required</i>
Detours (procedure & notifications required)	<i>Contractor will accommodate residents to have access to their properties</i>
Water Supply Interruption Notice Required (announcements)	N/A

STANDARD LIST OF ITEMS TO COVER	COMMENTS
Disposal of Surplus Fill (Up to 2 km free haul)	<i>Town will advise disposal site</i>
Entering onto Private Property – Written Approval/Agreement to be given to Consultant Prior to Entering	<i>Inspector and contractor will work together to ensure this is done</i>
Servicing of Vacant Lots No Services in this contract	<i>Servicing of vacant lots will not be covered under DMAE project funding. Town may choose to service vacant lots at the Town's own expense.</i>
After Hour Contacts (three names and phone numbers required) Refer to item #1 for contact names and numbers	<i>After hours work – Contractor will be given 4 hours to respond to all call out (unless an Emergency). If no response is received within 4 hours the Town/third party will undertake the work and all costs incurred will be charged to the Contractor</i>
18. Reinstatement Topsoil & Sodding/Seeding	<i>discussed and agreed upon</i>
Asphalt (Transportation and Works requires full recap of provincially owned roads with asphalt disturbance greater than 20%)	<i>discussed and agreed upon</i>
19. Pipe Bedding Sieve Analysis Required Before Material Used	<i>Bedding has already been approved for past projects</i>
20. Asphalt Quality Control Aggregate Testing	<i>discussed and agreed upon</i>
Mix Design	<i>discussed and agreed upon</i>
Asphalt Tests	<i>discussed and agreed upon</i>
Placing	<i>discussed and agreed upon</i>
21. As-Built Drawings Contractor Responsible to Provide info to Inspector	<i>discussed and agreed upon</i>
22. Communication With Residents Contractor employees should not discuss any item with any resident, if resident asks a question, refer them to consultant representative	<i>discussed and agreed upon</i>

STANDARD LIST OF ITEMS TO COVER	COMMENTS
<p>23. Town Comments</p>	<p><i>Brian questioned how much of the ditch would be cleaned and deepened. The contract only calls for the area at the end of the new storm sewer. Town can request to have this cleaning extended if they wish.</i></p>
<p>24. DMAE Comments</p>	<p>Copies of Safety Certificates required for resident inspector. Changes in resident inspector to be pre-approved by the department, copies of safety certificates for the replacement inspector to be promptly submitted. <i>Ensure photos of project sign and photos of construction are submitted as outlined in Information Circular dated June 15, 2020</i></p>
<p>25. Contractor Comments</p>	<p><i>No additional comments</i></p>
<p>26. Consultant Comments</p>	<p><i>Contractor must provide "Hazzard Assessment and Safe Work Plan". Contractor must hold weekly toolbox meetings (at least one meeting biweekly and provide meeting minutes to Harris and Associates Ltd.)</i></p>