

F1700-151002/A

Specifications / Statement of Work

**Asphalt Driveway and Parking Lot
Rehabilitation**

Institute of Ocean Sciences

9860 West Saanich Road
Sidney, BC V8L 4B2

9R114-01

1.0 Introduction

1.1 Title

Asphalt Driveway and Parking Lot Rehabilitation - Institute of Oceans Sciences

1.2 Project Introduction

Civil Construction Services are being sought for the rehabilitation of asphalt paved areas at the Institute of Ocean Sciences in Sidney, British Columbia. The Institute of Ocean Sciences is a Fisheries and Oceans Canada facility operated by its Real Property Branch.

2.0 Scope of Work

2.1 Services Required

Department of Fisheries & Oceans Canada (DFO) will retain a Contractor for the provision of construction services for this project.

2.2 Overview of Scope

The Contractor will provide all labour, materials, and equipment required to complete the replacement of the asphalt paving in the identified areas on the provided drawings for the project. The contractor shall provide each component in accordance with the component descriptions in the attached specifications, general drawings, details, as well as comply with the overall intent of the National Building Code, the MMCDs, the British Columbia Building Code, and instruction from civil engineering firm assisting in the project oversight.

Work of this Contract comprises of:

Parking lot rehabilitation works as identified in the attached drawings (Parking Lot 'C' , Area 1 and Area 7). Including removals, offsite disposal, grading & testing, new asphalt, landscaping works, etc. as outlined on the engineered Drawings. It shall be the sole responsibility of the contractor to ensure site access is not disrupted during work.

Work includes but is not necessarily limited to the supply and installation of the following general items:

- Remove existing asphalt, turf, and curbs. Proof roll existing gravel and dig test holes. Remove gravel & install gravel backfill. Compact new sub base & top course gravel and proof roll. Asphalt paving & installation of parking stops, curb, sod, boulevard restoration, and line painting, as well as all associated work shown on the civil engineering drawings.

- a) Work of this contract is located on DFO owned land and the premises shall be considered occupied by Canadian Coast Guard and DFO employees during the course of work. Any required access is to be coordinated through the DFO Project Manager Representative. The contractor shall be responsible for notifying the occupants in writing prior to the commencement of work (min. 48 hours' notice). Work will be phased so as to not interrupt the daily operations of the site. Contractor is to provide Traffic Management/Road Closure/Phasing Plan to owner review before work commences.

2.3 Specifications and Standards

- .1 Work performed under this contract shall meet the objectives laid out in the Statement of Work (SOW), Specifications, General Drawings, and Details by taking a logical, structured and cost effective approach.
- .2 The workmanship is to be of a uniform, high quality finish in accordance with the best trade practices.
- .3 The Contractor shall ensure work complies with the National Building Code, the Master Municipal Construction Drawings (MMCD), and the British Columbia Building Code. Where conflict arises, the more stringent standard shall apply. The contractor is responsible for obtaining clarifications prior to Tender Closing in the time allotted.
- .4 The Contractor shall comply with all WorkSafe BC Health and Safety Standards and provide a Health and Safety Plan prior to commencement

2.3 Milestones

- .1 The following milestones (in calendar days) have been established for the implementation of this project. The Contractors detailed schedule should meet the milestones or match as closely as possible for each task.

Project Milestone	Time-Frame
Contract Award	Day 0
Pre-commencement Meeting	Award + 7 days
Contractor Shop Drawings/Submittals to DFO Project Manager	Award + 14 days
Contract Completion Date (CCD-100%)	31 March 2016

- .2 Following the approval of the Contractor's schedule by the DFO Project Manager, the Contractor shall notify the tenants of the work schedule, and take the necessary measures to complete the work within the scheduled time-frame
- .4 Product submittals are required to ensure that the specified material and products are

furnished and installed in accordance with design intent as expressed in the contract documents. Until submittals are reviewed and approved by the project authority, work involving relevant material or product may not proceed. Submittals will be reviewed by the project authority and responses provided within 3 working days.

2.4 Method and Source of Acceptance

Unless otherwise noted, the manner in which the work will be judged as complete and satisfactory will only be accepted in writing from the overseeing Civil Engineering firm.

3.0 Other Terms and Conditions of the SOW

2.5 Change Management Procedures

Any unforeseen changes in the project scope will be handled as follows:

- i. The Contractor or the Departmental Representative identifies a change in scope and provides written notice to the other party detailing the reason, impact and cost of this proposed change.
- ii. An agreement is negotiated on the change, or the change is rejected.
- iii. The Departmental representative issues a change order via PWGSC.

2.6 Communications Management

- .1 All communications shall be directed to the DFO Project Manager.

2.7 Health and Safety

.1 The Contractor must provide their Health and Safety Policy for this project and provide to DFO Project Manager for review and acceptance prior to commencing work.

.2 If the Contractor discovers conditions that pose an immediate significant threat to human health or the environment, the Contractor shall notify the DFO Project Manager immediately.

2.8 Site Control

- b) Contractor to provide and maintain flag persons, traffic signals, barricades, detour signs required to give the public proper warning. Contractor supplied disposal bins are to have a closable lid, and remain closed when being loaded.
- c) Clean-up, temporary fencing, and storage; The Contractor shall provide, install and maintain all necessary control measures to ensure the work does not impact the adjacent environment or occupants, including silt and dust control. Provide secure temporary storage facilities and fencing for materials and equipment if necessary. Clean up debris daily from the work area and ensure all hazardous impediments are

removed or adequately stored or protected. The jobsite shall be left clean, neat and in a safe condition at the completion of each workday to the satisfaction of the DFO representative.

- d) Adequate storage areas for material and equipment will be provided onsite for the Contractor for the duration of the project
- e) The contractor shall provide sanitary facilities for use by employees.
- f) Contractor shall maintain site roads used by construction vehicles in a clean condition and free of mud, sand and construction debris. Roads will be swept at the end of each day, or multiple times a day as required.
- g) Smoking is not permitted on the worksite.

3.7 Security Requirements – There is no security requirement for this contract.

The Company working under this project will not be given access to sensitive information or assets.

3.8 Insurance Requirements

The insurance requirements are to meet the DFO Standing Offer terms and conditions. It is the Contractors responsibility to maintain this coverage for the duration of this work.

4.0 Site Parking

Site parking will be made available for official “Company Marked” Vehicles only. Personal vehicles will not be permitted onsite.

Schedule A: IOS Parking Lot C & Asphalt Repair Areas #1 & #7 - Work Sequence

Item #	Description
1.0	Repair Area # 1
1	Remove and dispose of asphalt, turf, curb, etc.
2	Proof roll gravel with Project Engineer & IOS representative.
3	Excavate 5 test holes, dispose of material, backfill with subbase gravel & compact. Allow project engineer to develop a plan for subexcavation. Review in field & contractor to paint out areas.
4	Mass excavation and disposal of gravel/soil backfill offsite. Import subbase and top course gravel and compact. Roll test to be witnessed by project engineer & IOS representative.
5	Install irrigation sleeves under driveway.
6	Asphalt paving, curb works & gravel shoulder.
7	Top soil and sod boulevard restoration.
8	Line & asphalt curb painting and all other finishing works.
2.0	Repair Area # 7
1	Remove and dispose of asphalt, turf, curb, etc.
2	Proof roll gravel with Project Engineer & IOS representative.
3	Excavate 5 test holes, dispose of material, backfill with subbase gravel & compact. Allow project engineer to develop a plan for subexcavation. Review in field & contractor to paint out areas.
4	Mass excavation and disposal of gravel/soil backfill offsite. Import subbase and top course gravel and compact. Roll test to be witnessed by project engineer & IOS representative.
5	Install irrigation sleeves under driveway.
6	Asphalt paving & Curb works.
7	Top soil and sod boulevard restoration.
8	Line & asphalt curb painting and all other finishing works.
3.0	Parking Lot C Restoration
1	Erect tree protection fencing at designated trees, remove existing trees, etc.
2	Remove and dispose of asphalt, turf, curb, etc.
3	Proof roll gravel with Project Engineer & IOS representative.
4	Excavate 5 test holes, dispose of material, backfill with subbase gravel & compact. Allow project engineer to develop a plan for subexcavation. Review in field & contractor to paint out areas.
5	Mass excavation & disposal of gravel/soil backfill offsite. (Includes excavation of tree pits.)
6	Import sub base and top course gravel and compact. Roll test to be witnessed by project engineer & IOS representative.
7	Install structural soil or growing medium in tree pits. Stake centre of pits for planting.
8	Install sleeving for future service work to parking island.
9	Raise existing castings for Catch Basins, Valves, etc.
10	Provisional: Install sub-drains & DCO's,
11	Asphalt paving & Curb works.
12	Provisional: Install mortared rock retaining wall.
13	Restore boulevard at back of new curbs (topsoil & sod). Reinstate signage.
14	Line painting, remove tree fencing, and all other finishing works.

Notes:

1. *Layout survey shall be the sole responsibility of the contractor.*
2. *Contractor shall provide professional quality as-built sketches to project engineer within 14 days of substantial completion for as-constructed drawings.*

Schedule B: IOS Parking Lot & Asphalt Repair Area #7– Measurement & Payment

Item #	General	Description
3.1	Tree Protection Fencing	Includes the installation & removal of fencing as indicated on drawings. Payment will be by lump sum.
1.1, 2.1 & 3.2	General Removals & Disposal	Includes the removal of trees, clearing & grubbing work, signs, excavation & dispose of asphalt, turf, curb, etc. Payment will be by lump sum.
1.2, 1.8, 2.2, 2.8, 3.3 & 3.10	Proof Roll	Includes supply of loaded truck for proof roll of ex. gravel after asphalt is removed and proof roll of imported subbase and topcourse gravel after compaction. Contractor is responsible for all subsequent tests if compaction is not adequate. Payment will be by lump sum.
1.3, 2.3 & 3.4	Testholes	Includes all work to excavate all test holes, dispose of material offsite, backfill with subbase gravel & compact. Payment will be by lump sum.
1.4, 2.4 & 3.5	Remove & dispose of soil/gravel backfill.	Includes excavation, removal & disposal offsite of excavated materials. Payment will be for measured in place excavated volume (m ³).
1.5, 1.6, 1.7, 2.5, 2.6, 2.7, 3.6, 3.7, 3.8 & 3.9	Import of Sub base & top course gravel	Includes all work to import, place and compact sub base and topcourse gravel. Payment will be for measured in place volume (m ³).
3.15 & 3.16	Tree pits & Root Barrier	Includes all work to layout and excavate tree pits, install structural soil, topsoil, root barrier, and stake out centre of tree pits as indicated on plans. Payment will be by lump sum.
1.9, 2.9 & 3.11	Irrigation sleeves	Includes all work to install 100mm Sch. 40 PVC sleeving as indicated on plans. Payment will be by lump sum.
3.20	Raise or Relocate Ex. Castings & Reinstall signage.	Includes all work to raise existing castings to new finished grade, relocate parking lot CB (includes lead & tie-in) and reinstate existing signage in boulevard & parking islands. Payment will be by lump sum.
1.10, 2.10, 3.12 & 3.13	Asphalt Paving	Includes all work to layout & install new asphalt surface. Payment will be by m ² for the asphalt payment type.
1.11, 2.11, 2.12 & 3.14	Curbs (Asphalt & Concrete)	Includes all work to layout & install new asphalt curbs and concrete barrier curbs as shown on the plans. Payment will be by m installed.
1.12	Gravel Shoulder	Includes all work to install gravel shoulder (Repair Area 1). Payment will be by m ² .
1.13, 2.12 & 3.18	Boulevard Restoration & Parking Islands	Includes all work to install topsoil and new sod lawn boulevards at back of new curbs and in new parking islands. Payment will be by lump sum.
1.14, 2.13, 3.17 & 3.19	Painting & Parking Stops	Includes all work to install thermo-plastic traffic arrows, line painting in parking lot, parking stops & anchors, and curb painting. Payment will be by lump sum.
5.0	Traffic/Pedestrian Control & Siltation/Dust Control Measures.	Includes the supply of trained traffic control personnel to ensure continuous vehicle and pedestrian traffic through site during construction and installation, maintenance and removal of siltation and dust control measures as outlined in MMCD Section 01 57 01. Prior to start of work, contractor to submit a traffic management plan to Owner Representative for review. Payment will be by lump sum.
3.22	Provisional mortared rock wall	Includes all work to install mortared rock wall. Payment will be by lump sum.
3.21	Provisional subdrain.	Includes all work to supply and install subdrain and DCO's. Payment will be by lump sum.

Note: The Owner shall retain professional surveyor to measure in place volumes for payment.