

PD PROJECT INFORMATION**PD 1 PROJECT DESCRIPTION****PD 1.1 Purpose**

- .1 To replace the existing float plane docking system at Virginia (Nailicho) Falls in Nahanni National Park Reserve (NNPR) as per the attached drawing set and specifications developed by Tetra Tech.

PD 1.2 Description

- .1 Provide three new aluminum floating docks with ramps and associate grillage anchors along with all elements necessary for a complete functioning float plane docking system. The docking system will need to be fully removable for winter storage and easily re-installed in the spring by helicopter. Docking system will need to meet all of the lifting requirements as described in the Project Description on S100 of the drawing set. Work will include survey of site, design, supply and install float plane system with grillage anchors, removal of the new system in the fall of 2018 and return to site in June of 2019 to trouble shoot the installation with NNPR staff.

PD 1.3 Budget

- .1 The Prime Contractor is responsible for all costs of design, transportation and construction services required for a complete docking system. This includes the costs of:
- a familiarization and survey site visit (except costs for food and flights in the park as outlined in RS 1.2.1)
 - Design, fabrication, and transportation of all materials from origin to the site
 - Construction including all helicopter requirements and construction personnel flights in and out of the park as outlined in RS 1.2.3
 - Supervision of the installation of the new docks in spring by the Nahanni National Park Reserve Staff in the spring of 2019. (except costs for food and flights in the park as outlined in RS 1.2.4.

PD 2 PROJECT INTRODUCTION AND BACKGROUND**PD 2.1 USER DEPARTMENT**

- .1 The Client Park, referred to throughout this Statement of Work, will be the following:
- a. Nahanni National Park Reserve, (NNPR)

PD 2.2 PROJECT BACKGROUND

- .1 Nahanni National Park Reserve – Float Plane dock Replacement
- a. See attached Report by Tetra Tech, Float Plan Dock Replacement for project background
 - b. See attached Drawing set by Tetra Tech, drawings S100 to S106.
 - c. Preliminary Screening, August 2017
 - d. See required services at the end of the document.

PD 2.3 DESIGN CODE AND REGULATIONS

- .1 The standards, codes and regulations to be used for the design and construction of the docks and associated structures shall be the latest edition of the following (including all amendments, supplements and revisions thereto):
 - a. National Building Code of Canada;
 - b. Provincial/Territorial Occupational Health and Safety Regulations;
 - c. Canada Labour Code (including latest revisions of all regulations); and
 - d. Provincial/Territorial Codes and Statutes when applicable.
 - e. Applicable engineering/architectural standards
- .2 The Prime Contractor has the option of consulting other regulations, standards and codes as they deem necessary to complete the Work.

PD 2.4 PRIME CONTRACTOR AND PRIME CONTRACTOR TEAM

- .1 The Prime Contractor for this project must be a firm that has experience in the design and construction of floating aluminum docks.
- .2 The Prime Contractor must provide either in-house engineering expertise or acquire the services through subcontracting or joint venture with an engineering firm with experience and expertise in evaluating and designing floating dock systems and associated land anchor systems.
- .3 The Prime Contractor assumes the responsibility to properly evaluate and make good the infrastructure into which the new floating aluminum dock system connects, including the Engineered Grillage and associated on site board walks. The Prime Contractor will also take on the responsibility to ensure that new systems function with existing infrastructure.
- .4 The Prime Contractor/Consultant team for this project must be capable of providing the following services:
 - a. Site environmental controls
 - b. Design of a pre-engineered aluminum float plane docking system complete with land based grillage anchors and associated on-site infrastructure. Meets all of the details laid out in the Drawing set provided (S100 to S106) and Specifications and details laid out in the Tetra Tech Report, dated February 9, 2018.
 - c. Procurement/construction/transportation and installation services for all materials, products and services to the site required for the new docking system;
 - d. Survey of land anchor locations to enable complete design of the grillage anchors.
 - e. Commissioning services for new systems as well as providing operation and maintenance manuals.
 - f. Working safely and effectively in remote wilderness locations. On site tent accommodation will be furnished by the prime contractor / consultant. Campsites will be provided free of charge. Food for prime contractor/consultant will be provided by the Nahanni National Park Reserve.

PD 2.5 SCHEDULE

- .1 The Prime Contractor must prepare a detailed schedule in MS Project format showing the durations and milestones for each of the phases shown in section PD 2.5 and submit as part of the deliverables identified in the Required Services (RS) section of this Statement of Work.
- .2 The schedule must take into account the potential for severe weather conditions in Nahanni National Park Reserve that will impact ability to transport people and materials by air. To avoid main operational season of the park, installation work to occur after August 26th, 2018. Prime

contractor to schedule work to allow continued use of the facilities at Nailicho (Virginia Falls) by a limited number of visitors. By October 15th the contractor should expect inclement weather to start to hamper work productivity and flight timing so work should be scheduled to complete before then.

PD 2.6 EXISTING DRAWINGS AND DOCUMENTATION

- .1 The existing drawings and documents provided by the Client Department for this project must be treated as reference material only. Parks Canada cannot ensure their completeness and accuracy. As such, the Prime Contractor is responsible to review and confirm all information and inform Parks Canada of any discrepancies.
- .2 Existing documents include the following:
 - A. Float Plane Redevelopment Report, Nailicho (Virginia Falls) Float Plane Dock Replacement Hyrdrotechnical, Geotechnical and Structural Evaluation, Nahanni National Park Reserve, NT, Dated February 9, 2018, by Terta Tech
 - B. Drawing Package B S100, Virginia Falls, Nahanni National Park Reserve, drawing set S100 to S106.
 - C. Preliminary Screening, Nailicho Rehabilitation, Nahanni NPR Aug 23 2017.
 - D. Nailicho (Virginia Falls) Float Plane Redevelopment, National Master Specifications (NMS).
 - E. Parks Canada CADD standards.

PD 2.7 NAHANNI NATIONAL PARK RESERVE RESPONSIBILITIES

- .1 Nahanni National Park Reserve will provide the following services in conjunction with this contract:
 - A. NNPR will supply food and a cook for the contractor's crew and NNPR staff while on site. Contractor will be responsible for providing dietary restrictions for all employees 2 weeks in advance site visits.
 - B. NNPR will provide orientation for contract staff at the beginning of all site visits.
 - C. NNPR will provide the contractor campsites on site and waive all back country camping fees during project work, Secure animal proof storage will be provided for limited contractor use while on site.
 - D. NNPR will work together with the contractor and the airlines to coordinate and optimize air logistics, specifically providing weather communication updates via parks radio systems with the airline pilots. Contractor responsible for providing own satellite based communication systems for communication needs off site.

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RS REQUIRED SERVICES

RS 1 Design of New Float Plane Dock Replacement

RS 1.1 GENERAL

The Prime Contractor must:

- .1 Design new aluminum float plane docks, ramps and the associated grillage anchors as per the requirements of the drawings, specifications and consultants report.

RS 1.2 DELIVERABLES - The Prime Contractor must:

.1 Complete an on-site survey

- a. In the spring/summer of 2018 complete an onsite visit to confirm site requirements including but not limited to the following: a) grillage anchor locations, b) ensure the ramps will not interfere with the bank, c) ensure the docks do not interfere with the bottom of the river and are located out of the current where possible, d) ensure ramp length incorporates a) to c).
- b. Contractor will be responsible for travel to and from Fort Simpson from their place of origin, as well as any lodging and food in Fort Simpson. Flights from Fort Simpson to the site in the park will be coordinated and paid for by Nahanni National Park Reserve for this site visit. Food will be supplied in the park by NNPR. Contractor is responsible for tents and sleeping bags for overnight stays as required.

.2 Develop Drawings and Specifications

- a. In consultation with Parks Canada, provide complete coordinated Issued for Construction Drawings and Specifications. Design to meet the performance specifications of this contract, including the Aluminum Float Plane Dock and ramp system, the engineered grillage anchoring systems, along with all of the items provided in this package, such as lifting weights etc., Design must be reviewed and approved by Parks Canada. Parks Canada is not accepting any liability when approving the design. Develop and provide a project Schedule.

.3 Construct three new aluminum float plane docks and ramps and pre-engineered grillage anchor system as per the finalized design provided and approved by the Parks Canada Departmental Representative

- a. Return to site after August 26th and transport, supply and install the three new float plane docks, including three aluminum ramps, grillage anchors all associated materials and equipment, manpower for a complete installation and then remove the new system for winter storage.
- b. Prepare and provide a Construction Schedule and provide regular updates
- c. Contractor will be responsible for travel to and from Fort Simpson and all food and lodging in Fort Simpson. Contractor responsible to coordinate and pay for all flights between Fort Simpson and site for this phase of the work. Contractor to allocate one seat on planes there and back per week while construction work occurs on site for NNPR Site Representatives. Contractor to coordinate schedule with Departmental Representative. Food will be supplied by NNPR on site. Contractor is responsible for tents and sleeping bags.

.4 Warranty of Docking System

- a. Return in May/June of 2019 to supervise the installation by NNPR staff of the new dock systems. Contractor to contact departmental representative in the spring of 2019 to coordinate exact dates.
- b. Contractor will be responsible for travel to and from Fort Simpson and all food and lodging in Fort Simpson. Flights between Fort Simpson and the site in the park will be coordinated and paid for by NNPR for this site visit. Food will be supplied by NNPR on site. Contractor is responsible for tents and sleeping bags.
- c. At completion of the project, provide as-built record drawings, Final Operations and Maintenance Manuals for all of the products, equipment and systems installed as part of this project.

PA PROJECT ADMINISTRATION

PA 1.1 GENERAL

- .1 The following administrative requirements apply during all phases of the project delivery.

PA 1.2 PROJECT MANAGEMENT

- .1 The Project Authority assigned by Parks Canada to the project is the Departmental Representative.
- .2 The Departmental Representative is the liaison amongst and between the Prime Contractor/Consultant Team and the National Park.
- .3 The Departmental Representative administers the project and exercises continuing control over the project at all times.
- .4 Unless directed otherwise by the Departmental Representative, the Prime Contractor must obtain all Federal requirements, permits, and approvals necessary for the Work from the Departmental Representative.

PA 1.3 HEALTH AND SAFETY**.1 GENERAL REQUIREMENTS**

The Prime Contractor must:

- a. Develop a written Site-Specific Health and Safety Plan (SSHSP) based on hazard assessment prior to beginning any field work and continue to implement, maintain, and enforce the plan through all phases of the project;
- i. The SSHSP needs to cover all activity of the Prime Contractor team (the Prime Contractor's personnel, sub-Prime Contractors and contractors).
1. The SSHSP must include: Contractor's safety policy.
 2. Identification of applicable compliance obligations.
 3. Definition of responsibilities for project safety/organization chart for project.
 4. Site specific hazard assessment.
 5. General safety rules for project.
 6. Job specific safe work procedures.
 7. Inspection policy and procedures.
 8. Incident reporting and investigation policy and procedures.

- 9. Occupational Health and Safety meetings.
 - 10. Occupational Health and Safety communications and record keeping procedures.
 - 11. *Results of safety and health risk or hazard analysis for site tasks and operation.*
- b. Incorporate in their SSHSP and abide by any additional constraint or safety requirement imposed by Parks Canada for accessing and using Parks Canada property or part thereof; including prohibiting Alcohol or recreational drugs on site in the National Park.
 - c. Coordinate field work with Parks Canada activity on or adjacent to the projectsite(s);
 - d. Provide all required personnel protective equipment, equipment and material as required to meet the intent of the safety requirement set in the SSHSP or as required by the provincial / territorial occupational health and safety legislation;
 - e. Be responsible for health and safety for all of their team on site, and for protection of general public and government employee adjacent to site to the extent that they may be affected by conduct of the field work;
 - f. Prior to starting field work, attend a safety briefing meeting with Parks Canada; and
 - g. Conduct daily tailgate meetings at the project site. Where appropriate, Parks Canada operation staff is to participate in the daily tailboard meetings. Records of tailgate meetings must be submitted to the Departmental Representative on a daily basis.
 - h. Submit copies of Material Safety Data Sheets (MSDS)
 - i. 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 Departmental Representative.

.2 REFERENCE CODES AND STANDARDS

- a. Canada Labour Code;
- b. Occupational Health and Safety Legislation; and
- c. Provincial/Territorial statutes and authorities.

.3 SUBMITTALS

The Prime Contractor must:

- a. Submit a Site-Specific Health and Safety Plan (SSHSP) as per Section PA 1.10 General Project Deliverables. The SSHSP must be developed specifically for the work site and must include:
 - i. Results of site specific safety hazard assessment;
 - ii. Mitigation and precaution measures that will be implemented as a results of safety and health risk or hazard analysis for site tasks and operations;
 - iii. Prime Contractors' team safety communication plan; and

- iv. Contingency and Emergency Response Plan addressing standard operating procedures specific to the project site to be implemented during emergency situations. Where applicable, coordinate the plan with the existing Parks Canada emergency response requirements and procedures provided by Departmental Representative.
- b. In addition to the SSHSP, the following documents must also be submitted:
 - i. A copy of the Prime Contractor Team WCB clearance certificates;
 - ii. Occupational Health and Safety training and certification records. The Prime Contractor must provide documentation verifying all members of the workforce for the Prime Contractor have received the appropriate safety training including equipment operation training as required to perform the specific field work.
- c. At the request of the Departmental Representative, who will respond in writing, where deficiencies or concerns are noted, resubmit the SSHSP with correction of deficiencies or concerns either accepting or requesting improvements; and

Not construe the Departmental Representative's review of Prime Contractor's final SSHSP as approval which does not reduce the Prime Contractor's overall responsibility for construction health and safety at the project site(s).

PA 1.4 ENVIRONMENTAL PROTECTION PLAN

.1 GENERAL REQUIREMENTS

The Prime Contractor must:

- a. Prepare an Environmental Protection Plan (EPP) and execute the work required to complete the project as per the following direction. The EPP must be submitted as per Section PA 1.10 – General Project Deliverables.
 - b. Preparation and management of the EPP is considered incidental to the contract and shall not be considered separately.
 - c. The Contractor shall ensure that all work is performed in accordance with the ordinances, laws, rules and regulations set out in the Canada National Parks Act and Regulations. CANADIAN ENVIRONMENTAL ASSESSMENT ACT (CEAA)
 - d. Execution of the work is subject to the provisions within the *Canadian Environmental Assessment Act* (CEAA) Guidelines Order of 2003 and subsequent amendments. This RBC Replacement project, and its components, has been subject to an environmental assessment, pursuant to the expectations of C.E.A.A. Environmental Protection Plans are the next step to achieve the desired end results of minimal adverse environmental effect, as the project is constructed.
 - e. Failure to comply with or observe environmental protection measures as identified in these specifications may result in the work being suspended pending rectification of the problems.
- c. **START-UP AND ENVIRONMENTAL BRIEFING**
- .1 All staff employed at the construction site will be subject to a briefing regarding their individual and collective responsibilities to ensure avoidable adverse environmental impact does not arise from their activities and personal choices. Employees must attend this briefing before beginning their work at the site. Each employee, having

received the briefing, will have their name recorded on an attendance sheet for record purposes. It is recognized new employees may join the Contractors' work force after the initial round of "environmental briefing". In that case and as required, subsequent "environmental briefings" can be presented as numbers warrant, by arrangement with the SITE REPRESENTATIVE through the Departmental Representative. Also, some sub- trades may be present at the site for a short time, to perform once-only duties. In these cases, the "environmental briefing" will be replaced by the Contractor explaining the environmental sensitivity of the work location to the sub-trade worker(s), and reviewing highlights of personal conduct expected, with reference to a one-page briefing summary to be provided to the Contractor by the SITE REPRESENTATIVE. A copy of this summary will be provided to each sub-trade worker joining the work force at the site.

- .2 Parks Canada will have an SITE REPRESENTATIVE attending the site to monitor the construction activity for conformance with the EPP. The SITE REPRESENTATIVE or alternate designated Parks Canada staff member will present the "environmental briefing". The SITE REPRESENTATIVE's main duties are to monitor the progress of the construction on an on-going basis to ensure compliance with environmental protection measures, and to provide guidance through the Departmental Representative, in the event of unanticipated environmental problems. Although the SITE REPRESENTATIVE has authority to enforce National Parks Act violations, direction to the Contractor will be the duty of the Departmental Representative.

d. CONSTRUCTION SITE ACCESS

- .1 An area will be set aside as a lay down area for the project. The Prime Contractor will use this area to marshall all materials and equipment required to perform the work.
- .2 The Contractor shall ensure that the environment beyond the work limits is not negatively impacted or damaged by workers or construction machinery and shall instruct workers so that the "footprint" of the project is kept within defined boundaries.
- .3 The Environmental Protection Plan (EPP) is to indicate how the area will be managed and what mitigation measures will be put in place to minimize environmental impacts and any measures required to return the area back to the condition it was in prior to commencement of work.

e. PROTECTION OF WORK LIMITS

- .1 The Contractor is to prepare an EPP which details how the work limits shall be marked and what procedures will be employed to ensure trespass outside these limits does not occur, to the satisfaction of the Departmental Representative and the SITE REPRESENTATIVE.

f. POLLUTION CONTROL

- .1 The Contractor shall prevent any deleterious and objectionable materials from entering streams, rivers, wetlands, water bodies or watercourses that would result in damage to aquatic and riparian habitat. Hazardous or toxic products shall be stored no closer than 100 metres from the adjacent watercourse.
- .2 A Spill Response Plan will be prepared as part of the EPP and shall detail the containment and storage, security, handling, use and disposal of empty containers, surplus product or waste generated in the application of these products, to the satisfaction of the Departmental Representative and the Site Representative and in

accordance with all applicable federal and provincial legislation. The EPP shall include a list of products and materials to be used or brought to the construction site that are considered or defined as hazardous or toxic to the environment. Such products include, but are not limited to, waterproofing agents, grout, cement, concrete finishing agents, hot poured rubber membrane materials, asphalt cement and sand blasting agents.

- .3 The containment, storage, security, handling, use, unique spill response requirements and disposal of empty containers, surplus product or waste generated in the use of any hazardous or toxic products shall be in accordance with all applicable federal and territorial legislation. Hazardous products shall be stored no closer than 100 metres from the adjacent waters.
- .4 An impervious berm shall be constructed around fuel tanks and any other potential spill area. The berms shall be capable of holding 110% of tank storage volumes and shall be to the satisfaction of the Departmental Representative and the SITE REPRESENTATIVE before start-up. Measures such as collection/drip trays and berms lined with occlusive material such as plastic and a layer of sand, and double-lined fuel tanks can prevent spills into the environment.
- .5 The Contractor shall provide spill kits at re-fuelling, lubrication, and repair locations that will be capable of dealing with 110% of the largest potential spill and shall be maintained in good working order on the construction site. The SITE REPRESENTATIVE and Departmental Representative prior to project start-up must approve these spill kits. The Contractor and site staff shall be informed of the location of the spill response kit(s) and be trained in its use.
- .6 Timely and effective action shall be taken to stop, contain and clean-up all spills as long as the site is safe to enter. The Departmental Representative and the SITE REPRESENTATIVE shall be notified immediately of any spill. Spill response cards will be distributed during the initial Environmental Briefing with basic instructions and phone numbers.
- .7 In the event of a major spill, all other work shall be stopped and all personnel devoted to spill containment and clean-up.
- .8 The costs involved in a spill incident (the control, clean up, disposal of contaminants and site remediation to pre-spill conditions), shall be the responsibility of the Contractor. The site will be inspected to ensure completion to the expected standard and to the satisfaction of the Departmental Representative and SITE REPRESENTATIVE.

g. EQUIPMENT MAINTENANCE, FUELLING AND OPERATION

- .1 Equipment fuelling sites will be identified by the Contractor and approved by the Departmental Representative and the SITE REPRESENTATIVE. Except for chain saws, any fuelling closer than 100 meters to streams, wetlands, water bodies or waterways shall require the authorization and oversight of the Departmental Representative.
- .2 Diesel and gasoline caches shall be located more than 100 meters from any streams, wetlands, water bodies or watercourses. Gravity fed fuel systems are not allowed. Manual or electric pump delivery systems shall be used. Fuelling personnel shall maintain presence at and immediate attention to the fuelling operation
- .3 Equipment used on the project shall be fuelled with E10, and low sulphur diesel fuels and shall conform to local emission requirements. The Contractor is to ensure that unnecessary idling of vehicles is avoided.
- .4 Oil changes, lubricant changes, greasing and machinery repairs shall be performed

at locations approved by the SITE REPRESENTATIVE or the Departmental Representative. Waste lubrication products (e.g. oil filters, used containers, used oil, etc.) shall be secured in spill-proof containers and properly recycled or disposed of at an approved facility. No waste petroleum, lubricant products or related materials are to be discarded, buried or disposed anywhere within Nahanni National Park Reserve.

- .5 The Contractor shall ensure that all equipment is inspected daily for fluid/fuel leaks and maintained in good working order.
- .6 Fuel containers and lubricant products shall be stored only in secure locations specified by the Departmental Representative. Fuel tanks or other potentially deleterious substance containers shall be secured to ensure they are tamperproof and cannot be damaged by bears when left overnight in Nahanni National Park Reserve.

h. OPERATION OF EQUIPMENT

- .1 Equipment movements shall be restricted to the 'footprint' of the construction area approved by the Departmental Representative and the Site Representative. The work limits shall be identified by stake and ribbon or other methods approved by the Departmental Representative. Unless authorized by the Departmental Representative, activities beyond the work limits are not permitted. No machinery will enter, work in or cross over streams, rivers, wetlands, water bodies or watercourses, nor damage aquatic and riparian habitat or trees and plant communities. **Equipment will need to be moved by helicopter to avoid damaging the ground between some of the grillage sites.**
- .2 The Contractor shall instruct workers to prevent pushing, placement, raveling, storage or stockpiling of any materials (e.g. slash, rock, fill or topsoil) in any areas other than the locations specifically identified for this purpose by the Departmental Representative and the Site Representative.
- .3 When, in the opinion of Parks Canada, negligence on the part of the Contractor results in damage or destruction of vegetation, or other environmental or aesthetic features beyond the designated work area, the Contractor shall be responsible, at his or her expense, for complete restoration including the replacement of trees, shrubs, topsoil, moss, etc. to the satisfaction of the Departmental Representative and SITE REPRESENTATIVE.

i. FIRE PREVENTION AND CONTROL

- .1 A fire extinguisher shall be carried and available for use on each machine. All staff should be aware of the contractors fire control plans. There is no local fire department.
- .2 Construction equipment shall be operated in a manner and with all original manufacturers' safety devices to prevent ignition of flammable materials in the area.
- .3 Care shall be taken while smoking on the construction site to ensure that the accidental ignition of any flammable material is prevented. Fires other than in designated fire pits or burning of waste materials is not permitted.
- .4 In case of fire, the Contractor or worker shall take immediate action to extinguish the fire provided it is safe to do so. The SITE REPRESENTATIVE local fire department will be contacted immediately, followed by the Departmental Representative in the case of a fire.

j. WILDLIFE

- .1 During the Environmental Briefing all personnel shall be instructed by the SITE REPRESENTATIVE on procedures to follow in the event of wildlife appearance near or within the work site and any other wildlife concerns.
- .2 Avoid or terminate activities on site that attract or disturb wildlife and vacate the area and stay away from the immediate location if wildlife display aggressive behavior or persistent intrusion. Extra care to control materials that might attract wildlife (e.g. lunches and food scraps) must be exercised at all times. Notify the SITE REPRESENTATIVE and Departmental Representative immediately about dens, litters, nests, carcasses, or encounters on or around the site.

k. RELICS AND ANTIQUITIES

- .1 Artifacts, relics, antiquities and items of historical interest such as bone fragments, worked stone and similar objects found on the work site shall be reported to the SITE REPRESENTATIVE or the Departmental Representative immediately. The Contractor and workers shall wait for instructions before proceeding with their work.
- .2 All historical or archaeological objects found in Nahanni National Park Reserve are protected under the National Parks Act and Regulations and are the property of Parks Canada. The Contractor and workers shall protect any articles found and request direction from the SITE REPRESENTATIVE or the Departmental Representative.

l. WASTE MATERIALS STORAGE AND REMOVAL

- .1 The Contractor is responsible to remove all construction waste from the site and dispose of it at an appropriate land fill outside of the National Park Reserve.
- .2 The Contractor and workers shall dispose of hazardous wastes in conformance with the Environmental Contaminants Act and applicable provincial/territorial regulations while observing the Code of Good Practice for Management of Hazardous and Toxic Wastes at Federal Establishments.
- .3 All wastes originating from construction, trade, hazardous and domestic sources, shall not be mixed, but will be kept separate.
- .4 Construction, trade, hazardous waste and domestic waste materials shall not be burned, buried or discarded at the construction site or elsewhere in Nahanni National Park Reserve. These wastes shall be contained and removed in a timely and approved manner by the Contractor and workers, and disposed of at an appropriate waste landfill site located outside the park. Construction waste storage containers, provided by the Contractor, shall be emptied by the Contractor when 90% full. Waste containers will have lids, and waste loads shall be covered while being transported.
- .5 A concerted effort shall be made by the Contractor and workers to reduce, reuse and recycle materials.
- .6 All efforts to prevent wildlife from obtaining food, garbage or other domestic wastes shall be made by the Contractor and contract staff while undertaking their work in Nahanni National Park Reserve. Such wildlife attractants shall not be stored at the work site overnight. Lunches, coolers and food products, including waste food products, shall be securely stored away from access by animals. Daily removal of food scraps, food wrappers, pop cans or other attractive products to animal proof containers, is mandatory.

- .7 The Contractor and workers shall immediately report any circumstances related to food/garbage (e.g. overflowing container or strong smell) and wildlife to the SITE REPRESENTATIVE or the Departmental Representative.

m. MISCELLANEOUS SITE MANAGEMENT CONTINGENCIES

- 1 The Contractor shall prepare an EPP which details how the work limits will be marked and what procedures will be employed to ensure trespass outside these limits does not occur, to the satisfaction of the Departmental Representative and the Site Representative.
- 2 Pets shall not be brought to or maintained at the construction site.

PA 1.5 QUALITY MANAGEMENT & COMMISSIONING

The Prime Contractor must:

- .1 Prepare a Quality Control & Commissioning Program. The purpose of the program shall be to ensure the performance of the work in accordance to Contract requirements

Commissioning:

- .1 The Prime Contractor is responsible for developing a commissioning program that effectively proves that the new docks, ramps and grillage anchors are functioning properly in both low and high water levels.
- .2 As part of the program, the Prime Contractor will supply all the technical information and manuals for the maintenance and operation for the new equipment and provide training into the proper maintenance and operation of the new equipment and associated controls.
- .3 The development and implementation of the commissioning program is considered incidental to the contract and will not be measured separately for payment.
- .4 The Commissioning portion of the manual will include but not be limited to the following information:
 - a. Table of contents;
 - b. Revision control, tabulating the revision number, date of revision, description of revisions and authorized signature;
 - c. Details of measuring and testing equipment including methods and frequency of calibration required for the commissioning procedures;
 - d. Details of specific requirements and procedures that must be followed to test and evaluate the new dock systems and grillage anchors in low and high water scenarios.;
 - e. Training procedures to familiarize the PCA staff with the operation and maintenance of the new equipment, summer installation and winter removal procedures;
 - f. Inspection and test checklists, including tabulated checklists describing all commissioning activities such as inspection or testing, frequency of tests, description of tests, acceptance criteria of tests, such as verification, witnessing or holding tests and sign-off by the Commissioning Manager and the Departmental Representative, if the Departmental Representative witnesses the tests; and

- g. Forms used to ensure the application of the inspection and test checklist requirements. These forms shall be identified in the checklists and describe all testing requirements for compliance.
- .5 The Prime Contractor shall appoint a Commissioning Manager who shall report regularly to the Contractor's management at a level which shall ensure that Commissioning requirements are being met. In certain cases, it may be acceptable for the Commissioning Manager to also have another role on the project. The Commissioning Manual shall include samples of all forms to be filled in by the Commissioning personnel. All forms shall be signed by the Commissioning Manager and submitted promptly to the Departmental Representative who will add its review signature.
- .6 At completion of the Work a bound and itemized copy (3 hard copies and one digital copy) of all Commissioning documents, manuals, and reports shall be prepared by the Contractor's Commissioning Manager and submitted to the Departmental Representative.

PA 1.6 – PROJECT SCHEDULE

The Prime Contractor must:

- .1 Submit a GANTT chart based scheduled, in Microsoft Project format, indicating the tasks, durations, and milestones associated with the work.
- .2 The schedule is to contain all tasks required to complete the work associated with the RFP. Such tasks will include but not be limited to:
 - a. Contract Award
 - b. Project submittals
 - c. Site visit and survey
 - d. Procurement, fabrication, and transportation of materials
 - e. Mobilization
 - f. Site preparation
 - g. Dock construction
 - h. Training of PCA staff to operate/maintain new equipment
 - i. Commissioning
 - j. Demobilization
 - k. Contract completion
- .3 Submit to the Departmental Representative with 10 days of Award of Contract a GANTT Chart as the Master Plan for planning, monitoring, and reporting or project progress.
- .4 The Project Schedule is to be updated on a monthly basis reflecting activity changes and completions, as well as activities in progress.
- .5 Key target project milestones:
 - a. Project Award – June 2018
 - b. Construction start-up on site – September 2018
 - c. Project completion – June 2019
- .6 Project milestones are subject to adjustment, pending the submission of the project schedule by the successful bidder and a review of the project plan. Project completion data is subject to the requirements of the Commissioning Plan to prove all equipment is operating as required by the RFP.
- .7 Actual completion of the contract: All work and related commissioning must be completed

and signed off by July 2019.

PA 1.7 LINES OF COMMUNICATION

The Prime Contractor must: Unless otherwise directed by the Departmental Representative, conduct all project communication through the Departmental Representative only; and

- .1 Ensure formal contact between the Prime Contractor and the Parks Canada project team, which includes the Client Park Representative, is through the Departmental Representative. Direct communication between members of the Parks Canada project team on routine matters is required to enable discussion and resolution of technical issues. However, no communication shall alter the terms of the project scope, budget, or schedules unless directed in writing by the Departmental Representative and authorized in writing by the Contracting Authority via a contract amendment.

PA 1.8 MEDIA

The Prime Contractor must:

Not respond to requests for project related information or questions from the media. Such inquiries must be directed to the Departmental Representative.

PA 1.9 SITE REQUIREMENTS

- .1 By submitting a proposal for the RFP, the Prime Contractor acknowledges that they have reviewed the documents and site conditions and accepts the responsibility to deliver the work as described in the RFP.
- .2 The Prime Contractor will ensure that the worksite is protected and controlled and that access will be restricted to only those involved with the delivery of the work. Measures are to be taken to prevent the general public from having access to the worksite.
- .3 The Prime Contractor is responsible for all layout of required measurements and survey to complete the work. The Prime Contractor shall have reviewed the existing drawings and will confirm all measurements to ensure the proper installation of equipment and materials.
- .4 Use of the worksite:
 - a. The Work Site (limits shown on Drawings) shall be specified by Parks Canada and shall only be used for the purposes of the Work. The Work Site will be made available by Parks Canada to the Contractor for its non-exclusive use for the duration of the Work, unless otherwise provided in the Contract Documents.
 - b. The Contractor will be allowed to stay in the campground on site, however all lodging requirements for staff will be the contractors responsibility.
 - c. The Contractor shall keep the Work Site clean and free from accumulation of waste materials and rubbish regardless of source. Snow shall be removed by the Contractor as necessary for the performance and inspection of the Work.
 - d. The Contractor shall use the sanitary facilities provided on site for work force in accordance with governing regulations and the Environmental Procedures for this project. The Contractor shall post notices and take such precautions as required by local health authorities and keep area and premises in sanitary condition. There are no shower facilities on site.
 - e. Any damage to the Work Site caused by the Contractor shall be repaired by

- the Contractor at its expense.
- f. The Contractor may work up to 12 hours per day, seven days per week respecting the Canada Labour Code for individual employee's hours of work.

PROTECTION OF PERSONS AND PROPERTY

- a. The Contractor shall comply with all applicable safety regulations of the Workers' Compensation Board of Northwest Territories (WSCC) including, but not limited to, WSCC's Industrial Health and Safety Regulations, Industrial First Aid Regulations, and Workplace Hazardous Materials Information System Regulations.
- b. The Contractor shall take all necessary precautions and measures to prevent injury or damage to persons and property on or near the Work Site.
- c. The Contractor shall promptly take such measures as are required to repair, replace or compensate for any loss or damage caused by the Contractor to any property or, if Parks Canada so directs, shall promptly reimburse to Parks Canada the costs resulting from such loss or damage.

.5 SUPERVISORY PERSONNEL

- a. Within five Days after award notification, the Contractor shall submit to the Departmental Representative confirmation of the names of the supervisory personnel and other key staff designated for assignment on the Contract.
- b. The following personnel shall be included in the list:
- a. Project Superintendent;
- b. Safety Representative.
- c. The above personnel shall perform the following duties:
- .1 The Project Superintendent shall be employed full time and shall be present on the Work Site each and every workday that Work is being performed, from the commencement of Work to Total Performance of the Work;
- .2 The Project Superintendent shall nominate a Deputy Project Superintendent who shall have the authority of the Project Superintendent during the latter's absence;
- .3 The Safety Representative shall possess safety experience in general construction. Duties shall encompass all matters of safety activities from commencement of Work until the Total Performance of the Work.

.6 WASTE DISPOSAL

- a. All surplus, unsuitable and waste materials shall be removed from the job site to approved sites outside Nahanni National Park Reserve. Refer to Section 01 35 43 - Environmental Procedures and Environmental Protection Plan.
- .1 Deposits of any construction debris into any waterway are strictly forbidden.
- .2 Cost for Waste Disposal described above shall be considered incidental to the Unit Price items and no additional payment will be made.
- .3 Waste Disposal shall be completed in accordance with Section PA 1.4 - Environmental Protection Plan.

PA 1.10 GENERAL PROJECT DELIVERABLES

The Prime Contractor must:

- .1 Where deliverables and submissions include summaries, reports, network diagrams, drawings,

plans, specifications or finish schedules submit deliverables as follows:

.2

- a. Hard copies: three (3) English, operations manual with a step by step, easy to follow process, on how to dismantle the docking system in the fall and how to install the docking system in the spring. Documentation must be supported with colour images. Manual must list helicopter connects and weight of dock and required sling loads. Manual must identify health and safety precautions to complete tasks safely and the staff and equipment required to complete the tasks. Additional connection equipment that is at risk of breakage or loss should be identified and inventory of parts recommended to be on site;
- b. Electronic format: one (1) copies English. The electronic deliverables must be provided using Microsoft applications;
- c. Design drawings and as-builts shall be AutoCAD format as described in the Parks Canada Electronic Document Standards.
- d. Alternatively, the Prime Contractor may submit all electronic format work in Adobe Acrobat (*.pdf) format except for design drawings, manuals and network diagrams which must be submitted in their original electronic format; and
- e. Generate and distribute all drawings in a format using layering and file transfer protocols as prescribed in the Parks Canada Electronic Document Standards.

.3 Submissions associated with the RFP are required within 15 days of Notification of award unless specified elsewhere within the RFP and in any event not less than 15 days prior to the commencement of construction.

.4 Any detailed design drawings that are required shall be prepared and submitted for compliance review when the design is 70% and 100% complete

.5 PCA will endeavor to secure reviews and acceptances within one (1) week of receipt of the documents requesting same. The Prime Contractor shall allow time in the schedule for the review/acceptance process. The Prime Contractor shall identify with each review/acceptance submission those elements that lie on the critical path of the schedule.

.6 PCA shall have the authority to reject any element of the Prime Contractors design if in the opinion of PCA the design is in non-conformance with any element of this RFP.

.7 Drawings of Record and supporting documents used of construction shall be supplied by the Prime Contractor and shall include the following:

- a. Final "as-built" record plans of all structures and equipment
- b. All Quality Control and Commissioning information showing test procedures, commissioning procedures, data and performance records, and any other records associated with Quality Control and Commissioning
- c. All vendor shop drawings or specifications
- d. Operations Manuals for new equipment.

.8 The contract will not be considered to be complete until the Drawings of Record have been submitted.

As a result, the Final Completion Certificate for the completion of the work will not be issued until these submissions have been received.

PA 1.11 ACCEPTANCE OF PROJECT DELIVERABLES

.1 While Parks Canada acknowledges the Prime Contractor's obligations to meet project requirements; the project delivery process entitles Parks Canada to review work. Parks Canada reserves the right to reject undesirable or unsatisfactory work. The Prime Contractor must obtain Departmental Representative acceptances during each of the project stages.

- .2 Acceptances indicate that based on a general review of material for specific issues, the material is considered to comply with governmental and departmental objectives and practices, and that overall project objectives are being satisfied.
- .3 Acceptance does not relieve the Prime Contractor of professional responsibility for the Work and compliance with the Contract.
- .4 Parks Canada acceptances do not prohibit rejection of work, which is determined to be unsatisfactory at later stages of review. If progressive inspection and reporting development or time/ cost/ risk updates or technical investigation reveals that earlier acceptances must be withdrawn, the Prime Contractor is responsible for correcting work and re-submitting for acceptance at the Prime Contractor's cost.
- .5 Acceptances by the Client/ users and other agencies and levels of government must be obtained to supplement Parks Canada acceptances. The Prime Contractor must assist the Departmental Representative in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

PA 1.12 COORDINATION WITH SUB-PRIME CONTRACTORS

The Prime Contractor must:

- .1 Throughout all phases of the project, assume responsibility for coordinating the Work of any sub- Prime Contractors and specialists retained by the Prime Contractor;
- .2 Ensure clear, accurate and ongoing communication of inspection work, reporting, budget, and scheduling issues including changes as they relate to the responsibilities of all sub-Prime Contractors and specialists from initial base building reviews to post construction reports;
- .3 Co-ordinate input for the Departmental Representative's Risk Management Plan;
- .4 Co-ordinate the Quality Assurance process ensuring submissions of sub-Prime Contractors are complete and signed-off by the designated senior reviewer; and
- .5 Ensure sub-Prime Contractors provide adequate site inspection services and attend all required meetings.

PA 1.13 MEETINGS AND PROGRESS REPORTS

The Prime Contractor must:

- .1 Attend a phone project start-up meeting with the Departmental Representative and Client Park Representatives to go over required procedures for working within a National Park Reserve and environmental concerns that must be addressed as part of the Work. At the start-up meeting the Prime Contractor must be prepared to provide a presentation indicating the approach to be taken to complete the Work including identification of the principles involved, preliminary schedule for the various components of the Work and to identify any concerns or additional information that may be required to complete the Work;
- .2 Provide a progress report to the Departmental Representative by e-mail every two (2) weeks throughout the entire project development and implementation period from the Prime Contractor indicating the following:
 - a. Current status of project;

- b. Planned activities and work;
 - c. Issues; and
 - d. Impacts on Schedule and Budget (if any).
- .3 Attend, at the request of the Departmental Representative, a conference call including the Client Park Representatives to review progress in the project and to discuss plans or issues that may be coming forward;
- a. For all meetings: Attend the meetings;
 - b. Record the issues and decisions; and
 - c. Prepare and distribute minutes within two (2) working days of each conference call.
 - d. Cost of meetings is considered incidental to the contract and no additional payment will be made.

Appendices

The following attachments accompany this Statement of Work:

Appendix.

- a. Float Plane Redevelopment Report, Nailicho (Virginia Falls) Float Plane Dock Replacement Hyrdrotechnical, Geotechnical and Structural Evaluation, Nahanni National Park Reserve, NT, Dated February 9, 2018, by Terta Tech
- b. Drawing Package B S100, Virginia Falls, Nahanni National Park Reserve, drawing set S100 to S106.
- c. Preliminary Screening, Nailicho Rehabilitation, Nahanni NPR Aug 23 2017.
- d. Nailicho (Virginia Falls) Float Plane Redevelopment, National Master Specifications (NMS).