

# Scope of Work

## Supplement A



### Introduction and Purpose

Fleming College is seeking quotations from experienced Contractors interested in providing General Contracting construction services at the Sutherland campus in Peterborough, Ontario.

The intent of this project is to reconstruct approximately 380 m<sup>2</sup> of office, and meeting rooms into the new Executive Suite offices. Consisting of 16 offices and 2 meeting rooms.

The College will oversee the project scope with the General Contractor who is responsible for the ongoing site works and coordination of multiple trades due to size and scope until the project is completed and signed off in full. Coordination will be essential to ensure completion within specified budgets and time frame. The supplementary drawing set is inclusive of this scope and indicates all new work to be done.

### Scope

#### Work included:

- 1.1 Attend and review campus and site, document existing conditions, collect site data as required.
- 1.2 Construction of new architectural, electrical equipment, mechanical systems, inclusive of HVAC, Plumbing and Fire Suppression equipment.
- 1.3 Removal and reinstallation of any impacted building amenities that may be disrupted during the construction period.
- 1.4 Coordination of required consultants and/ or sub-contractors.
- 1.5 Supply of all labour and materials required to complete the work in its entirety.
- 1.6 Coordination with other trades.
- 1.7 Preparation of technical documents filed for permits (such as development permits and building permits), as required.
- 1.8 Liaise with product manufacturers, and Authorities having Jurisdiction as required.
- 1.9 Provision of commissioning services including preparing as-built drawings, on site system testing and inspection of all mechanical and electrical components. Should seasonal conditions impact completion of commissioning at time of installation, commissioning shall be completed immediately at the earliest possible seasonal opportunity. This time period is not to exceed 1 year or the equipment warranty period.
- 1.10 Construction of all areas using materials which promote and enhance life safety, and reflect environmental consciousness and improvement.
- 1.11 Completion of work to the satisfaction of the College, within the timelines of this contract.
- 1.12 Upon completion of contract, contractors shall provide the College with as-built drawings. As-built information shall be submitted in hard copy and soft copy, minimum AutoCad 2010 format, where applicable.

Document No:	Date	Version #	Detail
MS.T.01	2023-07-20		
Effective Date:			
2016-03-10			

<b>Project Name:</b>	<b>Executive Suite Renovation</b>
<b>Project Number:</b>	<b>P00580</b>

# Scope of Work

## Supplement A



## Summary of Work

### General

- 1.1 Specifications and Drawings contained in Supplement B of this package are an integral component and are inclusive of this specification. All dimensions to be confirmed by contractor in site.
- 1.2 All products used not specified by the College must receive College approval prior to construction and installation.
- 1.3 Contractors must abide by the Occupational Health & Safety Act (OHS) of Ontario, all applicable regulations and the Fleming College Safety Policy and procedures always. Link: [Fleming College Health and Safety](#)
- 1.4 Contractors shall complete the work as necessary to demolish/renovate/ construct the area(s) as intended, by way of standard trade practices and processes, utilizing appropriate materials as acceptable by the College and Authorities Having Jurisdiction.
- 1.5 The contractor must ensure that all materials selected for use are mutually compatibility with each other as well as both new and existing structural materials.
- 1.6 Coordinating with all other Trades is imperative.
- 1.7 All work shall be completed in accordance with the Facilities Services and Support Master Specification and the FSS Standard Product Specification located at: [FSS Resources & Links](#)

### Architectural

- 1.1 Installation and removal of hoardings to isolate the work area from daily College operational areas.
- 1.2 Demolition of walls, ceilings, floor finishes, doors, and related components in room B2375 as indicated on drawings.
- 1.3 Construction of new gypsum walls and ceilings in the space(s), in the new configuration. Includes installation of sound attenuation and wood blocking as indicated for supporting amenities such as A/V equipment.
- 1.4 Supply and installation of new acoustical ceilings and lay in ceiling grids and related components.
- 1.5 Repair of any existing wall and ceiling sections.
- 1.6 Preparation of all surfaces, ready for finishes.
- 1.7 Removal and re-installation of amenities and/ or equipment as noted.

### Electrical

- 1.1 Removal of lighting fixtures, receptacles, switches, fire alarm devices and similar equipment to facilitate partition and ceiling reconfiguration and replacement.
- 1.2 Installation of new LED light fixtures, occupancy sensors, and switching.
- 1.3 Installation and reconfiguration of existing power systems.
- 1.4 Rough-in provisions for data systems and security systems such as electrified door strikes, card readers, cameras, and related equipment.
- 1.5 Supply and installation of fire alarm equipment, inclusive of verification testing.

### Mechanical

Document No:	Date	Version #	Detail
MS.T.01	2023-07-20		
Effective Date:			
2016-03-10			

<b>Project Name:</b>	<b>Executive Suite Renovation</b>
<b>Project Number:</b>	<b>P00580</b>

# Scope of Work

## Supplement A



- 1.1 Removal of ductwork, diffusers, controls and similar equipment to facilitate partition and ceiling reconfiguration and replacement.
- 1.2 Installation of new ductwork and related equipment. Installation and reconfiguration of existing ductwork.
- 1.3 Installation and reconfiguration of Building Automation – HVAC controls.

## Work Schedule

- 1.0 All Work shall be substantially complete no later than **November 30, 2023.**
- 2.0 Hours of work:
  - Generally, work may be performed 24 hours/day, 365 days/year.
  - Work requiring service interruptions, impacts to College operations, involvement of College staff, or generating excessive noise, dust, etc. are to be scheduled after the hours of 5:00pm weekdays or anytime on weekends, all tools and supplies must be removed and space back operable by 7:00am on weekdays with the College in a

- **Drawing list**

- A-0.0 – Title Sheet
- A-0.1 – Demolishment Plan
- A-0.2 – Legend and Schedules
- A-0.3 – Accessibility Diagrams
- A-0.4 – Proposed Renovation Plan
- A-0.5 – Electrical Plan
- A-0.6 – Mechanical Diffuser Layout

- **Manufacturer's Product Data**

- Standard LED 2'x2' light fixture

Document No:	Date	Version #	Detail
MS.T.01	2023-07-20		
Effective Date:			
2016-03-10			

<b>Project Name:</b>	<b>Executive Suite Renovation</b>
<b>Project Number:</b>	<b>P00580</b>

# Scope of Work

## Supplement A



- Stanpro Steel Battery Unit Emergency Lighting
- Stanpro Kolika 4' Strip lighting Fixture
- Stanpro EdgeLit RMTE Emergency Exit signage
- Steelcase QtPro Sound Masking

Document No:	<b>Date</b>	<b>Version #</b>	<b>Detail</b>
MS.T.01	2023-07-20		
Effective Date:			
2016-03-10			

**Project Name:** Executive Suite Renovation  
**Project Number:** P00580