

**Notes of the Mandatory Site Meeting**

**Invitation to Tender CS-17-04  
Robson Valley Exploration and Learning Centre Building Renovations**

**Wednesday, March 29, 2017, 1 :00 p.m.  
at the Robson Valley Exploration and Learning Centre, McBride, B.C.**

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Staff Present: Donna Munt, General Manager of Community Services  
Meredith Burmaster, Community Services Leader

Also Present: Archie McLean, Project Engineer  
Tony Rykes, Project Manager  
Naomi Balla-Boudreau, McBride Library Representative

Note Taker: Meredith Burmaster

**CALL TO ORDER:** Called to order at 1:00 p.m.

**Meeting Notes:**

General Manger of Community Services, made introductions and reviewed the Invitation to Tender document with the attendees, highlighting:

- Donna Munt is the contact for all questions about the tender (contact by email)
- minutes and any addendums will be posted on the Regional District website and BC Bid
- mandatory site visit – if a company is not represented here a bid from the company will not be accepted
- ensure you carefully review the insurance requirements for this tender
- ensure you have signed the “sign-in” sheet
- careful attention to Schedule D – exact costs must be shown on this schedule upon completion of the project in order to claim grant funding that has been obtained by the Regional District
- Scope of Work is self-explanatory so it will not be gone over in detail

Question 1: is GST to be included in the amounts on Schedule D - Expense Tracking for Grants?

Answer 1: yes.

Walk through of the building conducted.

**LIBRARY**

- Main Area
- Men’s Washroom
- Women’s Washroom
  - outline on the floor of where the wall has been removed
- Mechanical Room

Question 2: are there four different meters in the mechanical room?

Answer 2: yes, there are four different zones.

- Meeting Room
  - see upcoming addendum, tender calls for concrete pad outside the door on the drawings, changed to pavers
  - Library is supplying cabinets for this room, contractor install as per tender

Question 3: are new stops necessary for installing cabinet and sink?

Answer 3: yes.

- New flooring specs in tender, colour to be confirmed
- Baseboards to be replaced
- In-floor heating is in place – DO NOT PENETRATE THE FLOOR WITH ANYTHING

- Adjacent Room

- Door to outside currently heaves – fixing this is not part of the tender
- When doors are removed from the building, they stay with the building and become property of the Library
- Doors to be replaced by windows for display cases, so the display is visible from the outside of the building
- Display windows to be constructed by the contractor, simple design, 8" deep

Question 4: are exit signs and hardware for emergency lighting to be removed?

Answer 4: yes, whole unit including hardware will be relocated.

- Cabinets and countertops will be supplied by the Library, contractor installs per tender

Question 5: is there sealer on the floor?

Answer 5: not sure.

- Counter beside the office and scaffolding will be removed before project begins, not contractor's responsibility
- Plumbing in the office to be installed per drawings
- Cabinet with sink to be plumbed to exterior wall
- Insulated case to connect to waste pipe leaving the building

Question 6: is there anything to be done with the thermostats or furnaces?

Answer 6: no.

Question 7: what kind of insulation is in the ceiling now, what kind do you want added?

Answer 7: should be R40, needs to be R60, blown in.

## MUSEUM

- Museum to relocate washroom door.
- Museum will also be closing in mechanical room, this is not part of this Scope of Work
- Any cleaning, mold removal etc. will be the responsibility of the Museum, not included in this Scope of Work
- Wallboard to be removed by Museum – contractor responsible for drywall
- See upcoming addendum for overhead door size shown on Appendix D, item 2
- Museum will dispose of anything taken down in this space
- Museum may add an office at a later time, not part of this Scope of Work
- Boarded up section of fan cover needs to be removed as per Scope of Work
- Painting not an action item in this Tender
- Preferred for the contractor to work on the Museum space first to allow the Museum to start their renovations.

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## WHEELCHAIR RAMP

- Concrete accessibility ramp to be installed on left side of building from driveway entrance up to building as per specs, (3" grade no railings)

Question 8: what kind of finish on the exterior where doors are being removed?

Answer 8: OSB, no rock work included in this contract, match trim to existing.

## GENERAL

- Outside timbers to be refinished by the Library
- Depending on what the cost of the renovation work comes in at, there is a possibility of work being added – if the funding is available
- Tender closes at 2:00 p.m. on April 7, 2017
- Tenders will be opened at 2:15 on April 7<sup>th</sup>, at the Regional District office in Prince George
- Contractors welcome to attend tender opening, this will be the only way you will know who bid and at what prices
- Successful bidder will be advised by April 21<sup>st</sup>, 2017
- Deadline for completion of the project is May 31<sup>st</sup> if at all possible
- Quotes on the doors have been obtained for preparation of grants so door suppliers shouldn't have to hunt down quote information – ordering doors could take time if not in stock
- Contractor is responsible for obtaining permits for all work in this tender
- Additional work the Museum is considering is outside this Scope of Work
- Small amount of plumbing work, does not need a plumbing permit
- Main doors – Arctic Entrance, which will have a self-contained room in between the sets of doors, threshold clearance will be 1" for accessibility requirements, old doors to go be kept on site and are the property of the Library
- Will be an area at the entrance for coats etc.
- Lights on roof are to be relocated as Arctic Entrance will impact the current light location

Question 10: is framing for the Arctic Entrance to go up to the roof?

Answer 10: yes

Meeting adjourned at 1:39 p.m.