



# Snow removal on Dufferin Terrace and Governors' Promenade

Saint-Louis Forts and Châteaux National Historic Site

Québec City, Quebec



Figure 1 – Section of Dufferin Terrace



Figure 2 – Section of Governors' Promenade

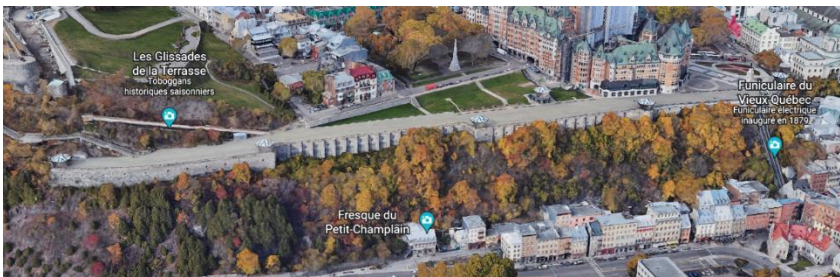


Figure 3 – General view of Dufferin Terrace



Figure 3 – General view of Governors' Promenade

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 1 of 13
---------------------------------	---	--------------



## TABLE OF CONTENTS

1.	GENERAL INSTRUCTIONS.....	3
1.1.	Project information .....	3
1.2.	Terms used .....	3
1.3.	Description of work on Dufferin Terrace.....	3
1.4.	Description of work on the Governors' Promenade .....	3
1.5.	General description and details.....	4
1.6.	Examination of premises .....	4
1.7.	Inspection .....	4
1.8.	Supplies and labour .....	5
1.9.	Safety measures and environmental protection.....	5
1.10.	Use of site and parking.....	6
1.11.	Responsibilities and coordination .....	6
1.12.	Dufferin Terrace Storage .....	7
1.13.	Storage in the Governors' Promenade area.....	7
1.14.	Contract term .....	8
2.	WORK TO BE PERFORMED.....	8
2.1.	Snow removal on the Dufferin Terrace .....	8
2.2.	Snow removal on the Governors' Promenade .....	11
2.3.	Site sanding .....	12
2.4.	Spring cleaning and site restoration.....	13
3.	APPENDICES.....	13
3.1.	APPENDIX I.....	13
3.2.	APPENDIX II.....	13



## 1. GENERAL INSTRUCTIONS

### 1.1. PROJECT INFORMATION

---

Parks Canada Agency (PCA) project title	Snow removal on Dufferin Terrace AND Governors' Promenade
Project location	Dufferin Terrace AND Governors' Promenade, Saint-Louis Forts and Châteaux National Historic Site, Québec City

### 1.2. TERMS USED

---

- 1.2.1. In this Statement of Work, "Agency" refers to Parks Canada Agency, Quebec Field Unit.
- 1.2.2. "Contractor" means the company chosen to perform the work outlined in these specifications, in accordance with the standards, specifications and drawings provided for this purpose.

### 1.3. DESCRIPTION OF WORK ON DUFFERIN TERRACE

---

- 1.3.1. The work consists of annual snow removal and sanding of the Dufferin Terrace within the contract period, as specified in Section 1.14 – Contract term. The Contractor will remove snow from the entire surface area of the Dufferin Terrace decking, covering an approximate area of 61,880 square feet (5,749 square metres) as outlined in the map in Appendix II and as detailed in Section 2 – Work to be performed of this document. The Contractor shall pile snow at the location designated on the map in Appendix II. It is strictly forbidden to throw snow over the railing of the Dufferin Terrace into the cliff and over the slide.

### 1.4. DESCRIPTION OF WORK ON THE GOVERNORS' PROMENADE

---

- 1.4.1. The work consists of annual snow removal and sanding of the Governors' Promenade within the contract period, as specified in Section 1.14 – Contract term. The entire length of the Promenade, from the Governors' Promenade kiosk to the Dufferin Terrace, must be cleared of snow, including several flights of stairs with approximately 325 steps. These two sites correspond to Markers 0 and 109 in Appendix I, Figure 1. Work must be carried out in accordance with Section 2 – Work to be performed of this document.

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 3 of 13
---------------------------------	---	--------------



#### 1.5. GENERAL DESCRIPTION AND DETAILS

---

- 1.5.1. Snow will be cleared diligently to keep surfaces and entrances clear at all times, ensuring safe traffic flow on the premises and unobstructed access to buildings during emergencies. Snow on stairs must be removed by hand to protect the stairs.
- 1.5.2. The Contractor must use lightweight equipment (as specified in 2.1.13.) for snow removal. Unauthorized vehicles may not be driven on the Dufferin Terrace, due to its limited load-bearing capacity. The Contractor shall submit a list of proposed equipment in advance, for approval by the Agency. The equipment used must have protective features, such as Teflon pads, to protect the decking. The Contractor shall assume liability for any damage to the terrace caused while carrying out its work. The equipment must be equipped with sufficient absorbent materials for use in case of a spill. There are no storage facilities provided for this purpose.

#### 1.6. EXAMINATION OF PREMISES

---

- 1.6.1. The bidders must be familiar with the site and facilities and shall be responsible for obtaining all information necessary for the assessment and performance of the contract. They are expected to visit the site to examine the premises and carefully review all contract documents, asking for clarification as needed. All quantities and dimensions are provided for reference purposes only. The Contractor is responsible for validating the accuracy of this information.

#### 1.7. INSPECTION

---

- 1.7.1. A regular inspection will be conducted by the Agency's project authority, who will decide whether the work is satisfactory. The Contractor shall diligently remove snow and sand to the Agency's satisfaction.

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 4 of 13
---------------------------------	---	--------------



## 1.8. SUPPLIES AND LABOUR

---

- 1.8.1. The Contractor must supply enough labour, materials, equipment and tools to carry out the work.

## 1.9. SAFETY MEASURES AND ENVIRONMENTAL PROTECTION

---

- 1.9.1. The Contractor must comply with all codes, standards and recommendations in force and applicable within the scope of its mandate. Safety measures for the protection of personnel and equipment, as well as fire prevention measures, must be respected at all times.
- 1.9.2. **All spills** must be reported to the Agency representative as soon as possible **AND to the Technical and Scientific Support Officer at 418-563-5890;**
- 1.9.3. If the Contractor uses equipment that requires on-site hydrocarbon operation and refueling, it must comply with the following procedures:
- 1.9.3.1. Before arriving on site, ensure that the equipment is properly adjusted, clean and free of contaminants, in good working order, free of leaks (e.g., fuel, oil or grease) and equipped with standard spark arrestors and emission control devices.
  - 1.9.3.2. Store, maintain and refuel machinery on a flat surface, outside tree foliage.<sup>1</sup>
  - 1.9.3.3. Refuel on a waterproof fuel mat, with drip trays under the fuel doors, or inside a container. Leaks and spills caused by refueling must be cleaned up and reported, and contaminated materials must be disposed of appropriately. Never dispose of or deposit fuel in the environment, in a sewer or in a storm drain.
  - 1.9.3.4. Make sure an emergency spill kit, including absorbent materials and berms capable of containing 110% of the largest spill that the work could cause, is available at each location where a spill may occur (areas where equipment is operated and refueling, lubrication and repair points).
  - 1.9.3.5. Report spills immediately to the Parks Canada project authority, the Quebec Field Unit asset manager and the emergency contact person.

---

<sup>1</sup>The area defined by the circumference of the plant cover, where water drips onto the Use of site and parking.



- 1.9.4. The Contractor shall have enough absorbent materials on hand for each piece of equipment that may contain spillable substances, ensuring they are readily available in case of a spill. Absorbent materials can be stored with the equipment if necessary, but must be readily accessible in case of a spill.

#### **1.10. USE OF SITE AND PARKING**

---

- 1.10.1. **Only during snow clearing operations at Parks Canada sites**, the designated parking area is located immediately adjacent to the Château Frontenac, on Parks Canada property as indicated in green on the map in Appendix II.
- 1.10.1.1. The designated parking area is not solely intended for the Contractor's use. Its use must allow access for multiple vehicles and must not hinder entry to the site.
- 1.10.1.2. No unauthorized vehicles are allowed on Dufferin terrace.
- 1.10.2. The vehicle access road leading to the Governors' Promenade kiosk is identified in Appendix I. **This access road is not cleared of snow in winter. The kiosk is no longer accessible to vehicles after the first snowfall.** All equipment to be stored in the kiosk during **the winter must be moved to the kiosk before the first snowfall.**
- 1.10.3. Parking is not permitted in the Plains of Abraham Museum parking lot unless prior arrangements have been made directly with the National Battlefields Commission through Parks Canada.

#### **1.11. RESPONSIBILITIES AND COORDINATION**

---

- 1.11.1. The Contractor shall accept full responsibility for allocating and coordinating the tasks carried out by its workforce and for the equipment required for the work to be carried out properly. The Agency shall not be liable for any damage to the Contractor's equipment or materials or any injury to its staff.
- 1.11.2. The Contractor shall never block entrances or access so as to not impede traffic or block access to buildings and Agency operations.
- 1.11.3. The Contractor shall not dispose of any debris or waste in the surrounding wilderness. The Contractor is responsible for promptly clearing away all debris and waste resulting from its work on the site.
- 1.11.3.1. No later than April 15 of the current year, the Contractor must collect the sand used during the work and remove it from the site.

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 6 of 13
---------------------------------	---	--------------



- 1.11.4. The Contractor is responsible for coordinating its activities in the Dufferin Terrace area with the operator of the Princess Louise slide and kiosk (Au 1884 Inc.) to avoid disrupting slide operations.
- 1.11.4.1. The Contractor's work method must always prioritize slide user safety. The slide's normal operating hours are between 10 a.m. and 9 p.m.
- 1.11.5. It is prohibited to blow snow over the slide. The accumulation zone is located behind the slide (see Appendix II).
- 1.11.6. If the Contractor's snow removal operations result in snow accumulation in a snow-clearing area not under its responsibility (i.e., an area managed by another party), the Contractor must also remove the accumulated snow, even if it is in an area excluded from its contract.
- 1.11.7. The Contractor assumes complete liability for any damage or loss to the Agency's property while carrying out its work, whether caused by its personnel, equipment or others. It is the Contractor's responsibility to inform the Agency of any damage observed during the course of the contract.

#### **1.12. DUFFERIN TERRACE STORAGE**

---

- 1.12.1. Storage is not permitted.

#### **1.13. STORAGE IN THE GOVERNORS' PROMENADE AREA**

---

- 1.13.1. The Agency will allow storage of snow shovels, sandbags and a snow blower inside the Governors' Promenade kiosk.
- 1.13.1.1. **Fuel storage will not be permitted.**
- 1.13.2. The Contractor will be allowed to leave **padlocked** bins or other padlocked equipment storage systems on the Governors' Promenade. The quantity, type and location of storage systems must be approved by an Agency representative before installation. The Contractor is solely responsible for these storage systems, and the Agency assumes no responsibility for any damage or theft of the storage systems or their contents. Any storage system installed by the Contractor must be removed by no later than April 15 of the current contract year.
- 1.13.2.1. The Contractor must padlock or lock all storage systems.



**1.14. CONTRACT TERM**

---

1.14.1. The snow removal and sanding work shall be carried out over a three-year period, with the option of two additional one year periods and one additional period from November 1, 2028 to April 15, 2029. Dates of service required are according to the following schedule:

From November 1, 2023 to April 15, 2024;

From November 1, 2024 to April 15, 2025;

From November 1, 2025 to April 15, 2026.

If the renewal option is selected:

From November 1, 2026 to April 15, 2027;

From November 1, 2027 to April 15, 2028;

From November 1, 2028 to April 15, 2029.

**2. WORK TO BE PERFORMED**

**2.1. SNOW REMOVAL ON THE DUFFERIN TERRACE**

---

2.1.1. The Contractor shall clear snow from the entire surface of the Dufferin Terrace decking as shown on the maps available in Appendix II, excluding the area maintained by the lessor of the Princess Louise kiosk (Au 1884 Inc.) and a part of the unmaintained area.

2.1.1.1. The Contractor must exercise caution to keep snow off of plants, shrubs, landscaping and fences on the premises.

2.1.1.2. The Contractor must pile snow in the area shown in blue on the map. It is strictly forbidden to throw snow over the railing of the Dufferin terrace into the cliff.

2.1.2. The Contractor must clear snow from the entire surface of the Dufferin Terrace deck as shown on the map.

2.1.2.1. The Contractor is not required to clear the decking down to the wood after each snowfall. A thin residual layer of snow may remain (a maximum thickness of three (3) inches is tolerated). However, no piles of snow or ice are permitted on the entire maintained surface.

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 8 of 13
---------------------------------	---	--------------





- 2.1.2.2. The height of the railings must never be less than 48 inches (1.2 metres) with the thin layer of residual snow permitted.
- 2.1.3. The Contractor must clear snow from all areas excluded from its contract where the performance of its work has resulted in snow accumulation, if the non-contracted areas have already been cleared.
- 2.1.4. If any snow clearing operations take place during the day, the operator must reduce its speed and the Contractor must have a flagger in place as needed, depending on traffic, to ensure the safety of terrace users ahead of the machinery.
- 2.1.5. It is strictly forbidden to blow snow over the slide and into the authorized accumulation area during the slide's operating hours (10 a.m. to 9 p.m.). A secondary accumulation area is planned in the unmaintained area and shown on the plan in Appendix II. This area can accept a maximum height total of approximately 30 inches (0.75 meters) of snow. Snow in excess of this maximum must be transferred in the authorized snow storage area as soon as possible. The Contractor is responsible to efficiently manage the use of this area
- 2.1.5.1. The Contractor's snow removal method must always prioritize the safety of slide and terrace users.
- 2.1.6. The Contractor must manually remove snow from all accesses to Saint-Louis Forts and Châteaux (SLFC), i.e., two (2) staircases with approximately fifteen (15) steps and concrete sidewalks).
- 2.1.7. The Contractor must clear snow from the perimeter and entrances to the Frontenac kiosk, the perimeter and entrance to the Funicular, the area around the archoscopes (3) and the access staircase to the low garden.
- 2.1.8. The Contractor must perform the work to the Agency's satisfaction immediately after snowfall ceases, or by the following day if the snow stops falling in the evening or overnight, regardless of the amount. Snow removal performed by the Contractor the day following a snowfall must be completed by **10 a.m.** The Contractor is responsible at all times for removing any snow compacted by users, if present, at no additional cost.
- 2.1.8.1. The Contractor must also remove any snow piles caused by wind blowing on the terrace or around the kiosks on the Dufferin Terrace.
- 2.1.8.2. If the Contractor performs snow removal operations after snow has been removed from an area excluded from its contract, it must ensure that its

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 9 of 13
---------------------------------	---	--------------



work does not disrupt the other service provider's work. Where applicable, the Contractor must clear snow from any non-contracted area where snow accumulates due to its snow removal work.

- 2.1.9. If exceptional weather conditions prevent the work described from being completed within the designated timeframe, the Agency retains the exclusive authority to grant limited access to a section of the Dufferin Terrace to allow the work to be completed.
- 2.1.10. In the event of an exceptional storm, the Agency may temporarily close the slide to allow snow removal work to be carried out.
- 2.1.11. The Contractor must set up appropriate signage and ensure user safety while performing its work, which must be completed as quickly as possible.
- 2.1.12. The Contractor must keep the entrance and accesses to the Dufferin Terrace (areas maintained by the agent) clear of snow, accessible and sanded if necessary.
- 2.1.13. **The Contractor shall use lightweight equipment for snow removal. Heavy vehicles may not be driven on the Dufferin Terrace due to its limited load-bearing capacity.** The Contractor shall submit a list of proposed equipment in advance, for approval by the Agency. In their proposal, the Contractor must consider all loads that could influence the weight of the equipment. **The permitted total weight is described in sections 2.1.13.4 and 2.1.13.5 of Annex A and must include, but is not limited to, weight of accessories attached or towed to the equipment, fuel, operator and snow load.** Equipment restrictions apply in areas with low load-bearing capacity. Specifications regarding areas with low load-bearing capacity and their weight limitations will be provided for operational purposes, if required, following contract award. See Appendix II for area locations.
  - 2.1.13.1. Snow on sections with reduced load-bearing capacity, as shown on the Terrace maps, will have to be removed using traditional blowers or by hand.
  - 2.1.13.2. The equipment used must have protective features, such as Teflon pads, to protect the decking, and absorbent materials to be used in case of a spill.
  - 2.1.13.3. The Contractor shall assume liability for any damage to the deck or its components.
  - 2.1.13.4. **Equipment authorized on the totality of the Dufferin Terrace including certain areas with low load-bearing capacity; Equipment with four (4) wheels with a maximum total weight of 3500 lbs (all loads included).**

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 10 of 13
---------------------------------	---	---------------



- 2.1.13.5. Authorized equipment on the Dufferin Terrace EXCEPT in all areas with low load-bearing capacity, in the unmaintained area AND less than two (2) meters from the Terrace balustrade/railing: Equipment with four (4) wheels with a minimum distance between two (2) wheels of 1.2 meters and a maximum total weight of 4400 lbs (all loads included).
- 2.1.14. The Contractor is not required to remove snow from the roofs of kiosks in its snow removal zones.
- 2.1.15. The Contractor must remove snow by hand to clear access to various components that may be located in the contracted area (trash cans ±10-15, guardrails, balustrade, etc.).
- 2.1.16. The Contractor must remove snow off the entire length of the balustrade/railing in the unmaintained area, approximately 420 linear feet (110 metres) and on a minimum width of 3 feet (1 metre), in order to keep the area safe. This work is in an area with low load-bearing capacity; equipment restrictions apply. See Appendix II for area locations.
- 2.1.17. The Contractor must take all necessary precautions to avoid damaging the wooden borders and the four bollards surrounding each archescope (3), as well as the bollards and borders along the Château Frontenac or other terrace components.

## **2.2. SNOW REMOVAL ON THE GOVERNORS' PROMENADE**

---

- 2.2.1. The Contractor must clear snow from the Governors' Promenade. The area to be covered extends from the kiosk (Marker 0) to the exit point (Marker 109) on the Dufferin Terrace, as detailed in Appendix I, Figure 1. The Contractor must be careful not to damage the decking, steps, trees, shrubs, vegetation, railings and existing furniture.
- 2.2.2. The Contractor must perform the work to the Agency's satisfaction immediately after snowfall ceases, or by the following day if the snow stops falling in the evening or overnight. Snow removal performed by the Contractor the day following a snowfall must be completed by 10 a.m. The Contractor is responsible at all times for removing any snow compacted by users at no additional cost. The Contractor shall also regularly clear snow piles caused by wind blowing on the promenade or around the promenade kiosk. No snow piles are allowed in areas to be cleared by the Contractor.

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 11 of 13
---------------------------------	---	---------------



- 2.2.3. The Contractor must clear snow from the entire surface of the Governors' Promenade decking using the equipment provided. Stairways must be cleared by hand to avoid damaging them with equipment. Special attention must be paid to the stairs to prevent the risk of slipping or falling. **Accumulations of compacted or loose snow on the stairs will not be permitted under any circumstances.** The area around the kiosk (Marker 0) located at the end of the promenade must be cleared of snow, as well as a section of the steps as shown in Appendix I, Figure 2.
- 2.2.3.1. The Contractor is not required to clear the decking down to the wood after each snowfall. A thin residual layer of snow may remain. However, no piles of snow are permitted on the entire maintained surface.
- 2.2.3.2. The height of the railings must not be less than 48 inches (1.2 metres) with the thin layer of residual snow permitted.
- 2.2.4. The Contractor must keep the access hatch to the electrical vault free of snow at all times so that it can be accessed in case of any emergencies (between Markers 60 and 70 on Figure 1 of Appendix I).
- 2.2.5. The Contractor is not required to remove snow from the kiosk roof in its snow removal areas.
- 2.2.6. The Contractor must remove snow by hand to clear access to various components that may be located in the contracted area (trash cans, guardrails, etc.).
- 2.2.7. **The Contractor must, at all times, clear snow and make the gates accessible located at the ends of the Governors' Promenade. Gates must remain functional and easily accessible at all times.**
- 2.2.8. **The Contractor must clear snow from all passage lookout areas and their access stairs. The benches and the large access stairs are not part of the areas to be maintained.**

### 2.3. SITE SANDING

---

- 2.3.1. The Contractor is responsible for appropriately sanding high-traffic areas and applying sand or gravel as needed to ensure user safety, including stairs and flat sections of the Promenade, as often as required or as requested by the Agency representative.

**Note: The use of de-icing salt is prohibited on the entire site covered by this statement of work.**

Appendix A Statement of Work	PARKS CANADA AGENCY SNOW REMOVAL ON DUFFERIN TERRACE AND GOVERNORS' PROMENADE	Page 12 of 13
---------------------------------	---	---------------



#### **2.4. SPRING CLEANING AND SITE RESTORATION**

---

- 2.4.1. Prior to April 15 of each contract year, the Contractor must clean the surface of the Governors' Promenade to eliminate and recover any sand or other deposits.
- 2.4.2. The Contractor must restore the site in the event of damage.

### **3. APPENDICES**

#### **3.1. APPENDIX I**

---

- 3.1.1. Governors' Promenade; Site map, figures and images

#### **3.2. APPENDIX II**

---

- 3.2.1. Dufferin Terrace map, authorized parking.