



**REGIONAL DISTRICT
of Fraser-Fort George**

Notes of the Mandatory Pre-Tender Site Meeting

ITT CS 01-11 – DOME CREEK COMMUNITY HALL IMPROVEMENTS

Tuesday June 28, 2011, 11:00 at the Dome Creek Recreation Facility

Staff Present: Diane Mudle
Structural and Civic Design Technician

Minutes Recorded By: Cindy Paton
Community Services, Service Centre Representative

CALL TO ORDER: Diane Mudle made the introductions and called the meeting to order at 11:05 a.m.

TENDER DOCUMENTS:

Diane Mudle presented an overview of the tender documents highlighting the following requirements:

- pages 11 to 18 of the ITT, as well as all addendums must be sent in
- acknowledgement letter is required to be submitted in order for bidders to receive addendums, however, submitting an acknowledgment letter does not obligate you to submit a bid
- envelope to be sealed and labeled properly
- ITT closes at 2:00 p.m. Tuesday, July 12, 2011
- follow instructions contained in the tender and only refer to the Tenderer's Checklist (pg 12) as a tool to assist with the completion of your tender submission
- WorkSafeBC coverage required as per page 8 of the ITT
- insurance requirements as per page 8 of the ITT
- payment terms as per page 8 of the ITT
- submissions must contain two prices, the Contract Tender Price and an Additional Price to supply and install decks, stairs, handrails, etc. as detailed in the Tender documents

QUESTIONS:

1. ***Is the building required to be returned to the original elevation once the foundation work is completed?***

Answer: Not necessarily, however, if not returned to the same elevation further work may be required to such things as plumbing and stairs in order to comply with 18.1.a of the ITT.

2. ***What work will the local volunteers be doing?***

Answer: Refer to Section 18.4.1 – Scope of Work of the ITT. In keeping with the Grant Funding there is an "In-kind works" component to this project.

3. ***What kind of insulation will be required?***

Answer: Styrofoam SM insulation is required for the skirting. The above ground crawl space

floor insulation may be either fiberglass or styrofoam, to a R-32 value as per 18.1.d of the Scope of Work. If fiberglass insulation is used for the crawl space floor, it must be protected from rodent damage (ie: tar paper or building wrap).

4. *Who will be inspecting the project?*

Answer: The project manager is Diane Mudle, and she will be inspecting to be sure the project is compliant with contract specifications. If the contract is awarded to a McBride or Robson Valley contractor the building permit will be taken out in McBride. If the contract is awarded to a Prince George contractor the building permit will be taken out in Prince George. Building Inspections may be done by Al Smith, the Robson Valley building inspector or by Hank Hanson, the Regional District Senior Building Inspector.

5. *Does the rotten material have to be removed or could it be shored up?*

Answer: The rotten material must be removed not shored up.

6. *Does the contractor need to have an HST number?*

Answer: If you are registered and have an HST number then it is required to be provided on the Invitation to Tender Form. If you are not registered and do not have an HST number then please leave this section of the form blank.

7. *Who moves the back section of the building that is currently used for storage?*

Answer: At the moment this storage building is providing support for the main building and so it will be left in place until the building is shored up, then the local volunteers will take care of having it moved. Moving the storage building is not part of this contract, however, if you would like to submit a price to move it, the price must be shown separately and it will not be taken into consideration for the award of this contract.

8. *What kind of finishing will be required for that section of the building (once the storage building is removed)?*

Answer: None for this section, the focus is on the foundation.

9. *Is the contractor required to re-attached the storage building?*

Answer: No, it will be placed on skids and be the responsibility of the Dome Creek Management Committee.

10. *Are all exterior concrete pads to be removed?*

Answer: No. If you can put a pier on top of the existing pads that is OK but it must be doweled in. If the pad breaks when you dowel in then it must be replaced with better than what was existing.

11. *Why is the back storage building being removed?*

Answer: This is a requirement of the Dome Creek Management Committee.

12. *If the pier is required to be 12" high and there is only a 13" space, can we use a wood block as a shim?*

Answer: Recommended that it be concrete to the top because if a small piece of pressure treated wood is used between the beam and the pier it may split. All wood that comes into contact with concrete must be painted with an anti-rot preservative.

13. What happens if the plumbing is disconnected?

Answer: It must be placed back to original as per the 18.1.a of the ITT, or if the building is at a new elevation then it must be reconnected to working order.

14. Is the crawlspace to be domed?

Answer: All depressions in the crawlspace are to be filled in. The crawlspace is to be graded with a slight slope towards the exterior so as to prevent water from pooling, refer to 18.1.c of the Scope of Work.

15. Can a pressure treated post be used on the existing concrete pad?

Answer: The Inspector is calling for a concrete post on all perimeter pad footings. Only the interior pads are to be pressure treated posts if they are required to be replaced due to rot.

16. Is it OK for the pier to stick out beyond the wall?

Answer: Yes, it does not matter if the pier is round or square or if it sticks out. The skirting can be butted up to the pier and flashing is required. The pier must have a ¼" chamfer around the outer top rim, and the top of the pier is to be smooth and domed to shed water.

17. Are the stairs being replaced but the roof over the stairs is being kept?

Answer: Yes, the roof and supporting posts are to remain, but the removal and replacement of the stairs are to be priced as a separate item on the Invitation to Tender Form.

18. Is the ramp roof to be removed?

Answer: Yes, but not by the contractor.

19. Is the Contractor required to have extra insurance to cover the lifting of the building.

Answer: Not aware of special insurance requirements, but refer to Section 14, Licences, Permits and Insurance. It is the sole responsibility of the Contractor to determine if additional insurance coverage is required to protect them from risk

20. If the beam is 5-ply we are to replace with 5-ply even if that does not bring the project to current code, is that correct?

Answer: Yes, that is correct, this project is to remove rot and to repair existing support structures, not to upgrade the building.

21. If the existing skirt framing is helping to support the building, do you want it removed?

Answer: The existing skirt framing that helps support the building is to be left in place as long as it is not rotten. This will be addressed in a future addendum.

22. How level is the building required to be when project is complete?

Answer: As level as can be obtained through good construction practices.

Project Manager's additional notes:

Prior to re-using materials or items instead of replacing with new, contractor is to confirm with Diane Mudle that it will be acceptable.

Public access to the building during construction is to be discussed at the time the contract is signed, mindful of the contractor's proposed workplan and the needs of the Dome Creek Management Committee.

Water for concrete works is to be brought in to the site by the contractor. The Management Committee has mentioned that they may be able to assist in the sourcing or provision of water (for a fee).

Flashing is required between the plywood and the piers - refer to drawing A6- Crawl Space Access.

If the foundation work results in the building being at a different elevation then the contractor must take into account the difference in height for stairs and services when submitting a price.

If the existing skirt framing is not rotten it does not have to be replaced. The pressure treated 4x4 timber at the base of the skirt framing is to be continuous along the length of the building.

This contract is to address the replacement of rotten structural components only, if additional rot is found elsewhere in the structure and it is not directly related to this contract, it will be dealt with separately.

Contractors are to avoid having any heavy equipment, such as concrete trucks, drive over the septic field. The Management Committee will have the field marked.

Rim joist is missing and is to be replaced. Rotten boxer joist is to cut back and replaced with 3-ply 2x4.

Treat all cuts and exposed ends of pressure treated wood material with an anti-rot preservative before installation.

ADJOURNMENT: The meeting adjourned 1:30 p.m.