# For details and instructions on how to complete this document, click [ ¶ ] icon under Home tab to display Hidden Help text.

**Meeting Purpose**

The Contract Administrator (CA) shall convene the meeting and include representatives of management from the various parties who have the authority to make decisions so as to resolve any problems that may arise.

This meeting should be held in conjunction with a Site Inspection to verify site conditions and the need for preparatory works.

* Introduce Contract personnel from the City, the CA, and the Contractor; usually persons representing utilities, other City Departments, key Sub-contractors and other Contractors who have a major impact on the Work;
* Establish lines of authority and lines of communication;
* Review the status of the Contract, Contract Schedule, etc.

For further information regarding this template, refer to *the Project Management – Contract Administration Procedure*.

**Purpose of the Pre-Construction Agenda and Minutes of Meeting Template**

The Pre-Construction Meeting Minutes template includes the required topics/items for discussion in a Pre-Construction Meeting and can be regarded as a “Pre-Construction checklist”.

The template is to be used to keep proper detailed minutes of the Pre-Construction meeting, and distributed to all parties for confirmation of accuracy in the recording.

To be effective, these Minutes must be distributed in a timely manner to all parties for confirmation of the accuracy of the Minutes, and to allow sufficient time for required actions to be taken prior to the next site meeting.

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| --- | --- | --- | --- | --- |
| **Date of Meeting:**  Select the date of the Meeting from the Calendar. |   |   | **Time of Meeting:** Enter the time of the pre-construction meeting. |   |
| **Meeting Location:** Enter the meeting location. |   | **Minutes Issued:** Select the date the Meeting minutes were issued. |   |
| **Project Name**: Enter the subject contract name in full. |   | **Dept. Project File No.:** Enter the Department Project File Number. |   |
|   |
| **Contractor** |
| Name: Enter the Legal Business Name of the Bidder. |   | Contractor Ref No.: Enter the reference number used by the Bidder for their filing/records purposes. |   |
| Contact: Enter the name of the contact person having delegated authority to represent the Bidder. |   | Tender No.: Enter the Tender Number used to identify the Tender of the subject contract as issued by the City of Winnipeg Materials Management Division. |   |
|   |
| **Contract Administrator (CA)** The Contract Administrator (CA) may be a City Staff or an external person representing a third-party company having delegated authority to administer the subject contract.The CA is responsible for preparing and distributing detailed Minutes of the Pre-Construction Meeting. |
| Name: Enter the name of the CA. |   | CA Reference No.: Enter a reference number used by the external/non-City CA for their filing/records purposes. |   |
| Title: Enter the position title of the CA. |   |   |
| Organization: If CA is third-party company, enter the company name. If CA is City Staff, enter the reporting department. |   |
|  |
| **Recorder:** Enter the person name taking the notes for the Pre-Construction Meeting. |   |   |

**Attendees** List the invited people who attended the meeting. People who should be represented are: The City (if CA is not City personnel), Contractor’s Contract Manager and Site Superintendent, representatives of principal Subcontractors, representatives of other Contractors, utilities or other City Departments who are currently working on the Site and whose work will impact on the Work of the Contractor.

| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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**Regrets** List the invited people who are absent.

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| **Name** | **Initials** | **Title** | **Organization** | **Contact #** | **Email** |
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**Agenda**

Some of the topics/items in the Pre-Construction Agenda and Minutes Meeting template are mandatory and cannot be deleted, while other topics/items may be deleted if they are not applicable. Refer to each section to determine if the topic/item is mandatory.

The Template is set up so that additional topics/items may be added. Remember to add the table for the topic in the body of the Minutes, and **manually number the item** accordingly. (i.e.: 1.1, 1.2, 1.3)

1. Introductions
2. Communications
3. Award of Contract
4. Scope of Work
5. Subcontractors
6. Commencement
7. Schedule
8. Construction Sequence
9. Utilities
10. Stakeholders
11. Traffic Management
12. Project Issues
13. Site Meetings
14. Status Meetings
15. Safety
16. Security
17. Environmental
18. Regulatory
19. Other
20. Click here to enter text.
21. Click here to enter text.

Minutes

Some of the topics/items in the Pre-Construction Agenda and Minutes Meeting template are mandatory and cannot be deleted, while other topics/items may be deleted if they are not applicable.

Note: If a topic/item is not applicable but cannot be deleted, enter “n/a” to indicate the topic/item was visited and not missed in the meeting.

The Template is set up so that additional rows may be added to each topic. If possible, enter individual items on separate rows and **manually number the item** accordingly. (i.e.: 1.1, 1.2, 1.3)

| 1.0 | Introductions  | Action By Name and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 1.1 | As a highly encouraged City of Winnipeg practice, the Chair of the meeting is required to **state out loud** the City of Winnipeg Treaty Acknowledgement at the beginning of the meeting. Refer to *the City of Winnipeg Indigenous Relations webpage*.City of Winnipeg Treaty Acknowledgement:I would like to acknowledge that we are in Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis.  Our drinking water comes from Shoal Lake 40 First Nation, in Treaty Three Territory. |  |
| 1.2 | Introduction of Project Personnel including roles and responsibilities relative to the Contract.Introduction of Project personnel; their roles and responsibilities. |  |
| 1.3 | Compile a list of attendees and additional project staff with contact information.[ ]  List of attendees and additional project staff with contact information obtained/compiled. |  |
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| 2.0 | Communications  | Action By Name and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 2.1 | Review Confidentiality and Non-Disclosure Clause.Confidentiality Clause and Non-Disclosure ClauseThe ***Contractor shall not make any public announcement or press releases regarding the Contract, without the prior written authorization of the Contract Administrator***.The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator:1. information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
2. the Contract, all deliverables produced or developed; and
3. any statement of fact or opinion regarding any aspect of the Contract.
 | All |
| 2.2 | Review lines of communication and flow of communication.Lines of communication and flow of communication. |  |
| 2.3 | Review Media Procedures.Media Procedures. |  |
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| 3.0 | Award of Contract  | Action By Name and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 3.1 | Advise when the Award Letter or Purchase Order was issued and who it was issued to. Advise that the date on the Award Letter or Purchase Order is the Contract Start Date.The Award Letter/Purchase Order was issued to:Enter name of firm and contact,on the date of: Click here to select date.The Contract Start Date indicated on the Award Letter/Purchase Order is: Click here to select the Contract Start Date | Information |
| 3.2 | Obtain Contractor Insurance and Bond status. Status of Contractor Insurance and Bond. |  |
| 3.3 | Advise on status of any City Insurance.Status of City Insurance, if required. |  |
| 3.4 | Review contractor requirements for Construction Drawings and copies of the Bid Opportunity.Contractor requirements for Construction Drawings. |  |
| 3.5 | Verify Business Registration and WCB standing.Verification of Business Registration and WCB standing. |  |
| 3.6 | Verify COR/SECOR or equivalent Certification.Verification of COR/SECOR or equivalent Certification. |  |
| 3.7 | Verify Security Clearances – see Item 6.5.Verification of Security Clearances. |  |
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| 4.0 | Scope of Work  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 4.1 | Review Project Scope.Project Scope. |  |
| 4.2 | Review Contract documents and answer any questions relating to the Contract documents.Contract documents. |  |
| 4.3 | Review submissions, shop drawings, material approvals, etc. required in accordance with the Specifications. Identify a Schedule for each submission and the process for the same.Required submissions such as shop-drawings, material approvals, etc.Schedules for submissions and processes. |  |
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| 5.0 | Subcontractors  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 5.1 | Obtain List of Contractors.[ ]  List of Contractors obtained. |  |
| 5.2 | Obtain List of Construction Equipment to be utilized on site.[ ]  List of Construction equipment (to be utilized on site) obtained. |  |
| 5.3 | Obtain Material Orders and Delivery Schedules.[ ]  Material Orders and Delivery Schedules obtained. |  |
| 5.4 | Obtain Subcontractor Schedules.[ ]  Subcontractor Schedules obtained. |  |
| 5.5 | Review Communication/Submission Procedures should any changes be made to the Subcontractor List.Communication/Submission Procedures regarding changes to Subcontractor List. |  |
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| 6.0 | Commencement | Action By Name and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 6.1 | Confirm Contractor’s receipt of Award Letter or Purchase Order as in Part D Supplemental Conditions under Commencement Clause, first paragraph.Note: the number in the Bid Opportunity could be different in each Bid Opportunity depending if unnecessary clauses were deleted.D?.1 The Contractor shall not commence any Work until he/she is in receipt of Award Letter or Purchase Order from the Award Authority authorizing the commencement of the Work.Enter name of Contractor has confirmed receipt of Award Letter. | Information |
| 6.2 | Confirm receipt/evidence of the following requirements as specified in Part D Supplemental Conditions under Commencement Clause, second paragraph:*Spec Note*: Delete any unnecessary items under (a). Add any other submissions or documents required after Award but before Commencement of the Work on the Site.D?.2 The Contractor shall not commence any Work on the Site until:1. the Contract Administrator has confirmed receipt and approval of:
2. evidence of Authority to Carry On Business specified in D?;
3. evidence of the Workers Compensation Coverage specified in C6.15;
4. the Safe Work Plan specified in D#;
5. evidence of the Insurance specified in D?;
6. the Contract Security specified in D?;
7. the Detailed Prices specified in D?;
8. the Subcontractor List specified in D?;
9. the Equipment List specified in the Contract D?; and
10. the Detailed Work Schedule specified in D?.

As per Part D Supplemental Conditions under Commencement Clause, second paragraph:The following were received:* Click here to enter list of items received.
 | Information |
|  | The following were not received:* Click here to enter list of items not received.
 | Contractor |
| 6.3 | Confirm Pre-Construction Meeting between Contract Administrator and Contractor as per second paragraph (b):1. The Contractor has attended a Pre-construction Meeting with the Contract Administrator, orthe Contract Administrator has waived the requirement for a Pre-Construction Meeting.

[ ]  This Pre-Construction Meeting satisfies Part D Supplemental Conditions – Commencement clause, second paragraph (b) between CA and Contractor. | Information |
| 6.4 | **Add any other Conditions as per third paragraph (c)**1. SPEC NOTE: Add any other conditions to be met by the Contractor after Award but before Commencement of the Work on the Site.

Are any Special Conditions to be added as per Part D Supplemental Conditions – Commencement clause, second paragraph (c)? [ ]  No[ ]  Yes. The additional Special Conditions is/are as follows:  | Information |
| 6.5 | Verify Security Clearances.List of verified Security Clearances: (list names)*
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| 7.0 | Schedule | Action ByName and Date to completeorIf no action is required, put: Information |
| --- | --- | --- |
| 7.1 | Obtain Detailed Contract Schedule. Discuss need for any changes or any potential scheduling delays.Detailed Contract Schedule obtained.Are there potential changes or potential scheduling delays that may occur?[ ]  No changes required or potential schedule delays.[ ]  Yes, changes required and potential delays. Explanation:  | Information |
| 7.2 | Review labour resources and equipment proposed to maintain schedule.Labour resources and equipment. |  |
| 7.3 | Review material orders and identify any delivery problems.Review of Material orders.Potential delivery problems. |  |
| 7.4 | Obtain Commencement Date.Commence Date is: \_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 7.5 | Review Substantial and Total Performance Dates, Warranty Period.Substantial Performance Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Total Performance Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Warranty Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 7.6 | Discuss Liquidated Damages and the intent is to apply them as per the contract.Liquidated Damages. |  |
| 7.7 | Discuss crew phone numbers.Crew phone numbers. |  |
| 7.8 | Discuss working hours and restricted hours.Working hours:Restricted hours: |  |
| 7.9 | Determine date for delivery of construction notices.Delivery date of Construction Notices: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 7.10 | Obtain emergency contact name and numbers.Emergency contact names and numbers. |  |
| 7.11 | Review Breakdown of Contract Price and Procedures for Progress Billings and associated certification. Breakdown of Contract Price and Procedures for Progress Billings and associated Certification. |  |
| 7.12 | Review layout of work, control points and contractors layout responsibilities.Layout of work, control points and Contractors’ layout responsibilities. |  |
| 7.13 | Review testing and inspection and responsibilities for same.Testing and inspection responsibilities. |  |
| 7.14 | Review site coordination and the work of others relative to the contract.Site coordination and work of others related to Contract. |  |
| 7.15 | Review temporary services provisions, power, trailers, waste removal, internet/phone, snow removal, fencing, water service and disposal.Temporary service provisions. |  |
| 7.16 | Review permits required, building, occupancy, special permits.Permits. |  |
| 7.17 | Discuss approvals to be obtained by Contractor prior to commencing work (e.g.: Navigable Waters approval from Transport Canada to construct temporary structures in rivers – work bridges, etc.Approvals required prior to commencement of work. |  |
| 7.18 | Review Commissioning and Turn-over requirements, O&M Manuals, Red Line Markups, Warranties, and Training.Commissioning and Turn-over requirements.O&M Manuals.Red Line Markups.Warranties.Training. |  |
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| 8.0 | Construction Sequence  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 8.1 | Discuss Project Phases.Project Phases. |  |
| 8.2 | Discuss Sequencing of Work.Sequencing of Work. |  |
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| 9.0 | Utilities  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 9.1 | Coordinate utilities (i.e.: Hydro, MTS, etc.).Coordinate utilities. |  |
| 9.2 | Discuss work required by others prior to Contract Work.Other work required prior to Work. |  |
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| 10.0 | Stakeholders  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 10.1 | Review Communication Strategy (e.g.: Notices, etc.).Communication Strategy. |  |
| 10.2 | Discuss Site Requirements.Site Requirements. |  |
| 10.3 | Discuss Noise issues.Noise issues. |  |
| 10.4 | Review Access permissions.Access permissions. |  |
| 10.5 | Discuss Shut-downs.Shut-downs. |  |
| 10.6 | Review Permits.Permits. |  |
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| 11.0 | Traffic Management  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 11.1 | Review site access constraints and special requirements.Site access constraints and special requirements. |  |
| 11.2 | Discuss traffic, pedestrian accommodation and controls.Traffic, pedestrian accommodation, and controls. |  |
| 11.3 | Discuss building access.Building access. |  |
| 11.4 | Review site security and security requirements for site storage of materials which are to be used/incorporated into the Work.Site Security, Site Requirements for Site Storage of materials: |  |
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| 12.0 | Project Issues  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 12.1 | Review Change Management Procedure. Change Management Procedures. |  |
| 12.2 | Review procedures for RFIs, PCNs, ACCs, and FIs.Procedures for RFIs, PCNs, CWOs, CSSs, FIs. |  |
| 12.3 | Review submissions, shop drawings and sample requirements; and scheduling of same.Submissions, shop-drawings and sample requirements; and scheduling of same. |  |
| 12.4 | Expectations for site clean-up.Site clean-up expectations. |  |
| 12.5 | Discuss the importance of communicating any project / site issues as soon as they arise.Importance of communicating any project / site issues as soon as they arise. |  |
| 12.6 | Discuss Project Specific Risks ie, constructability issues, lead time concerns, construction methodology, works by others. Project Specific Risks  |  |
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| 13.0 | Site Meetings  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 13.1 | Establish frequency for Site Progress Meetings.Site Progress Meetings are to be held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 13.2 | Set time and date for next Site Progress Meeting.Date for next Site Progress Meeting:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| 14.0 | Status Meetings  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 14.1 | Establish frequency for Status Meetings.Status Meetings are to be held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 14.2 | Set time and date for next Status Meeting.Date for next Status Meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
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| 15.0 | Safety  | Action ByName and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 15.1 | Obtain Safe Work Plan.[ ]  Safe Work Plan obtained. |  |
| 15.2 | Review Safety Health and Environment procedures and constraints.Review of Safety, Health and Environment procedures and constraints. |  |
| 15.3 | Identify Site and Plant Orientation requirements.Site and Plant Orientation requirements. |  |
| 15.4 | Discuss protection requirements for the public and occupants.Protection Requirements for the public and occupants. |  |
| 15.5 | Inform that Safety should be a standing item on the Site Meetings whereby the Contractor reports any safety incidences for that period.Safety is a standing item requirement on Site Meeting Reports; the Contractor must report safety incidences. |  |
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| 16.0 | Security Review status of Contractor’s security clearances for personnel (if applicable to Contract), general site security concerns (gates, locks, security guards, updates to protocols, check in procedures), report any thefts or break-ins, protocols for security of information (IT projects). | Action ByName and Date to be CompletedorIf no action is required, put: Information |
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| 16.1 |  |  |
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| 17.0 | Environmental Provide status of environmental controls on site (silt fencing for runoff, erosion control blanket, dust control, noise and vibration mitigation, etc.), report spills, unexpected discovery of contaminated or hazardous material, etc. | Action ByEnter:Initials/Company and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 17.1 |  |  |
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| 18.0 | RegulatoryReview status of regulatory requirements as they may apply to project (City of Winnipeg Waterways Permits, Migratory Birds Act, Environment Act Licenses, any other applicable City By-laws, Fisheries and Oceans Canada, Species at Risk Act, Provincial Waterways Permits, Hazardous Waste Regulations, Railway Safety Act, Navigation Protection Act, Airport Zoning Regulations, Water Rights Act, etc.).  For each applicable regulatory requirement provide a description of submission/approval status, what specific controls are required or continue to be in place, any non-conformance issues, and note changed conditions that may require modifications to permits or controls.  Note issues related to Health and Safety regulations should be discussed under separate section. | Action ByEnter:Initials/Company and Date to be CompletedorIf no action is required, put: Information |
| --- | --- | --- |
| 18.1 |   |  |
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| 19.0 | Other | Action ByEnter:Initials/Company and Date to be CompletedorIf no action is required, put: Information |
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| 19.1 |  |  |
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**Meeting Adjourned at**:

Report any errors or omissions in these Pre-Construction Meeting Minutes within **three (3) business days** to:
 at or by e-mail at , otherwise these Minutes are considered accurate and accepted.

|  |  |
| --- | --- |
| **Attachment(s):** Enter the title(s) of the attached documents, or enter “0” if none. | \_\_\_\_\_\_\_\_\_\_ |

**Distribution** (to be completed by Contract Administrator) List of personnel to forward the document to. Once completed, this document should be distributed in PDF format to ensure no changes are made.

* Attendees
* Regrets
* Other: Enter names(s), Department or Company information.