

**Part 1            General**

**1.1            USE OF SITE AND FACILITIES**

- .1    Execute work with least possible interference or disturbance to the normal use of premises. Make arrangements with Departmental Representative to facilitate work as stated.
- .2    Maintain existing services to building and provide for occupant and visitor access.

**1.2            PROTECTION OF HERITAGE FABRIC**

- .1    The following items are considered to have heritage value and are identified as heritage items (including but not limited to):
  - .1    Interior finishes:
    - .1    Encaustic tile flooring;
    - .2    Marble mosaic tile flooring;
    - .3    Terrazzo;
  - .2    Interior architectural components (such as vault doors, marble baseboards and thresholds, and existing mouldings).
- .2    Because of the major heritage value of the building under contract, the conservation repair work must be executed with minimal disturbance to the existing building fabric.
- .3    The Contractor shall implement all necessary protective measures and procedures to ensure the risk of damage to the existing building fabric is minimized.
  - .1    If damaged, Contractor will be required to clean and restore area as necessary to original found condition at no cost to the crown and to approval of Departmental Representative.
- .4    Protection Plan:
  - .1    Based on the reviewed and accepted risk assessment, prepare a Protection Plan, indicating the measures to be taken to protect the existing building fabric during each stage of the Work.
- .5    It is the Contractor's responsibility to ensure that all personnel are fully aware of the importance of the protection of the building fabric and are completely familiar with those parts of the Protection Plan that affect their work.
- .6    Specific Damage Reports:
  - .1    In the event that damage to the existing building fabric does occur, immediately notify the Departmental Representative in writing accompanied by photographs of the damaged area.
- .7    All installation procedures shall consider a minimal intervention approach with reference to the *Standards and Guidelines for the Conservation of Historic Places in Canada* (Parks Canada, 2010). No irreversible interventions may be made to heritage fabric, such as mechanical connections or tough adhesives.

- .8 Interior building components in areas of Work (such as radiator covers) which interfere with progress of Work shall be removed where possible prior to beginning of Work and by Contractor with coordination of Departmental Representative. Items shall be stored for duration of Work in location designated by Departmental Representative.
- .1 Should any additional building components requiring removal be found during Work, Departmental Representative shall be notified immediately so that appropriate measures may be taken.

### **1.3 WORK SCHEDULING**

- .1 Carry out Work during "regular hours", Monday to Friday from 06:00 to 18:00 hours and on Saturdays, Sundays, and statutory holidays.
- .2 Give the Departmental Representative 48 hours' notice for work to be carried out during "off hours".
- .3 Work, deliveries, and removal of materials are not permitted, and noise-producing equipment must be shut off during the following events:
  - .1 The Sound and Light event, daily from May 1 throughout September 6, from 20:30 to 23:30 PM.
  - .2 Canada Day, from July 1st. 06:00 AM to July 2nd 01:00 AM.
  - .3 Police Memorial Service, last Sunday in September from 08:30 to 12:30 PM
  - .4 Christmas Light Ceremony, first Thursday in December from 17:00 to 23:00 PM.
- .4 At start date, Departmental Representative will provide schedule of Parliament Hill activities/ceremonies. Incorporate dates and times into overall scheduling of the Work.
- .5 Multiple projects will be occurring in adjacent spaces to the carpet replacement locations. Carpet replacement schedule to be reviewed and approved by Departmental Representative prior to work proceeding to allow for coordination of work and operational requirements.

### **1.4 CONSTRUCTION PROGRESS SCHEDULE**

- .1 Bar Chart (GANTT Chart): graphic display of schedule-related information. In typical bar chart, activities or other Project elements are listed down left side of chart, dates are shown across top, and activity durations are shown as date-placed horizontal bars. Generally the Bar Chart should be derived from a commercially available computerized project management system.
- .2 Master Plan: summary-level schedule that identifies major activities and key milestones.
- .3 Submit to Departmental Representative within 10 working days of Award of Contract, a Bar (GANTT) Chart as Master Plan for planning, monitoring and reporting of project progress.
- .4 Ensure Master Plan is practical and remains within specified Contract duration.
- .5 Plan to complete Work in accordance with prescribed milestones and time frame.
- .6 Departmental Representative will review and return revised schedule within 5 working days. Revise impractical schedule and resubmit within 5 working days.

- .7 Accepted revised schedule will become Master Plan and be used as baseline for updates. Do not revise Master Plan without notifying Departmental Representative.

## **1.5 DOCUMENTS REQUIRED**

- .1 Maintain at job site one copy of each document as follows:
  - .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 specified.

## **1.6 REGULATORY REQUIREMENTS**

- .1 References and Codes:
  - .1 Work to conform to minimum applicable standards of "References" indicated in specification sections, National Building Code of Canada 2015 (NBC) and applicable Provincial and Municipal codes. In the case of conflict or discrepancy the most stringent requirement applies.
- .2 Building Smoking Environment:
  - .1 Smoking is not permitted in the Building. Obey smoking restrictions on building property.
- .3 Hazardous Material Discovery:
  - .1 Stop work immediately when material resembling spray or trowel-applied asbestos, Polychlorinated Biphenyl (PCB), mould or other designated substance is encountered during carpet removal.
    - .1 Take preventive measures and promptly notify Departmental Representative.
    - .2 Do not proceed until written instructions have been received from Departmental Representative.

## **1.7 FIRE SAFETY REQUIREMENTS**

- .1 Comply with both the National Building Code of Canada 2015 and the National Fire Code of Canada 2015 for safety of persons in building in the event of a fire and the protection of building from the effects of fire, as follows;
  - .1 The National Building Code (NBC): for fire safety and fire protection features that are required to be incorporated in a building during construction.
  - .2 The National Fire Code (NFC):

- .1 The on-going maintenance and use of the fire safety and fire protection features incorporated in buildings.
- .2 The conduct of activities that might cause fire hazards in and around buildings.
- .3 Limitations on hazardous contents in and around buildings.
- .4 The establishment of fire safety plans.

#### **1.8 HAZARDOUS MATERIALS**

- .1 Hazardous Materials: product, substance, or organism that may cause adverse impact to environment or adversely affect health of persons, animals, or plant life when released into the environment.
- .2 Comply with the requirements of the Workplace Hazardous Materials Information System (WHMIS) regarding use, handling, storage, and disposal of hazardous materials; and regarding labelling and the provision of Material Safety Data Sheets (MSDS).
- .3 For work in occupied buildings, give the Departmental Representative 48 hours' notice for work involving designated substances (Ontario Bill 208), hazardous substances (Canada Labour Code Part II Section 10), and before painting, caulking, installing carpet or using adhesives and other materials that cause off gassing.

#### **1.9 TEMPORARY UTILITIES**

- .1 Existing services required for work may be used without charge. Ensure capacity is adequate prior to imposing additional loads. Connect and disconnect at own expense and responsibility.
- .2 Notify Departmental Representative and utility companies of intended interruption of services and obtain requisite permission.
- .3 Give Departmental Representative one week notice related to each necessary interruption of mechanical or electrical service throughout course of the Work. Keep duration of interruptions to a minimum. Carry out interruptions after normal working hours of the occupants, preferably on weekends.

#### **1.10 CONSTRUCTION FACILITIES**

- .1 Designated elevators: to be used by construction personnel and transporting of materials.
  - .1 Co-ordinate with Departmental Representative.
  - .2 Protect from damage, safety hazards and overloading of existing equipment.
- .2 Site Storage:
  - .1 Coordinate and receive deliveries of materials on site. Coordinate and respect procedures and security measures required by Departmental Representative.
  - .2 Equip and maintain the storage space assigned by Departmental Representative.
  - .3 Do not unreasonably encumber site with materials or equipment.
  - .4 Move stored products or equipment that interfere with operations of Departmental Representative or other contractors.

- .3 Use of client's garbage and recycling bins by construction personnel is strictly forbidden.
- .4 Use only Sanitary Facilities assigned by Departmental Representative. Keep facilities clean.
- .5 Signage:
  - .1 No advertising is permitted on this site.
  - .2 The Departmental Representative is responsible for sending a communiqué describing the project for the information of building users.

#### **1.11 TEMPORARY BARRIERS AND ENCLOSURES**

- .1 Maintain existing services to building and provide for occupant and visitor access.
- .2 Dust Control:
  - .1 Provide dust tight screens or partitions to localize dust-generating activities, and for protection of workers, finished areas of work and public.
  - .2 Maintain and relocate protection until such work is complete.
  - .3 Protect furnishings within work area with 0.102 mm thick polyethylene film during construction. Remove film during construction hours and leave premises in clean, unencumbered and safe manner for normal daytime function.  
Isolate floors to prevent smell from spreading. Provide exhaust fans with HEPA filters to ventilate area of Work.
  - .4
- .3 Design, construct and maintain temporary "access to" and "egress from" work areas, including runways or ramps, independent of finished surfaces and in accordance with relevant municipal, provincial and other regulations.
- .4 Protection of Building Finishes:
  - .1 Protect work against damage until take-over.
  - .2 Protect adjacent work against the spread of dust and dirt beyond the work areas.
  - .3 Protect operatives and other users of site from hazards.
  - .4 Provide necessary covers and seals to protect wall and flooring finishes and adjacent building elements, taking into consideration additional protection required to prevent damage to historic nature of certain materials. Remove and reinstall as required and to approval of Departmental Representative.
- .5 Work zones:
  - .1 Work zone locations include: All corridors and common areas, including stairwells, from basement to third floor.
  - .2 Install required site separation and identification. Maintain "Time and Space" throughout the life of the Work.
  - .3 Coordinate communication between parties involved:

- .1 When Building Operations staff require access to equipment in order to operate the building.

## **1.12 COMMON PRODUCT REQUIREMENTS**

- .1 Quality of Work:
  - .1 Procurement policy is to acquire, in cost effective manner, items containing highest percentage of recycled and recovered materials practicable consistent with maintaining satisfactory levels of competition. Make reasonable efforts to use recycled and recovered materials and in otherwise utilizing recycled and recovered materials in execution of work.
  - .2 Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
  - .3 Carry out work using qualified licensed workers or apprentices in accordance with Provincial Act respecting manpower vocational training and qualification.
  - .4 Permit employees registered in Provincial apprenticeship program to perform specific tasks only if under direct supervision of qualified licensed workers.
- .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.
  - .2 Store packaged or bundled products in original and undamaged condition with manufacturer's seal and labels intact. Do not remove packaging or bundling until required in work.
  - .3 Handle removed materials and furniture such as radiator coverings with special care and store in designated storage room by Departmental Representative.
- .3 Manufacturer's Instructions:
  - .1 Unless otherwise indicated in specifications, install or erect products in accordance with manufacturer's instructions. Obtain written instructions directly from manufacturers. Do not rely on labels or enclosures provided with products.
  - .2 Notify Departmental Representative in writing of conflicts between specifications and manufacturer's instructions, so that Departmental Representative will 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 re-installation at no increase in Contract Price or Contract Time.

## **1.13 EXAMINATION and PREPARATION**

- .1 Examine site and conditions likely to affect work and be familiar and conversant with existing conditions and locations of heritage fabric.
- .2 Prior to beginning of work, provide photographs of surrounding objects liable to be damaged or be the subject of subsequent claims.

## **1.14 EXECUTION**

- .1 Cut, Patch and Make Good:

- .1 Carefully remove items as shown or specified and store in safe location as directed by Departmental Representative. Only remove if necessary for execution of Work.
- .2 Do not remove or cut into heritage fabric. This includes marble base boards, marble transitions, marble flooring and encaustic tile flooring.
- .3 Patch and make good surfaces damaged or disturbed to Departmental Representative's approval. Match existing material, colour, finish and texture.
- .2 Submit written request in advance for cutting or alteration which may effect:
  - .1 Structural integrity of elements adjacent to area of Work.
  - .2 Visual qualities of sight-exposed elements, such as ceiling or wall finishes.
- .3 Include in request:
  - .1 Identification of project.
  - .2 Location and description of affected Work.
  - .3 Statement on necessity for cutting or alteration.
  - .4 Description of proposed Work, and products to be used.
  - .5 Alternatives to cutting and patching.
  - .6 Date and time Work will be executed.
- .4 Submit samples of proposed patching materials to Departmental Representative, for review, prior to undertaking work.
- .5 Unless otherwise specified, materials for removal become the Contractor's property. Take removed materials from site.

#### **1.15 WASTE MANAGEMENT**

- .1 Comply with Environmental Protection Act, Ontario Regulations: O. Reg. 102/94 – Waste Audits and Waste Reduction Work Plans; and O. Reg. 103/94 – Industrial, Commercial and Institutional Source Separation Programs; for waste management on carpet replacement project.
- .2 Conduct "waste audit" to determine what waste will be generated during carpet removal and installation operations. Prepare written "waste reduction work plan" and implement the principles to reduce, reuse and recycle materials to the extent that is possible.
- .3 Submit complete records of all removals from site for both "materials designated for alternative disposal" and "general waste" including:
  - .1 time and date of removal;
  - .2 description of material and quantities; and
  - .3 proof that materials have been received at an approved Waste Processing Site or certified Waste Disposal Site as required.

#### **1.16 CLEANING**

- .1 Clean up as work progresses. At the end of each work period, and more often if ordered by the Departmental Representative, remove debris from site, neatly stack material for use, and clean up generally.

- .2 Upon completion remove temporary protection and surplus materials. Make good defects noted at this stage.
- .3 Clean areas under contract to a condition equal to what previously existed and to approval of Departmental Representative.

**1.17 SITE ACCESS**

- .1 Obtain Site Access Security Clearance for all personnel employed on this project requiring access to the building in accordance with Site Access Security Clearance Program.
  - .1 Submit within 5 working days after contract award a list of all personnel that require access to the site. The list shall contain full names, firms they represent, and dates of birth.
  - .2 The Departmental Representative will advise the Contractor within 3 working days of the personnel who have security clearance.
  - .3 In the case that site access security clearance is not granted for specific individuals, proceed as follows:
    - .1 Submit forms for replacement personnel, as indicated or,
    - .2 Re-apply: Re-submit forms with any clarifications requested by the review process. Additional information may include provision for fingerprinting of the applicant to confirm the identity of the applicant. This process may require an additional review period of 30-90 working days.
    - .3 Ensure that replacement personnel are available for the scheduled start of work.
- .2 Personnel will be checked daily at start of work shift and given a pass, which must be worn at all times. Pass must be returned at end of work shift and personnel checked out.
- .3 Designate a Security Clearance liaison officer to manage the application processing of all personnel employed on the project and be the principal contact with the Departmental Representative in this regard. Submit name of liaison officer within 5 working days after contract award.

**1.18 SECURITY SCREENING PROCEDURE FOR PRODUCTS**

- .1 All deliveries are required to go to a scanning facility for inspection (location A) prior to being delivered to site (location B). Location B will be final delivery location.
  - A)** 2303 Stevenage Dr, Ottawa, Ontario K1G 3W1
  - B)** Parliamentary Hill-East Block Building, 111 Wellington Street, Ottawa, Ontario K1A 0A6
- .2 The Supplier must coordinate all deliveries and installations dates as detailed below with the HoC Project Authority.
- .3 The Scanning Facility is open Monday through Friday from 7:00 AM to 3:00 PM
- .4 Groups arriving at the facility for processing are serviced on a first come, first served basis

- .5 Items to be scanned are to be removed from the transporting vehicle for processing. Items are then placed back into the contractor vehicle for sealing.
- .6 Seal number is communicated from SCI staff to receiving staff on site at East Block Building.
- .7 No advance notice for small loads received at SCI is necessary, however for larger loads (such as 53 foot trailers) advance notice is required. Details required are as follows:
  - .1 The Supplier is required to provide the HoC Project Authority with the following information a minimum of five (5) working days prior to on site delivery:
    - a. Date and time of delivery
    - b. Vehicle description
    - c. Vehicle licence plate
    - d. Names of employees including the driver

**1.19 COST BREAKDOWN**

- .1 Before submitting first progress claim, submit breakdown of Contract Amount in detail as directed by Departmental Representative and aggregating the Contract Amount. After approval by Departmental Representative cost breakdown will be used as the basis of progress payments.

**Part 2 Products**

**2.1 NOT USED**

- .1 Not used.

**Part 3**

**Part 4 Execution**

**4.1 NOT USED**

- .1 Not used.

**END OF SECTION**