

# Architectural & Engineering Services

## **TERMS OF REFERENCE**

### **Warehouse Recapitalization and House Demolition**

**For:  
Environment Canada;  
Baker Lake, Nunavut**

**Project No. R.065681.001**

Date: January 13, 2014



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# 1 PROJECT DESCRIPTION

## 1.1 GENERAL

### 1.1.1 PURPOSE

- .1 Public Works & Government Services Canada (PWGSC) requires the services of an architectural firm, acting as prime consultant together with a multi-disciplinary team of sub-consultants for the provision of service required for this project.

### 1.1.2 THE PWGSC GENERAL PROCEDURES AND STANDARDS DOCUMENT (GP&S)

- .1 The TOR document must be used in conjunction with the GP&S, as the two documents are complimentary.
- .2 The TOR describes project-specific requirements, services and deliverables while the GP&S document outlines with minimum standards and procedures common to all projects.
- .3 In the case of a conflict between the two documents, the requirements of the TOR override the GP&S Document.

### 1.1.3 PROJECT INFORMATION

Project Information	
Project Title:	Warehouse Recapitalization and House Demolition
Project Address:	Baker Lake, Nunavut
Solicitation Number:	
Contract Number:	
PWGSC Project Number:	R.065681.001
PWGSC Contracting Officer:	

## 1.2 BACKGROUND INFORMATION

### 1.2.1 NEED & GOALS

- .1 Environment Canada has identified a need to renovate a warehouse building which is essential to Water Survey Canada’s (WCS) current operations, and to demolish a house in Baker Lake, Nunavut.
- .2 The approved scope of work for the renovation of the warehouse is detailed in Appendix ‘A’ and is based upon “Asset Performance Report” dated March 2013 and prepared by PWGCS – A&ECoE, Western Region, Edmonton, Alberta, Canada.
- .3 A sketch of the warehouse is provided in Appendix ‘B’.

### 1.2.2 USER DEPARTMENT

- .1 The User Department referred to throughout the TOR is Environment Canada (EC).

### 1.2.3 EXISTING CONDITIONS

- .1 The site is located within the Hamlet of Baker Lake, Nunavut. The site consists of a gravel parking area, two main buildings (warehouse and house) with above ground heating oil storage tanks, an above ground septic tank and two metal storage structures.



- .2 The approximately 73 m<sup>2</sup> warehouse building was constructed in 1973 and is a wood frame structure with a slab on grade foundation and is used for office space and storage.
- .3 The approximately 167 m<sup>2</sup> house is a wood frame building with a wood floor constructed in 1973 and was used as accommodation for EC staff in the 1980s, but was used infrequently in the 1990's and has been vacant since at least 1997.
- .4 Two metal structures are located adjacent to the warehouse building. Both structures are above the ground on wood supports with wood floors. One of the storage structures is approximately 34 m<sup>2</sup> and was used to store snowmobiles, ATV's and building material. The other storage building is approximately 4 m<sup>2</sup> used to store fuel and other flammable liquids.

#### **1.2.4 CONSTRAINTS AND CHALLENGES**

- .1 Environment Canada has identified a need to renovate a warehouse building which is essential to Water Survey Canada's (WCS) current operations in the Hamlet of Baker Lake, Nunavut located 320 km inland from Hudson Bay. Sea-lifts take bulk shipments and materials into Baker Lake typically in August and September. The consultant is required to be familiar with the logistical constraints imposed by this remote location.
- .2 The Consultant will be required to become familiar with the project site and obtain local information as required.
- .3 The project scope must be tailored to meet the User Department's budget. Diligent cost estimating and cost control is required.
- .4 Consultant's key personnel must be available to respond to emergencies within 1 working day.

#### **1.2.5 HAZARDOUS MATERIALS**

- .1 The following hazardous materials have been identified at this site through various audits of this building: Lead, asbestos, mould, and hydrocarbon contaminated soils(refer to "Phase I and Preliminary Phase II Environmental Site Assessment and Hazardous Materials Survey – Baker Lake Water Survey Canada Property, Baker Lake, Nunavut", dated December 2012.
- .2 The Consultant is responsible for co-ordination of the hazardous material abatement work to be carried out by the General Contractor.

#### **1.2.6 PROJECT DELIVERY APPROACH**

- .1 This project will use a design-bid-build approach.
- .2 It is anticipated that one tender package will be required for this project.
- .3 The Consultant shall prepare the tender package and ensure full co-ordination of the work of all disciplines.

### **1.3 SUMMARY OF DESIGN WORK**

#### **1.3.1 RENOVATION WORK**

- .1 The project requires design work, to complete the renovation of 73 m<sup>2</sup> of warehouse facility to be undertaken at Baker Lake Nunavut, a demolition plan for the demolition and disposal of the existing house, including all building materials and hazardous substances, and preparation of a tender package for the works.

#### **1.3.2 SITE WORK**

- .1 Remediation of approximately 25 m<sup>2</sup> of hydrocarbon contaminated soil as identified in "Phase I and Preliminary Phase II Environmental Site Assessment and Hazardous Materials



Survey – Baker Lake Water Survey Canada Property, Baker Lake, Nunavut”, dated December 2012.

## **1.4 OBJECTIVES**

### **1.4.1 GENERAL GOALS**

- .1 Ensure the design is efficient and cost effective considering both initial cost and operation & maintenance costs over a life cycle of 25 years.

### **1.4.2 DESIGN PERFORMANCE**

- .1 Provide a building that meets the functional needs of Environment Canada.
  - .1 Meets or exceeds the requirements of the National Building Code.
  - .2 Will endure and remain serviceable for its unique purpose by:
    - .1 Incorporating suitable high quality materials into the design that are of a quality, durable and are constructed with the best workmanship possible;
    - .2 Fully integrating all components and systems, including architectural, structural, mechanical, and electrical.
- .2 The building must:
  - .1 Provide a healthy and safe working environment that meets or exceeds all codes for fire, health, and life safety, including the Canada Labour Code, that fully supports optimum work productivity;
  - .2 Fully integrate and optimize the performance of components and systems;
  - .3 Embody contemporary sustainable design and application principles and is implemented in an environmentally responsible manner;
  - .4 Be designed for ease of maintenance, with systems that can be accessed and easily repaired and / or replaced during the building’s life cycle;

### **1.4.3 PROJECT DELIVERY**

- .1 Deliver the project within the construction budget established during preliminary project approval.
- .2 Deliver the project within the key milestones and according to the detailed project schedule that will be developed during the construction document phase. Ensure that each Consultant team member understands the project requirements for seamless delivery of the required services.
- .3 Provide a continuous risk management program; address the risks associated specifically with this project including remediation of contaminated soil and presence of hazardous materials.

## **1.5 SUMMARY OF SERVICES AND QUALIFICATIONS**

### **1.5.1 GENERAL SERVICES**

- .1 The prime consultant will provide a full consulting team including the following consultant services and specialties:
  - .1 Professional Architectural Services;
    - .1 Building Envelope specialist,
  - .2 Professional Engineering Services
    - .1 Structural Engineering;



- .2 Mechanical Engineering;
- .3 Electrical Engineering;
- .3 Environmental Specialist;
- .2 Upon award of consultant contract, prime consultant to assess condition of warehouse existing slab on grade to determine if a Geotechnical Study is required to assist in completing the design.

## 1.6 SCHEDULE

### 1.6.1 GENERAL

- .1 Deliver the project in accordance with the project milestone listing identified below.
- .2 Completion dates shown are relative to an assumed start date of January 20, 2014. Prepare a Project Schedule, in accordance with the milestone list.

### 1.6.2 ANTICIPATED MILESTONE DATES

Project Phase	Milestone Completion Date
Consultant Contract Award	February 4, 2014
Construction Documents	March 15, 2014
Final Construction Documents	March 31, 2014
Construction Start	Aug 15, 2014
Substantial Completion of Construction	September 30, 2014
Commissioning Completion, Final Inspection and Acceptance	October 30, 2014
Post Construction Warranty Evaluation	September 30, 2015

## 1.7 COST

### 1.7.1 CONSTRUCTION BUDGET

- .1 The construction estimate does not include Project Management fees, administration costs, Consultant fees, Risk Allowance, Escalation or GST and is in 'Budget-Year (Current)' dollars.

### 1.7.2 ESTIMATED CONSTRUCTION COST

- .1 The estimated construction cost (excluding GST), is anticipated at this time to be as follows:

Estimated Construction Cost	Budget-Year \$
Construction Cost (Maximum)	\$ 425,000,000
Construction Contingency (Maximum)	\$ 127,500,000
Construction Budget at time of tender	\$ <b>552,500,000</b>

## 1.8 EXISTING DOCUMENTATION

### 1.8.1 AVAILABLE FOR THE CONSULTANT

- .1 Asset Performance Report EC Baker Lake, NU – Warehouse, March 2013.
- .2 Asset Performance Report EC Baker Lake, NU – House, March 2013



- .3 Phase I and Preliminary Phase II Environmental Site Assessment and Hazardous Materials Survey – Baker Lake Water Survey Canada Property, Baker Lake, Nunavut”, December 2012.

#### **1.8.2 DISCLAIMER**

- .1 Reference information will be available in the language in which it is written.
- .2 The documentation may be unreliable and is offered, “as is” for the information of the Consultant.

### **1.9 CODES, ACTS, STANDARDS, REGULATIONS**

#### **1.9.1 GENERAL**

- .1 A listing of Codes, Acts, Standards and Guidelines potentially applicable to this project are contained in the GP&S Document.
- .2 The Authorities Having Jurisdiction (AHJ) on this project are:
  - .1 The local AHJs;
  - .2 Treasury Board of Canada.
- .3 The Consultant must identify, analyze and design the project in accordance with the requirements of all AHJs and all applicable Codes, Acts, Standards and Guidelines and Legislation.
  - .1 The applicability of various Codes, Acts, Standards and Guidelines listed in the GP&S document arise out of direct and indirect references in documents which apply to Federal buildings, such as the Canada Labour Code.
  - .2 The consultant team must be fully versed with the legislation and requirements that are unique to Federal Government buildings in Canada.
  - .3 The consultant team must be fully versed with the legislation and requirements that are unique to Federal Government projects tendered through Public Works & Government Services Canada.



## 2 REQUIRED SERVICES

### 2.1 GENERAL REQUIREMENTS

#### 2.1.1 SERVICES

- .1 Design Service; to provide construction documents for review at 50%, 99%, completion stages:
- .2 Tender Services - to assist the Departmental Representative:
- .3 Construction Support Service:
- .4 Non-Resident Construction Service:

### 2.2 PROJECT REVIEW AND APPROVAL

#### 2.2.1 GENERAL

1. Comply with all applicable laws and regulatory requirements as required by the General Conditions of the Contract.

#### 2.2.2 FEDERAL GOVERNMENT

- .1 The federal authorities having jurisdiction over this project are:
  - .1 Environment Canada for functional design.
- .2 The territorial authorities having jurisdiction over this project are:
  - .1 Nunavut Impact Review Board (NIRB).

#### 2.2.3 PROJECT DELIVERY TEAM REVIEWS

- .1 Project delivery team approval
  - .1 This includes both the PWGSC Professional & Technical Team reviews and Environment Canada approval.
    - .1 The purpose of this review is technical quality assurance.
    - .2 Submissions will be reviewed at construction documents phase at 50% and 99% complete.
    - .3 Expected turnaround time is 2 weeks.
    - .4 For each review, provide one hard copy and 1 digital copy.

### 2.3 DESIGN SERVICES

#### 2.3.1 GENERAL

- .1 Prepare construction documents, which consist of drawings and other documents to describe the scope, quality and cost of the project in sufficient detail to facilitate tendering for construction.

#### 2.3.2 SCOPE AND ACTIVITIES

- .1 Create construction documents in accordance with the General P&S Document,
  - .1 Design according to the budget and schedule,
    - .1 Non-compliances will require revisions to the contract documents.
  - .2 Update the cost estimates
    - .1 Provide a cost breakdown by unit rate and/or trade for review of bids and comparison with the successful Contractor's cost breakdown.



- .3 Update the project schedule
- .4 Establish a quality control process for the construction and contract administration stage
- .2 The Consultant shall:
  - .1 Finalize Implementation Plan noting all project constraints;
  - .2 Coordinate the work of various disciplines, including scope changes required to remain within budget;
  - .3 In consultation with Departmental Representative, approve construction materials, processes and specifications considering sustainability and commissioning;
  - .4 Apply a process of continuing cost control, with increasing level of detail during production of contract/construction documents,;
    - .1 At each review, prepare an up-to-date estimate demonstrating compliance with the Construction Cost Plan,
    - .2 Non-compliances will require revisions to the contract documents,
  - .5 Provide written response to PWGSC comments at 50% and 99% completion review stages and integrate comments into final construction documents;
  - .6 Participate in the risk management process;
  - .7 Participate in review meetings.
  - .8 Update the schedule;
  - .9 Establish quality control process for construction and contract administration phase.;

### 2.3.3 DELIVERABLES

- .1 50% complete Construction Documents.
  - .1 A Class “B” Estimate
  - .2 An updated project schedule
  - .3 Construction Drawings
    - .1 Drawings should reflect 50% completeness with all Plan, Elevation, Details, and Sections shown.
  - .4 Specifications
    - .1 Index to specifications
    - .2 Draft Division 1 including draft Commissioning Sections.
- .2 99% complete Construction Documents, fully coordinated as if ready for tender.
  - .1 This submission incorporates all revisions required by the review of the previous submission.
  - .2 The Consultant shall submit documents to the PWGSC Departmental Representative who will forward the documents to EC.
  - .3 The submittal shall include:
    - .1 A Class “A” Estimate
    - .2 An updated project schedule
    - .3 Construction Drawings
      - .1 Drawings should reflect 99% completeness with a complete design without any unfinished details.
    - .4 Complete Specifications.



- .1 Specifications should be complete with all sections and thoroughly coordinated with the Drawings.
- .5 Response to PWGSC written comments of previous submittal.

## **2.4 TENDER SERVICES**

### **2.4.1 GENERAL**

- .1 The object of this phase is to support the Departmental Representative with the tender.
- .2 The Contract Authority for this project is the Real Property Contracting branch (RPC) of PWGSC.

### **2.4.2 SCOPE AND ACTIVITIES**

- .1 When requested, the Consultant will be required to;
  - .1 Provide the Departmental Representative with information required by bidders to interpret construction documents.
  - .2 Prepare addenda, in response to all questions within two (2) business days during the bidding period and submit to Departmental Representative,
  - .3 If PWGSC decides to re-tender the project, or any specific tender package, provide full services to the Departmental Representative,
  - .4 During Bid Review and Analysis, assist the Departmental Representative, as required, by analyzing and reconciling any differences between pre-tender estimates and submitted bids.

## **2.5 CONSTRUCTION SUPPORT SERVICE**

### **2.5.1 GENERAL**

- .1 The object of this phase is to support the Departmental Representative with the construction phase and ensure the quality, budget and schedule of the project.
- .2 It is anticipated that the actual on-site construction will require a duration of not more than 45 days.
- .3 Full time on-site construction support services are not required.

### **2.5.2 SCOPE AND ACTIVITIES**

- .1 The Consultant shall:
  - .1 Share all project information with PWGSC.
    - .1 All material specifications, mixes and test results shall be turned over to the Departmental Representative for future maintenance by PWGSC and others
    - .2 This service is required for each construction package developed.
  - .2 For General Services
    - .1 Provide electronic file of reviewed shop drawings.
    - .2 Prepare record drawings and specifications based on Contractor's as-builts;
    - .3 Prepare and issue a communications protocol and a shop drawing review protocol in consultation with the Departmental Representative
  - .3 For Construction & contract administration
    - .1 Provide additional drawings to clarify, interpret or supplement Construction Documents as required,



- .2 Interpret contract documents as required,
- .3 Arrange for construction teleconferences as required, update Master Schedule, obtain detailed cost breakdown from the contractor, ensure compliance with labour laws and bylaws, provide construction inspection services at substantial completion, provide clarifications, measure work, provide detail drawings and examine shop drawings, monitor training,
- .4 Monitor the project to determine conformity with the contract documents and keep Departmental Representative informed of work progress,
- .5 Review and comment on various documents such as Contractor's Progress Claims and updated schedules,
- .6 Monitor performance of the Contractor,
- .7 Offer timely technical advice time on all disputes and claims between PWGSC and the Contractor,
- .8 Conduct an on-site substantial completion inspection and reject unsatisfactory work,
- .9 Assist the Departmental Representative to prepare Certificate of Substantial Completion and provide sign-off,
- .10 Authorize special tests, inspections and minor works that do not impact project cost and schedule,
- .11 Furnish supplemental instructions to the Contractor with reasonable promptness or in accordance with a schedule for such instructions agreed to by PWGSC and the Contractor,
- .12 Determine the amounts owing to the Contractor based on work progress, and certify payments to the Contractor and
- .13 Provide Post-Construction Evaluation report.
- .4 Permits:
  - .1 Assist the Contractor and provide required documentation in order to obtain the building permit.
- .5 For cost services:
  - .1 Assist the Construction team with cost management advice, if requested;
  - .2 Evaluate change orders; claims, work completed and cash flow.
  - .3 After issue of contract provide details for evaluating the project's cost performance and
- .6 For Scheduling Services:
  - .1 Review contractor's monthly schedule report; report findings and recommendations to the PWGSC for further discussion with the Contractor.
- .7 For Changes to the work:
  - .1 Assist the Departmental Representative to prepare CCN's and COs, to be issued by the Departmental Representative.
- .8 Assist the Departmental Representative to prepare Certificate of Final Completion and provide sign-off.
  
- .1



## 2.6 COMMISSIONING/START-UP SERVICE

### 2.6.1 GENERAL

- .1 The purpose of the Commissioning/Start-Up Service is to ensure that a fully functioning project is delivered to the Client.

### 2.6.2 SCOPE AND SERVICES

- .1 Integrated and comprehensive commissioning for the project in accordance with the requirements in the P&S document,
- .2 The project will be accepted and the Certificate of Substantial Completion will be issued only after:
  - .1 Successful completion of integrated systems tests, life safety support systems tests and after meeting all requirements of the authority having jurisdiction
  - .2 All test certificates, commissioning reports and commissioning documentation have been approved by the Departmental Representative

### 2.6.3 DELIVERABLES

- .1 Commissioning/Start-Up Plan,
- .2 Commissioning/Start-Up Specifications in Div 01,
- .3 CV Sheets to be executed by the Contractor,
- .4 PVT Sheets to be executed by the Contractor,
- .5 Reviewed and Accepted Commissioning/Start-Up (Evaluation) Report.

## 2.7 POST CONSTRUCTION SERVICE

### 2.7.1 GENERAL

- .1 The purpose of this phase is to support the Departmental Representative in obtaining all final documents required for project close out.

### 2.7.2 SCOPE AND ACTIVITIES

- .1 Project Close-out Services
  - .1 Revise documentation to reflect all changes, revisions and adjustments after completion of commissioning
  - .2 Prepare record drawings and specifications based on Contractor's as-builts;
  - .3 Prepare and submit Final Certificate of Completion and final records.
  - .4 Review the Operations and Maintenance Manual.
  - .5 Review the integrated Commissioning/Start-Up Manual.
- .2 Warranty Services
  - .1 Monitor and certify rectification of deficiencies before expiry of warranties
  - .2 Monitor environmental and life safety system checks to be carried out by Contractor/O&M staff before expiration of warranties
  - .3 Sign off on the Final Completion of the construction contract,
  - .4 Participate in warranty inspections with *Departmental Representative* and Contractor
  - .5 Provide warranty deficiency list,
  - .6 Provide Final Warranty Review report.



### 2.7.3 DELIVERABLES

- .1 Warranty Deficiency List
- .2 Final Certificate
- .3 As-Built and Record Drawings and As-Built Specifications.
- .4 Comments to O&M Manual
- .5 Signed final Commissioning/Start-up Manual
- .6 Sign-off on Warranty



## **3 PROJECT ADMINISTRATION**

### **3.1 GENERAL REQUIREMENTS**

#### **3.1.1 PWGSC PROCEDURES AND STANDARDS**

- .1 In addition to adhering to the general project administration requirements contained in section 2 of the GP&S document, the Consultant shall comply with the project specific requirements in this section.

#### **3.1.2 LANGUAGE**

- .1 No variation

#### **3.1.3 MEDIA**

- .1 No variation

#### **3.1.4 PROJECT MANAGEMENT**

- .1 No variation

#### **3.1.5 LINES OF COMMUNICATION**

- .1 No variation

#### **3.1.6 MEETINGS**

- .1 No Variation

#### **3.1.7 CONSULTANT RESPONSIBILITIES**

- .1 No variation

#### **3.1.8 PWGSC RESPONSIBILITIES**

- .1 No variation

#### **3.1.9 USER DEPARTMENT RESPONSIBILITES**

- .1 No variation

#### **3.1.10 REVIEW AND APPROVAL BY PROVINCIAL AND MUNICIPAL AUTHORITIES**

- .1 No variation

#### **3.1.11 BUILDING PERMITS AND OCCUPANCY PERMITS**

- .1 No variation

#### **3.1.12 TECHNICAL AND FUNCTIONAL REVIEWS**

- .1 Submit and sign completed Checklist for the submission of construction documents with each construction document submission.



## 4 APPENDICES

### APPENDIX 'A' SUMMARY OF APPROVED SCOPE OF WORK

APPENDIX "A"

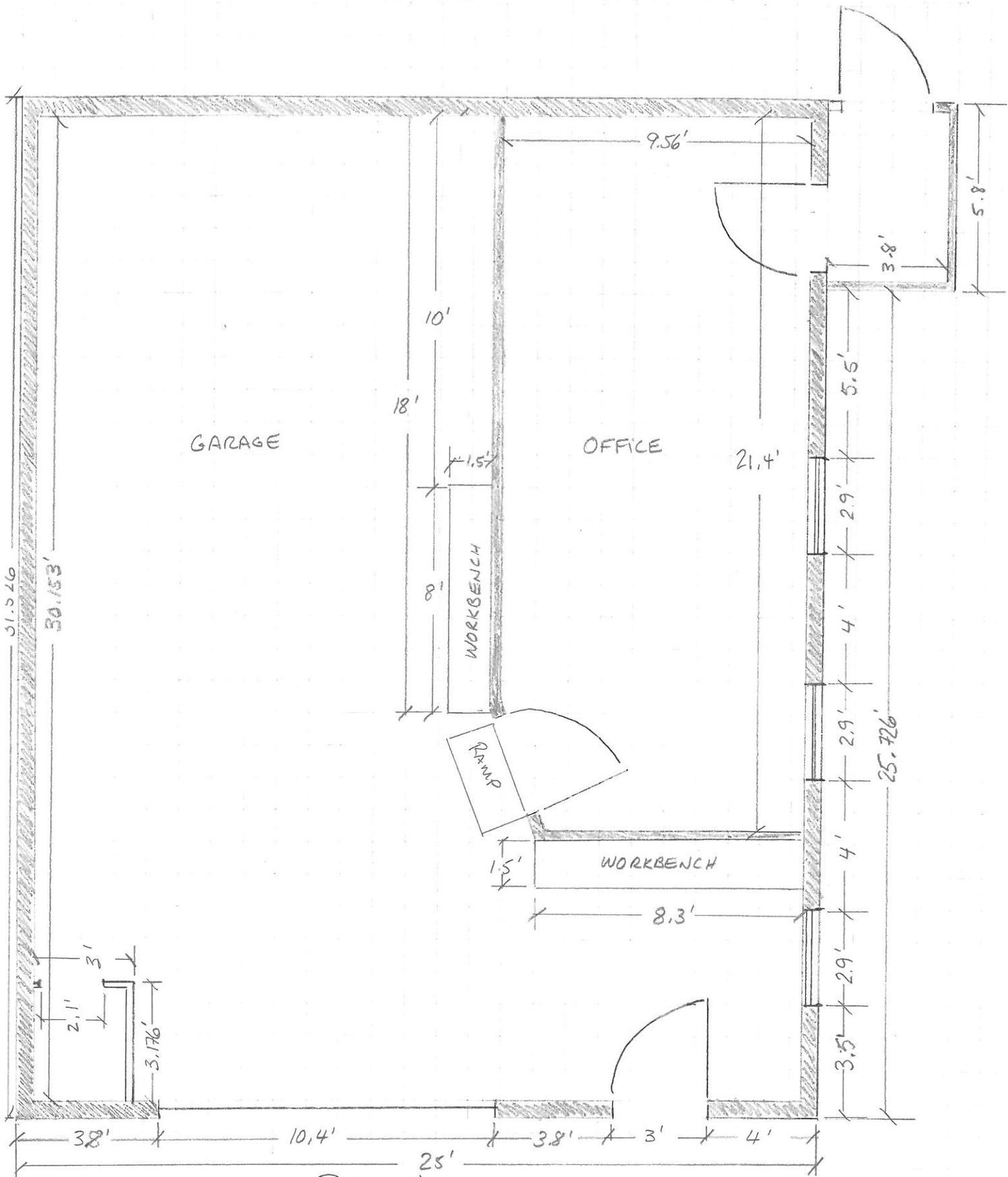
BAKER LAKE WAREHOUSE RECAPITALIZATION - SUMMARY OF APPROVED SCOPE OF WORK FROM ASSET PERFORMANCE REPORT

Discipline	Relevant Asset Performance Report Reference Numbers	Description
00 - Property	00.1A-055	Replace warehouse and large storage shed signage
00 - Property	00.3A-010	Repair parking area
01 - Architectural/Structural	01.2-010C25, 01.3-040C30, 01.03-060C15 and 01.4-010C10	Demolish/remove rear entry
01 - Architectural/Structural	01.2-020C10	Repair slab settlement
01 - Architectural/Structural	01.3-040C10 and 01.3-050C10	Replace exterior wall corrugated steel paneling
01 - Architectural/Structural	01.3-060C10, 01.3-060C15 and 01.5-050C20	Replace Steel doors
01 - Architectural/Structural	01.3-070C10 and 01.3A-075	Remove wood windows
01 - Architectural/Structural	01.3A-050	Replace caulking
01 - Architectural/Structural	01.3A-065	Replace exterior door hardware
01 - Architectural/Structural	01.5-012C01	Repair gypsum cracks and baseboards
01 - Architectural/Structural	01.5-050C20, 01.5-070C05, 01.5-080C30, 01.5A-055, 01.6A-038, 01.5080C30 and 01.5-012C01	Demolish/Remove office area
01 - Architectural/Structural	01.3-060C18	Repair/Replace overhead door
01 - Architectural/Structural	01.4-010C01 and 01.4-010C01	Replace metal roof
01 - Architectural/Structural	01.4-010C25	Replace gutters
01 - Architectural/Structural	01.5-060C15	Replace interior paint
01 - Architectural/Structural	01.5-080C37	Replace ceiling paint
01 - Architectural/Structural	01.6A-025	Replace/relocate fixed or permanent furnishing
03 - Mechanical	03.3-025	Replace oil storage tank
03 - Mechanical	03.4A-010	Replace chimney and exhaust duct
03 - Mechanical	035A-070	Replace portable fire extinguishers
03 - Mechanical	03.1A-080	Replace oil furnace
04 - Electrical	04.2A-050	Replace and repair elec. Deficiencies
04 - Electrical	04.3A-010	Replace obsolete fixtures
04 - Electrical	04.4A-010	Connect and test ground termination
04 - Electrical	04.2A-050	Replace electrical devices and wiring
04 - Electrical	04.2A-070	Replace distribution panel

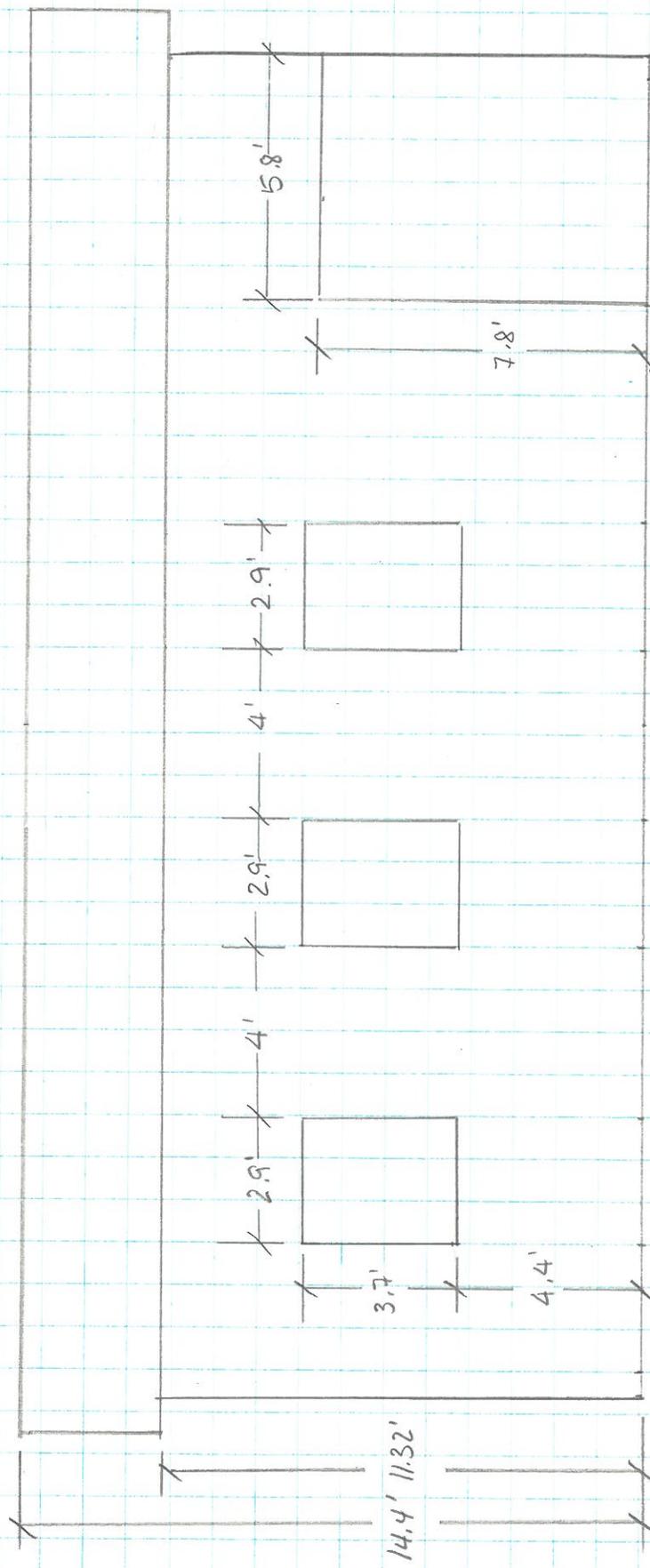


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## APPENDIX 'B'      WAREHOUSE SKETCHES

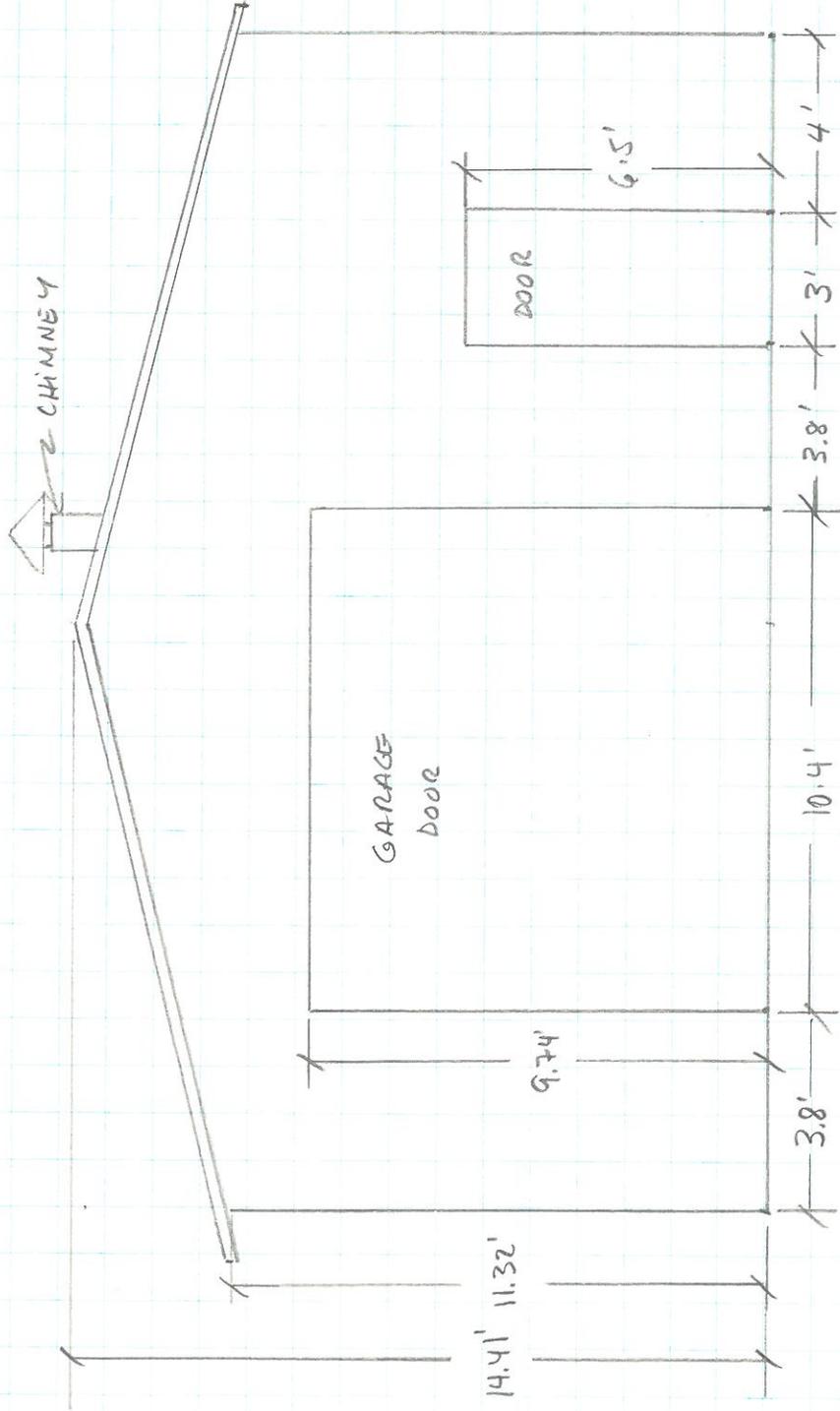


PLAN VIEW - BAKER LAKE WAREHOUSE  
 1/4" = 1'0"

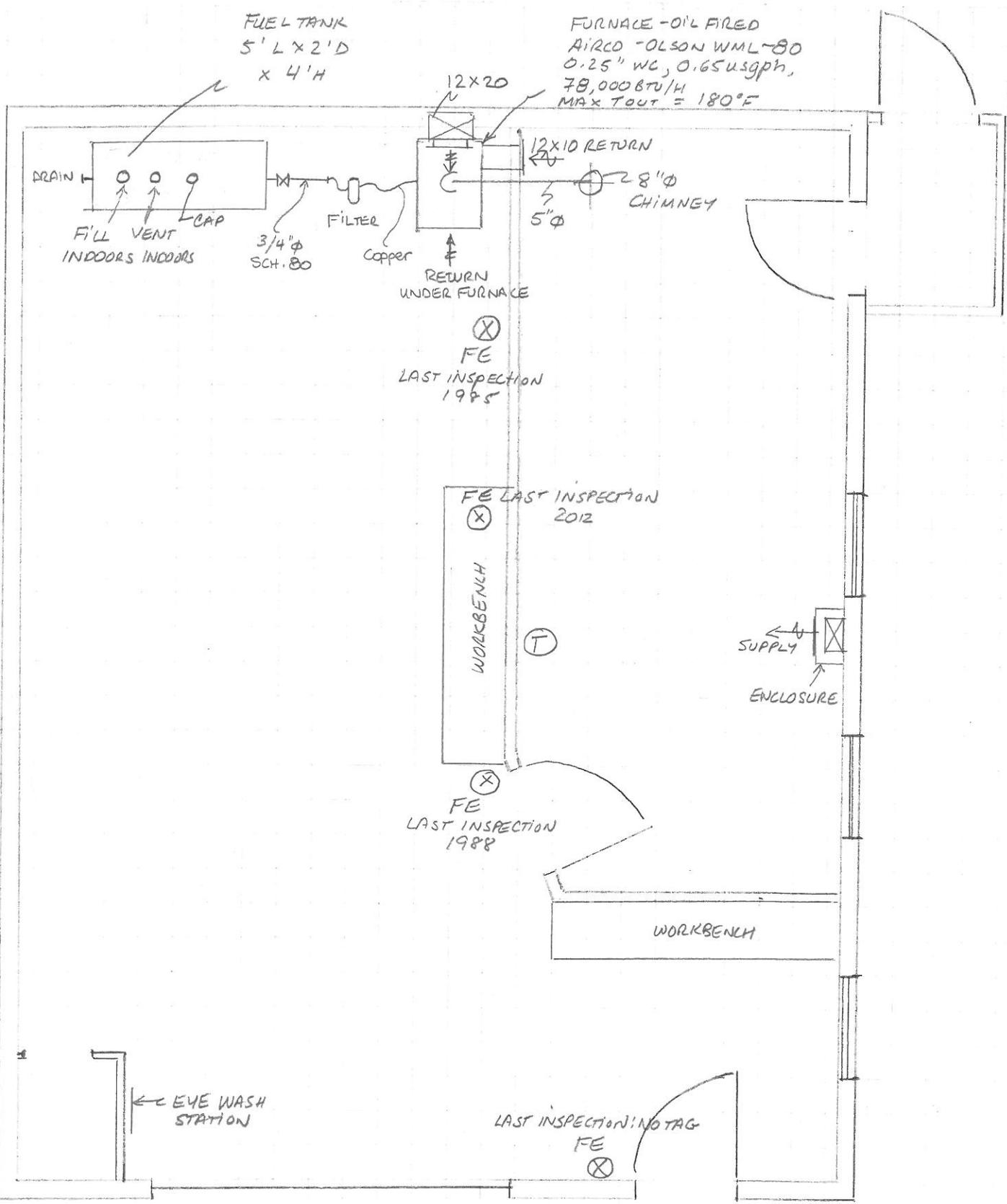


ELEVATION - BAKER LAKE WAREHOUSE  
 1/4" = 1'0"

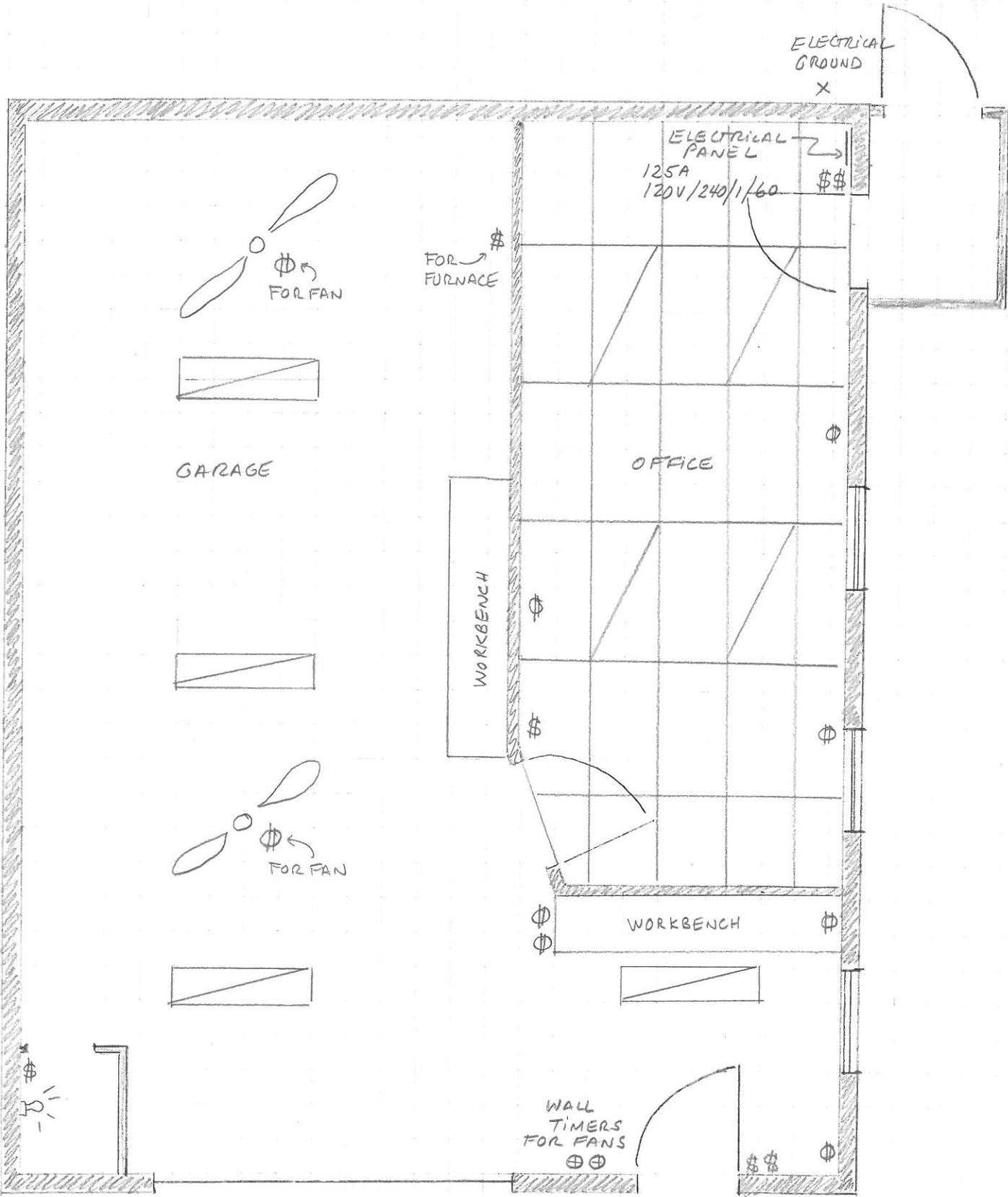
ARCHITECTURAL A-02



ELEVATION - BAKER LAKE WAREHOUSE  
 1/4" = 1'0"



PLAN VIEW - BAKER LAKE WAREHOUSE  
 1/4" = 1'0"



PLAN VIEW - BAKER LAKE WAREHOUSE  
 1/4" = 1'0"