

Statement of Work
Heritage Train Station Fire Suppression System Replacement
(In addition to Technical Specifications)

Part 1 Description of Project

Project Title

1. Jasper Heritage Railway Station Fire Suppression System Replacement

Project Purpose

1. The Purpose of this statement of work is for the Parks Canada Agency (PCA) to acquire a contractor to complete the replacement of the fire suppression system located at the Jasper Heritage Railway Station in Jasper National Park. ***This document is in addition to, and used to compliment, the technical specifications included in this tender package.***

Project Location

1. 607 Connaught Drive, Jasper Alberta T0E 1E0

Project Client and User

1. Client: PCA, Jasper Field Unit
User: PCA administration staff/Business leases/Visiting public
- 1.0 The Jasper Heritage Railway Station is owned and operated by Parks Canada and is a recognized federal heritage building. The building is occupied in sections by Parks administration staff. The PCA staff occupy the entire second floor and sections of the main floor.
- 1.1 Parks Canada leases space on the main floor in the center of the building to businesses/service providers. These business are noted in "Appendix A – Building Occupants and Hours of Operations"
- 1.2 The public have access to the following areas at various scheduled times; main floor lobby area occupied by leases, main floor parks administration office. Hours of operations for all users are noted in "Appendix A – Building Occupants and Hours of Operations".

Part 2 Background

1. In 2015 Parks Canada Agency (PCA) retained RM Arseneault Fire Protection Engineering, consultant to investigate the current state of the fire suppression system, both wet and dry, in

the Jasper Heritage Railway Station. The investigation concluded that the dry system was corroded and beyond repair and that the wet system had many code deficiencies and was likely not performing at its optimum efficiency. It was recommended to replace both systems. RM Arseneault was retained to prepare an engineered design and specification for tender purposes. This design included a complete replacement of the dry and wet system and an additional dry system to replace a portion of the existing wet system currently installed in the attic for protection over the vaulted ceiling area in the main lobby of the building.

2. It is also important to note that the Jasper Heritage Train Station is designated a Classified Heritage Building. The new sprinkler system (in particular the vaulted ceiling area in the main lobby) was designed based on a Review of Intervention Report provided by the Federal Heritage Buildings Review Office (FHBRO). This document has been attached for further information as "Appendix E – FHBRO Review of Intervention Report".

Part 3 General Conditions

1. Hours of work:

- 1.1 The acceptable working hours for the Contractor shall be from 7:00 am to 11:00 pm, 7 days per week.
- 1.2 Areas occupied by Parks Canada administration offices will be cleared out of all employees and personal items one floor at a time so as work can be completed without disruption to the Contractor and Parks Canada employees.
- 1.3 Parks Administration office where the public have access to conduct business (Sections 104-105 – Lobby & Reception as noted on engineered drawings), cannot be closed during operational hours. It may be necessary to work evenings and/or weekends to complete this section. ***Reference, "Appendix A – Building Occupants and Hours of Operations"***.
- 1.4 Lease area in the main lobby of the building where the public have access and businesses are operating (Section 118 – 144 within and surrounding the Public Transportation area, as noted on the engineered drawings), cannot be closed during operational hours. Some work during evenings and/or weekends may be necessary. ***Reference, "Appendix A – Building Occupants and Hours of Operations"***.
- 1.5 All work is to start upon contract award and be completed by March 31st 2018.
2. The contractor shall use the best available method of performing the work and shall employ only skilled and competent staff thereon, who will be under the supervision of a senior member of the Contractors staff.
3. The Agency may, in writing, at any time increase/decrease or otherwise alter the whole or any part of the work. Payment for the contract adjustment will be subject to price negotiation.
4. The contractor agrees to obtain the consent of the Agency before publishing or issuing any account of the project.
5. Where deliverables and submission include reports, summaries, drawings, specifications, plans or schedules, two (2) hard copies shall be provided and one (1) copy in electronic format unless otherwise specified, to the PCA Project Manager.
6. Unless otherwise arranged with the PCA Project Manager, the contractor shall communicate with the PCA Project Manager only.

7. The contractor shall not respond to request for project related information or questions from the media. Such enquiries shall be directed to the PCA Project Manager.
8. Interim reviews of work progress based on work schedule will be conducted as decided by Parks Canada and schedule updated by the Contractor in conjunction with and to the approval of Parks Canada.
9. The Work covered by this Contract shall include, but shall not be limited to the furnishing of all materials, equipment, tools, machinery, supplies, temporary lighting, heating, transportation, labour and superintendence necessary for the construction of the work as herein specified and shown on the Drawings.
10. The contractor shall not be entitled to payment in respect to cost incurred by the contractor in remedying errors and omission in the services that are attributable to the contractor, the contractors employees, or persons for whom the contractor has assumed responsibility in performing the services.
11. It is the contractor's responsibility to ensure all measurements and material quantities are correct.

Part 4 Roles and Responsibilities

1. Contractor

- 1.1** Developing an interim fire safety and evacuation plan for the building and its occupants for the duration of the project. References; ***"Appendix B – Fire Safety and Emergency Evacuation Plan for Jasper Heritage Railway Station and STANDATA Fire Safety Plan for Construction and Demolition sites"***.
- 1.2** To conduct asbestos testing as needed during installation and removal of the sprinkler system. Note: The Jasper Heritage Rail Station was fully renovated and converted to Parks Canada office space between 1999 and 2001. As code would have required hazardous material removal at this time, it is highly likely that no asbestos remains. However Parks Canada has no documentation to substantiate this claim. Testing is a precaution and for future documentation. In the event asbestos is found, the Contractor is expected to adhere to <http://work.alberta.ca/documents/Asbestos-Abatement-Manual.pdf> and comply with, at a minimum, the following legislation and regulations:
 - 1.2.1 Environmental Protection Act (Canada).
 - 1.2.2 Environmental Protection and Enhancement Act (Alberta).
 - 1.2.3 Occupational Health and Safety Act, Regulation and Code (Alberta).
 - 1.2.4 Transportation of Dangerous Goods Act, 1992 (Canada).
 - 1.2.5 Dangerous Goods Transportation and Handling Act (Alberta).
 - 1.2.6 Other legislation and regulations which apply to the performance of asbestos and lead paint removal control work.
- 1.3** Site safety equipment and information signage.
- 1.4** Obtain, all required permits and business licences.
- 1.5** Any hoarding and/or access barriers necessary for all construction sites including storage and preparation areas that could endanger the public or building occupants.
- 1.6** Developing a detailed staging plan prior to commencing construction based on the parameters and information provided within this document.

- 1.7 Protection of larger office furniture/pieces in areas of work. This could include covering and/or removal. If removed these items must be put back into place upon completion of each stage prior to occupants returning to their work areas.
- 1.8 Protection of all areas, furnishings, fixtures etc. of the building that are either directly or not directly affected by the installation of the sprinkler system. Repairs to any damages during construction.
- 1.9 All related sub trades necessary to perform the work.
- 1.10 Provide all equipment/storage units necessary for the allocated exterior laydown area.
- 1.11 The storage and security of their own materials and equipment. The agency will not be held liable for any materials or equipment which may be stolen or damaged at the site.

2. Client : Parks Canada Agency

- 2.1 Providing all information necessary to the contractor needed to perform the work.
- 2.2 Provide an exclusive specified parking and laydown area for contractor outside the building for the duration of the project.
- 2.3 Removal of smaller furnishings in work spaces such as, files, computers, personal items etc. prior to work commencing in specified areas.
- 2.4 Communicate and liaise with building occupants ensuring awareness and adherence to project schedule, requirements and other pertinent information needed for the duration of the work.
- 2.5 Relocation of parks administration employees working in the buildings as schedule dictates.

Part 5 Environmental Requirements/Mitigation Measures:

1. Laydown/Staging Areas

- 1.1 Laydown and staging areas must be on existing hardened areas wherever possible

2. Equipment Operation

- 2.1 Equipment must be in good operating order, free of leaks (e.g. fuel, oil or grease), and fitted with standard air emission control devices prior to arrival on site.
- 2.2 Minimize idling of engines, contingent on operating instruction and temperature considerations.
- 2.3 Equipment from outside the national park must be washed clean prior to arrival.

3. Spill Response

- 3.1 A spill kit capable of handling 110% of the total fuels on site must be available at the worksite and all personnel trained in its use.
- 3.2 In the event of a spill, implement spill response procedures immediately and notify the Parks Canada Environmental Surveillance Officer (or designate) at 780-883-0794. If 100 litres or more of petroleum product has been released into the environment please call 9-1-1 immediately.

- 3.3 Vehicle refueling must take place at licensed facilities (gas station), on impervious surfaces (roadways or parking lots) or on tarp.
- 3.4 If any soil contamination is found, work must cease immediately at the location. The Parks Canada Environmental Surveillance Officer (or designate) must be notified immediately at 780-883-0794.

4. Waste Management

- 4.1 The construction site and adjacent areas must be maintained in a tidy condition, free from the accumulation of construction waste products, debris and garbage.
- 4.2 Ensure all waste is stored and handled in compliance with the National Park Garbage Regulations. Burning or burial of waste is not permitted.
- 4.3 Contact Parks Canada's Realty/Development Office at 780-852-6220 for up to date information concerning waste that may be accepted at the Jasper Waste Transfer Station. Operating policies and fees are subject to change.
- 4.4 Parks Canada's general requirements are that waste must be source separated and disposed of as follows:
 - 4.4.1 **Sorted materials:** including clean wood, glass, metal, concrete and clean fill may be accepted at the Jasper Waste Transfer Station or a licensed landfill site and recycled where possible.
 - 4.4.2 **Cardboard (all types):** must be recycled at a licensed recycling facility.
 - 4.4.3 **Unsorted Waste:** including drywall, carpets, treated or painted wood, asphalt, tar paper, tar and gravel shingles and other mixed construction debris must be disposed of at a licensed landfill site.
 - 4.4.4 **Hazardous Waste:** such as contaminated soil, fuel tanks, lead paint, asbestos, mercury switches and light ballasts must be disposed of at a licensed landfill site and receipts obtained and submitted.

Part 6 Health and Safety Requirements

1. References

- 1.1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
- 1.2 Province of Alberta
- 1.3 Occupational Health and Safety Act, R.S.A – Updated 2013

2. Action and Informational Submittals

- 2.1 Submit site specific Health and Safety Plan: within 7 days after date of Notice to proceed and prior to commencement of work. Health and Safety Plan must include:
 - 2.1.1 Results of specific safety hazard assessment
 - 2.1.2 Results of safety and health risk or hazardous analysis for the site tasks and operation.
 - 2.1.2.1 Submit 1 copy of Contractor's authorized representative's work site health and safety inspection reports to Parks Canada Representative weekly, including minutes of safety meetings.
 - 2.1.2.2 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
 - 2.1.2.3 Submit copies of incident and accident reports.
 - 2.1.2.4 Submit WHMIS MSDS – Material data sheets to Parks Canada Representative.

- 2.1.2.5 Parks Canada Representative will review Contractor's site specific Health and Safety plan and provide comments to Contractor within 3 days after receipt. Revise plan as appropriate and resubmit to Parks Canada Representative.
- 2.1.2.6 Parks Canada Representative's review of the Contractor's final Health and Safety Plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction health and safety.
- 2.1.2.7 Medical Surveillance: where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of work, and submit additional certifications for any new site personnel to Parks Canada Representative.
- 2.1.2.8 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations. Fire Safety Plan as outlined by STANDATA FCI-09-03 for Construction and Demolition Sites of the Alberta Fire Code (AFC).

3. Meetings

- 3.1 Schedule and administer Health and Safety Meetings with Departmental Representative prior to commencement of work.

4. General Requirements

- 4.1 Develop written site-specific Health and Safety Plan based on Hazard Assessment prior to beginning site work and continue to implement, maintain and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- 4.2 Parks Canada Representative may respond in writing, where deficiencies or concerns are noted and may request re-submission with correction of deficiencies or concerns.

5. Responsibilities

- 5.1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of work.
- 5.2 Report all accidents to Parks Canada Representative.
- 5.3 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations and ordinances and with site specific Health and Safety Plan.

6. Unforeseen Hazards

- 6.1 When unforeseen or peculiar safety-related factor, hazards or condition occur during performance of work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction, and advise Parks Canada Representative verbally and in writing.

7. Posting of Documents

- 7.1 Ensure applicable items, articles, notices and orders are posted in conspicuous locations on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Parks Canada Representative.

8. Correction of Non-Compliance

- 8.1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Parks Canada Representative.

- 8.2 Provide Parks Canada Representative with written report of action taken to correct non-compliance of health and safety issues identified.
- 8.3 Parks Canada Representative may stop work if non-compliance of health and safety regulations is not corrected.

9. Work Stoppage

- 9.1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for work.

Part 7 Proposal Submission Requirements

1. Proposal Submission shall address all items as follows:

- 1.1 Bid form to include:
 - 1.1.1 Mobilization and demobilization of all personnel, equipment, support facilities and materials, and acquiring all necessary permits and licenses required to complete the Work.
 - 1.1.2 Supply, load, haul, place and compact all classes of materials for construction of asphalt overlays.
 - 1.1.3 Disposal of all demolished, removed and unusable materials.
 - 1.1.4 General site rehabilitation and clean-up.
- 1.2 A list of key personnel by name including sub-contractors.
- 1.3 A detailed schedule completed from the day of award showing the work to be completed.
- 1.4 Copies of all licences and permits required to complete the project from the day of award.

Part 8 Attachments

- 1. Appendix A – Building Occupants and Hours of Operation
- 2. Appendix B – Fire Safety Plan (current)
- 3. Appendix C – Sprinkler System Specifications - Jasper Train Station
- 4. Appendix D – Sprinkler System Drawings - Jasper Train Station
- 5. Appendix E – FHBRO, Review of Intervention Report