



Minutes of the Mandatory Site Meeting

**Invitation to Tender ES-26-10
Cell One – Earthworks Services
Foothills Boulevard Regional Landfill**

Tuesday, April 14, 2026

1:00 p.m. at the Foothills Boulevard Regional Landfill

Staff Present: Laura Zapotichny, General Manager of Environmental Services
Linden Langlois, Tetra Tech Engineer
Darwin Paton, Environmental Services Technologist
Meghan Metke, Environmental Monitor and Pollution Control Coordinator
Darren Wahl, Manager of Solid Waste Operations
Janet Todoruk, Administrative Coordinator
Amber Serwatkewich, Environmental Services Representative

Companies Present: IDL Projects Inc.
Twin Rivers Developments Ltd.
T.C.C. Contracting Ltd.
Acres Enterprises Ltd.
Enviro-Ex Contracting Ltd.
Civil North Consulting Ltd.
Arrow Project Services Ltd.
Knappett Industries Ltd.
J.W. Price Constructing Ltd.
Infracon Construction Inc.

Sign in Sheet Completed

Meeting started at 1:00 p.m.

Introduction – attendees reminded this is a **mandatory site meeting**, only the companies present will be considered.

Review of Tender Submission: Regional District of Fraser-Fort George (RDFFG)

Tender Submission Guidelines – reviewed guidelines on page 3 of the tender documents, **Bid Bonds cannot be submitted by email**. Reminder to email tender submissions to purchasing@rdffg.bc.ca. Late submissions will not be evaluated or accepted.

Inquiries – proponents were advised to send questions to both contacts listed lzapotichny@rdffg.bc.ca and spencer.smith@tetrattech.com. Deadline for question submission is April 21, 2026, at 4:00 PM. Any inquiries after this deadline will not be accepted.

Submission Instructions – requirements reviewed as outlined on page 8 of the tender documents.

Changes to Submissions – proponents were instructed to carefully review the instructions regarding changes to submissions.

Contract Start and Duration – Contract start date: June 1, 2026. Award expected: May 14, 2026, at the Regional District Board Meeting. This timeline allows approximately two weeks for the successful bidder to finalize documentation.

Scope of work was reviewed as detailed on page 19 of the tender documents.

Project Management – Laura Zapotichny, General Manager of Environmental Services with Tetra Tech supporting the project in an engineering role.

Appendix Review: Highlights/Takeaways – review of Appendix A-N

Appendix A – Acknowledgement Letter: not mandatory, however, strongly encouraged. Proponents who do not submit this will not receive updates or changes .

Appendix B – Checklist: Ensure all items are checked off.

Appendix G – Proposed Construction Schedule: alternative formats are acceptable if clearly labelled.

Appendix M – Conflict of Interest: reviewed, proponents were reminded this appendix must be completed, signed, and submitted.

Review of Scope of Work and Appendix O and P: Tetra Tech

Earthworks services for the Cell 1 Lateral Expansion at the Foothills Boulevard Regional Landfill will generally consist of excavation, hauling, placement and compaction of soils and construction of associated works, including the perimeter road and surface water ditching system.

Work Includes: Mobilization and demobilization of equipment to site, including construction of haul roads from the borrow areas (where required), and any other haul roads required during construction, site safety, and all temporary works and facilities necessary to complete the project.

Development and implementation of a site-specific health and safety plan and environmental protection plan.

Provision waste excavation and disposal for encountering waste during excavation.

Clearing and grubbing (where required) and stripping unsuitable surface material from within Cell 1 lateral expansion work area, and any other area to be disturbed during construction, and hauling of material to the appropriate Cell 1 lateral expansion work areas as shown on the drawings or directed by the Engineer.

Excavation and hauling of soils as per the design grades.

Placement and compaction of soils as per the design grades.

Placement and compaction of aggregate for the perimeter road as per the design grades.
Surface finishing of grades

Placement of geomembrane and gravel within the ditches as shown in the drawings.

Supply and installation of landfill gas pipeworks, fittings, and valves as shown on the drawings.

Surveying, as required for the completion of all portions of the Work, which must include a detailed as-built geodetic survey of the entire Work area and all the Work performed. To be provided to and approved by the Engineer as construction progresses. Survey to be conducted by a qualified registered land surveyor, licensed to practice in British Columbia, acceptable to the Owner and Engineer.

Health and Safety Requirements

Payment Basis: Lump sum price. 50% based on development, submittal, and implementation of Health and Safety Plan. 50% based on enforcement of the plan and successful completion of final demobilization from the Site.

Environmental Procedures

Payment Basis: Lump sum price. Includes development and submission of the Environmental Protection Plan, including the associated Erosion and Sediment Control Plan.

Mobilization and Startup

Mobilization – Payment Basis: Lump sum price, payment is based on successful completion of mobilization and turnover of Original Ground survey data.

Startup – Payment Basis: Lump sum price, payment is based on turnover of Original Ground survey data.

Execution

Payment Basis: Lump sum price. Includes all survey requirements to be paid upon submission and approval of completed survey as per the percentages in this specification.

Closeout Procedures and Submittals

Schedule of Payment – Payment Basis: Lump sum price. Payment is based on turnover and approval of Final As-Built Survey data.

Well Field Pipework

Header Pipe East Wye – Payment Basis: Lump sum.

Header Pipe West Wye – Payment Basis: Lump sum.

Clearing and Grubbing

Measurement and Payment – Payment Basis: Lump sum.

Topsoil Stripping and Stockpiling

Payment Basis: Unit price. Payment based on approved surveyed volume of stripped topsoil material to the lines and grades shown in the drawings.

Excavation

Excavation and Disposal of Unsuitable Material – Measurement Basis: Per cubic metre of in-place unsuitable material excavated. Payment Basis: Unit price.

Salvage of Road Base Material – Measurement Basis: Per cubic metre of in-place road base material excavated from existing road alignment. Payment Basis: Unit price.

Fill

Engineered Fill (Cell 1A) – Measurement Basis: Per cubic metre of compacted Engineered Fill. Payment Basis: Unit Price.

Engineered Fill Borrow Area – Measurement Basis: Per cubic metre of compacted Engineered Fill. Payment Basis: Unit Price.

Road Surface Aggregate – Measurement Basis: Per square metre placed, measured in place. Payment Basis: Unit Price.

Ditch Gravel – Measurement Basis: Per linear metre of installed ditch gravel, along ditch alignment. Payment Basis: Unit Price.

Pipe Culvert

Payment Basis: Lump Sum.

HDPE Membrane

Measurement Basis: Per linear metre of installed HDPE Geomembrane along ditch alignment. Payment Basis: Unit Price.

Review of Appendix R: RDFFG

Appendix R – Supplemental General Conditions: Time is of the essence. Foothills Boulevard Regional Landfill (FBRL) is open 7 days a week excluding some stat holidays. The work is to be done within the hours of operation. FBRL is a shared site with Fortis BC. When excavating from the west pit, coordination with the onsite contractor is mandatory. The successful proponent will give right-of-way to the public, onsite contractor, and Fortis BC.

Open to Questions/Discussion

Question 1: Can you define the grubbing area? Are the small trees included?

Answer 1: The small trees are included, we are not grubbing the forest, only the area to the north within the defined work. Details of expectations are found within the specifications.

Question 2: How do we get access to the South borrow area?

Answer 2: The contractors will be issued a key to gain entry. There is a shared road, and we will give public the right-of-way and come to a full stop for traffic. FortisBC will be undergoing construction in the summer and will primarily be using the Ministry of Transportation pit access road. The maximum speed limit is 20 km an hour.

Question 3: Will we require traffic control?

Answer 3: The Contractor may install a 4-way stop at the junction of the new west road and the borrow pit area.

Question 4: Is a bird survey required?

Answer 4: Please refer to Addendum No. 1.

Question 5: Is there access to onsite water? Do we have to haul in a water truck? Is there access to the fire hydrant?

Answer 5: There is no access to onsite water. FBRL waters the road twice daily in their current schedule. For the specified compaction density, it will be up to the successful proponent to determine the source of water and the body of water required. If a water truck is being brought on site, they will have to enter through the public queues and go across the scales. Please refer to Addendum No. 1 for further clarification.

Question 6: Is there a preference on which area we use for cover materials? Do the pits connect?

Answer 6: The west borrow area and south gravel pit do not connect. Excavating in the west borrow area is to be done in an orderly manner and to be directed by the engineer. The west borrow area contains more sand and is an Esker Complex. The south gravel pit contains larger materials and gravel that would be suitable for the surface area.

Question 7: Can the clean wood be used for the berm?

Answer 7: No DLC is permitted for use in the berm structure or road.

Question 8: Will the successful proponent be responsible for the purging of the condensate gas lines?

Answer 8: The purging would be undertaken by the RDFFG and work on the LFG pipe works will not proceed until this has been completed and the Contractor has been given notice to proceed.

Question 9: Where is the stripping stockpile located?

Answer 9: This will be determined after the work starts.

Toured the area of work, borrow pits, and gravel pits – contractors took pictures and viewed the area they will be working in.

Key Takeaways / Final Statement from the RDFFG:

We are expecting to come across buried material within the area of work. Any waste found will be trucked to the active face. The site was previously owned by the City of Prince George. We have not dug boreholes to determine if there is any waste buried within the area of work.

The existing infrastructure for the landfill gas pipes that are exposed along the north side of existing cell one waste slope are to remain in place. They must be accessible to RDFFG staff. Error on the side of caution with this area.

The correct materials will be needed to accommodate the slopes. The slopes are 2 to 1 slopes in some areas.

We highly recommend the use of an Earth Moving Contract and encourage attention to the specifications required and the compaction specifications. There will be no leeway. The area needs a long-term berm on the outside edge and must support an engineered lined Cell.

Meeting Adjourned 1:57 p.m.