



**REGIONAL DISTRICT  
of Fraser-Fort George**

**Minutes of the Mandatory Pre-Tender Site Meeting**

**SHELL-GLEN VOLUNTEER FIRE/RESCUE HALL – PHASE 1 TO LOCK-UP  
BUILDING ADDITION AND RENOVATIONS**

**Thursday May 28, 2009, 10:00 at Shell-Glen Volunteer Fire/Rescue Hall**

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Contractors Present:	IQ Builders Viking Construction Datoff Brothers Denny's Woodworking Construction Ltd. Bader & Sons Development IDL Projects Inc. Intercoast Construction Kidd Contractors Ltd. Built for Living Homes Neudorf Construction
Staff Present:	Melanie Perrin, Fire Services Coordinator Diane Mudle, Structural & Civil Design Technician
Others Present:	Fergus Foley, Access Engineering Tanya Lamarche, Deputy Fire Chief, Shell-Glen Volunteer/Fire Rescue
Minutes Recorded By:	Melanie Perrin
<b>CALL TO ORDER:</b>	Diane Mudle made the introductions and called the meeting to order at 10:00 a.m.
<b>BID DOCUMENTS:</b>	Diane Mudle presented an overview of the bid documents highlighting the following requirements: <ul style="list-style-type: none"><li>▪ this ITT is to lock-up only</li><li>▪ no new electrical, insulation, or vapour barrier at this time</li><li>▪ contract is for everything required to connect new addition to existing building, including corner flashing</li><li>▪ installation of heating not included in this ITT</li><li>▪ will require a 6" conduit through the foundation wall to run the future oil interceptor line see drawings for detail.</li></ul>
<b>QUESTIONS:</b>	<b>ANSWERS:</b>
<b>Clarification requested on where the existing siding is to be reinstalled.</b>	A portion of the existing siding is to be removed and will be reinstalled on the south face of the new addition only (see drawings for details where the addition is to butt into the side of the building). New siding needs to match existing siding as closely as possible.
<b>Engineer advised:</b>	Drywall patch will be required upstairs where the door is to be removed and 3'x3' window is to be installed in opening and framed in. Addendum to follow.

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- Diane Mudle advised:** At overhead door opening, 2"x10" pressure treated board is to be Hilted to the top of the foundation wall and gravel to be brought up to the level of the door opening, then "Giscome Green" laid over the top of the door opening, 40' of the driveway and inside the building.
- Is there a soil analysis available?** The soil is clay, no soil analysis has been done. Access Engineering recommends pit run gravel to be brought in for backfilling inside of the foundation walls.
- What are the specifications for the driveway?** Driveway to be built to take the weight of a 17,000 kg truck. Fergus of Access Engineering will provide specifications that will be similar to the City of Prince George specifications. Addendum to follow.
- When will other phases proceed?** As funds are available.
- Due to the drop in grade, will the west side footings need to be stepped?** Step footings to undisturbed soil, and bring in fill if required.
- Engineer advised:** That compaction for footings is required where existing water line will run under new foundation wall. Addendum to follow.
- Soil disposal?** An on-site soil disposal area will be designated.
- Diane Mudle confirmed:** Tower foundation must remain undisturbed and all excavation work must stay 4' away from foundation. Roof overhangs will be 24" away from tower.
- Engineer advised:** The connection between existing roof and new roof will have special requirements for wind/horizontal resistance, detail is in the drawings.
- Diane Mudle advised:** That exhaust from overhead radiant heater is to be relocated to the other side of the building as shown on the drawings.
- Siding? Bordeaux siding (or equal) is specified, however, that is not what is on the building.** The RFP specification is to match existing siding, but it was explained that Bordeaux is generic and siding is to match the existing. Addendum to follow.
- Diane Mudle advised:** That the existing roof has two different levels. There is a 4" difference between roof lines, special consideration must be made when installing the valley jacks, crickets and flashing to prevent water from pooling on roof.
- Which elevation is the new floor to come in at?** The new slab elevation is to line up with the existing higher floor level and steps are to be installed to the lower level.

**Culvert size?** 12" Culvert size. Addendum to follow.

- Diane Mudle – Inside bays:**
- Confirmed inside plumbing that needs to be moved (location to be verified by the Fire Department).
  - Confirmed new location of exhaust pipe to be attached to wall.
  - Confirmed moving and fixing to wall of tower electrical.
  - Water line to be extended and run under stairs, Addendum to follow.
  - Patch hole where exhaust has been removed., Addendum to follow.
  - Non structural items up against inside wall will be moved by the Fire Department.
  - Interior room by exercise equipment requires the installation of a door. Opening to be cut through and electrical removed as required.
  - Install electrical – boxes for exterior lighting outlets, flashing around boxes ready for electrical.

**ADJOURNMENT:** The meeting adjourned 10:45 a.m.