

PARSONS

Road Reconstruction Project – PUK
Parks Canada Project No. 791
Parks Canada Solicitation No. 5P300-17-5111

BIDDERS CONFERENCE MEETING MINUTES

HELD ON: Thursday, October 5th, 2017; 1:00 p.m. – 2:45 p.m.

HELD AT: Pukaskwa National Park – PUK Boardroom

ATTENDEES: Paige Sheppard, Departmental Representative
Mehdi Eliraqi, Project Officer
Melanie Linde, Administrative Services Officer
of: PCA

Jan Wiczorek, Project Manager & Project Coordinator
Penelope Osterman, Transportation Designer & Assistant Project Manager
of: Parsons

Josh Douma
of: Insitu Groundwater Contractors

Charles Harris
Mario Villeneuve
of: Villeneuve Construction

Jason North
of: J. Provost Contracting Ltd.

Taylor Clark
of: John Cress Contracting (supply granular)

Matt Case (teleconference)
of: Pioneer Construction

ABSENT: Cory Gaudet, Project Leader & Asset Manager
Sharon Hayes, Park Manager
of: PCA

Cc'ed **PCA, Parsons Design Team and as required.**

PURPOSE: Information session to:

- Provide bidders with project brief
- Opportunity for questions and answers
- Conduct site tour

No.	Item	Action
1.0	Sign-in Attendance Sheet	
1.1	– Attendance sheet was provided for all participants of the meeting.	
2.0	Welcome and Purpose	
2.1	– Paige welcomed the prospective bidders to the park. The purpose of the meeting is to provide prospective bidders with an overview of the scope and operational	

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	constraints of the project, provide an opportunity for questions and answers, and conduct a site tour.	
3.0	Introductions	
3.1	– Introductions were conducted around the table including members from: Parks Canada, Parsons (consultant), Insitu Groundwater Contractors (dewatering contractor), Villeneuve Construction, J. Provost Contracting, John Cress Contracting (supplier), and Pioneer Construction (teleconference).	
4.0	Outline Project Brief	
4.1	<p>Scope of Work</p> <ul style="list-style-type: none"> – Penelope Osterman reviewed the scope of work. The project consists of the reconstruction of approximately 3km of paved roads and approximately 2km of gravel roadways. In general, horizontal and vertical alignments will remain the same except for small discrepancies in areas of pavement distortions. Paved roadways will be pulverized and repaved, and gravel roadways will be topped with minimum of 200mm Granular A. Minor widening is present in areas throughout the site to improve RV maneuverability, and were ditches are needed for drainage. – Sewer forcemain and gravity pipes are to be replaced. Most areas are designed with new pipes on opposite side of road to avoid conflicts with existing electrical lines. Existing pipes to be abandoned and grouted. However, where new pipes are to be installed along the same alignment, the existing pipe is to be removed and replaced. New gravity sewer will connect the RV dumping site to pumping station #2. Building and tank at pumping station #1 to remain and pump to be replaced. – Electrical scope includes new/redesigned illumination at RV dumping area, and visitor's centre parking lot. Electrical infrastructure will be installed for new RV sites on north campground loop. Internet underground provisions include ducts, MH and HH from Park entrance to administration building, kiosk and visitor's centre. Internet wiring / fibre optics to be installed at a later date. – Additionally, there is optional Landscape work. Depending on costs, PCA priorities and the progress of the project it may or may not be included in the contract. However, the work should be priced by the bidders. Restoration landscape work for all disturbed areas, including tree protection, is not optional and shall be included in the contract bid. 	
5.0	Operational Constraints & Questions	
5.1	<p>Operational Constraints Overview</p> <ul style="list-style-type: none"> – Jan reviewed the main operational constraints including: Limited construction seasons (spring & fall) to avoid peak visitor season; maintain access for park staff and emergency vehicles; and maintain operation of staff washrooms at administration building when removing/replacing forcemain (pumping/containment may be required to achieve this). 	
5.2	<p>Park Staff & Access to Administration Building</p> <ul style="list-style-type: none"> – Jason asked how many staff are at the park during the off-season 	

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	<ul style="list-style-type: none"> – Mehdi answered that there are usually 20 people at the park from Sept 20th to April, and up to 50 people during the rest of the season. – Jason was concerned about maintaining access along the Admin Rd, since this would become a choke point. Even if half the road could be closed, providing the access would result in additional costs. – Jan requested that this be posed as a formal question for all bidders to review the answer. 	
5.3	<p>Construction Schedule</p> <ul style="list-style-type: none"> – Jason asked whether the proposed construction schedule was based on Park funding/budget and what funds were available for each year. – Jan clarified that the designers developed the construction schedule based on estimated production rates while avoiding/minimizing construction during the peak visitor season. Full access with paved surfaces must be provided for visitors between Victoria Day long weekend and Labour Day long weekend (see Section 01 10 00 – 1.8 Operational Constraints). Blasting may only occur between Oct 15th and May 15th. The construction schedule may be modified by the contractor provided the operational constraints are met. 	
5.4	<p>Budget and Scope</p> <ul style="list-style-type: none"> – Jason asked whether the budget had been revised. – Paige clarified that there were revisions to the scope, however no further information would be provided regarding the Park’s funding. 	
5.5	<p>Other Work in Area</p> <ul style="list-style-type: none"> – Mehdi noted that there are three other contracts that will be taking place in 2017 and 2018. – <u>Administration building renovations</u> - expected completion in Fall 2017 – <u>Campground washrooms</u> - expected completion prior to Park opening in 2018 – <u>Trail Bridge project</u> - expected to be completed in June 2018 – The Trail Bridge project is currently using an area between the weather station and the sewage lagoon for storing supplies. This may be made available as the project reaches its close. – Jan noted that schedules may need coordination between the different contracts to minimize overcrowding in one area and “Constructor” issue. However, since the other projects are expected to be complete or nearly complete this will likely be minimal. 	
5.6	<p>Excess Materials</p> <ul style="list-style-type: none"> – A question was raised as to whether there was a location for excess materials. PCA may be able to provide space for excess wood/vegetation from clearing & grubbing operations. Contractor will be required to prepare a plan to be approved by PCA. It should be noted that the suggested storage area is indicated in the Contract Documents in Section 01 52 00 – 1.11 Staging Area. This is an area that is approximately 18m x 26m and it is located between the weather station area and the lagoon area. 	
5.7	<p>Tree Protection</p>	

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	<ul style="list-style-type: none"> – Jason asked to define “Tree Protection” as it was one of the items in the quantity list. – Jan clarified that it was just a simple fence to act as a visual barrier. For details, see Parks Canada Environmental Impact Assessment document, OPSD 220.10 and OPSS 801. 	
5.8	<p>Borehole Numbers</p> <ul style="list-style-type: none"> – Josh asked about borehole numbers 20-30. – Penelope clarified that there are two sets of borehole numbers. The pavement report contains borehole numbers BH1 to BH30. The geotechnical report for the sewers contains borehole numbers BH16-01 to BH16-21. – Each set of borehole numbers can be found in their corresponding report and with information for each borehole in the set. 	
5.9	<p>PTTW & Dewatering</p> <ul style="list-style-type: none"> – Josh asked about whether a Permit To Take Water would be required. – Permit to take water (PTTW) is noted as a provincial requirement, as this is a federal project, it would not be needed. The Contractor shall contact MECC to confirm. – He also asked where dewatering could be discharged to. – Jan noted that there are culverts on site, however, a dewatering plan would be required as a construction deliverable. 	
5.10	<p>Environmental & Landscape</p> <ul style="list-style-type: none"> – Mehdi that there is an environmental impact assessment which is applicable to this project. It will be posted on the buyandsell website. – It should also be noted that there is a Best Management Practices document attached to the Contract Documents as Appendix A. – Mehdi mentioned that the landscape option contains a planting plan with non-invasive plant species. – Jason asked how flexible the landscape portion was in terms of the types of rocks and plants used. – Paige clarified that it was semi-flexible in terms of the plantings, since they cannot be invasive plants. 	Mehdi
6.0	<p>Questions and Answers</p>	
6.1	<ul style="list-style-type: none"> – Questions should be received no later than seven calendar days prior to the date set for solicitation closing to allow sufficient time to provide a response. 	
7.0	<p>Site Tour</p>	
7.1	<ul style="list-style-type: none"> – All parties reviewed the site, stopping at the following locations: administration building & area, sewage lagoon, proposed staging/storage area, RV dumping site, visitor’s centre parking lot, and south campground loop washrooms / pumping station #1. – The location of the proposed staging/storage area was clarified, see point 5.6 in these meeting minutes for details. – It was asked how the in-place processing would take place for areas in which forcemain trenching was being conducted. It was noted that any additional 	

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	<p>material from the in-place processing could be used in lieu of Granular 'A' for compaction around the forcemains or on the gravel roads.</p> <ul style="list-style-type: none">– Questions regarding access along the Admin Rd were raised. The contractor would need to submit a Traffic Control Plan to be approved by PCA.– It was noted that there is a strict protocol for removing trees. However, trees within the clearing and grubbing area, for example at the camp site entrances or places of widening, are not required to be replaced. Formal questions may be asked for further information.– It was asked whether the area around the Lagoon can be used as a staging area. PCA said that this would not be feasible since the Park staff use this area on a regular basis.	
8.0	Meeting Adjourned	

If there are any errors or omissions, please advise Penelope Osterman (Penelope.Osterman@parsons.com) within 3 days of issuance of these minutes.

Minutes prepared by:

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