

Notes of the Mandatory Site Meeting

**Invitation to Tender CS-17-06
Electrical Service and Site Work for an Auxiliary Power Supply**

**Thursday, June 15, 2017, 10:00 a.m.
at the Regional District, 155 George Street, Prince George, B.C.**

Staff Present: Michael Higgins, Manager of Community Services
Bryan Boyes, Utilities Leader

Also Present: Lane Logan, Senior Electrical Engineer, McElhanney Consulting Services Ltd.
Trevor Isaac, Electrical Engineering Technologist, McElhanney Consulting Services Ltd.
Lee Peltz, Civic Engineer, McElhanney Consulting Services Ltd.

Note Taker: Cindy Paton, Regional District of Fraser-Fort George

CALL TO ORDER: Called to order at 10:05 a.m.

Meeting Notes:

General Manger of Community Services made introductions:

- Michael Higgins is the contact for all questions about the tender (contact by email)
- Lane Logan is the contact for all technical questions relating to the project (contact by email)

Walk through of the building and site at 155 George Street conducted, Power Supply viewed at storage location.

Office Building

- viewed outside electrical service to the building
- walked the route the electrical will take through the building
- viewed outside where the auxiliary power supply will be located

Outside at Electrical Service (South side of building)

Question 1: Will the trees being removed where the outside electrical service goes into the building need to be replaced?

Answer 1: No.

Question 2: Where does the electric service enter the building?

Answer 2: Along Side or above the column or coming up from the bottom, Contractor's choice.

Question 3: Who is responsible for the Hydro costs?

Answer 3: Hydro costs are the Regional District's responsibility.

Question 4: Who is responsible for taking the fence down and re-installing it in order to do the work on the electrical service side of the building?

Answer 4: It is the Contractor's responsibility to remove and replace the fence.

Question 5: Is the power outage to be scheduled for after-hours?

Answer 5: Yes.

Electrical Room

Question 6: Where is the new CT to go?

Answer 6: It is proposed to be outside.

Question 7: Do you want the wires (running through the building in the ceiling) in conduit pipe?

Question 7: Yes, however, if Contractor runs into difficulties alternatives can be negotiated with the Engineer.

Outside, Power Supply Location (north side of building)

- follow CPG gravel specs for pad preparation
- electrical service to run down the side of the building
- junction box to be installed
- junction box to meet code, have removable panel and have a stucco finish

Outside at Mechanical Room (west side of building)

- annunciator to be located in the Mechanical room

Power Supply Viewed at Storage Location

Question 8: Are Contractors able to access the storage location at a future date.

Answer 8: No, this is the only opportunity to see the power supply so that all bidders have the same opportunity.

- cowling and stairs need to be attached to the Power Supply "Can"
- cowling is for air supply, no electrical in cowling
- commissioning of the Power Supply is the responsibility of Frontier Power, Contractor is to be on-site at the time of commissioning
- power supply/can are to be set over conduits in the pad, see shop drawings

Question 9: Who provides fuel for commissioning?

Answer 9: Engineer to determine and answer in future addendum.

Meeting adjourned at 11:10 a.m.