

August 24, 2015



**REGIONAL DISTRICT  
of Fraser-Fort George**

**Notes of the Mandatory Site Meeting  
Held: Wednesday, July 29, 2015 at the Red Rock/Stoner Fire Hall**

**ITT PS-15-03 – Driveway Access Paving Red Rock/Stoner Fire Hall**

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Project Manager: Meredith Burmaster

Note Taker: Meredith Burmaster, Community Services Leader

Attendees: Deputy Chief Bob Porteous – Red Rocker/Stoner VFD  
John McDonald – Columbia Bitulithic  
Joe Marrelli – Rock-Tech Paving Ltd.  
Doug Coletti – Pittman Asphalt  
Rod Mickey – RAM Excavating

**CALL TO ORDER:** Meeting called to order at 9:02 a.m.

**PROJECT SUMMARY:**

Meredith Burmaster presented an overview of the Invitation to Tender (ITT), highlighting the following:

- Page 4: Ensure tender submissions are submitted as directed in the ITT and make sure you read the entire tender document. Explained how documents could be obtained, that it is important to send in your Acknowledgement Letter in order to ensure you receive amendments or addenda, and that any questions be directed to Meredith Burmaster.
- Page 5: Reiterated closing date and time, tender must be received at the RDFFG office as specified and not submitted by fax or email. Any tenders received after deadline will be considered disqualified. **NOTE: Addendum No. 2, closing date extended to September 11, 2015.**
- Page 7: Reviewed tender evaluation methodology, expectation to award tender at the Board meeting on August 20<sup>th</sup>, 2015, completion to occur before October 30, 2015 and that the tender submission is to include pages 11 to 15. **NOTE: See Addendum No. 2, intent to award tender at September Board meeting, September 17, 2015.**
- Page 9: Send in Acknowledgement Letter even if there is uncertainty about submitting a bid.
- Page 10: Tender checklist is a tool to help submit the appropriate documents.
- Pages 11 – 15: These are the documents you need to submit.
- Page 16: Sample contract agreement includes the detailed Scope of Work that support Appendix A (site plan). Meredith went over all of Section 3.
- Page 21: Pointed out insurance requirements of \$5,000,000 liability coverage and that the Regional District needs to be added as additional insured.
- Page 22: Site access will be coordinated with the fire department representative. Deputy Chief Porteous clarified that the fire trucks will be moved to a different location during the time the paving is being completed so that the fire trucks being dispatched would not be a concern if work was being done.

**QUESTIONS:**

- 1. The tender emphasizes that the work supports the maximum weight of fire apparatus. Are there specifications on what was used as the original sub base in front of the fire hall buildings? It is a big concern not to have this information as contractors usually provide 12 month warranty on the work, and without knowing what was used as the sub-base previously, this would be tough to do. Also, depending on what was used originally, a full excavation in front of the fire hall doors might be necessary or the contractor might have to do a test hole to see what materials was used. Deputy Chief commented that there are definitely some soft sections on the property. Can the Regional District provide specs?**

Answer: Please refer to Addendum No. 3.

- 2. Can the type of mix design be stipulated?**

Answer: Please refer to Addendum No. 3.

- 3. Is the priming of asphalt necessary? It is generally accepted that it is not necessary unless you are using it on highway, but attendees would like this confirmed.**

Answer: Not required.

- 4. Deputy Chief Porteous pointed out that any scrapings of material can be dumped behind fire hall. The contractor will not have to worry about hauling it away.**

- 5. It is going to be virtually impossible to avoid having water directed in front of the fire hall when an event like a flash flood happens. Where does drainage go now? Do you know the depth of the drain in front of the building now?**

Answer: Please refer to Addendum No. 3.

- 6. Deputy Chief showed how we would like to see the ditch extended all the way down the east side of the property. Do you have any specs on how deep you want the ditch?**

Answer: Please refer to Addendum No. 3.

- 7. In doing the work to the east of the building, it would result in quite a bank over there, is that ok?**

Answer: Please refer to Addendum No. 3.

- 8. Deputy Chief commented that the map in the appendix is a little off. Would like the paving to start directly in line with the original fire hall building, not where the current cement pad is. Also, the paving would go in a straight line down the east side of the property and then angle in behind the well head to the access road. As the measurements on the map are a little off, contractors would appreciate and amended map with approximate area identified to better quote.**

Answer: Please refer to Addendum No. 3.

- 9. *There is so much potential for drainage of water towards building, don't think drain is going to work. Perhaps consideration could be given to a manhole and the use of a 6-8" pipe to drain away from the front of the side of the building? As there will be excavation happening if this is the case, what would you want to replace with after in front of the building?***

Answer: Please refer to Addendum No. 3.

- 10. *Where is propane and electrical lines in this area located?***

Answer: It is up to the contractor to locate if the Fire Department cannot confirm location.

- 11. *C-Can can be moved if necessary***

- 12. *Does the drain in front of the fire hall on the west side overflow when it rains?***

Answer: No.

- 13. *How deep is the power to the well?***

Answer: It is up to the contractor to locate if the Fire Department cannot confirm location.

- 14. *Can paving go around the existing power pole?***

Answer: Please refer to Addendum No. 3.

- 15. *If full excavation is necessary, can we get sub-base material from the nearby Ministry pit (Willowdale)?***

Answer: Deputy Fire Chief owns property next to pit so access to sub-base material can come from his property.

- 16. *What about equipment to load and unload the sub-base material?***

Answer: Contractor would have to arrange that.

- 17. *When do you think you will have the requested information back to us as we will need time to consider information before submitting a bid?***

Answer: Please refer to Addendum Nos. 1 & 2.

**ADJOURNMENT:** Meeting adjourned 10:00 a.m.