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**Malady Head Campground Washroom Buildings Recapitalization**  
**Terra Nova National Park, NL**  
**Proj. No.: R.079276.001**

Issued August 15, 2016

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### 1.1 Summary of Work

- .1 This contract includes the supply of all plant, labour, materials and equipment necessary to complete the following project as per drawings and specifications:

- .1 Project Title:

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- .2 Contract method: **Stipulated Sum**

### 1.2 TERM ENGINEER

- .1 Unless specifically stated otherwise, the term Engineer where used in the specifications and on the drawings shall mean the Departmental Representative (DR) as defined in the General Conditions of the Contract.

### 1.3 COST BREAKDOWN

- .1 Prior to submitting first progress claim the contractor shall submit a cost breakdown of the Lump Sum contract price in detail for approval to the Departmental Representative.
- .2 Provide cost breakdown in same format as the numerical and subject title system used in this specification and thereafter sub-divide into major work components.
- .3 Upon approval by the Departmental Representative, cost breakdown will be used as a basis for progress payments.

### 1.4 Documents Required

- .1 Maintain at job site, one copy of each of the following:
- .1 Contract drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Set of documents for recording changes or deviation from drawings.
  - .5 Reviewed shop drawings.
  - .6 Signed change orders.
  - .7 Modifications to Contract.
  - .8 Field test reports.
  - .9 Copy of approved work schedule.
  - .10 Manufacturers' installation and/or application instructions.

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### **1.5 Project Coordination**

- .1 Coordinate progress of the Work, Work schedules, submittals, use of site, temporary utilities, construction facilities and security.
- .2 Schedule verification of site dimensions, shop drawing review and ordering of materials before work commences on site so that no delays will occur.

### **1.6 Cutting and Patching**

- .1 Approvals:
  - .1 Submit written request in advance of cutting or alteration which affects:
    - .1 Structural integrity of any element of Project.
    - .2 Integrity of weather-exposed or moisture-resistant elements.
    - .3 Efficiency, maintenance, or safety of any operational element.
    - .4 Visual qualities of sight-exposed elements.
    - .5 Work of Owner or separate contractor.

### **1.7 Project Meetings**

- .1 Administrative
  - .1 Schedule and administer project progress meetings at call of Departmental Representative.
  - .2 Distribute written notice of each meeting four days in advance of meeting date to Departmental Representative.
  - .3 Provide physical space and make arrangements for meetings.
  - .4 Record minutes. Include significant proceedings and decisions. Identify 'action by' parties.
  - .5 Reproduce and distribute copies of minutes within three days after each meeting and transmit to meeting participants, affected parties not in attendance and Departmental Representative.

### **1.8 Submittals**

- .1 Administrative
  - .1 Submit to Departmental Representative submittals listed for review. Submit with reasonable promptness and in an orderly sequence so as to not cause delay in the Work.
  - .2 Work affected by submittal shall not proceed until review is complete.
  - .3 Review and sign submittals prior to submission to Departmental Representative. This review represents that necessary requirement have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of the Work and Contract Documents.
  - .4 Verify field measurements and affected adjacent Work are co-ordinated.
- .2 Shop Drawings and Product Data:

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- .1 "Shop Drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of the Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connection, explanatory notes and other information necessary for completion of Work.
- .3 Adjustments made on shop drawings by Departmental Representative are not intended to change Contract Price.
- .4 Make changes in shop drawings as Departmental Representative may require.
- .5 Submit 8 prints of shop drawings for each requirement requested in specification Sections and as Departmental Representative may reasonably request.
- .6 Submit 8 copies of product data sheets or brochures for requirements requested in specification Sections and as Departmental Representative may reasonably request where shop drawings will not be prepared due to standardized manufacture of product.
- .3 Samples
  - .1 Submit for review, samples in duplicate as requested in respective specification Sections.
  - .2 Deliver samples prepaid to Departmental Representative's business address.
- .4 Operating Maintenance Manuals
  - .1 On completion of the Work and at the Interim Inspection, submit to Departmental Representative, three copies of modified Operating and Maintenance Manuals for review. Modify Operating Maintenance Manuals as required by final review.
  - .2 Manuals to contain the following.
    - .1 Date submitted.
    - .2 Project title, location and project number.
    - .3 Names and addresses of Contract and all sub-contractors.
    - .4 Table of Contents.
    - .5 Guaranties and Warranties.
    - .6 Complete set of reviewed shop drawings.
    - .7 Complete set of project specification.
  - .3 Bind contents in a three-ring, hard covered, plastic jacketed binder. Organize contents into applicable categories of work, parallel to specifications Sections.
  - .4 On completion of Work and prior to Final Inspection, submit three copies of modified Operating Maintenance Manuals.
- .5 Record Drawings
  - .1 After award of Contract, Departmental Representative will provide 2 sets of white print drawings for purpose of maintaining record drawings. Using RED INK, accurately and neatly record deviations for Contract Documents caused by site conditions and changes ordered by Departmental Representative.
  - .2 Record locations of concealed components of mechanical and electrical services.
  - .3 Identify drawings as "Project Record Copy". Maintain in new condition and make available for inspection on site, and at all job meetings, by Departmental Representative.
  - .4 On completion of Work and prior to final inspection, submit record documents to Departmental Representative for preparation of "AS BUILT" transparencies.

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## **1.9 Schedule**

- .1 Schedules Required.
  - .1 Construction Progress Schedule.
  - .2 Submittal Schedule for Shop Drawings, Product Data and Samples.
- .2 Format
  - .1 Prepare schedule in form of horizontal bar chart.
  - .2 Provide separate bar for each trade or operation.
  - .3 Provide horizontal time scale identifying first work day of each week.
  - .4 Format for listings: Chronological order of start of each item of work.
- .3 Submission
  - .1 Submit initial schedules within 3 days after award of Contract.
  - .2 Submit 3 copies to be retained by Departmental Representative.
  - .3 Departmental Representative will review schedule and return reviewed copy within 3 days after receipt.
  - .4 Resubmit finalized schedule within 3 days after return of reviewed copy.

## **1.10 Quality Control**

- .1 Inspection:
  - .1 Owner and Departmental Representative shall have access to the work.
  - .2 Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative's instructions, or law of Place of the Work.
  - .3 If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
  - .4 For this project the Quality Control for the construction activities, materials acceptability, layout, and placement of all site works shall be the responsibility of the Contractor. Only Quality Assurance will be carried out by the Departmental Representative, not Quality Control. In the process, the Contractor is responsible for all quality control. In this regard the Contractor must develop, prior to project start-up, a Quality Control and Management Plan that details all steps, processes, and procedures for a Quality Control Programme that will be implemented for the project.
    - .1 Within two (2) weeks following the award the Contractor will submit a Quality Control plan to the Departmental Representative for review. No work shall be undertaken until the Departmental Representative reviews the plan.
- .2 Independent Inspection Agencies
  - .1 Independent Inspection/Testing Agencies will be engaged by Departmental Representative for purpose of inspecting and/or testing portions of Work. Cost of such services will be borne by Canada.
  - .2 Provide equipment required for executing inspection and testing by appointed agencies.
- .3 Reports
  - .1 Submit 4 copies of inspection and test reports promptly to Departmental Representative.
  - .2 Provide copies to Subcontractor of work being inspected/tested and/or

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manufacturer/fabricator of material being inspected/tested.

- .4 In addition to the required submittals and testing above the testing agency will provide a monthly report, directly to the Departmental Representative, of the testing results as well as a letter upon completion of the contract that all testing was carried out in accordance with these specifications.

### **1.11 Construction Facilities and Temporary Controls**

- .1 Installation/Removal:
  - .1 Provide construction facilities and temporary controls in order to execute work expeditiously.
  - .2 Remove from site all such work after use.
- .2 Site Storage/Loading
  - .1 Confine the Work and operations of employees to limits indicated by Contract Documents. Do not unreasonably encumber premises with Products.
- .3 Sanitary Facilities
  - .1 Provide sufficient sanitary facilities for workers in accordance with local health authorities.
  - .2 Maintain in clean condition.
- .4 Water Supply
  - .1 Provide a continuous supply of potable water for construction use.
- .5 Temporary Power
  - .1 Contractor to provide and pay for temporary power required during construction.
- .6 Temporary Telephone
  - .1 Provide and pay for temporary telephones necessary for own use and use of Departmental Representative.
- .7 Equipment/Tool/Materials Storage
  - .1 Provide and maintain, in clean and orderly condition, lockable weatherproof sheds for storage of tools, equipment and materials.
  - .2 Locate materials not required to be stored in weatherproof sheds on site in manner to cause least interference with work activities.
- .8 Project Cleanliness
  - .1 Maintain the Work in tidy condition, free from accumulation of waste products and debris.
  - .2 Remove waste material and debris from site at end of each working day.
  - .3 Clean interior areas prior to start of finish work, maintain areas free of dust and other contaminants during finishing operations.
- .9 Disposal of Demolition Debris:
  - .1 Submit certified weigh bills, bills of lading and/or receipts from authorized disposal sites for all material removed from the site.

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## **1.12 Material and Equipment**

### **.1 Product and Material Quality**

.1 Products, materials, equipment and articles (referred to as Products throughout specifications) incorporated in Work shall be new, not damaged or defective, and of best quality (compatible with specifications) for purpose intended. If requested, furnish evidence as to type, source and quality of Products provided.

.2 Defective Products, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective Products at own expense and be responsible for delays and expenses caused by rejection.

.3 Should any dispute arise as to quality or fitness of Products, decision rests strictly with Departmental Representative based upon requirements of Contract Documents.

### **.2 Storage, Handling and Protection**

.1 Handle and store Products in manner to prevent damage, adulteration, deterioration and soiling and in accordance with manufacturer's instructions when applicable.

.2 Store packaged or bundled Products in original and undamaged condition with manufacturer's seals and labels intact.

.3 Store products subject to damage from weather in weatherproof enclosures.

### **.3 Manufacturer's Instructions**

.1 Unless otherwise indicated in specifications, install or erect Products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with Products. Obtain written instructions directly from manufacturers.

.2 Notify Departmental Representative in writing, of conflicts between specifications and manufacturer's instructions, so that Departmental Representative may establish course of action.

.3 Improper installation or erection of Products, due to failure in complying with these requirements, authorizes Departmental Representative to require removal and reinstallation at no increase in Contract Price.

### **.4 Workmanship**

.1 Workmanship shall be best quality, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Departmental Representative if required Work is such as to make it impractical to produce required results.

.2 Do not employ any unfit person or anyone unskilled in their required duties.

.3 Decisions as to quality or fitness of workmanship in cases of dispute rest solely with Departmental Representative, whose decision is final.

## **1.13 Project Closeout**

### **.1 Documents**

.1 Collect reviewed submittals and assemble documents executed by Subcontractors, suppliers, and manufacturers.

.2 Submit material prior to final Application for Payment.

.3 Submit operation and maintenance data, record (project record copies) drawings.

.4 Provide warranties and bonds fully executed and notarized.

.5 Execute transition of Performance and Labour and Materials Payment Bond to warranty

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period requirements.

.6 Submit a final statement of accounting giving total adjusted Contract Price, previous payments, and monies remaining due.

.7 Departmental Representative will issue a final change order reflecting approved adjustments to Contract price not previously made.

#### **1.14 Standards and Codes**

.1 Perform work in accordance with:

.1 The National Building Code (NBC) 1995, its amendments, supplements and revisions.

.2 Municipal by-laws, regulations and codes in effect.

.3 The requirements of Government Departments and Agencies having jurisdiction.

.4 Safety Codes applicable to construction work and the Occupational Health and Safety Act.

.5 Codes and Standards called for in the Contract Documents.

.2 In any case of conflict or discrepancy, the most stringent requirements shall apply.

#### **1.15 Guarantee**

.1 Contractor shall guarantee all workmanship and materials related to the Work for a period of one (1) year from Interim Inspection.

.2 Materials or manufacturers extended warranties are specified in specific Specification Sections.

#### **1.16. Permits and Regulations**

.1 Obtain and pay for all Federal, Provincial, Municipal and other permits as required for the Work. Adhere to regulations from regulatory bodies.

.2 Post original of Building Permit on site.

.3 Pay costs of disposal of waste material in Provincial approved sites.