

NATIONAL CAPITAL COMMISSION

RIDEAU HALL TEMPORARY AGRICULTURAL STORAGE DOME

Rideau Hall
Ottawa, Ontario

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1.0 DESCRIPTION OF WORK

- .1 The work for this contract is described on the attached drawings.
- .2 This contract consists of, but is not limited to the following:
 - 1. The re-grading of the area described on the attached drawings to provide for a suitable base to erect a temporary agricultural dome storage building.
 - 2. The supply and installation of an electrical service from the Ground Source Mechanical Room and the installation of two power pedestals as shown on the drawings.
 - 3. The supply and erection of an agricultural dome building as specified on the contract's drawings
- .3 Work of this contract must begin within 5 days of award of contract.
- .4 Site Supervisor: Provide competent site supervisor (minimum 10 years of experience), capable of managing the site operations of this Contract on a full-time basis during the duration of the implementation of the work of this Contract at the site.
- .5 Site Safety Officer: Appoint a Site Safety Officer responsible for health and site safety for activities and duration of the implementation of the work of this Contract.

2.0 ENVIRONMENTAL EFFECTS & MITIGATION MEASURES

- .1 This section outlines the list of potential adverse environmental and archeological effects of this project's scope of work on the site and the mitigation measures that must be taken to minimize their impacts.
 - .1 Potential damages to existing trees during construction:

Mitigation Measure: The limits of the work area shall be identified with a clearly visible fence to avoid intrusions of the workers in the forested area of the Sugar Bush. Trees authorized for removal have to be clearly identified with colour ribbons by the Rideau Hall Manager, Grounds and Greenhouses.
 - .2 Potential disturbance/destruction of migratory birds' nests due to the construction noise and the removal of 2 trees.

Mitigation Measures: No grading activities or any other activity susceptible to destroy or disturb the nest of a migratory bird shall occur between April 15 and August 15 (core nesting season in the Ottawa Valley area). Any time nests containing eggs or young are encountered, the immediate area should be avoided, the work shall stop and NCC Environmental Services shall be contacted. This protection measure should be taken even if the nest has been found outside the dates of the general nesting period for the area. Once out of the nest, young birds are still vulnerable therefore precautionary measures are recommended.
 - .3 Potential harm/mortality of wildlife associated with the presence of construction crew/machinery on site.

Mitigation Measures: Workers will avoid wilfully disturbing any wildlife at the site. Workers must keep the work site clean and must not leave behind garbage or food scraps that could attract animals or alter their behaviour

- .4 Potential dispersion of aggressive exotic species seeds/plant material (Buckthorn) in the Sugar Bush Area.

Mitigation Measure: Remove all Buckthorn plants in the construction area taking care of not spreading the seeds on the ground. Removed plant material should be sent to a landfill. Clean sludge, dirt, and plant material from equipment and tools before leaving a site infested with invasive species. High pressure air hoses, mobile cleaning stations which retain water runoff, and brushes or brooms are acceptable cleaning methods.

- .5 Potential adverse significant effects to the character defining elements of a National Historic Site of Canada

Mitigation Measure: The proposed installation is temporary and all the proposed modifications to the landscape shall be made reversible.

- .6 Potential adverse effects to structure, site or thing that is of historical, archaeological or architectural significance (former “small skating rink” and associated log cabin + medium potential for pre-contact archaeological site)

Mitigation Measure: Soil removal work required for the installation of the MegaDome shall be monitored by a qualified archaeologist for archaeological resources.

- .7 Potential release in the environment (i.e. surface water, air, soil) of contaminants contain in the excavated soils.

Mitigation Measures: If during excavation, evidence (visual (debris, sheen, etc.) or olfactory) of contamination is encountered, the NCC Contaminated Sites Group should be contacted to provide guidance on next steps.

3.0 SITE EXAMINATION

- .1 The NCC will conduct during the tender period a non-mandatory job showing of the site and work to be contracted. Claims for additional compensation will not be entertained for any items of labour or material required to complete the work that could have been reasonably ascertained by the Site Examination. The submission of a tender shall be deemed as proof that the tenderer and his subtrades have complied with this requirement.
- .2 The Contractor shall also make himself familiar with the security and site access for daily operations and procedures to follow during the implementation of the work of this contract in order to properly assess the work procedures and deliveries for work of this contract and ensure minimum disruption.
- .3 The Contractor is responsible to verify all dimensions pertinent to work of this contract on site. Any discrepancies found during construction shall be borne by the contractor at no extra cost to this contract.
- .4 Assume responsibility for setting out the work, provide all instruments.

4.0 STANDARD OF WORK

- .1 Comply with National Building Code 1995 (including Part 8, Construction Safety Measures) and the Provincial Construction Safety Act.

5.0 OCCUPANCY and USERS of the RIDEAU HALL SITE

- .1 The Rideau Hall Sugar Bush area is used by the NCC for storage of equipment and goods. The site will remain occupied during implementation of the work of this contract.

6.0 SCHEDULING OF WORK and RESTRICTIONS

- .1 The Contractor shall schedule work activities to prevent and minimize any disruption to the occupants and staff. Disruptive work activities and their scheduling shall be done in co-ordination with the NCC Engineer.
- .2 Within 5 working days following notification of intent to award this contract, the Contractor shall submit and review with NCC Engineer the sequencing of intended work and activity schedule for approval:
 - .1 Work commencement
 - .2 Contractor's on-site mobilization area
 - .3 Protection, hoarding and temporary shoring structures
 - .4 Installation and delivery of equipment and waste disposal bins
 - .5 Deliveries of materials
 - .6 Sequencing of and preparation measures for excavation.
 - .7 Identification of noisy and disruptive activities;
- .3 The Contractor shall submit to the NCC Engineer for review the proposed implementation methodology for work of this Contract.
- .4 Site Access Restriction: Individuals requiring access to the site will require pre-authorized site access security clearances.
- .5 Scheduling constraints:
 - .1 Standard authorised hours of work are Monday to Friday, 07:00 hours to 16:00 hours.
 - .2 Obtain prior permission through NCC Engineer for work outside of the standard authorised time frame. Assume any extra costs for labour, material or equipment associated with work performed outside of the standard authorised time frame unless specifically requested by Owner.

7.0 CO-ORDINATION of the WORK and SUB-TRADES

- .1 Co-ordination of the work: It is the Contractors' responsibility to co-ordinate work to be carried out as identified in the contract documents between all trades.
- .2 Should there be discrepancies, conflicts in the instructions of the contract documents and/or conflicts w/ applicable regulations, the Contractor shall notify the NCC Engineer prior to proceeding w/ implementation of the work and wait for instructions and directions on how to proceed.
- .3 Manage the sequencing of the work activities in consideration of health and safety of the work area and adjacent structures and site.
- .4 Ensure adequate access and equipment is supplied for work of the contract.

8.0 BUILDING/SITE SERVICES

Not applicable

9.0 USE OF SITE & FACILITIES

- .1 The Contractor shall arrange with the NCC Engineer a work schedule and procedures for access, deliveries and transportation of materials to and from the work site.
- .2 The contractor shall provide and install temporary enclosures or fence around the Work area.
- .3 Materials and equipment shall not be permitted to encumber ANY area outside of the designated work site area unless pre-authorized by NCC Engineer.
- .4 Execute work with least possible interference or disturbance to the normal use of the site. Make arrangements with NCC Engineer to facilitate work as stated.
- .5 Parking: Access and parking on site for contractor's work force and sub-trades shall be as approved by NCC Engineer at the start of the work.
- .6 Deliveries to the site shall be within pre-arranged and authorized time frames by NCC Engineer with a minimum 24 hours notice.
- .7 A designated smoking area shall be identified by the NCC Engineer. The Contractor is to ensure adequate sealed cigarette butt disposal.
- .8 Location of Utilities: Ensure locates of site services and infrastructures, prior to any excavation or site work. Where unknown services are encountered, immediately advise the NCC Engineer and confirm findings in writing.

10.0 SIGNAGE

- .1 No signage representing, supply and installations companies and/or contractors and consultants shall be permitted on site.

11.0 CANADIAN LABOUR and MATERIAL

- .1 The Contractor shall use Canadian labour and materials in the design and performance of the Work to the full extent to which they are procurable, consistent with proper economy and the expeditious carrying out of the Work.
- .2 Subject to the above, the Contractor shall, in the performance of the work, employ labour from the locality where the work is being performed to the extent to which it is available.

12.0 SECURITY CLEARANCE

- .1 In accordance with the Security Policy of the Government of Canada, all persons undertaking work or services at the property covered by this contract may be required to meet the requirements of a Site Access Reliability Check.
- .2 The NCC reserves the right to refuse access to personnel not passing a Site Access Reliability Check.
- .3 Unless otherwise indicated, access to the site (employees, deliveries, visitors and pick-ups of materials, etc.) must be coordinated with and approved by NCC Engineer.

- .4 Reasonable care must be exercised to ensure the security of any material prepared or received in handling this project. No part of this project may be discussed, published, or displayed without the written permission of the NCC.

13.0 CO-OPERATION WITH OTHERS and PUBLIC RELATIONS

- .1 At all times during the design and construction activities of the work of this contract, the Contractor shall permit and facilitate access to the work site to NCC construction services and to NCC contracted consultants for design and implementation phases of this work.
- .2 The Contractor may be in contact with users/visitors of the site. If interacting with users/visitors to the site, the Contractor shall, at all times, be courteous, helpful and respectful to the users/visitors.
- .3 Behaviour, demeanor and conduct at the work site shall be in good practices. Profane language from the Contractor's workforce is not acceptable at the work site.
- .4 The Contractor shall at all times during work of this contract, respect traffic regulations.
- .5 Co-operate with site operations and maintenance staff and services at all times.
- .6 Co-operate with Other Contractors retained for the site operations and maintenance services.

14.0 DAMAGES

- .1 Restore or replace to their original condition existing public and/or privately owned property, structures, finishes, services and/or utilities damaged during the execution of the work of this contract, or make adequate compensation to affected parties.
- .2 The terms "restore" and "replace" include labour, equipment and material costs.

END OF SECTION

PART 1 GENERAL

1.1 REFERENCES

- .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .1 Material Safety Data Sheets (MSDS).
- .3 Province of Ontario
 - .1 Occupational Health and Safety Act, R.S.O. 1990 Amended 2009.

1.2 SUBMITTALS

- .1 Make submittals in accordance with Specifications.
- .2 Submit site-specific Health and Safety Plan: Within seven (7) days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
 - .1 Results of site specific safety hazard assessment.
 - .2 Results of safety and health risk or hazard analysis for site tasks and operation.
- .3 Submit electronic copy in (.pdf) format or two (2) hard copies of Contractor's authorized representative's work site health and safety inspection reports to NCC Representative and authority having jurisdiction, weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit WHMIS MSDS - Material Safety Data Sheets.
- .7 NCC Representative will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within five (5) days after receipt of plan. Revise plan as appropriate and resubmit plan to NCC Representative within five (5) days after receipt of comments from NCC Representative.
- .8 NCC Representative review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to NCC Representative.
- .10 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.

1.3 FILING OF NOTICE

- .1 File Notice of Project with Provincial authorities prior to beginning of Work.

1.4 SAFETY ASSESSMENT

- .1 Perform site specific safety hazard assessment related to project.

1.5 MEETINGS

- .1 Schedule and administer Health and Safety meeting with NCC Representative prior to commencement of Work.

1.6 GENERAL REQUIREMENTS

- .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .2 NCC Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

1.7 RESPONSIBILITY

- .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.

1.8 COMPLIANCE REQUIREMENTS

- .1 Comply with Ontario Health and Safety Act, R.S.O.
- .2 Comply with Canada Labour Code, Canada Occupational Safety and Health Regulations.

1.9 UNFORESEEN HAZARDS

- .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise NCC Representative verbally and in writing.

1.10 HEALTH AND SAFETY CO-ORDINATOR

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator. Health and Safety Co-ordinator must:
 - .1 Have site-related working experience specific to activities associated with Construction.
 - .2 Have working knowledge of occupational safety and health regulations.
 - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
 - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.
 - .5 Be on site during execution of Work and report directly to and be under direction of site supervisor.

1.11 POSTING OF DOCUMENTS

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with NCC Representative.

1.12 CORRECTION OF NON-COMPLIANCE

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by NCC Representative.
- .2 Provide NCC Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- .3 NCC Representative may stop Work if non-compliance of health and safety regulations is not corrected.

1.13 POWDER ACTUATED DEVICES

- .1 Use powder actuated devices only after receipt of written permission from NCC Representative.

1.14 WORK STOPPAGE

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

1.15 BUILDING SMOKING ENVIRONMENT

- .1 Smoking is not permitted in the Building. Obey smoking restrictions on building property

PART 2 PRODUCTS

2.1 NOT USED

- .1 Not used.

PART 3 EXECUTION

3.1 NOT USED

- .1 Not used.

END SECTION