

PROJECT BRIEF

FIELD SCHOOL RENOVATIONS, YOHO NATIONAL PARK 2020 PARKS CANADA AGENCY

SECTION 1 Project Description

1.1 INTRODUCTION

Parks Canada Agency (PCA) requires the services of a professional construction contractor (the Contractor) to carry out interior renovations within a recently acquired building, the Field School, located in Field B.C., Yoho National Park. The building must now be renovated in order to adapt and refresh the existing space to better serve a new function as a contemporary professional office space.

1.2 OBJECTIVE

In order to best serve new functions of this building, various modifications are required including: Space reconfiguration and layout modifications; increased access to communications network connectivity and electrical receptacles; as well as to ensure proper separation and security for various users. This project will include any and all necessary electrical, mechanical, fire alarm, safety, security, or structural modifications required to complete all objectives as per all relevant codes and regulations. The contractor will coordinate with the PCA Departmental Representative (DR) to execute all aspects of the work unless otherwise specified.

1.3 BACKGROUND

The Field School was first officially opened in approximately 1960 where it served as a school until 2018. There have been several modifications to the building to serve changing space requirements. Since the most recent interior renovation of 2007, PCA has been a tenant within the Field School and has occupied the westernmost section of the building. Recently, as of 2020, PCA has acquired this entire property and intends to renovate prior to occupancy.

SECTION 2 Scope of Work

2.1 GENERAL

Perform all necessary planning, purchasing, coordination, construction management, as well as all construction activities necessary to convert the existing Field School interior space to reflect the conceptual plans laid out herein. The work is generally comprised of removal of portions of existing wall and corridor sections, including washroom areas, and replacement with new as per the proposed new layout including all utilities, modifications, fixtures, listed appliances, services and finishing.

2.2 SUMMARY OF WORK

Work to be completed as part of this project includes the following. Items not specifically mentioned but that are associated with the proper completion of this work or are required to be completed prior to execution of the work are considered incidental to the work itself.

- .1 Assume all prime contractor responsibilities for entire duration of the project.
- .2 Preparation, submission, as well as any required revision(s) and resubmission(s) of paperwork, plans, or submittals.

- .3 Review of all conceptual plans and reports, followed by a site visit(s) with DR in order to appropriately identify and confirm work: Scope, purpose, schedule, constraints, and vision of final product.
- .4 Scheduling of work to allow for 2nd floor spaces 213 and 214 to be completed and occupied before all other spaces.
- .5 Payment for, coordination with, and supervision of any third party utilities or subcontractors necessary for completion of work such as Telus, BC Hydro, Superior Propane, or Bluewave Energy.
- .6 Demolition and proper disposal of existing building elements, including necessary hazardous materials abatement, necessary for proper construction of final layout with appropriate timing as per project schedule.
- .7 Supply, installation, modification, and commissioning of necessary utilities including: Electrical rough-ins and conduits (including receptacles, lighting and controls), communications or connectivity fixtures and conduits, fire alarm system, as well as all required mechanical system modifications (including plumbing, ducting, and heating systems/controls). All electrical receptacles and lighting wiring will be terminated into contractor supplied and installed sub-panel within electrical room 103. All telephone connections will run to 127. All data connections will be labeled and ran to 108 and left neat with sufficient slack for final connection by others. All electrical receptacle and communication distribution points marked on conceptual plans each consist of: Duplex 15 amp receptacles (all ran with 12-gauge wire), 1x telephone, and 2x data port connections.
- .8 Construction of new wall partitions/sections and interior layout elements impacted by renovations including: Wall sections; interior and exterior door installation; millwork sections; floor coverings; as well as washroom partitions.
- .9 Complete installation and finishing of dropped ceiling system in sections: 110, 117, 118, 119, 122, 123, 124, 125, 126, 128, 129, 130, 131, 132, 133.
- .10 Supply and installation of all necessary electrical and mechanical fixtures, components, or appliances to make affected spaces complete including: Lighting fixtures and switches; toilets; sinks; faucets; ventilation/heating ducting; as well as doors and door hardware.
- .11 Excavation and installation of new 4" sanitary sewer line from 105 to approximately 5m from edge of south of building including all required ventilation as per relevant codes. This work includes all coordination with utilities including locates and rehabilitation to sidewalk and asphalt (if disturbed).
- .12 Finishing and/or repair of all interior spaces including: Gypsum board installation and finishing; surface preparation and painting of all new and previously painted wall areas; disturbed or removed floor areas (to match existing); wall, door, window, and floor trim; mechanical system grilles and diffusers; as well as electrical and fire alarm system switches/controls, plates, and finishing.
- .13 Final testing, inspection, and commissioning of all applicable systems such as electrical, mechanical, and fire control.
- .14 Final cleanup of all spaces to an acceptable standard for occupancy.
- .15 Final presentation and handover of renovated spaces including commissioning orientation for PCA maintenance staff.
- .16 Submission and presentation of all warranty and product information, operation manuals, project photos, as well as redline markup drawings of completed renovations.

2.3 APPLICABLE CODES AND REGULATIONS

- .1 The standards, codes and regulations to be used throughout this project shall be the latest edition of the following (including all amendments, supplements, and revisions):
 - a. National Building Code of Canada (Including Accessibility).
 - b. National Plumbing Code of Canada.
 - c. National Electrical Code of Canada.
 - d. National Fire Code of Canada.
 - e. Canada National Parks Act.
 - f. Provincial Occupational Health and Safety Regulations.
 - g. Canada Labour Code (including latest revisions of all regulations).
 - h. Provincial Codes and Statutes when applicable.
 - i. Applicable engineering and architectural standards and requirements.
 - j. Occupational Health and Safety Legislation.
- .2 The Contractor has the option of consulting other regulations, standards and codes than those listed above as they deem necessary as alternatives to complete the Work but must be approved by DR prior to execution.

2.4 PRODUCT REQUIREMENTS

The following specifications or products will be used for each product listed below. Alternate product requests will be accepted for review following contract award and may be approved. The contractor shall assume manufacturer's standard color and finish but must approve with DR prior to purchase and installation. Existing doors within building not marked for demolition will remain in place. All doors include complete installation, jamb, hinges, hardware and any sealing/finishing.

- a. Interior Single Doors: 36" wide, 80" tall, solid wood core, stained wood finish.
- b. Interior Double Doors: Minimum 70" overall width, 80" tall, solid core wood including jamb, hinges, and all hardware, stained wood finish, include reinforced window minimum 30"x20" for each door section.
- c. Exterior Doors: 36-inch wide, 80" tall, steel entry door, insulated, painted finish, sealed reinforced window of minimum dimensions 30"x20".
- d. Interior Door Hardware: Turn lever, key lock exterior, push button lock interior.
- e. Interior Double Door Hardware. Right hand side opening: Key lock with grab handle and thumb latch, push bar exit device on opposing side. Left hand side opening: Push bar exit device on opposing side.
- f. Exterior Door Hardware: Electronic programmable keypad including deadbolt on exterior with lever handle, bar exit device on interior.
- g. Washroom Door Hardware: Turn lever, push button lock interior, exterior emergency access and privacy indicator.
- h. Light Fixtures – LED, manual switches.
- i. Sink, Kitchen: American Standard Model # 20CR8272083.075
- j. Faucet, Kitchen: Delta Model #: 26C3942
- k. Sinks, Washroom: American Standard Model # 0346403.020
- l. Faucets, Washroom: Delta Model #: 21C142
- m. Toilets (Standard and Accessible): American Standard Model # 3461001.020
- n. Flush Valves: Delta Model # 81T201
- o. Kitchen and Washroom Counter Surfaces: Corian solid surface, minimum 0.5" thickness.

2.5 REQUIRED EXPERIENCE AND QUALIFICATIONS

- .1 The Contractor must have a minimum of 10 years' experience in the field of construction

management applicable to building construction and interior renovations and must have proficient knowledge of all components of the project.

- .2 Any site superintendent, foreman, or supervisor representing the contractor must have a minimum of 5 years' experience in their respective field of construction management and project coordination.
- .3 Any subcontractors or trades must hold a valid certification in their respective field of expertise and have acquired a minimum of 5 years' experience.

2.6 SCHEDULE

- .1 The schedule for this project is outlined below. Critical project milestone completion dates are as follows:
 - a. Contract award: **February 2020**
 - b. Submission of all preconstruction documentation: **Two weeks from contract award.**
 - c. Contractor mobilisation: **Two weeks from contract award.**
 - d. Completion of 2nd floor demolition and renovations: **March 26, 2021**
 - e. Completion of 1st floor demolition and renovations: **May 28, 2021**
 - f. Completion of Activity Room Door and Washroom: **June 4, 2021**
 - g. Final completion and submission of all required deliverables: **July 2, 2021**

2.7 SITE REQUIREMENTS

- .1 The Contractor will ensure that the worksite is secure and controlled and will be accessed only by those involved with the delivery of the work.
- .2 The site will remain unoccupied by PCA or other tenants throughout the duration of the work. PCA may request access to areas that are not under construction so long as deemed reasonable and will not impact other work.
- .3 The Contractor is responsible for all required measurements and surveying to complete the work and will confirm all existing measurements or measurements listed on conceptual plans to ensure the proper installation of equipment and materials.
- .4 Use of the worksite:
 - a. The site boundary shall be specified by PCA and shall only be used for the purposes of the work.
 - b. The Contractor shall keep the site clean and free from accumulation of waste materials and rubbish regardless of source. Snow shall be removed by the Contractor as necessary for the performance and inspection of the Work.
 - c. The Contractor shall provide sanitary facilities for work force in accordance with governing regulations.
 - d. Any damage to the site caused by Contractor or subcontractor shall be repaired by the Contractor at no additional cost or compensation.
 - e. The Contractor may work between the hours of 07:00 and 18:00, seven days per week. No work will be allowed during a Statutory Holiday unless approved by DR.

2.8 PROTECTION OF PERSONS AND PROPERTY

- .1 The Contractor shall comply with all applicable safety regulations of the Workers' Compensation Board of British Columbia.
- .2 The Contractor shall take all necessary precautions and measures to prevent injury or damage to persons and property on or near the work site.
- .3 The Contractor shall promptly take all measures as required to repair, replace, or compensate for any loss or damage caused by the Contractor to any property.

2.9 WASTE DISPOSAL

- .1 All surplus, unsuitable, or waste materials shall be removed from the site for proper disposal outside Yoho National Park.
- .2 Cost for waste disposal is considered incidental to the work and no additional payment will be made.
- .3 The Contractor will make every reasonable effort to separate waste for proper recycling and disposal and will maintain and present any certificates or proof of proper recycling where regulated such as hazardous waste disposal.

2.10 WARRANTY

The Contractor will provide a 1-year warranty following final completion on all components of the work including all products, materials, and workmanship. The Contractor will act promptly to remediate any warranty items identified within this timeframe. Items remediated will carry a 1-year warranty following remediation.

2.11 ASSUMPTIONS

In order to efficiently expedite the start of construction, the following shall be assumed throughout the tender/bid process:

- .1 Hazardous materials abatement is limited to materials identified in the hazardous materials assessment report titled "Field Elementary School Asbestos Inventory - December 2011"
- .2 All equipment, appliances, fixtures, and materials related to this project will be new. No existing items removed or altered by the work will be reused.
- .3 Supply and installation of portable office furniture will not be included in the scope of this project such as: Chairs, tables, desks, and portable partitions.

SECTION 3 Project Administration

3.1 GENERAL

The following administrative requirements within Section 3 apply throughout all phases of project delivery

and are supplementary to the terms and conditions referenced in the contract solicitation documents.

Throughout all phases of the project:

- .1 The Contractor will assume all prime contractor responsibilities.
- .2 The Contractor will assign a designated site superintendent who must be present during any work activities including all subcontractor and trades work activities, as well as delivery or pickup of materials and resources on site.
- .3 The Contractor will obtain, and cover all costs or coordination required for, all necessary permitting or safety inspections required throughout all phases of the work. PCA will issue a building permit for the work at no cost to the contractor.
- .4 The contractor will obtain and maintain a valid business license for Yoho National Park.

3.2 HEALTH AND SAFETY

The Contractor must:

- .1 Develop and submit for review and approval a written Site Specific Health and Safety Plan (SSHSP) based on a Contractor conducted hazard assessment prior to any field work and will continue to implement, update, and enforce the plan as required. The SSHSP must cover all activities overseen by the Contractor and must include:
 - a. The Contractor's safety policy.
 - b. Identification of applicable compliance obligations.
 - c. Organizational chart for all project team members including contact information for all members or services listed.
 - d. Site specific hazard assessment.
 - e. General safety standards for project.
 - f. Site specific safe work procedures.
 - g. Inspection policy and procedures.
 - h. Incident reporting and investigation policy and procedures.
 - i. Occupational Health and Safety (OH&S) meetings outline and schedule.
 - j. OH&S communications and record keeping procedures.
- .2 Coordinate with PCA operations or activities within or adjacent to the project site(s).
- .3 Be responsible for health and safety for all on site, and for protection of general public and PCA staff within the extent of area affected by the work.
- .4 Post copies of relevant Material Safety Data Sheets (MSDS) on site.

3.3 QUALITY MANAGEMENT

- .1 The Contractor must prepare a Quality Control & Commissioning Program (QCCP). The purpose of the QCCP is to ensure the performance of the work in accordance with Contract requirements.

- .2 The QCCP will present a system for tracking and documenting the quality control of the work as well as document the commissioning process to ensure a quality final product.
- .3 An independent check of all Work shall be performed by the Contractor. The same personnel may not be used to perform a given task as those used to check the quality and accuracy of the task.
- .4 Allow DR access to work throughout entire project duration.
- .5 Remove defective or poor quality work identified by DR. Replace or re-execute to an acceptable standard at no additional cost or compensation.

3.4 COMMISSIONING

- .1 The Contractor is responsible for developing and delivering a well-organized operation and maintenance (O&M) manual to be presented prior to project completion in .pdf format which must include the following:
 - a. All technical information, brochures, and manuals for the maintenance and operation of new equipment, products, and associated controls.
 - b. All commissioning documents, reports, certificates, or results.
- .2 Prior to final completion, the Contractor will host an on-site commissioning meeting and walk-through for all relevant PCA trades and maintenance staff to review final work and discuss all elements listed within the O&M manual.

3.5 SUBMITTALS

.1 ADMINISTRATIVE

- .1 Submit to PM the submittals listed below and in all sections. Submit promptly and in an orderly sequence as to not cause delay in work. Failure to submit on time is not considered sufficient reason for extension of contract, delay in completion, or additional compensation.
- .2 All submittals must be sent electronically in .pdf format unless otherwise approved by DR and must include a review stamp or attestation that the submittal has been reviewed fully and approved by the Contractor.
- .3 The DR will review and return any submittal with within 5 business days as either:
Approved, reviewed with comments, or revise and resubmit. Any resubmission(s) made to the DR will be returned within 5 business days.
- .4 The Contractor's responsibility for errors and omissions, or deviations from submission detail requirements is not relieved by the DR review and approval of submittals.
- .5 Accompany submissions with a transmittal letter or title page, containing:
 - .1 Date.
 - .2 Project title.
 - .3 Contractor's name and address.

- .4 Identification and contents of each submission.
- .5 Any other pertinent data.

.2 SHOP DRAWINGS AND PRODUCT DATA

- .1 The term "Shop Drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures or other data which are to be provided by the Contractor to illustrate details of a portion of work.
- .2 When required by applicable codes or regulations, submit drawings stamped and signed by professional engineer registered or licensed in Province of British Columbia, Canada.

.3 REQUIRED SUBMITTALS

Project submittals and respective submission dates are as follows throughout the project:

- .1 Project schedule including details, resources, and GANTT chart presentation format: Within 2 weeks of contract award, as well as an updated version minimum every two weeks throughout project duration.
- .2 SSHSP: Within 2 weeks of contract award.
- .3 QCCP: Within 2 weeks of contract award.
- .4 Shop drawings for any finish products, equipment, or materials used during construction: minimum 2 weeks prior to respective work including product samples if deemed necessary by DR.
- .5 O&M Manual: Prior to final completion.

3.6 ENVIRONMENTAL PROCEDURES

The Contractor shall ensure that all work is performed in accordance with:

- .1 The ordinances, laws, rules and regulations set out in the Canada National Parks Act.
- .2 Preapproved Routine Impact Assessment (PRIA) for Frontcountry Areas (2019) listed in Appendix A.

3.7 COMMUNICATION

The Contractor must:

- .1 Unless otherwise directed by the DR, conduct all project communication to any other PCA staff through the DR only.
- .2 No communication shall alter the terms of the project scope, budget, or schedules unless directed in writing by the DR and authorized in writing by the PCA contracting authority by means of a contract amendment or change order.
- .3 Maintain clear, organized, and frequent communication with the DR throughout the project duration.

3.8 MEDIA

The Prime Contractor will redirect any requests for project related information or questions from the media or public to the DR.

3.9 ACCEPTANCE OF WORK

- .1 PCA reserves the right to reject undesirable or unsatisfactory work. The Contractor must obtain DR acceptances during each project phase.
- .2 Acceptance does not relieve the Contractor of professional responsibility for the work and compliance with the Contract. Parks Canada acceptances do not prohibit rejection of work, which is determined to be unsatisfactory at later stages of review.

3.15 MEETINGS AND PROGRESS REPORTING

The Contractor and Site Superintendent must schedule, organize, and attend the following meetings. For all meetings, the DR will record distribute meeting details and minutes within 2 business days which include record decisions and action items.

- .1 Within two weeks of contract award, an in-person preconstruction meeting with the DR in order to present and discuss:
 - a. Overall work approach summary.
 - b. Initial project schedule.
 - c. Identification of team members.
 - d. Outstanding concerns or questions.
- .2 Progress report meetings, either in-person or by teleconference, with the DR every two weeks throughout the project indicating the following:
 - a. Current status of project.
 - b. Two week look-ahead of planned activities.
 - c. Issues and outstanding action items.
 - d. Update or impact on scheduled milestones.

SECTION 4 Reference Documentation Summary

The following lists documentation referenced within this project brief:

1. Field School Renovations 2020 – Existing and Conceptual Floorplans.
2. Preapproved Routine Impact Assessment (PRIA) for Frontcountry Areas (2019) listed in Appendix A.
3. Field Elementary School Asbestos Inventory - December 2011