



---

**Minutes of the Optional Site Meeting**

**Invitation to Tender ADM-23-04  
George Street Parking Lot  
Monday, July 24, 2023  
10:00 a.m. at 155 George Street**

---

**Owner Representatives**

Present: Jim Martin, Chief Administrative Officer, RDFFG  
Bryan Boyes, Utilities Leader, RDFFG  
Jennifer Gloger, Deputy Corporate Officer, RDFFG  
Chris Morgan, Stantec Consulting (Project Managers)  
Jackson Girard, Stantec Consulting (Project Managers)

**Companies Present:**

IDL Projects Inc.  
Twin Rivers Developments Ltd.  
PG Security Fence Ltd.

Introduction and sign in sheet completed

Meeting started at 10:00 a.m.

Brief review of project and requirements

Tour of the proposed parking area

Contractor Question: There are provisional items identified in the Tender?

Answer: Yes, partly due to Board meetings occurring once a month and timing, we haven't specified all of the components. Schedule is to have Regional District Board consider award at their August 17<sup>th</sup> meeting. Would like to see project completed prior to freeze up but are flexible if scheduling is a challenge.

Contractor Question: What type of fencing are you looking for?

Answer: Not chain link, something more rigid and secure. Will provide more information on that and if information not provided in time than will be a change order item.

Contractor Question: What does the 200 cu. m of stripping consist of?

Answer: That is just an estimate of the material still on the site that is to be stripped off as part of the contract work. Existing piles will be removed by others.

Contractor Question: What is the concrete patch showing just off the sidewalk area?

Answer: We believe it is just that, possibly an overpour or leftover concrete left behind by the sidewalk contractor years ago.

Contractor Question: Is site security during the project up to the contractor?

Answer: Yes.

Contractor Question: Contract security is to be surety instead of bond?

Answer: Yes, an Irrevocable Letter of Credit is required.

Contractor Question: Was a test area opened and filled in?

Answer: Yes, dug 8 feet and no water was present. There was a layer of stratified gravel, mixed and then sand.

Contractor Question: What are the details for the storm sewer connection?

Answer: Under 3.6 but will set out in an addendum.

Contractor Question: 450 mm pit run?

Answer: Yes, the design proposes a sub base depth of 450 mm. Tenders shall be submitted on this basis

Contractor Question: Is the storm sewer connection in the road?

Answer: Not sure, we have drawing for storm service that comes into the property but no drawings can be found by the City for the road. We are assuming it will be at the property line but if not will negotiate that piece as a change order. City of Prince George has since confirmed that a new service connection will be required. This shall either be installed by City forces or by the contractor as a Change Order.

Contractor Question: Is there an overflow for the recharge chamber?

Answer: Yes.

Contractor Question: Is the fence line beside the encampment the property line?

Answer: No, we have allowed some leeway but it will be adjusted to the property line if the encampment is not gone by the project start date.

Contractor Question: Will we need to dig a hole to look at where connection is or can it be done with a camera?

Answer: It would be ideal to get the City to camera but can clarify with an addendum. (See above and Addenda).

Contractor Question: When is Board meeting?

Answer: August 17, 2023

Contractor Question: Do you know what material you want for fencing?

Answer: Specifics are still being nailed down but want it to look a little nicer at the front of the property.

Contractor Question: Is the fencing to be tied into existing chain link fence?

Answer: Yes.

Contractor Question: How deep are utilities in the utility corridor (in front of the building)?

Answer: Unsure

Contractor Question: Are the trees at the north side coming out?

Answer: Yes, the RD will be taking those down.

Contractor Question: What type of gate?

Answer: We will be looking for a sliding gate the same as the existing rear gate.

Contractor Question: What is happening with the existing front parking lot?

Answer: It will remain as public parking.

Meeting Adjourned 10:27 a.m.