

MEETING MINUTES

April 19, 2023

10:00 am – 11 am

Non-Mandatory (Optional) Site Visit

Environmental Remediation - Phase 3a, Victoria Island, Ottawa, ON

NCC Attendees: Allison Myatt, Senior Project Advisor

- Bidders were notified that no sign in sheet was required as the site visit was non-mandatory;
- To ensure fairness to bidders who could not attend, the NCC representative indicated that they would not be going over the specifications in any level of detail, nor would they be answering any questions or having any side conversations with smaller groups or individuals. All questions about the project are to be sent directly to NCC Procurement Officer and will be answered through official addendums;
- Bidders were reminded that 6 addendums with Q&As are currently posted;
- Bidders were reminded to review the tender posting on a regular basis to ensure they have the most up-to-date information;
- Bidders were reminded that the tender closes on April 27th. Questions are to be submitted directly to the NCC Procurement Officer no later than seven (7) days prior to bid closing.
- Bidders were reminded that there has been a change to the NCC Procurement Officer assigned to the file. The new contact information has been uploaded to [CanadaBuys](#) and is also available in Addendum #6;
- It was recognized that Victoria Island is a place of special significance to the Algonquin First Nation and therefore very important to the NCC to have Algonquin participation in the project. The tender documents outline how to engage the Algonquin First Nation. Any questions about the process must be sent to the NCC Procurement Officer;
- Victoria Island is a closed site (no public access) so following the site visit, no additional access will be provided;
- The scope was discussed at a high level:
 - Work generally includes excavation and off-site disposal of contaminated soil located in the greenspace area north of Middle Street, west of Portage Bridge;
 - The berm located on the northeast side of the site has been characterized and is clean material. This soil is to be segregated as per the directions provided in the specifications for reuse back in in the excavation.
 - Following excavation, the site is to be backfilled with clean soil to specified grades.
 - Fencing is to be removed and/or installed at various locations across the site.
- Four elements of the project were specifically highlighted:
 - Hydro Poles – Three hydro poles are located on the southwest side of the site. Procedures for excavating around the active power poles is provided in the specifications;
 - Archaeology – Two areas on the site will require archaeological monitoring during excavation. The NCC will conduct the monitoring so the contractor will need to coordinate with the NCC archaeologist. The NCC will provide a brief archaeological

training session in advance of construction to contractors are familiar with what may be encountered on-site.

- Geoheritage - the bedrock on the site contains unique geological features that must be protected and recorded prior to backfilling. The NCC will retain geologists to record the bedrock surface. The contractor will need to coordinate bedrock recording with the geologist prior to backfilling. In addition, the exposed bedrock on the southeast side of the site is designated as an Area of Natural and Scientific Interest by the Province of Ontario so this bedrock must be protected.
 - Concrete Foundations – former concrete building foundations are expected to be encountered during the excavation. Most of the concrete slabs contain tar. Refer to the various Addendums for additional information.
- Bidders were encouraged to walk the site.