



THE CITY OF WINNIPEG

BID OPPORTUNITY

BID OPPORTUNITY NO. 952-2015

**NORTH END SEWAGE TREATMENT PLANT (NEWPCC)
HAULED LIQUID WASTE FACILITY PHASE II UPGRADE**

TABLE OF CONTENTS

PART A - BID SUBMISSION

Form A: Bid	1
Form B: Prices	4
Form G1: Bid Bond and Agreement to Bond	8
Form G2: Irrevocable Standby Letter of Credit and Undertaking	10

PART B - BIDDING PROCEDURES

B1. Contract Title	1
B2. Submission Deadline	1
B3. Site Investigation	1
B4. Enquiries	1
B5. Confidentiality	1
B6. Addenda	2
B7. Substitutes	2
B8. Bid Components	3
B9. Bid	4
B10. Prices	4
B11. Disclosure	5
B12. Qualification	5
B13. Bid Security	6
B14. Opening of Bids and Release of Information	6
B15. Irrevocable Bid	7
B16. Withdrawal of Bids	7
B17. Evaluation of Bids	7
B18. Award of Contract	8

PART C - GENERAL CONDITIONS

C0. General Conditions	1
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PART D - SUPPLEMENTAL CONDITIONS

General

D1. General Conditions	1
D2. Scope of Work	1
D3. Definitions	1
D4. Contract Administrator	1
D5. Contractor's Supervisor	2
D6. Ownership of Information, Confidentiality and Non Disclosure	2
D7. Notices	2
D8. Furnishing of Documents	2

Submissions

D9. Authority to Carry on Business	3
D10. Safe Work Plan	3
D11. Insurance	3
D12. Performance Security	4
D13. Subcontractor List	4
D14. Equipment List	4
D15. Detailed Work Schedule	4

Schedule of Work

D16. Commencement	5
D17. Critical Stages	5
D18. Substantial Performance	5
D19. Total Performance	5
D20. Liquidated Damages	6

Control of Work

D21. Job Meetings	6
D22. Prime Contractor – The Workplace Safety and Health Act (Manitoba)	6
D23. The Workplace Safety and Health Act (Manitoba) – Qualifications	6

Measurement and Payment

D24. Payment	7
--------------	---

Warranty

D25. Warranty	7
Form H1: Performance Bond	8
Form H2: Irrevocable Standby Letter of Credit	10
Form J: Subcontractor List	12
Form K: Equipment	13
Form L: Detailed Work Schedule	15

PART E - SPECIFICATIONS

General

E1. Applicable Specifications and Drawings	1
E2. Soils Investigation Report	5
E3. Hazardous Materials	5
E4. General Requirements	5
E5. Cooperation With Others	6
E6. NEWPCC Building Access	6
E7. Existing Facilities	6
E8. Site Restoration	6
E9. Cash Allowances for Repairs	6

APPENDICES

Appendix A	Construction Plan
Appendix B	Process Narrative
Appendix C	Geotechnical Report

PART B - BIDDING PROCEDURES

B1. CONTRACT TITLE

B1.1 NORTH END SEWAGE TREATMENT PLANT (NEWPCC) HAULED LIQUID WASTE FACILITY PHASE II UPGRADE

B2. SUBMISSION DEADLINE

B2.1 The Submission Deadline is 12:00 noon Winnipeg time, April 1, 2016.

B2.2 Bids determined by the Manager of Materials to have been received later than the Submission Deadline will not be accepted and will be returned upon request.

B2.3 The Contract Administrator or the Manager of Materials may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B2.1.

B3. SITE INVESTIGATION

B3.1 Further to C3.1, the Contract Administrator will hold a Bidders' Site Investigation at NEWPCC from 10:00 to 11:00 am on March 18, 2016. Bidders are to meet at the NEWPCC boardroom.

B3.2 The Bidder shall not be entitled to rely on any information or interpretation received at the Bidders' Site Investigation unless that information or interpretation is provided by the Contract Administrator in writing.

B3.1 The Bidders shall note that the following personal protective equipment is required to enter the site:

- (a) Hard hat (CSA / ANSI approved)
- (b) Steel toe footwear (CSA / ANSI approved)
- (c) Safety glasses (CSA / ANSI approved)

B4. ENQUIRIES

B4.1 All enquiries shall be directed to the Contract Administrator identified in D4.1.

B4.2 If the Bidder finds errors, discrepancies or omissions in the Bid Opportunity, or is unsure of the meaning or intent of any provision therein, the Bidder shall notify the Contract Administrator of the error, discrepancy or omission, or request a clarification as to the meaning or intent of the provision at least five (5) Business Days prior to the Submission Deadline.

B4.3 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator to all Bidders by issuing an addendum.

B4.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the Bid Opportunity will be provided by the Contract Administrator only to the Bidder who made the enquiry.

B4.5 The Bidder shall not be entitled to rely on any response or interpretation received pursuant to B4 unless that response or interpretation is provided by the Contract Administrator in writing.

B5. CONFIDENTIALITY

B5.1 Information provided to a Bidder by the City or acquired by a Bidder by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Bidder before receipt hereof; or
- (b) becomes publicly known other than through the Bidder; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B5.2 The Bidder shall not make any statement of fact or opinion regarding any aspect of the Bid Opportunity to the media or any member of the public without the prior written authorization of the Contract Administrator.

B6. ADDENDA

B6.1 The Contract Administrator may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the Bid Opportunity, or clarifying the meaning or intent of any provision therein.

B6.2 The Contract Administrator will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B6.2.1 Addenda will be available on the Bid Opportunities page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/bidopp.asp>

B6.2.2 The Bidder is responsible for ensuring that he/she has received all addenda and is advised to check the Materials Management Division website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B6.3 The Bidder shall acknowledge receipt of each addendum in Paragraph 10 of Form A: Bid. Failure to acknowledge receipt of an addendum may render a Bid non-responsive.

B7. SUBSTITUTES

B7.1 The Work is based on the Plant, Materials and methods specified in the Bid Opportunity.

B7.2 Substitutions shall not be allowed unless application has been made to and prior approval has been granted by the Contract Administrator in writing.

B7.3 Requests for approval of a substitute will not be considered unless received in writing by the Contract Administrator at least five (5) Business Days prior to the Submission Deadline.

B7.4 The Bidder shall ensure that any and all requests for approval of a substitute:

- (a) provide sufficient information and details to enable the Contract Administrator to determine the acceptability of the Plant, Material or method as either an approved equal or alternative;
- (b) identify any and all changes required in the applicable Work, and all changes to any other Work, which would become necessary to accommodate the substitute;
- (c) identify any anticipated cost or time savings that may be associated with the substitute;
- (d) certify that, in the case of a request for approval as an approved equal, the substitute will fully perform the functions called for by the general design, be of equal or superior substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance;
- (e) certify that, in the case of a request for approval as an approved alternative, the substitute will adequately perform the functions called for by the general design, be similar in substance to that specified, is suited to the same use and capable of performing the same function as that specified and can be incorporated into the Work, strictly in accordance with

the proposed work schedule and the dates specified in the Supplemental Conditions for Substantial Performance and Total Performance.

- B7.5 The Contract Administrator, after assessing the request for approval of a substitute, may in his/her sole discretion grant approval for the use of a substitute as an “approved equal” or as an “approved alternative”, or may refuse to grant approval of the substitute.
- B7.6 The Contract Administrator will provide a response in writing, at least two (2) Business Days prior to the Submission Deadline, to the Bidder who requested approval of the substitute.
- B7.6.1 The Contract Administrator will issue an Addendum, disclosing the approved materials, equipment, methods and products to all potential Bidders. The Bidder requesting and obtaining the approval of a substitute shall be responsible for disseminating information regarding the approval to any person or persons he/she wishes to inform.
- B7.7 If the Contract Administrator approves a substitute as an “approved equal”, any Bidder may use the approved equal in place of the specified item.
- B7.8 If the Contract Administrator approves a substitute as an “approved alternative”, any Bidder bidding that approved alternative may base his/her Total Bid Price upon the specified item but may also indicate an alternative price based upon the approved alternative. Such alternatives will be evaluated in accordance with B17.
- B7.9 No later claim by the Contractor for an addition to the Total Bid Price because of any other changes in the Work necessitated by the use of an approved equal or an approved alternative will be considered.

B8. BID COMPONENTS

- B8.1 The Bid shall consist of the following components:
- (a) Form A: Bid;
 - (b) Form B: Prices;
 - (c) Bid Security;
 - (i) Form G1: Bid Bond and Agreement to Bond, or
Form G2: Irrevocable Standby Letter of Credit and Undertaking, or
a certified cheque or draft;
- B8.2 Further to B8.1, the Bidder should include the written correspondence from the Contract Administrator approving a substitute in accordance with B7.
- B8.3 All components of the Bid shall be fully completed or provided, and submitted by the Bidder no later than the Submission Deadline, with all required entries made clearly and completely, to constitute a responsive Bid.
- B8.4 The Bid shall be submitted enclosed and sealed in an envelope clearly marked with the Bid Opportunity number and the Bidder's name and address.
- B8.4.1 Samples or other components of the Bid which cannot reasonably be enclosed in the envelope may be packaged separately, but shall be clearly marked with the Bid Opportunity number, the Bidder's name and address, and an indication that the contents are part of the Bidder's Bid.
- B8.5 Bidders are advised not to include any information/literature except as requested in accordance with B8.1.
- B8.6 Bidders are advised that inclusion of terms and conditions inconsistent with the Bid Opportunity document, including the General Conditions, will be evaluated in accordance with B17.1(a).
- B8.7 Bids submitted by facsimile transmission (fax) or internet electronic mail (e-mail) will not be accepted.

B8.8 Bids shall be submitted to:
The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1

B9. BID

B9.1 The Bidder shall complete Form A: Bid, making all required entries.

B9.2 Paragraph 2 of Form A: Bid shall be completed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his/her own name, his/her name shall be inserted;
- (b) if the Bidder is a partnership, the full name of the partnership shall be inserted;
- (c) if the Bidder is a corporation, the full name of the corporation shall be inserted;
- (d) if the Bidder is carrying on business under a name other than his/her own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.

B9.2.1 If a Bid is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B9.2.

B9.3 In Paragraph 3 of Form A: Bid, the Bidder shall identify a contact person who is authorized to represent the Bidder for purposes of the Bid.

B9.4 Paragraph 12 of Form A: Bid shall be signed in accordance with the following requirements:

- (a) if the Bidder is a sole proprietor carrying on business in his/her own name, it shall be signed by the Bidder;
- (b) if the Bidder is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
- (c) if the Bidder is a corporation, it shall be signed by its duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
- (d) if the Bidder is carrying on business under a name other than his/her own, it shall be signed by the registered owner of the business name, or by the registered owner's authorized officials if the owner is a partnership or a corporation.

B9.4.1 The name and official capacity of all individuals signing Form A: Bid should be printed below such signatures.

B9.5 If a Bid is submitted jointly by two or more persons, the word "Bidder" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Bidders in the Bid and the Contract, when awarded, shall be both joint and several.

B10. PRICES

B10.1 The Bidder shall state a price in Canadian funds for each item of Work identified on Form B: Prices.

B10.2 The quantities listed on Form B: Prices are to be considered approximate only. The City will use said quantities for the purpose of comparing Bids.

B10.3 The quantities for which payment will be made to the Contractor are to be determined by the Work actually performed and completed by the Contractor, to be measured as specified in the applicable Specifications.

B10.4 Payments to Non-Resident Contractors are subject to Non-resident Withholding Tax pursuant to the Income Tax Act (Canada).

B11. DISCLOSURE

B11.1 Various Persons provided information or services with respect to this Work. In the City's opinion, this relationship or association does not create a conflict of interest because of this full disclosure. Where applicable, additional material available as a result of contact with these Persons is listed below.

B11.2 The Persons are:

- (a) N/A

B12. QUALIFICATION

B12.1 The Bidder shall:

- (a) undertake to be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba; and
- (b) be financially capable of carrying out the terms of the Contract; and
- (c) have all the necessary experience, capital, organization, and equipment to perform the Work in strict accordance with the terms and provisions of the Contract.

B12.2 The Bidder and any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) be responsible and not be suspended, debarred or in default of any obligations to the City. A list of suspended or debarred individuals and companies is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/debar.stm>

B12.3 The Bidder and/or any proposed Subcontractor (for the portion of the Work proposed to be subcontracted to them) shall:

- (a) have successfully carried out work similar in nature, scope and value to the Work; and
- (b) be fully capable of performing the Work required to be in strict accordance with the terms and provisions of the Contract; and
- (c) have a written workplace safety and health program if required pursuant to The Workplace Safety and Health Act (Manitoba);

B12.4 Further to B12.3(c), the Bidder shall, within five (5) Business Days of a request by the Contract Administrator, provide proof satisfactory to the Contract Administrator that the Bidder/Subcontractor has a workplace safety and health program meeting the requirements of The Workplace Safety and Health Act (Manitoba), by providing:

- (a) a copy of their valid Manitoba COR certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Certificate of Recognition (COR) Program administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
- (b) a copy of their valid Manitoba SECOR™ certificate and Letter of Good Standing (or Manitoba equivalency) as issued under the Small Employer Certificate of Recognition Program (SECOR™) administered by the Construction Safety Association of Manitoba or by the Manitoba Heavy Construction Association's WORKSAFELY™ COR™ Program; or
- (c) a report or letter to that effect from an independent reviewer acceptable to the City. (A list of acceptable reviewers and the review template are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>).

B12.5 The Bidder shall submit, within three (3) Business Days of a request by the Contract Administrator, proof satisfactory to the Contract Administrator of the qualifications of the Bidder and of any proposed Subcontractor.

B12.6 The Bidder shall provide, on the request of the Contract Administrator, full access to any of the Bidder's equipment and facilities to confirm, to the Contract Administrator's satisfaction, that the Bidder's equipment and facilities are adequate to perform the Work.

B13. BID SECURITY

B13.1 The Bidder shall provide bid security in the form of:

- (a) a bid bond, in the amount of at least ten percent (10%) of the Total Bid Price, and agreement to bond of a company registered to conduct the business of a surety in Manitoba, in the form included in the Bid Submission (Form G1: Bid Bond and Agreement to Bond); or
- (b) an irrevocable standby letter of credit, in the amount of at least ten percent (10%) of the Total Bid Price, and undertaking issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Winnipeg, in the form included in the Bid Submission (Form G2: Irrevocable Standby Letter of Credit and Undertaking); or
- (c) a certified cheque or draft payable to "The City of Winnipeg", in the amount of at least fifty percent (50%) of the Total Bid Price, drawn on a bank or other financial institution registered to conduct business in Manitoba.

B13.1.1 If the Bidder submits alternative bids, the bid security shall be in the amount of the specified percentage of the highest Total Bid Price submitted.

B13.1.2 All signatures on bid securities shall be original.

B13.1.3 The Bidder shall sign the Bid Bond.

B13.1.4 The Surety shall sign and affix its corporate seal on the Bid Bond and the Agreement to Bond.

B13.2 The bid security of the successful Bidder and the next two lowest evaluated responsive and responsible Bidders will be released by the City when a Contract for the Work has been duly executed by the successful Bidder and the performance security furnished as provided herein. The bid securities of all other Bidders will be released when a Contract is awarded.

B13.2.1 Where the bid security provided by the successful Bidder is in the form of a certified cheque or draft pursuant to B13.1(c), it will be deposited and retained by the City as the performance security and no further submission is required.

B13.2.2 The City will not pay any interest on certified cheques or drafts furnished as bid security or subsequently retained as performance security.

B13.3 The bid securities of all Bidders will be released by the City as soon as practicable following notification by the Contract Administrator to the Bidders that no award of Contract will be made pursuant to the Bid Opportunity.

B14. OPENING OF BIDS AND RELEASE OF INFORMATION

B14.1 Bids will be opened publicly, after the Submission Deadline has elapsed, in the office of the Corporate Finance Department, Materials Management Division, or in such other office as may be designated by the Manager of Materials.

B14.1.1 Bidders or their representatives may attend.

B14.1.2 Bids determined by the Manager of Materials, or his/her designate, to not include the bid security specified in B13 will not be read out.

- B14.2 Following the submission deadline, the names of the Bidders and their Total Bid Prices (unevaluated, and pending review and verification of conformance with requirements) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>
- B14.3 After award of Contract, the name(s) of the successful Bidder(s) and the Contract amount(s) will be available on the Closed Bid Opportunities (or Public/Posted Opening & Award Results) page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/>
- B14.4 The Bidder is advised that any information contained in any Bid may be released if required by City policy or procedures, by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law.

B15. IRREVOCABLE BID

- B15.1 The Bid(s) submitted by the Bidder shall be irrevocable for the time period specified in Paragraph 11 of Form A: Bid.
- B15.2 The acceptance by the City of any Bid shall not release the Bids of the next two lowest evaluated responsive Bidders and these Bidders shall be bound by their Bids on such Work until a Contract for the Work has been duly executed and the performance security furnished as herein provided, but any Bid shall be deemed to have lapsed unless accepted within the time period specified in Paragraph 11 of Form A: Bid.

B16. WITHDRAWAL OF BIDS

- B16.1 A Bidder may withdraw his/her Bid without penalty by giving written notice to the Manager of Materials at any time prior to the Submission Deadline.
- B16.1.1 Notwithstanding C23.3, the time and date of receipt of any notice withdrawing a Bid shall be the time and date of receipt as determined by the Manager of Materials.
- B16.1.2 The City will assume that any one of the contact persons named in Paragraph 3 of Form A: Bid or the Bidder's authorized representatives named in Paragraph 12 of Form A: Bid, and only such person, has authority to give notice of withdrawal.
- B16.1.3 If a Bidder gives notice of withdrawal prior to the Submission Deadline, the Manager of Materials will:
- (a) retain the Bid until after the Submission Deadline has elapsed;
 - (b) open the Bid to identify the contact person named in Paragraph 3 of Form A: Bid and the Bidder's authorized representatives named in Paragraph 12 of Form A: Bid; and
 - (c) if the notice has been given by any one of the persons specified in B16.1.3(b), declare the Bid withdrawn.
- B16.2 A Bidder who withdraws his/her Bid after the Submission Deadline but before his/her Bid has been released or has lapsed as provided for in B15.2 shall be liable for such damages as are imposed upon the Bidder by law and subject to such sanctions as the Chief Administrative Officer considers appropriate in the circumstances. The City, in such event, shall be entitled to all rights and remedies available to it at law, including the right to retain the Bidder's bid security.

B17. EVALUATION OF BIDS

- B17.1 Award of the Contract shall be based on the following bid evaluation criteria:
- (a) compliance by the Bidder with the requirements of the Bid Opportunity, or acceptable deviation there from (pass/fail);

- (b) qualifications of the Bidder and the Subcontractors, if any, pursuant to B12 (pass/fail);
- (c) Total Bid Price;
- (d) economic analysis of any approved alternative pursuant to B7.

B17.2 Further to B17.1(a), the Award Authority may reject a Bid as being non-responsive if the Bid is incomplete, obscure or conditional, or contains additions, deletions, alterations or other irregularities. The Award Authority may reject all or any part of any Bid, or waive technical requirements or minor informalities or irregularities, if the interests of the City so require.

B17.3 Further to B17.1(b), the Award Authority shall reject any Bid submitted by a Bidder who does not demonstrate, in his/her Bid or in other information required to be submitted, that he/she is responsible and qualified.

B17.4 Further to B17.1(c), the Total Bid Price shall be the sum of quantities multiplied by the unit prices for each item shown on Form B: Prices.

B17.4.1 Further to B17.1(a), in the event that a unit price is not provided on Form B: Prices, the City will determine the unit price by dividing the Amount(extended price) by the approximate quantity, for the purposes of evaluation and payment.

B18. AWARD OF CONTRACT

B18.1 The City will give notice of the award of the Contract or will give notice that no award will be made.

B18.2 The City will have no obligation to award a Contract to a Bidder, even though one or all of the Bidders are determined to be responsible and qualified, and the Bids are determined to be responsive.

B18.2.1 Without limiting the generality of B18.2, the City will have no obligation to award a Contract where:

- (a) the prices exceed the available City funds for the Work;
- (b) the prices are materially in excess of the prices received for similar work in the past;
- (c) the prices are materially in excess of the City's cost to perform the Work, or a significant portion thereof, with its own forces;
- (d) only one Bid is received; or
- (e) in the judgment of the Award Authority, the interests of the City would best be served by not awarding a Contract.

B18.3 Where an award of Contract is made by the City, the award shall be made to the responsible and qualified Bidder submitting the lowest evaluated responsive Bid, in accordance with B17.

B18.3.1 Following the award of contract, a Bidder will be provided with information related to the evaluation of his/her Bid upon written request to the Contract Administrator.

PART C - GENERAL CONDITIONS

C0. GENERAL CONDITIONS

- C0.1 The *General Conditions for Construction* (Revision 2006 12 15) are applicable to the Work of the Contract.
- C0.1.1 The *General Conditions for Construction* are available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at http://www.winnipeg.ca/matmgt/gen_cond.stm
- C0.2 A reference in the Bid Opportunity to a section, clause or subclause with the prefix “**C**” designates a section, clause or subclause in the *General Conditions for Construction*.

PART D - SUPPLEMENTAL CONDITIONS

GENERAL

D1. GENERAL CONDITIONS

D1.1 In addition to the *General Conditions for Construction*, these Supplemental Conditions are applicable to the Work of the Contract.

D2. SCOPE OF WORK

D2.1 The Work to be done under the Contract shall consist of the following:

- (a) Conversion of Lane 3 and Lane 4 to Hauled Wastewater Receiving
- (b) Leachate Handling Upgrades
- (c) Miscellaneous Hauled Wastewater Receiving System Upgrades
- (d) Electrical and Control Upgrades

D2.2 The major components of the Work are as follows:

- (a) Submission of shop drawings;
- (b) Underground piping modifications;
- (c) Construction of new Leachate Sampling Building;
- (d) Building mechanical, process mechanical, electrical and controls for the new Leachate Sampling Building;
- (e) Upgrades to the building mechanical, process mechanical, electrical and controls for Building No. 1 (formerly known as the Hauled Wastewater Building) and Hauled Wastewater Building No. 2 (formerly known as the Leachate Hauled Receiving Building);
- (f) Start-up, commissioning and operator training for new building mechanical, process mechanical, electrical and controls equipment.

D3. DEFINITIONS

D3.1 When used in this Bid Opportunity:

- (a) “**NEWPCC**” means North End Sewage Treatment Plant;

D4. CONTRACT ADMINISTRATOR

D4.1 The Contract Administrator is Stantec Consulting Ltd., represented by:

Jamie Brewster, M.Sc.
Senior Project Manager
Telephone No. 204 489 5900
Email: jamie.brewster@stantec.com

D4.2 At the pre-construction meeting, Mr. Brewster will identify additional personnel representing the Contract Administrator and their respective roles and responsibilities for the Work.

D4.3 Bids Submissions must be submitted to the address in B8.8.

D5. CONTRACTOR'S SUPERVISOR

D5.1 At the pre-construction meeting, the Contractor shall identify his/her designated supervisor and any additional personnel representing the Contractor and their respective roles and responsibilities for the Work.

D6. OWNERSHIP OF INFORMATION, CONFIDENTIALITY AND NON DISCLOSURE

D6.1 The Contract, all deliverables produced or developed, and information provided to or acquired by the Contractor are the property of the City and shall not be appropriated for the Contractors own use, or for the use of any third party.

D6.2 The Contractor shall not make any public announcements or press releases regarding the Contract, without the prior written authorization of the Contract Administrator.

D6.3 The following shall be confidential and shall not be disclosed by the Contractor to the media or any member of the public without the prior written authorization of the Contract Administrator;

- (a) information provided to the Contractor by the City or acquired by the Contractor during the course of the Work;
- (b) the Contract, all deliverables produced or developed; and
- (c) any statement of fact or opinion regarding any aspect of the Contract.

D6.4 A Contractor who violates any provision of D6 may be determined to be in breach of Contract.

D7. NOTICES

D7.1 Except as provided for in C23.2.2, all notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the Contractor shall be sent to the facsimile number identified by the Contractor in Paragraph 2 of Form A: Bid.

D7.2 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications to the City, except as expressly otherwise required in D7.3, D7.4 or elsewhere in the Contract, shall be sent to the attention of the Contract Administrator at facsimile number identified in D4.1.

D7.3 Notwithstanding C21., all notices of appeal to the Chief Administrative Officer shall be sent to the attention of the Chief Financial Officer at the following facsimile number:

The City of Winnipeg
Chief Financial Officer

Facsimile No.: 204 949-1174

D7.4 All notices, requests, nominations, proposals, consents, approvals, statements, authorizations, documents or other communications required to be submitted or returned to the City Solicitor shall be sent to the following facsimile number:

The City of Winnipeg
Legal Services Department
Attn: Director of Legal Services

Facsimile No.: 204 947-9155

D7.5 Bids Submissions must be submitted to the address in B8.8

D8. FURNISHING OF DOCUMENTS

D8.1 Upon award of the Contract, the Contractor will be provided with five (5) complete sets of the Bid Opportunity. If the Contractor requires additional sets of the Bid Opportunity, they will be supplied to him at cost.

SUBMISSIONS

D9. AUTHORITY TO CARRY ON BUSINESS

D9.1 The Contractor shall be in good standing under The Corporations Act (Manitoba), or properly registered under The Business Names Registration Act (Manitoba), or otherwise properly registered, licensed or permitted by law to carry on business in Manitoba, or if the Contractor does not carry on business in Manitoba, in the jurisdiction where the Contractor does carry on business, throughout the term of the Contract, and shall provide the Contract Administrator with evidence thereof upon request.

D10. SAFE WORK PLAN

D10.1 The Contractor shall provide the Contract Administrator with a Safe Work Plan at least five (5) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D10.2 The Safe Work Plan should be prepared and submitted in the format shown in the City's template which is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/Safety/default.stm>

D11. INSURANCE

D11.1 The Contractor shall provide and maintain the following insurance coverage at all times during the performance of Work and until the date of Total Performance:

- (a) Wrap Up Liability insurance in an amount of no less than two million dollars (\$2,000,000.00) inclusive per occurrence written in the name of the Contractor, sub-contractors, Consultants, sub-consultants and The City of Winnipeg, covering bodily injury, personal injury, property damage and products and completed operations consistent with industry standard insurance policy wordings. Wrap Up Liability insurance to also include evidence of contractual liability, unlicensed motor vehicle liability, cross liability, and 24 months completed operations.
- (b) All risks course of construction insurance, including testing and commissioning, in the amount of 100% of the total contract price, written in the name of the Contractor, sub-contractors and The City of Winnipeg, policy to remain in place at all times during the performance of Work and until the date of Total Performance.
- (c) Automobile Liability Insurance for owned and non-owned automobiles used for or in connection with the Work in the amount of at least two million dollars (\$2,000,000).
- (d) An all risk property insurance policy to cover all equipment and tools that may be owned, rented, leased or borrowed to be used in conjunction with the scope of Work.

D11.2 Deductibles shall be borne by the Contractor.

D11.3 The Contractor shall provide the Contract Administrator with a certificate(s) of insurance, in a form satisfactory to the City Solicitor, at least two (2) Business Days prior to commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of executed Contract.

D11.4 The Contractor shall not cancel, materially alter, or cause the policy to lapse without providing at least thirty (30) Calendar Days prior written notice to the Contract Administrator.

D11.5 All policies shall be taken out with insurers licensed to carry on business in the Province of Manitoba.

D12. PERFORMANCE SECURITY

- D12.1 The Contractor shall provide and maintain performance security until the expiration of the warranty period in the form of:
- (a) a performance bond of a company registered to conduct the business of a surety in Manitoba, in the form attached to these Supplemental Conditions (Form H1: Performance Bond), in the amount of fifty percent (50%) of the Contract Price; or
 - (b) an irrevocable standby letter of credit issued by a bank or other financial institution registered to conduct business in Manitoba and drawn on a branch located in Winnipeg, in the form attached to these Supplemental Conditions (Form H2: Irrevocable Standby Letter of Credit), in the amount of fifty percent (50%) of the Contract Price; or
 - (c) a certified cheque or draft payable to "The City of Winnipeg", drawn on a bank or other financial institution registered to conduct business in Manitoba, in the amount of fifty percent (50%) of the Contract Price.
- D12.1.1 Where the performance security is in the form of a certified cheque or draft, it will be deposited by the City. The City will not pay any interest on certified cheques or drafts furnished as performance security.
- D12.2 If the bid security provided in his/her Bid was not a certified cheque or draft pursuant to B13.1(c), the Contractor shall provide the City Solicitor with the required performance security within seven (7) Calendar Days of notification of the award of the Contract by way of letter of intent and prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D13. SUBCONTRACTOR LIST

- D13.1 The Contractor shall provide the Contract Administrator with a complete list of the Subcontractors whom the Contractor proposes to engage (Form J: Subcontractor List) at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D14. EQUIPMENT LIST

- D14.1 The Contractor shall provide the Contract Administrator with a complete list of the equipment which the Contractor proposes to utilize (Form K: Equipment List) at least two (2) Business Days prior to the commencement of any Work on the Site but in no event later than the date specified in C4.1 for the return of the executed Contract.

D15. DETAILED WORK SCHEDULE

- D15.1 The Contractor shall provide the Contract Administrator with a detailed work schedule (Form L: Detailed Work Schedule) at least five (5) Business Days prior to the Pre-Construction Meeting but in no event later than the date specified in C4.1 for the return of the executed Contract.
- D15.2 The detailed work schedule shall consist of the following:
- (a) a critical path method (C.P.M.) schedule for the Work;
 - (b) a Gantt chart for the Work based on the C.P.M. schedule; and
- all acceptable to the Contract Administrator.
- D15.3 Further to D15.2(a), the C.P.M. schedule shall clearly identify the start and completion dates of all of the following activities/tasks making up the Work as well as showing those activities/tasks on the critical path:
- D15.4 Further to D15.2(b), the Gantt chart shall show the time on a weekly basis, required to carry out the Work of each trade, or specification division. The time shall be on the horizontal axis, and the type of trade shall be on the vertical axis.

SCHEDULE OF WORK

D16. COMMENCEMENT

D16.1 The Contractor shall not commence any Work until he/she is in receipt of a letter of intent from the Award Authority authorizing the commencement of the Work.

D16.2 The Contractor shall not commence any Work on the Site until:

- (a) the Contract Administrator has confirmed receipt and approval of:
 - (i) evidence of authority to carry on business specified in D9;
 - (ii) evidence of the workers compensation coverage specified in C6.15;
 - (iii) the Safe Work Plan specified in D10;
 - (iv) evidence of the insurance specified in D11;
 - (v) the performance security specified in D12;
 - (vi) the Subcontractor list specified in D13;
 - (vii) the equipment list specified in D14; and
 - (viii) the detailed work schedule specified in D15.
- (b) the Contractor has attended a pre-construction meeting with the Contract Administrator, or the Contract Administrator has waived the requirement for a pre-construction meeting.

D17. CRITICAL STAGES

D17.1 The Contractor shall achieve critical stages of the Work in accordance with the following requirements:

- (a) Three (3) Hauled Liquid Waste Lanes including the upgrades to Hauled Wastewater Buildings 1 and 2 must be in operation by September 23, 2016.
- (b) Leachate Sampling Building including Lane 4 (HLW and leachate) must be operational by October 12, 2016.

D18. SUBSTANTIAL PERFORMANCE

D18.1 The Contractor shall achieve Substantial Performance by October 14, 2016

D18.2 When the Contractor considers the Work to be substantially performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Substantial Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.

D18.3 The date on which the Work has been certified by the Contract Administrator as being substantially performed to the requirements of the Contract through the issue of a certificate of Substantial Performance is the date on which Substantial Performance has been achieved.

D19. TOTAL PERFORMANCE

D19.1 The Contractor shall achieve Total Performance by October 31, 2016 .

D19.2 When the Contractor or the Contract Administrator considers the Work to be totally performed, the Contractor shall arrange, attend and assist in the inspection of the Work with the Contract Administrator for purposes of verifying Total Performance. Any defects or deficiencies in the Work noted during that inspection shall be remedied by the Contractor at the earliest possible instance and the Contract Administrator notified so that the Work can be reinspected.

D19.3 The date on which the Work has been certified by the Contract Administrator as being totally performed to the requirements of the Contract through the issue of a certificate of Total Performance is the date on which Total Performance has been achieved.

D20. LIQUIDATED DAMAGES

D20.1 If the Contractor fails to achieve Critical Stages, Substantial Performance or Total Performance in accordance with the Contract by the days fixed herein for same, the Contractor shall pay the City the following amounts per Working Day for each and every Working Day following the days fixed herein for same during which such failure continues:

- (a) Three (3) Hauled Liquid Waste Lanes including the upgrades to Hauled Liquid Wastewater Buildings 1 and 2 in operation – one thousand dollars (\$1,000);
- (b) Leachate Sampling Building including Lane 4– one thousand dollars (\$1,000);
- (c) Substantial Performance – one thousand dollars (\$1,000);
- (d) Total Performance – one thousand dollars (\$1,000).

D20.2 The amounts specified for liquidated damages in D20.1 are based on a genuine pre-estimate of the City's losses in the event that the Contractor does not achieve critical stages, Substantial Performance or Total Performance by the days fixed herein for same.

D20.3 The City may reduce any payment to the Contractor by the amount of any liquidated damages assessed.

CONTROL OF WORK

D21. JOB MEETINGS

D21.1 Regular weekly job meetings will be held at the Site. These meetings shall be attended by a minimum of one representative of the Contract Administrator, one representative of the City and one representative of the Contractor. Each representative shall be a responsible person capable of expressing the position of the Contract Administrator, the City and the Contractor respectively on any matter discussed at the meeting including the Work schedule and the need to make any revisions to the Work schedule. The progress of the Work will be reviewed at each of these meetings.

D21.2 The Contract Administrator reserves the right to cancel any job meeting or call additional job meetings whenever he/she deems it necessary.

D22. PRIME CONTRACTOR – THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA)

D22.1 Further to C6.24, the Contractor shall be the Prime Contractor and shall serve as, and have the duties of the Prime Contractor in accordance with The Workplace Safety and Health Act (Manitoba).

D23. THE WORKPLACE SAFETY AND HEALTH ACT (MANITOBA) – QUALIFICATIONS

D23.1 Further to B12.4, the Contractor/Subcontractor must, throughout the term of the Contract, have a Workplace Safety and Health Program meeting the requirements of The Workplace Safety and Health Act (Manitoba). At any time during the term of the Contract, the City may, at its sole discretion and acting reasonably, require updated proof of compliance, as set out in B12.4.

MEASUREMENT AND PAYMENT

D24. PAYMENT

- D24.1 Further to C12, the City may at its option pay the Contractor by direct deposit to the Contractor's banking institution.

WARRANTY

D25. WARRANTY

- D25.1 Notwithstanding C13.2, the warranty period shall begin on the date of Total Performance and shall expire one (1) year thereafter, except where longer warranty periods are specified in the respective Specification sections, unless pursuant to C13.2.1 or C13.2.2, in which case it shall expire when provided thereunder.
- D25.1.1 For the purpose of Performance Securities, the warranty shall be one (1) year.
- D25.2 Notwithstanding C13.2, the Contract Administrator may permit the warranty period for a portion or portions of the Work to begin prior to the date of Total Performance if a portion of the Work cannot be completed because unseasonable weather or other conditions reasonably beyond the control of the Contractor but that portion does not prevent the balance of the Work from being put to its intended use.
- D25.2.1 In such case, the date specified by the Contract Administrator for the warranty period to begin shall be substituted for the date specified in C13.2 for the warranty period to begin.

FORM H1: PERFORMANCE BOND
(See D12)

KNOW ALL MEN BY THESE PRESENTS THAT

_____ ,
(hereinafter called the "Principal"), and

_____ ,
(hereinafter called the "Surety"), are held and firmly bound unto **THE CITY OF WINNIPEG** (hereinafter called the "Obligee"), in the sum of

_____ dollars (\$_____)

of lawful money of Canada to be paid to the Obligee, or its successors or assigns, for the payment of which sum the Principal and the Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS the Principal has entered into a written contract with the Obligee for

BID OPPORTUNITY NO. 952-2015

**NORTH END SEWAGE TREATMENT PLANT (NEWPCC)
HAULED LIQUID WASTE FACILITY PHASE II UPGRADE**

which is by reference made part hereof and is hereinafter referred to as the "Contract".

NOW THEREFORE the condition of the above obligation is such that if the Principal shall:

- (a) carry out and perform the Contract and every part thereof in the manner and within the times set forth in the Contract and in accordance with the terms and conditions specified in the Contract;
- (b) perform the Work in a good, proper, workmanlike manner;
- (c) make all the payments whether to the Obligee or to others as therein provided;
- (d) in every other respect comply with the conditions and perform the covenants contained in the Contract; and
- (e) indemnify and save harmless the Obligee against and from all loss, costs, damages, claims, and demands of every description as set forth in the Contract, and from all penalties, assessments, claims, actions for loss, damages or compensation whether arising under "The Workers Compensation Act", or any other Act or otherwise arising out of or in any way connected with the performance or non-performance of the Contract or any part thereof during the term of the Contract and the warranty period provided for therein;

THEN THIS OBLIGATION SHALL BE VOID, but otherwise shall remain in full force and effect. The Surety shall not, however, be liable for a greater sum than the sum specified above.

AND IT IS HEREBY DECLARED AND AGREED that the Surety shall be liable as Principal, and that nothing of any kind or matter whatsoever that will not discharge the Principal shall operate as a discharge or release of liability of the Surety, any law or usage relating to the liability of Sureties to the contrary notwithstanding.

IN WITNESS WHEREOF the Principal and Surety have signed and sealed this bond the

_____ day of _____, 20____ .

SIGNED AND SEALED
in the presence of:

(Witness as to Principal if no seal)

(Name of Principal)

Per: _____ (Seal)

Per: _____

(Name of Surety)

By: _____ (Seal)
(Attorney-in-Fact)

**FORM H2: IRREVOCABLE STANDBY LETTER OF CREDIT
(PERFORMANCE SECURITY)**
(See D12)

(Date)

The City of Winnipeg
Legal Services Department
185 King Street, 3rd Floor
Winnipeg MB R3B 1J1

RE: PERFORMANCE SECURITY - BID OPPORTUNITY NO. 952-2015

**NORTH END SEWAGE TREATMENT PLANT (NEWPCC)
HAULED LIQUID WASTE FACILITY PHASE II UPGRADE**

Pursuant to the request of and for the account of our customer,

(Name of Contractor)

(Address of Contractor)

WE HEREBY ESTABLISH in your favour our irrevocable Standby Letter of Credit for a sum not exceeding
in the aggregate

_____ Canadian dollars.

This Standby Letter of Credit may be drawn on by you at any time and from time to time upon written demand for payment made upon us by you. It is understood that we are obligated under this Standby Letter of Credit for the payment of monies only and we hereby agree that we shall honour your demand for payment without inquiring whether you have a right as between yourself and our customer to make such demand and without recognizing any claim of our customer or objection by the customer to payment by us.

The amount of this Standby Letter of Credit may be reduced from time to time only by amounts drawn upon it by you or by formal notice in writing given to us by you if you desire such reduction or are willing that it be made.

Partial drawings are permitted.

We engage with you that all demands for payment made within the terms and currency of this Standby Letter of Credit will be duly honoured if presented to us at:

(Address)

and we confirm and hereby undertake to ensure that all demands for payment will be duly honoured by us.

All demands for payment shall specifically state that they are drawn under this Standby Letter of Credit.

Subject to the condition hereinafter set forth, this Standby Letter of Credit will expire on

(Date)

It is a condition of this Standby Letter of Credit that it shall be deemed to be automatically extended from year to year without amendment from the present or any future expiry date, unless at least 30 days prior to the present or any future expiry date, we notify you in writing that we elect not to consider this Standby Letter of Credit to be renewable for any additional period.

This Standby Letter of Credit may not be revoked or amended without your prior written approval.

This credit is subject to the Uniform Customs and Practice for Documentary Credit (2007 Revision), International Chamber of Commerce Publication Number 600.

(Name of bank or financial institution)

Per: _____
(Authorized Signing Officer)

Per: _____
(Authorized Signing Officer)

FORM K: EQUIPMENT
(See D14)
NORTH END SEWAGE TREATMENT PLANT (NEWPCC)
HAULED LIQUID WASTE FACILITY PHASE II UPGRADE

<p>1. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p>
<p>2. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p>
<p>3. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p>

FORM K: EQUIPMENT
(See D14)
NORTH END SEWAGE TREATMENT PLANT (NEWPCC)
HAULED LIQUID WASTE FACILITY PHASE II UPGRADE

<p>4. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p>
<p>5. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p>
<p>6. Category/type:</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p> <p>Make/Model/Year: _____ Serial No.: _____</p> <p>Registered owner: _____</p>

PART E - SPECIFICATIONS

GENERAL

E1. APPLICABLE SPECIFICATIONS AND DRAWINGS

- E1.1 These Specifications shall apply to the Work.
- E1.2 *The City of Winnipeg Standard Construction Specifications* in its entirety, whether or not specifically listed on Form B: Prices, shall apply to the Work.
- E1.2.1 *The City of Winnipeg Standard Construction Specifications* is available on the Information Connection page at The City of Winnipeg, Corporate Finance, Materials Management Division website at <http://www.winnipeg.ca/matmgt/Spec/Default.stm>
- E1.2.2 The version in effect three (3) Business Days before the Submission Deadline shall apply.
- E1.2.3 Further to C2.4(d), Specifications included in the Bid Opportunity shall govern over *The City of Winnipeg Standard Construction Specifications*.
- E1.3 The following are applicable to the Work:

<u>Specification No.</u>	<u>Specification Title</u>
	Table of Contents

NMS SPECIFICATIONS

DIVISION 01 – GENERAL REQUIREMENTS

01 14 00	Work Restrictions
01 29 00	Measurement and Payment
01 33 00	Submittal Procedures
01 45 00	Quality Control
01 51 00	Temporary Utilities
01 52 00	Construction Facilities
01 61 00	Common Product Requirements
01 71 00	Examination and Preparation
01 74 11	Cleaning
01 77 00	Closeout Procedures
01 78 00	Closeout Submittals
01 79 00	Demonstration and Training
01 98 13	General Commissioning Requirements

DIVISION 02 – EXISTING CONDITIONS

02 41 13	Selective Site Demolition
----------	---------------------------

DIVISION 03 – CONCRETE

03 10 00	Concrete Forming and Accessories
03 20 00	Concrete Reinforcement
03 25 00	Concrete Accessories
03 30 00	Cast-in-Place Concrete
03 35 00	Concrete Floor Sealing
03 36 10	Concrete Floor Hardeners - Dry Shake

DIVISION 04 – MASONRY

04 05 00	Common Work Results for Masonry
----------	---------------------------------

04 05 12	Masonry Mortar and Grout
04 05 19	Masonry Anchorage and Reinforcing
04 05 23	Masonry Accessories
04 21 13	Brick Masonry
04 22 00	Concrete Unit Masonry
DIVISION 05	METALS
05 12 00	Structural Steel
05 50 00	Metal Fabrications
DIVISION 06	WOODS, PLASTICS AND COMPOSITES
06 10 00	Rough Carpentry
DIVISION 07	THERMAL AND MOISTURE PROTECTION
07 13 52	Waterproofing: Modified Bituminous Sheet
07 21 13	Board Insulation
07 21 14	Concrete Faced Board Insulation
07 27 13	Air Barriers
07 52 00	Modified Bituminous Membrane Roofing
07 62 00	Sheet Metal Flashing and Trim
07 90 00	Joint Sealers
DIVISION 08	OPENINGS
08 11 13	Hollow Metal Doors and Frames
08 71 00	Door Hardware
DIVISION 09	FINISHES
09 22 00	Portland Cement Parging
09 67 15	Epoxy Floor Coating
09 91 00	Painting
09 96 23	Graffiti-Resistant Coatings
DIVISION 10	SPECIALTIES
10 14 53	Traffic Signage
10 90 00	Miscellaneous Specialties
DIVISION 11	EQUIPMENT
11 12 00	Parking Control Equipment
DIVISION 21	FIRE SUPPRESSION
21 50 01	Fire-Extinguisher
DIVISION 22	PLUMBING
22 05 01	General Mechanical Provisions
22 05 19	Meters and Gauges
22 05 23	General Duty Valves and Strainers

22 05 29	Hangers and Supports
22 05 53	Painting And Identification
22 07 19	Piping Insulation
22 11 16	Domestic Water Piping
22 13 19	Sanitary Waste Piping Specialties
22 30 05	Domestic Water Heaters
22 42 00	Plumbing Fixtures

DIVISION 23 – HEATING, VENTILATION AND AIR CONDITIONING

23 05 93	Testing, Adjusting and Balancing for HVAC System
23 07 13	Duct Insulation
23 08 00	Commissioning
23 09 13	Instrumentation and Control Devices
23 09 93	Sequence of Operations for HVAC Controls
23 21 13	Hydronic System
23 31 13	Metal Ducts
23 31 15	Special Ductwork Cleaning
23 33 00	Air Duct Accessories
23 34 00	HVAC Fans and Ventilators
23 37 00	Air Outlets and Inlets
23 55 01	Duct Heaters
23 82 39	Unit Heaters

DIVISION 25 – INTEGRATED AUTOMATION

25 05 01	Process Control & Instrumentation General Provisions
25 14 00	Control Panels
25 31 01	Instrumentation

DIVISION 26 – ELECTRICAL

26 05 01	Common Work Results - Electrical
26 05 20	Wire And Box Connectors 0 – 1000V
26 05 21	Wires And Cables (0-1000V)
26 05 28	Grounding - Secondary
26 05 31	Splitters, Junction, Pull Boxes, Cabinets
26 05 32	Outlet Boxes, Conduit Fastenings and Fittings
26 05 34	Conduit, Conduit Fastening and Fittings
26 12 17	Dry Type Transformers Up to 600V Primary
26 24 17	Panelboards Breaker Type
26 27 26	Wiring Devices
26 28 21	Moulded Case Circuit Breakers
26 28 23	Disconnect Switches – Fused and Non-Fused
26 43 13	Surge Suppressors
26 50 00	Lighting
26 52 01	Unit Equipment For Emergency Lighting
26 53 00	Exit Signs

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY

28 13 00	Access Control
28 23 00	Video Surveillance

DIVISION 31 – EARTHWORK

31 23 33	Excavating and Backfilling for Buildings
31 23 33 01	Excavating, Trenching and Backfilling
31 62 13	Precast Concrete Piles

DIVISION 32 – EXTERIOR IMPROVEMENTS

32 40 10	Bollards
----------	----------

DIVISION 33 – UTILITIES

33 47 23	Underground Vent Piping
----------	-------------------------

DIVISION 40 – PROCESS INTEGRATION

40 05 00	Common Work Results for Process Integration
40 05 23	Process Valves
40 20 00	Process Piping Material and Methods
40 35 00	Smoke Testing

APPENDICES

Appendix A	Construction Plan
Appendix B	Process Narrative
Appendix C	Geotechnical Report

C.O.W. DWG No.

Drawing Name/Title

1-0101X-D0001-001	Cover Sheet
1-0101A-D0003-001	Drawing Index
1-0101A-C0001-001	Existing Underground Piping Site Plan
1-0101Y-C0001-001	Proposed Hauled Wastewater Piping Plan
1-0101Y-C0002-001	Proposed Hauled Wastewater Vent Piping Plan
1-0101X-C0001-001	Proposed Leachate Sampling Building Services and Hydronic Piping Plan for MH 7 Pad
1-0101A-S0009-001	General Notes
1-0101A-S0010-001	Structural Framing Plans and Building Sections
1-0101A-S0011-001	Structural Typical Details and Sections
1-0101A-S0012-001	Structural Typical Details and Sections
1-0101A-S0013-001	Structural Hatch Plans and Sections
1-0101A-S0014-001	Structural Hatch Plans and Sections
1-0101X-B0001-00	Leachate Sampling Building Floor Plan and Elevations
1-0101Y-P0001-001	Hauled Wastewater Buildings 1&2 Proposed Process Flow Schematic
1-0101Y-P0002-001	Hauled Wastewater Building 2 Process Mechanical Plan
1-0101Y-P0003-001	Hauled Wastewater Buildings 1&2 Ventilation Sections and Details
1-0101Y-P0004-001	Hauled Wastewater Buildings 1&2 Flushing Water Plan Upgrades
1-0101Y-P0005-001	Sludge Dewatering Building Flushing Water Modifications
1-0101Y-P0006-001	Hauled Wastewater Buildings 1&2 Sanitary Plan Upgrades
1-0101X-P0001-001	Leachate Sampling Building Process Floor Plan
1-0101X-P0002-001	Miscellaneous Details
1-0101X-M0001-001	Mechanical Site Plan
1-0101X-M0002-001	Leachate Sampling Building Mechanical HVAC Floor Plan
1-0101X-M0003-001	Leachate Sampling Building Mechanical HVAC Schematic Diagram
1-0101X-M0004-001	Mechanical HVAC Equipment Schedules and Details
1-0101A-E0012-001	Electrical Site Plan
1-0101A-E0001-001	Hauled Wastewater Buildings 1&2 Electrical Floor Plans & Sections

1-0101A-E0013-001	Hauled Wastewater Buildings 1&2 Single Line Diagrams and Schedules
1-0101Y-E0002-001	Leachate Sampling Building Electrical Floor Plan, Single Line Diagram and Schedules
1-0101A-A0009-001	Process and Instrumentation Diagram Legend and Details – Sheet 1 of 3
1-0101A-A0009-002	Process and Instrumentation Diagram Legend and Details – Sheet 2 of 3
1-0101A-A0009-003	Process and Instrumentation Diagram Legend and Details – Sheet 3 of 3
1-0101A-A0007-001	Hauled Wastewater Building 1 PLC Panel Network Diagram
1-0101A-A0017-001	Hauled Wastewater Building 2 PLC Panel Network Diagram
1-0101Y-A0001-001	Hauled Wastewater Building 1 Process and Instrumentation Diagram Receiving Manholes & Holding Tanks
1-0101Y-A0002-001	Hauled Wastewater Building 1 Process and Instrumentation Diagram Miscellaneous Systems
1-0101Y-A0005-001	Hauled Wastewater Building 1 Process and Instrumentation Diagram Heat Recovery Ventilator Y650-HRV & HRV & Heat Pump Y640-P
1-0101Y-A0008-001	Hauled Wastewater Building 2 Process and Instrumentation Diagram Receiving Manholes & Holding Tanks
1-0101Y-A0009-001	Hauled Wastewater Building 2 Process and Instrumentation Diagram Wastewater Effluent
1-0101Y-A0010-001	Hauled Wastewater Building 2 Process and Instrumentation Diagram Miscellaneous Systems
1-0101Y-A0011-001	Hauled Wastewater Building 2 Process and Instrumentation Diagram Heat Recovery Ventilator X650-HRV & HRV & Heat Pump X640-P
1-0101X-A0009-001	Leachate Sampling Building Process and Instrumentation Diagram
1-0101X-A0010-001	Leachate Sampling Building PLC Cabinet
1-0101X-A0011-001	Leachate Sampling Building PLC Panel 120VAC and 24VDC Distribution
1-0101X-A0012-001	Leachate Sampling Building PLC Panel D1 01-16
1-0101X-A0013-001	Leachate Sampling Building PLC Panel D0 01-16
1-0101X-A0014-001	Leachate Sampling Building PLC Panel AI -01-08
1-0101X-A0015-001	Leachate Sampling Building PLC Panel AO 01-04
1-0101A-A0005-001	Miscellaneous Wiring Details

E2. SOILS INVESTIGATION REPORT

E2.1 Further to C3.1, the soils investigation report is found in Appendix C.

E3. HAZARDOUS MATERIALS

E3.1 If asbestos or other hazardous materials are encountered during the Work of the Contract, the Contractor shall stop all work and notify the Contract Administrator immediately. Removal of hazardous materials shall be dealt with by the City and the Contractor shall await further instruction by the Contract Administrator.

E4. GENERAL REQUIREMENTS

E4.1 The Contractor shall include the following items in the unit bid for “General Requirements”:

- (a) Mobilization to the site;
- (b) Demobilization from the site;
- (c) Insurance;
- (d) Bonding.

E4.2 Mobilization / Demobilization, Bonding and Insurance will be measured on a unit basis and paid for at the Contract Unit Price for “General Requirements”.

- (a) General Requirements will be paid on each monthly progress estimate as a percentage of the dollar value of the work completed vs. the original adjusted total contract price bid.

E5. COOPERATION WITH OTHERS

E5.1 The NEWPCC will be in service during the construction period. Other Contractors and City forces will require unrestricted access to the facility. The Contractor shall not interfere with the daily operation of the plant and shall not impede others from completing their work.

E5.2 The Contractor shall not impede any vehicle traffic.

E6. NEWPCC BUILDING ACCESS

E6.1 Access to the interior of the NEWPCC is restricted to the following times with the exception noted in (c) below:

(a) Monday to Friday, 8:00 AM to 3:30 PM

(b) Saturdays and Sundays, no access will be permitted

(c) The NEWPCC can be accessed outside the times noted by special arrangements and additional coordination with the City. Provide minimum of 72 hours advance notice to the City.

E7. EXISTING FACILITIES

E7.1 The NEWPCC has existing receiving facilities. These facilities must be kept in operation until such time as the new facilities have been commissioned and are ready for use. The Contractor shall phase the work to facilitate this condition.

E8. SITE RESTORATION

E8.1 The Contractor shall remove the temporary site office and any storage trailers prior to Total Performance.

E8.2 The Contractor will be responsible for any damage caused by his/her forces on existing roadways, accesses, or grassed areas.

E9. CASH ALLOWANCES FOR REPAIRS

E9.1 Description

(a) The cash allowance for Repairs is intended to be used for remedial repairs directed and authorized by the Contract Administrator.

(b) The City reserves the right to delete any or all of the Cash Allowance from the Contract if the Work intended are found to be more expensive than the provisional Cash Allowance.

E9.2 Methods of Measurement and Basis of Payment

(a) Costs of repairs shall be evaluated by the methods outlined in C7.4, and a Change order prepared by the Contract Administrator. Cost of the Change Order will be paid on the Progress Estimate and deducted from the Cash Allowance. If the valuation of the authorized work exceeds the Value of the Cash Allowance, the Contract Value will be adjusted by the shortfall.