

Agenda for Pre-Pave Meetings

Municipality:

Project Name:



Project No.

Contract No.

Contractor

Consultant

Good Roads



Prepared by the Municipal HMA Liaison Committee

Agenda Topics

Date:

Time:

Meeting Called By:

Meeting Location:

Invited Attendees:

General

- Tender items and quantity
- Tender specifications
- Mix design review and pre-testing (trial batch, aggregate)
- Mix type, category, AC Content, approval
- Contractor's construction schedule - working hours, liquidated damages
- Construction layout
- Site preparation (for base course paving): Granular Grade / Proof Rolling / Saw Cutting and/or Cold Milling of Existing Pavement
- Access and haul routes to/from site?

Asphalt Plant

- Location of the plant to be used
- Any back-up plant
- Rate of production
- QC at plant
- Weigh tickets information and collection

Paving Equipment & Sequence

- No. and type of Paving equipment
- Use of shuttle buggy
- Start/stop points, paving sequence - intersections, tie-ins

Quality Control(QC) and Quality Assurance(QA)

- Material Testing – Owner Company, Contractor Company
- Lot size for sampling
- Frequency of sampling of HMA and PGAC-Tank & Recovered Binder
- Contractor QC must present with sampling equipment and nuclear gauge to check compaction
- QC is responsible for sampling for QC, QA and referee
- QA at plant
- Mix or JMF adjustments, contractor to monitor and seek approval
- Compaction testing
- Joint work: cold joints, joint heaters, raking, no back scattering, etc.
- Transverse joint construction: as per contract specifications
- Advance notice required: Minimum 2 weeks for Mix designs, 24hrs for sampling

Time/Presenter

10 Minutes / Contract Administrator

10 Minutes / Contract Administrator

5 Minutes / Contract Administrator

10 Minutes / Contract Administrator

Agenda Topics

Traffic Control

- Contractor forces/traffic control company?
- Paid duty officers: where, how many?
- Lane Closures: indicate allowable hours in Contract
- Traffic Control plan
- Noise Exemption (If required)

Tack Coat

- Material type as per specification
- Tack coat sampling
- Shall be applied on previously paved all surfaces
- Application method & Rate
- Surfaces to be tack coated shall be free of standing water and contamination, such as mud, loose aggregate, or debris.
- Curing time and visual testing prior to paving
- Protection of the tacked surface after placement and prior to paving HMA

Compaction

- Type, size, frequency and speed of rollers
- Roller pattern as per OPSS 310.07.12.01. The Contractor shall determine the correct sequence of rollers used for compacting in order to achieve compaction requirements
- Sequence and distance of roller from paver and total number of passes of each roller to obtain specified density
- Stripping plan to prevent stripping during compaction. Non petroleum-based release agent or water to be used. Excess is not recommended

Constraints

- The surface of a pavement upon which HMA is to be placed shall be dry at the time of HMA placement.
- HMA shall not be placed on the previously placed HMA until compaction complete and temperature 50°C or lower.
- For surface course, the air temperature at the surface of the road shall be at least 7 °C, and for binder course it shall be 2 °C or rising
- The Contract Administrator may reject visually defective HMA areas based on, but not limited to the following defects: flushing, bleeding, segregation, fat spot, surface damage, and surface contamination.
- Any proposed change in materials must be approved by Owner

Line Painting

- Concurrent or overnight, temporary tape
- Prioritise temporary stop blocks and pre-marking
- Completion of permanent pavement markings

Time/Presenter

5 Minutes / Contract Administrator

5 Minutes / Contract Administrator

5 Minutes / Contract Administrator

5 Minutes / Contract Administrator

5 Minutes / Contract Administrator

Agenda Topics

Other Items

- Milling & paving near driveways
- Disposal of surplus material
- Sealing of existing cracks
- Overhead utilities
- Site clean up
- Site safety and environmental protection
- Cross fall & grade check during paving
- Denso tape (if specified)
- Coordination with third parties

Health and Safety

- COVID-19 Protocols

Other Business

Notes

Time/Presenter

5 Minutes / All

5 Minutes / All