

Annex A: Seasonal Staff Accommodation Facilities

Jasper National Park, Jasper Alberta

1. Title

Seasonal (Temporary) Staff Accommodation Facilities - Jasper National Park, Alberta.

2. Scope

The Contractor must provide **Temporary Accommodations Facilities** within the site identified in Jasper National Park for Sixty (60) people. The Contractor must deliver these facilities to the specified location within the Jasper National Park Woodlot area for a seven (7) month period of time commencing 1 April, 2020 to 31 October, 2020 with an option to extend the rental period for all or a portion of the temporary accommodation facilities up to two years, and/or October, 2022. All trailers are to be located at the specified area. The trailers can be left on site during the winter from Nov. 1 to March 31, if there is an extension for the following year, but will not be utilized by Parks Canada.

The contractor is required to provide a layout of their trailer/dorm style set up on Attachment 2 and 3. Layout must demonstrate compliance with applicable codes.

3. Infrastructure Requirements and Standards

The Contractor is responsible for the following:

3.1. The Contractor must provide the following packages within the facilities:

(a) **Self-Serve Kitchen and Lounge Area**

A minimum of a ratio of 1:6 people, self-serve domestic kitchen/ lounge areas as per 3.4.1

(b) **Sleeping/ Washroom Package**

Individual room accommodations for a minimum ratio of 1:6 people as per 3.4.1 for the kitchen and 1:3 people for latrine and washing facilities as per 3.4.2.

3.2. All trailers supplied throughout the term of the Contract must:

- (a) Meet or exceed all applicable codes e.g. Electrical, Natural Gas and Propane Installation (CAN/CSA B149.1-15), Building, etc.;
- (b) Meet the National and Provincial building codes, to the satisfaction to the authority having jurisdiction.
- (c) Be free-standing, hard walled, framed units;
- (d) Be securely anchored and blocked up for stability. Wind loading to be in accordance with the National Building Code;
- (e) Be equipped with stairs and railings to the outside if required as per code;
- (f) Be equipped with indoor lighting;
- (g) Be equipped with potable water tank;
- (h) Be equipped with fire extinguishers and smoke alarms to the Provincial Fire Code standard (ex: *Alberta Fire Code*);
- (i) Be equipped with windows that open, complete with screens;
Be equipped with wall-mounted heating and air conditioning systems;
- (j) Be non-smoking facilities;
- (k) Be equipped with interior and exterior doors with locks and keys; and
- (l) Trailers must be new within the last twelve (12) years, or fully renovated in the last five (5) years.

Annex A: Seasonal Staff Accommodation Facilities Jasper National Park, Jasper Alberta

3.3. The following are the mandatory applicable guidelines:

3.4.1 Kitchen and Lounge Facilities

- (a) Self-serve kitchen facilities with full size fridge, stove, microwave oven, dishwasher, sinks with hot and cold water taps, storage cupboards and food preparation counter. At a ratio of 1:6 people.
- (b) Kitchen eating areas must meet the required numbers of tables and chairs to satisfy a minimum of 24 individuals.
- (c) All kitchen areas must be equipped with dishes, cutlery, pots, pans, cooking utensils and other basic food preparation food and eating items. Number of Items must accommodate the individuals to be housed in each of the units.
- (d) Lounge areas adjacent to kitchen with armchairs, couch and flat screen television.
- (e) Equipped with smoke alarms and where gas-heating devices are used to be equipped with gas detectors and carbon monoxide detectors.
- (f) Equipped with potable water tank.

3.4.2 Latrine and Washing Facilities

- (a) Equipped with a maximum 1:3 ratio of washrooms to people, adequate numbers of flush toilets; showers; sinks; which can be divided between genders.
- (b) Supplied with vents to the outside.
- (c) Supplied with fans for air circulation.
- (d) Equipped with potable water tank.

3.4.3 Sleeping Trailers

- (a) Each room to accommodate personnel on a single occupancy basis.
- (b) Locking rooms with keys.
- (c) Equipped with potable water tank.
- (d) Beds with covered mattresses must be provided for each room.
- (e) Bed frames must be less than twelve (12) years old.

3.4.4 Floor Plan

- (a) Submission of floor plan, each room to accommodate personnel on a single occupancy basis.

3.5. The Contractor must supply, install and connect the following utilities:

- (a) Sewer Lines from each trailer unit to sewer manhole on site. The sewer manhole will be a maximum of 100m away from the farthest unit.
- (b) Electrical Lines from each trailer to electrical panel on site. Bidders to use ½ the distance between the furthest trailers plus 10m. See attached site plan, attachment #2.
- (c) Power supply on site is maximum 600 amps 120/240 single phase service. Electrical demand must not exceed this amount including line losses, etc.
- (d) Trailers will need to be either hard wired into the electrical panel or individual plug and play but in that case, the contractor must install a subpanel that must be hooked to the existing panel.

3.6. The Contractor must setup facilities including anchoring, blocking and leveling as required.

Annex A: Seasonal Staff Accommodation Facilities Jasper National Park, Jasper Alberta

3.7. The Contractor must have the ability to decrease the number of units from being able to support 60 people to a lower number. This decrease in beds would require the proportional decrease to all other amenities, as per the ratio's in Annex A. Parks Canada will notify the contractor, if the decrease is required upon contract award. Should options be exercised, Parks Canada will notify the contractor of the number of beds required in subsequent years by January 31st. of each calendar year.

4. Compliance with Laws

4.1. The Contractor must adhere to and abide by all provincial and federal laws and regulations; the Provincial Building Code, Public Health Act and Regulations, Occupational Health and Safety Act and Regulations, Traffic Safety Act and Regulations, Environmental Protection and Enhancement Act and Regulations, and the Dangerous Goods Transportation and Handling Act and Regulations and other applicable legislation.

4.2. All materials and supplies utilized by the Contractor must be handled and stored in accordance with the provincial *Dangerous Goods Transportation and Handling Act and Regulations* and the provincial *Occupational Health and Safety Act and Regulations*.

4.3. All vehicles utilized by the Contractor in carrying out the Contract will be operated, equipped, and maintained in accordance with the *Provincial Traffic Safety Act and Regulations* and the *Dangerous Goods Transportation and Handling Act and Regulations*.

5. Mobilization/ Demobilization and Unoccupied Period.

5.1. The Contractor must:

- (a) Must make themselves familiar with the site to determine appropriate installation requirements as per all relevant codes, legislation, standards, existing site conditions and dimensions of the site and proximity to existing utilities.
- (b) Provide expertise in the planning for mobilization/ demobilization of the Contractor's infrastructure; and
- (c) Mobilize/ demobilize the facility infrastructure at the start of and upon completion of the requested rental period including the dismantling of support facilities, cleaning and packaging of all support equipment and arranging transportation.
- (d) Trailers can remain on site during the winter (non rental period between November 1st and March 31st) at the contractor's discretion.
- (e) Security during the period identified in item "5.1 c", will be the responsibility of the contractor.
- (f) Parks Canada staff will not be living in the trailers during the winter and all services to be winterized.
- (g) The contractor is required to ensure propane tanks are filled when mobilizing at the initial set up. If they remain over winter, PCA will be responsible for propane. If the trailers are removed off site, the contractor will be responsible to return the trailers with full propane tanks.
- (h) Water tanks must meet potable water standard and must be cleaned of any dirt and debris prior to delivery or hand over. Parks may request proof of sanitation.
- (i) Hook up water from the trailers to lines supplied by Parks Canada as required.
- (j) Hardwire into the electrical panel or provide plug and play with an installed subpanel (at the responsibility of the Contractor) that can be hooked to the PCA existing panel. Power supply on site is maximum 600 amps 120/240 single phase service. Electrical demand must not exceed this amount including line losses, etc.
- (k) Disconnect all laundry facilities.

Annex A: Seasonal Staff Accommodation Facilities

Jasper National Park, Jasper Alberta

- (l) The contractor will have the option to leave the trailers on site when not in use. If trailers are left on-site the contractor will be responsible for winterizing all trailers. The contractor will be responsible for security, insurance and maintenance of the trailers, if left on site while not in use during the winter months.

6. Contractor's Representative

6.1. The Contractor agrees that the Contractor's Representative must:

- (a) Deal directly with the Parks Canada Agency's (PCA) Project Authority in respect of all matters arising at the facility site;
- (b) Be responsible for the performance, health, safety, welfare of the contractor's personnel and keep accurate records of services provided.

7. Inspections

7.1. The Contractor agrees to:

- (a) Permit a Representative of the PCA to inspect and approve any and all facilities that the Contractor may utilize in the performance of the services.
- (b) An inspection to determine any existing damage or issues with the trailers, will occur upon arrival. Upon demobilization of the trailers a second inspection will occur investigating the same items. These inspections will determine if any damage occurred during the tenure with Parks Canada. A PCA representative will be present for both inspections. Parks Canada will not be held accountable for any issues not raised by these inspections

8. PCA's Representative

8.1. The PCA agrees to appoint an on-site Representative at the facilities location.

8.2. During operations, the PCA's Representative will routinely inspect facilities, equipment, and supplies to ensure compliance with the terms of this Agreement.

8.3. PCA will provide the following:

- (a) Propane refills (no tanks) after initial set up see 5.1.;
- (b) Waste removal;
- (c) Power costs after the initial hook up;
- (d) Urgent maintenance (the cost of additional parts to fix the trailer will be billed to the Contractor).

9. Briefings

9.1. PCA shall provide the Contractor's Representative an initial briefing upon arrival at the location, in regard to work and service requirements and safety measures.

10. Additional Information

10.1. Wood lot is located on Highway 93A, opposite the Old Fort Point road intersection, just outside of the town of Jasper, see attachment #1.

10.2. All units must be located at the same site. Cleared area is approximately 45m wide x

Annex A: Seasonal Staff Accommodation Facilities Jasper National Park, Jasper Alberta

120m. Within the area on the attachment #2.

10.3. The distance from the sewer manhole to the units is approximately 100m.

Annex A: Seasonal Staff Accommodation Facilities Jasper National Park, Jasper Alberta

Attachments

- 1) Site Location
- 2) Site Layout Dimensions
- 3) Site Layout Aerial View