

PRE-CONSTRUCTION MEETING MINUTES

1. PROJECT INFORMATION

Contract Number: H20178	Control Section: 7-06
Contractor: G&C Asphalt	Location: Kindersley
Project Manager: Kim Bonneau	Date: June 4, 2021
Contract Stage/Work Type: Roadwork	

2. MEETING ATTENDEES

2.1. Ministry Staff

Kim Bonneau
Bob Besse
Jacquelyn McWillie

2.2. Contractor Staff

Brody Gervais
Jarrod Loranger

2.3. Consultant Staff

Ali Al-Mahdawe (Allnorth)
John Nagyl (Allnorth)
Austin Lyons (Allnorth)
Justin Wong (Allnorth)
Joel Goy (Strike)

2.4. Other Attendees

3. ROLES, RESPONSIBILITIES AND LINES OF COMMUNICATION

3.1. Ministry and Consultant Staff

3.1.1. On-site COVID-19 Officer (CO)

On-Site Supervisor

3.1.2. Senior Project Manager

Kim Bonneau

3.1.3. Second Level Supervisor

Ali Al-Mahdawe

3.1.4. Project Manager

Jacquelyn McWillie (MoH)

John Nagyl (Allnorth)

3.1.5. Onsite Supervisor

Austin Lyons

3.1.6. Crew Chief

TBD

3.1.7. Soils Technician

TBD

3.1.8. Others

Kim Vogel (Town of Kindersley)

3.2. Contractor Staff

3.2.1. Senior Project Manager

Curtis Isenor

3.2.2. Project Manager

Brody Gervais

3.2.3. On-site COVID-19 Officer (CO)

Garth Scholl – Site Foreman

Tamer Hopper – Safety Officer

3.2.4. Grading

Jarrold Loranger

~~3.2.5. Crushing~~

3.2.6. Sub-base

Jarrold Loranger

~~3.2.7. Pugmill~~

3.2.8. Base / sieve results

Brody and Jarrold

3.2.9. Asphalt concrete

Brody and Jarrold

3.2.10. All densities

Brody and Jarrold

3.2.11. Traffic Accommodation Supervisor

Garth Scholl – Site Foreman

3.2.12. Other Contract types (Curb, Electrical, Signal Installation)

G&C sub-contractors

Major Ferguson – Can-Traffic for signal system removal and installation

Raider Site Service – Curb work

ATS Traffic Control and Safety Systems

3.2.13. Other Personnel

Note: Any decisions contrary to the Specifications or Contract Provisions must be approved by the Project Manager.

4. CONTRACT ADMINISTRATION

4.1. Bonus/Penalty clauses apply for this Contract.

None

4.2. Site Occupancy

4.2.1. Site Occupancy Charged Day Statements will be completed and forwarded to the Contractor on a weekly basis for signature.

To be sent to Brody and Jarrod

4.3. Force Account Work

4.3.1. All Force Account must be authorized by the Engineer in writing before Work commences. In addition, requests from the Contractor to provide supervision on Force Account must be authorized by the Ministry before Work commences.

4.3.1.1. Force Account Daily Statements shall be submitted on the next working day.

4.3.1.2. Who will submit the Force Account Daily Statements?

Jarrod to submit to Allnorth's OSS

4.3.1.3. Accounts for Force Account Work shall be submitted to the Ministry for payment within 30 days from the date on which such Force Account Work was completed.

Brody to submit Force Account summary sheets

4.3.1.4. Has the equipment been registered for this construction season? Equipment Registration Forms must be sent in and approved before payment will be issued.

G&C will send an equipment list to MoH to register equipment for 2021 construction season. Most recent SHCA guide book can be used until equipment is registered with MoH.

4.4. Supplemental Agreements

4.4.1. Supplemental Agreements shall be signed before work commences.

- RR3214 flare intersection treatment improvements

- Improvement of approach flares within town limits
- Removal of 3-4 approaches within town limits to consolidate access

G&C are interested in completing the work. Allnorth will work with MoH to prepare a supplemental agreement for the additional work.

- 4.4.1.1. Supplemental Agreements that are part of the Contract may affect the extension of charged days allowed/completion date. **Noted**
- 4.4.1.2. Supplemental Agreements shall address charged days allowed and possible extensions to completion and bonus-penalty dates. **Noted**
- 4.4.1.3. Charged days allowed extensions may be prorated by the increased value of the work or by a re-established initial span (but not both). **Noted**

4.5. Liquidated Damages

- 4.5.1. Liquidated Damages will be charged until Final Acceptance has been given regardless of the value of the outstanding work or clean-up items. **Noted**
- 4.5.2. Work done outside of this Contract on other Ministry contracts will not extend the time allowed on this Contract. **Noted**

4.6. Contract Disputes

- 4.6.1. If there is a dispute over compensation for work to be performed, the Contractor shall:
 - 4.6.1.1. Provide written notice to the Engineer of intent to appeal a decision within 48 hours of the decision by the Engineer. **Noted**
 - 4.6.1.2. What will be the lines of communication for disputes?

Resolve issues onsite as they occur and as per signing authorities;

Allnorth OSS and G&C Superintendent
 Ali Al-Mahdawe and Brody Gervais
 Jacquelyn/Kim and Brody/Curtis

5. OCCUPATIONAL HEALTH AND SAFETY

5.1. Review and discuss the following with respect to COVID-19:

- 5.1.1. Construction Season Guidelines for Ministry of Highways and

Infrastructure Staff and Construction Contractors during COVID-19. **Noted**

5.1.2. Contractor's on-site COVID-19 Officer (CO) to conduct and complete a Site Based Risk Assessment Checklist as per the Construction Season guidelines prior to the start of work on any phase or stage of a Contract. **Noted**

5.1.3. Each organization's COVID-19 Officer (CO) shall conduct risk assessments and daily audits of their organization.

5.1.4. Procedures for the following:

5.1.4.1. tool box meetings or other **Noted**

5.1.4.2. transferring of documents (ex. Bills of lading) and materials **Noted**

5.1.4.3. obtaining samples **Noted**

5.1.4.4. scalers, checkers and tickets **Noted**

5.2. A zero-tolerance policy for harassment, discrimination and verbal abuse will be enforced. **Noted**

5.3. Are there any unique safety concerns or potential hazards such as urban concerns, oversized excavations, oversized piles or vertical open pit faces where loaders might be getting material (not higher than 2 meters past the extended reach of the loader), etc.?

Urban corridor with Kindersley's Town limits. notify MoH (Highway hotline) and Town of Kindersley (Kim Vogel) for upcoming closures and major activities throughout the project cycle.

5.4. Contractor's Roles and Responsibilities

5.4.1. The Contractor has been assigned the roles & responsibilities of the "prime contractor" pursuant to the OH&S Act under clause 1450.4.1 of the General Provisions. The Contractor's duties shall include but not be limited to:

- Identifying a competent safety representative to oversee and direct activities of employers and self-employed persons on site.

Noted

- Ensuring names and method of contacting the prime contractor and their safety representative are posted at the worksite.

Noted

- Coordinating all activities on the worksite that may affect worker safety with the designated safety representatives of other employers and self-employed persons on-site. **Noted**
- Ensuring, insofar as reasonably practicable, that all employers (including MHI, consultants, subcontractors, utility companies, etc.) and self-employed persons have adequate safety policies, practices, equipment, and workers; and that they comply with the prime contractor's policies. **Noted**
- Conducting a Pre-Project Safety Meeting and a Worksite Inspection prior to the start of work on any Stage or Phase of the Contract. The discussion at the Pre-Project Safety Meeting shall include the Emergency Response Plan, applicable SOP's, Traffic Control Plans and any unique safety concerns. **Noted**
 - When and where will this meeting be held?

First day onsite, possibly June 21, 2021 or July 6, 2021.
 - Attendees shall include (at a minimum):
 - Contractor's supervisor and staff;
 - Subcontractor's supervisor and staff;
 - All truckers;
 - A Ministry/consultant representative(s) to discuss Ministry/consultant staff safety issues.
- Preparing and submitting the following to the Engineer prior to the start of work on any Stage or Phase of the Contract
 - A written plan that identifies the Contractor's safety representative and the safety representatives of other employers on site (also deliver a copy of the written plan to all employers on site).

G&C will provide a copy of the Safety plan to Allnorth for review prior to project startup
 - All Traffic Control Plans (see General Provision 1450.1.2)
 - Traffic Control Plan(s), including overweight dumping procedures where applicable, are required for all

worksites on the Project. The Contractor shall incorporate any restricted areas for Ministry/consultant staff into the Traffic Control Plan(s).

G&C will prepare a traffic control plan for each work site (2nd st and Main st) once they mobilize to site to tailor the plan based on the site constraints at each intersection.

- Traffic Accommodation Plans.

G&C will provide plan to Allnorth 1 week prior to project startup

- Emergency Response Plan.

G&C will provide plan to Allnorth 1 week prior to project startup

- OH&S Statutory Declaration and Checklist. **Noted**

- Keeping on site and readily available the Contractor's safety policy and WHMIS manuals (where will these manuals be located?).

Foreman trucks

- In accordance with OH&S Regulation 38, forming and operating a Local OH&S Committee if the anticipated worksite duration exceeds 90 days with 10 or more workers on site.

Not required as per project duration and number of workers onsite

- Ensuring all workers are made aware of workplace hazards, work zone signing requirements, and workplace safety procedures, practices and policies. **Noted**

- Conducting Tool Box Meetings to discuss, review and resolve safety issues. All employees of the Contractor and subcontractor(s) should attend. The minutes shall be documented and signed by all attendees with a copy provided to the Engineer as soon as practicable.

- Any safety issues identified during tool box meetings that may affect another party shall be communicated to the affected party as soon as practical. **Noted**
- Conducting periodic safety inspections for all equipment and operations. **Noted**
- Performing accident, incident and dangerous occurrence investigation(s) and report(s) (as necessary) where employees of the Contractor or any subcontractor are involved, or if the travelling public is involved and the event is related to the Contractor's operations. The Contractor shall notify the Engineer immediately and provide a copy of the report within 72 hours of the occurrence (see GP 1450.7). **Noted**
- Notifying the Engineer of any Notices of Contravention or Compliance Undertaking issued for the project received from the Ministry of Labour Relations and Workplace Safety (LRWS). **Noted**
- Cooperating with LRWS in the enforcement of, and comply with, the Act & Regulations. **Noted**

5.4.2. Prior to the start of hauling operations, the Contractor shall provide to all truckers a formal Job Site Orientation, including a review of the checker safe operating procedures. **Noted**

5.5. Ministry / Consultant Roles & Responsibilities

5.5.1. The Ministry's roles and responsibilities, and those of its hired representatives, shall include but not be limited to:

- Ensuring the safety of Ministry / consultant staff when working in conjunction with the Contractor's operations (designated safety representative to liaise with the Contractor's designated safety representative).

Austin Lyons and Ali Al-Mahdawe

- Regularly reviewing and inspecting the Contractor's operation. The inspections will review work procedures, processes, practices, equipment, material, work stations, and work-sites for all workers to identify, monitor and control hazards. Regular workplace inspections shall be established in accordance with

The Occupational Health and Safety Regulations, Part III, Section 22(1), Occupational Health and Safety (OH&S) Program. **Noted**

- Enforcing safety requirements specified in the Contract (this may be performed by a third party inspector), such as:
 - Flagpeople are wearing high visibility clothing that contrasts with their high visibility apparel (e.g. white coveralls). **Noted**
 - High visibility apparel meeting specified CSA & ANSI requirements and other PPE are being worn when required. **Noted**
 - Rotating or flashing amber lights are operational on all but steel-tracked mobile equipment. **Noted**
 - Back-up alarms are operational on all vehicles except for passenger cars. **Noted**
 - Truckers are not backing up around checkers. **Noted**
 - Surge bins, sampling platforms and cut-off switches with lockout devices are available and operational for all conveyor belts where sampling might take place. **Noted**
 - Scale houses have safe and convenient access(es); are weatherproof and clean with adequate heat, light and power; and platforms, walkways and stairs are well constructed (General Provision 1800.2.3).

Not required

- Ensure the Contractor has completed the pre-project safety meeting (including a review of the applicable SOP's) and on-site inspection prior to starting work, and have submitted the statutory declaration & checklist and the written OH&S Project Plan for each stage (e.g. crushing & paving) of the contract. **Noted**

5.5.2. Enforcing the OH&S Enforcement Protocol (see CM 111-01)

- When safety violations are noticed engineering services may be removed if unsafe circumstances exist and corrective action is not taken.

- 5.5.3. Review and provide a copy of the Contractor Incident Reporting Matrix to the Contractor. **Noted**
- 5.5.4. Review and provide the Contractor with a copy of the blank Contractor Performance Evaluation Form. **Noted**
- 5.5.5. Discuss the Contractor's recent WCB information, previous safety deficiencies and infractions. Have the problems been corrected and corrections documented?

G&C does not have any outstanding WCB claims and no previous safety deficiencies and infractions.

6. ORDER OF WORK & CONTRACTOR'S WORK SCHEDULE

- 6.1. When and where will the Contractor start work on the Project? Does the Contract state a certain place to start?

	Start Date	End Date	km
Removal of Concrete	Approx. June 21		
Traffic Signal Removal (Main)	Approx. July 20		
Intersection Treatment	Approx. June 21		
Concrete curb Installation	TBD		
Traffic Signal Installation (2nd)	Approx. August 1		
Other			

- 6.2. What are the Contractor's proposed shifts and hours?

6 days on and 1 day off (depending on activities onsite)
12hr - 14hr workdays

- 6.3. Will property purchase, utility moves or work by others affect this plan?

SaskPower power supply installation
SaskPower overhead light system removal and installation
Town of Kindersley underground (sewer and water main)
SaskEnergy permit crossing.

~~7. GRAVEL PIT, PLANT SITE, STOCKPILE SITE~~

- 7.1. Private Pit(s)

- 7.1.1. Where is the location of the pit(s)?
- 7.1.2. What materials will be obtained from each aggregate source? (When Contractor is obtaining material from multiple sources.)

- 7.2. Ministry-Owned or Controlled Pit(s)

- 7.2.1. Pit area(s) to be worked.
- 7.2.2. Overburden / excess aggregate / reject pile location(s).
- 7.2.3. Utilities.
- 7.2.4. Potential pit, material or water table problems.

- 7.3. Stockpile and interim stockpile location(s).

- 7.4. Oversize contamination in seal coat aggregate stockpiles (re-screen interim piles, be careful when pushing up piles at the base).

- 7.5. Scale certification and operation. The Contractor is responsible to arrange for annual certification. Has the scale been certified within the past year and has proof of certification been provided to the Ministry?

- 7.6. Maximum legal weight limits will be enforced. No overweight haul will be allowed. The Ministry measures total vehicle weight, not single axles.

- 7.7. The Contractor shall provide power for all field lab(s), including proper receptacles.

8. GRADING ISSUES

- 8.1. Surveying techniques and equipment to be used.

GPS

- 8.2. Landowner issues (fencing, approaches, drainage, ROW purchase status & restrictions, etc.)

G&C will notify adjacent businesses of upcoming activities once mobilized to site

- 8.3. There shall be no damage to lands outside of the ROW without the landowner's written consent.

All work to be completed within MoH right of way

- 8.4. Status of borrow source procurement. N/A

- 8.5. How will subcut be measured? (Authorizing additional subcut process)?
Measured by GPS

- 8.6. Use of unsuitable material in the grade / remove and replace stripping.

Removal offsite – Town of Kindersley waste facility

- 8.7. Miscellaneous grading issues (railway crossings, bridges, etc.)

9. SURFACING ISSUES

G&C will provide mix design and verification samples in accordance with special provisions.

~~9.1. Conventional~~

- 9.1.1. How will aggregates be split?

- 9.1.2. Asphalt Mix Design status. Any problems? The Contractor is required to provide a written and signed "Declaration of Split Aggregate Quantities & Percentages" prior to the Engineer determining the Asphalt Mix Design and providing the "Processed Aggregate Requisition" form.

- 9.1.3. Has the Contractor determined the recombination percentages for the base mix?

~~9.2. EPS~~

- 9.2.1. How will aggregates be split?

- 9.2.2. Has a Quality Control (QC) Plan been submitted? Note, the QC plan should have been submitted at least 2 days prior to this meeting.

- 9.2.2.1. Results from Quality Control testing are to be available to the Ministry during progress of the Work within 24 hours of sampling.
- 9.2.2.2. Summary of all aggregate Quality Control tests and originals of all results for Quality Control of mix properties and quality control charts to be provided to the Ministry prior to final acceptance.
- 9.2.3. Has an Asphalt Mix Design been submitted? Will RAP be used in the mix? If yes, what is the source of the RAP? Has the Asphalt Mix Design been approved by the Engineer?
- 9.2.4. The Contractor, prior to commencement of road operations, and each season shall participate in correlation testing with the Ministry designated laboratories for a minimum of 3 tests. Has correlation testing occurred and have tolerances been met?
- 9.2.5. The Trial Lot is at the discretion of the Contractor. Will a Trial Lot be used for this project?
- 9.2.6. Where will the Trial Lot be placed?
- 9.2.7. What is the Contractor's anticipated production rate?
- 9.2.8. If Asphalt content, aggregate gradation or Marshall air voids are outside the Acceptance Limits a Class 1 repair is required.
- 9.2.9. Other defect repair requirements.
- 9.3. The Contractor will be required to perform all Class II (slurry seal) repairs. There will be no payment option in lieu of repairs for this. **Noted**
- 9.4. BFB status, quality, source purchase / procurement. Is screening required? N/A
- 9.5. Is screening required for sub-base? N/A – subbase in place (tested from the roadway windrow)
- 9.6. 5% maximum moisture content for pugged base mix hauled to the road. **Noted**
- 9.7. Written authorization is required prior to priming or sealing base course. Good for up to 24 hours, but the Contractor is still bound by the specifications for weather, surface conditions, etc. **Noted**
- 9.8. The Ministry calibration specialist will assist during plant calibration on conventional contracts.

Not required – Contractor responsible

- 9.8.1. Shoulder rumble strips. Milling depths (6 – 10 mm), widths (300 mm) and offsets (75 – 150 mm from white line) shall be as per Standard Plan No. 21021.
- 9.9. Railway crossings (board orders, surfacing widths, CP/CN requirements, tapering, etc.).
- 9.10. Miscellaneous surfacing issues (intersections, bridges (deck paving, tapers), construction terminals, etc.). **Noted**

10. MANUFACTURED MATERIALS

10.1. Product information and order numbers.

10.1.1. Bituminous material

10.1.1.1. What type of prime coat material, as permitted in the contract, would the Contractor prefer?

SS-1 (for Prime (surface mix) and Tack)

10.1.1.2. For EPS contracts, what is the source for asphalt materials and lime? Copies of all delivery slips for asphalt materials are to be provided to the Engineer?

McAsphalt

10.1.2. Lime – Liquid antistrip to be used as per Special Provisions 27.4.1

10.1.3. Grass seed – to be completed at the end of the project on Extra work basis (not specified in the contract).

10.1.4. Erosion and sediment control materials. N/A

10.1.5. Other

10.2. Ministry purchase orders shall only be used for Ministry work. **Noted**

~~11. HAUL ROADS~~

- 11.1. Road Maintenance Agreements (status and special conditions).
- 11.2. Haul road inspections (required prior to and after hauling).
- 11.3. Haul road clearances will be required prior to Final Acceptance (hauler responsible agreements only).

12. HAUL

- 12.1. Truck registration forms and safety sticker inspections shall be completed prior to start-up. **Noted**
- 12.2. The truck box maximum height shall be displayed on the left front side of the truck box. **Noted**
- 12.3. Procedures for haul vehicles at flag stations shall be addressed in the Traffic Accommodation Plan and Traffic Control Plan (e.g. “jumping the queue” may be allowed if done in a safe and well planned manner). **Noted**
- 12.4. Haul safety issues (speeding, following too close, narrow haul roads, passing procedures, reduced visibility, etc.). **Noted**
- 12.5. Overweight haul / transportation partnership agreement opportunities. **Noted**

13. TRAFFIC ACCOMMODATION

- 13.1. Review Contractor’s Traffic Accommodation Plans. Are there any special situations?

G&C will provide plan for review

- 13.2. How will existing Highway regulatory / informational signs be dealt with?

Covered

- 13.3. Discuss the lines of communication for contacting the Provincial Sign Coordinator for the removal and/or installation of existing signs, the required timelines for contacting the Provincial Sign Coordinator, and ensure whoever is responsible has the appropriate contact information.

G&C to supply and install signs (ATS)

13.4. Are there circumstances where additional measures may be required?

13.4.1. Additional flaggers

~~13.4.2. Railway crossings~~

13.4.3. Light / message boards

13.4.4. Additional Devices

13.4.4.1. Portable Rumble Strips

13.4.4.2. Electronic Variable Message Boards

13.4.4.3. Automated Speed Enforcement

13.4.4.4. Gateway Assemblies

13.4.4.5. Radar Speed Feedback Signs

13.4.4.6. Sign mounted waring flags

13.4.4.7. Other Devices

~~13.4.5. Pilot vehicles~~

13.4.6. Detours – local approach closure (keep highway hotline updated and town of Kindersley posted).

13.4.7. Additional Signing

13.4.8. Placement of Temporary Reflective Pavement Markers (TRPM's) (nailing required?) and reflective tape.

13.4.9. Discuss the lines of communication for contacting the Provincial Pavement Marking Supervisor for the striping of a newly surfaced highway, when the Provincial Pavement Marking Supervisor should be contacted, the required timelines for contacting the Provincial Sign Coordinator, and ensure whoever is responsible has the appropriate contact information.

MoH are working on completing a minor contract for specialty painting

13.4.10. Traffic control issues. None

13.4.11. Any other issues.

14. UTILITIES

- 14.1. The Contractor is responsible for having all utilities located prior to the work.

SaskPower – above and under ground
Town of Kindersley – Sewer

- 14.2. Are there any overhead and underground utility lines and permit requirements? This may include undeveloped haul routes. These will be identified during the field inspection.
- 14.3. A field review of overhead utility lines will be held with the utility company, Ministry and Contractor representatives involved (Specification 2405.2.3). Warning signs should be erected. Is posting of heights required?

15. ENVIRONMENTAL

- 15.1. Environmental issues:

- 15.1.1. Erosion control – Not required
- 15.1.2. Sediment control and silt fences – not required
- 15.1.3. Fire control – All G&C and Allnorth trucks
- 15.1.4. Spill control G&C fuel truck
- 15.1.5. Any other issues

- 15.2. Fisheries and Oceans Canada Letter of Advice / Fisheries Act Authorization or Saskatchewan Ministry of Environment permits or special requirements. None

- 15.3. Discuss that the burial of inert waste construction material is not allowed and landfilling or recycling is strongly encouraged. None

- 15.4. Water Security Agency / Saskatchewan Environment Aquatic Habitat Protection Permit requirements. None

- 15.4.1. Note that the Contractor is not to contact regulatory agencies directly and any modifications to permits must be requested by the Ministry.

16. SPECIAL PROVISIONS

16.1. Any unique Special Provisions related to this Contract.

16.2. Are there any questions or concerns?

17. MISCELLANEOUS TOPICS

17.1. Possible interim site occupancy opportunities – Allnorth to send information to G&C for review.