

Statement of Work

Institute of Ocean Sciences

Lift Station Upgrading

Sidney, BC

Department of Fisheries and Oceans

1.0 Scope

1.1 Title

Institute of Ocean Sciences, Lift Station Upgrading, Sidney BC.

1.2 Introduction

Located west of Sidney on Vancouver Island on a 70-acre site, the Institute of Ocean Sciences (IOS) is one of Canada's largest marine institutes. An important link in Fisheries and Oceans Canada's (DFO) nationwide chain of nine major scientific facilities, the institute is the centre for research on coastal waters of BC, the Northeastern Pacific Ocean, the western Canadian Arctic and navigable fresh waters east to the Alberta border. The 300 000 square foot facility is home to the Pacific Geoscience Centre, Canadian Coast Guard, the Marine Communications and Traffic Services Centre, the Canadian Wildlife Service, and the North Pacific Science Organisation.

1.3 Objectives of the Requirement

The objectives of this contract are to supply and install materials and components that will make up the Sewage Lift Upgrading Project. Bidders are to provide a lump sum quotation.

1.4 Background, Assumptions and Specific Scope of the Requirement

It has been identified to Real Property that there can be improvements made to the sewage lift station at the IOS Facility. 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 British Columbia Building Code, and instruction from the Engineering firm assisting in the project oversight.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

Please refer to the attached Drawings and Specifications for the specific design requirements and site instructions.

Milestones are as follows (timelines can be changed by the project manager):

2.1.1 Assess Scope of Work, Specs, Perform Site Visit.

- A. Contractor to assess the provided Scope of Work, project specifications, and perform a site visit approximately 1 week after solicitation is posted online.
- B. Any questions are to be sent through email to the Contracting Authority.

2.1.2 Provide Project Pricing

- A. Contractor to provide bid price of project to the Contracting Authority no later than the bid closing date and time.
- B. Project shall be priced as lump sum.
- C. Project will be awarded approximately 1-2 weeks after bid closing date.
- D. Provide project schedule within 7 calendar days after contract award.

2.1.3 Shop Drawings

- A. Contractor is to provide shop drawings to the Departmental Representative no later than 7 calendar days after contract award.

2.1.4 Project Commencement

- A. Contractor will provide the Departmental Representative with at least 72hrs notice of when they will be onsite.

2.1.5 Materials On Site

- A. All Capital Equipment and Materials to be onsite no later than March 31st, 2016.

2.1.6 Project Completion

- A. Contractor is to have completed this project no later than April 30th, 2016 including final Engineering inspection.

2.2 Specifications and Standards

- 2.2.1 Work performed under this contract shall meet the objectives laid out in the SOW, Specifications, General Drawings, and Details by taking a logical, structured and cost effective approach.
- 2.2.2 The workmanship is to be of a uniform, high quality finish in accordance with the best trade practices.
- 2.2.3 The Contractor shall ensure work complies with the National Building Code and the British Columbia Building Code. Where conflict arises, the more stringent standard shall apply. The contractor is responsible for obtaining clarifications prior to the bid closing date.
- 2.2.4 The Contractor shall comply with all WCB Health and Safety Standards and provide a Health and Safety Plan prior to commencement.
- 2.2.5 Inspections will be provided by the DFO Consulting Engineer and can be coordinated with the Departmental Representative.

2.3 Technical, Operational, and Organisational Environment

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 Departmental Representative. The contractor shall be responsible for notifying the occupants in writing prior to the commencement of work (min. 48 hours' notice).

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 DFO Consulting Engineer.

2.5 Project Management Control Procedures

The individual identified in the Contractor's proposal as the Project Coordinator or Technical Authority shall:

- Ensure that the contract will be brought in on time, on budget, and of an acceptable quality,
- Call for, schedule and record all necessary progress meetings between DFO and the Consultant to ensure successful completion of the contract.

2.6 Change Management Procedures

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

- 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.
- An agreement is negotiated on the change, or the change is rejected.
- The Departmental representative issues a change order via DFO.

2.7 Ownership of Intellectual Property

The Crown will maintain ownership of Intellectual Property and Copyright.

3.0 Other Terms and Conditions of the SOW

3.1 Insurance Requirements

The insurance required is to meet the standard as identified in the PWGSC Invitation to Tender documents. It is the Consultant's responsibility to maintain this coverage for the duration of this work.

3.2 Security Requirements

The Contractor will not be given access to sensitive information or areas for the duration of this contract.

3.3 Communications Management

All communications shall be directed through the DFO Departmental Representative.

3.4 Health and Safety

- 3.4.1 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.
- 3.4.2 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.

3.5 Site Control

- 3.5.1 Contractor to provide and maintain flag persons, traffic signals, barricades, detour signs required to give the public proper warning.
- 3.5.2 Contractor supplied disposal bins are to have a closable lid, and remain closed when being loaded.
- 3.5.3 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. 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.

3.5.4 Adequate storage areas for material and equipment will be provided onsite for the Contractor for the duration of the project

3.5.5 The contractor shall provide sanitary facilities for use by employees.

3.5.6 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.

3.5.7 Smoking is not permitted on the worksite.

3.6 Site Parking

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

3.7 Special Requirements

None.