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**Minutes of the Mandatory Site Meeting**

**Invitation to Tender ES-25-10  
3<sup>rd</sup> Floor Renovations – 155 George Street Office Building**

**Monday, July 14, 2025**  
10:00 am at 155 George Street

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**Staff Present:**

Bryan Boyes, Utilities Leader  
Gina Layte Liston, Senior Manager of Environmental Services  
Janet Todoruk – ES Administrative Coordinator

**Consultant:**

Scott McKenzie, ProGraph Solutions

**Companies Present:**

Jon Halvorson, Norske Construction Inc.  
Brian Vossen, Marmot Builders  
Mark Bachant, K2  
Travis Hicks, K2  
Buck Schmidt, Fresno Construction  
Jeff Iwaskow, Defense Electric Ltd.

Introduction and sign in sheet completed

Meeting started at 10:00 a.m.

**Brief review of project**

- Viewed electrical room on 1<sup>st</sup> floor
  - o Telus Alarm feeds to the electrical room
- Moved to 3<sup>rd</sup> floor to view the main areas for renovation
  - o Panel in existing photocopy room feeds the 3<sup>rd</sup> floor
  - o Storage filing room
    - Flooring will stay – any flooring impacted will need to be repaired to match as closely as possible with the existing flooring.
    - Wall at back of room is the back side of the washroom which will be expanded
- Back parking lot and staging area/storage access
  - o Successful bidder will have access to the secure back lot for parking or supply trailers
- Must give RD as much notice as possible when shutting down the utilities
- First aid room is available on the 1<sup>st</sup> floor
- Scheduling should occur during regular RD operating hours to minimize overtime and weekend costs to maintain budget
  - o Most staff will be moved off the floor during the renovation
  - o Wednesday and Thursday of the 3<sup>rd</sup> week each month will have to be “No Noise” days as the Regional Board will be in session
- Scott will pull all the permits and deal with the City of PG

No Contractor Questions

Meeting Adjourned 10:20 a.m.