

Statement of Work

***Mechanical and Electrical Upgrades -
Technical Services Building, Pacific Biological
Station
November 25, 2019***

1.0 Introduction

1.1 Title

Mechanical and Electrical Upgrades - Technical Services Building, Pacific Biological Station

1.2 Project Introduction

Mechanical and Electrical Services are being sought for the installation of new HVAC, plumbing, electrical power, lighting, communications, security access and integration of an addressable fire alarm system and devices into the existing Technical Services Building at the Pacific Biological Station. The building is not occupied. It has been selectively demolished and is in a “shell” condition. The building has 3 bays and is being renovated into workshops for 3 individual Fisheries and Oceans Canada user groups. The Pacific Biological Station is a Fisheries and Oceans Canada facility operated by its Real Property Branch.

1.4 Location

The Pacific Biological Station is located at 3190 Hammond Bay Road, Nanaimo, British Columbia V9T 6N7 and is separated into the Lower Campus and Upper Campus by Stephenson Point Road. The Technical Services Building is located in the Upper Campus behind the Whitmore Building at 3225 Stephenson Point Road.

2.0 Scope of Work

2.1 Services Required

- .1 Department of Fisheries and Oceans Canada (DFO) will retain a Contractor for the provision of construction services for this project.
- .2 Contractor shall provide a lump sum bid broken down into mechanical and electrical fees and bid according to the attached drawings, specifications and current site conditions observed at the mandatory site visit.

2.2 Overview of Scope

- .1 The Contractor shall provide all materials, labour and equipment required to complete the installation and commissioning of the mechanical, electrical systems (including fire alarm). The contractor shall provide each component in accordance with the attached specifications, drawings and details, as well as comply with the overall intent of the National Building Code, the British Columbia Building Code, the Canadian Electrical Code and instructions from the engineering firms assisting in the project management. The contractor shall install, test and commission the equipment in accordance with the tender documents.

- .2 The Contractor shall inspect all existing conditions and notify the Departmental Representative of any deficiencies or concerns prior to commencing work.
- .3 The Contractor shall complete mechanical and electrical rough-in in the walls as soon as possible and provide adequate notice to the Departmental Representative after rough-in is completed to allow ample time for installation of wall insulation and wall finishes by others under a separate contract.
- .4 The Contractor reduce and divert waste materials from landfill by recycling, salvaging or reusing. The Contractor shall provide separate collection/ storage bins as appropriate to the project waste and the available recycling and reuse programs in the project area.
- .5 Provide a minimum of 5 working days advance notice to the Departmental Representative for site review of work or site meetings.
- .6 Correct all deficiencies until systems comply with contract requirements.

2.3 Specifications and Standards

- .1 Work performed under this contract shall meet the objectives laid out in the SOW, Specifications, Drawings, and Details by taking a logical, structured and cost effective approach.
- .2 The workmanship is to be of a uniform, high quality finish in accordance with the best trade practices. Electrical permit to be obtained at Contractors cost.
- .3 The Contractor shall ensure work complies with the National Building Code , the British Columbia Building Code and the Canadian Electrical Code. Where conflict arises, the more stringent standard shall apply. The contractor is responsible for obtaining clarifications prior to Tender Closing in the time allotted.
- .4 The Contractor shall comply with all WorkSafe BC Health and Safety Standards and provide a Health and Safety Plan prior to commencement

2.4 Milestones

- .1 The following milestones (in calendar days) have been established for the implementation of this project. The Contractors detailed schedule should meet the milestones or match as closely as possible for each task.

Project Milestone	Time-Frame
Contract Award	Day 0
Pre-commencement Meeting	Award + 3 days
Contractor Shop Drawings/Submittals to DFO Project Manager	Award + 10 days
Contract Completion Date (including project, deliverables and staff training)	No later than 31 March 2020

- .2 Following the approval of the Contractor’s schedule by the DFO Project Manager, the Contractor shall take the necessary measures to complete the work within the scheduled time-frame.

- .3 Product submittals are required to ensure that the specified material and products are furnished and installed in accordance with design intent as expressed in the contract documents. Until submittals are reviewed and approved by the project authority, work involving relevant material or product may not proceed. Submittals will be reviewed by the project authority and responses provided within 3 working days.

2.5 Mandatory Site Visit

There is a mandatory site visit at the Technical Services Building on Thursday December 19, 2019 at 10:30 am to review existing conditions.

2.6 Method and Source of Acceptance

- .1 All deliverables and services rendered under any contract are subject to review by Fisheries and Oceans Canada and the designated representative. Should any deliverables not be to the satisfaction of the Departmental Representative, as submitted, Fisheries and Oceans Canada shall have the right to reject it or require correction before payment will be authorized.
- .2 Unless otherwise noted, the manner in which the work will be judged as complete and satisfactory will only be accepted in writing from the overseeing Mechanical and Electrical Engineering firm. Contractor is responsible to provide close out documents including O&M manuals, warranty documentation, and new as built drawings in AutoCAD and PDF formats. All Close out documentation is to be submitted electronically in pdf format.

2.7 Reporting Requirements

It is the responsibility of the Contractor to immediately report any unforeseen issues or errors that may be uncovered throughout the entire construction project to the Departmental Representative. The preferred way of communication is through a written document or email.

2.8 Project Management Control Procedures

The individual(s) identified as the Departmental Representative(s) reserves the right to review any portion of the work at any time during the construction schedule to confirm general conformity. Any delays due to review or required revision of work due to disconformity with the specifications will be at the contractor's own expense.

2.9 Change Management Procedures

Fisheries and Oceans Canada does not anticipate any changes to the requirements detailed in this SOW. However, if changes do arise they must be done in writing by the Departmental Representative, and an amendment must be prepared to reflect these changes.

3.0 Other Terms and Conditions of the SOW

3.1 DFO Obligations

The Pacific Biological Station hours of operation vary depending on the area within the facility. Generally hours are between 8:00 a.m. and 4:00 p.m., Monday to Friday. If work is required to take place after normal hours of operation arrangements must be made in advance with the Departmental Representative.

3.2 Contractor's Obligations

- .1 Title to the equipment charged against this Contract shall vest in Canada upon payment of invoiced amounts and shall remain so vested at all times.
- .2 Notwithstanding the fact that the equipment under this Contract becomes vested in Canada, the equipment shall remain within the custody and control of the Contractor until such time as the Project Authority provides instructions for its delivery. During this period of time, the Contractor shall take reasonable and proper care of the equipment.
- .3 Execute work with least possible interference or disturbance to normal use of adjacent premises and neighbouring facilities. The adjacent existing buildings will be occupied by facility staff and the public during entire construction period. Make arrangements with Departmental Representative to facilitate work as stated.
- .4 The contractor shall ensure clean-up of the work areas each day after completion of work and clean-up of the work areas upon final completion of work.
- .5 The contractor is responsible for the repair of any damages and/or replacement of any equipment, furnishings, etc. damaged during construction.

3.3 Location of Work, Work site and Delivery Point

Due to existing workload and deadlines, all personnel assigned to any contract resulting from this RFP must be ready to work in close and frequent contact with the Departmental Representative and other departmental personnel.

3.4 Communications Management

All communications shall be directed to the Departmental Representative.

3.5 Health and Safety

- .1 The Contractor must provide their Health and Safety Policy for this project and provide to Departmental Representative for review and acceptance prior to commencing work.

- .2 If the Contractor discovers conditions that pose an immediate significant threat to human health or the environment, the Contractor shall notify the DFO Representative immediately.
- .3 References
 - .1 Canada Labour Code, Part 2, Canada Occupational Safety and Health Regulations
 - .2 Health Canada/Workplace Hazardous Materials Information System (WHMIS)
 - .3 Material Safety Data Sheets (MSDS).
 - .4 Province of British Columbia
 - .5 Workers Compensation Act, RSBC 1996 - Updated 2006.
- .4 Submittals
 - .1 Submit site-specific Health and Safety Plan: Within 7 days after date of Notice to Proceed and prior to commencement of Work.
 - .2 Submit copies of reports or directions issued by Provincial health and safety inspectors.
 - .3 Submit copies of incident and accident reports.
- .5 On-site Contingency and Emergency Response Plan: address standard operating procedures to be implemented during emergency situations.
- .6 Filing of Notice
 - .1 File Notice of Project with Provincial authorities prior to beginning of Work.
- .7 Safety Assessment
 - .1 Perform site specific safety hazard assessment related to project.
- .8 General Requirements
 - .1 Develop written site-specific Health and Safety Plan based on hazard assessment prior to beginning site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.
- .9 Responsibility
 - .1 Be responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
 - .2 Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .10 Compliance Requirements
 - .1 Comply with Workers Compensation Act, B.C.
 - .2 Comply with Canada Labour Code , Canada Occupational Safety and Health Regulations.
- .11 Unforeseen Hazards
 - .1 When unforeseen or peculiar safety-related factor, hazard, or condition occur during performance of Work, follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction and advise DFO Representative verbally and in writing.

- .12 Health and Safety Coordinator
 - .1 Employ and assign to Work, competent and authorized representative as Health and Safety Co-ordinator.
- .13 Posting of Documents
 - .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction, and in consultation with Consultant.
- .14 Correction of Non-Compliance
 - .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by DFO Representative.

3.6 Site Control

- .1 Since the Technical Services building is unoccupied, the contractor has unrestricted use of the building and the gated parking area that can be locked. There is no access to any to any of the other buildings or parking areas.
- .2 Storage areas for material, equipment and waste bins are available within the gated parking lot and in the building. The contractor shall provide additional secure temporary storage facilities and fencing for materials and equipment if necessary. Contractor supplied disposal bins are to have a closable lid, and remain closed when being loaded.
- .3 The utilities have been disconnected and removed from the building. The Contractor shall provide temporary services to facilitate the work covered on this contract. There is a hose bibb on the adjacent Whitmore Building that is available for water and a temporary 120/240 volt, 50 amp, single phase power panel with two 20 amp duplex receptacles located outside of the building behind the Mechanical/Electrical room available for power. All other power and lighting has been disconnected and removed from the building. Temporary power and lighting required in excess of above is the responsibility of Contractor and shall be done by a certified electrician.
- .4 The contractor shall provide sanitary facilities for use by employees.
- .5 Smoking is not permitted on the worksite.

3.7 Security Requirements

There are no security requirements.

3.8 Insurance Requirements

The Contractor must provide proof of current, suitable public liability and property damage insurance to cover damage or injury caused by any construction activities for the project (minimum \$2,000,000 with a deductible of not more than \$500 per occurrence), Third Party Liability for vehicles, equipment owned, leased, used or operated by the vendor (minimum \$2,000,000), WCB. The contractor shall also provide Proof of insurance for any listed or expected subcontractors for this project.

4.0 Applicable Documents

4.1 Applicable Documents

- .1 Pacific Biological Station Technical Services Electrical Upgrade drawings with sheet specifications. Issued for Tender by AES Engineering.
- .2 Pacific Biological Station Technical Services Mechanical Upgrade drawings with sheet specifications. Issued for Tender by AME Group.