

APPENDIX C – STATEMENT OF WORK

1.0 PROJECT DESCRIPTION & BACKGROUND

The Erin Meadows Community Centre is located at 2800 Erin Centre Boulevard, Mississauga, Ontario and is a shared-use facility with the Dufferin-Peel CDSB. The two-storey with partial basement building was constructed in 2001. The City portion of the facility comprises of 73,687 sq. ft. (6846 sq. m.). The City facility houses a two-storey library, community rooms, a 25-meter six lane pool and a smaller pool, an aerobics studio, a café, administration offices, washrooms, change rooms, storage and maintenance rooms.

2.0 PROJECT SCOPE

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

- **Library Makerspace & Studio**
 - Interior alteration of existing Quiet Study Room into new Makerspace
 - Construction of new Studio space within existing book cart kiosk area

- **Library Flooring**
 - Existing broadloom carpeting throughout the library, both levels, is to be replaced with new carpet tile option
 - The existing VCT in north-west corner area to be replaced with new
 - The existing vinyl flooring within the entrance & island area to be replaced with new
 - The existing flooring and nosing at the stairs and landing to be replaced with new
 - Perimeter room flooring to be replaced with new
 - New flooring to be installed as closely as possible to the existing fixed millwork pieces, and seamlessly integrating with the surrounding perimeter mechanical and electrical services.

- **Roof**
 - Roof replacement work above the library, public corridor, and central program rooms

- **Envelope**
 - Removal of intrusive vegetation from library rotunda exterior
 - Replacement of exterior HM door & frame along the east perimeter of the building
 - Replacement of exterior double HM door & frame along the east perimeter of the building
 - Replacement of existing IGU clerestory units
 - Rectification of masonry work

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Please refer to tender documents and specifications for further details.

3.0 PROJECT GOAL AND OBJECTIVES

The goal of this project is to:

- Refresh and renew the existing Library flooring throughout
- Enhance the usability of the Library by introducing the new Makerspace and Studio
- Delivering the project in alignment with City standards
- Completing the work efficiently and safely while minimizing disruption to ongoing operations.
- Construct with an approach that meets accessibility requirements (FADS/AODA).

4.0 PROJECT ORGANIZATION

The City has assigned a Project Manager from Facilities and Property Management to the project that will provide overall coordination and project management throughout the project. The Prime Consultant will report directly to the Project Manager throughout all phases of the project.

The following committees provide assistance and guidance to the Project Manager:

Core Team

This core team consists of members of Recreation, Facilities & Property Management and the Project Manager. The purpose of this team is to do the day-to-day tasks required in order to get this project completed. As the project progresses, City employees who are stakeholders in this project and staff with pertinent technical expertise (such as traffic, transportation & works, parks & recreation, security, I.T., space planning and furniture selection, accessibility, energy management, operation and maintenance, etc. as applicable) will be involved in providing input and comments at different stages of the project through coordination by the City Project Manager.

Bi-weekly construction meetings shall be held with the City Project Manager and Contractor. These meetings are to be chaired by the Contractor, with meeting agendas and meeting minutes provided at minimum, one (1) business day in advance of the meeting.

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The Contractor shall be responsible to:

- track all RFIs, cash allowance, change orders, shop drawings, and other construction deliverables, against a project schedule that is to be updated on bi-weekly basis and provided to the City Project Manager.
- Provide bi-weekly construction reports, which provide general project updates, construction progress photos, schedule updates, and action items, as discussed during the bi-weekly construction meetings. Two-week lookaheads should also be included to discuss upcoming activities.
- Provide monthly status report along with the most current construction schedule.
- Construction services shall be provided as one coordinated and integrated service led by the Contractor. The Contractor shall coordinate with the Consultants where necessary when performing construction services. Coordination with the City and stakeholders shall be through the City Project Manager.

The Contractor shall coordinate all works 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 schedule and phasing plan.

5.0 WORKING HOURS

Community Centre (Summer) Hours of Operation:

- Mon-Fri – 7am-11pm
- Sat-Sun – 7am-12am

Library (Summer) Hours of Operation:

- Mon-Thurs – 9am-9pm
- Fri – 10am-6pm
- Sat – 9am-5pm
- Sun – closed

6.0 WORK SCHEDULE

The library will be fully closed to the public to accommodate planned construction activities, including carpet replacement, construction of the new Makerspace and Studio, and roofing work.

- **Shutdown for carpet replacement, Makerspace, and Studio construction:
Sunday, July 5 to Monday, August 3 (4 weeks)**
- **Shutdown for roofing work:
Sunday, July 5 to Monday, August 10 (5 weeks)**

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The construction start date may be adjusted depending on the approval of shop drawings and material lead times. However, once construction begins, the continuous shutdown durations noted above (4 weeks and 5 weeks, respectively) must be strictly maintained.

The contractor will be required to work weekends and after-hours, deploy additional crews as necessary, and implement all required measures to ensure that the work is completed within the approved shutdown periods.

Studio Space

If the STC-rated door for the Studio room does not arrive prior to the completion of the shut down period noted above, the Contractor must install a temporary door as a substitute in order to secure the Studio space when it is turned over to Library. Once the STC-rated door arrives, the Contractor will coordinate with City and Library staff to arrange its installation, which may occur before opening, after closing, or during a weekend, as agreed upon.

Flooring

During the flooring installation, all existing books and shelving units will remain in place. The contractor shall be required to develop a construction methodology to protect the existing books and shelving units and to facilitate replacement of the carpet beneath the shelving units while they remain in place. The contractor is responsible for securely wrapping the shelving units to prevent any risk of collapse and to protect them from dust and debris generated by the work.

Flooring installation must be carried out as close as safely possible to shelving units to reduce tripping hazards. All work areas are to be thoroughly cleaned and cleared of debris at the end of construction.

Roofing

During roofing operations, shelving units located beneath the work area are to be covered with tarpaulins to protect against dust and debris that may fall through the metal decking above.

At the end of each workday, the roofing must be left in a fully water-tight condition. All tarpaulins must be removed and the affected areas thoroughly vacuumed at the end of the construction period and restored for library and public use.

Glazing

The replacement of the clerestory glass must be carefully coordinated with City staff due to the inherent risk of falling glass during the work. This activity is to be scheduled to ensure the safety of all facility users and staff. The work may be undertaken during a single weekend, ideally coinciding with the August civic long weekend, when the community centre is closed to

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the public. Alternatively, this work may be completed outside of regular operating hours, either before opening or after closing, subject to approval and coordination with City staff.

Exterior Doors

The replacement of exterior doors and frames can be undertaken during regular business hours. The Contractor is required to coordinate with City representatives and facility staff to determine the quantity and specific locations of doors scheduled for replacement at any given time, ensuring minimal disruption to facility operations.

7.0 SITE LOGISTICS

If the Makerspace and Studio construction occurs while the Library remains open, access will be coordinated with Library staff to ensure safety and efficiency. All activities related to the Makerspace will use the main Library foyer (Area 01180) for entry and exit, while the Studio space activities will access the site via the north-east exit (Door 01182A). Refer to architectural drawing A211 for location details.

The contractor is required to develop a comprehensive hoarding plan detailing designated access routes for construction personnel and library staff. The plan must ensure that all exits remain fully accessible and unobstructed at all times, maintaining safe and clear egress for patrons and staff throughout the project duration.

All construction materials must be removed from public areas of the library floor during operational hours to ensure safety and maintain accessibility for patrons.

8.0 PROJECT SCHEDULE

Contract Award	June 2026
Commencement of Contract	June 2026
Mobilization Date	Anticipated mobilization is July 2026
Completion of carpet installation, Makerspace and studio work (excluding installation of STC rated door)	Sunday, July 5 to Monday, August 3 (4 weeks) *
Completion roofing work	Sunday, July 5 to Monday, August 10 (5 weeks) *

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Substantial Performance	December 15, 2026
Total Performance	January 30, 2027

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9.0 SUSTAINABILITY CONSIDERATIONS

a. Social Value Plan

As part of the performance of the Contract, a desired outcome is to increase employment opportunities for equity-deserving communities. The Contractor is required to follow a Social Value Plan, submitted at time of award to demonstrate how (# of hours, % committed) they will include considerations regarding social value through this project.

Equity-deserving communities include Indigenous people, women, racial minorities/racialized people, persons with disabilities, newcomers, and 2SLGBTQ+ community.

A Diverse Supplier is a business that is majority owned/controlled (at least 51%) by an equity-deserving community.

b. Climate Change Plan

In the delivery of this Contract, the Contractor is required to follow a Climate Change Plan, submitted at the time of award, which will demonstrate strategies to reduce net embodied carbon during design and preconstruction phases in alignment with City of Mississauga climate mitigation commitment.

c. Indigenous Reconciliation Plan

The City of Mississauga is committed to Reconciliation with the Indigenous Peoples who have Treaty and traditional territory within the lands which make up the present-day City. As part of the performance of this Contract, a desired outcome is to increase economic and cultural opportunities of the City's Indigenous partners through this project. In the delivery of this Contract, the Supplier is required to follow a Indigenous Reconciliation plan, submitted at time of award.