



# Tender Documents and Specifications

**Project:**

## **The Music Hall at New Vision Church – Structural Repairs and Abatement Package**

**Structural Repairs and Abatement Tender Scope of Work**

**At**

**24 Main Street West**

**Hamilton, ON**

**Tender Package #1:**

## **Structural Repairs and Abatement Package**

**Prepared for:**

**The Music Hall at New Vision Church**

**Tender number:**

**XGC – 21-014-01**

**XGC Project Number:**

**XGC – 21-014**

**Specification Date:**

**July 2025**

Prepared by



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**Part 1        General****1.1        BID CALL**

- .1 Bids signed under seal, executed, and dated will be received by the XGC Consulting Inc. via e-mail:
  - .1 E-mail:            tmyers@xgcconsulting.ca
  - .2 Attention:        Tara Myers
  - .3 Before:            **14:00:00 local time on the 17<sup>th</sup> day of July 2025.**
  - .4 The email time received by XGC Consulting Inc. shall be the measure of exact time.
- .2 Offers submitted after the above time shall be returned to the bidder unopened.
- .3 Offers will be reviewed privately after the time for receipt of bids.
- .4 Amendments to the submitted offer will be permitted if received in writing via email with date-time prior to bid closing and if endorsed by the same party or parties who signed and sealed the initial offer.

**1.2        BID INTENT**

- .1 The intent of this bid call is to obtain an offer for services for the construction of the following work:
    - .1 Structural Repairs and Abatement Scope of Work, The Music Hall at New Vision Church located at 24 Main Street West, Hamilton, Ontario.
- The successful bidder will enter into a Stipulated Price contract, in accordance with the Contract Documents with New Vision United Church Board of Trustees.
- .2 Perform the Work as per Schedule Requirements noted within Section 01 00 11 – General Requirements.

**1.3        CONTRACT DOCUMENTS IDENTIFICATION**

- .1 The Contract Documents are identified as Project number 21-014 as prepared by XGC Consulting Inc. and the sub-consultants and listed in the Table of Contents.

**1.4        BID AND CONTRACT DOCUMENTS**

- .1 Bid Documents: The Contract Documents supplemented with Instructions to Bidders, Bid Form and Bid Supplementary Forms identified.
- .2 General Contract Documents: Defined in:
  - .1 CCDC 2 - 2020 Stipulated Price Contract

**1.5 DEFINITIONS**

- .1 The term: Bid, Offer, or Bidding: An act of submitting an offer under seal.
- .2 The term: Bid Price: Monetary sum identified by the Bidder in the Bid Form.

**1.6 DOCUMENT AVAILABILITY**

- .1 Bid Documents will be made available to all bidders via a dropbox link prior to the pre-tender site examination phase.
- .2 Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not confer a license or grant for other purposes.
- .3 Upon receipt of Bid Documents all qualified bidders are to verify that documents are complete; notify XGC should the documents be incomplete, or any discrepancies, omissions, ambiguities, inconsistencies, errors, etc. are found.

**1.7 QUERIES/ADDENDA**

- .1 Direct questions to Ms. Tara Myers, XGC Consulting Inc. via email: **tmyers@xgcconsulting.ca**
- .2 Addenda may be issued during the bidding period. All addenda become part of the Contract Documents. Include costs in the Bid Price.
- .3 Verbal answers are only binding when confirmed by written addenda.
- .4 Clarifications requested by bidders must be in writing not less than 3 working days before the date set for receipt of bids. The reply will be in the form of an addendum, a copy of which will be forwarded to known bidders.

**1.8 SITE EXAMINATION**

- .1 Prior to submitting a bid, each individual firm must visit the project site and surrounding area to ensure that they are fully satisfied with the existing conditions, components, contract documents and drawings in their preparation of an accurate and complete bid.
- .2 It is the bidders' responsibility to ensure that they have reviewed, checked and understood all site conditions, and under no circumstance will claims be accepted against the owner, consultant or their sub - consultants due to the contractors' insufficient due diligence and site examination at the time of tender.
- .3 The bidder is to obtain and / or check all measurements, dimensions, or limits on site as they deem necessary to submit an accurate submission for the undertaking of this work.
- .4 A visit to the project site has been arranged for bidders as follows:  
  
The building is a partially occupied premises and is fully secured. A mandatory site visit has been scheduled at the project site for examination by bidders only at the following date and time:
  - .1 Date: **Monday July 7, 2025, at 10:30am.**

- .2 Location: **24 Main Street West, Hamilton, Ontario** – Meet at the Side Door at the corner of Main Street and MacNab,
- .3 Consultant Representatives in attendance: **Tara Myers (226) 938-7788**

**1.9 GENERAL CONTRACTORS**

- .1 New Vision Church reserves the right to reject a proposed contractor for reasonable cause.

**1.10 SUBCONTRACTORS**

- .1 The Owner (as further described in the General Conditions) reserves the right to reject a proposed subcontractor for reasonable cause.

**1.11 BID INELIGIBILITY**

- .1 Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared non-compliant.
- .2 Bid Forms and enclosures which are improperly prepared may at the discretion of the Owner, be declared non-compliant.
- .3 Bids which contain qualifying conditions or otherwise fail to conform to these Instructions to Bidders may be disqualified or rejected.
- .4 Bids are by invitation only, from Owner selected bidders. Bids from unsolicited bidders shall be returned un-opened.

**1.12 BID SUBMISSIONS**

- .1 Bidders shall be solely responsible for the delivery of their bids to the instructions herein, in the manner and time prescribed.
- .2 Submit bid of the executed offer on the Bid Forms provided, signed and corporate sealed together with the required security via email, clearly identified with bidders' name, project name and Owners name on their submission.
- .3 Improperly completed information, irregularities in the supplemental documents, may be cause not to open the bid envelope and declare the bid invalid or informal.

**1.13 INSURANCE**

- .1 Provide a signed "Undertaking of Insurance" on a standard form provided by the insurance company stating the bidder's intention to provide insurance to the Owner in accordance with the insurance requirements of the Contract Documents.

**1.14 WORKERS COMPENSATION BOARD FOR PLACE OF WORK**

- .1 Provide a copy of your firm's current W.S.I.B. Clearance Certificate and a copy of your WSIB CAD-7 Report

**1.15 BID SIGNING**

- .1 The Bid Form shall be signed under seal by the bidder.
- .2 Sole Proprietorship: Signature of sole proprietor in the presence of a witness who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.
- .3 Partnership: Signature of formal sharing partners in the presence of a witness who will also sign. Insert the word "Partner" under each partner signature. Affix a seal to each signature.
- .4 Limited Company: Signature of a duly authorized signing officer(s) in their normal signatures. Insert the officer's capacity in which the signing officer acts, under each signature. Affix the corporate seal.

**1.16 TAXES**

- .1 The bidder shall make provision in their tender to cover and account for all applicable taxes, permits, and fees, except for the HST which shall be shown separately on the BID FORM.

**1.17 APPENDICES TO THE BID FORM**

- .1 Appendix 'A' - Unit Prices: Include a listing of unit prices specifically requested by the Contract Documents.
- .2 Appendix 'B' - Contract Documents: A complete listing is scheduled in these Contract Documents - Table of Contents
- .3 Appendix 'C' – Hourly Rates: Include the rates of all potential labour and equipment required to perform the work for the purpose of Change Issue Pricing.
- .4 Appendix 'D' - Subcontractors: Include the names of all known or pre-determined Subcontractors and the portion(s) of the Work the Bidder will perform.

**1.18 PROGRESS CLAIMS**

- .1 Applications for payment may be made monthly, as the Work progresses, and shall be dated the last day of each payment period.
- .2 Payment terms as per PO and in compliance with current Ontario Construction Act in which payment terms will be 28 days from receipt of a Proper Invoice. Proper Invoice is as follows:
  - a. The contractor's name and address.
  - b. The date of the proper invoice and the period during which the services or materials were supplied.
  - c. Information identifying the authority, whether in the contract or otherwise, under which the services or materials were supplied.
  - d. A description, including quantity where appropriate, of the services or materials that were supplied.

- e. The amount payable for the services or materials that were supplied, and the payment terms.
- f. The name, title, telephone number and mailing address of the person to whom payment is to be sent.
- .3 XGC Consulting Inc. will assume the role of Payment Authorizer.

**1.19 HOLDBACK**

- .1 An amount equal to 10% of the value of the Contract will be retained and released upon compliance with the regulations of the Ontario Construction Act.

**1.20 ACCEPTANCE OF OFFER**

- .1 The Owner reserves the right in its absolute discretion to accept any bid which it deems most advantageous to itself and the right to reject any or all bids, in each instance without giving such formal notice.
- .2 The lowest or any bid will not necessarily be accepted. In no event will the Owner be responsible for the costs of preparation or submission of a bid.

**END OF SECTION**

**Structural Repairs and Abatement Scope of Work**

24 Main Street West, Hamilton

July 2025

Section 00 21 1

**BID FORM**

Page 1

**BID FORM**

Tender By: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

To: Ms. Tara Myers  
XGC Consulting Inc.  
E-mail: tmyers@xgcconsulting.ca

For: **The Music Hall at New Vision Church – 24 Main Street West**  
**Structural Repairs and Abatement Scope of Work**

We the undersigned, without limitation, declare that having fully examined the place of Work, investigated the conditions of the Work, read and understood the Contract Documents (consisting of tendering information, specifications, details, drawings and addenda numbered ( \_\_ to \_\_ ) do hereby agree to provide all labour, material, equipment, special tools, incidentals, out of pocket expenses, transportation, parking, rubbish removal including dump fees, overhead, profit, permits, contingencies, allowances, and all other services necessary to complete all the Work described in the Contract Documents for the sum of:

Projected start for this project is as soon as possible. Quoted Amounts includes for Material, Labour and Equipment escalations for the duration of the project. No additional charges will be entertained for escalation.

Amounts tendered are complete and in lawful money of Canada; included in which are all customs, duties, freight, exchange, and all other charges including government excise and all sales taxes in force on this date, **except the Harmonized Sales Tax (HST)**

**TENDER AMOUNT - Structural Repairs and Abatement****STIPULATED BID PRICE**

I/We the undersigned, without limitation, declare that having fully examined the place of Work, investigated the Place of the Work, and examined all conditions, circumstances and limitations affecting the Work, offer to enter into a Contract with the Owner to perform the Work required by the Bid Documents for the stipulated price of (Excluding HST):

\_\_\_\_\_ DOLLARS (\$ \_\_\_\_\_)



**Structural Repairs and Abatement Scope of Work**

24 Main Street West, Hamilton

July 2025

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**BID FORM**

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As a charitable organization New Vision United Church is committed to delivering The Music Hall project within a fixed budget. The project's Operational and Capital Campaign Teams are evaluating all major expenditures in an effort to best leverage the community's support for the social enterprise we are realizing.

**Charitable Tax Receipt**

New Vision United Church is a registered Canadian charity. The church can issue tax receipts for the retail value of goods or cash contributions to the project. Vendors can stipulate what percentage of their remuneration for the project they are willing to donate to New Vision on New Vision's issuance of a charitable tax receipt.

Amount of Charitable Donation (Excluding HST) to be deducted from the Base Bid amount excluding HST.

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\_\_\_\_\_ DOLLARS (\$\_\_\_\_\_)

**CONTRACT TIME:****Structural Repairs and Abatement:**

We propose to commence Work no later than \_\_\_\_\_ and to have all work completed within \_\_\_\_ working days.

**CONDITIONS:**

This tender is irrevocable from the official closing time and is unconditionally open for acceptance for 60 days after the official closing time, whether any other tender has been previously accepted or not. The lowest Bid or any Bid will not necessarily be accepted.

**Structural Repairs and Abatement Scope of Work**

24 Main Street West, Hamilton

July 2025

Section 00 21 1

**BID FORM**

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**SIGNING OF TENDERS:**

Dated at \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, Province and Postal Code

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Tenderer

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Note:

If the tender is submitted on behalf of a corporation, it must be signed in the name of such corporation by the duly authorized officers and the seal of the corporation must be affixed. If the tender is submitted by or on behalf of an individual or partnership, each signature must be witnessed.

## APPENDIX 'A' – UNIT PRICING

Name of Bidder: \_\_\_\_\_

The following unit price list contains items of Work which may be required to complete and assist in completing the Base Bid Contract Scope of Work. These items, if approved, will be added to the Contract Amount at the rate listed below. All costs specific to the item description are to be included in the following Unit Prices (overhead, profit, labour, material etc.) excluding Harmonized Sales Tax (HST). Payment on Unit Prices are to be based on actual quantity of Work carried out by the Contractor as measured and verified on site by the Consultant.

**Unit Price #1: Cost to set up and mobilize for additional abatement locations. Assume a 10'x 10' area. Unit rate to include labour, material and equipment inclusive of hoardings, protections and/or infection control requirements necessary.**

	Unit Price	HST	Total Amount
Add	\$ / mobilization	\$ / mobilization	\$ / mobilization

**Unit Price #2: Cost to remove 1m<sup>2</sup> of the ACM skim coat/plaster from existing ceiling finishes. Unit rate to include labour, material and equipment (exclusive of hoardings, protections and/or infection control requirements necessary).**

	Unit Price	HST	Total Amount
Add	\$ / m <sup>2</sup>	\$ / m <sup>2</sup>	\$ / m <sup>2</sup>

**Unit Price #3: Cost to remove 1m<sup>2</sup> of the ACM skim coat/plaster from existing wall finishes. Unit rate to include labour, material and equipment (exclusive of hoardings, protections and/or infection control requirements necessary).**

	Unit Price	HST	Total Amount
Add	\$ / m <sup>2</sup>	\$ / m <sup>2</sup>	\$ / m <sup>2</sup>

**Unit Price #4: Cost to remove ACM parging on Pipe Fittings. Unit rate to include labour, material and equipment (exclusive of hoardings, protections and/or infection control requirements necessary).**

	Unit Price	HST	Total Amount
Add	\$ / fitting	\$ / fitting	\$ / fitting

**Unit Price #5: Cost to remove ACM parging on Pipe Fittings in radiators. Unit rate to include labour, material and equipment (exclusive of hoardings, protections and/or infection control requirements necessary).**

	Unit Price	HST	Total Amount
Add	\$ / fitting	\$ / fitting	\$ / fitting

**Structural Repairs and Abatement Scope of Work**

24 Main Street West, Hamilton

July 2025

Section 00 21 1

**BID FORM**

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**Unit Price #6: Cost per linear meter to add/deduct length helical pile applied to condition detailed on dwg S3.01, detail 6, Unit rate to include labour, material and equipment.**

	Unit Price	HST	Total Amount
Add	\$ /m	\$ / m	\$ / m
Deduct	\$ /m	\$ / m	\$ / m

**APPENDIX 'B' – CONTRACT DOCUMENTS**

Name of Bidder: \_\_\_\_\_

The following is a list of the Bid Documents provided to all Bidders and to which are referenced in the Bid requirements.

We, \_\_\_\_\_, confirm to have received and reviewed the Bid documents listed below.

**Project Manual**

00 00 01 - Table of Contents  
00 21 13 – Instructions to Bidders  
00 21 15 – Tender Form  
00 73 00 – Supplemental Conditions  
01 00 11 – General Requirements  
01 10 00 – Summary of Work  
01 14 00 – Work Restrictions  
01 31 00 – PM and Coordination  
01 33 00 – Submittal Packages  
01 35 23 – Health and Safety  
01 35 26 – Environmental Procedures  
01 41 00 – Regulatory Requirements  
01 45 00 – Quality Control  
01 51 00 – Temporary Utilities  
01 52 00 – Construction Facilities  
01 53 00 – Temporary Barriers and Enclosures  
01 56 00 – Traffic Control and Procedures  
01 61 00 – Common Product Requirements  
01 74 00 – Cleaning and Disposal  
01 78 00 – Closeout Submittals  
02 82 00 – Asbestos Abatement Scope of Work  
05 12 00 – Structural Steel Scope of Work  
06 11 00 – Rough Carpentry Scope of Work

**Drawings**

A0.00 - Cover Sheet - R1 (22-03-18)  
A001 – General Notes & OBC - R2 (22-03-18)  
A106A – Reflected Ceiling Plan – Ground Floor Demo- R1 (22-03-18)  
S0.01 – General Notes - R2 (22-04-14)  
S0.02 – Typical Details - R1 (22-04-14)  
S0.03 – Typical Details - R1 (22-04-14)  
S1.02 – Framing Floor Plan – Level 2 - R3 (23-04-14)  
S3.01 – Details - R3 (23-04-14)  
S3.02 - Details - R2 (23-04-14)  
Mechanical Brief (April 12, 2022, 3 pages)  
1 - MSA 'Abatement Phasing - Mechanical' Letter (1 pg)  
2 - M200 - Ground Floor HVAC (1 pg)  
3 - M203 - Ground Floor Hydronic (1 pg)  
Electrical Brief (April 12, 2022, 3 pages)  
1 - SEI 'Abatement Phasing - Electrical' Letter (2 pgs)  
2 - Electrical Marked Up Dwgs (Ground Flr Lighting/Devices (1 pg)

**Reports**

Designated Substance and Hazardous Materials Assessment completed for the New Vision United Church (completed by MTE Consultants Inc. dated May 29, 2019)

**Addenda**

Issued prior to Bid Closing\*

\*If applicable

## APPENDIX 'C' – HOURLY RATES

Name of Bidder: \_\_\_\_\_

The following is a list of Hourly Rates for the purpose of Change Issue Pricing and to use for the respective Sections of Work described.

Description	Hourly Rates
Superintendent	
Carpenter	
Labourer	
Welder	
Equipment	
Other:	

## APPENDIX 'D' – LIST OF SUBCONTRACTORS and/or SUPPLIERS

Name of Bidder: \_\_\_\_\_

- I/We, the undersigned, propose to employ the following Subcontractors and/or Suppliers to perform an item of the Work called for by the Contract. I/We confirm that all have been investigated to confirm their reliability and competency to carry out such work in accordance with the Contract Documents.
- I/We acknowledge that the Instructions to Bidders require that we list only one Subcontractor and/or Supplier for each item of the Work described in this List of Subcontractors. I/We further acknowledge that where we have entered "own forces" to perform an item of the Work, we are experienced in the work to be performed and it is our intention to use "own forces" for that purpose.

After bid submission, no substitution for a Subcontractor, Supplier or "own forces" will be permitted except as provided in the Contract.

I/We the undersigned understand that if this Form is not completed, our Bid may be declared as "non-compliant". This form is required to be attached to the Bid Form.

ITEM OF WORK	SUBCONTRACTOR/SUPPLIER	COST BREAKDOWN

This List of Subcontractors and Cost Breakdown is an integral part of these Bid Documents.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_

**END OF SECTION**

**1.1 SUPPLEMENTARY CONDITIONS**

- .1 These Supplementary Conditions (the “**Supplementary Conditions**”) of the *Stipulated Price Contract* (CCDC 2-2020) (“**CCDC 2-2020**”) shall modify, delete and/or add to the CCDC2 - 2020 (the *CCDC 2 - 2020*, as amended by the *Supplementary Conditions*, the “**Contract**”). The *Supplementary Conditions* constitute a *Contract Document* and shall apply to all the Work.
- .2 The *Contractor* represents and warrants that: (a) it is competent to perform the *Work*; (b) it has the necessary qualifications, including knowledge, skill and experience to perform the *Work*, together with the ability to use those qualifications effectively for that purpose, and (c) it has, or will arrange for those *Subcontractors* used by it to have, the necessary licences and insurances as so required.
- .3 The *Contractor* shall: (a) carry out the *Work* in a diligent and efficient manner to the highest industry standard applicable in the circumstances; (b) select and employ on the *Work* a sufficient number of properly qualified personnel, provide efficient and effective inspection and quality control procedures and provide administration and other support to its employees to the extent necessary to properly carry out the *Work*; (c) perform the *Work* in accordance with standards of quality acceptable to the *Owner* acting reasonably and in full conformity with all the requirements of the *Contract*; and (d) provide effective and efficient supervision to ensure that the quality of workmanship is as stated in the *Contract*.
- .4 Where any article or paragraph in the CCDC 2-2020 document is supplemented by one of the following, the provisions of such article or paragraph shall remain in effect and the supplemental provisions shall be considered in addition to, and supersede, the Articles and General Conditions as stated in the CCDC2 signed between the parties.
- .5 Where any Article or paragraphs of the CCDC 2-2020 document is amended, deleted or superseded by any of the following, the provisions of such article or paragraph not so amended, voided, deleted or superseded shall remain in effect.
- .6 Where a General Condition or paragraph of the General Conditions of the Stipulated Price Contract is deleted by these Supplementary Conditions, the numbering of the remaining General Conditions or paragraphs shall remain unchanged, and the number of the deleted items will be retained, unused.

**GENERAL CONDITIONS****SC-1 GC 5.3 PAYMENT**

- SC1.1 Amend GC 5.2.1 by adding in the following sentence to the end:



“For the purpose of GC5.2, a proper application for payment shall have the same meaning as a “proper invoice” under the *Payment Legislation* and shall include the following:

- (a) The *Contractor’s* name;
- (b) The date of the *Work* and the period during which the *Work* was performed;
- (c) Information identifying the authority in the *Agreement* under which the *Work* was performed;
- (d) A description of the *Work* performed;
- (e) The amount payable for the *Work* performed; and
- (f) The name, title, telephone number and address of the person to whom payment is to be made.

**SC-2 GC 6.2 CHANGE ORDER**

- SC2.1 Add paragraph 6.2.3, Any changes to the Agreement will be priced either by written agreement or as per this section by default.

Actual costs (as can be proven by invoice /receipt) plus a markup of 10% of *Contractor’s* work and 5% of subtrade work. Invoices must include a breakdown of labour costs including hourly timesheets and work completed, as well as a breakdown of equipment and material costs.

No additional project management or overhead costs will be eligible for payment by the *Owner* unless otherwise agreed upon in writing.

**SC-3 GC 7.1 OWNER’S RIGHT TO PERFORM THE WORK, TERMINATE THE CONTRACTOR’S RIGHT TO CONTINUE WITH THE WORK OR TERMINATE THE CONTRACT**

- SC3.1 Add paragraph 7.1.7, The *Owner* retains the right to terminate the contract for convenience by *Notice in Writing*. If the *Owner* terminates as per this section, the *Contractor* will be owed all reasonable amounts for work completed up to the date of termination excluding any and all indirect, special, or consequential damages such as loss of opportunity and loss of profit.

The *Contractor* must immediately stop work upon receiving a notice of termination under this section and any work completed after the notice of termination is sent (even if it is not read at the time of sending) will not be eligible for payment by the *Owner*.

**SC-4****GC 10.1 TAXES AND DUTIES****SC4.1**

Replace the word “accordingly” in paragraph 10.1.2 with the following text:  
“, in accordance with and subject to paragraphs 10.1.3 through 10.1.6 below”

**SC4.2**

Add the following as new paragraphs 10.1:

“10.1.3 For greater clarity, changes to taxes and duties in paragraph 10.1.2 applies to: (a) any increased or decreased taxes or duties paid by the Contractor to a governmental authority after the effective date of the Contract; (b) any tariff on Product imported into Canada that comes into effect after the time of bid closing and © any change to any tariff on Products imported into Canada that exists at the time of bid closing. The Contractor represents that the Contract Price does not include any amount in anticipation of possible changes to taxes and duties (including tariffs) that were not imposed or did not come into effect before the date of the bid closing.

10.1.4 If any change in taxes or duties increases or decreases the costs to the Contractor, the Owner and the Contractor agree to co-operate to determine a reasonable and equitable adjustment to the Contract Price, and where the change increases the costs to the Contractor, act in good faith in considering alternatives and means of mitigating that increase and the subsequent increase in the Contract Price (including purchasing alternative Products or using alternative Subcontractors), so that the parties are, to the greatest extent possible, in no worse economic position in respect to the Contract after the change than before the change. The change to the Contract Price will be limited to the cost of such change and will not include any mark-up on those costs in respect of profit or overhead.

10.1.5 If the costs to the Contractor are increased or decreased as a result of any change in taxes and duties applicable to the Work or Products (including new tariffs, and changes to existing tariffs, on Products imported into Canada), the party proposing an adjustment of the Contract Price pursuant to paragraph 10.1.2 shall proceed in accordance with GC 6.6 CLAIMS FOR A CHANGE IN CONTRACT PRICE, and provide documents and calculations supporting the amount of the proposed adjustment. The party claiming any increase or a decrease in the Contract Price shall not claim any amount of adjustment that exceeds the amount by which the costs to the Contractor are shown that party to be increased or decreased.

10.1.6 The Contractor shall keep and maintain full and detailed accounts and record of the amount of prices, taxes, duties, and tariffs included in the Contract Price, both before and after the time of bid closing, and of the amount of prices, taxes, duties, and tariffs actually paid by the Contractor in performing and supplying the Work. If the Owner claims any decrease in the Contract Price as a result of the removal or reduction of any tax, duty, or tariff, then (1) the Contractor shall cooperate with the Owner in verifying the amount of any tax, duty, or tariff that was included in the Contract Price; and (2) the Owner shall be afforded reasonable access to such accounts and records (including as applicable invoices from subcontractors) relating to such prices, taxes, duties, and tariffs.”

**END OF SECTION**

**Part 1 General**

**1.1 OWNERSHIP OF DRAWINGS, SPECIFICATION, AND MODELS** All concepts, plans, drawings, specifications, design, models, reports, photographs, computer software, surveys, calculations, construction and other data, documents, and processes produced by the Consultant in connection with the Project (the "Instrument of Service"), including all copyright and other intellectual property therein, are and shall at all times remain the property of the Consultant unless otherwise agreed in writing.

**1.2 COMPLEMENTARY DOCUMENTS**

- .1 Drawings, specifications, and schedules are complementary each to the other and what is called for by one to be binding as if called for by all. Should any discrepancy appear between documents which leave doubt as to the intent or meaning, abide by Precedence of Documents article below or obtain direction from the Consultant.
  - .1 The order of priority of documents, from highest to lowest, shall be
    - Supplementary Conditions,
    - the Agreement between the Owner and the Contractor,
    - the Definitions,
    - the General Conditions,
    - Division 1 of the Specifications,
    - Technical Specifications,
    - Material and Finishing Schedules,
    - the Drawings.
  - .2 Drawings of larger scale shall govern over those of smaller scale of the same date.
  - .3 Dimensions shown on Drawings shall govern over dimensions scaled from Drawings.
  - .4 Later dated documents shall govern over earlier documents of the same type.
- .2 Examine all discipline drawings, specifications, and schedules and related Work to ensure that Work can be satisfactorily executed. Conflicts or additional work beyond work described to be brought to attention of Consultant.

**1.3 DEFINITIONS**

- .1 "Owner" and "New Vision United Church Board of Trustees" and "New Vision" are synonymous.
- .2 "Constructor" and "Contractor" are synonymous.
- .3 Refer to and acknowledge other words, terms, and definitions in CCDC 2 Definitions as amended by Supplementary Conditions.

**1.4 CONTRACT METHOD**

- .1 Construct Work under single, stipulated price contract.
- .2 Relations and responsibilities are between the Contractor and the Owner and Contractor and Sub-Contractor.
- .3 Provide the required liability insurance to ensure such specified assurances to the Owner.
- .4 Contract Documents were prepared by XGC Consulting Inc. for the Owner. Any use which a third party makes of the Contract Documents, or any reliance on or decisions to be made based on them, are the responsibility of such third parties. The Consultant accepts no responsibility for damages, suffered by any third party as a result of decisions made or actions based on the Contract Documents.
- .5 For purposes of reference in these Contract Documents, the term "Contractor" shall mean the party in contract with the Owner.

**1.5 PERFORMANCE OF THE WORK**

- .1 Substantial Performance of the Work is to be completed ASAP. Schedule as identified in Section 01 10 00 Summary of Work.

**1.6 EXECUTION OF WORK**

- .1 Review execution of work and proposed scheduling with Consultant prior to commencement.
- .2 Carry out Work as to ensure the least amount of disruption and disturbance to the building occupants and the public.
- .3 Minimize dust, and dirt to an acceptable level. Utilize control measures such as, but not limited to, dust tight screens, debris mesh or netting along perimeter guard rail and fencing sections.
- .4 Protect all adjacent surfaces, buildings, walkways, entrances, vehicles etc. against any damage that may occur during Work. Remedy to the satisfaction of the Owner any damage resulting from work of this Contract.
- .5 All areas of work and/or paths of travel shall be protected during the entire duration of the construction schedule.
- .6 Erect any and all hoarding, pedestrian protection, fencing, additional lighting etc. that may be required to fulfill local jurisdictional regulations, codes, by-laws and the like.

**1.7 DOCUMENTS REQUIRED**

- .1 Maintain on the job site, on copy each of the following:
  - .1 Original Plans and Specifications
  - .2 Addenda
  - .3 Approved Work Schedule

- .4 Shop Drawings and any modifications
- .5 Applicable Construction / Building Permits
- .6 Change Orders
- .7 Change Directives
- .8 Site Instructions
- .9 Contractor's Safety Policy
- .10 Technical Data Sheets
- .11 Safety Data Sheets (SDS)
- .12 Applicable Training certificates or cards.

**1.8 STANDARDS**

- .1 Execute the work to meet or exceed the latest edition of the Ontario Building Code 2012, including all amendments up to and including project date.
- .2 All materials shall be new and shall conform to the minimum applicable standards of the CSA, CGSB, CGA, ULC, etc. Compliance with these standards is required as a minimum. Any failure to do so will result in the rework of rejected materials and / or workmanship at no additional cost to the owner or consultant.

**1.9 SHOP DRAWINGS AND SUBMITTALS**

- .1 Refer to Section 01 33 00 Submittal Packages.

**1.10 SAMPLES**

- .1 Submit samples for review, in duplicate as requested in respective specification sections.
- .2 Submit a transmittal letter, with each submission of project samples, outlining the manufacturer and the product name.
- .3 Where colour, pattern or texture is principle, submit full range of samples.
- .4 Make changes in and to samples as requested by Consultant, consistent with Contract Documents.

**1.11 HEALTH AND SAFETY**

- .1 Carry out Work in a safe manner and ensure practices and procedures comply with the local regulations and authorities having jurisdiction.
- .2 Promptly report any accidents, incidents, or near misses to the Consultant and Owner in a prompt manner.
- .3 Ensure all site personnel have received proper training and have been afforded safe and guarded equipment to perform the Work.
- .4 Copies of the latest edition of the Occupational Health and Safety Act and Regulations for Construction must be maintained on site.

- .5 Hazardous materials, not identified by the Owner, may be encountered at the worksite. Use all necessary precautions when handling such material. It is possible that asbestos may exist in some form and if encountered the Contractor is responsible to notify the Owner and to follow Ontario Ministry of Labour regulations governing the handling of asbestos in the workplace.
- .6 Those who do not follow Ministry Occupational Health and Safety Regulations will be escorted off the site.

#### **1.12 CONTRACTOR'S USE OF SITE**

- .1 This is an occupied site and normal operations must be maintained during the work of this contract. Take proper care to avoid unnecessary noise, clutter or obstruction of the corridors, walkways, sidewalks, and roadways. Do not interfere with the use or safe passage to and from the building(s) and adjacent public sidewalks and roads. Do not unreasonably encumber site with materials or equipment. Where excessive noise or obstruction is in certain instances unavoidable, advise the Consultant ahead of time so that arrangements can be made.
- .2 Hours of Work to be carried out between 07:00 and 17:30, Monday through Friday. Any deviation from this must be coordinated with the Consultant before Work begins.
- .3 Parking:
  - .1 There is no on-site parking. It is the responsibility of the Contractor and its sub-trades and suppliers to source and pay for its own parking requirements.
- .4 Access to and from the site of work shall be as per prescribed routes and as directed by the Owner or the Owner's representative. Provide and arrange for traffic control where necessary.
- .5 Ensure all entrances, stairways, and fire exits remain unobstructed.
- .6 Acceptable sanitary facilities must be provided by the Contractor. It will be the responsibility of the Contractor and its Workers to maintain sanitary washroom facilities and keep in good and clean working condition. Location of units to be reviewed and approved by Owner.
- .7 Site Storage:
  - .1 There is limited space for storage. Materials and equipment deliveries should be managed on an as required basis.
  - .2 Do not crowd or keep on site an over abundant amount of equipment or material.
  - .3 Ensure that all material and equipment stored on site is properly tarped and made waterproof as required and is fully secured.
  - .4 Any damage to the Owner's facility or grounds as a result of the storage of materials and equipment will be repaired and paid for by the Contractor.

**1.13 PROTECTION OF PROPERTY**

- .1 Ensure all reasonable precautions are taken to protect the Owner's property, and that of the adjacent properties to the Place of Work.

**1.14 EXISTING SERVICES**

- .1 All work associated with existing services shall be done in accordance with applicable codes. Obtain and pay for any required permits or fees.
- .2 Before commencing work, establish location and extent of service lines in area of Work and notify Consultant of findings.
- .3 Services are to be left operational unless otherwise authorized by Owner.
- .4 Unless otherwise specified, the Contractor will be responsible for disconnection, relocation, reinstallation and extending all services required to facilitate work under this Contract. Co-ordinate work with the Owner and provide minimum 48 hours' notification if services are to be interrupted.

**1.15 FIRE PROTECTION**

- .1 Provide and maintain temporary fire protection equipment during the performance of the Work as required by insurance companies and governing codes, regulations and by-laws.
- .2 Fully comply with the Ontario Fire Code. – Ontario Regulation 213/07 and the National Fire Code 2015.

**1.16 INSPECTION AND TESTING**

- .1 Refer to Section 01 45 00

**1.17 SIGNS AND ADVERTISEMENTS**

- .1 No signs, advertisements, other than warning signs are permitted on site unless approved by the Owner.

**1.18 CUTTING AND PATCHING**

- .1 Generally, patch and "make good" any and all surfaces cut, damaged, exposed, or disturbed to comply with any appropriate statutory requirements and to the Owner's acceptance.

**1.19 PROJECT MEETINGS**

- .1 Project meeting will be held at the discretion and the request of the Owner / Consultant unless otherwise stated.

**1.20 TAXES**

- .1 Pay all taxes properly levied by law including Federal, Provincial, and Municipal.



**1.21 PERMITS, FEES, CERTIFICATES**

- .1 Obtain and pay for all required permits. Building Permit will be paid for and provided by Owner.
- .2 Arrange and pay for all inspection certificates required by Authorities having jurisdiction. Provide Owner with copies of these certificates upon completion.

**1.22 TEMPORARY POWER & WATER SUPPLY**

- .1 Coordinate with the Consultant and Owner for use of temporary power and water supply.
- .2 Any electrical requirements for that other than the supplied 110V power will be provide by the Contractor at their own expense. Any additional wiring, equipment etc. to provide such power requirements will be carried out in accordance with the Canadian Electrical Code.
- .3 Connection and disconnection of the Owner supplied water source will be the responsibility of the Contractor.

**1.23 SCAFFOLDS AND WORK PLATFORMS**

- .1 Design, install, and inspect scaffolds and work platforms required for Work in accordance with relevant local authorities and regulations.

**1.24 WARRANTIES**

- .1 Expedite the preparation and submission of warranties.
- .2 Provide full warranties in duly executed and notarized as required.

**1.25 CHANGES IN THE WORK**

- .1 All changes to the Contract Documents which result in an extra or credit to the Contract amount or time are not to be executed until written instructions have been receive and the extra or credit agreed to in writing by all parties.
- .2 Carry out any changes, variations, substitutions, etc. that do not impact the Contract amount or time as directed by the Consultant.
- .3 Allowable mark-up for changes:
  - .1 Prime Contractor – 10% on Own Forces Work, 5% on Sub-trades Work
  - .2 Sub-Contractor – 10% on own forces work (labour, material and equipment), 5% on sub-trades work.
- .4 Full breakdowns must be included with Change Issue pricing in the following format:
  - .1 CI # and Description of CI
  - .2 Labour Breakdown:  
**# Hours x #Workers x Rate**

**(New line item for every rate scaled worker if applicable)**

**Hourly Rate as identified on Tender Form**

.3 Material Breakdown:

**Fully itemized breakdown per element of materials used x Unit Rate**

.4 Equipment Breakdown:

**Equipment Description & Hourly Rate x #Hours.**

**This must match the operator listed in your Labour Breakdown**

.5 Detailing/Drafting/Engineering/Etc.: (Only if applicable and approved)

**# Hours x #Workers x Rate**

.6 OH&P as Per Tender Package:

.5 No work is to proceed on any change issue without specific written approval to proceed in the form of a Sub-Contract Change Order (SCO).

**1.26 OWNER OCCUPANCY**

- .1 Portions of the building will be occupied during the construction period for execution of normal operations and/or construction works under separate contract. Proper time and space requirements will be established so as not to interfere with Constructor Status.
- .2 Cooperate with Owner in scheduling operations to minimize conflict and to facilitate Owner usage.
- .3 Maintain fire and life safety systems and public access to exits during all stages of the Work.

**END OF SECTION**

**Part 1            General**

**1.1            SECTION INCLUDES**

- .1    Work expectations.
- .2    Summary of Bid Pricing
- .3    Premises usage.

**1.2            RELATED SECTIONS**

- .1    Section 01 78 00 - Closeout Submittals.
- .2    This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            RELATED DOCUMENTS**

- .1    All other Division 01 specification sections.
- .2    Division 01 sections describe requirements applicable to all Sections within Divisions 02 to 16 inclusive.

**1.4            BID PRICING TENDER PACKAGE**

- .1    Base Bid Price:
  - .1    Base bid pricing is to include:
    - .1    A complete a full comprehensive review of the drawings, specifications and site conditions.
    - .2    Complete demolition including temporary removals of mechanical and electrical systems, abatement of noted hazardous materials, and structural reinforcement/remediation as per the drawings and specifications issued in this tender package.
      - 1.    No mechanical or electrical items, systems or otherwise will be permanently removed off site unless otherwise stated within the tender documentation. Anything that comes down is strictly to make accommodations to remove existing plaster fire rated assembly and installation of new fire rated drywall assembly. All mechanical and electrical items will be reinstalled to their original condition.
        - .1    The above section 1.4.1.1.2.1 applies to the demolition of duct work shown on Drawing M200, Plan 1 Ground Floor HVAC Plan Demolition in the meeting/office rm 193, existing computer resources rm 112, hall rm 119 (beside the craft room).
        - .2    The above section 1.4.1.1.2.1 applies to the removal of the hot water supply and return in

meeting/office rm 193 on Drawing M203, Ground Floor Hydronic.

- .3 The sequencing of scope of work within the abatement areas (work in the ceiling spaces) are as follows (NOTE: Follow all hazardous abatement procedures for each sequence of work where applicable):
    - 1. Demo and dispose of existing T-Bar Ceiling
    - 2. Remove any mechanical and electrical systems fastened to the existing deck and salvage for reinstallation after the installation of new fire rated drywall assembly.
    - 3. Complete the abatement of the existing plaster fire rated assembly.
    - 4. Install new Type X drywall fire rated separation to replace what was removed - drywall to be fire taped and left exposed as per documentation provided in this tender.
    - 5. Reinstall all mechanical and electrical items as per existing conditions and as per documentation provided in this tender.
    - 6. Any new finished ceilings are NOT part of this contract. The exposed mechanical, electrical and Type X fire rate drywall assembly will remain exposed and unfinished.
    - 7. Any future mechanical and/or electrical and/or finishes will be completed under separate contract at a later date if required and is not under this contract.
  - .4 The area under construction will be left in a temporary state for a future interior fit-out. This is further defined as follows:
    - 1. Partitions, partition finishes and trims removed due to either abatement and/or structural reinforcement will not be reinstated and/or repaired.
    - 2. Ceiling materials, finishes and trims removed due to either abatement and/or structural reinforcement will not be reinstated and/or repaired.
    - 3. Fire-rated Type X ceiling to be reinstated (as shown on construction drawings).
    - 4. All mechanical and electrical services to be reinstated as described on the mechanical and electrical drawings.
  - .5 Please note that plywood installation is required on the floor of the entire Sanctuary. The existing front stage will remain in place, plywood subfloor is to be installed up to the edge of the stage.
- .2 Schedule:
- .1 Construction to begin within 30 days of contract or earlier and be substantially complete without delay and at the earliest possible date.

**1.5 CONTRACTOR USE OF PREMISES**

- .1 Refer to General Requirements Section 01 00 11

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1      Connecting to existing services.
- .2      Use of Site Conditions and Requirements
- .3      Special scheduling requirements.

**1.2            RELATED SECTIONS**

- .1      Section 01 33 00 - Submittal Procedures.
- .2      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            EXISTING SERVICES**

- .1      Notify Owner and utility companies of intended interruption of services and obtain required permission.
- .2      Where Work involves breaking into or connecting to existing services, give Owner and Consultant, forty-eight (48) hours of notice for necessary interruption of mechanical or electrical service throughout course of work.
  - .1          Keep duration of interruptions minimum.
- .3      Construct any required temporary barriers in accordance with Section 01 56 00.

**1.4            USE OF SITE / FACILITIES**

- .1      The size and location of the project mobilization and staging areas will be agreed upon at the pre-bid meeting on site.
- .2      Perform standard work operations:
  - .1          From Monday to Friday from 07:00 to 17:30 hours. Unless otherwise approved by the Owner.
- .3      Contractor may request a change to the proposed mobilization and staging area. Proposed changes to set up areas to be made in writing to the Consultant and will not take effect until written authorization is returned to the contractor from the Consultant.
- .4      Mobilization and staging areas will be considered adequate and acceptable once contractor commences the Work.
- .5      Ensure that any and all adjacent property means of access, egress and privileges are maintained throughout duration of the project.
- .6      The owner reserves the right to modify or change the mobilization or staging area at any time during the construction schedule if deemed to be interfering with ongoing site operations.

- .7 Prior to the Work commencing ensure that all existing site conditions are reviewed and any and all deficiencies noted and itemized with photographs or site videos. A list of any damage observed prior to the start of the Work shall be submitted to the Consultant for review. Information submitted shall be used to resolve any potential disputes that may occur regarding site damage during or following the project Work.
- .8 Parking is not available on site. Any and all costs associated with on or off-site parking is the sole responsibility of the contractor.
- .9 Contractor to follow and adhere to the site-specific vehicular traffic rules and guidelines.
- .10 Provide acceptable and adequate protection to the project site grounds as required to guard against any damage that may occur from the standard construction process.
- .11 Provide sufficient flag-people or traffic signalers as required to maintain public and worker safety. Contractor is responsible to ensure any and all sub-contractors, suppliers, and other parties driving on the project premise have adequate direction and flag-people.
- .12 Maintain free access route for all emergency service vehicles (Fire, Police, EMS) as well as owner service vehicles (Garbage trucks, Cleaning crews etc.).
- .13 When required, close off access routes by placing barricades or posting guards to prevent access to unauthorized personnel. Unauthorized personnel shall be defined as the public and/ or anyone not directly involved with the execution, supervision or inspection of the work.

**1.5 Building Smoking Environment**

- .1 Smoking is not permitted on site.

**END OF SECTION**

**Part 1 General****1.1 SECTION INCLUDES**

- .1 Coordination Work with other contractors under administration of Project Manager.
- .2 Pre-installation, & Scheduled progress meetings.

**1.2 RELATED SECTIONS**

- .1 Section 01 33 00 - Submittal Procedures.
- .2 This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3 COORDINATION**

- .1 Perform coordination of progress schedules, submittals, use of site, temporary utilities, construction facilities and construction Work, with progress of Work of others, & Work by Owner if applicable, under instructions of the Consultant.

**1.4 PROJECT MEETINGS**

- .1 Schedule and administer project meetings throughout progress of Work as determined by Consultant.
- .2 Schedule and administer pre-installation meetings when specified in sections and when required to coordinate related or affected Work.
- .3 Prepare agenda for meetings.
- .4 Distribute written notice of each meeting four (4) days in advance of meeting date to Consultant.
- .5 Provide physical space and make arrangements for meetings.
- .6 Preside at meetings.
- .7 Record minutes. Include significant proceedings and decisions. Identify action by parties.
- .8 Reproduce and distribute copies of minutes within three (3) days after each meeting and transmit to meeting participants, affected parties not in attendance.

**1.5 CONSTRUCTION ORGANIZATION AND START-UP**

- .1 Within fifteen (15) days after award of Contract, request a meeting of parties in contract to discuss and resolve administrative procedures and responsibilities.
- .2 Senior representatives of the Owner, Consultant, Contractor, major Subcontractors, and supervisors are to be in attendance.
- .3 Establish time and location of meeting and notify parties concerned minimum five (5) days before meeting.



- .4 Incorporate mutually agreed variations to Contract Documents into Agreement, prior to signing.
- .5 Agenda to include following:
  - .1 Appointment of official representative of participants in Work.
  - .2 Schedule of Work, progress scheduling.
  - .3 Schedule of submission of shop drawings, samples, colour chips as specified in Section 01 33 00.
  - .4 Requirements for temporary facilities, site sign, offices, storage sheds, utilities, fences as specified in Section 01 51 00.
  - .5 Site safety & security as specified in Section 01 35 23.
  - .6 Proposed changes, change orders, procedures, approvals required, mark-up percentages permitted, time extensions, overtime, and administrative requirements.
  - .7 Owner-furnished Products.
  - .8 Monthly progress claims, administrative procedures, photographs, and holdbacks.
  - .9 Insurances and transcript of policies.
- .6 Comply with Consultant's allocation of mobilization areas of site; for field offices and sheds, for temporary sanitary facilities, access, traffic, and parking facilities.
- .7 During construction, coordinate use of site and facilities through Consultant's procedures for intra-project communications: Submittals, reports and records, schedules, coordination of drawings, recommendations, and resolution of ambiguities and conflicts.
- .8 Comply with instructions of Consultant for use of temporary utilities and construction facilities.
- .9 Coordinate field engineering and layout work with Consultant.

**1.6 ON-SITE DOCUMENTS**

- .1 Maintain at job site, one copy each of the following:
  - .1 Contract drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Reviewed shop drawings.
  - .5 Change orders.
  - .6 Field test reports.
  - .7 Copy of approved Work schedule.
  - .8 Manufacturers' installation and application instructions.

**1.7 SCHEDULES**

- .1 Submit preliminary construction progress schedule to Consultant coordinated with Consultant's project schedule.
- .2 After review, revise and resubmit schedule to comply with revised project schedule.
- .3 During progress of Work revise and resubmit schedule every 2 weeks until substantial completion or as directed by Consultant.

**1.8 CONSTRUCTION PROGRESS MEETINGS**

- .1 During course of Work and two (2) weeks prior to project completion, schedule progress meetings as required.
- .2 Contractor, major subcontractors involved in Work Consultant, & Owner are to be in attendance.
- .3 Notify parties minimum four (4) days prior to meetings.
- .4 Record minutes of meetings and circulate to attending parties and affected parties not in attendance within three (3) days after meeting.
- .5 Agenda to include following:
  - .1 Review, approval of minutes of previous meeting.
  - .2 Review of Work progress since previous meeting.
  - .3 Field observations, problems, conflicts.
  - .4 Problems which impede construction schedule.
  - .5 Review of off-site fabrication delivery schedules.
  - .6 Corrective measures and procedures to regain projected schedule.
  - .7 Revision to construction schedule.
  - .8 Progress schedule, during succeeding work period.
  - .9 Review submittal schedules: expedite as required.
  - .10 Maintenance of quality standards.
  - .11 Review proposed changes for effect on construction schedule and on completion date.
  - .12 Review site [safety and] security issues.
  - .13 Other business.

**1.9 SUBMITTALS**

- .1 Prepare and issue submittals to Consultant for review.
- .2 Submit preliminary Shop Drawings, product data and samples as specified in Section 01 33 00 for review for compliance with Contract Documents; for field dimensions and clearances, for relation to available space, and for relation to Work of other contracts. After review, revise and resubmit for transmittal to Consultant.
- .3 Submit requests for payment for review, and for transmittal to Consultant.

- .4 Submit requests for interpretation of Contract Documents and obtain instructions through Consultant.
- .5 Process substitutions through Consultant.
- .6 Process change orders through Consultant.
- .7 Deliver closeout submittals for review and preliminary inspections, for transmittal to Consultant.

**1.10 CLOSEOUT PROCEDURES**

- .1 Notify Consultant when Work is considered ready for Substantial Performance.
- .2 Accompany Consultant on preliminary inspection to determine items listed for completion or correction.
- .3 Comply with Consultant's instructions for correction of items of Work listed in executed certificate of Substantial Performance.
- .4 Notify Consultant of instructions for completion of items of Work determined in Consultant's final inspection.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1    Shop Drawings and product data.
- .2    Samples.
- .3    Certificates and transcripts.

**1.2            RELATED SECTIONS**

- .1    Section 01 78 00 - Closeout Submittals.
- .2    Other sections requesting submittals.
- .3    This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            ADMINISTRATIVE**

- .1    Submit to Consultant submittals listed for review. Submit with reasonable promptness and in orderly sequence so as to not cause delay in Work. Failure to submit in ample time is not considered sufficient reason for an extension of Contract Time and no claim for extension by reason of such default will be allowed.
- .2    Work affected by submittal shall not proceed until review is complete.
- .3    Review submittals prior to submission to Consultant. This review represents that necessary requirements have been determined and verified, or will be, and that each submittal has been checked and co-ordinated with requirements of Work and Contract Documents.
- .4    Submittals not stamped, signed, dated, identified as to specific project, and attesting to their being reviewed will be returned without being examined and shall be considered rejected.
- .5    Notify Consultant, in writing at time of submission, identifying deviations from requirements of Contract Documents stating reasons for deviations.
- .6    Verify field measurements and affected adjacent Work are coordinated.
- .7    Contractor's responsibility for errors and omissions in submission is not relieved by Consultant's review of submittals.
- .8    Contractor's responsibility for deviations in submission from requirements of Contract Documents is not relieved by Consultant review.
- .9    Keep one (1) reviewed copy of each submission on site.

**1.4 SHOP DRAWINGS AND PRODUCT DATA**

- .1 The term "Shop Drawings" means drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided by Contractor to illustrate details of a portion of Work.
- .2 Indicate materials, methods of construction and attachment or anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of Work. Where articles or equipment attach or connect to other articles or equipment, indicate that such items have been coordinated, regardless of Section under which adjacent items will be supplied and installed. Indicate cross references to design drawings and specifications.
- .3 Allow 3 days for Consultant's review of each submission.
- .4 Adjustments made on Shop Drawings by Consultant are not intended to change Contract Price. If adjustments affect the value of Work, state such in writing to Consultant prior to proceeding with Work.
- .5 Make changes in Shop Drawings as Consultant may require, consistent with Contract Documents. When resubmitting, notify Consultant in writing of any revisions other than those requested.
- .6 Accompany submissions with duplicate transmittal letter, containing:
  - .1 Date.
  - .2 Project title and number.
  - .3 Contractor's name and address.
  - .4 Identification and quantity of each shop drawing, product data and sample.
  - .5 Other pertinent data.
- .7 Submissions shall include:
  - .1 Date and revision dates.
  - .2 Project title and number.
  - .3 Name and address of:
    - .1 Subcontractor.
    - .2 Supplier.
    - .3 Manufacturer.
  - .4 Contractor's stamp, signed by Contractor's authorized representative certifying approval of submissions, verification of field measurements and compliance with Contract Documents.
  - .5 Details of appropriate portions of Work as applicable:
    - .1 Fabrication.
    - .2 Layout, showing dimensions, including identified field dimensions, and clearances.
    - .3 Setting or erection details.

- .4 Capacities.
  - .5 Performance characteristics.
  - .6 Standards.
  - .7 Operating weight.
  - .8 Wiring diagrams.
  - .9 Single line and schematic diagrams.
  - .10 Relationship to other parts of the Work.
- .8 After Consultant's review, distribute copies.
  - .9 Submit electronic copy of Shop Drawings for each requirement requested in specification Sections and as consultant may reasonably request.
  - .10 Submit electronic copy of product data sheets or brochures for requirements requested in specification sections and as requested by Consultant where Shop Drawings will not be prepared due to standardized manufacture of product.
  - .11 Submit electronic copy of all other manufacturers, testing, and certificates as stated in other specification sections and as requested by the Consultant.
  - .12 Delete information not applicable to project.
  - .13 Supplement standard information to provide details applicable to project.
  - .14 If upon review by Consultant, no errors or omissions are discovered or if only minor corrections are made, copies will be returned, and fabrication and installation of Work may proceed. If Shop Drawings are rejected, noted copy will be returned and re-submission of corrected Shop Drawings, through same procedure indicated above, must be performed before fabrication and installation of Work may proceed.

**1.5 SAMPLES**

- .1 Submit for review samples in duplicate as requested in respective specification Sections. Label samples with origin and intended use.
- .2 Deliver samples prepaid to Consultant's business address.
- .3 Notify Consultant in writing, at time of submission of deviations in samples from requirements of Contract Documents.
- .4 Where colour, pattern or texture is criterion, submit full range of samples.
- .5 Adjustments made on samples by Consultant are not intended to change Contract Price. If adjustments affect value of Work, state such in writing to Consultant prior to proceeding with Work.
- .6 Make changes in samples which Consultant may require, consistent with Contract Documents.
- .7 Reviewed and accepted samples will become standard of workmanship and material against which installed Work will be verified.

**1.6 CERTIFICATES AND TRANSCRIPTS**

- .1 Immediately after award of Contract, submit Workers' Compensation Board status.
- .2 Submit transcription of insurance immediately after award of Contract.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1       Safety requirements and adherence.

**1.2            RELATED SECTIONS**

- .1       Section 01 31 00 - Project Managing and Coordination.
- .2       Section 01 33 00 - Submittal Procedures.
- .3       This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            REFERENCES**

- .1       Province of Ontario - Occupational Health and Safety Act, Regulation for Construction Projects, R.S.O. 1990, c.0.1., as amended as of last consolidation period January 1, 2025 - e-laws currency date (June 26, 2025)..
- .2       Health Canada / Hazardous Products Act – Globally Harmonized System of Classification and Labelling of Chemicals (GHS) – 8<sup>th</sup> revised edition.
  - .1       Safety Data Sheets (SDS)

**1.4            SAFETY PLAN**

- .1       Develop a written site-specific Health and Safety Plan based on hazard assessment prior to commencing any site Work and continue to implement, maintain, and enforce plan until final demobilization from site. Health and Safety Plan must address project specifications.

**1.5            RESPONSIBILITY**

- .1       The "Prime Contractor" according to applicable local jurisdiction, is responsible for health and safety of persons on site, safety of property on site and for protection of persons adjacent to site and environment to extent that they may be affected by conduct of Work.
- .2       Comply with and enforce compliance by employees with safety requirements of Contract Documents, applicable federal, provincial, territorial and local statutes, regulations, and ordinances, and with site-specific Health and Safety Plan.
- .3       Should any unforeseen or peculiar safety-related factor, hazard, or condition become evident during performance of Work, and follow procedures in place for Employee's Right to Refuse Work in accordance with Acts and Regulations of Province having jurisdiction. Advise Consultant verbally and in writing.

**1.6            SUBMITTALS**

- .1       Make submittals in accordance with Section 01 33 00.



- .2 Submit site-specific Health and Safety Plan: Within seven (7) days after date of Notice to Proceed and prior to commencement of Work. Health and Safety Plan must include:
  - .1 Results of site-specific safety hazard assessment.
  - .2 Results of safety and health risk or hazard analysis for site tasks and operation [found in work plan].
- .3 Submit electronic copies of Contractor's authorized representative's work site health and safety inspection reports to authority having jurisdiction, weekly.
- .4 Submit copies of reports or directions issued by Federal, Provincial and Territorial health and safety inspectors.
- .5 Submit copies of incident and accident reports.
- .6 Submit Safety Data Sheets (SDS) to Consultant.
- .7 Consultant will review Contractor's site-specific Health and Safety Plan and provide comments to Contractor within three (3) days after receipt of plan. Revise plan as appropriate and resubmit plan to Consultant within three (3) days after receipt of comments from Consultant.
- .8 Consultant's review of Contractor's final Health and Safety plan should not be construed as approval and does not reduce the Contractor's overall responsibility for construction Health and Safety.
- .9 Medical Surveillance: Where prescribed by legislation, regulation or safety program, submit certification of medical surveillance for site personnel prior to commencement of Work, and submit additional certifications for any new site personnel to Consultant.
- .10 File Notice of Project with Provincial authorities prior to commencement of Work.

**1.7 SAFETY ACTIVITIES**

- .1 Perform site specific safety hazard assessment related to project.
- .2 Perform Work in accordance with Section 01 41 00 - Regulatory Requirements and this section.

**1.8 HEALTH AND SAFETY COORDINATOR**

- .1 Employ and assign to Work, competent and authorized representative as Health and Safety Coordinator. Health and Safety Coordinator must:
  - .1 Have site-related working experience specific to activities associated with commercial roofing operations.
  - .2 Have working knowledge of occupational safety and health regulations.
  - .3 Be responsible for completing Contractor's Health and Safety Training Sessions and ensuring that personnel not successfully completing required training are not permitted to enter site to perform Work.
  - .4 Be responsible for implementing, enforcing daily and monitoring site-specific Contractor's Health and Safety Plan.

- .5 Be on site during execution of Work and report directly to and be under direction of site supervisor.

**1.9 POSTING OF DOCUMENTS**

- .1 Ensure applicable items, articles, notices and orders are posted in conspicuous location on site in accordance with Acts and Regulations of Province having jurisdiction.

**1.10 CORRECTION OF NON-COMPLIANCE**

- .1 Immediately address health and safety non-compliance issues identified by authority having jurisdiction or by Consultant.
- .2 Provide Consultant with written report of action taken to correct non-compliance of health and safety issues identified.

**1.11 WORK STOPPAGE**

- .1 Give precedence to safety and health of public and site personnel and protection of environment over cost and schedule considerations for Work.

**1.12 FIRE PROTECTION**

- .1 Comply with the National Fire Code of Canada (NFC) for fire prevention, firefighting, and life safety in building(s) in use.
- .2 Inform owner's representative or owner's fire alarm system monitoring agency and local Fire Department immediately prior to isolation of a fire system component and immediately upon restoration or normal operation.
- .3 Under no circumstances will roofing kettles of any nature be allowed on the roof.
- .4 Provide and maintain temporary fire protection equipment during performance of Work required by insurance companies having jurisdiction, governing codes, regulations and bylaws.
- .5 Burning rubbish and construction waste materials is not permitted on site.
- .6 In accordance with governing codes and regulations Maintain:
  - .1 Existing and temporary fire exits
  - .2 Fire fighters' access.
  - .3 Facility Service lines.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1      Site fires.
- .2      Site Drainage.
- .3      Work adjacent to waterways.
- .4      Pollution control.

**1.2            RELATED SECTIONS**

- .1      Section 01 74 00 - Cleaning and Waste Processing.
- .2      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            FIRES**

- .1      Fires and burning of rubbish on site not permitted.

**1.4            DRAINAGE**

- .1      Provide temporary drainage and pumping as necessary to keep excavations and site free from water.
- .2      Do not pump water containing suspended materials into waterways, sewer or drainage systems.
- .3      Control disposal or runoff of water containing suspended materials or other harmful substances in accordance with local authority requirements.

**1.5            SITE CLEARING AND PLANT PROTECTION**

- .1      Protect trees and plants on site and adjacent properties where indicated.
- .2      Protect roots of designated trees to drip-line during excavation and site grading to prevent disturbance or damage. Avoid unnecessary traffic, dumping and storage of materials over root zones.
- .3      Minimize stripping of topsoil and vegetation.

**1.6            WORK ADJACENT TO WATERWAYS**

- .1      Do not dump excavated fill, waste material or debris in waterways.
- .2      Design and construct temporary crossings to minimize erosion to waterways.

**1.7            POLLUTION CONTROL**

- .1      Maintain temporary erosion and pollution control features installed under this contract.
- .2      Control emissions from equipment and plant to local authorities' emission requirements.

- .3 Prevent sandblasting and other extraneous materials from contaminating air beyond application area, by providing temporary enclosures.
- .4 Cover or wet down dry materials and rubbish to prevent blowing dust and debris. Provide dust control for temporary roads.

**1.8 CLEANING**

- .1 Clean in accordance with Section 01 74 00 – Cleaning and Disposal
- .2 Do not bury waste or garbage materials on site.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1        Laws, notices, permits and fees.
- .2        Discovery of hazardous materials.

**1.2            RELATED SECTIONS**

- .1        This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            LAWS, NOTICES, PERMITS AND FEES**

- .1        The laws of the Place of the Work shall govern the Work.
- .2        The Contractor shall be responsible for permits, licenses or certificates necessary for the performance of the Work which were in force at the date of executing the Agreement.
- .3        Give the required notices and comply with the laws, ordinances, rules, regulations or codes which are or become in force during the performance of the Work and which relate to the Work, to the preservation of the public health and to construction safety.
- .4        If the Contractor knowingly performs or allows work to be performed that is contrary to any laws, ordinances, rules, regulations or codes, the Contractor shall be responsible for and shall correct the violations thereof; and shall bear the costs, expenses and damages attributable to the failure to comply with the provisions of such laws, ordinances, rules, regulations or codes.
- .5        Determine detailed requirements of authorities having jurisdiction.
- .6        Pay construction damage deposits levied by municipality in connection with the issuance of a building permit.

**1.4            CODES AND STANDARDS**

- .1        Execute and perform the work to meet or exceed with, but not limited to, the following latest editions of:
  - .1        Rules and regulations of all Authorities having jurisdiction at Place of Work
  - .2        Ontario Building Code (OBC) 2024
  - .3        National Fire Code of Canada (NFC) 2020
  - .4        The Occupational Health and Safety Act Revised Statutes of Ontario
  - .5        National Plumbing Code of Canada (NPC) 2020
  - .6        Fire Commissioners of Canada, FC 301, Standard for Construction Operations.

**1.5            HAZARDOUS MATERIAL DISCOVERY**

- .1        Asbestos: If material resembling asbestos is encountered in course of demolition work, immediately stop work and notify Consultant.

- .2 Mould: stop work immediately when material resembling mould is encountered during demolition work. Notify Consultant

**1.6 PERSONNEL SMOKING**

- .1 Comply with regulatory and Owner imposed smoking restrictions during execution of the Work within or outside the premises.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1      Inspection and testing, administrative and enforcement requirements.

**1.2            RELATED SECTIONS**

- .1      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            REFERENCES**

- .1      SCC (Standards Council of Canada) – [www.scc.ca](http://www.scc.ca)
- .2      CSA Group – [www.csigroup.org](http://www.csigroup.org)

**1.4            REVIEW BY CONSULTANT**

- .1      Allow Consultant access to Work. If part of Work is in preparation at locations other than Place of Work, allow access to such Work whenever it is in progress.
- .2      If Contractor covers or permits to be covered Work that has been designated for special tests, inspections or approvals before such is made, uncover such Work, have inspections or tests satisfactorily completed and make good such Work.
- .3      Give timely notice requesting inspection whenever portions of the Work are designated for special tests, inspections or approvals, either when described in the Contract Documents or when required by law in the Place of the Work.
- .4      Consultant may order any part of the Work to be reviewed or inspected if Work is suspected to be not in accordance with Contract Documents. If, upon review such work is found not in accordance with Contract Documents, correct such Work and pay cost of additional review and correction.

**1.5            ACCESS TO WORK**

- .1      Allow inspection and testing agencies access to Work, off site manufacturing and fabrication plants.
- .2      Cooperate to provide reasonable access and facilities for such access.

**1.6            PROCEDURES**

- .1      Notify appropriate agency and the Consultant in advance of requirement for tests, in order that attendance arrangements can be made.
- .2      Submit samples and materials required for testing, as specifically requested in specifications. Submit with reasonable promptness and in an orderly sequence so as not to cause delay in Work.
- .3      Provide labour and facilities to obtain and handle samples and materials on site. Provide sufficient space to store and cure test samples.

**1.7 REJECTED WORK**

- .1 Remove defective Work, whether result of poor workmanship, use of defective products or damage and whether incorporated in Work or not, which has been rejected by Consultant as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
- .2 Make good other Contractor's work damaged by such removals or replacements promptly.
- .3 If in opinion of Consultant it is not expedient to correct defective Work or Work not performed in accordance with Contract Documents, Owner may deduct from Contract Price the difference in value between Work performed and that called for by Contract Documents, amount of which shall be determined by Consultant.

**END OF SECTION**



**Part 1            General****1.1            SECTION INCLUDES**

- .1      Temporary utilities.

**1.2            RELATED SECTIONS**

- .1      Section 01 52 00 - Construction Facilities.
- .2      Section 01 56 00 - Temporary Barriers and Enclosures
- .3      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            INSTALLATION AND REMOVAL**

- .1      Provide temporary utilities controls in order to execute work expeditiously.
- .2      Remove from site all such work after use.

**1.4            WATER SUPPLY**

- .1      Owner will provide continuous supply of potable water for construction use.
- .2      Arrange for connection with appropriate utility company and pay all costs for installation, maintenance and removal.
- .3      Owner will pay for utility and consumption charges at prevailing rates.

**1.5            TEMPORARY POWER AND LIGHT**

- .1      Coordinate all temporary power with the Construction Manager, Owner and Consultant.
- .2      Owner will provide a source for, and pay the costs of, temporary power during construction for temporary lighting and operating of power tools, to a maximum supply of 220 volt (or available current).
- .3      Arrange for connection with appropriate utility company. Pay all costs for installation, maintenance and removal.
- .4      Provide and pay for temporary power for electric cranes and other equipment requiring temporary power in excess of above noted requirements.
- .5      Owner may discontinue such services at any time for emergency purposes and will accept no liability for any damage or delay resulting from such withdrawal of the service.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1      Construction aids.
- .2      Office and sheds.
- .3      Parking.
- .4      Project identification.

**1.2            RELATED SECTIONS**

- .1      Section 01 51 00 - Temporary Utilities.
- .2      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            SITE OFFICE**

- .1      Site offices or trailers will not be allowed on site as there is not adequate space available on the project site.

**1.4            HOISTING**

- .1      Provide, operate and maintain hoists and/or cranes required for moving of materials and equipment. Make financial arrangements with Subcontractors for use thereof.
- .2      All Hoists and Cranes shall be operated by qualified operator.

**1.5            USE OF THE WORK**

- .1      Confine work and operations of employees by Contract Documents. Do not unreasonably encumber premises with Products.
- .2      Do not load or permit to load any part of Work with a weight or force that will endanger the Work.

**1.6            CONSTRUCTION PARKING**

- .1      Project Parking on site is not permitted. All parking is to be off site and the contractor is to pay for any/all additional costs incurred.
- .2      Provide and maintain adequate access to the project site.
- .3      Clean roadways, runways etc. where used by Contractor's equipment.

**1.7            SECURITY**

- .1      It is the responsibility of the Construction Manager and Sub-contractors to secure contents and site. The Owner is not responsible or liable for any damages and of theft.

**1.8 EQUIPMENT, TOOL AND MATERIALS STORAGE**

- .1 All equipment, tools and materials must be stored on site in a safe and secure manner that will not interfere with the work. If this is not attainable all must be removed from the site at the end of each day.

**1.9 SANITARY FACILITIES**

- .1 Acceptable sanitary facilities must be provided by the Contractor. It will be the responsibility of the Contractor and its Workers to maintain sanitary washroom facilities and keep in good and clean working condition. Location of units to be reviewed and approved by Owner.

**END OF SECTION**

**Part 1            General**

**1.1            SECTION INCLUDES**

- .1      Guardrails and barriers.
- .2      Weather enclosures.
- .3      Dust tight barriers.
- .4      Protection for off-site and public property.
- .5      Interior protection.
- .6      Protection of surrounding Work.

**1.2            RELATED SECTIONS**

- .1      Section 01 51 00 - Temporary Utilities.
- .2      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            INSTALLATION AND REMOVAL**

- .1      Provide temporary controls in order to execute Work expeditiously.
- .2      Remove from site all such work after use.

**1.4            GUARD RAILS AND BARRIERS**

- .1      Provide secure, rigid guard rails and barricades around deep excavations, open shafts, open stair wells, open edges of floors and roofs.
- .2      Provide as required by governing authorities.

**1.5            WEATHER ENCLOSURES**

- .1      Provide weather tight closures to unfinished door and window openings, tops of shafts and other openings in floors and roofs.
- .2      Close off floor areas where walls are not finished; seal off other openings; enclose building interior work for temporary heat.
- .3      Design enclosures to withstand wind pressure and snow loading.

**1.6            DUST TIGHT BARRIERS**

- .1      Provide dust tight barriers and screens or partitions to localize dust generating activities, and for protection of workers, finished areas of Work and public.
- .2      Maintain and relocate protection until such work is complete.

**1.7 PROTECTION FOR OFF-SITE AND PUBLIC PROPERTY**

- .1 Protect surrounding private and public property from damage during performance of Work.
- .2 Be responsible for damage incurred.

**1.8 INTERIOR PROTECTION**

- .1 Provide protection for finished and partially finished surfaces and equipment during performance of Work.
- .2 Provide necessary screens, covers, and hoardings.
- .3 Confirm with Consultant locations and installation schedule three (3) days prior to installation.
- .4 Be responsible for damage incurred due to lack of or improper protection.

**1.9 PROTECTION OF SURROUNDING WORK**

- .1 Provide protection for finished and partially finished Work from damage.
- .2 Provide necessary cover and protection.
- .3 Be responsible for damage incurred due to lack of or improper or inappropriate protection.

**END OF SECTION**

**Part 1            General**

**1.1            SECTION INCLUDES**

- .1      Informational and warning devices.
- .2      Protection and control of public traffic.
- .3      Operational requirements.

**1.2            RELATED SECTIONS**

- .1      Section 01 52 00 – Construction Facilities
- .2      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            REFERENCES**

- .1      Municipal guidelines and regulations enforceable in the Place of the Work.

**1.4            ACCESS TO SITE**

- .1      Provide and maintain access roads, sidewalk crossings, ramps and construction runways as may be required for access to Work.

**1.5            PUBLIC TRAFFIC FLOW**

- .1      Provide and maintain competent signal flag operators, traffic signals, barricades and flares, lights, or lanterns as required to perform Work and protect the public.

**1.6            PROTECTION OF PUBLIC TRAFFIC**

- .1      Comply with requirements of Acts, Regulations and By-Laws in force for regulation of traffic or use of roadways upon or over which it is necessary to carry out Work or haul materials or equipment.
- .2      When working on travelled way:
  - .1          Place equipment in position to present minimum of interference and hazard to traveling public.
  - .2          Keep equipment units as close together as working conditions permit and preferably on same side of travelled way.
  - .3          Do not leave equipment on travelled way overnight.
- .3      Do not close any lanes of road without approval of authority having jurisdiction. Before re-routing traffic erect suitable signs and devices in accordance with instructions contained in UTCD.

**1.7 INFORMATIONAL AND WARNING DEVICES**

- .1 Provide and maintain signs, and other devices required to indicate construction activities or other temporary and unusual conditions resulting from Project Work which requires road user response.
- .2 Supply and erect signs, delineators, barricades and miscellaneous warning devices as specified in municipal guidelines.
- .3 Place signs and other devices in locations recommended in municipal guidelines.
- .4 Meet with Consultant prior to commencement of Work to prepare list of signs and other devices required for project. If situation on site changes, revise list to approval of Consultant.
- .5 Continually maintain traffic control devices in use by:
  - .1 Checking signs daily for legibility, damage, suitability and location. Clean, repair or replace to ensure clarity and reflectance.
  - .2 Removing or covering signs which do not apply to conditions existing from day to day.

**1.8 CONTROL OF PUBLIC TRAFFIC**

- .1 Provide competent flag persons, trained in accordance with, and properly equipped as specified in municipal guidelines for the following situations:
  - .1 When public traffic is required to pass working vehicles or equipment which block all or part of travelled roadway.
  - .2 When it is necessary to institute one-way traffic system through construction area or other blockage where traffic volumes are heavy, approach speeds are high and traffic signal system is not in use.
  - .3 When workmen or equipment are employed on travelled way over brow of hills, around sharp curves or at other locations where oncoming traffic would not otherwise have adequate warning.
  - .4 Where temporary protection is required while other traffic control devices are being erected or taken down.
  - .5 For emergency protection when other traffic control devices are not readily available.
  - .6 In situations where complete protection for workers, working equipment and public traffic is not provided by other traffic control devices.
  - .7 At each end of restricted sections where pilot cars are required.
  - .8 Delays to public traffic due to contractor's operators: maximum fifteen (15) minutes.

**1.9 OPERATIONAL REQUIREMENTS**

- .1 Maintain existing conditions for traffic throughout period of Contract except that, when required for construction under this Contract.

- .2 Maintain existing conditions for traffic crossing right-of-way.
- .3 Maintain existing conditions for traffic crossing right-of-way except when required for construction.

**1.10 FIRE ROUTES**

- .1 Maintain access to property including overhead clearances for use by emergency response vehicles.

**END OF SECTION**



**Part 1            General****1.1            SECTION INCLUDES**

- .1    Product quality, availability, storage, handling, protection, and transportation.
- .2    Product substitution procedures.
- .3    Manufacturer's instructions.
- .4    Quality of Work, coordination and fastenings.
- .5    Existing facilities.

**1.2            RELATED SECTIONS**

- .1    This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            TERMINOLOGY**

- .1    New: Produced from new materials.
- .2    Re-newed: Produced or rejuvenated from an existing material to like-new condition to serve a new or existing service.
- .3    Defective: A condition determined exclusively by the Consultant.

**1.4            PRODUCT QUALITY**

- .1    Products, materials, equipment, parts or assemblies (referred to as Products) incorporated in Work: New, not damaged or defective, of best quality (compatible with specification requirements) for purpose intended. If requested, provide evidence as to type, source and quality of Products provided.
- .2    Defective Products, whenever identified prior to completion of Work, will be rejected, regardless of previous inspections. Inspection does not relieve responsibility but is precaution against oversight or error. Remove and replace defective Products at own expense and be responsible for delays and expenses caused by rejection.
- .3    Should any dispute arise as to quality or fitness of Products, decision rests strictly with Consultant.
- .4    Unless otherwise indicated in specifications, maintain uniformity of manufacture for any particular or like item throughout building.
- .5    Permanent labels, trademarks and nameplates on Products are not acceptable in prominent locations, except where required for operating instructions, or when located in mechanical or electrical rooms.

**1.5            AVAILABILITY**

- .1    Immediately upon signing Contract, review Product delivery requirements and anticipate foreseeable supply delays for any items.

- .2 If delays in supply of Products are foreseeable, notify Consultant of such, in order that substitutions or other remedial action may be authorized in ample time to prevent delay in performance of Work.
- .3 In event of failure to notify Consultant at commencement of Work and should it subsequently appear that Work may be delayed for such reason, Consultant reserves right to substitute more readily available Products of similar character, at no increase in Contract Price or Contract Time.

#### **1.6 STORAGE AND PROTECTION**

- .1 Store and protect Products in accordance with manufacturers' written instructions.
- .2 Store with seals and labels intact and legible.
- .3 Store sensitive Products in weather tight, climate controlled, enclosures in an environment favourable to Product.
- .4 For exterior storage of fabricated Products, place on sloped supports above ground and cover with construction grade tarpaulin, secured and weighted down.
- .5 Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to prevent condensation and degradation of Products.
- .6 Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- .7 Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- .8 Arrange storage of Products to permit access for inspection. Periodically inspect to verify Products are undamaged and are maintained in acceptable condition.

#### **1.7 TRANSPORTATION AND HANDLING**

- .1 Transport and handle Products in accordance with manufacturer's written instructions.
- .2 Promptly inspect shipments to ensure that Products comply with requirements, quantities are correct, and Products are undamaged.
- .3 Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

#### **1.8 EXISTING UTILITIES**

- .1 When breaking into or connecting to existing services or utilities, execute Work at times directed by local governing authorities, with minimum of disturbance to building occupants.
- .2 Protect, relocate or maintain existing active services. When services are encountered, cap off in manner approved by authority having jurisdiction. Stake and record location of capped service.

**1.9 MANUFACTURER'S WRITTEN INSTRUCTIONS**

- .1 Unless otherwise indicated in specifications, install or erect Products to manufacturer's written instructions. Do not rely on labels or enclosures provided with Products. Obtain written instructions directly from manufacturers.
- .2 Notify Consultant in writing, of conflicts between specifications and manufacturer's instructions, so that Consultant may establish course of action.
- .3 Improper installation or erection of Products, due to failure in complying with these requirements, authorizes Consultant to require removal and re-installation at no increase in Contract Price or Contract Time.

**1.10 QUALITY OF WORK**

- .1 Ensure Quality of Work is of highest standard, executed by workers experienced and skilled in respective duties for which they are employed. Immediately notify Consultant if required Work is such as to make it impractical to produce required results.
- .2 Do not employ anyone unskilled in their required duties. Consultant reserves right to require dismissal from site any workers deemed incompetent or careless.
- .3 Decisions as to standard or fitness of Quality of Work in cases of dispute rest solely with Consultant, whose decision is final.

**1.11 COORDINATION**

- .1 Ensure cooperation of workers in laying out Work. Maintain efficient and continuous supervision.
- .2 Be responsible for coordination and placement of openings, sleeves and accessories.

**1.12 CONCEALMENT**

- .1 Before installation, inform Consultant if there is interference. Install as directed by Consultant.

**1.13 REMEDIAL WORK**

- .1 Perform remedial work required to repair or replace parts or portions of Work identified as defective or unacceptable. Coordinate adjacent affected Work as required.
- .2 Perform remedial work by specialists familiar with materials affected. Perform in a manner to neither damage nor put at risk any portion of Work.

**1.14 FASTENINGS**

- .1 Provide metal fastenings and accessories in same texture, colour and finish as adjacent materials, unless indicated otherwise.
- .2 Prevent electrolytic action between dissimilar metals and materials.

- .3 Use non-corrosive hot dip galvanized steel fasteners and anchors for securing exterior work, unless stainless steel or other material is specifically requested in affected specification Section.
- .4 Space anchors within individual load limit or shear capacity and ensure they provide positive permanent anchorage. Wood, or any other organic material plugs are not acceptable.
- .5 Keep exposed fastenings to a minimum, space evenly and install neatly.
- .6 Fastenings which cause spalling or cracking of material to which anchorage is made are not acceptable.

**1.15 FASTENINGS - EQUIPMENT**

- .1 Use fastenings of standard commercial sizes and patterns with material and finish suitable for service.
- .2 Use heavy hexagon heads, semi-finished unless otherwise specified. Use Type 304 for exterior areas.
- .3 Bolts may not project more than one diameter beyond nuts.
- .4 Use plain type washers on equipment, sheet metal and soft gasket lock type washers where vibrations occur. Use resilient washers with stainless steel.

**1.16 PROTECTION OF WORK IN PROGRESS**

- .1 Prevent overloading of any part of the Project.
- .2 Do not cut, drill or sleeve any load bearing structural member, unless specifically indicated, without written approval of Consultant.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1      Progressive cleaning.
- .2      Cleaning prior to acceptance.

**1.2            RELATED SECTIONS**

- .1      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**Part 2            Products****2.1            CLEANING MATERIALS**

- .1      Cleaning Agents and Materials: Low VOC content.

**Part 3            Execution****3.1            PROGRESSIVE CLEANING**

- .1      Maintain Work in tidy condition, free from accumulation of waste products and debris.
- .2      Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant.
- .3      Clear snow and ice from area of construction, bank or pile snow in designated areas only.
- .4      Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .5      Containers:
  - .1          Provide on-site containers for collection of waste materials and debris.
  - .2          Provide and use clearly marked, separate bins for recycling as applicable.
- .6      Remove waste material and debris from site and deposit in waste container at end of each working day.
- .7      Dispose of waste materials and debris off site.
- .8      Store volatile waste in covered metal containers and remove from premises at end of each working day.
- .9      Provide adequate ventilation during use of volatile or noxious substances. Use of enclosure ventilation systems is not permitted for this purpose.
- .10     Use only cleaning materials recommended by manufacturer of surface to be cleaned, and as recommended by cleaning material manufacturer.

- .11 Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on wet, newly painted surfaces nor contaminate building systems.

**3.2 CLEANING PRIOR TO ACCEPTANCE**

- .1 Prior to applying for Substantial Performance of the Work, remove surplus products, tools, construction machinery and equipment not required for performance of remaining Work.
- .2 Remove waste products and debris other than that caused by others and leave Work clean and suitable for occupancy.
- .3 Prior to final review, remove surplus products, tools, construction machinery and equipment.
- .4 Remove waste products and debris other than that caused by Owner or other Contractors.
- .5 Remove waste materials from site at regularly scheduled times or dispose of as directed by Consultant. Do not burn waste materials on site, unless approved by Consultant.
- .6 Make arrangements with and obtain permits from authorities having jurisdiction for disposal of waste and debris.
- .7 Remove stains, spots, marks and dirt from decorative work, electrical and mechanical fixtures, furniture fitments, walls, floors.
- .8 Inspect finishes, fitments and equipment and ensure specified workmanship and operation.
- .9 Broom clean and wash exterior walks, steps and surfaces; rake clean other surfaces of grounds.
- .10 Remove dirt and other disfiguration from exterior surfaces.
- .11 Clean and sweep roofs, gutters, areaways, and sunken wells.
- .12 Sweep and wash clean paved areas.
- .13 Clean equipment and fixtures to a sanitary condition; clean or replace filters of mechanical equipment.
- .14 Clean roof surfaces, down-spouts, and drainage components.
- .15 Remove debris and surplus materials from crawl areas and other accessible concealed spaces.

**END OF SECTION**

**Part 1            General****1.1            SECTION INCLUDES**

- .1      Inspections and declarations.
- .2      Closeout submittals.
- .3      Operation and maintenance manual format.
- .4      Contents each volume.
- .5      Recording actual site conditions.
- .6      Record (as-built) documents and samples.
- .7      Record documents.
- .8      Final survey.
- .9      Warranties and bonds.

**1.2            RELATED SECTIONS**

- .1      Section 01 33 00 - Submittal Procedures.
- .2      Section 01 45 00 - Quality Control.
- .3      This section describes requirements applicable to all Sections within Divisions 02 to 16.

**1.3            INSPECTIONS AND DECLARATIONS**

- .1      Contractor's Inspection: Contractor and all Subcontractors shall conduct an inspection of Work, identify deficiencies and defects, and repair as required to conform to Contract Documents.
  - .1      Notify Consultant in writing of satisfactory completion of Contractor's Inspection and that corrections have been made.
  - .2      Request Consultant's Inspection.
- .2      Consultant's Inspection: Consultant and Contractor will perform inspection of Work to identify defects or deficiencies. Correct defective and deficient Work accordingly.
- .3      Completion: Submit written certificate that following have been performed:
  - .1      Work has been completed and inspected for compliance with Contract Documents.
  - .2      Defects have been corrected and deficiencies have been completed.
  - .3      Equipment and systems have been tested, adjusted, balanced and are fully operational.
  - .4      Certificates required by authorities having jurisdiction have been submitted.

- .5 Operation of systems have been demonstrated to Owner's personnel.
- .6 Work is complete and ready for Final Inspection.
- .4 Final Inspection: When items noted above are completed, request final inspection of Work by Consultant. If Work is deemed incomplete by Consultant, complete outstanding items and request reinspection.
- .5 Declaration of Substantial Performance: When Consultant considers deficiencies and defects have been corrected and it appears requirements of Contract have been substantially performed, make application for Substantial Performance of the Work.
- .6 Commencement of Warranty Periods: The date of Substantial Performance of the Work shall be the date for commencement of the warranty period.
- .7 Commencement of Lien Periods: The date of publication of the certificate of Substantial Performance of the Work shall be the date for commencement of the lien period, unless required otherwise by the lien legislation applicable at the Place of the Work.
- .8 Final Payment: When Consultant considers final deficiencies and defects have been corrected and it appears requirements of Contract have been completed, make application for final payment.
- .9 Payment of Hold-back: After issuance of certificate of Substantial Performance of the Work, submit an application for payment of hold-back amount.

**1.4 CLOSEOUT SUBMITTALS**

- .1 Provide submittals in accordance with Section 01 33 00 – Submittal Procedures
- .2 Two (2) weeks prior to Substantial Performance of the Work, submit to the Consultant, two (2) final copies of operating and maintenance manuals in Canadian English.
- .3 Ensure spare parts, maintenance materials and special tools provided are new, undamaged or defective, and of same quality and manufacture as products provided in Work.
- .4 If requested, furnish evidence as to type, source and quality of products provided.

**1.5 OPERATION AND MAINTENANCE MANUAL FORMAT**

- .1 Organize data in the form of an instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 8.5 x 11 inch with spine and face pockets.
- .3 Cover: Identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .4 Arrange content by and sequence of Table of Contents.
- .5 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.



- .6 Text: Manufacturer's printed data, or typewritten data.
- .7 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

**1.6 CONTENTS - EACH VOLUME**

- .1 Table of Contents: Provide:
  - .1 Title of project.
  - .2 Date of submission.
  - .3 Names, addresses, and telephone numbers of Consultant and Contractor with name of responsible parties.
  - .4 Schedule of products and systems indexed to content of volume.
- .2 For each product or system, list names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation; delete inapplicable information. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00.
- .4 Certificate of Acceptance: Relevant certificates issued by authorities having jurisdiction.

**1.7 RECORD (AS-BUILT) DOCUMENTS AND SAMPLES**

- .1 In addition to requirements in General Conditions, maintain at the site for, one (1) record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Maintain as-built documents in clean, dry and legible condition. Do not use as-built documents for construction purposes.
- .3 Keep as-built documents and samples available for inspection by Consultant.

**1.8 WARRANTIES AND BONDS**

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.

- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principals.
- .3 Furnish a one (1) year standard form of warranty on all works completed.
- .4 Furnish the specified manufacturer's warranty as stated in each related specification section.
- .5 Furnish warranties and bonds fully executed and notarized.

**END OF SECTION**

**Part 1            General****1.1                INFORMATION**

- .1     The purpose of this section is to remove and dispose of all hazardous materials and materials affected by the defined removal work.
- .2     All work to be performed in accordance with Ontario Regulation 278/05 and any applicable provincial or federal regulations.
- .3     Provide all tools and equipment required to access the work areas which requires asbestos removals.
- .4     Personal protective equipment to be utilized if there is a possibility of disturbing hazardous materials.
- .5     Phasing and scheduling to be announced by the Owner.
- .6     Reference drawings for location reference and work area.
- .7     Provide unit rates as requested within the Bid Form (Specification Section 00 21 15).

**1.2                SCOPE OF ASBESTOS REMOVAL**

- .1     Remove and dispose of asbestos following Type 2 and or Type 3 asbestos removal precautions located on the referenced drawings and identified within the Designated Substance and Hazardous Materials Assessment completed for the New Vision United Church completed by MTE Consultants Inc. dated May 29, 2019.
- .2     Remove and dispose of the primary ACT ceiling, dismantle and provide support to any mechanical/electrical conduit from the ceiling fire separation and abate the skim coat/plaster layers from the area denoted on the referenced drawings.

**1.3                DEFINITIONS**

- .1     Abatement Contractor: Contractor completing the hazardous materials removal work.
- .2     Asbestos-Containing Materials (ACMs): Materials defined in Ontario Regulation 278/05.
- .3     Amended Water: Water with a non-ionic surfactant wetting agent added to reduce water tension to allow wetting of fibres.
- .4     Asbestos Work Area: Area where actual [removal] [and] [sealing] [and] [enclosure] of spray or trowel-applied asbestos-containing materials takes place.
- .5     Authorized Visitors: Consultant, or designated representative, and representative of regulatory agencies.
- .6     Consultant: Person whom provides inspection services and provides guidance pertaining to the abatement work.

- .7 Curtained doorway: An arrangement of closures to allow ingress and egress from one room to another while permitting minimal air movement between rooms, typically constructed as follows: Place two overlapping sheets of polyethylene over an existing or temporarily framed doorway, secure each along the top of the doorway, secure the vertical edge of one sheet along one vertical side of the doorway, and secure the vertical edge of the other sheet along the opposite vertical side of the doorway. Reinforce free edges of polyethylene with duct tape and weight the bottom edge to ensure proper closing. Each polyethylene sheet shall overlap openings not less than 1.5 m on each side.
- .8 DOP Test: A testing method used to determine the integrity of the Negative Pressure unit using dioctyl phthalate (DOP) HEPA-filter leak test.
- .9 Friable Material: Material that when dry can be crumbled, pulverized or powdered by hand pressure and includes such material that is crumbled, pulverized or powdered.
- .10 Glove Bag: Prefabricated glove bag as follows:
  - .1 Minimum thickness 0.25 mm (10 mil) polyvinyl-chloride bag.
  - .2 Integral 0.25 mm (10 mil) thick polyvinyl-chloride gloves and elastic ports.
  - .3 Equipped with reversible double-pull double throw zipper on top.
  - .4 Straps for sealing ends around pipe.
  - .5 Must incorporate internal closure strip if it is to be moved or used in more than one specific location.
- .11 HEPA vacuum: High Efficiency Particulate Air filtered vacuum equipment with a filter system capable of collecting and retaining fibres greater than 0.3 microns in any direction at 99.97% efficiency.
- .12 Negative pressure: A system that extracts air directly from work area, filters such extracted air through a High Efficiency Particulate Air filtering system, and discharges this air directly outside work area to exterior of building. This system shall maintain a minimum pressure differential of 5 Pa relative to adjacent areas outside of work areas, be equipped with an alarm to warn of system breakdown, and be equipped with an instrument to continuously monitor and automatically record pressure differences.
- .13 Occupied Area: Any area of the building or work site that is outside the Asbestos Work Area.
- .14 Polyethylene sheeting sealed with tape: Polyethylene sheeting of type and thickness specified sealed with tape along all edges, around penetrating objects, over cuts and tears, and elsewhere as required to provide a continuous polyethylene membrane to protect underlying surfaces from water damage or damage by sealants, and to prevent escape of asbestos fibres through the sheeting into a clean area.
- .15 Sprayer: Garden reservoir type sprayer or airless spray equipment capable of producing a mist or fine spray. Must be appropriate capacity for scope of work.

#### **1.4 SUBMITTALS**

- .1 Before commencing work:

- .1 Health and safety program and all referenced policies within the program.
- .2 Submit proof satisfactory to Consultant that all employees have had instruction on the hazards of asbestos exposure, respirator use, dress, use of showers, entry and exit from work areas, and all aspects of work procedures and protective measures. All workers to have completed the MTCU 253W training. All supervisors to have completed the MTCU 253S training.
- .3 Proof workers and supervisors have been fit tested and hold current certificates.
- .4 Submit layout of proposed enclosures and decontamination facilities to Consultant for review.
- .5 Submit documentation including test results for sealer proposed for use.
- .6 Submit Provincial and/or local requirements for Notice of Project Form.
- .7 Submit proof of Contractor's Asbestos Liability Insurance.
- .8 Submit Worker's Safety Insurance Board status and transcription of insurance.
- .9 Submit documentation including test results, fire and flammability data, and Material Safety Data Sheets for chemicals or materials including but not limited to the following:
  - .1 encapsulants;
  - .2 amended water;
  - .3 slow-drying sealer.

**1.5 REGULATORY REQUIREMENTS**

- .1 Comply with Federal, Provincial, and local requirements pertaining to asbestos, provided that in case of conflict among those requirements or with these specifications the more

**1.6 INSTRUCTION AND TRAINING**

- .1 Before commencing work, provide to the Consultant satisfactory proof that every worker has had instruction and training in the hazards of asbestos exposure, in personal hygiene including dress and showers, in entry and exit from the Asbestos Work Area, in all aspects of work procedures including glove bag procedures, and in the use, cleaning, and disposal of respirators and protective clothing.
- .2 Instruction and training related to respirators includes, at a minimum:
  - .1 Proper fitting of the equipment.
  - .2 Inspection and maintenance of the equipment.
  - .3 Disinfecting of the equipment.
  - .4 Limitations of the equipment.
- .3 Instruction and training must be provided by a competent, qualified person.
- .4 Supervisory personnel to complete required training.

**1.7 WORKER PROTECTION**

- .1 Protective equipment and clothing to be worn by workers while in the Asbestos Work Area includes:
  - .1 Respirator equipped with HEPA filter cartridges, personally issued to the worker and marked as to efficiency and purpose, and acceptable to the Authority having jurisdiction as suitable for the type of asbestos and the level of asbestos exposure in the Asbestos Work Area. If disposable type filters are used, provide sufficient filters so that workers can install new filters following disposal of used filters and before re-entering contaminated areas.
  - .2 Disposable-type protective clothing that does not readily retain or permit penetration of asbestos fibres, consisting of full-body covering including head covering with snug-fitting cuffs at wrists, ankles, and neck.
- .2 Each worker shall:
  - .1 Remove street clothes in clean change room and put on respirator with new filters or reusable filters that have been tested as satisfactory, clean coveralls and head covers before entering Equipment and Access Rooms or Asbestos Work Area. All street clothes, uncontaminated footwear, towels, and similar uncontaminated articles shall be stored in clean change room.
  - .2 Remove gross contamination from clothing before leaving work area then proceed to Equipment and Access Room and remove all clothing except respirators. Place contaminated worksuits in receptacles for disposal with other asbestos - contaminated materials. Leave reusable items except respirator in Equipment and Access Room. Still wearing the respirator proceed naked to the showers. Using soap and water wash body and hair thoroughly. Clean outside of respirator with soap and water while showering; remove respirator; remove filters and wet them and dispose of filters in the container provided for the purpose; and wash and rinse the inside of the respirator. When not in use in the work area, store work footwear in Equipment and Access Room. Upon completion of asbestos abatement, dispose of footwear as contaminated waste or clean thoroughly inside and out using soap and water before removing from work area or from Equipment and Access Room.
  - .3 After showering and drying off, proceed to clean change room and dress in street clothes at the end of each day's work, or in clean coveralls before eating, smoking, or drinking. If re-entering work area, follow procedures outlined in paragraphs above.
  - .4 Enter the unloading room from outside dressed in clean coveralls to remove waste containers and equipment from the Holding Room of the Container and Equipment Decontamination Enclosure system. No worker shall use this system as a means to leave or enter the work area.
- .3 Workers shall not eat, drink, smoke or chew gum or tobacco at the work site except in established clean room.

- .4 Workers shall be fully protected with respirators and protective clothing during preparation of system of enclosures prior to commencing actual asbestos abatement.
- .5 Provide and post in Clean Change Room and in Equipment and Access Room the procedures in both official languages.
- .6 Ensure that no person required to enter an Asbestos Work Area has facial hair that affects the seal between the respirator and the face.

**1.8 VISITOR PROTECTION**

- .1 Provide protective clothing and approved respirators to Authorized Visitors to work areas.
- .2 Instruct Authorized Visitors in the use of protective clothing and respirators.
- .3 Instruct Authorized Visitors in proper procedures to be followed in entering into and exiting from work areas.

**1.9 NOTIFICATION**

- .1 Before commencing work on this project notify the following in writing:
  - .1 The appropriate Regional or Zone Director of Medical Services Branch, Health and Welfare Canada.
  - .2 Regional Office of Labour Canada.
  - .3 Provincial Department of Labour.
  - .4 Disposal Authority.
- .2 Inform all sub-trades of the presence of friable asbestos-containing materials identified within the documents available.

**1.10 INSPECTIONS**

- .1 The consultant may review, but not limited to, the following stages of the abatement work:
  - .1 Site Preparation: All setup work leading up to the start of the hazardous materials abatement.
  - .2 Initial Contaminated Work: Remainder of the work leading to the mass removal work. Installation of upper seals if required.
  - .3 Mass Removal: Removal of all specified hazardous materials within the work area.
  - .4 Visual Clearance: Review of the work area after the contractor has completed all hazardous materials removal work. Work area to be dry and ready for the

application of a lock down agent. The lock don agent to be allowed 24 hours to dry prior to collection of air samples

- .5 Air Clearance: Air samples to be taken within the work area.
- .6 Tear down: Review of the work area after the site enclosure has been removed.

**END OF SECTION**



**05 12 00 – Structural Steel**

All work will be performed per the Contract Documents, Specification Sections, and Drawings issued in this tender package, including work associated with existing site conditions reviewed through a mandatory site visit not necessarily shown on the documents. All contractors shall make themselves familiar with all site conditions in and around the area of work. Additional site visits will be accommodated.

**General Scope of Work**

1. It is the General Contractor's responsibility to make the prime consultant aware of situations of conflict relating to contract documents and the scope of work.
2. The Bidders agree that no claims will be submitted due to lack of consideration of constructability issues or coordination with other trades.
3. Please ensure you have read and are fully aware of all the sections and stipulations in Division 1.
4. The General Contractor acknowledges that the plans and specifications may require minor modifications. The General Contractor agrees that it will perform all work, in accordance with the spirit and intent of the plans and specifications and to conventional and best practices, even if not specifically reflected in the plans or specifications, at a zero-cost implication.
5. Stairwells and fire exits must be kept clear at all times.
6. Any Scaffolding and/or support shoring required to complete your work is the responsibility of this contract including engineering review and stamp.
7. Supply, install and remove any temporary protection for this contract or the work of others affected by this contract.
8. It is the responsibility of this contract to reinstall/replace hoardings, handrails or other safety protection which have been removed for this scope of work.
9. All required saw cutting, scanning, chipping and coring necessary to complete the work of this package to be provided by this contract.

**Scope of Work**

1. Provide schedule, timeline and scope of work requirements for the installation coordination.
2. Furnish and install all structural and miscellaneous steel, including but not limited to beams, columns, lintels, baseplates and angles as identified on the contract documents.

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3. This Contractor will include all craning and hoisting required to complete this Trade Package.
  4. Shop prime/galvanize all steel items required by the Contract Documents. Include touch-up required due to welding, and damage due to shipping and/or erection.
  5. Follow all fall protection procedures, leading edge safety programs, and complete with all OSHA requirements during erection.
  6. Furnish the anchor bolts and bearing plates and install as required.
  7. Furnish and install all miscellaneous steel items and all embedded setting plates and angles for installation by others.
  8. Furnish and install all steel angles, plates, etc., which are bolted to concrete, masonry or steel.
  9. All shop drawings shall be submitted to the Construction Manager within fourteen calendar days of the date indicated on the contract issued by the Owner.
  10. This Contractor shall verify the location and elevation of the base plates and anchor bolts prior to column fabrication. Any variation from the Construction Documents needs to be brought to the attention of the Owner immediately, and noted on the as-built drawings.
  11. Furnish and install all necessary temporary bracing to maintain the building's structure as plumb and level until the permanent bracing has been installed.
  12. This Contractor shall acquire all necessary miscellaneous permits if/as required.
  13. This Contractor is to include for all costs associated with Municipal Street and Sidewalk Closures associated with the scope of work if required. This is to include for hoardings and protections, flagman, coordination of works and closures, police requirements, etc.
  14. Phasing, sequencing and multiple trip scheduling is to be included if/as required.
  15. Structural steel scope is deemed complete when all steel is installed, inspected and approved by the prime consultant.
  16. Reference Detail 6/S3.01 on drawing S3.01: Helical Pile to be installed to a depth of 5.0 meters. Actual depth and the related costs will be reconciled utilizing the unit rates provided in the tender form at time of tender submission.
  17. Please note that the cross hatching along gridline F, gridline 1, and between gridline F-D and 2-3 identified on drawing S1.02 represents new partitions for future phases and is not included in this project scope.

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18. Please note that the “by others” note when describing the column base plate connection in Detail 6 on Drawing S3.01 is defined by a Helical Pile Subcontractor. The helical pile supply and installation is included in this tender. All slab cuts, removals and/or shoring required to provide access for installation of the structural arrangement INCLUDING the helical pile is to be included in this tender.

19. Please reference Drawings S1.02 - Drawing Notes (R3 - Issued 23-04-14). Drawing notes numbering should read S01.1, S01.2, S01.3 etc. not S02.1, S02.2, S02.3 etc as noted in order to correlate to the notations identified on the plans.

**06 11 00 – Rough Carpentry Scope of Work**

All work will be performed per the Contract Documents, Specification Sections, and Drawings issued in this tender package, including work associated with existing site conditions reviewed through a mandatory site visit not necessarily shown on the documents. All contractors shall make themselves familiar with all site conditions in and around the area of work. Additional site visits will be accommodated.

**General Scope of Work**

1. It is the General Contractor's responsibility to make the prime consultant aware of situations of conflict relating to contract documents and the scope of work.
2. The Bidders agree that no claims will be submitted due to lack of consideration of constructability issues or coordination with other trades.
3. Please ensure you have read and are fully aware of all the sections and stipulations in Division 1.
4. The General Contractor acknowledges that the plans and specifications may require minor modifications. The General Contractor agrees that it will perform all work, in accordance with the spirit and intent of the plans and specifications and to conventional and best practices, even if not specifically reflected in the plans or specifications, at a zero-cost implication.
5. Stairwells and fire exits must be kept clear at all times.
6. Any Scaffolding and/or support shoring required to complete your work is the responsibility of this contract including engineering review and stamp.
7. Supply, install and remove any temporary protection for this contract or the work of others affected by this contract.
8. It is the responsibility of this contract to reinstall/replace hoardings, handrails or other safety protection which have been removed for this scope of work.
9. All required saw cutting, scanning, chipping and coring necessary to complete the work of this package to be provided by this contract.

**Scope of Work**

1. All removed material shall be hauled off site and disposed of properly by this Contractor.
2. This Contractor is to provide their own dumpsters if required. Bins must be placed in the rear of the building and must not impede the alley way or obstruct traffic. Bins must be placed and removed on a daily basis and must not be left overnight.

3. This Contractor shall acquire all necessary miscellaneous permits where required.
4. Lumber materials to be supplied, delivered and received under this contract.
5. This Contractor will install all wood structural framing members. This includes sheathing, decking, sistering of joists, blockings and other framing members as noted in the contract documents.
6. All temporary and permanent bracing required for safe and sound construction is required under this contract.
7. All OSHA requirements will be met by this Trade Contractor for the installation of these materials. This includes proper hoisting, tie-offs, harnesses and all other safety requirements as called for by OSHA.
8. Install ledgers, nailers, blocking etc., associated with the framing installations.
9. Install all interior and exterior wall framing, studs, furring, sheathing etc. Install the required insulation into any wall spaces or soffits that this Contractor closes up.
10. Furnish and install wood blocking whether shown or not shown, as required.
11. This contractor is responsible to make safe the site including any hoarding, protections, clean-up, etc.
12. Phasing, sequencing and multiple trip scheduling is to be included.
13. Framing scope is deemed complete when all installations are complete, inspection by prime consultant has been completed, extra materials are removed, site is room swept.

**END OF SECTION**