

Conference Call Minutes

Project New Administration Building for the Municipality of Argyle
Date 14th May 2019
Time 11:00am
Location JoinMe Conference Call

Present:

Graham Edgar	Architect, Wild Salt Architecture Inc.
Elaine Lourdes Edgar	Architect, Wild Salt Architecture Inc.
Hans Pfeil	Client, Municipality of Argyle
Eilidh Canning	Client, Municipality of Argyle
Dave Bell	Civil Engineer, ABLE Engineering
Randy Mosher	Cost Estimator, RBM Construction Services

The minutes below are meant to be an accurate account of the above noted meeting. Please notify the undersigned of any discrepancies or omissions by email within 5 working days of receipt. Otherwise this account shall be deemed acceptable to all in attendance and become the minutes of record.

Thanks to all for joining the call, we discussed the question of whether we should tender in two phases and if so what the extent of Phase 1 works should be. We understand the following to be the agreed upon consensus:

Item	Meeting Item Description	Action
1	The purpose of tendering and constructing Phase 1 works in Fall 2019 is to advance the project schedule forward and make the Phase 2 works more attractive to bidders in January 2020. An additional benefit is the appearance of progress will be positive politically, but this is not a driver and should not override technical concerns. In terms of financial gain, there may or may not be a difference in the overall project price; there may be savings from reducing G.C. overheads or there may be a small premium for tendering work in late Summer, but the primary goal is to attract bidders for a successful result at Phase 2 which is the greater concern, as a poor turnout there would likely have greater detriment to the overall project price.	
2	The only earthworks that should take place are those necessary to access and construct the phase 1 works, comprising of the following:	

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	<ul style="list-style-type: none"> • A new basement will be excavated and poured, the existing house relocated onto it, and the existing foundation demolished. • The footings and foundation walls will be excavated and poured complete with sleeves for future service entry, and backfilled. The under slab gravel will be laid but services will not be laid in the gravel and the slab will not be poured. • The foundation walls carry some risk of being damaged over winter (but far less risk than a floor slab) and they will need to be protected, likely with Styrofoam insulation laid horizontally 4ft each side of the wall, this would be permanent. WSA will discuss and confirm this with Jack Robaczewski (Structural Engineer, ABLE Engineering.) 	
3	The completion of the foundation walls in Phase 1 achieves the objective of advancing the construction schedule to the point where framing can begin at the earliest opportunity in Spring 2020. This should make the project attractive to general contractors whose framing crews would have an early start, and possibly attracting the more skilled workers in those companies. The slab can be poured later in Phase 2 when the building is weather tight which produces a better result.	
4	Having the Phase 1 works completed as a separate tender may result in a lower project price overall as those works are not subject to a General Contractor's markup. The bidder is likely a concrete contractor who would carry the excavation as a sub trade.	
5	There is potential for seeing a premium for tendering work in August, however, this could be offset by having a positive result for the Phase 2 tender as it becomes attractive to Contractors seeking an early start, and the smaller workload may permit smaller companies to bid in both phases.	
6	The availability of trades in August/September to bid for the work is unlikely to be a problem as there are only two trades involved in Phase 1; concrete and excavation.	
7	Dave Bell will make some local contractors aware of the Phase 1 tender ahead of its release, WSA will also advertise it.	ABLE
8	Phase 1 tender should be released by 1 st week September and closing mid September at the latest. Any later risks higher prices for inclement weather contingency. We will need enough cost certainty for the whole project before we	WSA, RBM

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	can proceed with Phase 1 tender documentation. This means that documentation for Class B estimate needs to be ready by mid July in order for Randy to complete an estimate by end of July, MODA to approve and give instruction to proceed in early August and documentation to be prepared by mid August or end of August at the latest.	
9	This sequence challenges our current project schedule and will require expedience on all sides to achieve.	
10	Phase 1 Tender Documentation will consist of Civil Engineering drawing showing only the works adjacent to the building footprint and relocated house and Structural Engineering drawings showing the footings and foundation walls, coordinated with M&E engineers for wall sleeve locations.	ABLE, ONSA
11	<p>Post conversation update:</p> <p>We discussed Phase 1 works with Jack Robaczewski (Structural Engineer, ABLE Engineering) and he advised that as long as the footing is backfilled with 4' of cover for frost protection he has no concern about constructing the footing and foundation walls in the fall as this has been done many times before. Horizontal movement is not a concern as forces are present on both sides. To be safe, on some projects there is backfill up to the top of the wall and hay bales are placed on top, although Jack does not think these bales are necessary and we could simply backfill up to the top of the wall.</p>	

Graham Edgar

End of Minutes of Meeting

Prepared by: Wild Salt Architecture Inc.