

## APPENDIX C – STATEMENT OF WORK

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### 1.0 PROJECT DESCRIPTION AND BACKGROUND

The City is seeking to procure a General Contractor to undertake building renewal and lifecycle replacement Work to the property located at 3185 Mavis Rd, Mississauga. The life cycle replacement consists of existing rooftop gas fired and exhaust fan upgrades, building envelope components, elevator, and roof replacement. Interior renovations at the main entrance including a new vestibule.

The property will continue to be occupied and will continue to operate during regular business hours throughout the construction phase of the project until completion. The City expects the General Contractor, working in conjunction with the consultant team and the City, to coordinate the delivery of the Project in an organized and efficient way. The Project will be delivered in phases pending long delivery items and seasonal time frames for roofing.

### 2.0 PROJECT SCOPE

For successful completion of the Project, the following requirements must be met:

1. Replacement of seven (7) gas fired HVAC rooftop units, Work includes:
  - Ductwork and supports modifications to accommodate new units.
  - System balancing.
  - Integration with existing building BAS system for all new units.
2. Installation of additional ductwork in the second-floor ceiling.
3. Replacement of eight (8) rooftop Exhaust fans.
4. Remove and replace gas fired hot water heater in the main building compressor room.
5. Replace hydraulic handicap lift in the main building:
  - Scope includes maintenance of the Equipment for a period of 12-month after Substantial Performance in accordance with the City of Mississauga Statement of Work (SOW).
6. Renovation Work at the main entrance and path to the elevator, which include:
  - Replacement of exterior and vestibule storefront doors, hardware, and controls.
  - Widening of hallway door to elevator.
  - Construction of concrete ramp to elevator door, with handrail and rubber base.
  - Interior modifications as required to accommodate renovation.
7. Full replacement of three (3) roof areas (B1, B2, A2) with mod-bitumen membrane and the replacement of roof drains.
8. Comprehensive repairs to Exterior Insulation Finishing System (EIFS) on exterior walls.
9. Exterior sealant replacements in selected area of the exterior walls and windows.
10. Repair deteriorated concrete masonry units in the wash bay.

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### Work in occupied office areas:

1. Prior to any work being done, coordinate scheduling with the City Project Manager for:
  - City's vendor to move and reinstall office furniture and Equipment at City's cost.
  - When and where required the relocation of Office staff.
2. Provide adequate health and safety delineation and/or hoarding in office spaces to undertake the Work in occupied spaces.
  - Additional designated substances survey testing as required through Cash Allowance
3. Provide adequate protection in areas of Work:
  - During demolition of second floor washroom, protect floor finishes, vanities, toilet partitions, washroom plumbing fixtures, and protect or remove and reinstall all wall hung accessories.
  - Provide floor protection in all carpeted office areas when undertaking Work, tarp for dust control, and provide plywood protection when using lifts.
  - Provide floor to ceiling dust tight partition/tarps to completely close off the area of work.
  - Contractor is to clean and remove dust and debris at all areas of the work at the end of the Work shift.
  - Completely remove barriers when the Work is finished, remove, and make good all finishes.
  - Always maintain walking isles and access to existing exit stairs.
  - During vestibule reconstruction, exit pathway from second floor exist stair to be maintained for emergency purposes only.
4. For areas that require concrete and concrete block demolition, Contractor to minimize dusting:
  - Cover or wet down dry materials and exhaust dust under negative pressure to exterior.
  - Remove debris immediately after demolition.
5. Phasing of Work in office area:
  - Contractor to limit impact and downtime to office areas. Demolition or start up to occur only when Equipment and Supplies are available onsite.
  - To limit downtime, Contractor to coordinate with City and phase interior installation Work of:
    - a) Roof drains with roofing, and
    - b) Ductwork with delivery of rooftop units
  - Coordinate with City Project Manager timing of replacement of HVAC-9, EF-10 and interior Work required at the second-floor office area:

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- a) A maximum of 5 working days (1 week of downtime is permitted)
  - b) If required, Contractor to include after hours and weekend Work to complete this phase of Work.
  - c) Reinstatement of second floor washrooms can continue beyond the 5 working day period.
  - d) Contractor is to coordinate dates and duration of Work with City Project Manager.
6. Fire Alarm and Sprinkler System
- Contractor responsible to coordinate fire alarm bypass and reactivation.
  - Contractor responsible to coordinate Fire Watch as required under Cash Allowance.
  - Contractor to limit sprinkler and fire alarm downtime.

### Site Coordination:

This remains an active Work yard with year-round activities that includes road maintenance and winter plowing.

1. Contractor shall coordinate and seek approval of all related site activities with the City Project Manager, this includes:
  - Construction trailer set up and trade parking.
  - Laydown area.
  - Crane lifts.

### 3.0 PROJECT ORGANIZATION

1. The City of Mississauga has assigned a Project Manager to the Project who will provide overall coordination and Project Management throughout the Project. The General Contractor will report directly to the City Project Manager throughout all phases of the project.
2. City employees who are stakeholders in this Project and staff with pertinent technical expertise will be involved in providing input and comments at different stages of the Project through coordination by the City Project Manager.
3. The General Contractor shall take direction from the City Project Manager only, and not from anyone else without the City Project Manager's prior knowledge and consent.
4. The Consultant, with assistance from sub consultants, is responsible for:

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- Preparing the design, drawings, and specifications for construction of the Project.
- Reviewing and inspecting all completed and in-progress Work as frequently as necessary to verify the quantity and quality of all goods and services to ensure compliance with the specifications and drawings.
- Directing the General Contractor to correct any deviation from the design, drawings, and specifications.

### 4.0 Project Schedule

Estimated Contract Award Date:	Wednesday, October 16, 2024
On site construction Start Date:	Wednesday, October 23, 2024
Substantial Performance Date:	Thursday, July 31, 2025

**Within 5 business days of contract execution, the General Contractor shall submit a draft Project schedule clearly indicating Work phases, timelines for Work in office areas and anticipated shutdowns, to the City’s Project Manager for review.**

### 5.0 Permits and Approvals

1. The successful Bidder is responsible for obtaining all permits and approvals from municipal and regional authorities as specified in the bidding documents (TSSA, ESA, etc.).
2. Inspections and associated fees for the purposes of ensuring constructed Work meet all necessary requirements of the permit and approval processes are the sole responsibility of the General Contractor.

### 6.0 Scope of Contractor Services

1. Construction Services shall be provided as one (1) coordinated and integrated service led by the General Contractor. The General Contractor shall coordinate with the Consultant where necessary when performing the Construction Services. Coordination with the City and stakeholders shall be through the Project Manager.

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2. Coordinate all Work in an efficient, effective, and safe manner and ensure there are no interruptions of City operations. Coordinate sequential construction, completion, and turnover of areas as per Project Scope:
  - a. Any Work that causes **excessive** noise or disruption to ongoing operations in office areas, shall be done after 4:30 PM, on the weekends or holidays to accommodate service operations.
  - b. Electrical power and water shutdowns to be done after 4:30 PM.
  - c. The General Contractor shall Work with the City's Project Management to establish the construction schedule and coordinate with City Staff any Work required in the office areas.
3. Bi-Weekly Project Management Construction meetings shall be held with the City Project Manager and the General Contractor. The General Contractor will chair these meetings and will be responsible for preparing meetings agendas and meeting minutes. The General Contractor will be responsible to track all RFIs, Change Notices (CN), Contemplated Change Notices (CCN) Change Orders (CO), Shop Drawings, and other construction deliverables, against a project schedule that is to be updated weekly.
4. Produce a monthly status report by the 10th day of each month containing at least: which provide general project updates, progress photos, schedule updates, and action items, Construction Issues, approved and un-approved Change Orders summary. Provide copies in MS WORD and PDF format.
5. The General Contractor shall provide a Gantt style schedule updated bi-weekly for project meeting. The schedule must show dependencies between tasks and accurately report baselines monthly. Actuals are expected to be reflected on the overall schedule.
6. The General Contractor shall provide a method of electronic filing acceptable to all parties. Electronic signatures are essential to the City of Mississauga workflow and will be expected to streamline a tight construction process.
7. Submit Progress Billing Application. Provide site photos and updated schedule with monthly billing.
8. Without limiting the requirements indicated in the Technical Specification, the General Contractor shall produce complete close out package inclusive of all as-built drawings,

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spare parts, all reports/inspections, warranties, operation, and maintenance manuals, etc., as required.

9. Fill out and follow Schedule B – Warranty report requirements.