

**SOW – Remove and Replace Building Envelope**  
**Search and Rescue (SAR) Station, Summerside, Prince Edward Island (PE)**

**1.0 Scope**

**1.1 Remove and Replace Building Envelope – Search and Rescue (SAR) Station, Summerside, Prince Edward Island (PE)**

**1.2 Introduction**

To remove and replace the building envelopes and related building products/materials on both the Summerside SAR Buildings known as the Operations (Ops Bldg)/Main Building and the Summerside SAR Workshop Building in Summerside, PE.

**1.3 Objectives of the Requirements**

1. The objective is to provide/supply all labour, materials, and required resources to ensure all contract requirements have been totally performed and completed in full for the removal and replacement of the Summerside SAR Bldg envelopes on both the Operations Building (Ops Bldg)/Main Building and the Workshop Building. The removal and replacement of the Summerside SAR Bldg envelopes will extend the life cycle of the buildings and assist in energy efficiency.

**1.4 Background, Assumptions and Specific Scope of the Requirement**

1. The Summerside SAR Station is composed of the Ops/Main SAR Building and what is known as the Workshop Building. The Summerside SAR Station building envelopes have deteriorated to a state that requires their replacement; the intent of replacing the building envelopes is to assist in maintaining a weather tight building envelop that will increase the longevity of the building and assist in utility savings.
2. The Summerside SAR Station is an operational Canadian Coast Guard (CCG) 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 RP (Real Property) PA (Project Authority) prior to the set up and start of any site works.
3. Constraints:
  - 1) All contract requirements will be totally performed and completed NLT **November 30, 2019**; this includes the final inspection for payment performed by the RP PA with the contractor in attendance.
  - 2) Access to Site: Access to site will be requested by the /contractor to the RP PA for approval. See additional information regarding site access restrictions and requirements under 3.2 DFO Obligation's and contract requirements.

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## 2.0 Requirements

### 2.1 Tasks, Activities, Deliverables and Milestones

The contractor is responsible to provide/supply all required contract resources including, but not limited to all required/associated parts/fixtures/materials/items/components, tools, equipment, rentals, permits, licenses, compliance certificates, testing/testing equipment, training session(s), and all other resources to totally perform and complete all contract requirements in full that include, but not limited to:

1. The contractor/bidder will review and understand “6.2 Relevant Terms, Acronyms and Glossaries” that will assist with information included in contract requirements (contract requirements term is defined within 6.2 Relevant Terms, Acronyms and Glossaries). The contractor is solely responsible to request conformation of any terms, acronyms, and glossaries that are not clear or are not listed in 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 this document.
2. On drawings, note the following:
  - 1) Under “Tender” PWC Project Manager will be known as Real Property Project Authority (RP PA) or RP PM (Real Property Project Manager); however the DFO Procurement HUB will be the tendering authority.
  - 2) Under “Project Number” R.102321.001 will be replaced with the DFO Procurement HUB project number in the HUB tender documents.
3. Immediately upon receipt of award of Contract Agreement, the successful Contractor will contact the RP PA to arrange a pre-job meeting prior to commencement of any work.
4. Shall comply with all contract requirements and documents.
5. Remove and replace Building Envelopes on both the Summerside SAR Station Ops/Main Bldg and the Workshop Bldg according to all contract requirements; however the main Tasks, Activities, Deliverables and Milestones include, but are not limited to:
  - 1) Remove & Replace Siding; shall meet ANNEX E – Wood Siding REVISED and Installation Cape Cod Siding\_english within SOW attached Applicable Documents.
  - 2) Remove & Replace Windows.
  - 3) Remove & Replace Man Doors.
  - 4) Remove & Replace Door Hardware.
  - 5) Remove & Replace Sectional Overhead Door.
  - 6) Remove & Replace Exterior Barriers/Insulation/Rain Screen/Related Products.
  - 7) Remove & Replace Flashings & Trims.
  - 8) Remove & Replace Gutters & Downspouts.
  - 9) Remove & Replace Composite Decking Flooring First Floor Decking.
  - 10) Remove & Replace Duradeck Decking – Second Floor Deck/Patio Area.
  - 11) Remove & Replace Structural Exterior Support Columns/Posts.
  - 12) Add Attic Insulation.
  - 13) Removal and Reinstatement Products/Items as per contract requirements.
  - 14) 6.1 Applicable Documents.

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6. Perform and ensure Quality Assurance/Control including quality of workmanship, Time/Schedule Monitoring/Control, Project Mgmt (Management), Admin/Contract Mgmt, and site HSE (Health and Safety); Project Mgmt is according to the PM BOK (Book of Knowledge).
7. Will comply with contract conditions/requirements of all SOW/Specifications “6.1 Applicable Documents” and all referred contract conditions/requirements to contract documents within such Applicable Documents; in any case of conflict or discrepancy, the contractor is responsible to submit a written request to the RP PA via the DFO Procurement HUB; RP PA will provide clarification. The 6.1 Applicable Documents” will assist in product and product related requirements; thus assisting the contractor/bidder in their lump sum bid package proposal and contract project planning. No claims for extra payment will be entertained by reason of difficulties encountered due to the contractor not requesting RP PA clarification relating to such conditions/requirements.
8. Referring to Detail “3/402 - Typical Window Sill Detail” and “4/402 – Window Flashing Detail” on drawing “A402 – Window and Door Details”; the contractor shall install a continuous piece of siding with the narrow part to the exterior of the building from jack stud to jack stud. The peel and stick flashing shall be installed over this piece of siding.
9. The exposed surface of the siding shall be divided equally between the water table board/skirting board and the sill of the window. From the bottom of the sill to the top of the window divided equally. From the top of the window to the underside of the soffit divided equally.
10. Window and Door Trim shall be assembled before installing using the pocket-hole system. Each fastener shall be of an exterior grade fastener. Use the manufacturer adhesive/sealants at each joint prior to installing/screwing in the exterior grade fastener. Shall meet conditions of “3/002 Window Trim Detail”, “4/002 Window Trim Pocket Hole Joint Detail”, and “5/002 Window Trim Detail” on drawing “A002 Windows & Doors Summerside SAR Bldg Envelope” in “6.1 Applicable Document”.
11. PVC Trim/Wrap/Board/Mouldings w/Wood Grain Surface: replacement trims will be PVC; all PVC products will be of the same manufacturer, exterior PVC products will have a wood grain surface, and include the following, but not limited to:
  - 1) The contractor will perform visual inspection to confirm all existing exterior and interior trims/wraps/boards/mouldings to be replaced at the Mandatory Site Visit with the RP PA; conformation of such items can be confirmed by the RP PA; will comply with all contract requirements. No claims for extra payment will be entertained by reason of difficulties encountered due to the contractor’s assumptions.
  - 2) PVC products shall be KOMA Building Products or AZEK Building Products.
  - 3) PVC products shall be installed to manufacturer specifications and will use manufacture specified related installation products.
  - 4) PVC joints shall be assembled before installing using the pocket-hole system. Each fastener shall be of an exterior grade fastener. Use the manufacturer adhesive/sealants at each joint prior to installing/screwing in the exterior grade fastener. Shall meet conditions of “3/002 Window Trim Detail”, “4/002 Window Trim Pocket Hole Joint Detail”, and “5/002 Window Trim Detail” on drawing “A002 Windows & Doors Summerside SAR Bldg Envelope” in “6.1 Applicable Document”..
  - 5) All PVC joints will comply with conditions of “ANNEX H – Joint Sealants”; however must be in accordance to manufacturer requirements/specifications.

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- 6) PVC products will be supplied in lengths to minimize butt end joints, where butt end joints will be cut at 45 degree angles; no trim piece will be shorter than three (3) feet at the joint, unless the total length of the area is less than said three (3) feet.
- 7) The contractor will submit exterior and interior PVC samples of each Trim/Wrap/Board/Mouldings, other specified PVC products, and related products; and will submit PVC manufacturer colour samples of one (1) colour each NLT than ten (10) calendar days after the award of the contract to the RP PA for approval; this will include the PVC Column/Post Wrap, column PVC Base Trim, PVC Top Trim, and related products required “Remove & Replace Exterior Bldg Structural Support Columns/Posts” below.
- 8) All KOMA PVC trims will be of J-Trim or J-Trim w/Flange Slot where practicable and all AZEK PVC trims will be Rabbeted, unless otherwise identified; if not considered practicable, the contractor will submit a written email request to the RP PA through via the DFO Procurement of another alternative, that will include legitimate justification of facts for consideration and approval.
- 9) Exterior PVC trims will have a wood grain finish; if trims are two sided, the wood grain side will be showing to the exterior to have a wood grain visual finish.
- 10) All PVC Exterior Trim/Casing/Board will be of Rabbited/J-Trim type/style; any deviations will be submitted to the RP PA for review and approval prior to any installations.
- 11) PVC Skirt Boards (Water Table Board) will be a minimum size of 5/4” (T) x 10” (W) and have a minimum of a 15 degree angle at the top to deflect moisture and weather away from the building envelope; the RP PA has sole authority to determine approval of length where joints are shown.
- 12) PCV Preformed Corner Boards will be a minimum size of 5/4” (T) x 6” (W) with a lip/overhang lip that overlaps the siding on each corner side; a lip/overhang of a minimum of 3/4”. Any lip/overhang less than the required 3/4” must be submitted to the RP PA for review and approval prior to any installations.
- 13) PVC Exterior Inside Corners, Window Trim, and Door Trim will be a minimum of 5/4” (T) x 6” (W); unless existing trim is greater in width, then such greater trim width will be matched with 5/4” (T).
- 14) PVC Exterior Window and Door Trim/Casing/Board will be a minimum of 5/4” (T) x 4” (W) and their PVC Exterior Headers will be a minimum of 5/4” (T) x 6” (W); unless existing trim is greater in width, then such greater trim width will be matched with 5/4” (T). All PVC Exterior Trim/Casing/Board will be of Rabbited/J-Trim type/style.
- 15) PVC Exterior Structural Column/Post Wrap will be of a product type that covers all four (4) sides of the support columns/posts and fits together in each corner by way of a mortar type joint or overlapped corner joints; overlapped corner joints will each have a minimum of 1/2” (L) fitted overlap; this refers to “Remove & Replace Exterior Bldg Structural Support Columns/Posts” below.
- 16) All other exterior PVC trims will be a minimum of 5/4” (T) x 6” (W); unless existing trim is greater in width, then such greater trim width will be matched with 5/4” (T). In case of discrepancy, the contractor will submit a written email request to the RP PA through via the DFO Procurement HUB of other measurement(s) that will include legitimate justification of facts for consideration and approval.
- 17) PVC Interior Window and Door Trim/Casing/Headers/Sills/Extensions: all will be of a

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traditional (stool and apron) look; Window Trim/Casing and Door Trim/Casing will be a minimum of 1/4" (T) x 3" (W) and their Headers will be a minimum of 1/4" (T) x 4" (W).

12. Remove & Replace Exterior Bldg Structural Support Columns/Posts: requirements will include, but not limited to:
- 1) The contractor will perform visual inspection to confirm existing conditions to perform contract related requirements at the Mandatory Site Visit with the RP PA; will comply with all contract requirements; confirm existing size of structural support posts that are 6" x 6".
  - 2) Remove all existing structural support column/post; after removal the contractor will perform an inspection with the RP PA in attendance columns/posts foundations, top areas of support, and areas related to the structural support integrity of such columns/posts and their supported structures/areas. The contractor will notify the RP PA 48 hours prior to the required inspection; the RP PA must be in attendance for such inspection with no additional related works to be performed until receiving approval from the RP PA.
  - 3) Remove and reinstate surrounding or adjacent materials/products to perform contract requirements; reinstatement must be inspected and approved by the RP PA who has sole authority of acceptance on such works and for all other contract requirements.
  - 4) Provide temporary support for all structural support columns/posts during removal and replacement life cycle of works and support works that are dependent on such structural columns/posts; such supports must meet the weight load bearing capacity of the structure(s) each column/post is supporting.
  - 5) Provide all safety, environmental, and structural requirements related to contract works, conditions, and requirements.
  - 6) Will install a Base Membrane Flashing on each structural support column/post by:
    - I. Comply with conditions of "ANNEX D – Air & Weather Barriers" that is based on Henry Blueskin VP160 self-adhered water-resistive membrane.
    - II. Warp membrane around the bottom and bottom base of the column/post.
    - III. Then wrap membrane around the bottom and bottom base of the column/post.
    - IV. Then wrap the membrane around the rest of the exposed column/post; ensure the bottom and top wraps are overlapped to provide an air/weather tight application prior to installing the PVC Wrap.
  - 7) Treat all cut ends of PTW prior to installing.
  - 8) Install the new PTW structure support columns/posts and make any adjust for column/post, levelness of the supporting load, squaring of columns/posts, and any other required adjustments prior to adding the full weight load bearing capacity on the new column/pots; the contractor will check/inspect daily for a 14 calendar period for any shifting of the support columns/posts and the supported load and will make adjustments until settling is no longer apparent; the RP PA will be notified of all individual adjustments with a written description of issue and the measures taken to correct each issue.
  - 9) After the RP PA is satisfied the shifting/settlement is no longer apparent, he or she will give approval to the contractor to install the PVC Column Wrap/Membrane, PVC Base Trim, and PVC Top Trim and shall meet conditions of "2/201 Deck Detail" on "A201 First Floor Plan Summerside SAR Bldg Envelope" for membrane clarification; RP PA will give further clarification has final authority. The PVC Column Wrap will be of a product type that covers all four (4) sides of the support columns/posts and fits together in

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each corner by way of a mortar type joint or overlapped corner joints; overlapped corner joints will each overlap will be a minimum of ½” (L) fitted overlap; shall meet conditions of PVC requirements in “PVC Trim/Wrap/Board/Mouldings w/Wood Grain Surface” above.

- 10) All PVC joints will comply with conditions of “ANNEX H – Joint Sealants”; however must be in accordance to manufacturer requirements/specifications.
- 11) All PVC to be installed will have PVC Wood Grain surface finish and will match PVC Base Trim and Top Trim with same manufacturer; must meet or exceed. Shall meet conditions of “PVC Trim/Wrap/Board/Mouldings w/Wood Grain Surface” above.
13. **Remove & Replace Second Floor Duradeck Decking & Substrates:**
  - 1) The contractor will perform visual inspection to confirm existing conditions to perform contract related requirements at the Mandatory Site Visit with the RP PA; will comply with all contract requirements.
  - 2) Provide a minimum of one (1) qualified/certified Duradeck installer to perform works/services that pertain to Duradeck decking installation requirements including surrounding/adjacent areas/products that relate or are associated to the Duradeck contract installation requirements. The RP PA is the sole authority to determine approval of such qualifications for Duradeck installer qualification and what is considered as related and associated Duradeck works; no Duradeck works will be performed prior to such approval.
  - 3) Will also will comply and meet conditions of “2.3 Specifications and Standards”, 3.6 Special Requirements”, ‘5.0 Required Resources or Types of Roles to be Performed”, contract requirements of “6.1 Applicable Documents”, and all other related contract requirements.
  - 4) Remove existing Duradeck, Duradeck substrates, and open/remove materials of associated/adjacent areas related to performing Duradeck related works for the RP PA inspection; the RP PA must inspect and approve prior to installing new Duradeck contract requirements. The contractor will notify the RP PA 48 hours prior to the required inspection; the RP PA must be in attendance for such inspection with no additional related works to be performed until receiving approval from the RP PA.
  - 5) After RP PA inspection approval, will install new Duradeck contract requirements that include, but not limited to Duradeck substrates including sheathing, Duradeck products, areas of tie-ins, flashings, membranes, drip edges, trims, caulking/joint sealants, and all other required materials to ensure air/weather penetration into the substrates and building envelope.
  - 6) Will comply with all contract requirements related to such works.
  - 7) Comply with requirements on drawings.
  - 8) Will perform water testing with a water hose on all areas associated with such works with the RP PA in attendance.
14. **Remove & Replace First Floor Decking:** will include, but not limited to:
  - 1) Remove the existing wood decking.
  - 2) Install new composite wood decking.
  - 3) Shall meet conditions of “2/201 Deck Detail” on “A201 First Floor Plan Summerside SAR Bldg Envelope” and other related requirements on drawing “A201 First Floor Plan Summerside SAR Bldg Envelope”.
  - 4) Will comply with conditions of ‘ANNEX A - Composite Decking’ and all other related contract requirements.

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- 5) Remove and replace decking floor joists and rim joists with 2” x 8” PTW floor & rim joists. Beams shall be three (3) pieces of laminated PTW 2” x 8”;
- 6) Install blue skin peel and stick along the length of the top of the beams before installing floor joists and on the top of each floor joists. Install blue skin peel and stick between dissimilar products and the bottom of existing support columns/posts; also comply with conditions of “ANNEX D – Air & Weather Barriers”, “ANNEX H – Joint Sealants”, “ANNEX F – Sheet Metal Flashing and Trim” and related contract requirements.
- 7) Use stainless fasteners and screws, unless otherwise identified,
- 8) Will support columns/posts during deck removal and replacement that carries the upper decking and gable/dormer roof overhang during such works and resetting of such support columns/posts on the steel brackets.
- 9) Treat all cut ends of PTW prior to installing.
15. Will develop and submit a detailed work schedule and WBS to the RP PA for approval within ten (10) calendar days after the award of the contract; shall meet conditions of “2.6 Reporting Requirements” for additional submittal requirements. Shall meet conditions of “4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure)” for requirements.
16. Will submit shop drawings to the RP PA for approval within ten (10) calendar days after the tender award; shall meet conditions of “2.6 Reporting Requirements” for additional submittal requirements.
17. Will provide all required contract required submittals as per contract requirements and documents by meeting conditions of “2.6 Reporting Requirements” and “2.5 Method and Source of Acceptance”; in case of discrepancies the contractor provide a written request through the RP PA, who has final approval.
18. Will develop and submit a HASP to the RP PA for approval within ten (10) calendar days after the award of the contract; shall meet conditions of “2.6 Reporting Requirements” for additional submittal requirements; to develop HASP for submittal reference and meet conditions of “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents” for HASP requirements.
19. Will develop and submits a Daily Site Safety Tool Box Talk Form to the RP PA for approval within ten (10) calendar days after the award of the contract; shall meet conditions of “2.6 Reporting Requirements” for additional submittal requirements. Shall meet conditions of “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents” for detailed form requirements.
20. Will develop Hot Work Permit Form and submit to the RP PA for approval within ten (10) calendar days after the award of the contract; shall meet conditions of “2.6 Reporting Requirements” for additional submittal requirements. Shall meet conditions of “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents” for detailed form requirements.
21. Will develop Lockout Permit Form and submit to the RP PA for approval within ten (10) calendar days after the award of the contract; shall meet conditions of “2.6 Reporting Requirements” for additional submittal requirements. Shall meet conditions of “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents” for detailed form requirements.
22. Will perform an onsite comparison for accuracy including, but not limited to drawings

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- information & measurements including details, SOW/Specification information & measurements, product specification requirements including those pertaining to existing site, site layout, building layouts, building systems/related infrastructure, site utilities, municipal utilities related to contract requirements, site/facilities/layout/product measurements related to contract requirements, and all other contract requirements; 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 requirements. The contractor/bidder including the contractor’s installers will have the opportunity to perform such comparisons for accuracy and inspections of contract requirements during the Mandatory Site Visit. No claims for extra payment will be entertained by reason of difficulties encountered due to conditions of the such comparisons for accuracy of contract requirements 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 lump sum price. Additional site visits prior to the tender closing date may be requested to the RP PA via the DFO Procurement HUB and will be submitted 48 hours prior to the date and time of such request; access to site may be denied due to site operational requirements and such denial will not be a cause for claims for extra payment.
23. As part of the Mandatory Site Visit, the contractor and contractor installers will perform comparison for accuracy as part of inspection of the locations/openings and related areas/products to determine such are square, true, level, and any installation requirements; will be responsible for identifying all related installation requirements/resources for performing contract requirements, manufacturer installation requirements, works, and services for proper fit. All works, services, installation adjustments, and required resources to ensure the proper fit will be included in the contractor’s lump sum bid; no claims for extra payment will be entertained by reason of difficulties encountered due to conditions of the such comparisons for accuracy of contract requirements 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 lump sum price. Additional site visits prior to the tender closing date may be requested to the RP PA via the DFO Procurement HUB and will be submitted 48 hours prior to the date and time of such request; access to site may be denied due to site operational requirements and such denial will not be a cause for claims for extra payment.
24. During the Mandatory Site Visit, the contractor and contract installers may remove materials to perform comparison for accuracy of all contract requirements if approved by the RP PA; all removals must be reinstated to the satisfaction of the RP PA at no cost to the Crown/Client.

**2.2 Other Contractor Responsibilities**

The contractor’s responsibilities include, but are not limited to:

1. NOTE: Drawing “A201 First Floor Plan Summerside SAR Bldg Envelope” shows the



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- canopy roof over the exterior front entrance and the side/shed roof over the Dry Gear Room – RM 107 are asphalt roofs; this is incorrect, as both roofs are metal roofs. All roofs on both buildings are in fact metal.
2. **NOTE:** Attached “3/401 Typical Jamb Detail” on Drawing “A401 Wall Sections & Details Summerside SAR Bldg Envelope” under “6.1 Applicable Documents” is also a Detail for Typical Roof/Wall Intersection that relates to the wall to roof intersections for the canopy roof over the exterior front entrance and the side/shed roof over the Dry Gear Room – RM 107.
  3. **NOTE:** Attached Details “1/202/401 Typical Section – House”, “2/201/401 Plan Detail @ Corner”, and “4/201/401 Typical Section – House” located on Drawing “A401 Wall Sections & Details Summerside SAR Bldg Envelope” under “6.1 Applicable Documents” will pertain to both the Ops/Main Bldg and the Workshop Bldg; although the Ops/Main Bldg has a second floor, it is to be known the Workshop has only one floor/level with no second floor/level.
  4. **NOTE:** The contractor is responsible for all required building related modifications associated with the removal and replacement product requirements, including any structural implications; will provide all related labour/works and materials including all related contract requirements.
  5. **NOTE:** \*\*\*The existing second floor patio Garden Door will be changed to a D4 and will be shown in A301 South & West Elevations Summerside SAR Bldg Envelope ; the contractor will be responsible for all related works to remove the existing Garden Double Door/related components and to install the replacement D4 door. Removal and replacement will include, but not limited to:
    - 1) All works to meet 2.3 Specifications and Standards and all other related contract requirements.
    - 2) Provide all works and materials for removal of the Garden Door and related building components. This will include removal and relocation of the existing exterior LED Lighting and interior switch that shall match the existing distances in relation to the D4 exterior man door; thus will include all electrical works and material requirements for relocation The contractor can measure off the existing exterior locations to match the new D4 door location for both interior and exterior electrical requirements.
    - 3) Provide all works and materials for replacing with new D4 door; will also include requirements for covering opening to match the existing interior building structure and building components; shall also match the new contract exterior requirements.
    - 4) Provide all works and materials for covering opening caused by removal and electrical works to match existing building interior and the new contract exterior requirements; includes all other associated works that cause deficiencies to match:
      - I. Interior will be finished to match existing finishes including matching existing wall framing, studs, insulation, wind barrier, vapor barrier, sealants, caulking, drywall covering, crack filling, sanding, trims thresholds, paint, and all other related works;

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the include entire interior effected wall shall be painted to match the existing paint as close as possible and the color shall be approved by the RP PA prior to finishing/painting.

- II. The exterior wall will match the new contract exterior requirements.
  - III. New D4 door will frame in and finished as per contract requirements.
  - IV. Include all required works from rough-in to finish as per contract requirements.
6. NOTE: Will ensure the North Elevation front door with top fixed window and side light window shown on drawing “A302 North & East Elevations Summerside SAR Bldg Envelope” is as per D5 on drawing “A002 Windows & Doors - Summerside SAR Bldg Envelope”; both aluminum door and side lite window will be purchased and framed as one unit; therefore contractor will include all framing requirements, modifications, and alterations to existing building envelope in their lump sum bid. Purchase D5 as one.
7. NOTE: The Workshop Bldg existing door will be a D3 solid door with no window as per drawing A303 Workshop Elevations Summerside SAR Bldg Envelope that will have now have an outward door swing towards what is known as the wind break fence; this will require the contractor to be responsible to remove and relocate the existing exterior LED man door light that will include, but not limited to:
- 1) All works to meet 2.3 Specifications and Standards and all other related contract requirements.
  - 2) Relocate to the existing exterior LED light and related products to the opposite side of the new D3 door, as outward door swing will be the opposite of the existing door.
  - 3) Include all electrical related works and materials.
  - 4) If required install a junction box with cover to extend wiring and EMT conduit to the opposite side of the door if in accordance with 2.3 Specifications and Standards.
  - 5) Seal all openings due to required works; the interior will match existing wall coverings and the exterior will become part of the contract requirements.
  - 6) Perform all other works and supply materials relating to this removal and relocation.
  - 7) The contractor’s certified electrician will perform works, inspect final works, perform testing to ensure correct operation of light/switch, and correct any deficiencies; this will also be part of the final handover inspection with the RP PA.
  - 8) Will provide all works and materials for all related requirements.
8. NOTE: All new exterior aluminum man doors on Ops/Main Bldg and the Workshop Bldg will swing outward. Shall meet conditions of contract requirements including, but not limited to “400B Aluminum CANADIANA Entrance Door-Alumicor Ltd”, “Aluminum Door Hardware-Alumicor Ltd”, “A002 Windows & Doors Summerside SAR Bldg Envelope”, “A301 South & West Elevations Summerside SAR Bldg Envelope”, “A302 North & East Elevations Summerside SAR Bldg Envelope”, “A303 Workshop Elevations Summerside SAR Bldg Envelope”, related detail drawings, and related documents within 6.1 Applicable Documents; also shall meet all related contract requirements. Shall meet conditions highlighted in yellow within “400B Aluminum CANADIANA Entrance

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- Door-Alumicor Ltd” and “Aluminum Door Hardware-Alumicor Ltd” for aluminum man door and door hardware requirements.
9. **NOTE:** The picture that identifies some of the contract requirements for removal and reinstatement in Drawing “A301 South & West Elevations Summerside SAR Bldg Envelope”, and “ANNEX N - SAR Exterior Removal & Reinstatement Items” within “6.1 Applicable Documents” is a picture of the Summerside SAR Station; however it is relevant to the requirements to both the Souris SAR Station and Summerside SAR Station Bldg Envelope requirements. In any case of conflict, discrepancy, or confusion related to such documents the contractor is responsible to submit a written request to the RP PA via the DFO Procurement HUB; RP PA will provide clarification; as this will not be considered a cause for claims for extra payment.
  10. **NOTE:** All exterior building penetrations no matter the product/item shape will be sealed in a manner that includes a solid PVC mounting block and as per window details including PVC window details using the rabbited/J-Corner PVC on the bottom on both the Ops/Main Bldg and the Workshop Bldg.
  11. The contractor is responsible to make all building modifications for any related contract requirements of this contract including structural modifications and implications; thus will provide all related labour/works and materials including all related contract requirements.
  12. The VHF Tower attached to the exterior of the SAR Bldg will be kept in operation during the life cycle of the contract/project; therefore it is the responsibility of the contractor to provide temporary support of such tower and ensure it is kept in operations at all times.
  13. Provide, supply, and perform all contract requirements.
  14. Provide all ‘Means & Methods’ for performing contract requirements shall be included by this contractor.
  15. Provide all equipment, materials and devices needed to layout and construct work to meet the contract requirements.
  16. Ensure all contract requirements will be totally performed and completed in full.
  17. Coordinate, administer, and supervise all work, material acquisition, and labour.
  18. Coordinate all contractor resources to meet or exceed contract requirements throughout the life cycle of the project.
  19. Responsible for all contract requirements and related works including external required service providers to fulfill contract requirements.
  20. Coordinate and facilitate inspections, testing, demonstrations, and any exterior service provider requirements. Pay costs for uncovering and making good work that is covered before required inspection or testing is completed and approved by RP PA and/or authority having jurisdiction is the sole responsibility of the contractor.
  21. Ensure the buildings are water/weather tight throughout the life cycle of the project.
  22. Ensure all works/services are performed in accordance to all related contract requirements, manufacture specifications/installation instruction manuals; and must comply with federal, provincial, local codes/regulations; in any case of conflict or discrepancy, the more stringent

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- requirements will apply.
23. Unless already stated, all products will be supplied in lengths to minimize butt end joints, where butt end joints will be cut at 45 degree angles; no trim piece will be shorter than three (3) feet at the joint, unless the total length of the area is less than said three (3) feet.
  24. Treat all cut ends of PTW prior to installing; all other cut products will be treated as per manufacturer specifications.
  25. Reference “A002 Windows & Doors Summerside SAR Bldg Envelope”, will comply with conditions and responsible to confirm all window and door sizes, rough openings sizes, and all other related contract requirements; also will comply with conditions of “2.1.23, 2.1.24, and 2.1.25” under “2.1 Tasks, Activities, Deliverables and Milestones” and any other related contract requirements.
  26. All metal connections will be cleaned and rust removed. Apply rust inhibitor paint to all exposed connections through course of work.
  
  27. Reference “1/202/401 Typical Section – House on Drawing” A401 – Wall Sections & Details” related to additional attic insulation in both the Ops/Main Bldg and Workshop attics; will include, but not limited to:
    - 1) Extend each attic Vent Baffle to a minimum of six inches above the new additional R-20 Blown Cellulose Insulation; ensure there is a vent baffle between each roof truss, if not, will add accordingly.
    - 2) Cap/plug the top of each attic Vent Baffle prior to adding new R-20 Blown Cellulose Insulation.
    - 3) Install an additional R-20 Blown Cellulose Insulation in the Ops/Main Bldg and Workshop attic.
    - 4) Remove each attic Vent Baffle cap/plug after each section is blown in to limit the new cellulose insulation from being disturbed or compacted.
    - 5) Provide all related contract works and materials; including related contract requirements.
  28. Provide a secondary means of utilities when related works may cause a disruption or interruption to any site utilities or building systems/operations; must inform the RP PA a minimum of 48 hours prior to any required secondary means of utilities for approval.
  29. Ensure there is a minimum of one on site updated copy of all contract required documents including, but not limited to design/drawings/details, specifications, schedule, reports, safety/HASP documents, meeting minutes, change orders, RFI’s, approved submittals, inspection permits/documents/results, testing documents/results, product manufacture specifications, and installation/operation manuals.
  30. Also ensure compliance as per attached “HASP Requirements and Format” under “6.1 Applicable Documents”.
  31. Provide a list of contractor contact names and telephone numbers that must be current and phones/cell phones to be charged/operational at all times throughout the life cycle of the contract.

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32. Final Demob is dependent on and will only be authorized after the successful completion approval of the onsite Final Inspection conducted by the RP PA and contractor representative.
33. All workers shall be professional and properly attired for their trade and according to all work activities to be performed.
34. 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.
35. The Contractor must satisfy the RP that he/she has adequate, competent, knowledgeable, experienced, and qualified staff to perform the service expected.
36. All 'Means & Methods' for performing all related contract requirements and Works/Services shall be included by this contractor.
37. Do not employ any unfit person or anyone unskilled in their required duties. The RP PA reserves the right to require the dismissal from the site, workers deemed incompetent, careless, insubordinate or otherwise objectionable.
38. Decisions as to the quality or fitness of workmanship in cases of dispute rest solely with the RP PA, whose decision is final.
39. The Contractor will employ a competent and experienced supervisor with the authority to speak on his behalf on day-to-day routine matters.
40. Safety: all contract safety requirements will be in compliance throughout the life cycle of the contract that will include, but not limited to:
  - 1) Will implement, maintain, and enforce compliance of the approved HASP requirements and Safety Site Specific Forms throughout the life cycle of the contract. Shall meet conditions of "Safety and HASP (Health & Safety Plan) Requirements" under "6.1 Applicable Documents" for additional information.
  - 2) Will comply with all Federal, Provincial, and Municipal safety and safety related requirements; in any case of conflict or discrepancy, the more stringent requirements will apply.
  - 3) Ensure life safety and security systems in the existing buildings remain functional through the life cycle of the project; ensure that such systems are not inadvertently activated or deactivated during construction.
  - 4) Will comply with all other contract safety requirements and related safety requirements within the contract requirements, in any case of conflict or discrepancy, the more stringent requirements will apply.
  - 5) A scanned copy of the signed/dated HASP including each signed/dated HSE safety site related document must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RP PA and will be a condition and part of the final RP PA inspection and closing process for final payment approval.
  - 6) Perform testing and inspections of all equipment/tools prior to performing daily works so such equipment/tools are in a good safe working condition, free of deficiencies including leakage, and meet manufacture specifications; this includes inspecting/testing

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prior to mobilization to site and to demobilization from site. Any equipment/tools with defects will be marked as such and will not be used on this site, unless the defects are repaired by a qualified technician. Such inspections/testing will assist in minimizing the risk of injury to site personnel and to the risk of spills or leaks of petroleum-based products.

- 7) All safety documents and permits will remain on site during the life cycle of the project and turned over to the RP PA during the final site inspection; the contractor must ensure all is scanned on the USB (Universal Serial Bus) Flash Drive/Stick given to the RP PA as part of the condition of final payment.
- 8) The contractor will provide a project safety board, where all project safety related information will be attached; also provide a project safety binder that will have all project safety documents and permits attached to the project safety board; location of such safety board will be on RP PA approval.
- 9) The contractor will provide MSDS Data Sheets for all products used in association to this project and will ensure such data sheets are part of the Site Safety Binder; will scan and provide all such data sheets to the RP PA via email, and will ensure all such data sheets are included within Safety Section on the USB (Universal Serial Bus) Flash Drive/Stick given to the RP PA on completion of the project.
- 10) All documents in the 3 ring safety binder will have a plastic sheet covers; all documents will be of letter size.
- 11) Provide onsite Safety Signage erected on self-supporting stands to warn the public and building occupants of construction activities in progress and identify required safety standards/equipment for such areas. Signage must be in both official languages; however signage with graphic symbols may be used on approval. All signage must be approved by the RP PA and must conform to latest version of “Signs and Symbols for the Workplace.”
- 12) Provide the cordon off of the construction site area by erecting safety barriers/fencing and signs; the contractor must ensure only designated personnel are allowed to ingress/egress the work site.
- 13) All personnel are required to wear hard hats, in accordance with CSA Z94.1, Industrial Protective Headwear.
- 14) All personnel are required to wear safety footwear, in accordance with CSA Z195, Protective Footwear.
- 15) All personnel are required to wear eye and face protection, in accordance with CSA Z94.3.1, Selection Use, and Care of Protective Eyewear.
- 16) 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.
- 17) 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

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respiratory protection, in accordance with CSA Z94.4, Selection, Use, and Care of Respirators

- 18) Workmanship must be the best quality executed by workers experienced and skilled in the respective duties for which they are employed.
- 19) Scaffolding:
  - i. The contractor will provide and maintain scaffolding.
  - ii. Design, construct and maintain scaffolding in rigid, secure and safe manner in accordance with CAN/CSA-S269.2-M87(R1998).
  - iii. Erect scaffolding independent of walls. Remove when no longer required.
41. Environmental: the contractor is responsible for the following to include, but not limited to:
  - 1) 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.
  - 2) Ensure that all waste material will be disposed of in an environmentally responsible manner, and in accordance with provincial, territorial, municipal legislation; in case of conflict, whichever is more stringent.
  - 3) Ensure compliance as per “Standard Mitigation Standards” under “6.1 Applicable Documents”.
42. Site and Building Interior/Exterior Protection: the contractor is responsible for the following to include, but not limited to:
  - 1) 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.
  - 2) Ensure the protection of facility/building/infrastructure, building components, building systems, facility furnishings/items/equipment, and landscaping/grounds elements from being damage during execution of this Contract.
  - 3) 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 RP PA to be a result of the contractors must be repaired, replaced, or reinstated by the contractor at no costs to the RP PA/client, and must meet the RP PA required standard.
  - 4) 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.
  - 5) The Contractor shall make good any damages or injuries resulting from the lack of reasonable protective precautions.
43. Project Cleanliness: the contractor is responsible for the following to include, but not limited to:

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- 1) Maintain Work in tidy condition, free from accumulation of waste products and debris, including that caused by RP PA or other Contractors
- 2) Do not unreasonably encumber the interior and exterior of the site with materials or equipment.
- 3) Ensure 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.
- 4) Ensure entrances, corridors, fire escape routes, stairwells, exits, fire exit doors, firefighting equipment, fire alarm systems/devices, fire/smoke/heat detection devices, fire pull stations, security alarm system/devices, and other circulation routes are maintained free and clear providing safe and uninterrupted passage for facility users and public at all times for duration of work.
- 5) Maintain those areas clean and free of construction materials, equipment, tools, debris, and associated items during operational hours of Facility; will provide temporary and adequate devices to ensure users are not exposed to construction hazardous conditions and are protected from exposure to dust, noise and hazardous materials.
- 6) Effectively plan and implement dust control measures and cleaning activities as an integral part of all construction activities.
- 7) Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- 8) Provide on-site containers for collection of waste materials and debris. Locate where directed by RP PA.
- 9) Remove waste materials from site at regularly scheduled times or dispose of as directed by RP PA. See Site Access under 3.2 DFO Obligations regarding onsite disposal bins.
- 10) Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.
- 11) Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.
- 12) Store volatile waste in covered metal containers and remove from premises at end of each working day.
- 13) Provide adequate ventilation during use of volatile or noxious substances. Do not use building ventilation system for this purpose.
- 14) Final Cleaning: the contractor is responsible for the following to include, but not limited to:
  - On approval from RP PA, will remove surplus products, tools, construction machinery and equipment, scraps and all non-fixed elements prior to final inspection.
  - Remove waste products and debris.
  - Remove dirt and other disfiguration from exterior surfaces.
  - Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome,



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porcelain enamel, baked enamel, plastic laminate and mechanical/electrical fixtures. Replace broken, scratched and disfigured glass.

- Clean lighting reflectors, lenses and other lighting surfaces.
- Vacuum clean and wash/rinse/wipe dry with soapy cloth grilles, louvres, screens, and products/items protruding the building envelope.
- Remove debris and surplus materials from site.
- Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds and landscaping.
- Clean and sweep roofs, gutters, areaways and sunken wells.
- Clean roofs, downspouts and drainage systems.

44. Disassembly:

- 1) Employ workmanship procedures which minimize damage to materials and equipment.
- 2) Ensure workers and subcontractors are briefed to carry out work in accordance with appropriate deconstruction techniques.
- 3) Deconstruct in accordance with CSA S350.
- 4) Workers must utilize adequate fall protection.
- 5) Systematically remove finishes.
- 6) Source separate for recycling materials that cannot be salvaged for reuse.
- 7) Remove materials that cannot be salvaged for reuse or recycling and dispose of in accordance with applicable codes at licensed facilities.

45. Demolition: remove, disassemble and/or demolish existing as noted on drawings and contract requirements.

46. Salvage: The RP PA is the sole authority to determine and override any items or materials to be salvaged throughout the life cycle of the project. The following items are to be salvaged include, but not limited to:

- 1) Products/items/materials that require removal and reinstatement as per contract requirements.
- 2) Signage.
- 3) Existing items/materials protruding through the building envelope.
- 4) All items/material identified in the contract requirements.
- 5) All products/items/materials that require removal and reinstatement including all products that penetrate as per contract requirements will be; the lighting that will be reinstated the same as existing which is as per “Detail Sketch Exterior Lighting Install” within “6.1 Applicable Documents”; all will have a products that penetrate the building envelope will have drip caps fabricated to fit and non-corrosive of PVC or aluminum by approval of the RP PA.

47. Examination, Preparation, and Execution: the contractor is responsible for the following to include, but not limited to:

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- 1) Before commencing work, establish location and extent of service lines in area of Work and notify RP PA of findings.
  - 2) Locate equipment, fixtures and distribution systems to provide minimum interference and maximum usable space and in accordance with manufacturer's recommendations for safety, access and maintenance.
  - 3) Inform RP PA of impending installation and obtain approval for actual location.
  - 4) Record locations of maintained, re-routed and abandoned service lines.
  - 5) Inspect existing conditions, including elements subject to damage or movement during cutting and patching.
  - 6) After uncovering, inspect conditions affecting performance of Work.
  - 7) Beginning of cutting or patching means acceptance of existing conditions.
  - 8) Provide supports to assure structural integrity of surroundings; provide devices and methods to protect other portions of project from damage.
  - 9) Execute cutting, fitting, and patching including excavation and fill, to complete Work.
  - 10) Fit parts together, to integrate with other Work.
  - 11) Uncover Work to install ill-timed Work.
  - 12) Remove and replace defective and non-conforming Work.
  - 13) Execute Work by methods to avoid damage to other Work, and which will provide proper surfaces to receive patching and finishing.
  - 14) Restore work with new products in accordance with requirements of Contract Documents.
  - 15) Fit Work to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.
48. **Common Product Requirements:** the contractor is responsible for the following to include, but not limited to:
- 1) Products, materials, equipment and articles incorporated in Work shall be new, not damaged or defective, and of best quality for purpose intended. If requested, furnish evidence as to type, source and quality of products provided.
  - 2) Use products of one manufacturer for equipment or material of same type or classification unless otherwise specified.
  - 3) Defective products, whenever identified, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility, but is precaution against oversight or error. Remove and replace defective products at own expense and be responsible for delays and expenses caused by rejection.
  - 4) Should disputes arise as to quality or fitness of products, decision rests solely with Departmental Representative.
  - 5) Conform to latest date of issue of referenced standards in effect on date of submission of Bids, except where specific date or issue is specifically noted.
  - 6) When material or equipment is specified by standard or performance specifications, upon request of Departmental Representative, obtain from manufacturer an independent testing laboratory report, stating that material or equipment meets or

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exceeds specified requirements.

- 7) Unless otherwise indicated in specifications install or erect products in accordance with manufacturer's instructions. Do not rely on labels or enclosures provided with products. Obtain written instructions directly from manufacturers.
- 8) Notify RP PA in writing, of conflicts between specifications and manufacturer's instructions, so that RP PA may establish course of action.
- 9) Fastenings: the contractor is responsible for the following to include, but not limited to:
  - i. Provide metal fastenings and accessories in same texture, color and finish as base metal in which they occur.
  - ii. Prevent electrolytic action between dissimilar metals.
  - iii. Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other non-corrosive material is specifically requested in affected specification section.
  - iv. Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
  - v. Keep exposed fastenings to a minimum, space evenly and install neatly.
  - vi. Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

49. Substitution of Material:

- 1) Proposals for substitution may be submitted only after award of Contract. Such requests must include statements of respective costs of items originally specified and proposed substitutions.
- 2) Proposals will only be considered by RP PA if:
  - i. Products selected by tenderer from those specified, are not available, or
  - ii. Delivery date of products selected from those specified would unduly delay completion of Contract.
  - iii. Alternative products to those specified, which are brought to attention of, and considered by RP PA as equivalent to those specified; RP PA is the sole authority for approval of such products and RP PA decision will be final.
  - iv. Should proposed substitution be accepted either in part or in whole, the contractor will assume full responsibility and costs when substitution affects other work on project; thus will be responsible to pay for design or drawing changes required as a result of substitution.
  - v. No substitutions will be permitted without prior written approval of RP PA who is the sole authority for approval and RP PA decision will be final.

50. Disposal: the contractor is responsible for the following to include, but not limited to:

- 1) Where the word “disposal” is described, it means haul off to an offsite approved/certified disposal facility according to Local, Provincial or Federal

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- regulations; in any case of conflict or discrepancy, the more stringent requirements will apply.
- 2) Provide a means of a disposal container/bin on site during the life cycle of the project prior and to regulate disposal; the RP PA has the final authority to determine such disposal if not satisfied with the contractor's disposal schedule. Placement and location of any disposal containers onsite requires prior approval from the RP PA.
  - 3) Provide disposal documentation/slips from an approved disposal site/facility to the RP PA on a weekly basis during the life cycle of the project; such documentation is a requirement of final payment.
  - 4) Unless otherwise identified all removed/demoed materials will be disposed of; however the RP PA has the authority to determine and override any items or materials for disposal throughout the life cycle of the project.
  - 5) Disposal materials will be disposed at an approved certified disposal site.
  - 6) The RP PA has the authority to request disposal slips throughout the life cycle of the project including all contract/project disposal slips at the final closeout; therefore it is the contractor's responsibility to receive and maintain all disposal slips throughout the life cycle of the project for such final closeout submission.
  - 7) No existing materials for disposal will be given to any internal or external person/company/entity; therefore the contractor will ensure proper disposal and assume full liability of all materials for disposal.
51. Whenever the Contractor uses sub-contractors, they too must perform to and comply with all requirements of the contract.

### **2.3 Specifications and Standards**

1. Comply and perform work, testing, and related work requirements in accordance with the latest edition and amendments 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, Canadian Occupational Health and Safety Regulations, 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. Comply with the Canada Labour Code - Part II (entitled Occupational Health and Safety), the Canada Occupational Health and Safety Regulations, and the PEI Occupational Health and Safety Act and Regulations as well as any other regulations made pursuant to the Act; in any case of conflict or discrepancy, the more stringent requirements will apply.
3. Comply with the latest edition of the PEI Occupational Health and Safety Act and Regulations as well as any other regulations made pursuant to the Act shall govern safe construction practices.
4. Meet or exceed contract requirements documents including this document, contract

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document attachments, specified standards, codes, and referenced documents.

5. Meet or exceed all product manufacture specification requirements, manufacture installation instructions/manual, O & M (Operations & Maintenance) manual requirements, and all other manufacture requirements/recommendations.
6. Should the specifications/SOW conflict with the drawings, the specifications/SOW and Applicable Documents shall govern. In the case of discrepancies between drawings, those of larger scale, or if the scale are the same, those of later date shall govern.
7. All equipment supplied or installed shall be CSA approved for the intended use.
8. The RP PA will clarify any contractor concerns, questions, or discrepancies through the DFO Procurement HUB; however this does not alleviate the contractor from their contract requirement responsibilities and meeting all federal, provincial, and local codes/regulations/rules/acts/standards/etc.

## **2.4 Technical, Operational and Organizational Environment**

The Summerside SAR Station is an operational unit that responds to life threatening emergencies; therefore site personnel must have uninterrupted access to work their stations, equipment, and all other work accessories. The RP PA will ensure the contractors submitted schedule for approval will work in relation to SAR Station activities. Electrical and mechanical interruptions will be approved by the RP 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 contract requirements, works/services, materials/products, and installations will be subject to inspections throughout the life cycle of the project by the RPPA and authority having jurisdiction to determine quality of works; inspections and testing will be also include and be in accordance to “2.3 Specifications and Standards”.
2. All works/services will meet or exceed the contract requirements.
3. No work is to be covered without having received inspection and approval from the RP PA; this is inclusive of no substrates will be covered until being properly prepared, inspected by the RP PA, and received approval from the RP PA. The RP PA will have the authority to cause any part of the work to cease, should, in his or her opinion, there because to do so; and also has the sole authority to have such coverings removed to perform the inspection at no additional cost to the Department/client.
4. All areas exposed due to removal of existing materials and products of the building envelope including associated materials/products will be inspected for approval by the RP PA prior to proceeding to the next stages of works; thus no such exposed areas and associated areas will be covered without receiving approval from the RP PA. The RP PA will have the authority to cause any part of the work to cease, should, in his or her opinion, there because to do so; and also has the authority to have such coverings removed to perform the inspection at no

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- additional cost to the Department/client.
5. The RP PA will conduct monitoring and controlling including inspections and testing 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.
  6. The RP PA will evaluate the contractor's performance including, but not limited to Quality Assurance/Control including quality of workmanship, Time/Schedule Monitoring/Control, Project Mgmt (Management), Admin/Contract Mgmt, and site HSE (Health and Safety).
  7. All contractors' works, services, materials/products, and contract requirements related to the schedule sequenced work activities/milestones must be completed for the inspection and testing approval by the RP PA and where required, the authority having jurisdiction; the next set of sequenced work activities will not start/continue till such work activities/milestones have been approved by the RP PA. The contractor must inform the RP PA 48 hours prior to the completion of any work activity/milestone that requires inspection to enable the RP PA to attend such inspection. See required milestone inspections at 4.2.2. Under 4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure). Completed and approved work activity/milestones are part of the conditional of final payment approval.
  8. Unless otherwise specified, all contract required submittals will be submitted to the RP PA ten (10) calendar days from the contract award date; the RP PA will have five (5) calendar days to approve or return for resubmittal; the contractor resubmit documents for RP PA approval within two (2) calendar days from the return of each resubmittal.
  9. REFER TO SUBMITTAL REQUIREMENTS UNDER "2.6 Reporting Requirements" Will provide to the RP PA - an electronic English copy on a USB (Universal Serial Bus) Flash Drive/Stick to include, but not limited to all component manufacture specification manuals, operations & maintenance manuals, installation manuals, warranty registration forms on parts, contractor labour warranty, submittals, meeting minutes, safety requirements, and all other contract submittal requirements. This will be a condition of the final inspection and closing process/handover for final payment approval.
  10. Close Out Procedures and Submittals: the following is on condition of final approval and lump sum payment:
    - 1) Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
    - 2) The contractor will submit a company stamped/dated/signed written certificate to the RP PA that the following have been performed:
      - .1 Work has been completed and inspected for compliance with Contract Documents.
      - .2 Defects have been corrected and deficiencies have been completed.
      - .3 Equipment and systems have been tested, adjusted and are fully operational.
      - .4 Systems have been commissioned.
      - .5 Successful operation of systems has been demonstrated to RP PA.
      - .6 Work is complete and ready for Final Inspection.

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- 3) RP PA and Contractor will perform the final inspection of project requirements to identify obvious defects or deficiencies; if Work is deemed incomplete by RP PA, the contractor will complete outstanding items and request re inspection.
- 4) The contractor will make application for lump sum payment when the RP PA considers all contract requirements have totally been performed and completed that includes, but not limited to:
  - .1 Final deficiencies and defects have been corrected and it appears requirements of Contract have been totally performed and completed.
  - .2 When the RP PA has approved all contractor requirements of the final inspection.
  - .3 When the systems have been commissioned; the final commissioning including operating such systems and demonstrations during the final inspection.
  - .4 When the RP PA has received the product warranties and contractor labour warranties.
  - .5 When the RP PA has received all extra materials, spare parts, and speciality tools.
  - .6 When the RP PA has received, reviewed, and approved the contract required content on the USB (Universal Serial Bus) Flash Drive/Stick; such USB will be part of the handover included during the final inspection for payment. The USB will include, but not limited to:
    - a. The USB (Universal Serial Bus) Flash Drive/Stick will have a Table Of Content so similar content will be grouped together and the content will be in a logical sub-divided format; additional format can be requested from the RP PA.
    - b. As-builts.
    - c. List of maintenance materials.
    - d. List of spare parts.
    - e. List of special tools.
    - f. Original or certified copy of Warranties and Guarantees in the Owner/clients name; request name from RP PA.
    - g. Copies of approvals, and certificates issued by Inspection Authorities.
    - h. Copies of reports and results from tests designated as Contractor's responsibilities.
    - i. Product Information Data on all materials, equipment and systems as specified in individual sections of the specifications to include:
      - List of equipment including manufacturer's name, supplier, local source of supplies and service depot(s). Provide full addresses and telephone numbers.
      - Nameplate information including equipment number, make, size, capacity, model number and serial number.
      - Parts list.
      - Installation details.
      - Operating instructions.

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- Maintenance instructions for equipment.
  - Maintenance instructions for finishes.
  - j. Approved Shop Drawings.
  - k. All other contract required content on the USB (Universal Serial Bus) Flash Drive/Stick.
  - .7 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
  - .8 .If requested, furnish evidence as to type, source and quality of products provided.
11. Failure to deliver maintenance materials, spare parts, special tools and as-builts will delay lump sum payment.

## **2.6 Reporting Requirements**

1. All submittals will be in English and in the form of an MS Word format with Times New Roman 12 font or provide an official report/document that is provided by the contractor's service provider. Submittals will be submitted to the RP PA via email NLT 1300 hrs every Friday, unless otherwise identified in the contract submittal requirement. If the Friday is a holiday, then such submittals will be submitted on the Thursday prior to the Friday.
2. Submissions will include, but not limited to:
  - 1) Date and revision dates.
  - 2) Project title and number.
  - 3) Name and address of contractor/sub-contractor, supplier, manufacturer.
  - 4) Contractor's stamp signed by contractor's representative.
3. Sample Submittals will include, but not limited to:
  - 1) Samples as requested in respective specification Sections.
  - 2) Label samples with origin and intended use.
  - 3) Deliver samples prepaid to RP PA business address.
  - 4) Where color, pattern or texture is criterion, submit full range of samples. This includes samples for wood siding, all PVC trim, door and window finishes & trim. Shall meet ANNEX E – Wood Siding REVISED for Cape Cod colour information and related requirements.
4. Reviewed and accepted/approved samples will become standard of workmanship and material against which installed Work will be verified.
5. Details of appropriate portions of Work as applicable.
6. Make specified submittals to the RP PA at commencement of Contract, before beginning work on site, and no later than ten (10) calendar days after award. Include:



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- 1) Workers' Compensation clearance letter.
- 2) Proof of insurance as per “3.8 Insurance Requirements”.
- 3) Cost Breakdown.
- 4) Permits as required.
- 5) Work Schedule.
- 6) Health and Safety Plan as per “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents”.
- 7) Shop Drawings Schedule.
- 8) Hot Work Procedures and sample of Hot Work Permit; includes, but not limited to welding works, torch cutting, grinding, and use of open flame; also compliance to “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents”.
- 9) Tag/Lock Out Procedures and Lockout Permit as per “Perform Lockout/Tag Out Procedures” under “3.6 Special Requirements”, and as per “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents”.
- 10) Trade and operator certifications as per “3.6 Special Requirements”.
- 11) Personnel Safety Certifications as per “3.6 Special Requirements”.
7. Make specified submittals to the RP PA before beginning work on site “During Construction” to include, but not limited to:
  - 1) Updated Work Schedule.
  - 2) Shop Drawings as required.
  - 3) Inspection and Test Reports.
  - 4) RFI’s (Request for Information).
  - 5) Contemplated Change Orders.
8. Make specified submittals to the RP PA prior to beginning of site works “At Completion of Work” to include, but not limited to:
  - 1) Submission at completion of work as specified in “Close Out Procedures and Submittals” under “2.5 Method and Source of Acceptance”.
9. The term "shop drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures, and other data which are to be provided by Contractor to illustrate details of a portion of Work.
10. Shop Drawing Submittal: to include, but not limited to:
  - 1) Material/Item/Component Name.
  - 2) Name and address of manufacturer.
  - 3) Trade name, model and catalog number.
  - 4) Performance, descriptive and test data.

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- 5) Manufacturer's installation or application instructions.
  - 6) Manufactures Operation & Maintenance Manuals.
  - 7) Methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
11. The contractor is responsible to provide a Weekly Project Progress Reports that will be emailed to the RP PA as an attached MS Word document with Times New Roman 12 font. The contractor will submit their Weekly Project Progress Report Format within seven (7) calendar days after the contract award date for RP PA approval. This report will include, but not limited to:
- 1) Project Title
  - 2) Date submitted
  - 3) Weekly Start – Finish Dates
  - 4) Work activities, milestones, inspections, and weekly requirements that were completed or the percentage of completion for the week period with brief description of each; such items will be based on the project schedule approved by the RP PA.
  - 5) Risk Management that includes Risk Identification, Risk Analysis, and Risk Response Plan to eliminate or minimizes such risks.
  - 6) Work activities, milestones, inspections, and weekly requirements for the upcoming week that is based on the project schedule approved by the RP PA.
12. The contractor is responsible to provide weekly copies of all inspection and testing reports or in case of no such report, will provide an MS Word Document – Times New Roman 12 font; such document will include, but not limited to:
- 1) Name of Inspection or Test
  - 2) Type of inspection or test
  - 3) Date of inspection or test
  - 4) Name of Inspector or Tester
  - 5) Inspection or Test result (passed/approved, not passed/not approved)
  - 6) Description of the inspection or test
  - 7) Comments of inspector or tester
  - 8) Such inspection or test reports or document may be an attachment of the Weekly Project Progress Report or a standalone report or document.
13. A scanned contractor signed/dated copy of all reports, inspections, testing, and required project documents must be included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RP PA on completion of the project and this will be a condition and part of the final inspection and closing process/handover for final

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payment approval.

14. The RP PA reserves the right to eliminate any reports, inspections, testing, or required project documents; or request additional reports, inspections, testing, or required project documents throughout the life of the project.

## **2.7 Project Management Control Procedures**

1. The RP PA shall attend the contractors kick off meeting, the Monday morning Weekly Project Coordination Meeting, testing, inspections, system/component training, demonstrations, and conduct the final inspection; such meetings will be part of the contractors work schedule submitted for approval to the RP PA.
2. The contractor is responsible to record minutes of meetings and submit to the RP PA with a signed and dated electronic copy included on the USB (Universal Serial Bus) Flash Drive/Stick given to the RP 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.
3. The RP 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, contract requirements, and instructions/information provided as a result of the mandatory site visit for approval to release the lump sum payment of works completed.
4. All reports and documents will be in English and in the form of an MS Word format with Times New Roman 12 font or provide an official report/document that is provided by the inspector, tester, or authority having jurisdiction; such reports and documents will be submitted via email NLT 1300 hrs every Friday; if the Friday is a holiday, then such report will be submitted on the Thursday prior to the Friday.

## **2.8 Change Management Procedures**

1. All change requests will be submitted and processed through the DFO Procurement HUB; the contractor is not authorized to make any changes till they have received a signed approved Change Order (CO) from the Procurement Hub Contracting Authority. The contractor will submit a Contemplated Change Order to the DFO Procurement HUB Contract Officer for approval; such submittal will include, but not limited to title, date, description of works, justification of works, and cost for such works in full. On approval, the Contract Officer will issue an approved CO with the required signatures.
2. All Requests for Information (RFI) will be requested electronically as a written RFI through DFO Procurement HUB Contract Officer, who will issue the required information to the contractor and/or determine if a CO is required.

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**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 DFO Obligations**

1. The RP PA is sole authority on all final decisions regarding all contract requirements throughout the life cycle of the contract and has the authority to override contract requirements; however this does not alleviate the contractor from their contract responsibilities and meeting all federal, provincial, and local codes/regulations/rules/acts/standards/etc.
2. The RP PA will clarify any contractor concerns, questions, or discrepancies through the DFO Procurement HUB; however this does not alleviate the contractor from their contract requirement responsibilities and meeting all federal, provincial, and local codes/regulations/rules/acts/standards/etc.
3. The RP PA will provide AutoCAD Drawings if requested by the contractor to the RP PA via the DFO Procurement Hub; on condition such drawings are available to the RP PA.
4. Access to Site: will be requested by the contractor to the RP PA who has sole authority to approve such site access requests; such site access requests will include, but not limited to contractor employees, sub-contractors, contractor's external services, and all contractor resources to meet all contract requirements. The contractor's access will be restricted to site facilities/grounds areas and systems that are directly pertinent to contract requirements/services/works. The RP PA has sole authority to deny access to such site access approved requests at any time throughout the life cycle of the project that will not allow any contractor additional claims for payment. No such contractor site access for contract requirements will be allowed till prior approval by the RP PA. Areas of access will be monitored on site by Facility Security, who will be hired by the RPPA.
5. Will follow 3.7 Security Requirements for detailed security requirements.
6. Site Access:
  - 1) The RP PA will designate the contractor's access to the project site and the location of any contractor resources; such access requires submitted requests that are subject to the RP PA approval.
  - 2) The contractor and employees will **not** have access to building facilities including washrooms, therefore must provide their own portable facilities at a location approved by the RP PA; such facilities will be considered included in the lump sum

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bid.

- 3) Parking requirements and designation are subject to RP PA approval; the contractor must submit approval for parking on site, as site parking area is limited.
  - 4) The Contractor will maintain asphalt surfaces and sidewalks free from mud and debris tracked from construction site, on a daily basis, at no cost to RP PA/Client.
  - 5) The Contractor will provide and maintain signs, barricades and other devices required to indicate construction activities or other temporary and unusual conditions resulting from project work; such requirements will be considered included in the lump sum bid.
  - 6) The contractor will submit a request to locate temporary facilities/sheds/containers on site that will require RP PA approval; such temporary facilities such requirements will be considered included in the lump sum bid.
  - 7) The contractor is responsible for all snow removal to access Contractor's construction project related areas including storage areas/portable containers; such requirements will be considered included in the lump sum bid.
  - 8) The contractor will remove temporary facilities from site when directed by RP PA.
  - 9) RP PA/client will not be responsible for any contractor materials, tools, equipment, or contract/project related resources throughout the life cycle of the project; therefore the contractor is solely responsible and no claims for such items/resources will be entertained by the RP PA/client.
  - 10) All materials and tools delivered to the jobsite shall be bundled and secured when stocked until used; such deliveries must be approved by the RP PA prior to site delivery.
  - 11) All materials and tools departing the jobsite shall be bundled and secured; this includes items/materials for disposal.
  - 12) All materials, tools, and contractor resources will be secured and stored throughout the life cycle of the project in a way to prevent such materials and tools becoming a safety or environmental hazard.
7. The RP PA must approve all site deliveries and site location of requested contractor facilities and assets.
  8. Smoking is not authorized on site, unless is requested and an area is approved by the RP PA.

### **3.3 Contractor's Obligation**

1. The Contractor shall label all equipment/furnishings/parts/fixtures/materials/components as being the property of Canada.
2. For each item of equipment/furnishings/parts/fixtures/materials/items/components that is purchased, the Contractor is to record the name, manufacturer, model number, serial number,

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- optional equipment, supplier and price and forward this information to the RP PA.
3. The contractor is responsible to provide and maintain temporary fire protection equipment during performance of Work required by insurance companies, authorities having jurisdiction, governing codes, regulations and bylaws.
  4. The contractor is responsible to adhere to all contract requirements.

**3.4 Location of Work, Work Site and Delivery Point**

1. All site works/services will be conducted and completed at the Summerside SAR Station, which is located at 240 Heather Moyse Drive, Summerside, PE. The majority of the work will be completed within the exterior and interior of what is known as the Summerside SAR Station Ops/Main Building and the Workshop Building.
2. The contractor must identify any works to be completed off site to the RP PA 48 hours prior to the start of such required works; this will allow the RP PA to schedule attendance for observation and inspection, if so desired.
3. Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP and SOW must be ready to work in close and frequent contact with the RP PA and other departmental personnel.

**3.5 Language of Work**

1. All verbal and written communications will be conducted in English; this includes all required reports and documents according to contract requirements.

**3.6 Special Requirements**

1. Certifications and qualifications will be submitted to the RP PA for approval; such certifications are a requirement for contract compliance and to perform contract requirement works related to such trade or certification; also must meet conditions of “5.0 Required Resources or Types of Roles to be Performed” and submittals as per “2.6 Reporting Requirements” and “2.5 Method and Source of Acceptance”. Certifications and qualifications will include, but not limited to:
  - 1) Carpenter Certification = will provide a provincial Journeyman Certificate or Red Seal Certificate; submitted to the RP PA within ten (10) calendar days after being awarded the contract for approval.
  - 2) Electrician Certification = will provide a provincial Journeyman Certificate or Red Seal Certificate; submitted to the RP PA for approval within 48 hours of scheduled works.
  - 3) Plumber Certifications = will provide a provincial Journeyman Certificate or Red Seal Certificate; submitted to the RP PA for approval within 48 hours of scheduled works.
  - 4) Certified Duradeck installer = proof of certification from Duradek/Durarail Canada Ltd; submitted to the RP PA within ten (10) calendar days after being awarded the contract

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for approval.

- 5) Operator Certification = provide provincial certification where applicable; if not applicable, operator must satisfy the RP PA expectations; submitted to the RP PA for approval within 48 hours of scheduled works. This includes, but not limited to all heavy equipment, vehicles, lifts, and all other types of operated equipment and tools; discretion of such requirements rests solely with the RP PA.
  - 6) Personnel Safety Certifications = to include, but not limited to working at heights, confined spaces, qualified first aid/CPR person, and all other safety related certifications and requirements; submitted to the RP PA within ten (10) calendar days after being awarded the contract for approval.
  - 7) Manufacturer Qualifications and Installer Qualifications as per related attachments under 6.1 Applicable Documents; however a minimum of one (1) certified tradesperson relating to such works will be on site at all times during trade related works.
  - 8) The RP PA is the sole authority for contract certification requirements and has the sole authority for approval of such certifications and to implement changes or additional requirements throughout the life cycle of the project.
2. Perform Lockout/Tag Out Procedures in compliance with:
- 1) Refer to CSA C22.1-12, Canadian Electrical Code, Part 1.
  - 2) Refer to CAN/CSA-C22.3 No.1-06, Overhead Systems.
  - 3) Refer to CSA C22.3 No.7-06, Underground Systems.
  - 4) Refer to COSH: Canada Occupational Health and Safety Regulations made under Part II of the Canada Labour Code.
  - 5) Safety Standard for Electrical Installations.
  - 6) Federal and Provincial Occupational Health and Safety Acts and Regulations, and
  - 7) 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 RP PA and must not interfere with SAR Station operations. Use industry standard lockout tags.
  - 8) See “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents” for Lockout Permit requirements.
- NOTE:** In event of conflict between any provisions of above authorities the most stringent provision will apply. Use industry standard lockout tags; provide appropriate safety grounding and guards as required.
3. Hot Works Permit: The contractor must submit a Hot Work Permit format to the RP PA within ten (10) calendar days after being awarded the contract for approval; once approved the contractor is responsible to submit a Hot Work Permit within 48 hours of scheduled Hot Works to the RP PA for approval. See “Safety and HASP (Health & Safety Plan) Requirements” under “6.1 Applicable Documents” for Hot Work Permit requirements.

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4. Training and certification in Fall Arrest to be submitted to the RP PA for approval within 48 hours prior to scheduled works.
5. Training and certification on special equipment to project perform works must be supplied to the RP PA 48 hours prior to the start of related works.
6. All “3.6 Special Requirements” and all other contract requirements must be approved by the RP PA prior to the start of related works; the RP PA has the sole authority to stop contract required works if requirements have not been meet/approved at no additional claims for payment.

### **3.7 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 3.7.5 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 RP appointed Facility Security at all times; this includes entering and exiting the interior and exterior Facility/Site(s).

### **3.8 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



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insurance is current and will be in place during the life cycle of the project.

### **3.9 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 contract requirements will be completed on November 30, 2019 at 1630 hrs Atlantic Standard Time; this includes. But not limited to trade related inspections, trade related testing, and RP PA schedule/milestone inspections, project lifecycle inspections, and the successful final inspection for payment performed by the RP 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 RP 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.
2. The RP PA has authority in an emergency to stop the progress of the work whenever in his or her opinion, such stoppage may be necessary to ensure the safety of life, safety of site infrastructure, environmental requirements/standards, environmental threat, for site staff operational requirements, and for any issue that is deemed a threat. This includes authority to make such changes and to order, access, and award the cost of such work extra to the Contract or otherwise as may in his or her opinion be necessary.
3. Daily working hours are from Monday to Friday excluding holidays from the hours of **0800 to 1630 hrs Atlantic Standard Time**. Extended hours may be requested via email to the RP PA for approval; however such extension of hours will not cause any additional costs to be incurred by the Department/Crown/client.

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

1. The contractor will submit a detailed work schedule and WBS within ten (10) calendar days after the award of the contract. The RP PA must be notified 48 hours prior to required inspections, testing, mock-ups, demonstrations, and completion of milestones to ensure the RP PA attendance to provide mandatory required approvals before the contractor proceeds to the next project scheduled activity/activities; such RP PA approvals are mandatory

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requirements for final lump sum payment.

2. The contractor's submitted work schedule will include, but not limited to:
  - 1) Work schedule to indicate all calendar dates from commencement to completion of all work within the time stated in the accepted tender.
  - 2) Provide sufficient details in schedule to clearly illustrate entire implementation plan, depicting efficient coordination of tasks and resources, to achieve completion of Work on time and permit effective monitoring of Work progress in relation to established milestones. Identify
  - 3) Work Schedule will indicate tasks, activities, deliverables and milestones and critical contract requirements with dates that include, but not limited:
    - I. The RP PA will be notified of any schedule activity changes 72 hours in advance of such activity.
    - II. Identify all contract requirements for submittals including the final close out submittal.
    - III. Identify all removals referenced in contract requirements; see "contract requirements" definition under "6.2 Relevant Terms, Acronyms and Glossaries"; all removals require RP PA inspections and approval prior to contractor continued works/activities or cover up.
    - IV. Identify all contract requirements for inspections including "2.3 Specifications and Standards" required inspections; requires RP PA attendance and approval of such inspections prior to the contractor continuing works.
    - V. Identify all contract requirements for testing including "2.3 Specifications and Standards" required testing; all testing requires RP PA attendance and approval of such testing prior to the contractor continuing works.
    - VI. Identify all contract requirements for Mock-Ups that will require RP PA attendance for inspection and approval of such Mock-Ups prior to the contractor continuing works. Approved Mock-Ups will remain on site for contractor reference and be accessible, unless the RP PA deems otherwise.
    - VII. Identify all contract requirements for Demonstration; all demonstrations require RP PA attendance and approval of such demonstrations prior to the contractor continuing works.
    - VIII. As a minimum the schedule will identify MOB to site, start-up of works, removal activities, installation activities, material deliveries, critical deliverables, key activities, work group durations, finish works, closeout, final inspections, major project milestones, and identified requirements above and within the contract requirements.
  - 4) Work schedule work must be approved by the RP PA and include items identified by the RP PA during review of the primary schedule.
  - 5) The approved work schedule by the RP PA cannot be changed without the RP PA approval.

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- 6) The RP PA will make interim reviews and evaluate progress of work based on approved schedule; frequency of such reviews will be as decided by the RP PA. Any changes or deviation from work scheduling is subject to RP PA review and approval.
3. The Work 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 Required Resources or Types of Roles to be Performed**

- 5.1** The following expertise is required: see “3.6 Special Requirements” for certification requirements:
1. A minimum of one certified carpenter will be onsite at all times when contract work requirements are carpenter and structural related.
  2. A minimum of one certified electrician will be onsite at all times when contract work requirements are electrical related.
  3. A minimum of one certified plumber will be onsite at all times when contract work requirements are plumbing related.
  4. Provide minimum of one (1) certified tradespersons onsite at all times to during works/services that pertain to each trade and related works that may be affected by such works/services; the certified tradesperson will oversee such works, will inspect all works prior to RP PA inspection to ensure compliance to all contract requirements, and work ensure quality of work. Will also meet conditions of “2.3 Specifications and Standards”, 3.6 Special Requirements”, contract requirements within “6.1 Applicable Documents”, and all other related contract requirements. The RP PA is the sole authority to determine approval for requirements of such certifications and works; no associated works will be performed prior to such approval.
  5. Provide a minimum of one (1) qualified/certified Duradeck installer to perform works/services that pertain to Duradeck decking installation requirements and related Duradeck installation works/services that tie into surrounding areas/products or have an effect on associated/surrounding areas/products; also will meet conditions of “2.3 Specifications and Standards”, 3.6 Special Requirements”, contract requirements of “6.1 Applicable Documents”, and all other related contract requirements. The RP PA is the sole authority to determine approval of such qualifications for Duradeck installer qualification; no associated works will be performed prior to such approval.
  6. Provide qualified operators onsite at all times to perform works/services that pertain to the equipment for performing works/services including, but not limited to heavy equipment. Light equipment, vehicles, safety equipment, and any equipment/devices that require qualifications or certifications; will also meet conditions of “2.3 Specifications and Standards”, 3.6 Special Requirements”, contract requirements of “6.1 Applicable Documents”, and all other related contract requirements. The RP PA is the sole authority to determine approval for requirements of such qualifications; no associated works will be performed prior to such approval.
  7. Manufacturer Qualifications and Installer Qualifications as per related attachments under “6.1 Applicable Documents”; however a minimum of one (1) certified related tradesperson will be on site at all times during trade related works.
  8. Certified safety personnel will perform duties related to contract requirements; including

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attachment “Safety and HASP (Health & Safety Plan) Requirements” under “6.1

Applicable Documents”. Personnel Safety Certifications to include, but not limited to working at heights, confined spaces, qualified first aid/CPR person, and all other safety related certifications.

9. The RP PA is the sole authority to determine approval for all contract requirements including, but not limited to certifications, qualifications, and workers competency during the life cycle of the contract; thus the RP PA has sole authority to approve such requirements and authority immediately dismiss any contractor worker from site if in his or her mind does not meet their expectations. Any dismissals by the RP PA are final with no recourse of action.

## **6.0 Applicable Documents and Glossary**

### **6.1 Applicable Documents**

1. The following are SOW/Specification applicable documents that are part of the contract requirements and will assist in clarification for the contractors lump sum bid package proposal. Some drawings/plans/designs/details may not be accurate; therefore it is the contractor’s responsibility to review and confirm all such drawings/plans/designs/details are accurate, true, and match existing site and facility conditions without deficiencies/discrepancies to provide all contract requirements. The following SOW/Specification applicable documents will assist the contractor/bidder in their bid package and contract project planning:
  - 1) A000 Cover Sheet - Summerside SAR Bldg Envelope.
  - 2) A002 Windows & Doors - Summerside SAR Bldg Envelope.
  - 3) A201 First Floor Plan - Summerside SAR Bldg Envelope.
  - 4) A202 Second Floor Plan - Summerside SAR Bldg Envelope.
  - 5) A203 Workshop Floor Plan - Summerside SAR Bldg Envelope.
  - 6) A301 South & West Elevations - Summerside SAR Bldg Envelope.
  - 7) A302 North & East Elevations - Summerside SAR Bldg Envelope.
  - 8) A303 Workshop Elevations - Summerside SAR Bldg Envelope.
  - 9) A401 Wall Sections & Details - Summerside SAR Bldg Envelope.
  - 10) A402 Window & Door Details - Summerside SAR Bldg Envelope.
  - 11) ANNEX “A” - Composite Decking.
  - 12) ANNEX “B” - Waterproof Pedestrian Traffic Coating.
  - 13) ANNEX “C” - Board Insulation.
  - 14) ANNEX “D” - Air & Weather Barriers.
  - 15) ANNEX “E” - Wood Siding REVISED.
  - 16) ANNEX “F” - Sheet Metal Flashing and Trim.
  - 17) ANNEX “G” - Manufactured Gutters and Downspouts.
  - 18) ANNEX “H” - Joint Sealants.
  - 19) ANNEX “J” - Sectional Doors.
  - 20) ANNEX “K” – Casement & Fixed Vinyl Windows.
  - 21) ANNEX “L” - Door Hardware.
  - 22) ANNEX “M” - Aluminum Doors.
  - 23) 400B Aluminum CANADIANA Entrance Door - Alumicor Ltd.
  - 24) Aluminum Door Hardware - Alumicor Ltd.

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- 25) CCGS PFD Policy.
  - 26) Safety and HASP (Health & Safety Plan) Requirements.
  - 27) SAR Exterior Removal & Reinstall Items Photo.
  - 28) Standard Mitigation Measures.
2. After reviewing the attached drawings/designs/plans/drawings and performing an onsite comparison for accuracy including measurements; 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 requirements and 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. The Mandatory site visit will be such opportunity to identify such difficulties/deficiencies/discrepancies; will comply with conditions of "2.1 Tasks, Activities, Deliverables and Milestones"; no claims for extra payment will be entertained by reason of difficulties encountered due to such deficiencies/discrepancies.

## **6.2 Relevant Terms, Acronyms and Glossaries**

1. The following is a list of terms, acronyms, and glossaries for clarification:
  - 1) Applicable Documents = can also be known as SOW Attachments or Attachments; list of Applicable Documents can be found under 6.1 Applicable Documents of the contract SOW.
  - 2) Bldg = Building.
  - 3) Bldgs = Buildings.
  - 4) CCG = Canadian Coast Guard.
  - 5) CO = Change Order.
  - 6) Contract Authorities = RP PA and DFO Procurement HUB as per tender documents.
  - 7) Contract Requirements = include, but not limited to Drawings, Drawing Details, SOW/Specifications, Applicable Documents, Attachments, Contract Tender Documents, Change Orders, RFI's, DFO Procurement HUB relayed info, RP PA relayed info, approved submissions, approvals by DFO Procurement HUB, approvals by RP PA, and all passage of information from contract authorities.
  - 8) Contractor = successful bidder, sub-contractors, service providers, resources to meet contract requirements.
  - 9) Demob = Contractor Demobilization of project resources including equipment and personnel.
  - 10) Details = Drawing Details when related to site/contract drawings.
  - 11) DFO = Department of Fisheries and Oceans Canada.
  - 12) Drawing & Drawings = Drawings/Designs/Plans/Details.
  - 13) Ft or ft or ' = foot or feet.

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- 14) HASP = Health and Safety Plan.
- 15) HUB or Hub = DFO Procurement HUB.
- 16) In or in or “ = inch or inches.
- 17) (L) = Length or Long.
- 18) Life cycle of the project = from initial mobilization to site till de-mobilization from site.
- 19) Mob = Contractor Mobilization of project resources including equipment and personnel.
- 20) N/A = Not-Applicable or Non-Applicable.
- 21) Ops = Operations or Operational.
- 22) Owner = RP PA.
- 23) PA = Project Authority.
- 24) PE = Prince Edward Island.
- 25) PM = Project Manager.
- 26) PM BOK = Project Management Book of Knowledge latest edition.
- 27) PTW = Pressure Treated Wood; also known as Wolmanized Wood.
- 28) RFI = Request for Information.
- 29) RM or Rm = Room.
- 30) RFP = Request for Proposal.
- 31) RP = Real Property.
- 32) RP PA = RP Project Authority or RP Representative or Departmental Representative or RP Consultant or Owner.
- 33) RPSS = Real Property, Safety and Security.
- 34) Stn = Station.
- 35) SAR = Search and Rescue.
- 36) SOW = Statement of Work = Specification.
- 37) (T) = Thickness or Thick.
- 38) Workshop = this building may be referred to as Workshop, Garage, Warehouse, or Shed.
- 39) (W) = Width or Wide.
- 40) w/ = with.
- 41) WBS = Work Breakdown Structure.

The contractor is solely responsible to request conformation of any terms, acronyms, and glossaries that are not clear or are not listed in 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 this document.

**Estimated Value – Do not include in SOW.**

The lump sum estimated value for supplying and providing all related works/services, labour, materials/items, equipment, permits, testing, inspections, travel/living costs, and all other contract requirement associated costs is **\$160,000.00 excluding GST/HST.**

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**Mandatory Site Visit - Do not include in SOW; however this is a requirement and has to be relayed to the bidders.**

It is mandatory that the Bidder or a representative of the Bidder visit the work site. Arrangements have been made for the site visit to be held at 240 Heather Moyse Drive, Summerside, PE on DATE TBD. The site visit will begin at Time TBD Atlantic Standard Time, in Ops/Main Bldg front entrance. Bidders must communicate with the Contracting Authority no later than Date & Time TBD to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders will be required to sign an attendance sheet. Bidders should confirm in their bid that they have attended the site visit. Bidders who do not attend the mandatory site visit or do not send a representative will not be given an alternative appointment and their bid will be declared non-responsive. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.