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| Version | | Date | | Description of Revisions | |
| 1 | | August 30, 2006 | | Approved final document. | |
| 2 | | September 27, 2007 | | Minor revisions by Legal Services | |
| 3 | | September 27, 2010 | | Minor revisions | |
| 4 | | May 27, 2011 | | Minor revisions | |
| 5 | | March 20, 2012 | | Addition of References and Replacement Parts sections on this page. | |
| 6 | | July 6, 2012 | | Change tab settings for page 1-6. | |
| 7 | | April 9, 2015 | | General formatting | |
| 8 | | November 19, 2015 | | Updated references to Section 01810 | |
| 9 | | December 11, 2015 | | Minor clarifications based on comments by Legal Department. AAM | |
| 10 | | March 31, 2017 | | Alternative media for digital media, frequency of photography (AAM) | |
| 11 | | November 28, 2017 | | Updated reference to Section 01310 – Construction Schedules (AAM) | |

NOTE:

This is a CONTROLLED Document. Any documents appearing in paper form are not controlled and should be checked against the on-line file version prior to use.

**Notice:** This Document hardcopy must be used for reference purpose only.

The on-line copy is the current version of the document.

# GENERAL

## Related Sections

*[Under "Related Sections", identify other Sections that are related to, and/or dependent on, the work results or information specified elsewhere. The list should be limited to Sections with specific information that the reader might expect to find in this Section, but is specified elsewhere. For example, if hardware for aluminum entrances is specified in the aluminum entrance Section, a cross-reference would be appropriate in the finish hardware Section. The purpose of this cross-referencing is for information only, to aid in finding those other requirements—not to define the scope of the Section.*

*Cross-referencing here may also be used to coordinate assemblies or systems whose components may span multiple Sections and which must meet certain performance requirements as an assembly or system.*

*Contractor is responsible for coordination of the Work. Contractor is responsible for being familiar with and incorporating all required elements of cross-referenced Specifications cited.*

*Contractor is responsible for coordinating the Work to complete “intersections” of items not specifically mentioned or noted in the Contract or Design Drawings in order to complete the Work to perform as defined in the Process Narrative and conform to building codes (i.e. small scale demolition and upgrades – new curtain wall fit with interior concrete floor – gaps needing to be filled in with fire-stop material etc.) This Section is to be completed/updated during the design development by the Consultant. If it is not applicable to the section for the specific project it may be deleted.]*

*[List Sections specifying installation of products supplied but not installed under this Section and indicate specific items.]*

### Section [\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_\_]: Execution requirements for ...[item]... specified under this Section.

*[List Sections specifying products installed but not supplied under this Section and indicate specific items.]*

### Section [\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_\_]: Product requirements for ...[item]... for installation under this Section.

*[List Sections specifying related requirements.]*

### Section [\_\_\_\_\_\_ – \_\_\_\_\_\_\_\_\_\_\_\_]: [Optional short phrase indicating relationship].

## Related Sections

### Section 01310 – Construction Schedules

### Section 01300 – Submittals

### Section 01501 – Construction Sequencing

### Section 01810 – Equipment Testing and Facility Commissioning

## Scope of Work

### This Section covers the following:

#### Requirements for communication and coordination with utility or other companies interfacing with the Work.

## Measurement and Payment

### The work of this Section will not be measured separately for payment. The work outlined in this Section shall be included in the Contract Price.

## Submittals

### Informational:

#### Statement of Qualification (SOQ) for professional land surveyor or registered civil engineer licensed to practice in the Province of Ontario.

#### Photographs: Submit digital images (.jpg format) on compact disc (CD) or USB flash drive within 5 Days of when the photographs were taken.

## Related Work at the Site

### General:

#### Other work that is either directly or indirectly related to the scheduled performance of the Work under the Contract Documents, listed henceforth, is anticipated to be performed at the Site by Other Contractors.

#### Coordinate the Work with the work of Other Contractors as specified in the General Conditions and Supplementary Conditions.

#### Coordination of progress schedules, submittals, use of site, temporary utilities, construction facilities, and construction Work, with progress of Work of other contractors and subcontractors under instructions of Consultant.

#### Include any sequencing constraints specified herein as a part of the progress schedule.

#### Ensure the cooperation and coordination with, and between, the Subcontractors and Other Contractors at the Site in order to ensure that the Work under this Contract and the work of Other Contractors is carried out expeditiously and in a manner satisfactory to the Region.

#### The Contractor shall be responsible for all extra costs arising from any failure to properly coordinate the Work.

### Other Contracts:

#### Other Contracts may be awarded to construct adjacent work to which this contract work connects.

#### The Contractor shall jointly plan and coordinate work with the Consultant who will coordinate with Other Contractors on -Site so that this project:

##### Will not be delayed.

##### Will not be endangered in any way.

##### Will be correctly connected.

##### Will not contravene the agreed upon “Constructor” status of the project.

#### Where any equipment is supplied by the Region, coordinate unloading, transfer,

#### installation, testing, startup, commissioning and placing into operation.

#### Coordinate the Work with these other contracts that will be led by the Region during the course of the Contract: *[Consultant to include description of other contracts]*

#### Maintain separation between the Contract working limits by space or time so that the Region is not deemed to be a “Constructor” as set out in the Occupational Health and Safety Act.

## Utility Notification and Coordination

### Coordinate the Work with the various utilities noted below within the Site. Notify the applicable utilities prior to commencing the Work and, if damage occurs, or if conflicts or emergencies arise during the performance of the Work.

### Power (Local distribution company):

#### Agency and contact person: [         ]

#### Work to be performed by the agency:

##### [         ]

#### Work to be performed by the Contractor:

##### [         ]

#### The Region will be responsible for the payment of any direct charges to [         ] for the permanent service to the Site.

### Gas:

#### Agency and Contact Person: [        ]

#### Work to be performed by the agency:

##### [         ]

#### Work to be performed by the Contractor:

##### [         ].

#### The Region will be responsible for the payment of any direct charges to [         ] for the permanent service to the Site.

### Telecommunications:

#### Agency and Contact Person: [        ]

#### Work to be performed by the agency

##### [         ]

#### Work to be performed by the Contractor:

##### [         ]

#### The Region will be responsible for the payment of any direct charges to [         ] for the permanent service to the Site.

### Notify, and coordinate with, all other utilities as necessary for the completion of the Work.

### Coordinate with all utilities to ensure their availability on Site to suit the Contractor’s schedule. The Contractor shall adjust its schedule, at no cost to the Region, to suit the availability of the utility companies.

## Project Milestones

### General: Include the Milestones under Section 01310 – Construction Schedules.

## Facility Operations

### Continuous operation of the Region’s facilities during the course of this Contract is of critical importance to the Region. The Contractor shall schedule and conduct its activities in order to enable the existing facilities to operate continuously and with no impact to service quality, unless specified otherwise in the Contract Documents. In the event of any conflict between construction activities and facility operations, the facility operations shall have priority unless specified otherwise in the Contract Documents.

### [The existing facility operates 24 hours per day, 7 days per week. The Contractor shall take every precaution to avoid interfering with routine plant operation and maintenance and shall reschedule construction operations, if required, at no additional cost to the Region.]

### The Contractor shall coordinate activities on the site and in the existing buildings including pipe connections, building connections, mechanical and electrical connections with Region staff through the Consultant.

### The Contractor shall schedule tie-ins to existing structures, pipelines etc., such that maximum duration of any shutdown does not exceed four hours or as approved by the Region.

### The Contractor shall coordinate lock-out activities of existing equipment with the Consultant and comply with the Region’s safe working procedures.

### The Contractor shall perform the Work continuously during critical connections and changeovers, and as required in order to prevent interruption of the Region’s operations.

### When necessary, the Contractor shall plan, design, and provide various temporary services, utilities, connections, temporary piping and heating, access (vehicular and pedestrian), and similar items in order to maintain the continuous operations of the Region’s facilities.

### The Contractor shall not close any lines, open or close any valves, or take any other action that would affect the operation of existing systems, except as specifically required by the Contract Documents, and only with the prior written authorization of the Region and the Consultant. Such authorization will be considered within two Working Days after receipt of the Contractor’s written request.

### For construction constraints and the suggested sequence of construction, refer to Section 01501 – Construction Sequencing.

### The Contractor shall not proceed with any items of Work affecting the facility’s operation without obtaining the Region’s and the Consultant’s advance written approval of the need for, and duration of, such Work. For all instances of work that will affect the facility’s operations, including the work on the approved Work schedule and any additional or unanticipated shutdown requests, the Contractor must complete and submit the Region’s Request for Shutdown Form to the Consultant with sufficient time to review the request. The Region reserves the right to decline unscheduled shutdown requests due to system conditions or operational issues.

### The Contractor shall give two weeks written notice to the Consultant where the construction schedule requires that a portion of the existing works be taken out of service to facilitate construction.

### Relocation of Existing Facilities:

#### All significant relocations are defined on the Contract Drawings. During construction, it is expected that minor relocations of existing facilities/structures will be necessary and such minor relocations shall be completed by the Contractor at no cost to the Region.

#### The Contractor shall provide the complete relocation of the existing structures and underground facilities, including piping, utilities, equipment, structures, electrical conduit wiring, electrical duct bank, and other necessary items.

#### The Contractor shall use only new materials for relocated facilities/structures which match the materials of the existing facilities/structures, unless otherwise shown or specified in the Contract Documents.

#### The Contractor shall perform the relocations in a way that minimizes the downtime of the Region’s existing facilities.

#### The Contractor shall install new portions of the existing facilities in their relocated positions prior to the removal of the existing facilities, unless otherwise agreed to in advance, by the Consultant and the Region.

### Refer to Section 01501 – Construction Sequencing.

## Adjacent Facilities and Properties

### Examination:

#### After the execution of the Contract and prior to the commencement of the Work at the Site, the Contractor, the Consultant, and any affected utility and property owners shall make a thorough examination of pre-existing conditions including existing buildings, structures, and other improvements in the vicinity of the Work, as applicable, that could be damaged by construction operations.

#### The Contractor shall conduct the pre-construction building survey through an independent third-party firm specializing in such work. The scope of the work for this independent firm shall be approved by the Consultant and Region prior to commencing work.

### Documentation:

#### The Contractor shall record and submit documentation of any observations made on the examination inspections in accordance with subsection 1.11 Construction Photographs in this Section.

#### Upon receipt, the Consultant will review, sign, and return one record copy of the documentation to the Contractor to be kept on file in the field office.

#### Such documentation shall be used as indisputable evidence in ascertaining whether, and to what extent, damage occurred as a result of the Contractor’s operations, and is for the protection of the adjacent property owners, the Contractor, and the Region.

#### The Consultant and Region shall receive the report or reports provided by the third-party firm engaged in the work defined in 1.10.1.2.

## Construction Photographs

### The Contractor shall photographically document all phases of the Work including preconstruction, construction progress every three months for the duration of the contract, and post-construction.

### All photography shall be by a photographer, experienced in shooting interior/exterior construction photos, in daylight and nighttime conditions, and in good and inclement weather.

### The Consultant shall have the right to select the subject matter and vantage point from which any photographs are to be taken.

### Preconstruction and Post construction:

#### After the execution of the Contract and before Work at the Site commences and again upon the issuance of Substantial Performance of the Work, the Contractor shall take photographs of the Site and property adjacent to the perimeter of the Site.

#### Particular emphasis shall be directed to structures both inside and outside of the Site.

#### Format: Create digital scans of the photographs or submit photographs taken with a digital camera with a date and time stamp feature in JPEG format.

### Digital Images:

#### Archive using a commercially available photo management system which is acceptable to the Region.

#### Label each CD/DVD or USB flash drive with the Contract and Region’s name, and the date upon which the images were produced.

### Submit records in accordance with Section 01300 – Submittals.

## Reference Points and Surveys

### Region’s Responsibilities *[Delete if not applicable or amend to suit].:*

#### [Establish a horizontal coordinate system with benchmarks and reference points for the Contractor’s use as necessary in order to lay out the Work.]

#### The location and elevation of control points and benchmarks to be used are shown on the Contract Drawings. The elevations refer to the geodetic datum and coordinates to the NAD-1983 system.

### Contractor’s Responsibilities:

#### Provide all survey and layout required to construct the Work.

#### Check and establish the exact location of the existing facilities prior to the construction of new facilities and any connections thereto.

#### All survey and layout work shall be performed by a professional land surveyor or civil engineer registered in the Province of Ontario.

#### Dimensions shown are based on existing drawings and are approximate. Verify field dimensions and details before commencing the Work and report discrepancies to Consultant immediately.

#### Upon the request of the Consultant, submit survey documentation.

#### Provide competent employee(s), tools, stakes, and other equipment and materials as the Consultant may require in order to:

##### Check the layout, survey, and measurement work performed by Other Contractors.

##### Measure quantities for payment purposes.

## Coordination of Construction

### The Contract Documents shall be interpreted as one Contract and the Contractor shall be wholly responsible for the coordination of construction to complete the Work.

### The Contract Documents shall not be construed or interpreted as being the responsibility of any subtrade, Subcontractor or supplier.

### The Contractor shall examine the work of all Subcontractors and ensure that the condition of the Subcontractor’s work is satisfactory for the completion of any subsequent Work.

### The Contractor shall notify the Consultant immediately of any adverse conditions which may affect subsequent items of Work and shall not proceed with any subsequent items of Work until such conditions are rectified.

### Coordinate architectural, mechanical, electrical and structural work for equipment being installed. Provide openings and embedments in existing walls and structures for pipes and conduits. Cut and make good, or excavate and backfill, as required and in a timely manner so that the work proceeds expeditiously.

### The Contractor shall complete all Commissioning activities as defined in Section 01810 – Equipment Testing and Facility Commissioning.

# PRODUCTS (NOT USED)

# EXECUTION

## General

### The Contractor shall determine and review key personnel and other personnel requirements on a regular basis. The Contractor shall ensure that sufficient and appropriately skilled personnel are available when required for the proper execution of the Work. The Contractor shall provide the Consultant with a list of the contact names and emergency (24 hours a Day/7 Days a week) telephone numbers of key personnel and alternates and the Contractor shall keep the list updated.

**END OF SECTION**