

# **LAKE LOUISE TRANSIT SHELTER**

*Statement of Work*



**Parks Canada Agency**  
September 2022

Canada 

## 1. Introduction

Parks Canada Agency (PCA) is seeking a qualified and experienced contractor (the Contractor) to execute a design-build construction contract. This contract includes architecture, engineering, and construction services required to complete construction of an existing partially complete transit shelter structure. The project site is located at Lake Louise lake parking area, approximately 4km from the village of Lake Louise, AB.

## 2. Background

In recent years, the Lake Louise area has experienced a significant increase in visitation. In order to reduce traffic congestion and facilitate public transit use, PCA intends to construct a transit shelter at the Lake Louise lake parking lot. The original construction project was issued in September 2020 through a design-bid-build construction model, however the previous contractor was unable to execute the project and the contract was terminated. PCA is now left with the site as-is. Progress to date primarily consists of: Construction of a concrete foundation system and knife plate timber support mounts as per the original contract reference drawings; Procurement of large wooden timbers (partially installed); as well as electrical conduit installation from structure to nearby panel cabinet.

## 3. Objectives

The objective of this contract is for the contractor to expedite a final completion design and construct the transit shelter. The contractor will be required to procure and deliver all design and engineering services, materials, as well as to construct the shelter as per their design based on the needs statement provided in this statement of work. The completed transit shelter will provide a spacious and welcoming area for visitors to access public transit and shelter from the elements during any wait times.

## 4. Scope of Work

Perform all necessary: Planning; coordination; preparation and submission of documentation; design services; engineering; purchasing of materials and products; coordination of trades and subcontractors; construction management; as well as all construction activities necessary to complete the construction of the transit shelter in accordance with all requirements laid out herein. The work is generally comprised of: Deconstruction of existing erected timber structures, structural components, and bracing; Inspection of existing site conditions and materials; Design and engineering of transit shelter; and complete construction the transit shelter itself in accordance with the all requirements provided herein.

Items not specifically mentioned in this statement of work that are associated with the proper execution of this work are considered incidental to the contract and will not result in additional cost to PCA. Initial phases of this project will require the Contractor to execute a clearly presented, well communicated, and iterative design process prior to construction. PCA Departmental Representative (DR) input will be required throughout all phases of this design process prior to approvals and subsequent next steps/phases of the project. The work to be completed by the Contractor as part of this contract includes the following:

1. Review of all existing project documentation, plans, designs, drawings, and reports, followed by site visit(s) as necessary, as well as inventory and inspection of existing materials and structure components in order to appropriately identify and confirm all aspects of the work.
2. Coordination, supervision, and payment for any third party utilities, subcontractors, consultants, inspections, testing, reporting, permitting, or licences necessary for completion of the work.
3. A thorough and documented inspection, inventory, and assessment of existing materials on site as well as structural and electrical systems throughout the entire project and staging sites.
4. Develop and implement efficient and corrective solutions for any engineering or construction requirements based on the existing conditions, conceptual designs, and subsequent final designs.
5. Develop and present to PCA a construction execution plan, schedule, and weekly updated schedule to sequence and outline the project.
6. Prior to construction, develop and present to PCA a conceptual design report outlining and summarizing the design constraints, criteria, code/design analysis, as well as a full conceptual drawing package for PCA review and comments for revision.
7. Develop and submit a complete set of detailed construction drawings, product information, shop drawings, and relevant specifications for PCA review and revise as required prior to execution of subsequent construction phases as per section 7. Contractor will adhere to the following requirements regarding existing materials and previously purchased and/or installed materials on site (including all wood materials):
  - 7.1. Contractor is responsible for all existing materials on site and will be required to inspect, measure, and inventory materials for project use.
  - 7.2. Contractor will make best efforts to incorporate existing materials into transit shelter design, and will be responsible for removal and/or disposal of remaining unused materials. Confirmation of quality, composition, condition, as well as any required testing of all existing materials are the responsibility of the contractor.
  - 7.3. Price determination and viable use of all existing materials on site is the responsibility of the Contractor prior to contract tender close.
8. All deliverables and submissions including summaries, reports, drawings, plans, specifications and schedules, shall be provided to the PM in electronic PDF format (or approved alternative) and will be identified with a cover transmittal sheet for tracking and organization purposes. Original format and hard copies may be required as requested.

9. The PCA DR will review and return any submittal with within 5 business days as either: Reviewed, reviewed with comments, or revise and resubmit. Any resubmission(s) made to the DR will be returned within 5 business days. DR will strive to return documents to the Contractor sooner than 5 business days to expedite project completion and improve efficiency.
10. Mobilization to site and installation of proper site security and related project requirements including but not limited to: Safety signage, construction fencing, traffic control measures, and temporary utilities.
11. Deconstruction, organization of materials, and proper disposal of applicable existing components necessary for proper construction of final transit shelter design.
  - 11.1. All project waste is to be disposed of outside the National Park. All fees associated with waste disposal are considered incidental to the contract. Contractor shall not dispose of any animal attractants in typical open-aired construction waste bins. Food or animal attractant waste must be disposed of properly.
  - 11.2. Maintain a clean and orderly work site free from accumulated waste, rubbish, or debris.
  - 11.3. The Contractor shall make reasonable efforts to separate and recycle materials to be disposed of.
12. Complete construction of the transit shelter as per the DR reviewed contractor provided Issued for Construction design drawing and specification package.
13. Any damage to adjacent infrastructure or project components during construction shall be repaired by the contractor.
14. Final landscaping, clean-up, and rehabilitation of all areas impacted by the project as per the Issued for Construction drawing set.
15. Final testing, inspection, and commissioning of all applicable systems and project elements.
16. Final presentation and handover of complete transit shelter including a commissioning and in-person training orientation session for PCA staff and maintenance personnel.
17. Submission and presentation to PCA DR of all warranties, product information, operation manuals, project photos, as-built drawings, and other relevant literature.

## 5. Mandatory Transit Shelter Components and Requirements

The following mandatory components and requirements will be included in the design and construction of the transit shelter:

1. Existing foundation, electrical conduit, and heavy timber knife plate mounts will be inspected and utilized to complete structure construction.
2. Structure will consist of a covered, open concept, heavy and/or mass timber construction, complete with sheet metal roofing.
3. Structure will be designed and engineered in accordance with location specific requirements and environmental considerations.
4. Structure will include interior electrical systems and lighting similar to original contract drawings.
5. Structure will include a variable use of space section similar to original contract drawings. This section will be used seasonally as closed/secured storage for materials during winter months, and will serve as additional space for transit users during summer months.
6. Structure will include bench-style seating similar in style and capacity to original contract drawings.
7. Structure entrance will consist of asphalt patching and concrete sidewalk as per original contract drawings in accordance with CSA accessibility standards.
8. Surrounding landscape, drainage control, final grading, and site rehabilitation will be designed and constructed in accordance with original contract drawings.

## 6. Constraints

The Contractor will adhere to the following design constraints throughout all phases of the project:

1. The Contractor will maintain a valid PCA Business License for Banff National Park throughout the project duration.
2. Standards, codes and regulations to be adhered to throughout this project shall be the latest edition of the following including all amendments, supplements, and revisions:
  1. National Building Code of Canada (Including accessible design CSA B651-18).
  2. National Plumbing Code of Canada.
  3. National Electrical Code of Canada.
  4. National Fire Code of Canada.
  5. Canada National Parks Act.
  6. Provincial Occupational Health and Safety Regulations.
  7. Canada Labour Code (including latest revisions of all regulations).
  8. Provincial Codes and Standards.
  9. Applicable Engineering and Architectural Standards and Requirements.
  10. Relevant Occupational Health and Safety Legislation.

3. Accessibility requirements (CSA B651-18) must be adhered to for all aspects of the final project design and construction.
4. Work shall only be completed between the hours of 7:00am and 6:00pm, Monday through Friday. Work to be completed on weekends or statutory holidays will require approval from the DR.
5. Any notice of disruption to utilities must be provided to PCA DR a minimum of 48 hours notice.
6. The Contractor will ensure that the worksite is secure and that access is controlled and limited to those involved with the delivery of the work. The Contractor will be responsible for all activities within the site footprint throughout the duration of the project.
7. The Contractor will be provided staging areas limited to:
  - 7.1. Within the existing boundaries of the wooden site fencing in the lower parking lot (transit shelter site).
  - 7.2. A limited staging area of 7x bus stalls (north side) of middle (bus) parking lot to permit through bus traffic.
8. The Contractor is responsible for all clearing of snow and ice at all sites within the project and staging footprint as well as staging access.
9. **To ensure an expedited completion of the project, the contractor will be required to construct all asphalt, concrete, site grading, and drainage components prior to November 1, 2022.** PCA will approve this work to take place prior to final structure design package submission and approval provided necessary documentation is submitted prior to any work.

## 7. Deliverables and Project Stages

The following section outlines the required project phasing, deliverables, and stages:

1. **Stage 1 – Design Phase:** The Contractor shall prepare and submit a complete design package including both a full drawing set and specification package. Final drawings and specifications for construction must be stamped by all applicable professional engineering, architecture, or other applicable designations. Three (3) review and revision periods will be assumed for correction of errors and minor design modification as per PCA input. The design phase shall consist of submission of, but not limited to, the following:
  1. Iterations of complete drawing set at the following stages: 30%, 60%, 90%, as well as an Issued for Construction (IFC) version. Revisions requested by PCA may include minor changes project elements.
  2. Development and submission of a construction plan for how to implement the execution of the construction phase (Stage 2) including a detailed project schedule (GANTT chart format) which clearly identifies major project tasks, product procurement/lead times, project milestones, and critical path items.

3. Complete set of specifications presented to PCA including various options and recommendations related to but not including: Equipment, materials, products, systems, controls, colors, finishes, construction processes, and architectural components.
  4. A stamped Issued for Construction drawing and specification package including all mechanical, structural, architectural, and electrical components required to move into stage 2 - construction phase.
2. **Stage 2 - Construction Phase:** The construction phase shall commence immediately after PCA reviews the detailed design package and confirms in writing that no changes are required. PCA DR may approve selective site demolition prior to Stage 2 if properly identified within Stage 1 and following submission of relevant stage 2 documentation (section 6.2.1). Deliverables of this phase include but are not limited to:
1. Submission of all necessary permitting, licenses, and documents required prior to construction mobilization including but not limited to the following:
    - a. Contact list for key staff and personal.
    - b. A Site Specific Health and Safety Plan (SSHSP) in accordance with Section 9.
    - c. An Occupational Health and Safety Plan.
    - d. An Environmental Protection Plan (EPP).
      1. The EPP will consist of a project specific document which clearly and specifically outlines all project elements that may affect the environment as well as associated mitigations that must be adhered to. Contractor will refer to applicable reference documentation in order to complete EPP: 1) Upper Lake Louise Transit Shelter Basic Impact Analysis (BIA). 2) Preapproved Routine Impact Assessment (PRIA) for
    - e. Emergency Response plan.
    - f. Waste reduction and recycling plan.
    - g. Quality Assurance and Quality Control Plan.
  2. Management, review, and submission for review of all shop drawings, request for information (RFI), contemplated change notice (CCN), change order (CO), and all additional project documentation to ensure quality control and code compliance.
  3. A project schedule updated and submitted weekly.
  4. Complete construction of the transit shelter in accordance with all previously submitted project documentation, drawings, and specifications.
  5. Creation and submission of operation and maintenance manual documentation consisting of any product literature including products, required annual maintenance, equipment, controls, and systems installed.
  6. All documentation, shop drawings, and product data to be reviewed by PCA prior to purchase and installation.

3. **Stage 3 – Substantial Performance and Warranty Phase:** As per contract Standard Acquisition Clauses and Conditions General Condition 5, Substantial performance will be issued, including a 12-month warranty of all products and workmanship starting upon the date of substantial performance unless otherwise stated.
4. **Stage 4 – Final Completion:** As per contract Standard Acquisition Clauses and Conditions General Condition 5, final completion will be issued by PCA including final walk-through and presentation of complete structure.

## 8. Project Administration / Responsibilities

The Contractor is required to provide, at no additional cost to PCA, an electronic online file sharing mechanism (i.e. Sharepoint, Google Drive, or similar) for all project team members, including PCA DR, and will maintain organized records of all project administration related items. The Contractor will provide the PCA DR with any other requested information in a timely manner.

The Contractor is required to document and record project progress including daily photos for final submission to PCA DR upon project completion.

## 9. Meetings

The following meetings are anticipated throughout the project lifecycle. The Contractor and any applicable contractor representatives will be required to attend:

1. **Preconstruction:** Within ten (10) business days of contract award, a preconstruction meeting will be held and hosted by PCA DR to initiate the project. Contractor-hosted Regular Project Meetings will follow the preconstruction meeting on a time line agreed by both parties.
2. **Regular Project Meetings (Onsite or virtual as required):** A weekly project meeting will be held and hosted by the Contractor in order to review discuss the following. Electronic project meeting minutes will be documented by the Contractor and distributed within 48 hours of the meeting for review and comment by PCA DR.
  - a. Site safety update.
  - b. Project progress.
  - c. Updated project schedule and two-week look-ahead.
  - d. Outstanding PCA DR requirements.
  - e. Outstanding Contractor requirements.
  - f. Site issues.
  - g. Other business.

## 10. Health, Safety, and Site Supervision

The Contractor must:

1. Develop and submit for review and approval a written Site Specific Health and Safety Plan based on a Contractor conducted hazard assessment for all work prior to any construction activities and will continue to update and enforce the plan as required. This plan must cover all activities overseen by the Contractor and must include:

1. The Contractor's safety policy.
  2. Identification of applicable compliance obligations.
  3. Organizational chart for all project team members including contact information for all members or services listed.
  4. Site specific hazard assessment.
  5. General safety standards for project including require personal protective equipment (PPE) required on site.
  6. Site specific safe work procedures.
  7. Inspection policy and procedures.
  8. Incident reporting and investigation policy and procedures.
  9. Occupational Health and Safety (OH&S) meetings outline and schedule.
  10. OH&S communications and record keeping procedures.
2. Maintain the presence of a qualified Contractor Site Superintendent onsite at all times that work is to take place including delivery of materials and supervision of subcontractors and subtrades.
  3. Coordinate with PCA operations or activities adjacent to the project site(s).
  4. Maintain and update a daily site log of personnel on site with proof of awareness and adherence for required PPE and safety protocols.
  5. 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.
  6. Post Contractor contact information at a designated Contractor supplied display bulletin board at the entrance of site including: Contractor contact information, PCA building permit (to be supplied to Contractor at no cost), emergency contact information, as well as copies of relevant Material Safety Data Sheets (MSDS) on site.
  7. Comply with and enforce any applicable Federal, Provincial and Municipal regulations and statutes including COVID-19 safety regulations and advisories.

## 11. Experience

The Contractor team must have significant expertise and be licensed and/or certified to provide the necessary professional services within Alberta. It is recommended that the Contractor team members meet the minimum experience shown below:

1. Senior Architect – AAA licensed to practice in Alberta.
2. Structural Engineer- P.Eng licensed to practice in Alberta.
3. Electrical Engineer – P.Eng licensed to practice in Alberta.

4. Contractor Site Superintendent, Subcontractors, Tradespersons, and personnel on site – Must hold valid certification and training in their respective field of expertise and have adequate experience to complete the work.

## 12. Schedule

Key project milestones and key dates are outlined as follows:

Task	Deliverable	Description	Date
1	Contractor Award	Award of the contract as per this Statement of Work.	2nd week of October 2022.
2	Kick-Off Meeting (Onsite)	Meet with the PCA DR, PCA applicable personnel, Contractor, Contractor Engineer(s) and Architect(s) to confirm expectations, objectives, approach and deliverables.	3 <sup>rd</sup> week of October 2022.
3	Stage 1 – Design Phase	All requirements as per Section 6.2.	
4	Section 6.9 – Completion of specific grounds components.		Prior to 2 <sup>nd</sup> Week of November 2022 (estimated beginning of snow/freezing conditions)
5	Stage 2 – Construction Phase		
6	Stage 3 – Substantial Performance and Warranty Phase		2 <sup>nd</sup> week of December 2022.
7	<b>Stage 4 – Final Completion Phase</b>		<b>January 20, 2023</b>
8	Project Closeout	Review and processing of final project documentation, invoicing, and warranty requirements.	

**Note:** Timelines for completion of tasks are subject to adjustment based on assumed Task 1 date.

## 13. Reference Documents

The following information is provided in reference to this document:

1. Lake Louise Transit Shelter – Original IFC Drawings NORR 2020
2. Lake Louise Transit Shelter – Photo Reference Package 2022
3. Frontcountry Areas PRIA English - Parks Canada 2019
4. Sites dans lavant-pays-EICP - Parcs Canada 2019 (*Frontcountry Areas PRIA French*)