



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

NOTES

Date: Friday, July 16, 2021

Time: 8:00 am to 9:30 am

Place: Microsoft Teams

PRESENT

Bruce Kenny, Sue Johns, Luc Marineau, Joanne Graham, Elsa LaCorte, Meagan Wheeler Cuddihy, Renjit Varghese, Randy Dempsey, Jeff DeLoyde, Rob MacLachlan, Jacob Saltiel, Peter Dodsworth, Kevin Lamer, Carol Hall, Peter McKay, Sanna D'Ornellas, Joseph Langiano, Kathy Sutherland, Geoff Falls, Edson Donnelly, Jude Tremblay, Debbie Mohr Caldwell, Dale Downey, Brian Lane, Ryan Donnelly, Paul Lemire, Dave Meikle, Steve McEachen, Wade Clouthier, Darrin Alberty, Brian Simpson

1. Road Activity By-law Review Phase 2 and Constructability agenda

Jacob Saltiel attended the meeting to give a presentation on the Road Activity By-law and Constructability Review. A copy of the presentation and related material will be distributed with the notes of this meeting. The addition of three clerks; two coordinators and an inspector in traffic; and LMS Software to improve efficiencies were well received by the Industry, but they would like to see an improvement in timelines to 10 days. There were no concerns with the proposed fees if they improve timelines. Jacob asked for comments/feedback by mid-August from the Industry. If interested, the Industry can write a letter of support to the City for the additional staff.

Action - Cheryl

2. Road Cut Permits

The Industry is concerned about the turn around times to get permits. Rob noted that overtime was being utilized right now to catch-up and improve timelines along with hiring two new clerks; redistributing workload and prioritizing work where needed. They are hoping to be caught up on the backlog in the next two weeks and back to the 10 day turn around time. The Industry can help improve timelines by making sure there is no missing or incorrect information in their application. The City will be reviewing their internal process stream for capital projects to ensure it's working as intended.

The Industry asked if a process could be put in place to expedite permits on a fee basis. This is something the City has considered but it would affect timelines for other permits and may be problematic in a unionized environment. They also asked if they can start work without a permit in place, until the backlog is cleared? Bruce and Rob to meet next week to discuss this suggestion. The City is also considering bringing in extra staff to speed up the process.

Action – Bruce/Rob

3. Review Notes of Previous Meeting

Internships – Meetings have taken place between the City, NCHCA, ACEC and Algonquin College regarding a joint co-op program. Work will continue on this initiative.

IS Stream for Road Activity By-Law Review – Implemented on 1 April. Bruce noted that this is for capital projects only.

Follow-up - If there are delays in getting permits for urgent work, please contact Rob directly. The Industry was asked to bring forward any problems with the new IS Stream they're encountering.

ICIP Funding Timelines – timelines for completion have been extended by the Federal government. Still waiting for additional information from the Province.

Follow-up – there has been no indication from the Provincial Government on extensions.

T & M Form – Does the new form apply to all contracts or just new ones? Just new ones. If contractors want to use the new form on old contacts, they will need to document this with the project manager.

Follow-up – a copy of the form will be included with the notes of meeting.

Covid - The City asked the Industry to continue to be vigilant.

Materials shortages and approval of substitutions – The City is not always aware of what products the Industry is having trouble sourcing. The Industry was encouraged to use normal suppliers if at all possible. When the Industry knows there is a supply issue they are encouraged to bring it forward as early as possible during the tender process. All substitutions have to be approved at the Director level and are vetted through the Standards Unit.

Delayed Tenders – The City is looking at making improvements to the Forecast Tender list by ensuring the information is up to date, removing the Project Phase Status column and renaming the Forecasted Date to Forecasted Tender Date to reduce confusion.

Late Locates – The City has joined the Industry's working group and shares the Industry concerns. The Industry has sent a letter to the Minister of Government

and Consumer Services, which will be circulated with the notes of this meeting. The OCA has also sent a letter of support for the Industry.

Action – Cheryl

4. 24-hour pricing

The top three bidders are asked to provide this information after tender closings. This helps improve the award process and timelines. Recently, Supply has had to follow up multiple times with bidders to get their pricing, which caused delays. If this doesn't improve, the City may have to revise their business process. The Industry put forward a couple of suggestions (attaching a fine to the bid bond; or having delays affect a company's overall rating). It was agreed that the preferred solution would be for the NCHCA to send out a reminder to their membership on this important requirement.

Action - Kathy

5. Qualifications and Experience form

The form was created to make the process more streamlined. Not using the form will slow down the process.

6. Roundtable

Update on the Ariba roll-out – There is a two-year timeline to get everyone enabled. Contractor's can email Joanne to get on the prioritization list.

OC Transpo – Wade noted that OC Transpo is not part of One-Call. Locates can be requested directly from them if you are working in close proximity to any of their properties.

NEXT MEETING

Friday, August 20, 2021

8:00 – 10:00 am

Microsoft Teams