



Minutes of the Mandatory Site Meeting

**Invitation to Tender ES-26-11
Compaction and Cover of Demolition Materials – Mackenzie Select Waste Landfill**

April 21, 2026 at 11:30 AM
Mackenzie Select Waste Landfill

Staff Present: Laura Zapotichny, General Manager of Environmental Services
Darren Wahl, Manager of Solid Waste Operations
Janet Todoruk, Administrative Coordinator

Companies Present: Twin Rivers Developments Ltd
Nahanni Construction Ltd.
Civil North Consulting Ltd.
Brocor Construction Ltd.
Bartlett Contracting Ltd.
Civil North Consulting Ltd.

Sign in Sheet Completed

Meeting started at 11:30 a.m.

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

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

Tender Submission Guidelines – reviewed submission guidelines on page 3 of the tender documents, All required appendices must be submitted. Late submissions will not be evaluated or accepted.

Inquiries – tenderers were advised to submit questions to the Project Manager, Darren Wahl, darren.wahl@rdffg.bc.ca. Deadline for question submission is April 27, 2026, at 4:00 PM. Inquiries received after this deadline will not be accepted.

Submission Instructions – requirements reviewed as outlined on pages 7 & 8 of the Tender documents.

Contract Start and Duration – Contract start date: June 1, 2026. The contract term is three years with 2 possible one-year extension.

Tender Close Date: May 1, 2026 at 2:00 pm. Award anticipated at the May 14, 2026 Regional District Board Meeting.

Appendix Review: Highlights/Takeaways

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

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

Appendix C – Complete and include Addendums.

Appendix D – Schedule of Prices: Enter hourly rate for this contract.

Appendix E – Schedule of Prices – Force Account Work: to cover additional work on site.

Appendix F – List of Contractor's Personnel: we are looking for contractors with reasonable experience in taking on this service.

Appendix H – List of Equipment: Reflective to the type of work for this contract. Review page 38 for equipment specifications.

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

Background information:

- Mackenzie Landfill transitioned from a Municipal Solid Waste Landfill to a Demolition and Construction Waste Landfill in 2019.
- The District of Mackenzie is responsible for the access road into the site.
- Operations must comply with the DOCP, including maximizing available airspace.
- The site receives approximately 300–500 metric tonnes of fill annually.
- The Mackenzie site is a respectful workplace; contractors must ensure staff remain respectful to employees and the public.
- The Operations Manager will oversee site operations and will arrange to meet the contractor on site for each service.

Drove over to the Active Face to view site

Scope of work was reviewed as detailed on page 19 of the tender documents and in Appendix M.

- Initial service will include compacting and covering the current active face.
- All work must follow the approved fill plan.
- Mobilization and demobilization may be required for each service.
- Preparation work for the outside back slope will be completed under Force Account Work rates, including:
 - Building a berm along the bottom to allow dumping from the top.
 - Spring, summer, and fall work due to slope conditions.
 - Work is anticipated to provide approximately two years of fill capacity on the back side.

Question: Should there be an extra line for Mob and Demob in the Schedule of Prices?

Answer: This will be reviewed and addressed through an addendum.

Concrete pile from the site will be transported to the tip floor to be covered – Force Account Work rate.

Walked over to the top back slope to view:

Back slope work will be completed under the Force Account Work rate:

- Maintaining a **3:1 slope**.
- Building a berm along the bottom to allow dumping from the top.
- Removal of willows (push to side and cover).
- Hauling dirt to build the berm along the ridge below the willows and above the tree line.

Compaction and Cover Services will be performed during Transfer Station Site hours.

It was noted that a potential camp development in the Mackenzie area may result in increased DLC material over the duration of the contract.

Question: How many hours could each service take?

Answer: Approximately 16 – 24 hours per service operating during site hours but there is no guarantee of hours.

Question: Is there an expected response time after being notified for each service?

Answer: A response time of **within two weeks** is considered reasonable.

Question: If equipment is deployed for wildfire response, could response times change?

Answer: Yes, this would be discussed at that time.

An electric bear fence is in place on site. Dogs brought to the site must be properly contained at all times for safety.

Meeting Adjourned : 12:50 pm