

Notes of the Mandatory Site Meeting

**Invitation to Tender CS-17-03
Robson Valley Recreation Centre Inter-Connect Heat Transfer System**

Monday, March 21, 2017, 2:00 p.m. at the Robson Valley Recreation Centre, McBride, B.C.

Staff Present: Lyle Lewis
Project Manager

Notes By: Glenda Thompson

CALL TO ORDER: Called to order at 2:00 p.m., introductions.

Meeting Notes:

Project manager, reviewed the Invitation to Tender document with the attendees, highlighting:

- when the contract is expected to be awarded and the completion date of the contract;
- Scope of Work, Specifications and workmanship;
- damage to any property by the contractor;
- utilities map and concern regarding hitting buried utility lines while digging;
- storm drains were pointed out; and
- RDIFFG will try to obtain a utilities map with better schematics.

Addendum addressing attendees questions will be forthcoming.

Project Manager provided attendees with a tour of the Recreation Centre (Curling Club) and the Community Centre operations rooms.

Meeting adjourned at 3:10 p.m.