



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

NOTES

Date: Friday, October 16, 2020

Time: 8:00 am to 9:00 am

Place: Microsoft Teams

Present:

Luc Marineau, Bruce Kenny, Joanne Graham, Sue Johns, Gen Nielsen, Elsa LaCorte, Rob MacLachlan, Kevin Lamer, Anna Valliant, Peter McKay, Randy Dempsey, Renjit Varghese, Kathy Sutherland, Wade Clouthier, Bob Watson, Edson Donnelly, Nick Bray, Darrin Alberty, Ivan Levac, Geoff Falls, Jude Tremblay, Ryan Donnelly, John Morand

1. Review notes of previous meeting

Excess Soil Regulations - Richard attended the meeting and gave a presentation reviewing:

- Implementation dates
- City's focus
- Existing soil assessments
- Opportunities to reduce sample frequency
- Training and awareness

A copy of the presentation was sent with the notes of the meeting.

Follow-up – NCHCA's Excess Soil committee is meeting next week. Brad and the MOE will be attending and giving a presentation. ORBA is also doing an excess soils webinar.

Action – Kathy to send information on both planned events to Luc.

Broadband Backup Alarms - Recently Public Works has issued a tender which specified what type of backup alarms they wanted used on their contract. Some of the equipment used for snow removal operations are also used for grading. Luc confirmed that Infrastructure Service would accept any alarms Public Works is requesting on their tender on our projects. Infrastructure Services is also arranging for field testing in conjunction with the industry.

Action - Sandra and Everett will reach out to Public Works to understand their approach and report back.

Follow-up – Testing with the Industry has been put on hold. Infrastructure Services is having ongoing discussions with Public Works and will report back.

2. Update on ARIBA payment system

The City of Ottawa went live with SAP Ariba on 13 October 2020. This should not change how you invoice the City unless you are an enabled vendor. The City has enabled 300 vendors for the launch of the system. Enabled vendors were chosen either because they were already enabled as a result of the business they do with other organizations or because they submit a very high volume of invoices to the City. If you are an enabled vendor, you should have already received communication from the City and have access to tools that will assist you in submitting an invoice. If you are an enabled vendor the easiest way to source assistance is through this form [Vendor Support Intake form on Ottawa.ca](#) . If someone is not having success using the form, they can reach out to Joanne Graham directly.

It should also be noted that all purchase orders were converted to the Ariba system. If you are not an enabled vendor this does not change anything for you. Non-enabled vendors can still invoice using legacy PO numbers. More vendors will be added in January 2021.

3. Use of hydrant extensions

A year ago, a letter was sent out to the Industry saying that hydrant extensions were no longer allowed. This turned out to be a project specific issue and not applicable to all projects. It has come up again in the last few weeks where a contractor is being told not to use hydrant extensions; that they must be right on grade. The Industry wanted to know what the requirements are. Luc has reached out to DWS and the Standards Unit and the information given to the contractor is not correct. It is allowed under the spec. The concerns in this particular instance is that the contractor is way off grade of what is allowed. The Industry asked that this be conveyed so contractors don't encounter this problem again. Darrin noted that this issue is widespread and has happened to Tomlinson several times over the last year. Kevin Lamer will discuss with the Inspection staff and asked that he be notified if this problem is encountered again onsite.

Action – Kathy to send background information on recent incident to Anna. Darren to send Tomlinson's background information to Anna. Anna will draft a letter for Luc and Kevin to send to staff and Consultants.

4. Entering private residences

NCHCA has received a copy of the protocol that the City has decided on. With the recent second wave, the Industry wanted to confirm that nothing has changed and that this is still the way the City is proceeding before including it in their Newsletter. Luc confirmed that there is no change for now. The roll back to stage 2 changes are more along the lines of where people are gathering or grouping. With entering homes, it is usually only one person entering homes.

5. Update on stimulus funding

The Industry asked if the City has heard anything yet or have any additional information. The announcements that have come out recently have been about money that's already been committed, with changes to the way to access it to better support Covid. No new money has been allocated but the City is prepared if there is with a list of 500 projects identified. Not all are construction; some are innovation. Ivan asked if the City would give the Industry some idea of projects for next year. Gen noted that the budget aligns with the long-range plan. Finance didn't change the amount of money we're getting in 2021 so the volume of construction work should be similar. Edson asked what's happening with the projects that were deferred in 2020? For 2021 projects, staff have been asked to provide of list of projects that can be deferred if need be. Gen noted that this was a motion from Council that this doesn't have to be done until mid-2021. At lot will depend on where we're at when we are asked to do this. The 2020 projects that were deferred were put back on the list and prioritized with all the other projects identified for 2021.

6. Road cut permits

Industry is following up on the delays happening with road cut permits. It is taking 4-5 weeks from the time the application is submitted to the time the permit is issued. Will this be an ongoing issue in 2021?

Rob thanked everyone for their patience on this issue. Staffing shortages, IT issues with working from home and increased volume of work have impacted timelines. In the short term they have people working overtime and allocated additional staff (although they need to be trained) to address the back log and increase turn around times. For the long term, they are looking at their process and fee structures in the second phase of the Road Activity By-law Review. The intent is to put forward recommendations for discussion ideas to right-size the permit office to address this issue. They anticipate putting forward a motion to council in the spring of 2021. The Industry asked if this would cause a delay

to ramp up to handle the volume. The City will be working on being ready to implement if given approval by Council right away. It will also be looking at ways to buffer any implementation period.

Rob asked the Industry that when submitting road cut permit applications to quote in the subject line the CP number and the street name/address associated with it. This allows the City to prioritize the permits for capital works. It is also important to attach all relevant documents. If you have questions about a particular permit, please email Rob and he will look into the status of it and see if it can be prioritized in the queue.

Messaging to the Industry will be sent out shortly.

Ivan asked about integrating the permit process into the design phase. The City is open to discussing this while reviewing its business processes for phase 2. We do have a fast-track process now for road cuts for capital projects. The NCHCA would be willing to put a group together to work with the City on this initiative while they review their business processes for phase 2. The TAC group will be reviewing ideas put forward and welcome any additional participants joining.

7. Spec review

Put on the agenda before City sent out information on the spec review. The Industry is putting together its list of issues and is looking forward to participating in the process.

Deadline to receive submissions is Monday, October 19. This is a typical annual update. Kick-off meeting is on 22 October. The issues received will be reviewed and working groups will be established. Working groups will work on issues until the end of December, when a first draft will be created, circulated for review and final comments by the end of January 2021.

Due to the quick turn around time requesting issues, the NCHCA will submit what they have on Monday but may bring forward other issues shortly afterwards. Anna asked that any additional issues be submitted before the second kick-off meeting on 29 October.

8. Covid Status with Industry

With the current season coming to an end, Luc asked if there were any concerns regarding COVID over the next few weeks.

- Cement industry (powder) supply shortage. During COVID, early in the year, the cement industry forecasted less volume, so it produced less. For now,

- scheduling is very accurately two weeks ahead. This is an Industry-wide problem, not localized to Ottawa, it's North America in general.
- The Industry is being very cautious in rainy and colder situations to protect staff against sickness. If staff get sick, they have to isolate for 14 days. They're not taking any chances.
 - Contractors are going to err on the side of caution about letting anyone, City staff included, on site who may be sick. Luc asked the Industry to keep reaching out to the City in these type of circumstances.
 - Staff are getting fatigued with work and home demands, especially those with young children. Despite this, work and projects are getting done.

9. Roundtable

Construction Act - Joanne Graham will be reaching out to all the construction industry groups to schedule a meeting in November. The meeting will go over the proposed invoicing processes.

Ariba - For the enabled vendors, PO's being moved to Ariba.

Protection of concrete – with the colder weather, the industry was asked to protect concrete.

Watermain disinfection procedure update - Ministry released update, and concept of pre-chlorinated pipes. Renjit will be reaching out to Infrastructure Services and the Industry to see how best we can meet Ministry requirements. This change comes into effect 1 February 2021.

NEXT MEETING

Friday, November 20, 2020
8:00 – 10:00 am
Microsoft Teams