

PARKS CANADA AGENCY

JASPER NATIONAL PARK

Washroom Building Design

5P468-22-0215

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STATEMENT OF WORK

1 PURPOSE

Parks Canada Agency (PCA) with Jasper National Park (JNP) requires the services of an architectural firm, acting as the prime consultant, for the delivery of services required for the Public Washroom Building Renovations and Upgrades project in Jasper National Park. The services that are required include developing conceptual layouts and the preliminary design of the preferred layout for converting the existing facility into a new inclusive sanitary facility per Parks Canada directive.

1.1 Objectives

- 1.1.1 Development of a modern, inclusive, and barrier free washroom facility
- 1.1.2 Maximize, within reason, the number of toilet stalls within the building footprint
- 1.1.3 Design shall provide privacy and safety to users
- 1.1.4 Design shall meet and respect the Federal Heritage Buildings Review Office (FHBRO) statement for the building
- 1.1.5 Improvements to the building envelope and mechanical and electrical systems shall reduce GHG emissions and/or exceed energy code requirements
- 1.1.6 Design of building renovations shall represent excellent value to Parks Canada
- 1.1.7 Development of Class D estimate for conceptual layouts
- 1.1.5 Development of layouts and preliminary design shall adhere to all applicable codes and requirements outlined by Parks Canada staff and Federal Heritage Building guidelines and regulations.

2 BACKGROUND

The Public Washroom building in Jasper National Park is located in the Town of Jasper on Connaught Drive across from the Visitor Information Center and to the North of the Train Station. The building is formally known as the 'Rescue Building' as it formerly housed search and rescue equipment for Jasper National Park. The building was constructed in 1949, designated as a Recognized Federal Heritage Building in 1991, and it's FHBRO Report Reference number is 90-306. The building was originally built as a tourist information bureau with public lavatory facilities. In 1972, the structure was modified to serve as a storage facility for rescue equipment. It is a rectangular, one-storey, hip-roofed, building with front and rear gable roofed projections in the Rustic Style. The historic designation is confined to the footprint of the building.

Currently, on either side of the washroom building is a men's and women's washroom. The centre of the building is home to the 'Friends of Jasper' office who have a small, mostly volunteer, operation who run some supporting operations for Jasper National Park around the townsite.

The interior of the building, its mechanical systems, roof, and fixtures are dated and are in need of replacement. Parks Canada introduced a directive on Inclusive Sanitary Facility Design in 2021 which facilities must adhere to, and the building must also comply with Bill C-81 the Accessible Canada Act. Due to building systems and features being out of date and washroom facilities needing to be upgraded to be inclusive and accessible, major renovations are required.

3 ANTICIPATED MILESTONES



Project Phase	Milestone Completion Date
Document Review, Field Inspections and Systems Assessment	February 10, 2023
Development of layouts for five options	February 24, 2023
Development of Class D estimates for the five layout options	February 24, 2023
PCA Decision	March 3, 2023
Development of interior and exterior preliminary design for the preferred alternative and Class D cost estimate for the preferred option, design and costing to be presented in a report	March 24, 2023
PCA Approval of Final Deliverables	March 31, 2023

4 PROJECT DELIVERABLES AND REQUIREMENTS – REQUIRED SERVICES

4.1 Review, Layouts, and Preliminary Design

- 4.1.1 Visual inspections, interior and exterior, to evaluate current condition of the building's features and fixtures. Destructive inspections and testing (e.g. cutting drywall to evaluate insulation behind walls) is permissible but subject to project manager approval.
- 4.1.2 Visual inspection of the roof and development of recommendations for repair or replacement
- 4.1.3 Condition assessment of HVAC and plumbing systems to develop and deliver recommendations for upgrades.
- 4.1.4 Creation of five potential layouts and for the interior of the building which align with "Parks Canada Directive on Inclusive Sanitary Facility Design", "Accessible Canada Act", "Parks Canada Access Program", and "ASC/CSA B651 Accessible design for the built environment". The five layouts will generally consist of;
 - 4.1.4.1 Utilizing only the existing washroom spaces
 - 4.1.4.2 Expanding the washroom spaces into the existing 'Friends of Jasper' space
 - 4.1.4.3 Utilizing existing washroom spaces and using the 'Friends of Jasper' space as a common entrance and area where sinks are
 - 4.1.4.4 Two alternative conceptual solutions at the consultant's discretion which may expand on any of the above layouts
- 4.1.5 Identification of the pros and cons of each option, Class D costs for each option, and a recommendation for which option to implement
- 4.1.6 Each interior conceptual layout shall have an accompanying exterior layout, it is not anticipated that exterior conceptual layouts will vary greatly between interior conceptual layouts.
- 4.1.7 Development of a 33% preliminary design and construction Class D cost estimate for the preferred layout. Preliminary design will include a 3D visualization for non-technical staff to review and evaluate.
- 4.1.8 Preliminary design will incorporate hazardous building materials mitigation strategies for construction



- 4.1.9 Identification of opportunities to reduce the building's energy consumption (e.g. insulation enhancements, high efficiency HVAC systems) for the preferred option
- 4.1.10 The preferred option preliminary design, and other option layouts, shall be developed in light of the fact that the building is a recognized Federal Heritage Building. The Character-Defining Elements and Heritage values must be preserved, designs must adhere to the 'Guide to working with the Federal Heritage Buildings Review Office' and 'Standards and Guidelines for the Conservation of Historic Places in Canada'. The consultant will work with Parks Canada staff to ensure designs meet the intention of preserving the historic features of the building.
- 4.1.11 Conduct a building code analysis to support the design requirements for the preliminary design
- 4.1.12 Confirm and document functional requirements
- 4.1.13 Provide a pre-design report that clearly outlines the intent, objectives, process, design, results and recommendations.

4.2 General Requirements

- 4.2.1 Provide proposed Project schedule including allowance for 10 business days for PCA review at each submission and incorporating, at minimum, anticipated milestone dates
- 4.2.2 The Consultant Team must employ their own quality control and quality assurance program and remain fully responsible for the design and services provided. Reviews conducted by PCA are for information and awareness only, not quality control for the Consultant.
- 4.2.3 Attend project meetings by tele/video conference chaired by the DR on a bi-weekly basis or as requested by either party.
- 4.2.4 Record project meeting minutes, including issues and decisions. Prepare and distribute minutes within two (2) working days, throughout all Phases of the Project.

4.3 Additional Consultant Responsibilities

- 4.3.1 Satisfying and where possible exceeding the expectations and needs of PCA clients and stakeholders.
- 4.3.2 Delivery of the project by utilizing best practices in support of PCA needs, respecting the approved scope, quality, financial budget and schedule.
- 4.3.3 A cohesive functional partnership and open communication between all members of the project delivery team and stakeholders throughout all phases of the project life.
- 4.3.4 An integrated and focused Consultant team with an in-depth understanding and collective 'buy-in' of the project requirements, scope, budget and scheduling objectives, working constructively to ensure a collaborative and cooperative team approach with knowledgeable and timely input and contribution by all project team members.
- 4.3.5 Rigorous quality assurance reviews during the planning and implementation phases, including the application of value engineering reviews during the design.
- 4.3.6 A rigorous quality management plan in order to respond and correct, in a timely and effective manner, all issues as they occur.
- 4.3.7 Assigning an experienced and well-seasoned Project Engineer that shall be responsible for the project, and shall ensure that there is a continuity of key personnel working as an integrated dedicated team for the full duration of the project.
- 4.3.8 Optimum professional conduct in all phases of the project, by employing best practices for budget, schedule, quality, and scope management.
- 4.3.9 A continuous risk identification and management program employing effective methodologies to ensure claims avoidance.
- 4.3.10 Continuous and comprehensive documentation of the project at all stages of the project implementation.



- 4.3.11 The Consultant must ensure their employees and/or subcontractors adhere to Canada Labour Code and Canada Occupational Health and Safety Regulations while performing the work.

5 OPTIONAL SERVICES

5.1 Detailed Design Service

- 5.1.1 The approved Pre-Design report will provide the basis for the Construction Documents Service which is to set out detailed requirements for construction in the tender documents.
- 5.1.2 Deliverables:
- 5.1.2.1 66% complete Construction Documents including Class "B" cost estimate, technical drawings and NMS specifications
 - 5.1.2.2 99% complete Construction Documents including Class "A" cost estimate, technical drawings and NMS specifications. This submission incorporates all revisions required. The consultant shall submit documents to the Departmental Representative and Authority having jurisdiction.
 - 5.1.2.3 Final 100% Construction Documents ready for tender including signed and sealed drawings and specifications, lump sum bid table and updated class A cost estimate (if required).
 - 5.1.2.4 Written confirmation that a full review and coordination of the Contract Documents are complete and in accordance with professional standard of care
 - 5.1.2.5 One (1) tender package, coordinated with related disciplines, for the construction phase.
- 5.1.3 Provide support to Departmental Representative with Development Permit application and any issues arising from the review by permitting agency.
- 5.1.4 Provide support to Departmental Representative with preliminary Building Permit application in order to identify and resolve code compliance issues, prior to application from the general contractor

5.2 Tender Services

- 5.2.1 Provide the Departmental Representative with information required by bidders to interpret construction documents
- 5.2.2 Prepare addenda in response to all questions within two (2) business days during the bidding period and submit to the Departmental Representative; assume two (2) revisions
- 5.2.3 Attend a pre-tender site visit

5.3 Construction support services

- 5.3.1 Review shop drawings and other submittals
- 5.3.2 Provide field reviews to fulfill the Consultant's professional obligations to monitor the construction activities throughout the construction period; assume two (2) site visits for each discipline
- 5.3.3 Furnish supplemental instructions to the Contractor
- 5.3.4 Review and comment on various documents such as the Contractor's Progress Claims, change orders, RFIs
- 5.3.5 Review safety code agency reports, resolve issue as required and provide recommendations to Departmental Representative
- 5.3.6 Perform Substantial completion inspection and assist Departmental Representative with preparation of the Certificate of Substantial Completion and provide sign-off.



5.4 Post Construction Services

- 5.3.7 Prepare and submit record drawings (in pdf and AutoCAD format)

6 CODES, ACTS, STANDARDS AND REGULATIONS

6.1 Applicable Code

- 6.1.1 In addition to Provincial and Municipal Acts, Codes, By-laws and Regulations appropriate within the area of the Work, the following are a list of Codes, Acts, Standards and Guidelines, applicable to this project in their latest edition (in the event of a conflict between codes, the more stringent shall take precedence). This list is for reference and does not constitute a full representation of all requirements of the Consultant in delivery of the Project.
- 6.1.1.1 NRC National Building Code of Canada
 - 6.1.1.2 NRC National Plumbing Code of Canada
 - 6.1.1.3 The Canada Labour Code (CLC)
 - 6.1.1.4 The Canada Occupational Health and Safety Regulations
 - 6.1.1.5 Canada National Parks Acts and Parks Canada Agency Regulations
 - 6.1.1.6 Directives and Guidelines
 - 6.1.1.7 Parks Canada Directive on Inclusive Sanitary Facility Design
 - 6.1.1.8 Accessible Canada Act
 - 6.1.1.9 Parks Canada Access Program
 - 6.1.1.10 ASC/CSA B651 Accessible design for the built environment
 - 6.1.1.11 Standards and Guidelines for the Conservation of Historic Places in Canada
 - 6.1.1.12 A Guide to Working with The Federal Heritage Buildings Review Office

7 Constraints

7.1 Building Access

- 7.1.1 Centre of building is occupied by the Friends of Jasper. When entering this space, a minimum two weeks notice is required in advance. The Parks Canada project manager will manage that request to the Friends of Jasper. Please notify project manager at least 12 business days in advance of when the site inspections are planned.

7.2 Inspections

- 7.2.1 All inspection work must be performed during 07:00 and 19:00. All testing of components, if required, shall be completed in a way to minimize impacts to the public and staff.

7.3 Business License

- 7.3.1 A PCA business licence is required by the Consultant prior to performing work within Jasper National Park. Contact the Administration Officer at jasperbusinesslicence@canada.ca to make arrangements.

8 PCA RESPONSIBILITIES

8.1 Documents and Records



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- 8.1.1 PCA can not confirm the completeness or existence of the record drawings of the existing systems or of previous inspections.
 - 8.1.2 Most recent records include:
 - 8.1.2.1 1993 Renovation Drawings
 - 8.1.2.2 2019 Hazardous Building Materials Assessment