

1.0 Scope

1.1 Install Metal Roofing Systems – Search and Rescue (SAR) Station, Shippagan, New Brunswick

1.2 Introduction

Supply and install a new metal roofing systems on both the Shippagan SAR Main Building and the Shippagan SAR Warehouse/Garage Building in Shippagan, New Brunswick including all associated/related materials/items/equipment/components, all associated/related resources, and all works/services related/associated to the removal of the existing asphalt roofing systems and installing new metal roofing systems.

1.3 Objectives of the Requirements

1. The objective is, but not limited to supplying all related/associated materials/items/equipment/components/resources and performing all related services/works requirements to remove the existing asphalt shingle roofing systems on the Shippagan SAR Station Main Building and the Warehouse/Garage, and to replace/install new metal roofing systems on each of these buildings according to all contract documents including this document, contract document attachments, the mandatory site visit instructions/information, and all other information communicated throughout the tendering process prior to the tender closing date.

1.4 Background, Assumptions and Specific Scope of the Requirement

1. The Shippagan SAR Station is composed of the Main SAR Building and what is known as the Warehouse/Garage/Shed Building. The Shippagan SAR Station buildings currently have dated asphalt shingle roofing systems; the intent of the installation of new building metal roofing systems is to assist to maintain a weather tight building envelop that will increase the longevity of the building and assist in savings of costly future roofing maintenance.
2. The Shippagan SAR Station is an operational unit that responds to emergencies; therefore site personnel must have uninterrupted access to work their stations, equipment, and all other work accessories. Site services/works will not interfere with the building occupants or their daily work activities/areas; therefore all work areas must be approved by the senior person in charge of the facility/site via the RPSS (Real Property, Security & Safety) PA (Project Authority) prior to the set up and start of all site works.
3. All related services/works/labour/testing/training/closing must be completed on November 30, 2017; this includes the final inspection for payment performed by the RPSS PA with the contractor in attendance.

2.0 Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The contractor will provide/supply all related labor, material/items/components, equipment, permits, testing, training session(s), and all related/required resources to perform all site works/services in full as listed below; including, but not limited to:

1. See 4.2.2 under 4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure) for a **list of required milestones** that are dependent for final payment. The RPSS PA must be notified **48 hours prior** to the completion of each milestone to ensure availability to perform milestone inspections; all milestones must be inspected and approved by the RPSS PA for approval prior to proceeding to the next scheduled activities after each of the scheduled listed milestones, and as part of the final approval for payment requirements.
2. The contractor is responsible to ensure the buildings are water/weather tight throughout the life cycle of the project; including RPSS PA final inspection and approved all works/services.
3. The contractor is responsible for the complete removal and disposal of the existing asphalt shingle roofing systems on each building including the felts and ice & water shield.
4. The contractor is responsible to remove existing bird spikes on the existing roofing system and hand over to the RPSS PA.
5. Where the word "disposal" is described, it means haul off to an approved/certified disposal facility according to Local, Provincial or Federal regulations whichever is more stringent.
6. The contractor is responsible to provide a means for disposal of material and items on site and to dispose at offsite certified disposal sites. Placement of any disposal containers onsite requires prior approval from the RPSS PA.
7. The contractor is responsible to provide documentation/slips for the disposal of materials and items to an approved facility according to Local, Provincial or Federal regulations whichever is more stringent. Responsible to provide these documents/slips to the RPSS PA via email attachment; part of the final payment requirements is on condition of reviewing and approval of such documents/slips. Disposal slips will be provided to the RPSS PA on a daily basis.
8. The contractor is responsible to ensure all site works and related works will be completed in a manner to provide and implement environmental protection methods/controls/preventions on the work site and for the surrounding areas including nearby waterways during the lifecycle of the project.
9. Supply and install the VicWest steel roofing CL 435 – 24 gauge and all other related/required installation materials/items/components/resources as per manufactures instruction specifications; or Equal to or Exceeds. The VicWest metal roofing will be **red in color**.
10. Supply and install High Temperature underlayment Blueskin PE200 HT; completely cover roof with High Temperature underlayment as per manufactures instructions.
11. The contractor is responsible to ensure the roof is strapped out with 50mmx100mm, 600mm on centre. The rakes to be 50mmx 140 continuous up the rakes. Valleys are to be strapped three 50mmx100mm on each side of the valley. Two screws at each point where 50mmx100mm meet the roof trusses; the Upper valley and rake screws are to be staggered.

12. The contractor is responsible to ensure the Purlins, Valleys, and Rakes are to be Kiln dry SPF (Spruce Pine or Fir). No pressure treated lumber is allowed.
13. The contractor is responsible to ensure Valley to be V valley open 100mm on each side.
14. The contractor is responsible to ensure all related/associated roofing system trims/accessories/materials/components are in accordance with VicWest specifications and requirements. Trims can be fabricated on site; however must be made to measurements specified in this document.
15. The contractor is responsible to ensure the Eave Trims must be at least 50mm over the existing fascia board.
16. The contractor is responsible to ensure the Gable Trims must be a minimum of 50mm over the existing gable end board.
17. Sidewall flashing. Remove existing board on side, install sidewall flashing minimum of 150mm on wall, and then re-install/replace finish board. Cut trim/finish board so that the bottom of the board so 50mm away from roofing material.
18. The contractor is responsible to ensure that where new roof meets Hardi-Plank, the sidewall flashing shall be according to the Hardi-Plank instructions for clearances.
19. The contractor is responsible to ensure all vent pipes shall be flashed with MASTER FLASH tm EPDM color to match roof if at all possible if not black.
20. The contractor is responsible to ensure Metal Building tape to be used on overlapping rib.
21. The contractor is responsible to ensure the Ridge Cap to be Vented Ridge complete with bug screen installed; the fiber filling shall be Cobra Ridge vent. Vented ridge to be 1200mm back from the rakes.
22. The contractor is responsible to supply and install Bird Control wire at ridge of the roof; must be a 10mm stainless steel aircraft wire that is 100mm up from the roof ridge. Ensure there is a turnbuckle installed at each end of the wire and neoprene washers are to be used with fasteners holding bird control system in place; the contractor will use a transparent silicone sealant (non-acetic acid type.) and ensure the building envelop is not compromised.
23. The contractor is responsible to ensure that all fasteners and connectors for bird control are stainless steel.
24. The contractor is responsible to ensure a Snow Guard is installed as per manufactures instruction/specification for pitch of the roof.
25. The contractor is responsible to ensure all fasteners for the metal roofing systems are screws; no nails to be allowed.
26. The contractor is responsible to ensure fasteners for fastening wood shall be GRK R4 Multipurpose Framing Screw; length of screws must be in accordance to manufactures installation instruction/specifications/requirements.
27. Fasteners to be compatible with roofing system color to match sheet metal.
28. The contractor is responsible to ensure silicone sealant to be transparent (non-acetic acid type).
29. The contractor is responsible to ensure closure foam and tape to match Steel Roofing VicWest CL 435 profile.
30. All required shop drawings are to be submitted to the RPSS PA for approval within **five days** after the tender award.

31. Contractor must ensure all works/services are performed in accordance to all related manufacture specifications/installation instruction manuals; and must comply with federal, provincial, local codes/regulations; whichever is more stringent.
32. The contractor is responsible to provide a secondary means of utilities when related works may cause a disruption/interruption to any site utilities or mechanical operations.
33. The contractor is responsible for repair, reinstatement, and sealants of walls, ceilings, any building components, and building finishes that are as of result to works/services; this also includes all interior and exterior compromised site components/items/materials including grounds works.
34. The contractor will provide to the RPSS PA - an electronic English copy on a USB (Universal Serial Bus) Flash Drive/Stick of all component manufacture specification manuals, maintenance manuals, installation manuals, warranty registration forms on parts, and contractor labour warranty. This will be a condition and part of the final inspection and closing process/handover for final payment approval.
35. The RPSS PA will clarify any contractor concerns, questions, or discrepancies; however this does not alleviate the contractor from their responsibilities and meeting all federal, provincial, and local codes/regulations/rules/acts/etc.
36. The contractor must develop and submit a completed English written Health and Safety Plan (HASP) format specific to the Site Works **48 hrs prior** to the commencement of site works/activities to the RPSS PA for approval; the 48 hour period is defined as working hours. Implement, maintain, and enforce compliance of Plan for the entire duration of Works and until final Demob (demobilization) from site. Final Demob is dependent on and will only be authorized after the successful completion of the onsite Final Inspection conducted by the RPSS PA and contractor representative. See detail requirements for HASP and Site Specific Hazard Analysis in 2.2.4. under "2.2 Job Conditions".
37. This contract is based on a lump sum on, but not limited to the successful completion of the supply and installation of labour, material/items/components, equipment, testing, trade inspections, works/services, RPSS PA milestone inspections, and final RPSS PA inspection; thus must meet or exceed requirements of Contract documents including this document, contract document attachments, specified standards, codes, and referenced documents. See 2.5 Method and Source of Acceptance.
38. **Immediately** upon receipt of award of Contract Agreement, the successful Contractor will contact the RPSS to arrange a pre-job meeting prior to commencement of any work.
39. The contractor will ensure that all waste material will be disposed of in an environmentally responsible manner, and in accordance with provincial, territorial, municipal legislation; whichever is more stringent.
40. The contractor will ensure that all construction equipment is in good working order and careful maintenance and monitoring of all equipment be carried out to minimize the risk of spills or leaks of petroleum-based products.

2.2 Job Conditions

1. The contractor who may in any way be affected by the existing conditions of the site will be held to have examined the site and familiarized himself or herself with the character and extent of work necessary to complete the work according to the all contract documents, instructions/information communicated at the mandatory site visit, and all communications during the tendering process. No claims for extra payment will be entertained by reason of difficulties encountered due to conditions of the sites/facilities and site/facilities systems/utilities/components to which were visible, existing, or reasonable inferable from an examination of the site as it has been assumed to be accounted for in the contractor's price.
2. The contractor will be responsible for keeping the work-site and surroundings clean at all times from construction debris and garbage; the site must be cleaned at the end of each work day.
3. The contractor will be responsible to effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities.
4. Prior to commencing site activities as stated in 2.1.37. under "2.1 Tasks, Activities, Deliverables and Milestones", the contractor must must develop and submit a completed English written site specific Health and Safety Plan (HASP) specific to site works that will be implemented and maintained throughout the life cycle of the project. Any HASP documents that may affect the Shippagan SAR personnel will be in a Bilingual format (English and French). The HASP must include the following titles and information, but not limited to:
 - 1) Site Specific Hazard Assessment: Conduct a Site Specific Hazard Assessment and List of individual health risks and safety hazards identified by hazard assessment process; this includes potential health risks and safety hazards that are based on type of site works/services/activities, site location, site conditions, adjacent site conditions, the local environment, and all other related factors/conditions.
 - 2) Safety Measures/Controls: Engineering controls, personal protective equipment and safe work practices used to mitigate hazards and risks listed in "2.2.4.1) of this document".
 - 3) Emergency Response Plan: Plan standard operating procedures, evacuation measures and emergency response in the occurrence of an accident, incident or emergency; this must include a site related Muster Point. Include responses to all hazards and risks listed in "2.2.4.1) and measures/controls listed in 2.2.4.2) of this document" and evacuation measures to complement the Facility's existing Emergency Response and Evacuation Plan. Obtain pertinent information from RPSS PA. Include an Emergency Spill Response Plan as per attached Project Mitigation Measures; see RPSS PA for further clarification.
 - 4) List Names and Telephone Numbers of officials to contact including: telephone numbers must be current, operational at all times, and must be available at all times; it is the responsibility of the contractor to ensure phones/cell phones are charged and operational at all times during site related works/activities. It is the contractor's responsibility to notify all site personnel and the RPSS PA immediately of all changes of listed personnel in the listed positions and any changes of contact telephone numbers; all changes must be immediately updated on the HASP and have all site personnel sign the revised updated

HASP. All listed personnel must be qualified and trained for their listed positions and in accordance with Federal, Provincial, and local codes/regulations/standards/acts; in any case of conflict or discrepancy, the more stringent requirements will apply. This list must include the following information, but not limited to:

- (1) General Contractor Info.
 - (2) General Contractor Site Superintendent/Foreman: The listed Site Superintendent/Foreman must be on site at all times.
 - (3) General Contractor Site HSE Representative.
 - (4) General Contractor Site Qualified First Aid Representative on site; must designate a site qualified first aid person; this qualified first aid person must be identified to all site personal and listed on the contractors Site HSE Board/Binder.
 - (5) All Subcontractors Company Info.
 - (6) Federal, Provincial, and local emergency response/resource organizations emergency telephone numbers (i.e. Fire, Ambulance, Police, Poison Control, Department of Environment, Department of Natural Resources, Emergency Spill Response, Provincial Gas Company, Provincial Power Company, Municipal Utilities – Water/Sewer/Gas/Electrical/etc, Provincial Construction Safety Association, etc).
 - (7) DFO RPSS Representatives.
- 5) Site Communications:
- (1) Procedures used on site to share work related safety issues between workers, subcontractors, and General Contractor; examples can be a combination of, but not limited to the Site Orientation Meeting for all site workers, Daily Tool Box Safety Talks, Site Specific Safety Orientation Meeting for all new site personnel, Contractor Onsite Safety Board, Identified Communication List that includes the Names/Positions of contractor/subcontractor order of communication transfer, and the Contractor Company Internal/External Communication Policy.
 - (2) List of critical tasks and work activities, which have risk of affecting tenant operations, or endangering health and safety of Facility personnel and the general public.
 - 6) The format and available information must be inclusive when submitted for approval to the RPSS PA; site specific information will be completed on site **prior to the start of works** as indicated in this document.
 - 7) The completed HASP will be signed by all on site workers/personnel including contractor personnel, subcontractor personnel, authorized site visitors, and RPSS Representatives; **to be included on contractors initial Site Specific Safety Orientation Meeting prior to the start of works.**
 - 8) A scanned copy of the signed/dated HASP including each signed/dated HSE site related document must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RPSS PA on completion of the project and this will be a condition and part of the final inspection and closing process/handover for final payment approval.
5. Conduct Site Specific Hazard Assessments: The contractor is responsible to implement and carry out an Initial Hazard Assessment prior to the commencement of works/activities as stated in this document. The contractor is responsible to implement and carry out Ongoing

Site Specific Hazard Assessments during the progress of the work identifying new or potential health risks and safety hazards not previously known; as a minimum carried out when new workers arrive on site, scope of work change, working in confined spaces, hazardous work, and on a minimum weekly basis. For a more detailed the contractor will consult the RPSS PA. All on site personnel must sign and date Site Specific Hazard Assessments. A scanned copy of each signed/dated HSE site related document must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RPSS PA on completion of the project and this will be a condition and part of the final inspection and closing process/handover for final payment approval.

6. Conduct Daily Safety Tool Box Talks prior to the start of daily work/services and have all onsite workers sign and date each related document. Tool Box Safety Talks must be related to each individuals projected site daily a work activity for that day; if the projected work activities change for any reason, the contractor is responsible to stop work in a safe manner and conduct a tool box safety talk related to the change of work activities. A scanned copy of each signed/dated HSE site related document must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RPSS PA on completion of the project and this will be a condition and part of the final inspection and closing process/handover for final payment approval.
7. All workers shall be professional and properly attired for their trade and according to all work activities to be performed.
8. All workers shall be furnished with the proper tools, protection, and training for the work of their trade; all tools, equipment, and work items must be inspected daily by a certified/trained person to ensure each meets all standards and are in a good safe working order.
9. The Contractor must satisfy the RPSS that he/she has adequate and qualified staff to perform the service expected.
10. All 'Means & Methods' for performing all related Works/Services shall be included by this contractor.
11. All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
12. All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
13. All personnel are required to wear eye and face protection, in accordance with CSA Z94,3,1, Selection Use, and Care of Protective Eyewear.
14. When and where noise level is above 85 decibels; all personnel are required to wear hearing protection, in accordance with CAN/CSA Z94.2, Hearing Protection Devices – Performance, Selection, Care and Use.
15. Where toxic or noxious gas fumes, or oxygen deficiency or excessive dust may occur, so as to create a hazard to life, safety or health; all personnel are required to wear respiratory protection, in accordance with CSA Z94.4, Selection, Use, and Care of Respirators
16. Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.

17. Do not employ any unfit person or anyone unskilled in their required duties. The RPSS reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
18. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the RPSS whose decision is final.
19. The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
20. The contractor is responsible to ensure the provisions of special coverings and protection must be provided to protect plants, walls, projections and adjacent work where materials are being removed, installed or hoisted.
21. The contractor is responsible to ensure the protection of facility/building/infrastructure, building components, building systems, and facility furnishings/items/equipment from being damage during execution of this Contract.
22. The contractor shall exercise care/precautions to ensure against damages to existing conditions such as site facilities, structures, building components/items, utilities, landscape/grounds/roads, adjacent property, and construction of contiguous work; any damages deemed by the RPSS PA to be a result of the contractors works/services/operations must be repaired, replaced, or corrected to the meet the RPSS PA required standard.
23. All materials and tools delivered to the jobsite shall be bundled and secured when stocked until used. The client will not be responsible or liable for any equipment, material, tools, or any other contractor/contractor employees/sub-contractor items during transfer or when on site.
24. All material and tool departing the jobsite shall be bundled and secured; this includes items/materials for disposal.
25. The contractor is responsible to cordon off the construction site area by erecting barriers and signs; the contractor must ensure there is a designated person(s) to ensure only designated personnel are allowed ingress/egress of the work site. Signs and notices for safety and instruction must be in both official languages. Graphic symbols must conform to latest version of "Signs and Symbols for the Workplace."
26. Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of this contract.

2.3 Specifications and Standards

1. Perform work in accordance with the latest edition of the National Building Code of Canada (NBC), Canadian Electrical Code, Part 1, National Fire Code of Canada, Canada Labour Code Part II, National Fire Code of Canada, National Plumbing Code of Canada, CSA and ULC Standards, and any other federal, provincial, and local codes/standards/acts/regulations applicable; in any case of conflict or discrepancy, the more stringent requirements will apply.
2. Meet or exceed requirements of Contract documents including this document, contract document attachments, specified standards, codes, and referenced documents.

3. Meet all manufacture specification requirements, manufacture installation instructions/manual, O & M (Operations & Maintenance) manual requirements, and all other manufacture requirements/recommendations.

2.4 Technical, Operational and Organizational Environment

The Shippagan SAR Station is an operational unit that responds to emergencies; therefore site personnel must have uninterrupted access to work their stations, equipment, and all other work accessories. The RPSS PA will ensure the contractors submitted schedule for approval works in relation to SAR Station activities. Electrical and mechanical interruptions will be approved by the RPSS PA prior to the start of site works; provisions of secondary utilities will be the sole responsibility of the contractor in any disruptions related to site works/services.

2.5 Method and Source of Acceptance

1. All works and materials covered by this specification will be subject to inspection at any time throughout the life cycle of the project by RPSS PA. This contract is based on a lump sum on, but not limited to the successful completion of the supply and installation of labour, material/items/components, equipment, testing, trade inspections, works/services, RPSS PA milestone inspections, and final RPSS PA inspection; thus must meet or exceed requirements of Contract documents including this document, contract document attachments, specified standards, codes, and referenced documents.
2. All works/services and installations will be subject to inspections throughout the life cycle of the project to determine quality of works in accordance to all manufacture specification requirements, manufacture installation instructions/manual, O & M (Operations & Maintenance) manual requirements, and all other manufacture requirements/recommendations.
3. The RPSS PA will conduct monitoring and controlling including inspections to determine the quality of works throughout the life cycle of the project; inclusive of final site inspection to confirm adherence and quality assurance to the SOW.
4. All contractors' works, services, materials/products, and contract requirements related to the schedule sequenced milestones must be completed for the inspection and approval by the RPSS PA; works activities will not continue till milestones are approved. The contractor must inform the RPSS PA **48 hours prior** to the completion of any milestone to enable the RPSS PA to attend and perform the inspection. See required milestone inspections at 4.2.2. under 4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure). Completed and approved milestones are part of the conditional of final payment approval.

2.6 Reporting Requirements

1. The contractor will be responsible to provide written weekly progress report and notify the RPSS PA 48 hours prior to upcoming inspections, system/component training to afford their attendance. Weekly Progress Reports will be emailed weekly to the RPSS PA in MS Word

format on the Friday prior to the following Monday; the contractor will submit a Progress Format for approval after awarded the contract. A scanned contractor signed/dated copy of each Progress Report must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RPSS PA on completion of the project and this will be a condition and part of the final inspection and closing process/handover for final payment approval.

2. The RPSS PA reserves the right to eliminate reporting or request additional reporting throughout the life of the project.

2.7 Project Management Control Procedures

1. The RPSS PA shall attend the contractors kick off meeting, the Monday weekly project coordination meeting, testing, inspections, system/component training, demonstrations, and conduct the final inspection. The contractor is responsible to record minutes of meetings and provide the RPSS PA with a signed and dated electronic copy included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RPSS PA on completion of the project and this will be a condition and part of the final inspection and closing process/handover for final payment approval; all personnel in attendance of meetings will sign and date for their attendance.
2. The RPSS PA will conduct monitoring and controlling including inspections to determine the quality of works throughout the life cycle of the project; inclusive of final site inspection to confirm adherence and quality assurance to the SOW, all contract documents, and instructions/information given on the mandatory site visit for approval to release the lump sum payment of works completed.

2.8 Change Management Procedures

1. No Change Orders (CO) should be required, as all quotes/bids/bid packages are inclusive; however if found to be required, follow procedure below in 2.8.2.
2. All change requests will be requested for approval through the RPSS PA via email; the contractor is not authorized to make any changes till they have received a signed approved CO from the Procurement Hub Contracting Authority.
3. All Requests for Information (RFI) will be requested electronically as a written RFI through the RPSS PA, who will issue the required information to the contractor and/or determine if a CO is required.

2.9 Ownership of Intellectual Property

N/A (Not-Applicable)

3.0 Other Terms and Conditions of the SOW

3.1 Authorities to be provided at award.

3.2 DFP Obligations

1. The contractor and/or its employee's access will be restricted to facility/grounds areas and systems that are directly pertinent to the required services/works to the awarded contract to install metal roofing systems at the Shippagan SAR Station Main Building and Warehouse/Garage Building; these areas will require prior approval by the RPSS PA. Areas of access will be monitored on site by Facility Security, who will be hired by the RPSS PA.
2. See 3.6 Security Requirements for detailed security requirements.
3. The contractor and employees will have access to building washroom facilities, but must follow security requirements.

3.3 Location of Work, Work Site and Delivery Point

1. All site works/services will be conducted/completed at the Shippagan SAR Station, which is located at 106-Rte 15, Shippagan, NB. The majority of the work will be completed within the exterior of what is known as the Shippagan SAR Station Main Building and the Warehouse/Garage Building.
2. The contractor must identify any works to be completed off site to the RPSS PA **48 hours prior** to the required works; this will allow the RPSS PA to attend for observation and inspection if so desired.
3. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this SOW must be ready to work in close and frequent contact with the RPSS PA and other departmental personnel.

3.4 Language of Work

1. All verbal and written communications with the RPSS PA must be conducted in English; this includes all required reports and documents according to contract documents.
2. Section 2.0 has detailed requirements listed that includes the required documents and reports the contractor must submit to the RPSS PA the stated identified language; **all will be included on an electronic USB (Universal Serial Bus) Flash Drive/Stick at the successful completion of the Final Inspection performed by the RPSS PA with the contractor representative in attendance.**

3.5 Special Requirements

1. **Perform lockouts** in compliance with: Canadian Electrical Code, Federal and Provincial Occupational Health and Safety Acts and Regulations, and Regulations and codes of practice as applicable to mechanical equipment or other machinery being de-energized. In event of conflict between any provisions of above authorities, the most stringent provision will apply. Isolate and lockout electrical facilities, mechanical equipment and machinery from all potential energy sources prior to starting work on such items. Must be approved by the RPSS PA and must not interfere with SAR Station operations. Use industry standard lockout tags.

2. Hot Works: The contractor must submit a Hot Work Permit format to the RPSS PA within five days after being awarded the contract for approval; once approved the contractor is responsible to submit a Hot Work Permit within **48 hrs** of scheduled Hot Works to the RPSS PA for approval.
3. Training and certification in Fall Arrest to be supplied to the RPSS PA **48 hours** prior to the start of related works.
4. Training and certification on special equipment such as lift equipment to perform works must be supplied to the RPSS PA **48 hours** prior to the start of related works.

3.6 Security Requirement

The SAR Station is a secure facility that requires workers to be in a security supervised environment. The following are security requirements, but not limited to:

1. The RPSS PA will provide onsite security through the Core of Commissionaires and the contractor will not require Security Screening; however will identify to RPSS PA if the company and /or its employees have security clearance/screening currently in place.
2. The contractor and/or its employees **MUST NOT** have access to PROTECTED and/or CLASSIFIED information or assets.
3. The contractor and/or its employees **MUST NOT** have unescorted access to Fisheries and Oceans Canada facilities, vessels and/or restricted access areas. The Contractor must therefore contact the DFO PA prior to commencement of work to ensure that necessary steps are taken to ensure security.
4. The contractor and/or its employees **MUST NOT** remove any PROTECTED and/or CLASSIFIED information or assets from the identified work site(s).
5. All site workers are required to show two pieces of ID “Daily”; the first piece of ID must be a certified federal or provincial picture ID (i.e. Canadian Passport or Provincial ID) and a second ID that corresponds to the first ID and confirms the personal identity of the ID holder. Personnel who are unable to provide adequate ID will be denied access to site(s).
6. All workers must sign in and out when entering and exiting the secured work site/facility and show two pieces of ID as indicated in 3.6.5 above; this includes works that are on the exterior of any onsite facilities.
7. All workers will be escorted to their place of work/area by the Facility Security and are required to be constantly under the supervision of the RPSS appointed Facility Security at all times; this includes entering and exiting the interior and exterior Facility/Site(s).

3.7 Insurance Requirements

The minimum acceptable amount of Public Liability and Property Damage Insurance is \$2,000,000 per occurrence. All tenders on submission of bid package must be accompanied by confirmation of documentation from the tenderer’s insurance company that the required insurance is current and will be in place during the life cycle of the project.

3.8 Travel and Living

All travel and living expenses are considered to be part of the Lump Sum Quote/tendering package provided as part of the contractors bid/tendering package. No additional claims will be considered due to travel and living expenses.

4.0 Project Schedule

4.1 Expected Start and Completion Dates

1. All related services/works/labour/testing/inspections/closing requirements must be completed on November 30, 2017; this includes trade related inspections, trade related testing, and RPSS PA schedule/milestone inspections, project lifecycle inspections, and the successful final inspection for payment performed by the RPSS PA with the contractor representative in attendance. The start date must allow sufficient time to meet the required end date and allow for inclement weather conditions for the time of year and location of the site. No schedule extension will be approved unless extreme weather conditions cause delays that have to be approved by the RPSS PA and no extra claims/payments will be considered due to extended work days, works/services performed outside of regular working hours, working on weekends, working on holidays, and/or changes in works/services due to extreme weather delays/extensions/schedule changes.

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)

1. The contractor will submit a time/dated schedule that identifies daily work activities with trades & equipment, the completion date of each stage/phase of work, and project milestones 7 working days after the award of the contract.
2. The RPSS PA must be notified **48 hours prior** to the completion of each milestone to ensure availability to perform milestone inspections; all milestones must be inspected and approved by the RPSS PA for approval prior to proceeding to the next scheduled activities after each of the scheduled listed milestones, and as part of the final approval for payment requirements. The contractor **must include**, but not limited to the following milestones on their proposed submitted schedule for approval by the RPSS PA:
 - 1) Removal & Disposal of existing asphalt shingled roofing system (cleaned & stripped).
 - 2) Completion of the installation of High Temperature Underlay.
 - 3) Completed installation purlins/strapping for the metal roofing systems as per contract documents.
 - 4) Half way completion of the Sheet Metal Roofing Systems installations.
 - 5) Completion of the Sheet Metal Roofing Systems installations.
 - 6) Completion of the Bird Control installation.
 - 7) Closing requirements listed in all contract documents including this document that is on condition of final payment; including, but not limited to disposal slips from a certified

- disposal site, handover of USB with requirements listed in this document, completion of final clean up, final metal roofing systems inspection, site final inspection.
3. The Schedule will help to identify demands on the resources of both DFO and the Contractor; and assist in final inspection requirements for payment.

5.0 Applicable Documents

5.1 Applicable Documents

1. The following attachments are for clarification and to assist the contractors in their bid package proposal. Some drawings may not be accurate; therefore it is the contractor's responsibility to review and confirm all drawings/plans are accurate and match existing site and facility conditions. It is the contractor's responsibility to inform the RPSS PA of any deficiencies and to ensure all deficiencies are included in their bid/quote. The following documents will be attached to assist in your bid package and project planning:
 - 1) A20 - shed-garage plan & elevations Shippagan SAR.
 - 2) A2 - main bldg elevations Shippagan SAR.
 - 3) S2 - sections & details Shippagan SAR.
 - 4) Project Mitigation Measure Sheet

After reviewing the attached plans/drawings and performed an onsite comparison for accuracy; the contractor who may in any way be affected by the existing conditions of the site will be held to have examined the site and familiarized himself or herself with the character and extent of work necessary to complete the work according to the all contract documents including the attached plans/drawings and the opportunity of the mandatory site visit inspection. No claims for extra payment will be entertained by reason of difficulties encountered due to conditions of the sites/facilities and site/facilities systems/utilities/components to which were visible, existing, or reasonable inferable from an examination of the site as it has been assumed to be accounted for in the contractor's price.

5.2 Relevant Terms, Acronyms and Glossaries

1. The following is a list of terms, acronyms, and glossaries for clarification:
 - 1) CO = Change Order
 - 2) DFO = Department of Fisheries and Oceans Canada
 - 3) Demob = Demobilization
 - 4) HASP = Health and Safety Plan
 - 5) N/A = Not-Applicable or Non-Applicable
 - 6) NB = New Brunswick
 - 7) PM = Project Manager
 - 8) RFI = Request for Information
 - 9) RFP = Request for Proposal
 - 10) RPSS = Real Property, Safety and Security.

- 11) RPSS PA = RPSS Project Authority and/or RPSS Representative.
 - 12) SAR = Search and Rescue
 - 13) SOW = Statement of Work
2. The contractor is solely responsible to request conformation of any terms, acronyms, and glossaries that are not clear and are not listed in 5.2.1 of this document. No claims for extra payment will be entertained by reason of difficulties encountered due to the contractor's assumption of meaning/definition of any terms, acronyms, and glossaries that are not identified in 5.2.1 above or in this document.



Project Mitigation Measures

The contractor is responsible, but not limited to the following list of mitigation measures:

General

1. Ensure compliance with all federal legislation and provincial, territorial, municipal and international laws codes, and standards, as applicable.
2. Ensure that all waste material will be disposed of in an environmentally responsible manner, and in accordance with provincial, territorial, municipal legislation; including waste that enters the aquatic environment.
3. Notify any private businesses on or adjacent to the project site prior to the commencement of the project.
4. Ensure Contractor has an emergency response plan to control any fuel spills, which will include having on site appropriate spill response equipment readily available for immediate deployment. All spills and releases must be reported to the relevant federal, provincial, or territorial government departments. The emergency response plan must include the appropriate phone number for reporting releases in the area as well as phone numbers for local authorities (Police or Fire departments).
5. Ensure that all construction equipment is in good working order and careful maintenance and monitoring of all equipment be carried out to minimize the risk of spills or leaks of petroleum-based products; ensure machinery is checked for leakage of lubricants or fuel. Ensure machinery arrives on site in a clean condition and is maintained free of fluid leaks.
6. Refuelling is done at least 30m from any water body and on impermeable surface. Each vehicle/equipment is required to have a spill kit; there will also be centrally located basic petroleum spill clean-up equipment on-site. Ensure all spills or leaks are promptly contained, cleaned up and reported to the 24-hour environmental emergencies reporting system; also inform the RPSS PA immediately.
7. Workers who may come in contact with hazards are provided with and use appropriate personal protective equipment.
8. Site access is restricted to authorized workers only.
9. If treated lumber is used it is environmentally friendly.
10. Ensure temporary matting is installed around buildings to limit the spread of debris/waste materials; thus will also assist in clean up through the life cycle of the project.

Air

1. Ensure that there will no excessive noise generated from the project outside normal working hours for the duration of the project.

