National Capital Heavy Construction Association (NCHCA) / City of Ottawa

NOTES

Date: Friday, September 15, 2017
Time: 8:00 am to 9:30 am
Place: 100 Constellation Drive, Boardroom 655W

Present:

Carina Duclos (City), Bruce Kenny (City), Shelley McDonald (City), Joanne Moore (City), Rick Mask (City), Joanne Graham (City), Jim Flegg (NCHCA Chair), Dale Harley (NCHCA), Deborah Mohr-Caldwell (NCHCA), Wade Clouthier (NCHCA) Edson Donnelly (CEO)

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1. Review Notes of Previous Meeting

- IS staffing updates: Bruce Kenny and Tara Blasioli are now program managers for Design and Construction Branches 1 and 2.

  ACTION: Design and Construction Staff list will be provided with notes.

- NCHCA has not yet received the list of certified plumbers in the Ottawa area who can complete the testing for backwater valves.

  FOLLOW-UP: The City has confirmed that there are Backflow Preventers Certified installers in the Ottawa Area and provided the names of some local companies. Also, Samantha Buch with the Ontario Water Works Association (Tel: 416-231-1555, ext: 221) can be contacted for a complete list of certified backflow preventers installers in the Province of Ontario.

  FOLLOW-UP: The NCHCA was advised that the City doesn't maintain an up-to-date list. Updates can be obtained from the OWWA Association.

- Sample Information Sheets

  FOLLOW-UP: Aicha Ghezal sent a draft to the industry for review. Carina asked for a quick response so the form can be finalized.

  ACTION: Industry to send back comments to the City.

- MNR 2018 Royalty Increase

  ACTION: City will discuss internally to fully understand the changes. Item will be brought back to the next NCHCA meeting for further discussion.

  FOLLOW-UP: Carina is waiting for a response from Alain.

- VPM / Contract Execution Update

  FOLLOW-UP: Carina has followed up with Project Managers reaffirming expectations and the spirit of VPM.

- Use of Restricted Hours

  ACTION: City will further discuss after the meeting

  FOLLOW-UP: The City does not issue restrictions lightly. Discussions with other internal groups take place before a tender is issued and PM's do their best to make sure contractors are given all possible opportunities. One problem that has occurred was an incident where restrictions were put in place the day construction started (by OC Transpo). Another issue the Industry is having is with subs that take jobs that have the most hours available. Joanne suggested that the contractors raise concerns during tendering.

  ACTION: Carina to follow up with OC Transpo on last minute restrictions.

- Timely Addendums

  ACTION: The Industry will remind contractors that they should not be contacting project managers with their questions. Both industry and City will work together to get the addendums out in good time.

  FOLLOW-UP: The Industry noted that they have encountered a problem with a request to view a site before bidding on a contract. The City told them that they had to have the

Contractor working on site's permission to tour the site. When Contractors encounter problems that they need assistance, they can call Carina.

- CO / Markups Discussion

  ACTION: Anna Valiant will set up a meeting in a month. NCHCA will provide information to review in advance, including examples on how documents support industry position. Anna will summarize required details when sending out the meeting request.

  FOLLOW-UP: Next meeting in on 3 October 2017.

- Temporary Water Services

  ACTION: Carina will flag to Renjit.

  FOLLOW-UP: Information sent to Renjit.

  POST MEETING FOLLOW-UP: Water Services will develop a process where "Chlorinated water" tags are put on the hoses during the chlorination stage. But also we ask contractors inform their staff not to use temporary service hoses as water feed source- which is currently a problem.

- Long Range Financial Plan update

  ACTION: Carina to follow up with Kelly Martin.

  FOLLOW-UP: Report is now live. It is scheduled for 19 September Committee and 27 September Council.

- Stimulus funding

  ACTION: When more details are available, information will be passed along to industry.

  FOLLOW-UP: The City has received official approval for some projects to be extended to March 2019.

2. **Health, Safety and Accessibility at Construction Sites**

   The basic premise for this review is the ensure that we a safe and accessible construction site for everyone. Health and Safety and accessibility **is the contractor's**

responsibility. Some contracts are having some serious issues regarding pedestrian mobility.

The City is working with Consultants to make sure quantities for safety and accessibility are included in contracts. Joanne will be attending the next CEO/City meeting to give a presentation and remind them of this requirement.

Rubber Sidewalk panels are available to be borrowed from the City to use on construction jobs. It is the responsibility of the Contractor to pick up and return them. If there is an interest, contractors can speak to the project manager and if agreed to, Joanne will facilitate. Edison suggested that putting this option in contract drawings so contractors know they're available. Joanne prefers that the Industry make their members aware of the option.

A copy of Joanne's presentation will be included with the notes of this meeting.

ACTION: Cheryl to send with notes.

3. **Forecast Listing – September 2017-January 2018**

To be included with the notes of this meeting.

ACTION: Cheryl to send with notes.

4. **24/7 Emergency Contact**

An e-mail was sent from the City to the Chair of the NCHCA about the importance of having his requirement fulfilled. If non compliance continues, fines will be applied. Jim advised that he will send the notice to all NCHCA members.

5. **Vacuum Truck Payment Procedure Follow-up**

The specification currently uses an all-inclusive rate (travel/dumping time) for payment. The Industry noted that contaminated waste is increasing travel time because they have to use the trail road facility. Joanne asked the Industry to review the current spec and make recommendations for consideration before the annual spec review.

ACTION: Industry

6. **Contract Restrictions (removed from Agenda--covered under review of previous notes)**

7. **Web Based Contract Management System**

Submissions remain the same.

8. **Payment Certificated – Subcontractor Cash Flow**

This is a major issue for subcontractors. If these payments items are not covered totally in the payment certificate, Contractors need to bring it up with the CA to have it added. Carina will follow up with Project Managers and the CEO.

ACTION: Carina to add to the next CEO agenda and advise project managers.

9. **Potential Delay and Cost Increase for Polyethylene Pipe Materials**

The Industry noted that any jobs with MPD are experiencing delays. Carina asked that the PM's be advised on projects impacted.

10. **2017 Budget**

The NCHCA is attending all the meetings for updates. City Councillors are hosting pre-budget consultations with the public in September and October. All the dates are listed on Ottawa.ca. The Budget will be tabled on 30 October and deliberated at the respective committees in October/November. The Budget will go to City Council on 13 December for approval.

11. **Roundtable**

Educational Series – Dale asked the City to send any ideas they have to the NCHCA.

ACTION: City to send ideas to the NCHCA.

NEXT MEETING
Friday, October 20, 2017
8:00 – 10:00 am
100 Constellation Drive, Boardroom 655W