

PART 1 GENERAL

- |                                      |    |  |
|--------------------------------------|----|--|
| <u>1.1 DESCRIPTION OF WORK</u>       | .1 | In general, work under this contract consist of: interior building renovations, including architectural, mechanical and electrical work in a Government of Canada building.  |
|                                      | .2 | Site of Work is in St. John's, Newfoundland.   |
| <u>1.2 FAMILIARIZATION WITH SITE</u> | .1 | Before submitting a bid, it is recommended that bidders visit the site to review and verify the form, nature and extent of the work, materials needed, the means of access and the temporary facilities required to perform the Work.  |
|                                      | .2 | Obtain prior permission from the Departmental Representative before carrying out such site inspection.   |
| <u>1.3 WORK SCHEDULES</u>            | .1 | Submit within 7 calendar days after contract award, a construction schedule showing commencement and completion of all work within the time stated in the accepted bid.  |
|                                      | .2 | Provide sufficient details in Schedule to clearly illustrate the entire implementation plan to achieve completion of the work on time and to monitor efficient use of resources and the progress of work in relation to established milestones.  |
|                                      | .3 | Work Schedule shall include:<br>.1 Bar (Gantt) Chart indicating all work activities, their anticipated duration and planned dates for achieving major milestones;<br>.2 Written narrative for key elements of work providing sufficient information to demonstrate a reasonable implementation plan.<br>.3 Identify and show Critical Path on Bar Chart and identify in narrative. |
|                                      | .4 | Schedule work in cooperation with and to the approval of the Departmental Representative.  |
|                                      | .5 | Submit updates when requested by Departmental Representatives.   |
| <u>1.4 HOURS OF WORK</u>             | .1 | The majority of the work shall be completed during "Regular Business Hours" of 8 am and 4:30 pm, Monday to Friday.   |
|                                      | .2 | Work affecting public corridors and access to fire exits to be carried out "After-Hours" (defined as all   |

March 2016

times and days outside of the range listed above as "Regular Business Hours"). After hours work to be arranged with Departmental Representative. Contractor to pay for approved Security Services over and above the hours of work noted above.

1.5 BUILDING AND SITE  
SECURITY

- .1 Due to nature of this Facility, and client operations therein, security regulations pertaining to site will be in place during the work resulting in need for:
  - .1 Control and limit movement of construction workers inside building;
  - .2 Specific rules and regulations as specified herein and as directed by the Departmental Representative to be stringently followed.
  - .3 All access to site to comply with AAFC requirements;
- .2 AAFC Security Clearance forms: All contractors, sub-contractors and personnel employed at the project site will require security clearance for site access through AAFC before work commences.
- .3 Contractor to be responsible for:
  - .1 Submitting all necessary documentation required for all workers;
  - .2 Become familiar with and abide by AAFC security rules and regulations;
  - .3 Brief all workers and subcontractors in respect of the security regulations and ensure that they abide by all rules and directives.
  - .4 Paying costs of commissionaires during all after-hours work (see definition in Sub-Section 1.4 above). Hourly cost may be obtained from PWGSC representative.
- .4 Departmental Representative will discuss security during the pre-construction meeting between Contractor, AAFC Representative, and Facility Management to provide details and directives on control and movement on site.
- .5 Any infraction of site security regulations on the part of the Contractor, members of work force or any Subcontractor in his employ, could result in:
  - .1 Demand immediate permanent removal of offending party from the site.

March 2016

- .6 Passes: Visitor or worker ID Tags are required for all personnel requiring access inside the building.
  - .1 ID Tags will be provided by the Facility Manager, issued to Contractor for distribution to authorized workers which shall also be placed on the Security Control List specified below.
  - .2 All persons while on site, must wear the ID Tag issued to him regardless of daytime or nighttime work. Each worker is responsible for obtaining ID Tags before work commences, including those required by subcontractors, and continually control their distribution and use by workers. Submit request for tags as early as possible prior to commencement of work.
  - .3 For the duration of this contract, anyone not in possession of the ID Tag will not be allowed access on site.
  - .4 At end of project, return to Departmental Representative all tags issued to workers and to subcontractors.
    - .1 The Departmental Representative will levy a financial penalty in the form of a holdback assessment against the Contract for each pass not returned regardless of the reason the pass is not returned.
  - .5 Immediately report any lost, stolen or destroyed ID Tags to the Departmental Representative.
- .7 Security Control List: Contractor must provide a list of employee names from workforce and from subcontractors who will be present at site during the course of work.
  - .1 List to include each person's name, address and telephone number.
  - .2 Submit copy of list to Departmental Representative and to the AAFC Security Commissionaire for control of workers.
  - .3 Update list as work progresses.
  - .4 Ensure that each worker can provide proof of identity upon demand, when requested by Facility's Personnel, Departmental Representative or by Facility Management.
- .8 Building Access: Keys, door security access cards building security access codes security passes may be

March 2016

issued to the Contractor, at the discretion of the Departmental Representative, to open locked doors and access secure areas at the site for work purposes.

- .1 Follow all instructions in regards to use, care and disposition of all keys and security cards issued.
- .2 Unless indicated otherwise, keys and security access devices given to Contractor's Superintendent shall be for his/her sole possession shall not under any circumstances be shared with any worker or subcontractor.
- .3 Do not, under any circumstances, make or allow workers to make duplicates of keys issued.
- .4 Immediately report to Departmental Representative any lost, stolen or destroyed keys and access cards.

.9 Site Security

- .1 Ensure building and other facilities of site are kept secure at all times. Lock all doors, activate building security system at end of each workday.
- .2 Where work of this contract requires use of a permanently locked door, it is Contractor's responsibility to ensure that door is unlocked and locked after each use or provide a competent security guard, posted at door, when door must remain open for an elongated period of time during a particular workshift.
- .3 When work must be carried out during After Hours or beyond the work hours previously agreed upon at start of work; provide notice within 48 hours beforehand to minimize impact on Facility and tenant operations.

- .10 Cost incurred from police and security surveillance company resulting from falsely setting off security alarm system will be charged to the Contractor in the form of a financial assessment against the Contract.

1.6 CODES AND  
STANDARDS

- .1 Perform work in accordance with the 2010 National Building Code of Canada and any other code of provincial or local application, including all amendments up to bid closing date, provided that in any case of conflict or discrepancy, the more stringent requirement shall apply.
- .2 Materials and workmanship must meet or exceed

March 2016

requirements of specified standards, codes and referenced documents.

- 1.7 INTERPRETATION OF DOCUMENTS
- .1 Supplementary to the Order of Precedence article of the General Conditions of the Contract, the Division 01 sections take precedence over the technical specification sections in other Divisions of the Specification Manual.
- 1.8 TERM ENGINEER
- .1 Unless specifically stated otherwise, the term Engineer where used in the Specifications and on the Drawings shall mean the Departmental Representative as defined in the General Conditions of the Contract.
- 1.9 SETTING OUT WORK
- .1 Assume full responsibility for and execute complete layout of work to locations, lines and elevations indicated.
- 1.10 COST BREAKDOWN
- .1 Before submitting first progress claim submit breakdown of Contract price in detail as directed by Departmental Representative and aggregating contract price. Required forms will be provided for application of progress payment.
- .2 List items of work numerically following the same division/section number system of the specification manual and thereafter sub-divide into major work components and building systems as directed by Departmental Representative.
- .3 Upon approval, cost breakdown will be used as basis for progress payment.
- 1.11 DOCUMENTS REQUIRED
- .1 Maintain at job site, one copy each of the following:
- .1 Contract Drawings
  - .2 Specifications
  - .3 Addenda
  - .4 Reviewed Shop Drawings
  - .5 List of outstanding shop drawings
  - .6 Change Orders
  - .7 Other modifications to Contract
  - .8 Field Test Reports
  - .9 Copy of Approved Work Schedule
  - .10 Health and Safety Plan and other safety related documents
  - .11 Other documents as stipulated elsewhere in the Contract Documents.
- 1.12 PERMITS
- .1 In accordance with the General Conditions, obtain and pay for building permit, certificates, licenses and

other permits as required by municipal, provincial and federal authorities.

- .2 Provide appropriate notifications of project to municipal and provincial inspection authorities.
- .3 Obtain compliance certificates as prescribed by legislative and regulatory provisions of municipal, provincial and federal authorities as applicable to the performance of work.
- .4 Submit to Departmental Representative, copy of application forms and approval documents received from above referenced authorities.

#### 1.13 PROJECT MEETINGS

- .1 Project meeting will be held every 2 weeks during the course of the work.
- .2 Departmental Representative will arrange project meetings and assume responsibility for setting times and recording minutes.
- .3 Ensure attendance of Superintendent and of subcontractors.

#### 1.14 ALTERATIONS, ADDITIONS OR REPAIRS TO EXISTING BUILDING

- .1 Execute work with least possible interference or disturbance to building operations, occupants, and public. Arrange with Departmental Representative to facilitate execution of work.
- .2 Where security has been reduced by work of Contract, provide temporary means to maintain security.
- .3 Provide temporary dust screens, barriers, warning signs in locations where renovation and alteration work is adjacent to areas which will be operative during such work.
- .1 Signage to be professionally made with bilingual message or use internationally recognized graphic symbols.
- .4 Separate work areas from other interior areas of the building with dust barriers as specified below.
- .5 Do not block fire exits and emergency escape routes. Ensure free egress from buildings at all times during the work.
- .6 Follow Departmental Representative's directives in meeting above requirements.

#### 1.15 WORK ACCESS

- .1 Use only designated roads, walkways, entrance doors and corridors as designated by Departmental Representative to gain access to work areas.

March 2016

- .2 Restrict movement of workers to immediate work areas. Plan work to minimize need for workers to circulate inside the building.

1.16 TEMPORARY FACILITIES

- .1 Existing water and power supply may be used for construction at no cost. Departmental Representative will advise of the supply location.
  - .1 Be responsible for transporting such services to work areas.
- .2 Store materials on site only in location as directed by Departmental Representative.
- .3 Dust Barriers:
  - .1 Erect full height dust tight partitions to separate work areas from other areas of the building.
  - .2 Provide additional dust covers as required for major dust generating work to stop propagation of dust beyond work areas.
  - .3 Obtain Departmental Representative's approval beforehand on the proposed dust barrier assembly and location.
- .4 Provide sanitary facilities for work force in accordance with governing regulations and ordinances. Keep in sanitary conditions at all times.
  - .1 Assume that existing facilities at site cannot be used by workers unless directed otherwise by Departmental Representatives.

1.17 HEATING AND VENTILATION

- .1 Maintain existing heating, ventilation and air conditioning system operational within Occupied Areas during the entire course of work.
- .2 Existing heating system may be used for construction purposes.
- .3 Shut-down air distribution system of work areas from remainder of building. Seal ductwork, exhaust diffusers and grilles in work areas to stop spread of dust and fumes to occupied areas of facility.
- .4 Ventilation work areas and enclosed spaces as required to:
  - .1 Facilitate progress of work.
  - .2 Provide adequate ventilation to meet health regulations for safe working environment.
  - .3 Prevent accumulations of dust, fumes, mists, vapours or gases within building.
  - .4 Prevent harmful accumulation of hazardous substances into atmosphere.
  - .5 Dispose of exhaust materials in manner that will not result in harmful exposure to persons..

March 2016

- .5 Construction exhaust:
  - .1 Provide temporary fans and Hepa vacuum with work tool connections for work which creates dust, fumes and strong odours intrusive to Facility operations and tenants.
  - .2 At a minimum the exhaust system will be required for all grinding/sanding operations, sandblasting of any surface, cutting of concrete and masonry, painting and for the application of the epoxy finish coating..
  - .3 Also provide adequate dust/air seals at doors and at other critical locations in building to create a negative air pressure within the work area..
  - .4 Prevent harmful accumulation of hazardous substances into atmosphere.
  - .5 Dispose of exhaust materials in manner that will not result in harmful exposure to persons..
- .6 Continue operation of ventilation and exhaust system for time after cessation of work process to assure removal of harmful contaminants.
- .7 Maintain strict supervision of operation of temporary ventilating equipment to:
  - .1 Conform with applicable codes and standards.
  - .2 Enforce safe practices.
  - .3 Prevent abuse of services.

1.18 ROUGHING-IN

- .1 Be responsible for obtaining manufacturer's literature and for correct roughing-in and hook-up of equipment, fixtures and appliances.

1.19 CUTTING,  
FITTING AND  
PATCHING

- .1 Ensure that cutting and patching required by all trades is included in total bid price submitted for the work.
- .2 Execute cutting including excavation, fitting and patching required to make work fit properly.
- .3 Where new work connects with existing and where existing work is altered, cut, patch and make good to match existing work. This includes patching of openings in existing work resulting from removal of existing services.
- .4 Do not cut, bore, or sleeve load-bearing members, except where specifically approved by Departmental Representative.
- .5 Make cuts with clean, true, smooth edges. Make patches inconspicuous in final assembly.



March 2016

- .6 Fit work airtight to pipes, sleeves ducts and conduits.
  - .7 Openings made in existing fire rated walls, floors and ceilings shall be filled with purpose made, ULC approved, fire stopping material and smoke seal.
- 1.20 CONCEALMENT
- .1 Conceal pipes, ducts and wiring in floor, wall and ceiling construction of finished areas except where indicated otherwise.
- 1.21 LOCATION OF FIXTURES
- .1 Location of equipment, fixtures and outlets, shown or specified shall be considered as approximate. Actual location shall be as required to suit conditions at time of installation and as is reasonable.
  - .2 Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
  - .3 Inform Departmental Representative when impending installation conflicts with other new or existing components. Follow directives for actual location.
  - .4 Submit field drawings to indicate relative position of various services and equipment when required by Departmental Representative.
- 1.22 MATERIALS
- .1 Use new material and equipment unless otherwise specified.
  - .2 Select and use products, adhesives and sealants which have:
    - .1 No or very low off-gassing levels.
    - .2 No or very little VOC content.
    - .3 Are least noxious and emit smallest amount of fumes, gases and strong odours during their cure period.
    - .4 Minimal chemical, physical or biological elements or agents in their composition which adversely affect human health and welfare or which degrades the environment.
  - .3 Provide material and equipment of specified design and quality, performing to published ratings and for which replacement parts are readily available.
  - .4 Use products of one manufacturer for equipment or material of same type of classification unless otherwise specified.

March 2016

- .5 Within 7 days of written request by Departmental Representative, submit following information for any materials and products proposed for supply:
  - .1 Name and Address of manufacturer.
  - .2 Trade Name, model and catalogue number.
  - .3 Performance, descriptive and test data indicating compliance with specified requirements.
  - .4 Manufacturer's installation or application instructions.
  - .5 Evidence of arrangements to procure.
  - .6 Evidence of manufacturer delivery problems of unforeseen delays.
- .6 Obtain manufacturer's printed installation instructions and comply by such directives for installation of materials.
- .7 Notify Departmental Representative in writing of any conflict between Specifications and manufacturers instructions, so that Departmental Representative will designate which document is to be followed.
- .8 Deliver, store and protect materials on site against theft, vandalism, soiling and climatic damage. Provide additional suitable cover beyond manufacturer's packaging where required.
- .9 Touch-up factory finishes damaged by the Work. Use touch-up materials to match original. Do not paint over name plates.

1.23 FASTENERS

- .1 Provide metal fastenings and accessories in same texture, colour and finish as base metal in which they occur unless indicated otherwise. Prevent electrolytic action between dissimilar metals.
- .2 Use non-corrosive heavy duty fasteners, anchors and spacers for all fastening conditions. Space fasteners within limits of load bearing or shear capacity. Ensure positive permanent anchorage.

1.24 EXISTING SERVICES

- .1 Where work involves breaking into or connecting to existing services, carry out work at times directed by governing authorities, with minimum of disturbance to tenant operations.
- .2 Before commencing work, establish location and extent of service lines in area of work and notify Departmental Representative of findings.
- .3 Submit schedule to and obtain approval from

March 2016

Departmental Representative for any shut-down or closure of active service or facility. This includes disconnection of electrical power and communication services to tenant's operational areas. Adhere to approved schedule and provide notice to affected parties.

- .4 Provide temporary services when directed by Departmental Representative to maintain critical building and tenant systems.
- .5 Provide adequate bridging over trenches which cross sidewalks or roads to permit normal traffic.
- .6 Where unknown services are encountered, immediately advise Departmental Representative and confirm findings in writing.
- .7 Protect, relocate or maintain existing active services as required. When inactive services are encountered, cap off in manner approved by authorities having jurisdiction over service. Record locations of maintained, re-routed and abandoned service lines.

1.25 BILINGUAL  
NOTATIONS

- .1 Any items supplied and installed under this contract which have operating instructions on them such as door hardware, washroom accessories, push button activation controls powered hand dryers, mechanical equipment such as water coolers, etc., and which can be expected to be used by the public and/or building tenants, must have such operating instructions in bilingual format - English and French.
- .2 Factory embossed or recessed symbols illustrating equipment operation is an acceptable alternate to lettering.
- .3 Items supplied with factory - embossed or recessed lettering in one official language with an applied sticker or decal representing the second official language is not acceptable unless the Departmental Representative gives prior approval before any such items are ordered.
- .4 Internationally recognized colour coding such as red and blue center pieces for plumbing brass is acceptable.
- .5 No extra costs will be paid for re-stocking or re-ordering of materials and equipment due to Contractor's failure to fully meet bilingual signage requirements specified herein.
- .6 Ensure that all trades are made aware of above requirements.

- 1.26 HAZARDOUS MATERIALS
- .1 Comply with requirements of Workplace Hazardous Materials Information System (WHMIS) regarding use, handling and storage, and disposal of hazardous materials.
  - .2 Do not leave and store flammable and hazardous materials on site. Remove off site at end of each work shift.
  - .3 Keep MSDS data sheets for all products brought on site. Provide copy to Departmental Representative.
- 1.27 ENVIRONMENTAL PROTECTION
- .1 Have appropriate emergency spill response equipment and rapid clean-up kit on site. Provide personal protective equipment required for clean-up.
  - .2 Report all spills of petroleum, hazardous materials and accidents having potential of polluting the environment to Federal and Provincial Department of the Environment and to the Departmental Representative.
  - .3 Do not dump hazardous materials and polluted water containing suspended hazardous products into sewers and drainage systems. Dispose in accordance with federal and provincial environmental regulations and recommended procedures.
- 1.28 INSPECTION AND TESTING
- .1 Give timely notice requesting inspection of work designated for inspections, special tests or approvals by Departmental Representative or by inspection authorities having jurisdiction.
  - .2 In accordance with the General Conditions, Departmental Representative may order any part of work to be examined if work is suspected to be not in accordance with Contract Documents.
  - .3 Rejected Work: Removal and replace defective work whether result of poor workmanship, use of defective or damaged proceeds and whether incorporated in work or not, which has been identified by Departmental Representative as failing to conform to Contract Documents.
  - .4 Tests on materials and equipment, is the responsibility of the Contractor except where specified otherwise.
    - .1 Provided all necessary instruments, equipment and qualified personnel to perform tests.
    - .2 At completion of tests, turn over two sets of

March 2016

fully documented tests reports to the  
Departmental Representative.

- .5 Unspecified tests may also be made by Departmental Representative. The costs of these tests will be paid for by the Departmental Representative.
- .6 Where tests of inspection reveal work not in accordance with the Contract, the Contractor shall bear the cost of additional tests and inspections incurred by Departmental Representative as required to verify the acceptability of corrected work.
- .7 If contractor covers or permits to be covered work designated for special tests, inspections or approvals before such is made, uncover work until particular inspections or tests have been fully and satisfactorily completed and until such time as Departmental Representative gives permission to proceed. Pay costs to uncover and make good such work.

1.29 CLEANING

- .1 As work progresses, maintain work areas and site in a tidy, clean and dust free condition at all times.
- .2 Provide on-site containers for placement of waste and debris. Loose and scattered waste, debris and materials will not be allowed on site.
- .3 Remove and dispose of waste and debris off site at end of each workday.
- .4 Clean interior of building used by workers and dirtied by work.
  - .1 Wash walls, floors and other surfaces as needed.
  - .2 Vacuum carpets.
  - .3 Dust all furnishings.
- .5 At project completion, conduct final cleaning of areas affected by work.
  - .1 Remove dust and dirt from all surfaces with recommended cleaning agents specified by manufacturer.
  - .2 Wash and polish finish surfaces.
  - .3 Wash clean pavements and rake clean grassed areas used.
- .6 Use competent persons experienced in commercial cleaning operations.
- .7 Meager attempt at controlling dust and ineffective cleaning will not be tolerated.
  - .1 Failure to provide effective dust control and/or perform proper cleaning by the Contractor will result in the Departmental Representatives to proceed and obtain an independent commercial

March 2016

cleaning agency to perform all required cleaning to the satisfaction of the Departmental Representative for which the costs will be charged to the Contractor in the form of a financial assessment against the Contract in accordance with the General instructions.

1.30 WASTE MANAGEMENT

- .1 Dispose of waste, debris and product packaging in accordance with municipal and provincial laws and regulations.
- .2 Plan work to minimize waste, maximize reuse and recycling of materials and to divert the greatest amount of waste from being disposed into landfill sites.
- .3 Separate waste, debris, leftover material, redundant equipment and product packaging at source, place into pre0planned waste categories during the course of the work and send to recycling facilities to maximum extent possible.
- .4 Store, handle and dispose of hazardous waste in accordance with applicable federal, provincial and municipal laws, regulations, codes and guidelines.
- .5 Upon request, submit written list of items salvaged and sent to recycling facility.

1.31 ACCEPTANCE

- .1 Notify Departmental Representative in writing when work is complete and ready for final inspection.
  - .1 Make a check of all work and correct all discrepancies, defects and outstanding work before sending notifications.
- .2 Accompany Departmental Representative during final inspection.
- .3 Rectify all defects, faults and outstanding items identified by Departmental Representative during inspection.

1.32 BUILDING  
SMOKING  
ENVIRONMENT

- .1 Comply with smoking restriction.

1.33 ASBESTOS  
DISCOVERY

- .1 Demolition of spray or trowel-applied asbestos can be hazardous to health. Should material resembling spray or trowel-applied asbestos be encountered in course of work, stop work and notify Departmental Representative immediately. Do not proceed with relevant work until written instructions have been

received from Departmental Representative.

- 1.34 OTHER CONTRACTS
- .1 Further contracts may be let during the period that this contract is in progress.
  - .2 Cooperate with other Contractors in carrying out their respective works and carry out all instructions from the Departmental Representative in this regard.
  - .3 Connect properly and coordinate work with that of other Contractors. If any part of the work under this Contract depends for its proper execution or result upon the work of another Contractor, report promptly to the Departmental Representative, in writing, any defects in the work of such other Contractors as may interfere with the proper execution of this work.

END OF SECTION