

July 8, 2021

Lk. Cowichan Municipal Hall – Renovations and Addition

Pre-Tender Team Meeting No. 1 – July 7, 21

Attendees:

- | | | |
|---------------------|-----------------------|--|
| • Joseph Fernandez | Town of Lake Cowichan | jfernandez@lakecowichan.ca |
| • Don Kaluza | WSP | donald.kaluza@wsp.com |
| • Brian Kapuscinski | BJK Arch | brian@bjkarch.com |

Cc:

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| • Angela Tilley | BJK Arch | angela@bjkarch.com |
| • Lee Rowley | Herold Engineering | LRowley@heroldengineering.com |
| • Bob Crandall | Environmental Consulting | rcrandall007@yahoo.com |
| • Mike Warrington | Rocky Pt. Engineering | mike.warrington@rpeng.ca |
| • Anthony Townsend | RB Engineering | anthony@rbengineering.ca |
| • Patrick Ryan | Herold Engineering | pryan@heroldengineering.com |

1. Project Status

- Test pits have been completed and Geotechnical memo is being prepared to summarize the logs. Memo expected to be completed by July 16.
- WSP is preparing the design for the soil remediation and the replacement retaining wall at the riverbank.
- Construction Documents for the building renovations are 99% complete. Final coordination review to be completed.

2. Phases

- Phase 1 – Geotechnical work
- Phase 2 – Demolition of existing vehicle bays
- Phase 3 – New Construction / Renovation of Municipal Hall

3. Permits

- Building Permit application will be submitted July 20, 21.

4. Schedule

- Phase 1
 - Issue for Tender - July 20, 21 – closes Aug 10, 21 (3 weeks)
 - award and construction to follow immediately.
 - Tender package will be prepared by WSP.
- Phase 2
 - Demolition work to be completed by Aug. 10
- Phase 3
 - Issue for Tender – Aug. 3, 21 – closes Aug 21, 21 (3 weeks)
 - Construction to start Sept 15, 21.

- 10-month construction period expected
- Tender package will be prepared by BJK Arch.

5. Environmental

- Bob Crandall is preparing a List of Measures that will be included in the Phase 1 and 3 tender documents addressing working at the riverbank.
- Bob advises that the allowable work window is June 15 - Sept 15.
- Bob requires a copy of the Geotechnical Memo when issued.
- Existing trees to be removed prior to Aug. 10, 21. The Town will retain the Arborist and Faller directly.
- The existing lockblock retaining wall will be removed and replaced with geogrid wall with vegetative face.

6. Next Meeting

- The next Zoom meeting to be determined.

Zoom Meeting Notes prepared by:



Brian Kapuscinski
Architect AIBC