

**PART 1 – GENERAL**

**1.1 WORK SEQUENCE**

- .1 The contractor will be required to submit a construction staging plan for approval to the Departmental Representative prior to the commencement of work for approval.
- .2 Contractor must mobilize in three phases. Phases must be executed at a rate of one phase per year :
  - .1 **Phase 1:**
    - .1 Installation of the lifeline and all required health and safety installations before the beginning of the arboriculture work.
    - .2 Arboriculture Work before April 15 or after July 31. All arboriculture work must be done within the same season.
    - .3 Planting between May 15 and June 15 or between September 1 and October 15 – must be done after arboriculture work is completed. All planting work must be done within the same season.
    - .4 Maintenance between May 15 and October 15, after planting is completed.
  - .2 **Phase 2 :**
    - .1 Arboriculture Work between May 15 and October 15..
    - .2 Maintenance from May 15 to October 15.
  - .3 **Phase 3:**
    - .1 Arboriculture Work between January 15 to March 30. All arboriculture work must be done within the same season.
    - .2 Planting between May 15 and June 15 – must be done after arboriculture work is completed. All planting work must be done within the same season.
    - .3 Maintenance between May 15 and October 15, after planting is completed.
- .3 Co-ordinate with and obtain approval from the Departmental Representative for proposed phasing.
- .4 Work shall be phased such that it allows for continuous public usage of roadways, pedestrian travel routes, and visitor destinations.
  - .1 Where any roadway, pedestrian travel route, or visitor destination is required to be closed to complete the Work, make arrangements with the Departmental Representative in accordance with section 013500.06 – Special Procedures for Traffic Control.
- .5 Co-ordinate with other projects taking place on the Parliament Hill
- .6 Maintain fire access/control at all times.

- .7 Remove poor or dead plant material within 48 hours as per request of Departmental Representative.
- .8 No clearing of vegetation between April 15 and July 31, unless the Departmental Representative give authorization and a qualified biologist has determined that no nesting is occurring within 5 days prior to the clearing. A pre-clearing survey for active stick nests and cavity nests must also be conducted between April 1 and April 15, in order to identify and protect early-nesting owls and raptors. A letter by a biologist certifying the absence of restrictions due to possible nesting is required for arboriculture work between April 1 and April 15 and for any pruning or removals between April 15 and July 31. This procedure is at the charge of the Contractor.

1.2 SPECIAL REQUIREMENTS

- .1 Carry out work that may cause a disturbance to users and occupants After Hours. A disturbance is caused by disruptive work creating vibrations, impacts, noise, dust, fumes or unsightly work.
- .2 Ensure that Contractor personnel employed on site become familiar with and obey regulations including safety, fire, traffic and security regulations.
- .3 Keep within limits of work and avenues of ingress and egress.
- .4 Ingress and egress of Contractor vehicles higher than 3,2 meter at site must obtain permission from the Departmental Representative with a minimum of two (2) days advance notice given to the Departmental Representative.
- .5 Ensure all personnel accessing the site record name and affiliation on sign-in sheet. Sign-in sheet to remain on site for inspection by Departmental Representative at all times.
- .6 For access by public roads, make all arrangements, obtain any required permits and confine activities to such routes and load limits as the authorities having jurisdiction may require.
- .7 Comply with the Security clearance requirements.
- .8 Access the work zone from the bottom of the slope, with the exception of the required accesses to build the lifeline.

1.3 WORK STOPPAGES

- .1 "Regular hours" of work are considered Monday to Friday 06:00 to 18:00.
- .2 After Hours are considered as follows:
  - .1 House of Commons and Senate in session:  
Monday to Friday from 21:00 to 06:00 hours and  
on Saturdays, Sundays and statutory holidays.

- .2 House of Commons and Senate in recess: Monday to Friday from 18:00 to 06:00 hours and on Saturdays, Sundays and statutory holidays.
- .3 Special events: During the dates and times listed below, work is not permitted, and deliveries or removal of materials are not permitted. Also, site construction lighting must be shut down, booms lowered to horizontal position and audible equipment must be shut off such as compressors, generators, excavation or hoisting equipment, and other noise-producing equipment. Note: Dates and times shown below are subject to change.
  - .1 The Sound and Light event: daily, from July 5 through to first Monday of September, from 19:00 to 23:00 hours.
  - .2 Remembrance Day: November 11, from 10:00 to 16:00 hours.
  - .3 Canada Day: July 1, 06:00 hours to July 2, 01:00 hours.
  - .4 Police and Peace Officers' Memorial Service: last weekend of September from 18:00 hours of the Friday before to 18:00 hours of the Sunday of the same weekend.
  - .5 Christmas Light Ceremony: first Thursday in December from 17:00 to 23:00 hours.
  - .6 Fire-fighter Memorial Service: second Sunday of September from 08:30 to 12:30 hours.
  - .7 Changing of the Guard Ceremony: daily, starting on the Friday prior to Canada Day (July 1) to last Friday in August, from 10:00 to 10:30 hours.
  - .8 Budget day.
  - .9 State visits, other special events, and demonstrations.
- .4 The Departmental Representative reserves the right to temporarily stop work at any time due to Parliament Hill and Parks Canada operational activities. For these unscheduled work stoppages:
  - .1 Re-direct all Direct Cost Labour and Direct Labour Supervision on site at time of stoppage to other work if possible. If no other productive work can be found for the Direct Cost Labour and Direct Labour Supervision, this will constitute an unscheduled work stoppage.
  - .2 Make attempts to mitigate the impact and costs of unscheduled work stoppages.
- .5 "Stop-work" orders for infractions of contract documents or violations of applicable health and safety regulations will not be considered as a "stop-work" period.
- .6 The Departmental Representative will establish a procedure for unscheduled Work Stoppages. Provide contact names and back-up contacts for all sub-contractors for notification purposes in the event a Work Stoppage needs to be communicated.

- .7 In the event of unscheduled work stoppages, the Contractor is to keep a detailed log of time used. Only time signed off by the Departmental Representative can be deducted from the provision and compensation will be negotiated as a change order on a case-by-case basis. Equipment down time during scheduled or unscheduled events on the Hill will not be compensated by the Departmental Representative.
- 1.4 SECURITY CHECKS
- .1 All personnel employed on this project will be subject to a security check process. Obtain the appropriate security check level stated in the Contract, or higher, for each individual required on site. It is the Contractor's responsibility to ensure all personnel on site obtain timely security check before arriving on site.
- .2 Submit to the Departmental Representative within ten (10) days of contract award a list of all personnel, including sub-contractors, who require access to the site. The list shall contain full names, firms they represent and date of birth. Continue to submit names of additional personnel throughout the project as required by the project.
- .3 Any impacts on the schedule and/or cost as a result of not obtaining the required security checks in a timely manner will not be reimbursable by PWGSC.
- .4 The Departmental Representative will issue Authorization for Building Access (ABA) forms no sooner than two (2) days after receipts of names and dates of birth for individuals requiring access to site. Individuals will not be allowed to work on site without this form.
- .5 Personnel will be checked daily at start of work shift against the sign-in sheet maintained by the site supervisor.
- .6 All vehicles requiring access to the site will be subject to a security check process. Provide Departmental Representative with list of vehicles requiring access. Include with the list: vehicle make, model, colour, and license plate number.
- .7 The Department Representative will issue Authorization for Vehicular Access (AVA) forms no sooner than two (2) days after receipt of vehicle information. Vehicles will not be allowed to access the site without this form.
- .8 The Department Representative will issue Authorization for Vehicular Access (AVA) forms to the Parliament Hill Precinct, on top of the escarpment, no sooner than five (5) days after receipt of vehicle information. Vehicles will not be allowed to access the site without this form.
- 1.5 SMOKING
- .1 Smoking is not allowed on site or anywhere on Parliament Hill.

**PART 2 – PRODUCTS**

NOT USED

**PART 3 – EXECUTION**

NOT USED

**\*\*\* END OF SECTION \*\*\***