

Meeting Minutes

Representatives:

Mike Caswell - Parks Canada - Asset Management Advisor

Adriana Bacheshi - Parks Canada - Visitor Experience Manager (Site Manager)

Alexandra Bogusat - Unit 7 Architecture Inc. - Architectural Intern

Kelly Wilkinson - McElhanney Consulting Services Ltd. - Project Manager (On conference call)

1. General Info

1. All attendees should sign the site visit attendance sheet.
2. While this is a federal project, Public Works and Government Services will not be involved in this project.
3. Closing date may be delayed by a week.
4. Everything will be posted on the Buyandsell site.

2. Schedule:

1. As noted in the tender package, the work is to start once the 2016 season is over at Motherwell Homestead Historic Site. Last event is October 1, 2016. However, if contractor's feel they can complete a portion of the work, and clean-up the site entirely prior to their big event, Symphony Under the Sky Festival, on Saturday August 27th, 2016, then some work may be possible this summer. For example the replacement of the asphalt shingle roof.

3. Introduction to project and review of drawings:

1. Main purpose of project is to reorganize the layout to better suit Parks Canada's current needs, as it was never fully finished when initially built.
2. The renovation is addressing some exterior issues, including replacing the entire roof, re-cladding the whole building, replacing some windows with broken seals and converting the screened in veranda to a 3 season room. Contractors to review drawings and specifications for full scope of work.
3. New layout involves:
 1. Moving the administrative offices downstairs to the basement. Parks Canada has completed the majority of the work in the basement already. Contractor will be responsible for 3 new windows complete with window wells. Drainage of well to be tied into existing weeping tile.
 1. Question regarding existing weeping tile - we are assuming there is one as the basement is dry and has not had any moisture issues.
 2. Relocating the male and barrier-free washrooms to location of existing administration offices, and flipping the layout of the existing female washroom. All washrooms to be entered off of a new shared corridor.
 1. Some fixtures and bathroom accessories are being salvaged for re-use as noted in the tender package.
 3. Extending the kitchen and providing new kitchen equipment, including a grease hood with a designated make-up air unit on a slab outside. New custom serving counter.
 4. New designated gift shop located across from the kitchen.
 5. Visitor information to be pushed into nook area, and new door to basement connects visitor information with new administration offices in basement. New custom information desk/office space and play area shelving.

4. M & E:
 1. Only the kitchen area renovation has designated mechanical drawings. The remaining mechanical work can be found on the architectural drawings.
 2. Electrical work is also found on the architectural drawings, specifically on the Reflected Ceiling Plan.

4. Tour of site:
 1. Walked through main floor to see administration offices, washrooms, kitchen/dining area.
 2. Walked through Veranda
 1. As noted on drawings the lower screens are being replaced by 4-track vinyl window. Upper screens to be single paned glazing with wood frame. Refer to tender package for specifications and full scope of work.
 2. Cladding inside veranda matching existing cladding is to be removed and replaced with the new to match rest of building.
 3. Walked around outside
 1. All existing cladding to be removed, install new cladding as per specifications.
 2. Discussion of existing soffit remaining. It was determined that it would be difficult to remove the cladding without damaging the soffit.
 3. Looked at location of new air handling unit and location of the 3 window wells.
 4. Walked through basement
 1. Existing mechanical room located in basement.

5. Conclusion:
 1. All further questions should be directed to Parks Canada's Contracting Officer as noted in the tender package.