

NOTES

Date: Friday, June 19, 2020

Time: 8:00 am to 10:00 am

Place: Microsoft Teams

Present:

Luc Marineau, Bruce Kenny, Joanne Graham, Sue Johns, Sandra Majic, Tara Blasioli, Britney McGrath, Elsa LaCorte, Gen Nielsen, Kevin Lamer, Rob MacLachlan, Darrin Alberty, Nick Gianetto, Wade Clouthier, Kathy Sutherland, Debbie Mohr-Caldwell, Geoff Falls, Jude Tremblay, Ryan Donnelly, Ivan Levac, Nick Bray

1. Review notes of previous meeting

Excess Soils – July 1st implementation date has been extended to 1 January 2021.

Broadband Backup Alarms – The City is working on a draft spec. A meeting has been set with the Industry for June 29, 2020, to discuss the first draft.

E-tickets Concrete – The Industry is looking for a way to reduce handling of paper and asked if a process could be developed to receive e-tickets instead of paper ones. It was noted that Trail Road has reverted back to paper.

Action – **Luc to follow-up with staff from Trail Road. Ivan will check with ORBA to see if they have an update.**

COVID – on agenda

Impact on interior pre-construction inspections (Darrin) – If contractors are not allowed to do in home inspections prior to construction how will they protect themselves from claims. Is the City willing to risk-share with the contractors? The City would be willing to look at this on a case-by-case basis. The following were suggestions:

- Ask residents to take date-stamped pictures but this may cause worry that there will be a problem.
- Deny claims if residents don't allow contractors in.
- Wait and see and address on a case-by-case basis.
- Vibration monitoring.

Follow-up – Some firms are willing to go into residences to do the preconstruction surveys. At this time, if it's not emergency work, the City is not authorizing contractors to go into homes. The procedure for going into homes in an emergency is being discussed. Jonathan Knoyle is working with Darrin on interim solutions and is drafting a new temporary spec to use until we go back to normal operations. For now, vibration monitoring onsite is the most viable option. Location of the monitoring equipment is being looked at (move with the crew; placing it at the beginning, middle and end of construction site, etc.). It was suggested that verbiage be added to the notices sent out about vibrations. Kathy will reach out to Expotech to see if she can get more information on the brochure they use.

Action - Kathy

Holdback Release on large projects – on agenda.

2. Covid Update

All work is proceeding well and traffic volumes are still lower than usual. Britney noted that as of last week there was 21% less volume during peak hours and the relaxed restrictions will probably be coming to an end soon.

Project Managers have just been provided with guidance on returning to site. They will have to follow all the OPH guidelines and have been provided with masks and hand sanitizer.

Delivery of homeowner letters by inspection staff will be resuming soon.

AMB is being proactively identifying projects that can be put forward if stimulus money is received.

There is concern from the Industry that the hot weather, coupled with the prolonged messaging about physical distancing/precautions is resulting in people relaxing their compliance with OPH guidelines. It is important to remind staff of the guidelines and leading by example.

The only supply chain issue noted was with slower sourcing of materials from Quebec.

3. Contracted Services Requirements during COVID-19

On 10 June the City sent an email, with a letter and flyers attached, about safety requirements. Does this mean the City wants additional monitoring and reporting done? This email is a follow-up of previous emails sent and not intended to be incremental paperwork. For open air construction sites, if the contractor's health and safety plan on site address all the OPH guidelines, nothing further is required. For inside work, such as facilities, there may be more stringent control needed.

4. Summer 2020 Notification Process Change for Road Cut Permit Holders

The City is providing more space to businesses in the right of way. This will necessitate additional and longer notification requirements (10 days). For work being performed for the City, staff will be taking care of the notification. The preferred method of notification is direct delivery. Rob will be also reaching out to the development industry to provide the same information to them.

5. Housekeeping Amendments to Road Activity By-law

Recently Council has approved a number of housekeeping by-law amendments. This resulted in pavement degradation fees no longer being applied for work done on behalf of the City until a further review can be completed.

6. Installation of 5G lines abutting curbs

This is happening throughout Ottawa and it's been noticed that they're not following utility plans and placing the lines 2 ½ m behind the curb (see picture sent with agenda). This information would also not be on locates. Rob noted that they're only supposed to be in residential subdivisions and the information is on the drawings in the central registry. The Industry also noted that Bell is advising that it won't charge for damages done to redundant lines. Can this be communicated in writing? The Industry would also like this information to appear on locates and that Bell be required to follow their utility plan.

Action – Rob to follow up.

7. Release of hold backs annually on multi-year projects

The current situation is causing cash flow problems for contractors. Can the City review the MTO model? The City is reviewing this suggestion and has reached out to its legal department for advice. Internal discussions will continue, but any change may take time to implement.

8. One size fits all for tendering (two weeks tendering/one week questions) is not working for all contractors

It was noted that eight tenders that went out only had a two-week closing period. The City, for most projects, has a three-week closing. Only time-sensitive projects will have a shorter closing period and this must be approved by the Manager.

9. Tender questions and responses (increasing issues/lack of clarity)

There have been situations where vague responses have been received in response to detailed questions. In these situations, contractors should respond back to the procurement officer asking them to escalate the question to the program manager. This

can also be requested through MERX. Joanne will discuss with her team so they're aware of this issue.

It was also suggested that the five day before closing question deadline be extended to three. Joanne will discuss this with her team and clients.

The Industry wanted to know why the project manager's name is not included. They would like to know who the project team is for the project they're bidding on. Joanne will ask for the history and rationale for removing this information but noted that the process goes smoother with only one channel being used to ask questions.

Action - Joanne

10. Utility Coordination (specs downloading utility conflicts to contractors creating risks/concerns when pricing projects)

The Industry is having difficulty anticipating problems when bidding on contracts as they have no control over a utility's schedule for doing work. This in turn causes delays with their schedule. Project teams can work with contractors to get the work scheduled. If utility companies are not being reasonable, there will likely be a claim.

The Industry would like more definition of the role of utility coordination. Both the City and the Industry will come up with a list of areas of concern and work on a definition and resolutions.

Action – City/Industry

It was noted that this would be a good topic for the 2021 Educational Series.

11. Roundtable

Eticketing Guidelines – have been emailed to Luc. Luc to review and discuss with City staff. Cheryl to include with the notes of meeting.

Action – Luc/Cheryl

NEXT MEETING

Friday, July 17, 2020
8:00 – 10:00 am
Microsoft Teams