

July 10, 2023

ADDENDUM No. 2 – INVITATION TO TENDER
FOR
HAY STORAGE BUILDING – DESIGN BUILD
CANADIAN PARI-MUTUEL AGENCY, JERSEYVILLE, ON
SOLICITATION #465-1-39-C3

- 1. SUBMISSION REQUIREMENTS AND EVALUATION;** Delete in its entirety and replace with the revised Submission Requirements and Evaluation attached.
- 2. ANNEX C – TERMS OF REFERENCE;** Delete in its entirety and replace with the revised Annex C – Terms of Reference attached.

QUESTIONS & ANSWERS

Q1. Should excavation be part of the bid.

A2. Yes excavation is to be included in the bid.

Q2. Due to grade change from front of proposed building to the back there is a need to bring in fill.

A2. Reuse excavated soil for grade adjustments. Importing soil will be assessed after stockpiled soil is consumed, cost to be excluded from bid.

Q3. There are no details for existing soil type, exact depth of excavation, and required volume of fill material to be brought in.

A3. Invitation to Tender requirements have been updated to include a Geotechnical assessment on bearing capacity of soil. i.e. Geotech is to be provided by winning bidder. For purpose of bidding assume depth of excavation to be 510mm x 610mm wide around perimeter for thickened footing, and 200mm deep in the remaining excavated area. Granular A will be used for engineered fill and will be 150mm deep. (See revised Terms of Reference; Annex C)

Additional Information:

Bidders to assume bearing capacity of existing soil is adequate. Geotechnical assessment of bearing capacity to be provided by winning bidder.

The dimensions in the Invitation to Tender are minimum dimensions. Bidders may adjust the dimensions to suit labour and material efficiencies and/or recommend changes to door sizes to better suit material handling of the hay. Minimum floor to roof truss clearance to be 18' 4 ½".

Addendum #2 – July 10, 2023

SUBMISSION REQUIREMENTS AND EVALUATION (SRE'S)

SECTION 1: BID FORM AND CONTENT REQUIREMENTS

Canada is seeking bids specific to this project. The bid must demonstrate an analytical and creative response to the specific nature of the project as set out in the Terms of Reference.

The bid submission itself shall comprise two parts, Part 1 - Technical Portion and Part 2 - Price Portion.

Part 1 - "Technical Portion":

Contains the material necessary to represent the technical content of the bid called for in the Request for Proposal document (which includes the Terms of Reference), in a concise and comprehensive manner. It is to be organized as per the Technical Criteria detailed in Section 3 (below).

No reference to "PRICE" is to be included in the "TECHNICAL" portion of the submission

Part 2 - "Price Portion":

Contains the bid price to perform all required Work. Complete one copy only of the Bid and Acceptance Form with the bid security

Bidders should not submit promotional materials as part of their submissions and are strongly encouraged,

- a) not to submit information that is not required;
- b) to be succinct in their submissions;
- c) to mark each page of their submissions with page numbers.

The maximum number of pages (including text and graphics) for the Technical Portion is twenty **(20) pages. Double-sided submissions are preferred. The following format should be implemented.**

One (1) 'page' means one side of a sheet of paper - 8.5"x11" (metric equivalent A4)

Font size - minimum 10 pt Times New Roman or equal on all documents including charts etc. Margin widths - minimum 12 mm

The following are not part of the page limitation mentioned herein;

Covering letter

Table of Contents

Front page of the RFP

Front page of revision(s) to the RFP

Bid and Acceptance Form

Team Identification (Annex A)

Section Dividers not containing text

Bidder Identification, Certifications and Bid Security.

Consequence of non-compliance: any pages which extend beyond the above page limitation and any other attachments will be extracted from the bid and will not be forwarded to the Evaluation Board members for evaluation.

SECTION 2: SELECTION

Canada will evaluate the submissions received and such evaluation will be based on the following factors:

- a) compliance with the terms and conditions of this solicitation;
- b) the cost representing best value for a technically compliant bid to Canada for the Work;
- c) assessment of all technical documentation and information for technical compliance;

To be considered responsive, a submission must:

- a) meet all the mandatory requirements of this solicitation; and
- b) achieve a minimum total score of **70%** of the available points for the Technical Criteria specified. The technical rating is performed on a scale of 100 points.

Submissions not meeting (a) or (b) above will be given no further consideration. Only those responsive proposals achieving a minimum Total Technical Points rating of **70/100** will have their Bid Price Form opened and be eligible for further consideration.

The technically compliant proposal that obtains the highest combined rating of technical merit and price will be recommended for award of a contract. The evaluated price will be as identified in Bid and Acceptance Form.

The maximum possible Technical Points Rating is 60 while the maximum Financial Points Rating is 40. The Technical Points Rating is calculated by dividing the total points achieved by the total points available and then multiplying that number by 60. The Financial Points Rating is calculated by giving full points to the lowest Phase Two Price Proposal and prorating all other compliant Price Proposals accordingly.

Example:

TABLE: EXAMPLE OF PROPOSALS SUBMISSIONS			
	Proponent 1	Proponent 2	Proponent 3
Total Technical Points Rating	70	80	75
Price Proposal	\$51,000.00	\$55,000.00	\$50,000.00

TABLE: EXAMPLE OF POINTS RATING			
	Technical Points Rating	Financial Points Rating	Overall Rating
Proponent 1	$70/100 \times 60 = 42$	$*50/51 \times 40 = 39.22$	81.22
Proponent 2	$80/100 \times 60 = 48$	$50/55 \times 40 = 36.36$	84.36
Proponent 3	$75/100 \times 60 = 45$	$50/50 \times 40 = 40$	85

* Represents the lowest priced proposal

Proponent 3 is recommended for award of a contract.

SECTION 3: TECHNICAL EVALUATION

Point Rated Criteria: Part 1 - Technical Portion of the bid will be evaluated by the Evaluation Board under the technical criteria listed in the Evaluation Criteria Table and as further explained in the Submission Requirements (both below).

The information will be rated from 1 to 10 for each Technical Criteria. The rating is then multiplied by a weight factor. The technical score is obtained by adding the sum of the weighted ratings.

Evaluation Criteria Table

Technical Evaluation Criteria	Criterion weight	Rating	Technical Points
1. Design-Build Capability and Experience	4	0-10	0-40
2. Understanding the project and Methodology	4	0-10	0-40
3. Schedule	2	0-10	0-20
Total for technical portion			0-100

Generic Evaluation Table

AAFC's Evaluation Board members will evaluate the strengths and weaknesses of the Proponent's response to the evaluation criteria and will rate each criterion using the generic evaluation table below:

	INADEQUATE	WEAK	ADEQUATE	FULLY SATISFACTORY	STRONG
0 point	2 points	4 points	6 points	8 points	10 points
Did not submit information which could be evaluated	Lacks complete or almost complete understanding of the requirements.	Has some understanding of the requirements but lacks adequate understanding in some areas of the requirements.	Demonstrates a good understanding of the requirements.	Demonstrates a very good understanding of the requirements.	Demonstrates an excellent understanding of the requirements.
	Weaknesses cannot be corrected	Generally doubtful that weaknesses can be corrected	Weaknesses can be corrected	No significant weaknesses	No apparent weaknesses
	Offeror does not possess qualifications and experience	Offeror lacks qualifications and experience	Offeror has an acceptable level of qualifications and experience	Offeror is qualified and experienced	Offeror is highly qualified and experienced
	Team proposed is not likely able to meet requirements	Team does not cover all components or overall experience is weak	Team covers most components and will likely meet requirements	Team covers all components - some members have worked successfully together	Strong team - has worked successfully together on comparable projects
	Sample projects not related to this requirement	Sample projects generally not related to this requirement	Sample projects generally related to this requirement	Sample projects directly related to this requirement	Leads in sample projects directly related to this requirement
	Extremely poor, insufficient to meet performance requirements	Little capability to meet performance requirements	Acceptable capability, should ensure adequate results	Satisfactory capability, should ensure effective results	Superior capability, should ensure very effective results

Submission Requirements

Category 1 - Design-Build Capability and Experience (Max. 40 Points)

1. The Design Build Services will include Design Management work and General Contracting Work for a small building intended for hay storage. The Bidder should describe their area of specialization and give Design Build experience related to one (1) similar project to that being tendered, completed in the last 10 years. Describing:
 - a. How the project is similar to the Hay Storage Building
 - b. Provide the final construction cost and original budget if different than final construction cost.
2. Provide one (1) client contact reference including phone numbers for the referenced project. The Evaluation Board reserves the right to contact the reference.
3. Provide the individuals/firms comprising the Design Build team by trade, and provide the CV of the designer/engineer.

Category 2. Understanding the Project (Max. 40 Points)

1. Provide an understanding of how the work will be executed under a design-build contract .For example, provide a brief list of the sub-tasks required to complete the work.

Category 3 Schedule (Max. 20 Points)

Provide a schedule for the project demonstrating how the Bidder plans to execute the Work. Identity key phases such as, design, construction phasing, substantial completion and 1 year warrantee period.

SECTION 4: MANDATORY SUBMISSION REQUIREMENTS

To be considered compliant, a submission must meet all of the mandatory evaluation criteria.

Submissions not meeting all of the mandatory requirements will be given no further consideration. The Bidder must:

1. Submit the bid to the Bid Receiving Unit prior to the closing date and time indicated on the front page of the solicitation document;
2. Team Identification (Annex A) – The design team must include a structural engineer licensed to practice in the province of Ontario;
3. Bidder must provide proof of qualifications for designing and construction of pre-engineered buildings or site built Hay Storage style buildings by giving one example of project/building completed along with references;
4. Provide Bid and Acceptance Form and;
5. Bid Security per SI01 of the Special Instructions to Bidders.

Addendum #2 – July 10, 2023

ANNEX C – TERMS OF REFERENCE

PURPOSE OF DOCUMENT

The purpose of this document is to provide a description of the services the bidders must supply throughout the duration of this project and to outline the content and format of the required deliverables.

1.1 PROJECT BACKGROUND

The Canadian Pari-Mutuel Agency (CPMA) is the federal agency responsible for regulating pari-mutuel betting in Canada on horse racing. It operates a drug control (anti-doping) program in support of that mandate. The CPMA's Equine Centre in Jerseyville, Ontario currently has one (1) single-story building that is used as an office space and equine stable and one (1) single-story building that is used as a garage.

Hay used for feed is stored in a room within the equine stable. Hay bales are delivered to the site and manually unloaded and stacked in the building. AAFC would like to consider building a separate hay storage shed on the Jerseyville site for the following reasons :

1. Storage of hay can pose a fire hazard and thus it would be good practice to store hay in a separate building from where animals are housed.
2. Current hay storage location lacks ventilation, resulting in waste as hay bales mould over time with indoor and outdoor temperature fluctuations. Affected hay must be discarded as it is no longer suitable to be fed to horses.
3. Industry practices in terms of how many bales are produced and delivered are changing. Most suppliers want to deliver larger loads of bundled bales (e.g. 315 at a time packaged as bundles of 21). Given current site set up at Jerseyville this means each bundle must be broken apart and individually stacked by employees resulting in a large amount of manual handling and labour leading to OHS Concerns and;
4. Common practices in the industry are also moving to production of large square bales which are too large to manually move. In order to continue receiving small, manually handled bales the facility pays a premium price for hay.

The Equine Centre has identified a potential site for construction of a new, separate hay storage shed and determined this structure would have approximate dimensions of 47' x 45' x 20' and includes an overhead door estimated at 16' high and 14' wide and a side door 7' high and 4' wide.

1.2 PROJECT TITLE AND LOCATION

Title : Hay Storage Building. Design Build

Location : Equine Drug Evaluation Centre
Canadian Pari-Mutuel Agency
Agriculture and Agri-Food Canada
115 Sunnyridge Rd
Jerseyville, ON L0R 1R0

1.3 DESCRIPTION

1. Provide a new storage building for Hay Storage.
2. Slab on grade to be designed and stamped by a Professional Engineer to practice in Ontario
 - .1 Option 1 – Structural slab supporting superstructure:
 - i. 5" thick 32 MPa concrete
 - ii. 2" thick R10 SM rigid insulation
 - iii. 6" Compacted Granular "A"
 - iv. Crack control

- .2 Option 2 – Floating slab on grade:
 - i. 5” thick 32 MPa concrete
 - ii. 2 “ thick R10 SM rigid insulation
 - iii. 6” Compacted Granular “A”
 - iv. Crack control
3. Engineered commercial grade truss to be designed and stamped by a Professional Engineer to practice in Ontario.
 - .1 Metal roof
 - .2 Wooden Truss
 - .3 Ridge and soft vent to prevent hay from mould
4. Exterior Walls
 - .1 Metal roof colored cladding
5. Wooden columns:
 - .1 Option 1:
Studs framed and supported by structural slab
 - .2 Option 2:
Pole barn style
6. Interior Walls
 - .1 No interior finishes
 - .2 Interior walls to be prevented by installing 3 rows of 2” x 6” equally spaced vertically from damage
7. Doors
 - .1 16’ high and 14’ wide manually operated garage door
 - .2 7’ high and 4’ wide man door
8. Interior Light
 - .1 LED fixtures providing approximately 800 Lumens per lamp, 3 rows of 3 lights (9 lights)
9. LED photosensitive Exterior Light on both doors.
10. Color of the metal cladding will be selected by the client
11. No Mechanical is required, building will not have any temperature control, or mechanical ventilation.
12. Reinstate outer area of the building to ensure surface water runs away from the building into the ditches.
13. Utility Service
 - .1 Connect to the existing electrical circuit breaker panel located in the Main Horse Barn approximately 30 meters in length to be buried within a new conduit.
14. Electrical panel to have 20% spare capacity.
15. All Materials used must be new.

1.4 BUDGET

This building is intended to be a low budget, basic design utilizing standard materials and equipment otherwise noted below.

1.5 USER DEPARTMENT

- .1 The Client, referred to throughout this Terms of Reference, will be the following :
 - a. Agriculture and Agri-Food Canada (AAFC)

1.6 DESIGN CODE AND REGULATIONS

- .1 The Standards, codes and regulations to be used for the design and construction of the utilities and associated structures shall be the latest edition of the following and not limited to (including all amendments, supplements and revisions thereto);

- a. National Building Code of Canada;
 - b. National Farm Building Code of Canada
 - c. National Plumbing Code of Canada;
 - d. The Canadian Electric Code
 - e. National Fire Code of Canada;
 - f. Provincial Occupational Health and Safety Regulations;
 - g. Canada Labor Code (including latest revisions of all regulations); and
 - h. Provincial Codes and Statues when applicable
 - i. Applicable engineering/architectural standards
 - j. Farm Building Standards: For use in Sizing Common Building Components (Ontario Ministry of Agriculture, Food and Rural Affairs: http://omafra.gov.on.ca/english/engineer/facts/build_p809.htm)
- .2 The Prime Contractor has the option of consulting other regulators, standards and codes as they deem necessary to complete the Work.

1.7 PRIME CONTRACTOR AND PRIME CONTRACTOR TEAM

- .1 The Prime Contractor for this project must be a firm that has experience in the design and construction of buildings.
- .2 The Prime Contractor must provide either in-house engineering expertise or acquire the services through subcontracting or joint venture with an engineering firm with experience and expertise in evaluating and designing farm buildings.
- .3 The Prime Contractor assumes the responsibility to properly evaluate and make good the infrastructure into which the new hay storage building will be connected.
- .4 The Prime Contractor / Consultant team for this project must be capable of providing the following services;
 - a. Site environmental controls;
 - b. Design of a hay storage building;
 - c. Procurement/construction/installation services for all products and services required for the new building.

1.8 PRIME CONTRACTOR/CONSULTANT APPROACH

- .1 The following Required Services (RS) are the overall Prime Contractor/Consultant services that will be required to deliver this project:
 - a. RS1 Design of New Building and Foundation
 - b. RS2 Construction of New building and Foundation

1.9 SCHEDULE

- .1 The Prime Contractor must prepare a detailed schedule showing the duration and milestones for each of the phases shown in section 1.8 and submit as part of the deliverables identified in the Required Services (RS) section of this Terms of Reference.
- .2 The schedule must take into account the potential for weather conditions. Operations in the center will be in full operation mode during construction, as such the Prime contractor must schedule the work to have minimal impact on the operations.

2.0 EXISTING DRAWINGS AND DOCUMENTATION

- .1 The existing drawings and documents provided by the Client Department for this project must be treated as reference material only. AAFC cannot ensure their completeness and accuracy. As such, the Prime Contractor is responsible to review and confirm all information and inform AAFC of any discrepancies.
- .2 Existing documents include the following:
 - a. Environment Mitigation Measures (Appendix A)
 - b. Photos of the site (Appendix B)

2.1 PROJECT ADMINISTRATION

.1 GENERAL

- .1 The following administrative requirements apply during all phases of the project delivery.
- .2 Requirements described in this Terms of Reference are read in conjunction with the requirements in the Request for Proposal.

2.2 PROJECT MANAGEMENT

- .1 The Project Authority assigned by AAFC to the project is the Departmental Representative.
- .2 The Departmental Representative is the liaison amongst and between the Prime Contractor / Consultant Team and the Jerseyville Equine Drug Evaluation Centre
- .3 The Departmental Representative administers the project and exercises continuous control over the project at all times.
- .4 Unless directed otherwise by the Departmental Representative, the Prime Contractor must obtain all Federal requirements, permits, and approvals necessary for the Work from the Departmental Representative.

2.2 HEALTH AND SAFETY

.1 GENERAL REQUIREMENTS

The Prime Contractor must:

- .1 Develop a written Site-Specific Health and Safety Plan (SSHSP) based on hazard assessment prior to beginning any field work and continue to implement, maintain, and enforce the plan through all phases of the project.
 - a. The SSHSP needs to cover all activity of the Prime Contractor team (the Prime Contractor's personnel, sub-Prime Contractors and contractors).
 - b. The SSHSP must include:
 1. Contractor's safety policy
 2. Identification of applicable compliance obligations.
 3. Definition of responsibilities for project safety/organization
 4. Chart for the project.
 5. Site specific hazard assessment
 6. General safety rules for project.
 7. Job specific safe work procedures.
 8. Inspection policy and procedures.
 9. Incident reporting and investigation policy and procedures.
 10. Occupational Health and Safety communication and record keeping procedures.
 11. Results of safety and health risk or hazard analysis for site tasks and operation.
- .2 Incorporate in their SSHSP and abide by any additional constraint or safety requirement imposed by AAFC for accessing and using AAFC property or part thereof;
- .3 Coordinate field work with AAFC activity on or adjacent to the project site(s);
- .4 Provide all required personnel protective equipment, equipment and material as required to meet the intent of the safety requirement set in the SSHSP or as required by the provincial occupational health and safety legislation;
- .5 Be responsible for health and safety for all their team on site, and for protection of government employee adjacent to site to the extent that they may be affected by conduct of the field work;
- .6 Prior to starting field work, attend a safety briefing meeting with AAFC;

- .7 Submit copies of Material Safety Data Sheets (MSDS)
- .8 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 certification for any new site personnel to Departmental Representative.

.2 REFERENCE CODES AND STANDARDS

- .1 Canada Labour Code;
- .2 Occupational Health and Safety Legislation; and
- .3 Provincial statutes and authorities.

.3 SUBMITTALS

The Prime Contractor must:

- .1 Submit a Site-Specific Health and Safety Plan (SSHSP) as per Section 2.2 Deliverables. The SSHSP must be developed specifically for the work site and must include:
 - i. Results of site specific safety hazard assessment;
 - ii. Mitigation and precaution measures that will be implemented as a result of safety and health risk or hazard analysis for site tasks and operations;
 - iii. Prime Contractors' team safety communication plan; and
 - iv. Contingency and Emergency Response Plan addressing standard operating procedures specific to the project site to be implemented during emergency.
- .2 In addition to the SSHSP, the following documents must also be submitted;
 - i. A copy of the Prime Contractor Team WCB clearance certificates;
 - ii. Occupational Health and Safety training and certification records, The Prime Contractor must provide documentation verifying all members of the workforce for the Prime Contractor have received the appropriate safety training include equipment operation training as required to perform the specific field work.
- .3 At the request of the Departmental Representative, who will respond in writing, where deficiencies or concerns are noted, resubmit the SSHSP with correction of deficiencies or concerns either accepting or requesting improvements; and
- .4 Not construe the Departmental Representative's review of Prime Contractor's final SSHSP as approval which does not reduce the Prime Contractor's overall responsibility for construction health and safety of the project site(s).

2.3 ENVIRONMENTAL PROTECTION

.1 GENERAL REQUIREMENTS

- .1 The Prime Contractor must follow the instructions as per attached Appendix A.
- .2 Failure to comply with or observe environmental protection measure as identified in these specifications may result in the work being suspended pending rectification of the problems.

.2 CONSTRUCTION SITE ACCESS AND PARKING

- .1 An Area will be set aside as a lay down area for the project. The Prime Contractor will use this area to marshal all materials and the equipment required to perform the work. The area will also serve as the parking area for contractor vehicles.
- .2 The Contractor shall ensure that the environment beyond the work limits is not negatively impacted or damaged by workers' vehicles or construction machinery and shall instruct workers so that the "footprint" of the project is kept within defined boundaries.

.3 PROTECTION OF WORK LIMITS

- .1 The Contractor must prepare a plan which details how the work limits shall be marked and what procedure will be employed to ensure inadvertent entry to the construction zone cannot occur. Submit to the satisfaction of the Departmental Representative and the Site Representative.

.4 EROSION CONTROL

- .1 Erosion control measures that prevent sediment from entering any waterway, waterbody, or wetland in the vicinity of the construction site are a critical element of the project and shall be implemented by the Contractor.
- .2 The site will be secured against erosion during any periods of construction activity or shutdown.

.4 POLLUTION CONTROL

- .1 The Contractor shall prevent any deleterious and objectionable materials from entering streams, rivers, wetlands, water bodies or watercourses that would result in damage to aquatic and species at risk. Hazardous or toxic products shall be stored no closer than 100 meters from any adjacent water course.
- .2 The containment, storage, security, handling, use, unique spill response requirements and disposal of empty containers, surplus product or waste generated in the use of any hazardous or toxic products shall be in accordance with all applicable federal provincial legislations.
- .3 The Contractor shall prevent blowing dust and debris by covering and/or providing dust control for temporary roads and on-site work by methods that are approved by the Departmental Representative or Site Representative.
- .4 The Contractor shall provide spill kits at re-fueling, lubrication and repair locations that will be capable of dealing with 110% of the largest potential spill and shall be maintained in good working order on the construction site.
- .5 The cost involved in a spill incident (the control, clean up, disposal of contaminants and site remediation to pre-spill conditions) shall be the responsibility of the Contractor. The site will be inspected to ensure completion to the expected standard and to the satisfaction of the Departmental Representative and Site Representative.

.5 EQUIPMENT MAINTENANCE, FUELLING AND OPERATION

- .1 Equipment fueling sites will be identified by the Contractor and approved by the Departmental Representative and Site Representative.
- .2 Diesel and gasoline delivery vehicles, including bulk tankers shall be parked more than 100 meters from any streams, wetlands, water bodies or watercourses.
- .3 The Contractor shall ensure that all equipment is inspected daily for fluid/fuel leaks and maintained in good working order.

.6 OPERATION OF EQUIPMENT

- .1 Equipment movements shall be restricted to the “footprint” of the construction area. The work limits shall be identified by tape and ribbon or other methods approved by the Departmental Representative. Unless authorized by the Departmental Representative, activities beyond the work limits are not permitted. No machinery will enter, work in or cross over streams, rivers, wetlands, water bodies or watercourses, nor damage aquatic and harm species at risk and trees and plant communities.
- .2 The Contractor shall instruct workers to prevent pushing, placement, raveling, storage or stockpiling of any materials (e.g. slash, rock, fill or topsoil) in the trees bordering the right-of-way or into watercourses or water bodies.
- .3 Restrict vehicle movements to work limits.
- .4 Workers private vehicles are to remain within the construction footprint.

- .5 When in opinion of the AAFC, negligence on the part of the Contractor results in damage or destruction of vegetation, or other environmental or aesthetic feature beyond the designated work area, the Contractor shall be responsible, at his or her expense, for complete restoration including the replacement of trees, shrubs, topsoil, grass, etc. to the satisfaction of the Departmental Representative and Site Representative.

.7 FIRE PREVENTION AND CONTROL

- .1 A fire extinguisher shall be carried and available for use on each machine and at locations within the plant in the event of fire. All staff should be aware on how to initiate a call to the local fire department upon detecting a fire.
- .2 Construction equipment shall be operated in a manner and with all original manufacturers' safety devices to prevent ignition of flammable materials in the area.
- .3 Care shall be taken while smoking on the construction site to ensure that the accident ignition of any inflammable material is prevented. Fires of burning of waste material is not permitted.
- .4 In case of fire, the Contractor or worker shall take immediate action to extinguish the fire provided it is safe to do so. The local fire department shall be contacted immediately, followed by the Site Representative and the Departmental Representative in the case of a fire. Fires or burning of waste materials is not permitted.

.8 WILDLIFE

- .1 During the Environmental Briefing all personnel shall be instructed by the Site Representative on procedures to follow in the event of wildlife appearance near or within the work shite and any other wildlife concerns.
- .2 Avoid or terminate activities on site that attract or disturb wildlife and vacate the area and stay away from the immediate location. Extra care to control materials that might attract wildlife (e.g. lunches and food scraps) must be exercised at all times.
- .3 Notify the Site Representative and Departmental Representative immediately about dens, litters, nests on or around the site.

.9 RELICS AND ANTIQUITIES

- .1 Artifacts, relics, antiquities and items of historical interest and similar objects found on the work site shall be reported to the Site Representative or the Departmental Representative immediately. The Contractor and workers shall wait for instructions before proceeding with their work.
- .2 The Contractor and workers shall protect any articles found and request directions from the Site Representative or the Departmental Representative.

.10 WASTE MATERIALS STORAGE AND REMOVAL

- .1 The Contractor and workers shall dispose of hazardous wastes in conformance with the Environmental Contaminants Act and applicable provincial regulations while observing the Code of Good Practice for Management of Hazardous and Toxic wastes at Federal Establishments.
- .2 All wastes originating from construction, trade, hazardous and domestic sources, shall not be mixed, but will be kept separate.
- .3 Construction, trade, hazardous waste and domestic waste materials shall not be burned, buried or discarded at the construction site or elsewhere in Equine Drug Evaluation Centre Canadian Pari-Mutuel Agency. These wastes shall be contained and removed in a timely and approved manner by the Contractor and works, and disposed of at an appropriate waste landfill site located outside the Equine Drug Evaluation Centre Canadian Pari-Mutuel Agency. Construction waste storage containers, provided by the Contractor shall be emptied by the Contractor when 90% full. Waste containers will have lids, and waste loads shall be covered while being transported.
- .4 The Government of Canada is working towards increasing waste diversion from construction, renovation and demolition projects. As such, waste diversion opportunities should be sought where reasonable for diversion of both

project waste and personal waste. Local and regional opportunities for alternative waste disposal methods such as reuse, recycling, salvaging and composting should be used.

- .5 Hazardous Waste and Hazardous Materials are excluded from diversion requirements and must be handled and disposed of in accordance with applicable regulations.
- .6 The following sources may be useful in identifying diversion opportunities for the waste:
 - .1 Recycling Haulers and Markets: Investigate local haulers and markets for recyclable materials.
 - .2 Waste-to-Energy Systems: Investigate local waste-to-energy incentives where systems for diverting materials from landfill for reuse or recycling are not available.
- .7 Instruct all workers on site on the waste management requirements such as storage and handling of the waste to permit waste diversion.
- .8 All efforts to prevent wildlife from obtaining food, garbage or other domestic waste shall be made by the Contractor and contract staff.

.11 MISCELLANEOUS SITE MANAGEMENT CONTINGENCIES

- .1 Removal and storage of snow shall be arranged with the Site Representative and the Departmental Representative.
- .2 The Contractor shall control blowing dust and debris generated from the construction site by means such as covering or wetting down dry materials and rubbish. Dust control measures for temporary access roads may also have to be initiated.
- .3 Pets shall not be brought to or maintained at the construction site.

2.4 QUALITY MANAGEMENT

The Prime Contractor must:

- .1 Ensure Quality Control testing is conducted for structural components of the building foundation (bearing capacity of soil, compaction of engineered fill, and compressive strength of the cast in place concrete). The purpose of the program shall be to ensure the performance of the work will support the anticipated loads of the building.
- .2 Development, submission, and implementation of Quality Control activities is considered incidental to the contract and will not be measured for payment.
- .3 The Prime Contractor shall be fully responsible and bear all costs for all quality control testing/inspections and shall conduct such testing in the following manner:
 - i. Provide testing facilities and personnel for the tests and inform Departmental Representative in advance to enable Departmental Representative to witness the test if it so desired;
 - ii. Notify the Departmental Representative when sampling will be conducted;
 - iii. After completion of testing, submit test results to the Departmental Representative; and
 - iv. Identify test reports with the name and address of the organization performing all tests, and the date of the tests.
- .4 Approval of tested samples will be for characteristics or use named in such approval and shall not change or modify any Contract requirements.

- .5 Testing agencies, their inspectors, and their representatives are not authorized to revoke, alter, relax, enlarge or release any requirements of the Contract Documents, nor to approve or accept any part of the Work.
- .6 Quality Control:
 - i. An Independent check of all Work shall be performed by the Contractor. The Contractor shall appoint Quality Control Inspectors to ensure compliance of products and workmanship with Contract requirements.
 - ii. Inspection:
 - a. Allow Departmental Representative 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.
 - b. Give timely notice requesting inspection if Work is designated for special tests, inspections or approvals by Departmental Representative instructions, or law of Place of Work.
 - c. 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.
 - d. Departmental Representative may order any part of Work to be examined if Work is suspected to be not in accordance with Contract Documents. If, upon examination such work is found not in accordance with Contract Documents, correct such Work and pay cost of examination and correction.
 - iii. Independent Inspection Agencies:
 - a. Independent Inspection/Testing Agencies will be engaged by the Contractor for purpose of inspecting and/or testing Work. Cost of such services will be borne by the Contractor.
 - b. Employment of inspection/testing agencies does not relax responsibility to perform Work in accordance with Contract Documents.
 - iv. Access to Work
 - a. Allow inspection/testing agencies access to Work,
 - b. Co-operate to provide reasonable facilities for such access.
 - v. Procedure
 - a. Notify appropriate agency and Departmental Representative in advance of requirements for tests, in order that attendance arrangements can be made.
 - b. Provide labour and facilities to obtain and handle samples and material on site.
 - vi. Rejected Work
 - a. Remove defective Work, whether result of poor workmanship, use of defective product or damage and whether incorporated in Work or not, which has been rejected by Departmental Representative as failing to conform to Contract Documents. Replace or re-execute in accordance with Contract Documents.
 - b. Make good other Contractor's work damaged by such removals or replacements promptly.
 - vii. Reports
 - a. Submit 1 (one) copy of inspection and test reports to Departmental Representative as soon as possible after the inspection/Testing has been completed.

2.5 PROJECT SCHEDULE

The Prime Contractor must:

- .1 Submit a schedule, indicating the tasks, duration, and milestones associated with the work.
- .2 The schedule is to contain all tasks required to complete the work associated with the RFP. Such tasks will include but not limited to:
 - a. Contract Award
 - b. Design Development and Final Design Drawings

- c. Project submittals
 - d. Mobilization
 - e. Site preparation
 - f. Concrete slab
 - g. Building construction
 - h. Substantial completion
 - i. Demobilization
 - j. Contract completion
- .3 Submit to the Departmental Representative within 10 days of Award of Contract a Project Schedule.
 - .4 The Project Schedule is to be updated on a monthly basis reflecting activity changes and completions, as well as activities in progress.
 - .5 Key target project milestones:
 - a. Project Award
 - b. Design development
 - c. Plans and specs issued for Construction
 - d. Construction start-up on site
 - e. Substantial completion
 - .6 Project milestones are subject to adjustment, pending the submission of the project schedule by the successful bidder and a review of the project plan.
 - .7 Substantial completion of the contract: All work must be completed and ready for use by the client is on or before February 16th ,2024.
 - .8 Warranty inspection after 10 months from the substantial completion of the project will be undertaken by the client, designer and Contractor presence is required.

2.6 LINES OF COMMUNICATION

The Prime Contractor must:

- .1 Unless otherwise directed by the Departmental Representative, conduct all project communication through the Departmental Representative only; and
- .2 Ensure formal contract between the Prime Contractor and the AAFC project team, which includes the Client AAFC Representative, is through the Departmental Representative. Direct communication between members of the AAFC project team on routine matters is required to enable discussion and resolution of technical issues. However, no communication shall alter the terms of the project scope, budget, or schedules unless directed in writing by the Departmental Representative and authorized in writing by the Contracting Authority via a contract amendment.

2.7 MEDIA

The Prime Contract must not respond to requests for project related information or questions from the media. Such inquiries must be directed to the Departmental Representative.

2.8 SITE REQUIREMENTS

- .1 By submitting a proposal for RFP, the Prime Contractor acknowledges that they have reviewed the documents and site conditions and accepts the responsibility to deliver the work as described in the RFP.
- .2 The Prime Contractor will ensure that the worksite is protected and controlled and that access will be restricted to only those involved with the delivery of the work. Measures are to be taken to prevent the general public from having access to the worksite.
- .3 The Prime Contractor is responsible for all layout of required measurements and survey to complete the work. The Prime Contractor shall review the existing drawings and will confirm all measurements to ensure the completion of

the project.

.4 Use of the worksite:

- i. The Work Site shall be specified by AAFC and shall only be used for the purpose of the Work. The Work Site will be made available by AAFC to the Contractor for its non-exclusive use for the duration of the Work, unless otherwise provided in the Contract Documents.
- ii. Office-tool trailer may be set up at the lay-down area subject to the Departmental Representative Directions.
- iii. The Contractor shall keep the Work Site clean and free from accumulation of waste materials and rubbish regardless of source. Snow shall be removed by the Contractor as necessary for the performance and inspection of the Work.

.5 The Contractor shall provide sanitary facilities for work force in accordance with governing regulations. The Contractor shall post notices and take such precautions as required by local health authorities and keep area and premises in sanitary condition.

.6 Any damage to the Work Site caused by the Contractor shall be repaired by the Contractor at its expense.

.7 Contractor work hours, 7:00 am to 4:00 pm Monday through Friday:

- i. No Work will be allowed during a Statutory Holiday unless approved by the Departmental Representative.
- ii. Work outside of the work hours stated must be approved by the Departmental Representative.

.8 Protection of Persons and Property

- i. The Contractor shall comply with all applicable safety regulations of the WSIB including, but not limited to, WSIB's Industrial Health and Safety Regulations, Industrial First Aid Regulations, and Workplace Hazardous Material Information System Regulations.
- ii. The Contractor shall take all necessary precautions and measures to prevent injury or damage to persons and property on or near the Work Site.
- iii. The Contractor shall promptly take such measures as are required to repair, replace or compensate for any loss or damage caused by the Contractor to any property or, if AAFC so directs, shall promptly reimburse to AAFC the costs resulting from such loss or damage.

.9 Supervisory Personnel

- i. Within five days after award notification, the Contractor shall submit to the Departmental Representative confirmation of the names of the supervisory personnel and other key staff designated for assignment on the Contract.
- ii. The following personnel shall be included in the list:
 - i. Project Superintendent;
 - ii. Safety Representative.
- iii. The above personnel shall perform the following duties:
 - i. The Project Superintendent shall be employed full time and shall be present on the Work Site each and every workday that Work is being performed, from the commencement of Work to the Substantial Completion of the Work;
 - ii. The Project Superintendent shall nominate a Deputy Project Superintendent who shall have the authority of the Project Superintendent during the latter's absence;
 - iii. The Safety Representative shall possess safety experience in general construction. Duties shall encompass all matters of safety activities from commencement of Work until the Final Completion of the Work.

.10 Waste Disposal

- i. All Surplus, unsuitable and waste materials shall be removed from the job site to approved site outside of the Equine Drug Evaluation Centre Canadian Pari-Mutuel Agency.
 - i. Deposits of any construction debris into any waterway are strictly forbidden.
 - ii. Waste Disposal shall be completed in accordance with Section 2.3 – Environmental Protection.

2.11 GENERAL PROJECT DELIVERABLES

The Prime Contractor must:

- .1 Where deliverable and submissions include summaries, reports, network diagrams, drawings, plans specifications or finish schedules submit deliverables as follows:
 - a. Electronic format; one (1) copies English. The electronic deliverable must be provided using Microsoft applications;
 - b. Design drawings shall be AutoCAD format and PDF Version.
- .2 Submissions associated with the RFP are required within 15 days of Notification of award unless specified elsewhere with the RFP and in any event not less than 15 days prior to commencement of construction.
- .3 Any detailed design drawings that are required shall be prepared and submitted for client review when the design is 99% and 100 % complete.
- .4 AAFC will endeavor to secure reviews and acceptance within 2 weeks of receipt of the documents requesting same. The Prime Contractor shall allow time in the schedule for the review/acceptance process. The Prime Contractor shall identify with each review/acceptance submission those elements that lie on the critical path of the schedule.
- .5 AAFC shall have the authority to reject any element of the Prime Contractors design if in the opinion of AAFC the design is in non-conformance with any element of this RFP.
- .6 Drawings of Record and supporting documents used during construction shall be supplied by the Prime Contractor and shall include the following:
 - a. Final “as-built” record plans of all structures and equipment
 - b. All vendor shop drawings, specifications, and/or operating and maintenance manuals
- .7 The contract will not be considered to be complete until the Drawing of Record have been submitted. As a result, the Final Completion Certificate for the completion of the work will not be issued until these submissions have been accepted to the satisfaction of the Departmental Representative.

2.12 ACCEPTANCE OF PROJECT DELIVERABLES

- .1 While AAFC acknowledges the Prime Contractor's obligations to meet project requirements; the project delivery process entitles AAFC to review work. AAFC reserves the right to reject undesirable or unsatisfactory work. The Prime Contractor must obtain Departmental Representative acceptance during each of the project stages.
- .2 Acceptance indicate that based on a general review of material for specified issues, that material is considered to comply with governmental and departmental objectives and practices, and that overall objectives are being satisfied.
- .3 Acceptance does not relieve the Prime Contractor of professional responsibility for the Work and compliance with the Contract.
- .4 AAFC acceptance does not prohibit rejection of work, which is determined to be unsatisfactory at later stages of review. If progressive inspection and reporting development or time/cost./risk updates or technical investigation reveals that earlier acceptance must be withdrawn, the Prime Contractor is responsible for correcting work and re-submitting for acceptance at the Prime Contractor's cost.
- .5 Acceptance by the Client/users and other agencies and levels of government must be obtained to supplement AAFC acceptances. The Prime Contractor must assist the Departmental Representative in securing all such acceptances and adjust all documentation as required by such authorities when securing acceptance.

2.13 COORDINATION WITH SUB-PRIME CONTRACTORS

The Prime Contractor must:

- .1 Throughout all phases of the project, assume responsibility for coordinating the Work of any sub-Contractors and

specialists retained by the Prime Contractor;

- .2 Ensure clear, accurate and ongoing communications of inspection work, reporting, budget and scheduling issues including changes as they relate to the responsibilities of all sub-Contractors and specialists from initial base building review to post construction reports;
- .3 Co-ordinate input for the Departmental Representative's Risk Management Plan;
- .4 Co-ordinate the Quality Assurance process ensuring submissions of sub- Contractors are complete and signed-off by the designated reviewer; and
- .5 Ensure sub- Contractors provide adequate site inspection services and attend all required meetings.

2.14 MEETINGS AND PROGRESS REPORTS

The Prime Contractor must:

- .1 Request and attend, project start-up meeting with the Departmental Representative and AAFC Representatives to go over required procedures for working within the Equine Drug Evaluation Centre Canadian Pari-Mutuel Agency. At the start-up meeting the Prime Contractor must be prepared to provide preliminary schedule for the various components of the Work and to identify any concerns or additional information that may be required to complete the Work;
- .2 Schedule and attend at minimum monthly design meetings or at frequency accepted by Departmental Representative:
 - a. Work completed to date;
 - b. Current status of the project;
 - c. Planned activities and upcoming work ;
 - d. Issues; and
 - e. Impact of Schedule and Budget (if any).
- .3 Schedule and attend, at minimum monthly construction progress meetings, or at frequency accepted by Departmental Representative. Format can be a conference call or in person meeting including the client AAFC Representatives to review progress in the project and to discuss plans or issues that may be coming forward;
- .4 For all meetings:
 - a. Attend the meetings;
 - b. Record the issues and decisions; and
 - c. Cost of meetings is considered incidental to the contract and no additional payment will be made.

2.15 REQUIRED SERVICES

RS 1 DESIGN OF :

NEW Hay Storage Building

RS 1.1 GENERAL

The Prime Contractor must:

- .1 Design a new building that will meet the needs of end user, Canadian Pari-Mutuel Agency's Equine Centre.

RS 1.2 DELIVERABLES

The Prime Contractor must:

- .1 Develop Drawings and Specifications in consultation with AAFC and provide complete coordinated Issued for Construction Drawings and Specifications. The building will be a wood post building with approximate dimensions of 47' x 45' x 20'. All sides will be covered with metal cladding and one side will have a 16 ' wide and 14 ' high overhead door to bring hay in for storage; and one side door 4 ' wide and 7' high to go in and out for end users.

- .2 Develop and provide a Schedule.

RS 2 Construction of New

Hay Storage Building

RS 2.1

SCOPE OF SERVICES

The Prime Contractor must:

- .1 Construct a new building as per the finalized design Accepted by the Departmental Representative.

RS 2.2 DELIVERABLES

The Prime Contractor must:

- .1 Prepare and submit any design and shop drawings/specifications required to procure and install the new building, components and equipment as required.
- .2 Prepare and provide a Construction Schedule and provide regular updates
- .3 At completion of the project, provide as-built record drawings, Operations and Maintenance Manuals for all of the products, equipment and system installed as part of this project.