

## **APPENDIX D – RFT PARTICULARS**

### **A. THE DELIVERABLES**

#### **PROJECT SUMMARY**

##### **DESCRIPTION OF THE PROJECT**

This project involves the replacement of curtain walls, windows and exterior doors in the historic Ron Thom designed Champlain College Residence West Quad Building on Trent University's main campus in Peterborough.

#### **WORK AND/OR SUPPLIES BY OWNER**

None anticipated.

#### **ADMINISTRATIVE REQUIREMENTS**

##### **PROJECT SCHEDULE**

The project schedule is as follows:

- .1 Earliest Contractor mobilization and construction start: April 22, 2024 (subject to project approval).
- .2 Substantial Performance by August 16, 2024
- .3 Students will start to occupy the building on August 17, 2024.

**The contractor will have access to the building/site during regular working hours, 5 days a week in order to meet the schedule, with the exception of Convocation Week (June 4 – 11, 2024) during which no work can take place. Also, the site must be clean and tidy and secure during this period.**

##### **PROJECT MEETINGS**

- .1 Contractor to arrange project meetings at regular intervals or as requested by the Consultant. As a minimum, the following meetings will be required: Start Up, Progress (weekly, number as required), Final (number as required to address all deficiencies), Warranty.
- .2 Meetings to take place at site with involved personnel.
- .3 Consultant will set agenda and prepare minutes from the project start-up meeting. Contractor to set agenda and provide minutes for all construction progress meetings thereafter.

## NO SMOKING POLICY

Trent University has a “No Smoking Policy”. Do not smoke within any building, or 9 m of any building entrance door or air intake.

## DISCRIMINATION AND HARASSMENT POLICY

Trent University Discrimination and Harassment Policy is to be adhered [Discrimination and Harassment Policy FAQ - HUMAN RIGHTS, EQUITY & ACCESSIBILITY - Trent University](#)

The conduct of the Contractor’s and his Subcontractor’s employees shall be always professional concerning the people and property of Trent University.

**Any complaints lodged to the University concerning the Contractor or his employees, or his subcontractors, shall constitute sufficient grounds for termination of the employee, sub-trade and/or the contract with the University.**

## SHOP DRAWINGS

- .1 Where shop drawings are specified elsewhere, provide PDF’s to the Consultant for review before fabrication.
- .2 Allow 5 days for review.

## SITE ACCESS / MATERIAL STORAGE

- .1 The contractor shall provide an access plan and schedule prior to the commencement of work.
- .2 **Some building elevations have extensive vine growth including over the existing windows. The work will involve neatly trimming the vines only as required in order to complete the window work.**
- .3 The delivery of materials to and from the work area shall be planned, scheduled and coordinated to minimize disruption to the building occupants.
- .4 At all times, protect the property of Trent, students and staff.
- .5 Adequate work and storage areas are to be arranged in consultation with Trent before commencement of the work.
- .6 **The Contractor shall segregate all exterior staging areas, disposal bins and storage compounds from the public with “Modulok” or equal fencing. This fencing may require relocation or re-arranging prior to the Convocation shut down period.**

## WEATHER PROTECTION

- .1 Contractor to provide temporary protection from weather at all times during the contract period. This applies to the stair tower curtain wall areas as well. Provide a written description of how the stair tower area will be maintained weather tight.

- .2 Make good all damage resulting from failure to complete weather protection. Neither the Contractor nor his insurance company shall make a claim against Trent University or Trent's insurance company for the cost of making good damage to Trent's property resulting from the Contractor failing to maintain the building watertight during construction.

## **NOISE**

- .1 Noise producing work shall be scheduled with the Owner to minimize disruptions to adjacent areas.

## **OCCUPATIONAL HEALTH AND SAFETY ACT**

1. In order to avoid any misunderstanding as to the nature of the work to be performed herein, the Contractor, by executing this agreement, unequivocally acknowledges that he is THE CONSTRUCTOR within the meaning of the Occupational Health and Safety Act, 1990, and amendments thereto, Ontario Regulation 213/91.
2. The contractor shall submit copies of MSDS Sheets for all WHIMIS regulated products used in the production of the Work and proof of any mandatory safety training required by the legislation related to the type of work being performed (e.g. fall restraint, asbestos awareness, WHIMIS, etc.)
3. Contract to include provision and costs of all barricades, fences, etc. as required by the Owner, Municipality, M.O.L., and all other jurisdictions having authority, to isolate the construction areas and protect students, staff and the public. Contractor to secure the work area at all times during the contract period.

## **CONTRACTOR'S PARKING**

1. Vehicle parking access will be provided by Trent. Submit a list of vehicles and license plates to Trent prior to commencement of the project to obtain parking permits. Parking areas/lots will be assigned by Trent.

## **HAZARDOUS MATERIAL**

- .1 Should unknown asbestos containing materials (ACM's) be discovered, or if suspected ACM containing materials are encountered, notify the Consultant immediately for direction. If time permits, Trent will have the material tested. Once directed to, the Contractor shall have the ACM's removed in an appropriate manner as per O.Reg. 278/05. This work will be paid for under the Contingency Allowance. If time does not permit ACM testing, Trent may authorize the contractor to remove suspected ACM materials under the Cash Allowances.
- .2 Silica may be present in concrete. Take adequate precautions when handling or cutting these substances as per the applicable regulations.

## **UNIVERSITY OPERATIONS AND SITE ACCESS THROUGH THE CONSTRUCTION SITE**

- .1 The adjacent buildings will be occupied during the course of construction. Take adequate precautions to ensure the safety of the public, staff and students.

## **WORK INSIDE THE BUILDING**

- .1 All workers entering any buildings shall be dressed appropriately so as not to track debris into the buildings.

## **UNIVERSITY FACILITIES**

- .1 The Contractor shall supply its own sanitary facilities.
- .2 Power and water required for contract purposes will be provided by the Owner from existing building services where available. However, the contractor shall be responsible for any temporary wiring and/or panels or generator required for temporary power if needed.

## **EXECUTION REQUIREMENTS**

### **CLEANUP**

Final Cleaning shall be completed as per GC 3.13, and the following:

- .1 When the work is Substantially Performed, remove surplus products, tools, construction machinery and equipment not required for performance of remaining work.
- .2 Remove waste materials and debris from site on a daily basis. Do not burn waste materials on site.
- .3 All rooms affected by construction shall be cleaned to a level that will permit them to be occupied. This does not mean "Broom Clean". The degree of cleaning will be to the satisfaction of Trent's Project Manager. The schedule will not allow for Trent staff to do the final cleaning.
- .4 Broom clean and wash exterior walks, steps and surfaces. Remove any stains on existing hard surface concrete paving materials and clay brick paving materials. Repair damaged asphalt and/or concrete.
- .5 Remove dirt, asphaltic adhesives, sealants and other disfigurations caused by construction from exterior wall and ground surfaces.
- .6 Remove garbage/debris and vacuum clean the floor.
- .7 Where existing grassed areas are disturbed, top dress lightly damaged areas with topsoil and seed. Top dressing material shall be sufficient to fill in all ruts and depressions and restore lawn to a condition where it can be cut with power lawnmowers. Where heavy vehicle or other damage occurs, top dress area and re-sod. In all cases, restore the site to original condition or better. Replace any damaged planting materials.