REQUEST FOR TENDERS No. 23-043

Maffeo Sutton Screen Chamber – Access Improvements

ISSUED: June 21, 2023

CLOSING DATE AND TIME:
Tenders are requested to be received at the Closing Location on or before:
3:00 PM (15:00 hrs) Pacific Time on July 18, 2023

Submissions and Questions are to be directed to:

Rob Wood, Project Engineer
Regional District of Nanaimo
4600 Hammond Bay Road
Nanaimo, BC V9T 5A8
250-713-6356
rwood@rdn.bc.ca

Questions are requested at least five (5) business days before the closing date

Non-Mandatory Onsite Information Session
10:00 AM (10:00 hrs) Local Time on June 28, 2023
Maffeo Sutton Park – Screen Chamber
Located in the southwest corner of the Maffeo Sutton Park parking lot,
near the Millstone River Bridge
Nanaimo, BC

Tenders will not be opened in public

Project Introduction

The purpose of this Tender is to solicit submissions from qualified firms to construct a new staircase and install lighting and ventilation to improve the access and working conditions for a bar screen chamber on the Regional District of Nanaimo's (RDN's) Greater Nanaimo Sanitary Sewer Interceptor located in Maffeo Sutton Park.

Instructions to Bidders

ARTICLE 1. Closing Date / Time / Location

Bidders are requested to submit their Tender on or before the closing time of **3:00 PM (15:00 hrs), Pacific Time, July 18, 2023**.

Submission Method:

By Email Only: With "23-043 Maffeo Sutton Screen Chamber – Access Improvements" as the subject line at this electronic address:

rwood@rdn.bc.ca

The RDN will not be responsible for any technological delays. Tenderers are advised to allow themselves enough time to submit their Tender according to these instructions.

Tenders received in any other manner will not be accepted. Tenders will not be opened in public. Unverified tender results will be posted on the RDN website as soon as practical.

ARTICLE 2. Scope of Work

The work includes:

- Construction of an underground concrete stairwell into the existing bar screen chamber, c/w aluminum stairs and hatch, as shown on **Herold Engineering drawings S01 to S05**.
- Installation of a ventilation fan and vent in the existing bar screen chamber. As shown on **Herold Engineering drawings S01 to S03**.
- Supply and installation of lighting and electrical connections required for the lighting and ventilation fan from an electrical panel at the existing siphon chamber to the existing bar screen chamber, as shown on **RB Engineering drawings GNINT 167 and 168**.
- Backfill with native materials excavated from the site, unless noted otherwise (e.g. bedding and road / path structure).
- Provision of temporary construction fencing (6 foot high, steel panel) around the active work area, including laydown.
- Provision of tree protection fencing around the large tree near the bar screen chamber, per City of Nanaimo Manual of Engineering Standards and Specifications available for download at the following link (https://www.nanaimo.ca/doing-business/doing-business-with-the-city/manual-of-engineering-standards-and-specifications).

- Restoration and cleanup of all disturbed areas per City of Nanaimo Manual of Engineering Standards and Specifications.

Contractor's responsibilities:

a) Any and all required permits will be the responsibility of the Contractor, unless noted otherwise.
b) Contractor will need to make their own provisions for power, water and washrooms.
c) Contractor shall perform the Work in a manner that maintains operation of the bar screen chamber. Typically, RDN operations staff visit the chamber weekly to remove debris from the screen. The screen must be accessible to RDN operations staff at all times during construction.
d) Contractor shall coordinate the Work with the operation and maintenance needs of RDN operations staff.
e) Site security is the responsibility of the Contractor.
f) The project is within a known archaeological site, reference **Appendix C** for further information. The Contractor shall follow the direction of the RDN's archaeological monitor regarding the archaeological requirements for excavation. All excavated materials, not including asphalt and sod, shall be stockpiled onsite unless directed otherwise by the RDN's archaeological monitor. Excavation work shall be performed on an hourly basis, as denoted in the Tender Form.
g) The work must commence on or after **September 5, 2023** and be Substantially Complete by **December 15, 2023**.

RDN's responsibilities:

a) Provision of archaeological monitoring and permitting.
b) Supply of the ventilation fan.
c) Supply of the carbon filter for the vent.

ARTICLE 3. Site Visit

A non-mandatory site meeting is scheduled for **10:00 AM on June 28, 2023** at the bar screen chamber, located in the southwest corner of the Maffeo Sutton Park parking lot, near the Millstone River Bridge. Reference the Key Plan on **Herold Engineering drawing S01** for a map of the location.

It is the responsibility of the potential contractors to be familiar with the site to determine the existing conditions, layouts and limitations and ask any questions. In submitting a tender, the contractor confirms that he/she has viewed the site and the tender includes any equipment, materials and labour necessary for this project. The contractor will rely entirely upon his/her own judgment in submitting a tender and include a sum sufficient to cover all items required for the contract.

ARTICLE 4. Examine Documents and Site

The Tenderer must carefully examine the Contract Documents and the site of the proposed works, judging for and satisfying himself as to the probable conditions to be encountered. Should a Tenderer find discrepancies in, or omissions from the drawings or other documents, or should he be in doubt as to their meaning, he should, prior to submitting his tender, notify the REGIONAL DISTRICT in writing. The Tenderer may not claim, after the submission of a tender, that there was any misunderstanding with respect to the conditions imposed by the documents. No verbal agreement or conversation made or had at any time with any officer, agency or employee of the Owner shall affect or modify any of the terms or obligations herein stated, or, deemed to be any representation of warranty.

Article 5. Addenda
If the REGIONAL DISTRICT determines that an amendment is required to this TENDER, the REGIONAL DISTRICT will post an addendum on the RDN (https://www.rdn.bc.ca/current-bid-opportunities) and BC Bid (www.new.bcbid.gov.bc.ca) websites. Each addendum will be incorporated into and become part of the TENDER. No amendment of any kind to the TENDER is effective unless it is contained in a written addendum issued by the REGIONAL DISTRICT. It is the sole responsibility of the Tenderer to check and ensure all addendums are included prior to submitting their final Tender submission.

ARTICLE 6. Tender Price
All pricing is to be in Canadian Dollars. Prices shall be filled in where indicated on the Tender Form. In the event of a price extension discrepancy when calculating the total contract value, the REGIONAL DISTRICT reserves the right to correct the totals.

ARTICLE 7. Federal and Provincial Sales Taxes
Prices shall include provincial sales tax payable on all applicable materials and equipment incorporated in the work. GST is not to be included in the price. GST shall be shown separately on the Tender Form based on the total contract value.

ARTICLE 8. Tender Signing
The tender must be executed by an authorized signatory in a position to legally bind their Company to the information contained in the Tender Form.

ARTICLE 9. Revisions to Tenders
Any revision to the tender by the Tenderer must be in writing properly executed and received prior to the posted closing date and time as per the submission instructions outlined in **Article 1**.

Multiple Revisions
Where a Tenderer submits multiple revisions to the original tender price, each revision should be numbered sequentially by the Tenderer. Unless the Tenderer clearly stipulates to the contrary on the face of the revision, each successive revision will nullify and replace any previous revision to the identified item or tender price.

Unclear or Ambiguous Revisions
If in the opinion of the REGIONAL DISTRICT, any revision is unclear, ambiguous as to meaning or intent, or does not comply with the requirements of this article, that revision will be disregarded and the original tender price, or the tender price determined by consideration of any other revisions will prevail. The REGIONAL DISTRICT, its employees and agents will not assume any responsibility for timely receipt of any revisions.

ARTICLE 10. Tender Withdrawal
A Tenderer may, without prejudice to himself, withdraw his tender on written request received prior to the posted closing date and time as per the submission instructions outlined in **Article 1**.

ARTICLE 11. Tender Rejection

.1 The REGIONAL DISTRICT reserves the right to reject any or all tenders, or, accept other than the lowest tender and to accept the tender which it deems most advantageous.

.2 The REGIONAL DISTRICT may reject a tender if:

a) After investigation and consideration, the REGIONAL DISTRICT concludes that the Tenderer is not qualified to do the work and/or cannot do the work and perform the Contract in a manner satisfactory to the REGIONAL DISTRICT.

b) A tender contains qualifying conditions or otherwise fails to conform to these Instructions to Tenderers.

c) A tender is incomplete, is considered incomplete in the Instructions to Tenderers, is obscure or irregular, which has erasures or corrections in the Tender Form, in which prices are omitted or are unbalanced, or which has an insufficient or irregular surety.

d) The REGIONAL DISTRICT may, in its absolute discretion, reject a Tender submitted by Tenderer if the Tenderer, or any officer or director of the Tenderer is or has been engaged either directly or indirectly through another corporation in a legal action against the REGIONAL DISTRICT, its elected or appointed officers and employees in relation to:

- any other contract for works or services; or
- any matter arising from the REGIONAL DISTRICT's exercise of its powers, duties, or functions under the Local Government Act or another enactment within five years of the date of this Call for Tenders.

In determining whether to reject a tender under this clause, the REGIONAL DISTRICT will consider whether the litigation is likely to affect the Tenderer's ability to work with the REGIONAL DISTRICT, its consultants and representatives and whether the REGIONAL DISTRICT's experience with the Tenderer indicates that the REGIONAL DISTRICT is likely to incur increased staff and legal costs in the administration of this contract if it is awarded to the Tenderer.

.3 The REGIONAL DISTRICT may reject all tenders if for any reason the REGIONAL DISTRICT considers to be in its best interest to do so, including without limitation for any of the following reasons;

a) the lowest tender that the REGIONAL DISTRICT considers otherwise acceptable is higher than the funds budgeted or otherwise available for the project;

b) the REGIONAL DISTRICT decides not to proceed with the project or to defer the project;

c) the REGIONAL DISTRICT is delayed in obtaining, or is unable to obtain, all approvals or consents it considers necessary, whether required by law or otherwise.

.4 The REGIONAL DISTRICT reserves the right to consider and to reject any tender or all tenders without notice to a Tenderer or Tenderers and without permitting a Tenderer to provide additional information.

.5 In no event will the REGIONAL DISTRICT be responsible for a Tenderer's costs of preparing or submitting a tender.

ARTICLE 12. Award
Awards shall be made on tenders that will give the greatest value based on quality, service, and price. The Owner will, following receipt of an acceptable tender, issue in writing a Notice of Intent to Award to the successful Tenderer.

ARTICLE 13. Form of Agreement
The Agreement and General Conditions of the contract are enclosed at the end of this document. Proponents should carefully review this form of Contract. Proponents may (but are not required to) request that RDN consider revisions to the form of Contract. Proponents should submit such requests to the RDN well before the Closing Date and Time. If the RDN agrees to a request received prior to the Time, then RDN will issue an Addendum to modify the Contract. Failure to do so means acceptance of the agreement as presented.

ARTICLE 14. No Claim for Compensation
Except as expressly and specifically permitted in these Instructions to Tenderers, no Tenderer shall have any claim for any compensation of any kind whatsoever, as a result of participating in the tender, and by submitting a bid each Tenderer shall be deemed to have agreed that it has no claim.

ARTICLE 15. Solicitation of Board Members
"If a member of the Board, or a person who was a member of the Board in the previous six months has a direct or indirect interest in the contract, then the Tenderer shall report this to the REGIONAL DISTRICT in accordance with Section 107 of the *Community Charter* upon being notified of the award of the contract.

The Tenderer warrants and represents that it has not received any information or a record from any Board member or former Board member contrary to Section 108 of the *Community Charter*." The successful Tenderer will be required to direct all communications related to their contract through the staff members responsible for the project.

ARTICLE 16. WorkSafeBC Prime Contractor
The successful Tenderer is designated as the Prime Contractor and shall fulfill the Prime Contractor responsibilities as defined in:

a) WorkSafeBC *Occupational Health and Safety Regulation,* Notice of project, Section 20.2, and Coordination of multiple employer workplaces, Section 20.3;
b) *Workers Compensation Act* (BC), Coordination at multiple-employer workplaces, Part 2, Division 4, Section 24; and
c) General Requirements, Section 3.10 WorkSafeBC.

The Prime Contractor will be required to coordinate the safety of all workers on the work site, including their employees, their subcontractors, REGIONAL DISTRICT work crews and their contractors, and private utilities, (such as BC Hydro, Telus, Shaw and FortisBC).

Prior to commencing work, the successful Tenderer will be required to provide the REGIONAL DISTRICT with its latest WorkSafeBC Clearance Letter demonstrating it is a member in good standing and its remittance is up to date. Otherwise, no work can commence until the Tenderer is either reinstated in

good standing or if the REGIONAL DISTRICT decides to cancel the agreement because this would result in an unacceptable time delay.

ARTICLE 17. Freedom of Information and Protection of Privacy Act
All documents submitted to the REGIONAL DISTRICT will be held in confidence by the REGIONAL DISTRICT, subject to the provisions of the Province of British Columbia's *Freedom of Information and Protection of Privacy Act.*

ARTICLE 18. Hours of Work
Tenderer is advised that no work will be permitted outside the hours defined below:

Before 7:00 a.m. or after 6:00 p.m., Monday to Saturday and before 9:00 a.m. or after 5:00 p.m., on Sundays and Statutory Holidays.

ARTICLE 19. Conflict of Interest
The Bidder declares that it has no financial interest, directly or indirectly in the business of any third party that would be or be seen to be a conflict of interest in carrying out the services. It warrants that neither it nor any of its officers or directors, or any employee with authority to bind the Bidder, has any financial or personal relationship or affiliation with any elected official or employee of the REGIONAL DISTRICT or their immediate families which might in any way be seen to create a conflict.

ARTICLE 20. Collusion
The Bidder shall not engage in collusion of any sort and shall ensure that no person or other legal entity, other than the Bidder has an interest in the Bidder's submission and prepare the submission without any knowledge of, comparison of figures with, or arrangement with any other person or firm preparing a Submission for the same work.

ARTICLE 21. Bonding
A bid bond is not required; however, the successful Bidder must provide a Performance Bond and Labour and Material Payment Bond per the requirements outlined in the sample Form of Contract (**Appendix D**).

ARTICLE 22. Appendices
Below is a list of appendices that form a part of the Tender Documents and that will be included in the Contract Documents.

- **Appendix A** – Tender Form
- **Appendix B** – Tender Drawings
- **Appendix C** – Archaeological Site Information
- **Appendix D** – Form of Contract
- **Appendix E** – WWS-COM-10.1 Contractor-Supplier Package – EMS Requirements
- **Appendix F** – Prime Contractor Preconstruction Meeting Form

REGIONAL DISTRICT OF NANAIMO

ESTABLISHED 1967

Appendix A
Tender Form

TENDER FORM
23-043 Maffeo Sutton Screen Chamber – Access Improvements

Date: _____

Company Name:_____

Address: _____

Telephone:_____ Email: _____

To: Regional District of Nanaimo
Rob Wood, Project Engineer
rwood@rdn.bc.ca

Having examined the Project site and having all of the tender documents including any addenda issued as supplements thereto, we hereby offer to perform the Work set forth in the aforesaid documents for the Stipulated Contract Price. Prices include the Contractor's labour, material, equipment, material costs, overhead and profit, all taxes, and duties, and shall represent the cost to the Owner of such charges excluding GST which shall be shown separately.

Mob / Demob	$_____
Civil / Structural	$_____
Electrical	$_____
Bonding & Insurance	$_____
Subtotal	$_____
GST (5%)	$_____
Total Stipulated Contract Price	$_____

Hourly Excavation Work (HEW):

a) All HEW shall be paid for on an hourly basis due to archaeological monitoring requirements. **The HEW is not to be included in the Total Stipulated Contract Price.** Based on the submitted rates, a change order for the HEW will be negotiated with the successful contractor.
b) Tenderer's are to submit a schedule of applicable equipment and labour rates for the HEW.
c) In any event, the RDN shall not pay more than the applicable rates for equipment listed in the latest edition of the BC Blue Book Equipment Rental Rate Guide.
d) The schedule of equipment and labour rates will not form part of the evaluation of the tender.
e) The HEW shall include excavation below the level of surface works, such as asphalt, concrete, and sod, only and will include stockpiling and other material handling and transport as directed by the RDN's archaeological monitor.

TENDER FORM
23-043 Maffeo Sutton Screen Chamber – Access Improvements

f) For further clarity, the following items are **not included in the HEW** and shall be included in the Total Stipulated Contract Price:
   a. Mob / demob of equipment.
   b. Saw-cutting, removal and restoration of asphalt, concrete, and other surface works.
   c. Removal and restoration of sod.
   d. Subgrade compaction (where required), bedding and backfill.

ACCEPTANCE

.1 The tender is open to acceptance for a period of sixty (60) calendar days from the date of bid closing.

.2 Submission of this Bid implies acceptance of the existing conditions at the site.

.3 We understand that the lowest or any Bid will not necessarily be accepted. The Owner may also elect not to proceed with the Project.

.4 The Owner reserves the right to waive minor defects or irregularities in the bid.

.5 We agree to be designated as the Prime Contractor for this project per WorkSafeBC OH&S Regulations and have the necessary qualifications and are willing to accept the responsibilities as Prime Contractor for the project.

.6 We can complete the work by **December 15, 2023.**

Company: _____

Signature: _____
(Authorized Officer)

Printed: _____
(Authorized Officer)

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Appendix B
Tender Drawings

GENERAL NOTES:

GENERAL

1. DESIGN LOADS

LIVE LOAD: 4.8 KPa PER BC BUILDING CODE 2018.

SNOW LOAD: Ss = 2.1 KPa
Sr = 0.4 KPa

2. READ STRUCTURAL DRAWINGS IN CONJUNCTION WITH ALL OTHER CONTRACT DRAWINGS AND DOCUMENTS. REPORT ANY CONFLICTS TO THE ENGINEER BEFORE COMMENCING WORK.
3. VERIFY ALL DIMENSIONS AND ELEVATIONS PRIOR TO CONSTRUCTION.
4. NOTIFY ENGINEER 48 HOURS IN ADVANCE FOR INSPECTION OF STRUCTURAL CONNECTIONS BEFORE COVERING UP.
5. CONTRACTOR'S RESPONSIBILITY: THESE DRAWINGS SHOW COMPLETED STRUCTURAL COMPONENTS. THE REQUIRED TEMPORARY BRACING AND SHORING TO PERFORM THE WORK SAFELY IS THE RESPONSIBILITY OF THE CONTRACTOR.
6. ENVIRONMENTAL WORK PROCEDURES, TIMING, AND SPECIAL PRECAUTIONS SHALL BE IN ACCORDANCE WITH THE REQUIREMENTS AND LIMITATIONS OF THE FEDERAL DEPARTMENT OF FISHERIES AND OCEANS, AND THE PROVINCIAL MINISTRY OF WATER, LAND AND AIR PROTECTION.
7. SUBMIT SHOP DRAWINGS FOR REVIEW PRIOR TO FABRICATION.
8. ELEVATIONS ARE IN METRES AND DIMENSIONS ARE IN MILLIMETRES.
9. UNDER NO CIRCUMSTANCES ARE DRAWINGS TO BE SCALED.
10. QUALITY ASSURANCE QUALIFICATION OF CONTRACTOR AND SUPERINTENDENT: THE CONTRACTOR SHALL BE FULLY CONVERSANT WITH ALL SAFETY PROCEDURES AND REGULATIONS RELATING TO CONSTRUCTION, AND SHALL EMPLOY STAGING AND OTHER SAFETY PROVISIONS AS SPECIFIED ELSEWHERE AND REQUIRED BY WORKSAFE BC REGULATIONS.

DEMOLITION

1. ALL MATERIAL FROM EXISTING STRUCTURES TO BE DISPOSED OF BY THE CONTRACTOR IN ACCORDANCE WITH ALL LOCAL, PROVINCIAL AND FEDERAL REGULATIONS.
2. DEMOLITION OF EXISTING STRUCTURES TO BE CARRIED OUT IN ACCORDANCE WITH CSA S350-M1580, CODE OF PRACTICE FOR SAFETY IN DEMOLITION OF STRUCTURES.

ENVIRONMENTAL CONSTRUCTION REQUIREMENTS

1. ALL TREES AND ROOTS TO BE PRESERVED WHERE POSSIBLE. ALL DISTURBED AREAS TO BE RESEEDED WITH NATIVE GRASS MIX. ANY SHRUBS OR TREES REMOVED MUST BE REPLACED AND THE AREA IS TO BE COVERED IN STRAW MULCH UPON COMPLETION.

CAST-IN-PLACE CONCRETE

1. ALL CONCRETE WORK SHALL CONFORM TO THE REQUIREMENTS OF CAN/CSA A23.1 AND A23.2.
2. CONCRETE MIXES SHALL CONFORM TO CAN/CSA A23.1 AND A23.2 AND SHALL HAVE THE FOLLOWING PROPERTIES:

CLASS	56 DAY STRENGTH	MAXIMUM AGGREGATE SIZE	MAXIMUM SLUMP	AIR CONTENT	EXPOSURE
ALL ITEMS	35 MPa	19mm	75mm	4% TO 7%	A-1, S-3

3. REINFORCING STEEL TO CONFORM TO CSA SPECIFICATION G30.18M, GRADE 400, UNLESS NOTED OTHERWISE.
4. LAP OF BARS FOR SPLICES TO BE 40 x BAR DIAMETER, UNLESS NOTED OTHERWISE.
5. PROVIDE A 20mm CHAMFER ON ALL EXPOSED EDGES OF CONCRETE, UNLESS NOTED OTHERWISE.
6. CONCRETE FINISHES SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1.
7. ALL CONCRETE CURING SHALL BE IN ACCORDANCE WITH CAN/CSA A23.1. SPECIAL PRECAUTIONS SHALL BE TAKEN AS NOTED IN CSA A23.1 FOR PLACING AND CURING CONCRETE ABOVE 27° C AND BELOW 5° C.
8. MINIMUM CONCRETE COVER TO REINFORCING SHALL BE 75mm, UNLESS NOTED OTHERWISE.

GROUT

1. GROUT TO BE NON SHRINK, NON METALLIC, 50MPa @ 28 DAYS.

ALUMINUM

1. ALL STAIR, HANDRAIL AND LID MATERIAL TO BE ALUMINUM UNLESS NOTED OTHERWISE. ALUMINUM SHALL BE 6061-T6.
2. STRUCTURES TO BE DESIGNED AND FABRICATED IN ACCORDANCE WITH CAN3-S157-M83.
3. WELDING SHALL BE IN ACCORDANCE WITH CSA W59.2-M 1991.
4. PROVIDE A MINIMUM 6mm FILLET WELD OR EQUIVALENT FOR CONNECTIONS, UNLESS NOTED OTHERWISE.
5. GRIND SMOOTH ALL SHARP EDGES.
6. FOR CORROSION PROTECTION: WHERE ALUMINUM IS IN CONTACT WITH CONCRETE, A TEFLON PAD SHALL BE INSTALLED AS A BARRIER BETWEEN THE DISSIMILAR ITEMS.

STRUCTURAL STEEL

1. ALL BEAM, GAS SPRING MOUNTS AND EMBEDDED LEDGERS ARE TO BE STAINLESS STEEL.
2. ALL STEEL WORK SHALL BE IN ACCORDANCE WITH CSA-S16 AND THE REVIEWED SHOP DRAWINGS.
3. THE STEEL FABRICATOR SHALL SUBMIT SHOP DRAWINGS AS SPECIFIED UNDER 'SUBMITTALS' TO THE PROJECT ENGINEER FOR REVIEW PRIOR TO FABRICATION. SHOP DRAWINGS SHALL INDICATE ALL DETAILS, FASTENERS, MATERIAL SPECIFICATIONS, FINISHES AND DESIGN LOADS.
4. A COPY OF THE FABRICATOR'S CANADIAN WELDING BUREAU CERTIFICATES SHALL BE INCLUDED WITH THE SHOP DRAWING SUBMISSION.
5. ALL WELDING SHALL BE IN ACCORDANCE WITH CSA W59. FABRICATING SHOP TO HAVE A MINIMUM DIVISION 2.1 CERTIFICATION BY THE CANADIAN WELDING BUREAU TO THE REQUIREMENTS OF CSA W47.1. THE FABRICATOR SHALL SUBMIT PROOF OF CERTIFICATION PRIOR TO START OF WORK.
6. ALL WELDING ELECTRODES SHALL CONFORM TO CSA W48.
7. JOINTS THAT ARE TO BE WELDED SHALL BE KEPT FREE OF ALL FOREIGN MATTER INCLUDING PAINT, PRIMER OR OTHER COATINGS WHICH COULD BE DETRIMENTAL TO ACHIEVING A SOUND WELDMENT.
8. CONNECTIONS DETAILED ON THESE STRUCTURAL DRAWINGS SHALL BE FABRICATED AND ERECTED AS SHOWN. ALTERNATIVES MAY BE CONSIDERED AT THE SOLE DISCRETION OF THE STRUCTURAL ENGINEER OF RECORD BUT MUST BE PRE-APPROVED BY SAME. WHERE AN ALTERNATIVE IS APPROVED IT SHALL BE AT NO ADDITIONAL COST TO THE OWNER AND SHALL NOT NEGATIVELY IMPACT THE CONSTRUCTION SCHEDULE.
9. FABRICATOR SHALL INCREASE WELD SIZES TO ACCOMMODATE SLOT WIDTHS SO THAT LEG SIZE AS SPECIFIED IS FULLY ON STEEL CONNECTION ELEMENT. FINAL WELD SIZE TO BE SHOWN ON THE SHOP DRAWINGS.
10. BOLTS AND ANCHOR RODS SHALL BE LONG ENOUGH THAT THE END OF THE BOLT OR ROD IS OUTSIDE THE FACE OF THE NUT.
11. DO NOT FIELD BURN BASE PLATE HOLES OR CONNECTION BOLT HOLES UNLESS APPROVED IN WRITING BY THE ENGINEER. NO FIELD CUTTING OR ALTERATION OF STRUCTURAL MEMBERS IS TO OCCUR WITHOUT THE PRIOR WRITTEN APPROVAL OF THE ENGINEER
12. IF ANCHOR BOLTS ARE MISPLACED OR BOLT HOLES MISALIGNED, INFORM THE ENGINEER.
13. PROVIDE STRUCTURAL STEEL WITH THE FOLLOWING GRADES:

- CHANNELS AND ANGLES — 304 STAINLESS STEEL TO ASTM A276
- MISCELLANEOUS STEEL PLATES — 304 STAINLESS STEEL TO ASTM A276
- VENT PIPE — ASTM A53 GRADE A

14. BOLT SIZING SHALL BE AS NOTED ON DRAWINGS AND DETAILS WITH THE FOLLOWING GRADES:

- PROVIDE BOLTS TO ASTM F593-C, STAINLESS STEEL 304. USE ANTI-SEIZE COMPOUND INTENDED FOR STAINLESS STEEL APPLICATIONS ON BOLT THREADS PRIOR TO INSTALLATION.

15. VENT PIPE SHALL BE HOT DIPPED GALVANIZED IN ACCORDANCE WITH CAN/CSA STANDARD G164, UNLESS NOTED OTHERWISE.

ADHESIVE ANCHORS

1. ALL ANCHORS ARE TO BE INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S WRITTEN INSTRUCTIONS.
2. UNLESS NOTED OTHERWISE ADHESIVE ANCHORS SHALL BE HILTI 'HAS' ROD. REFER TO DRAWINGS FOR ANCHOR LOCATIONS, SIZES, CENTRES AND EMBEDMENT LENGTH. USE HILTI HY200 MAX OR HILTI HIT RE500 ADHESIVE AS NOTED BELOW.

USE HILTI HIT HY-200 MAX WHEN;
A QUICK CURE IS REQUIRED,
CONDITIONS ARE DRY,
HOLES ARE HAMMER DRILLED,
HOLES ARE NOT OVER-SIZED,
BASE MATERIAL TEMPERATURE IS ABOVE 5° CELSIUS.

USE HILTI HIT RE-500 WHEN;
EXTENDED WORKING TIME IS REQUIRED AND CURE TIME IS NOT CRITICAL,
HOLES ARE DRILLED USING DIAMOND CORE, PNEUMATIC OR HAMMER DRILLS,
DEEP EMBEDMENT IS SPECIFIED,
THE APPLICATION IS UNDERWATER, OR HOLES ARE OVERSIZED.

HOLES FOR ADHESIVE ANCHORS SHALL BE CLEANED OUT WITH HIGH PRESSURE AIR AND THEN A BRUSH PRIOR TO ANCHOR INSTALLATION.

INSTALLERS OF HILTI PRODUCTS SHALL HAVE RECEIVED TRAINING BY HILTI (CANADA) CORP. IN THE USE OF THE SPECIFIED PRODUCTS. THE GENERAL CONTRACTOR SHALL PROVIDE THE DESIGN ENGINEER WITH A LETTER STATING THAT THIS TRAINING HAS BEEN COMPLETED.

WATERSTOPS

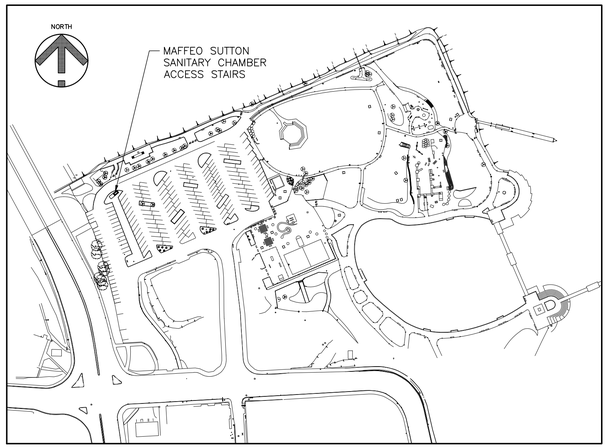
1. ALL WATERSTOPS ARE TO BE SIKA HYDROTITE TYPE CJ-0725.
2. MINIMUM CLEAR COVER TO WATERSTOPS SHALL BE 75mm.

ABBREVIATIONS

CL.	–	CLEAR
℄	–	CENTRELINE
CP.	–	COMPLETE PENETRATION
C/W	–	COMPLETE WITH
DWG.	–	DRAWING
EL.	–	ELEVATION
HEL	–	HEROLD ENGINEERING LIMITED
I.D.	–	INSIDE DIAMETER
LLH	–	LONG LEG HORIZONTAL
LLV	–	LONG LEG VERTICAL
MAX.	–	MAXIMUM
MIN.	–	MINIMUM
NO.	–	NUMBER
N.T.S.	–	NOT TO SCALE
OPP.	–	OPPOSITE
PL	–	PLATE
R	–	RADIUS
RDN	–	REGIONAL DISTRICT OF NANAIMO
SIM.	–	SIMILAR
S.S.	–	STAINLESS STEEL
STD.	–	STANDARD
T.O.	–	TOP OF
TYP.	–	TYPICAL
U/S	–	UNDERSIDE
U.N.O.	–	UNLESS NOTED OTHERWISE
WP	–	WORK POINT

STRUCTURAL DRAWING LIST

RDN DRAWING NO.	HEL DRAWING NO.	DESCRIPTION
–	0837-092-S01	GENERAL NOTES
–	0837-092-S02	GENERAL ARRANGEMENT
–	0837-092-S03	CONCRETE STAIRWELL
–	0837-092-S04	STAIRCASE, BEAM AND GAS SPRING MOUNTS
–	0837-092-S05	LID AND HANDRAIL



KEY PLAN – MAFFEO SUTTON PARK
N.T.S.

NOT FOR CONSTRUCTION

REFERENCE DRAWINGS

DRAWING NO	DRAWING DESCRIPTION/TITLE	REF
-	-	1

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REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD
C	22/12/12	CLIENT REVIEW	JJMC	PPK	MGCS
B	22/07/26	COORDINATION	JJMC	PPK	MGCS
A	22/07/05	CLIENT REVIEW	JJMC	PPK	MGCS

REGIONAL DISTRICT OF NANAIMO

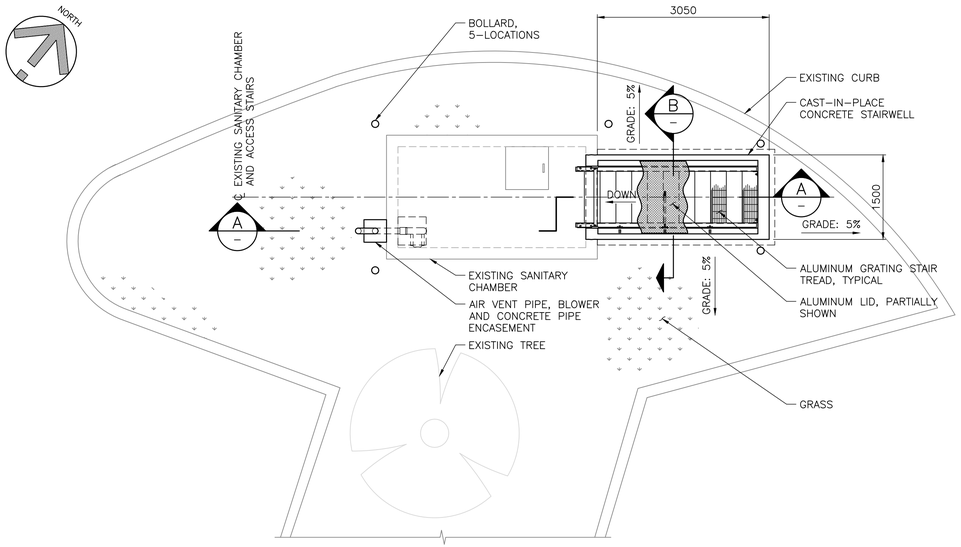
CONSULTANT HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250-751-8558 Fax: 250-751-8559
Email: mail@heroldengineering.com
HEROLD PROJECT #: 0837-092

TITLE: **GENERAL NOTES**

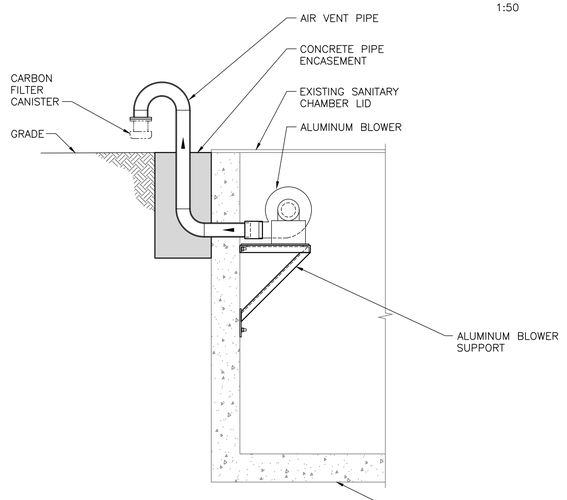
PROJECT NO:	0837-092	DSGN:	JJMC	DATE:	22/04/01
RDN PROJECT NO:	79-56684				
DRAWING SIZE:	ANSI "D"	CHKD:	PK	DATE:	22/04/01
SCALE:	AS NOTED	APVD:	CDW	DATE:	22/04/01

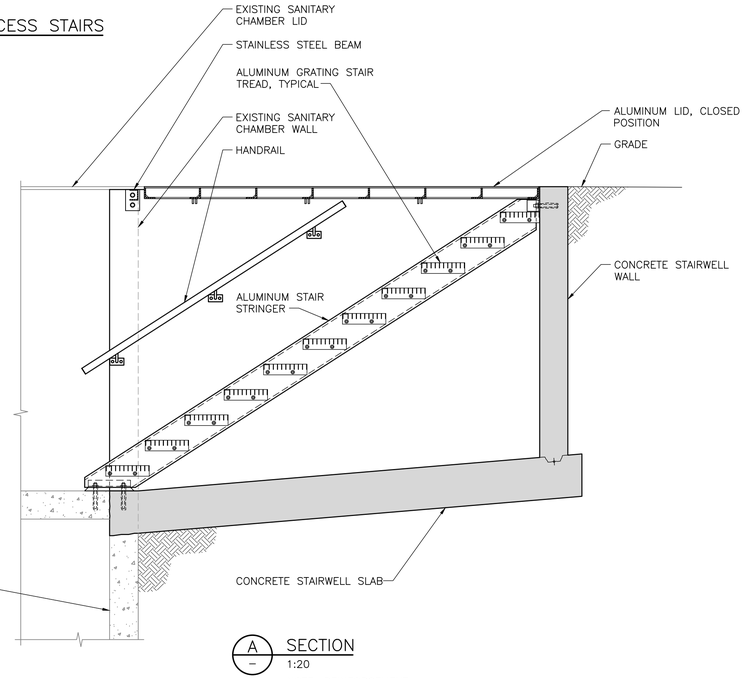
PROJECT: **MAFFEO SUTTON SANITARY CHAMBER ACCESS STAIRS**

DWG NO: **S01** REV: **C**

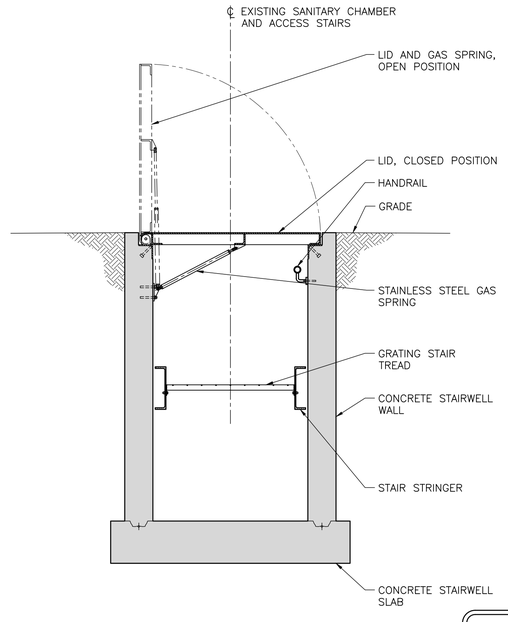


PLAN – ACCESS STAIRS
1:50





A – SECTION
1:20
NOTE: REINFORCEMENT NOT SHOWN.



B – SECTION
1:20
NOTE: REINFORCEMENT NOT SHOWN.

NOT FOR CONSTRUCTION

NOTES:

1. FOR GENERAL NOTES, SEE DWG. S01.

REFERENCE DRAWINGS		
DRAWING NO	DRAWING DESCRIPTION/TITLE	REF
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B	22/07/26	COORDINATION	JJMC	PPK	MGCS
A	22/07/05	CLIENT REVIEW	JJMC	PPK	MGCS

REGIONAL DISTRICT OF NANAIMO

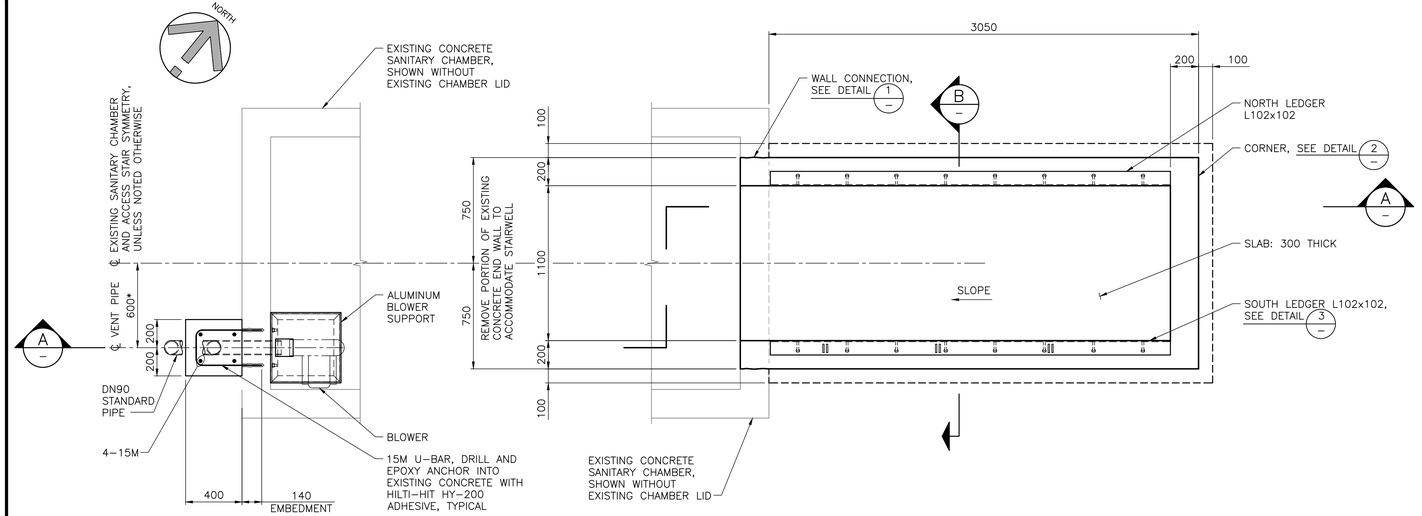
CONSULTANT
HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250–751–8558 Fax: 250–751–8559
Email: mail@heroldengineering.com
HEROLD PROJECT #: 0837–092

TITLE: **GENERAL ARRANGEMENT**

PROJECT: **MAFFEO SUTTON SANITARY CHAMBER ACCESS STAIRS**

PROJECT NO:	0837-092	DSGN:	JJMC	DATE:	22/04/01
RDN PROJECT NO:	79-56684				
DRAWING SIZE:	ANSI "D"	CHKD:	PK	DATE:	22/04/01
SCALE:	AS NOTED	APVD:	CDW	DATE:	22/04/01

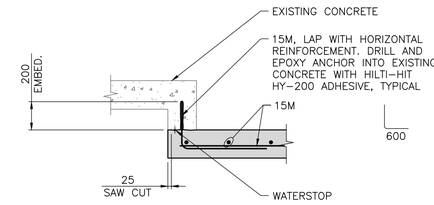
DWG NO: **S02**
REV: **C**



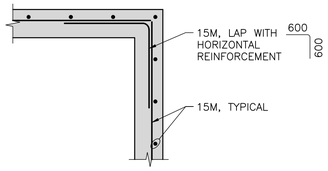
* DIMENSION TO SUIT BLOWER. DESIGN INTENT IS FOR BLOWER TO BE SITUATED IN CORNER OF CHAMBER.

PLAN
1:20

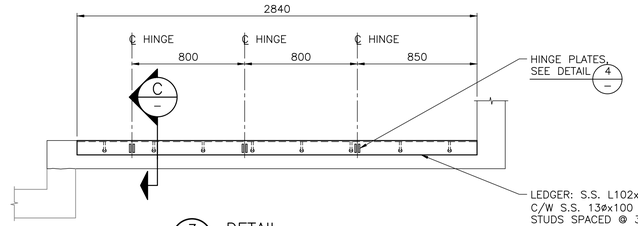
NOTE: CONCRETE STAIRWELL IS SYMMETRICAL, UNLESS NOTED OTHERWISE.



1 DETAIL
1:20

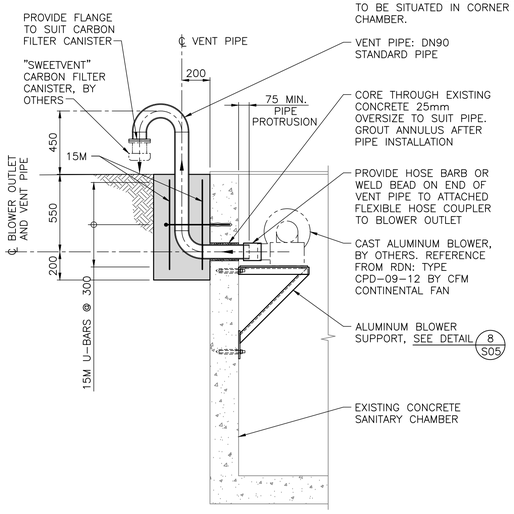


2 DETAIL
1:20

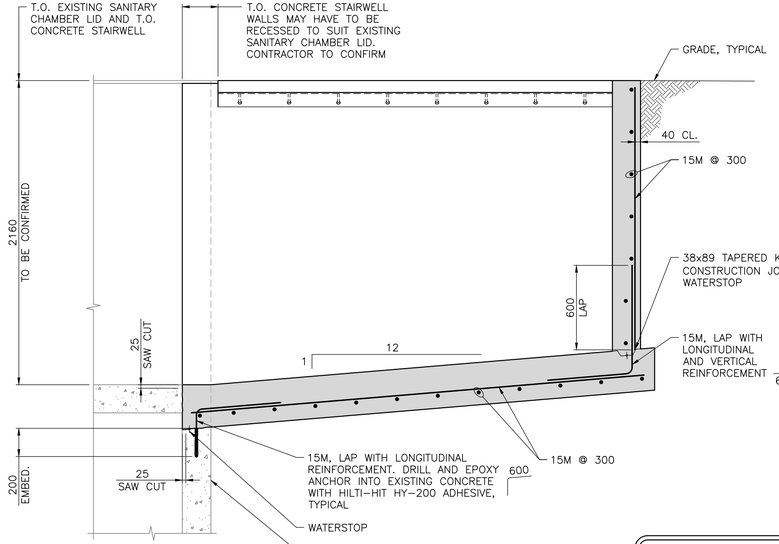


3 DETAIL
1:20

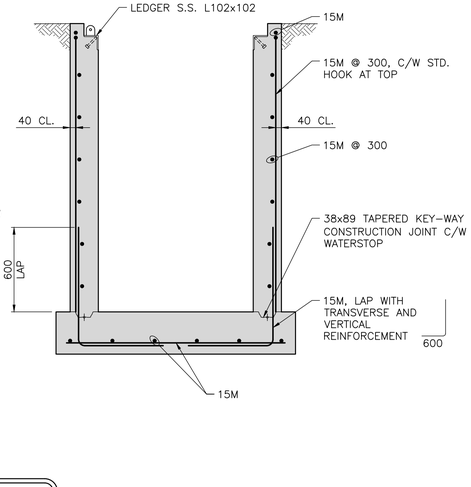
NOTE: SOUTH LEDGER SHOWN. NORTH LEDGER IS OPPOSITE HAND. HINGE PLATES ARE ONLY ON SOUTH LEDGER.

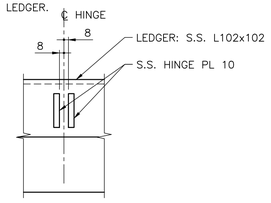


A SECTION
1:20

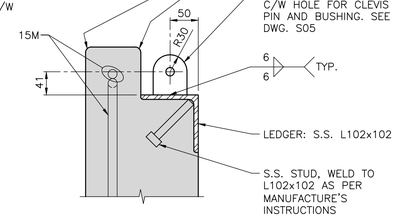


B SECTION
1:20





4 DETAIL
1:5



C SECTION
1:5

NOTES:

1. FOR GENERAL NOTES, SEE DWG. S01.

NOT FOR CONSTRUCTION

REFERENCE DRAWINGS		
DRAWING NO	DRAWING DESCRIPTION/TITLE	REF
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B	22/07/26	COORDINATION	JJMC	PPK	MGCS
A	22/07/05	CLIENT REVIEW	JJMC	PPK	MGCS

REGIONAL DISTRICT OF NANAIMO

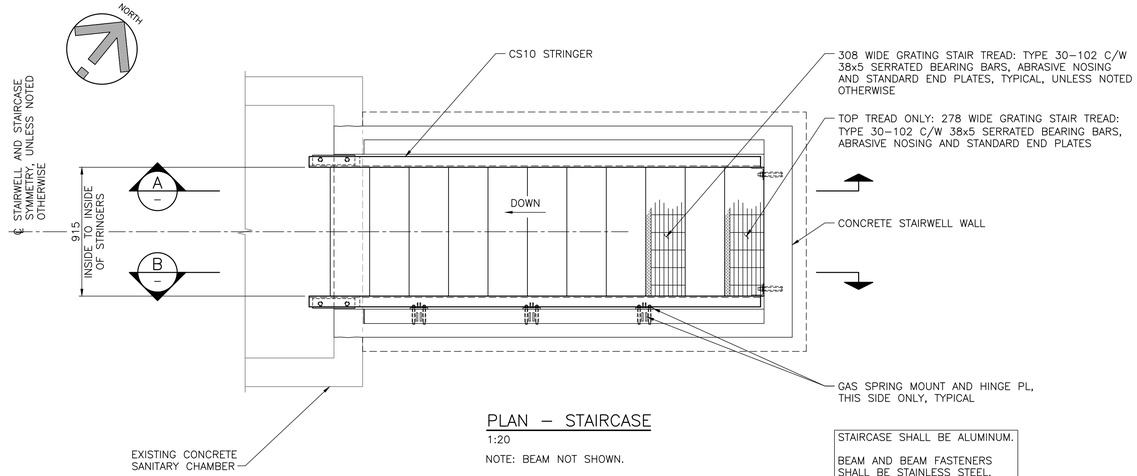
CONSULTANT
HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250–751–8558 Fax: 250–751–8559
Email: mail@heroldengineering.com
HEROLD PROJECT #: 0837–092

TITLE: **CONCRETE STAIRWELL**

PROJECT: **MAFFEO SUTTON SANITARY CHAMBER ACCESS STAIRS**

PROJECT NO:	0837-092	DSGN:	JJMC	DATE:	22/04/01
RDN PROJECT NO:	79-56684				
DRAWING SIZE:	ANSI "D"	CHKD:	PK	DATE:	22/04/01
SCALE:	AS NOTED	APVD:	CDW	DATE:	22/04/01

DWG NO: **S03** REV: **C**



PLAN – STAIRCASE

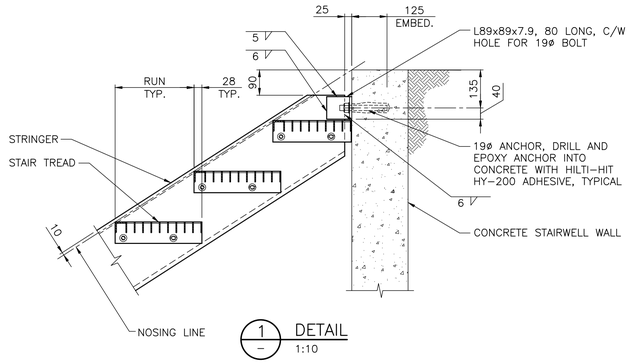
1:20

NOTE: BEAM NOT SHOWN.

STAIRCASE SHALL BE ALUMINUM.

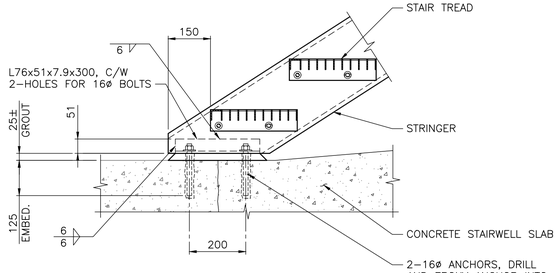
BEAM AND BEAM FASTENERS SHALL BE STAINLESS STEEL.

GAS SPRING MOUNTS SHALL BE STAINLESS STEEL.



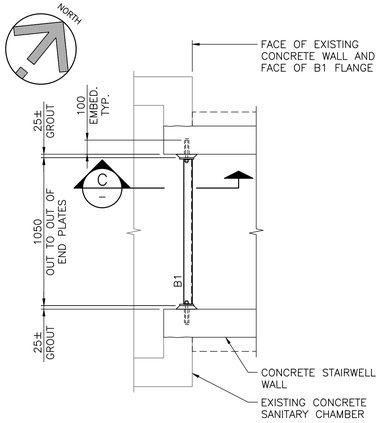
1 DETAIL

1:10



2 DETAIL

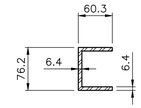
1:10



PLAN – BEAM

1:20

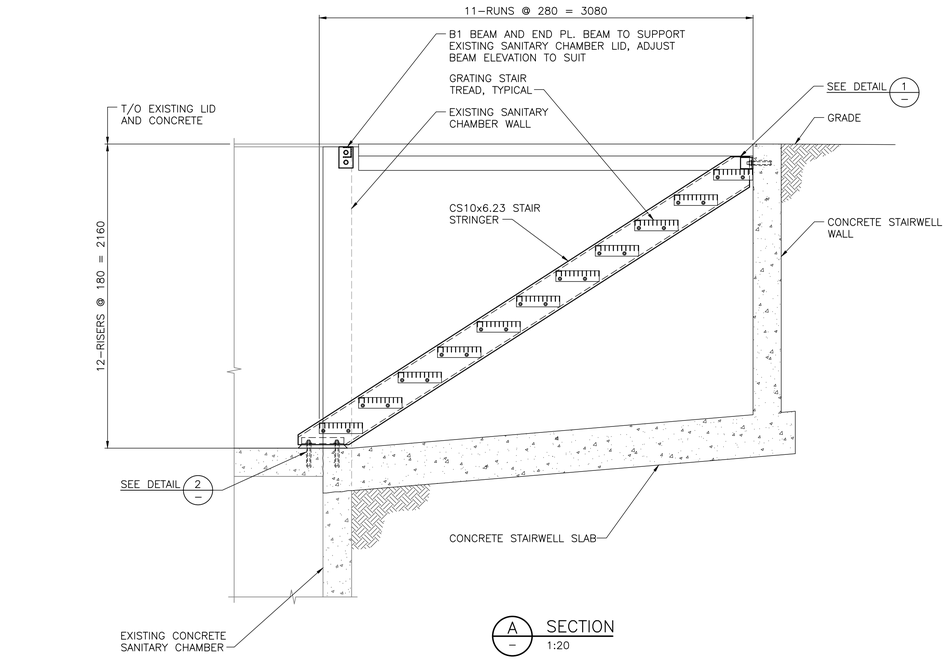
NOTE: STAIRCASE NOT SHOWN.



B1 (C 3"x2.375"x0.25")

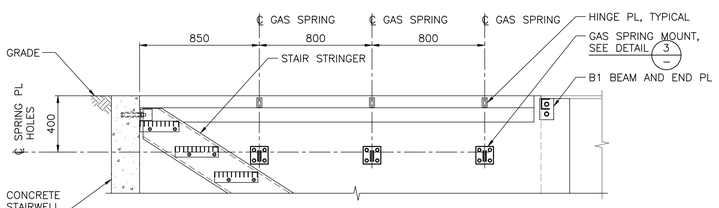
C SECTION

1:5



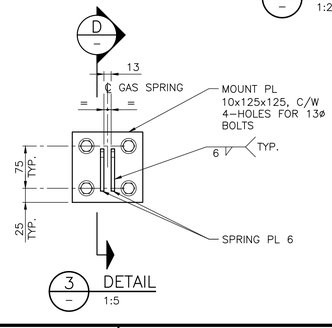
A SECTION

1:20



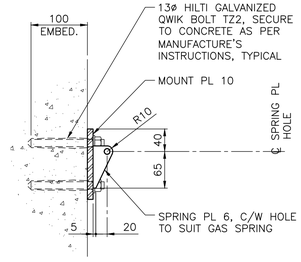
B SECTION

1:20



3 DETAIL

1:5



D SECTION

1:5

NOT FOR CONSTRUCTION

NOTES:

1. FOR GENERAL NOTES, SEE DWG. S01.

REFERENCE DRAWINGS

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B	22/07/26	COORDINATION	JJMC	PPK	MGCS
A	22/07/05	CLIENT REVIEW	JJMC	PPK	MGCS

REGIONAL DISTRICT OF NANAIMO

CONSULTANT

HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250-751-8558 Fax: 250-751-8559
Email: mail@heroldengineering.com
HEROLD PROJECT #: 0837-092

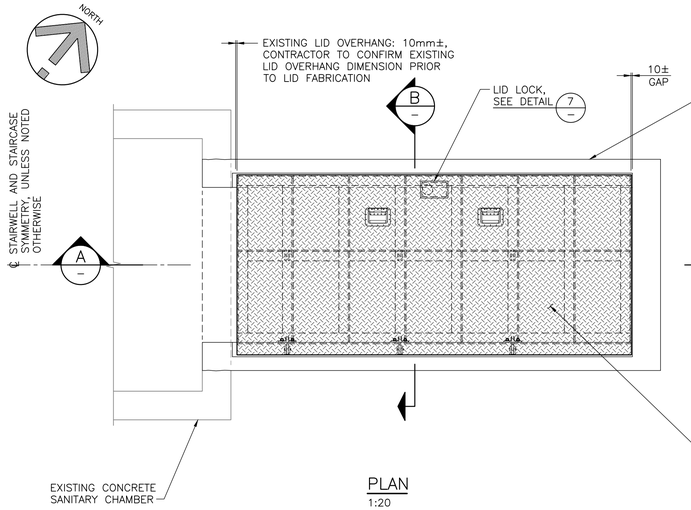
TITLE: **STAIRCASE, BEAM AND GAS SPRING MOUNTS**

PROJECT: **MAFFEO SUTTON SANITARY CHAMBER ACCESS STAIRS**

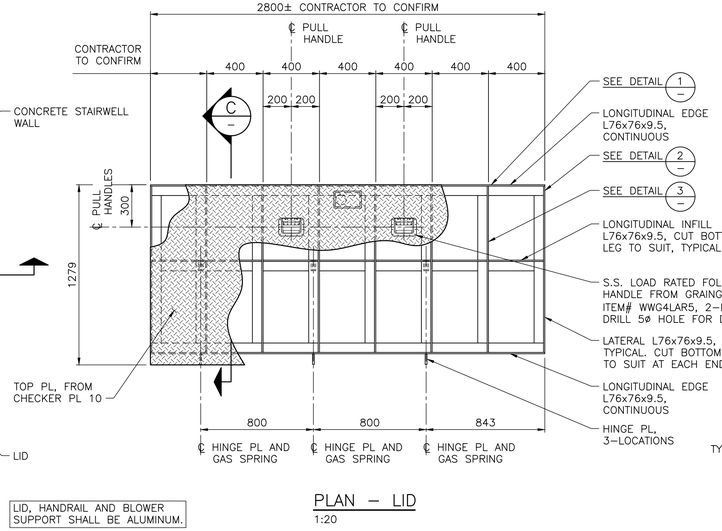
PROJECT NO:	0837-092	DSGN:	JJMC	DATE:	22/04/01
RDN PROJECT NO:	79-56684				
DRAWING SIZE:	ANSI "D"	CHKD:	PK	DATE:	22/04/01
SCALE:	AS NOTED	APVD:	CDW	DATE:	22/04/01

DWG NO: **S04**

REV: **C**

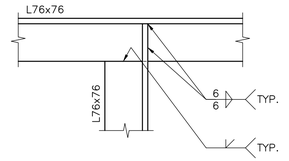


PLAN
1:20

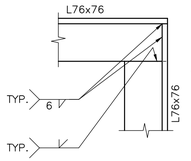


PLAN – LID
1:20

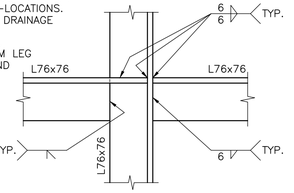
LID, HANDRAIL AND BLOWER SUPPORT SHALL BE ALUMINUM.



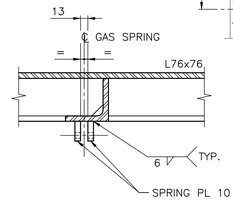
1 DETAIL
1:5



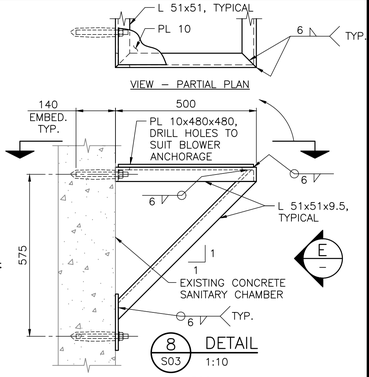
2 DETAIL
1:5



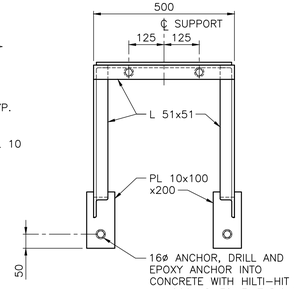
3 DETAIL
1:5

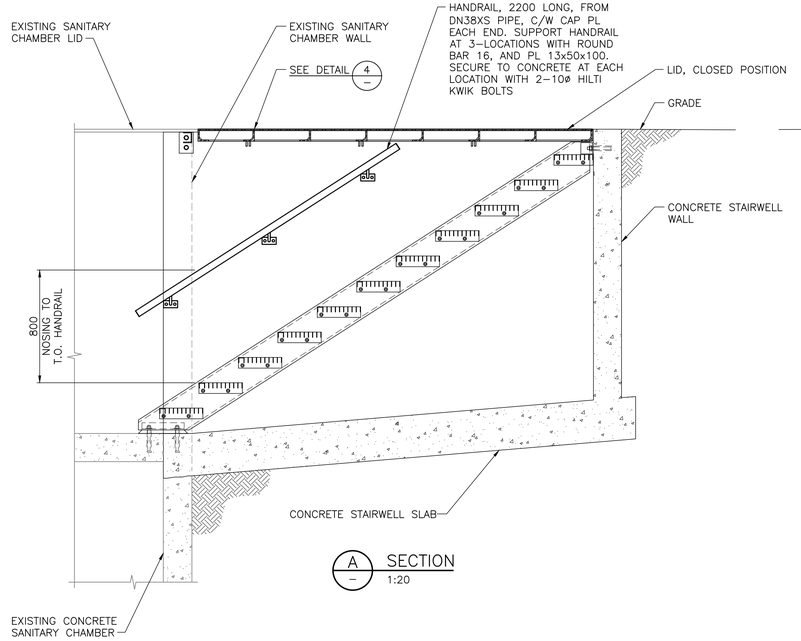


4 DETAIL
1:5
NOTE: 3–LOCATIONS.

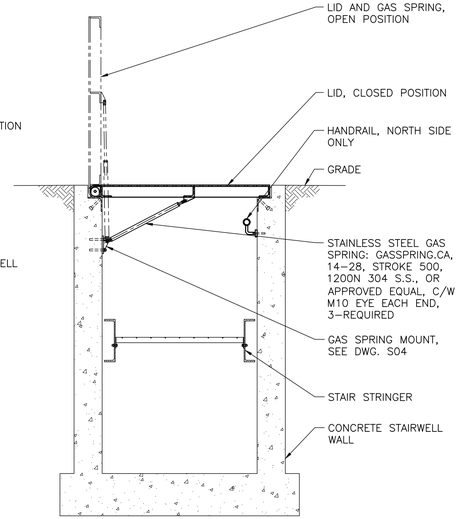


8 DETAIL
S03 1:10

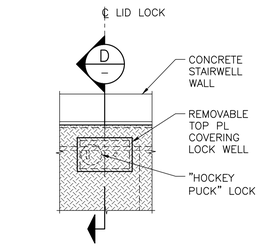




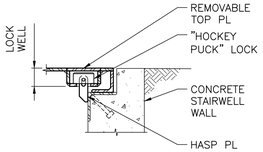
A SECTION
1:20



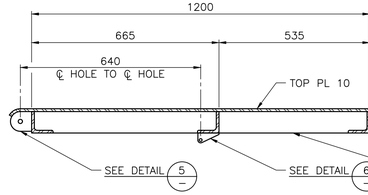
B SECTION
1:20



7 DETAIL
1:10

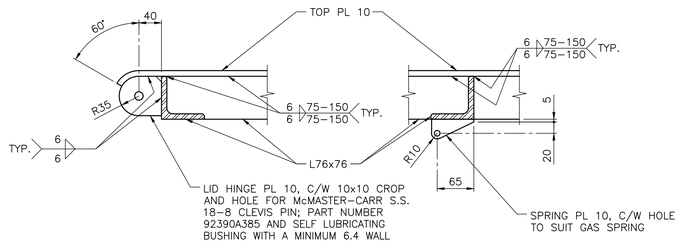


D SECTION
1:10



E VIEW
1:10

C SECTION
1:10



5 DETAIL
1:5

6 DETAIL
1:5

NOT FOR CONSTRUCTION

NOTES:

1. FOR GENERAL NOTES, SEE DWG. S01.

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B	22/07/26	COORDINATION	JJMC	PPK	MGCS
A	22/07/05	CLIENT REVIEW	JJMC	PPK	MGCS

REGIONAL DISTRICT OF NANAIMO

CONSULTANT
HEROLD ENGINEERING
3701 Shenton Rd, Nanaimo, BC V9T 2H1
Tel: 250–751–8558 Fax: 250–751–8559
Email: mail@heroldengineering.com
HEROLD PROJECT #: 0837–092

TITLE: **LID AND HANDRAIL**

PROJECT: **MAFFEO SUTTON SANITARY CHAMBER ACCESS STAIRS**

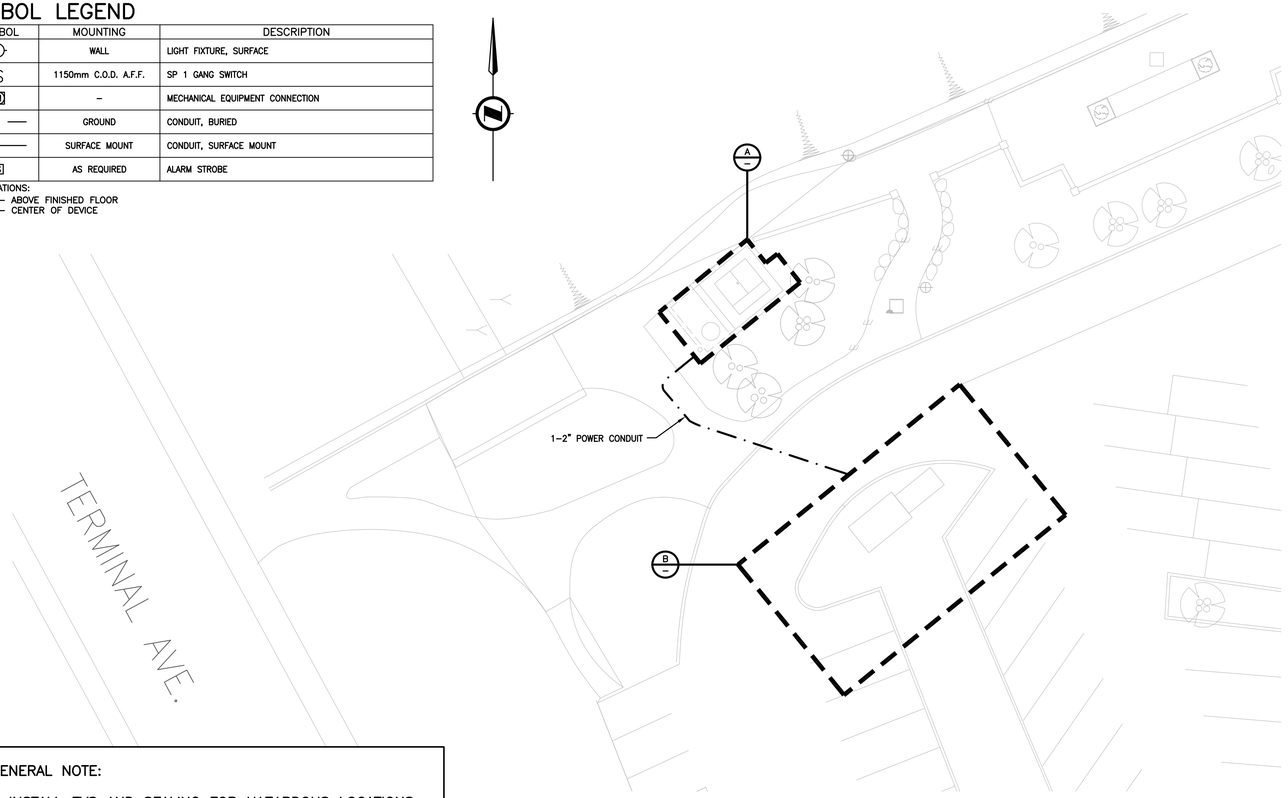
PROJECT NO:	0837-092	DSGN:	JJMC	DATE:	22/04/01
RDN PROJECT NO:	79-56684				
DRAWING SIZE:	ANSI "D"	CHKD:	PK	DATE:	22/04/01
SCALE:	AS NOTED	APVD:	CDW	DATE:	22/04/01

DWG NO: **S05** REV: **C**

SYMBOL LEGEND

SYMBOL	MOUNTING	DESCRIPTION
	WALL	LIGHT FIXTURE, SURFACE
$	1150mm C.O.D. A.F.F.	SP 1 GANG SWITCH
M	–	MECHANICAL EQUIPMENT CONNECTION
—— · ——	GROUND	CONDUIT, BURIED
————	SURFACE MOUNT	CONDUIT, SURFACE MOUNT
S	AS REQUIRED	ALARM STROBE

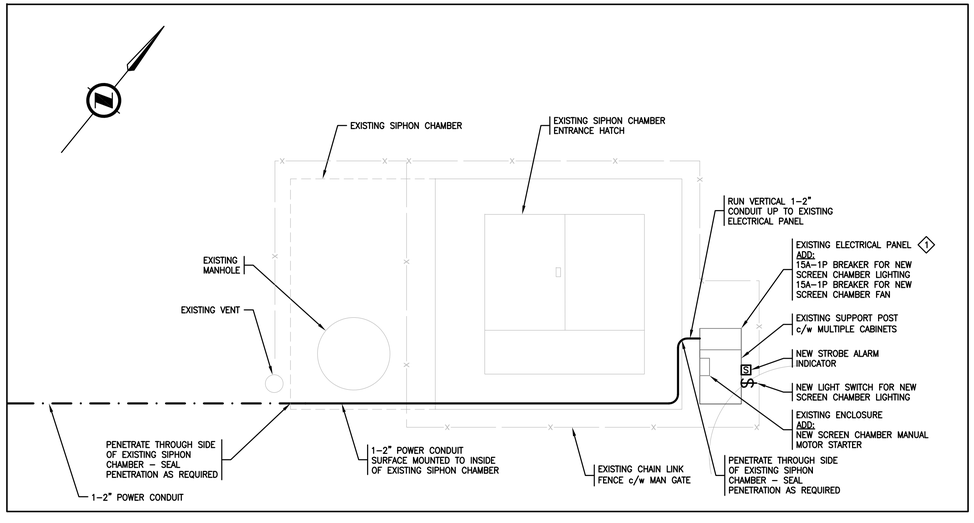
ABBREVIATIONS:
(A.F.F.) – ABOVE FINISHED FLOOR
(C.O.D.) – CENTER OF DEVICE



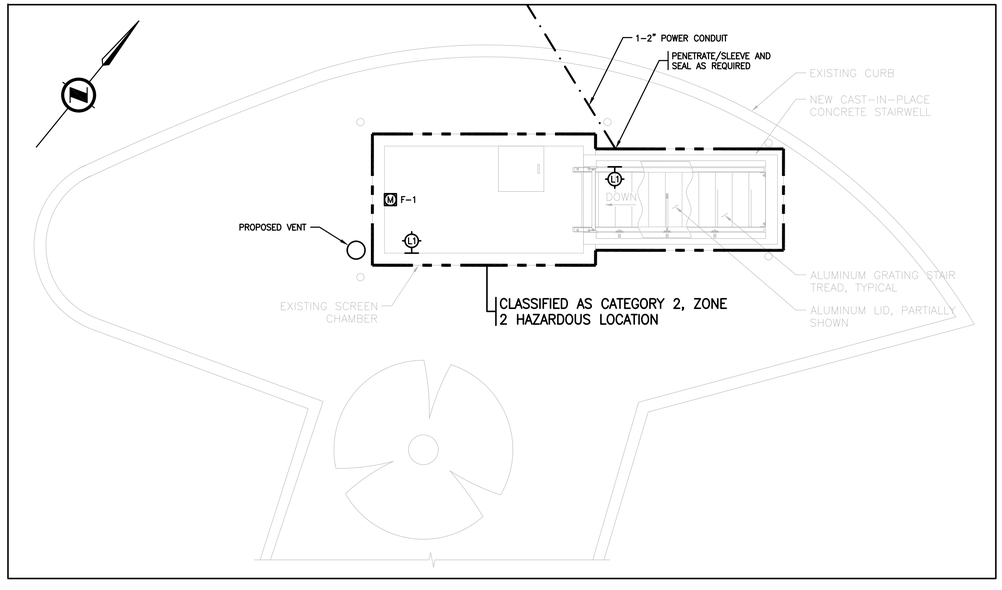
SITE PLAN
SCALE: 1:200

GENERAL NOTE:

INSTALL EYS AND SEALING FOR HAZARDOUS LOCATIONS AS PER CANADIAN ELECTRICAL CODE. GROUT AROUND CONDUIT TO SEAL PENETRATIONS,



A EXISTING SIPHON CHAMBER ENLARGEMENT (SEE PHOTO)
SCALE: N.T.S.



B AREA ENLARGEMENT
SCALE: 1:50



EXISTING SIPHON CHAMBER

REFERENCE DRAWINGS

DRAWING NO	DRAWING DESCRIPTION/TITLE	REF
-	-	1

KEY NOTES:

1 EXISTING ELECTRICAL PANEL IS SQUARE D.

PROFESSIONAL ENGINEER
PROVINCE OF BRITISH COLUMBIA
P. S. FOERS
48634

2022-12-07

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REV	YY/MM/DD	DESCRIPTION	DRWN	CHKD	APVD
1	22/12/07	ISSUED FOR TENDER	CD	DG	PF

REGIONAL DISTRICT OF NANAIMO

CONSULTANT:
KB ENGINEERING LTD
ELECTRICAL CONSULTING ENGINEERS
#4 1850 NORTHFIELD ROAD TEL 250-756-4444
NANAIMO, BC, V9S 3B3 RBENGINEERING.CA
PROJECT NO. 22-4077 EGBC PERMIT #1001907

THIS DRAWING IS SOLELY INTENDED TO BE USED FOR THE PURPOSE OF THE DRAWING REVISION TITLE AND SHALL NOT BE USED FOR ANY OTHER PURPOSE

PROJECT NO:	-	DRWN:	-	DATE:	22/08/29
RDN PROJ NO:	-				
DRAWING SIZE:	ANSI "D"	CHKD:	-	DATE:	-
SCALE:	AS NOTED	APVD:	-	DATE:	-

PROJECT:

MAFFEO SUTTON SCREEN CHAMBER ACCESS IMPROVEMENTS

TITLE:

ELECTRICAL LAYOUT

DWG NO:	REV:
GNINT 167	**1**

ELECTRICAL SPECIFICATIONS

REFERENCE STANDARDS

1. MATERIAL SHALL CARRY CSA OR CUL APPROVAL AND CONFORM WITH EEMAC STANDARDS.
2. EQUIPMENT WIRING AND WIRING DEVICES SHALL MEET THE REQUIREMENTS OF THE CURRENT EDITION OF THE CANADIAN ELECTRICAL CODE 22.1, PART 1.
3. SEISMIC REQUIREMENTS TO MEET THE REQUIREMENTS OF THE CURRENT EDITION OF THE BRITISH COLUMBIA BUILDING CODE.

GENERAL REQUIREMENTS

1. THE ELECTRICAL CONTRACTOR SHALL SUPPLY ALL LABOUR, MATERIALS, TOOLS, EQUIPMENT, TRANSPORTATION REQUIRED FOR THE COMPLETE INSTALLATION, WIRING AND TESTING OF THE SYSTEM SHOWN ON THE DRAWINGS AND DESCRIBED HEREIN AND IS RESPONSIBLE TO REVIEW ARCHITECTURAL, MECHANICAL, STRUCTURAL, CIVIL DRAWINGS FOR DISCREPANCIES AND REPORT TO THE ENGINEER.
2. THE ELECTRICAL DRAWINGS INDICATE THE GENERAL LOCATION AND ROUTE. CONDUIT AND/OR WIRING SHALL BE INSTALLED TO PROVIDE A COMPLETE OPERATING SYSTEM AND SHALL BE INSTALLED PHYSICALLY TO CONSERVE HEADROOM, FURRING SPACES ETC.
3. THE WORK TO BE DONE AS DESCRIBED IN THE DRAWINGS.
4. THE DRAWINGS AND SPECIFICATIONS COMPLEMENT EACH OTHER AND WHAT IS CALLED FOR BY ONE IS BINDING AS IF CALLED FOR BY BOTH. IF THERE IS ANY DOUBT AS TO THE MEANING OR TRUE INTENT DUE TO A DISCREPANCY BETWEEN THE DRAWINGS AND SPECIFICATIONS, OBTAIN RULING FROM ENGINEER PRIOR TO TENDER CLOSING. FAILING THIS, ALLOW FOR THE MOST EXPENSIVE ALTERNATIVE.
5. ELECTRICAL DRAWINGS ARE DIAGRAMMATIC AND DO NOT SHOW ALL CONDUIT, WIRE, CABLE, ETC., THE ELECTRICAL CONTRACTOR IS TO PROVIDE CONDUIT, WIRE, CABLE, ETC. FOR A COMPLETE OPERATING JOB TO MEET IN ALL RESPECTS THE INTENT OF THE DRAWINGS AND SPECIFICATIONS. ELECTRICAL DRAWINGS DO NOT SHOW ALL ARCHITECTURAL, STRUCTURAL AND MECHANICAL DETAILS.
6. IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO DETERMINE AS TO WHICH TRADE PROVIDES SPECIFIC LABOUR AND MATERIALS. EXTRAS WILL NOT BE CONSIDERED BASED ON DIFFERENCES IN INTERPRETATION AS TO WHICH TRADE IS TO PROVIDE CERTAIN ITEMS.

SHOP DRAWINGS

1. PRIOR TO ORDERING OF ANY EQUIPMENT, THIS CONTRACTOR SHALL SUBMIT DIGITAL COPIES OF SHOP DRAWINGS AND DETAIL DRAWINGS FOR REVIEW BY THE ENGINEER. THE ENGINEER SHALL THEN RETURN COPIES OF THE REVIEWED SHOP DRAWINGS TO THE CONTRACTOR. SHOP DRAWINGS SHALL BE SUBMITTED ON ALL MAJOR EQUIPMENT.
2. ALL SHOP DRAWINGS SUBMITTED TO THE ENGINEER MUST BEAR THE CONTRACTORS APPROVALS.
3. ALL SHOP DRAWINGS SHALL BEAR THE NAME OF THE MANUFACTURER AND/OR MANUFACTURER'S REPRESENTATIVE.
4. SUBMIT SHOP DRAWINGS FOR AT LEAST THE FOLLOWING ITEMS:
   - .1 ALL DISTRIBUTION PANEL BOARDS, DISCONNECT SWITCHES, CIRCUIT BREAKERS, INSTRUMENT TRANSFORMERS AND RELAYS, ETC.
   - .2 MOTOR CONTROL EQUIPMENT INCLUDING STARTERS, CONTACTORS, OVERLOAD HEATER DATA, CONTROL RELAYS, TIME DELAY RELAYS, MOTOR CIRCUIT AND CONTROL CIRCUIT FUSES/BREAKERS AND APPLICABLE PILOT LIGHTS, CONTROL TRANSFORMERS, AND SELECTOR SWITCHES, ETC.
   - .3 LIGHTING FIXTURES, DIMENSIONS, WEIGHTS, ETC., PHOTOMETRIC DATA, LAMP INFORMATION AND BALLAST INFORMATION.

MAINTENANCE AND OPERATION MANUAL

1. CONTRACTOR TO SUBMIT ONE COPY OF MAINTENANCE AND OPERATION MANUALS IN THREE RING BINDER TO ENGINEER FOR APPROVAL AT TIME OF SUBSTANTIAL COMPLETION.
2. MANUALS TO INCLUDE THE FOLLOWING:
   - .1 PROJECT CONTACT INFORMATION
   - .2 APPROVED SHOP DRAWINGS
   - .3 WARRANTIES AND GUARANTEES
   - .4 TEST RESULTS
   - .5 AS BUILT DRAWINGS
3. ON APPROVAL CONTRACTOR TO PROVIDE THREE COPIES OF THE MAINTENANCE AND OPERATION MANUALS IN THREE RING BINDERS c/w USB OF ALL DOCUMENTS IN PDF FORMAT.

PERMITS, CERTIFICATES, AND FEES

1. ON COMPLETION OF THE WORK, SUBMIT CERTIFICATE OF ACCEPTANCE FROM INSPECTION AUTHORITY TO THE ENGINEER.
2. PRIOR TO COMMENCEMENT OF WORK, SUBMIT THE NECESSARY DRAWINGS TO THE ELECTRICAL INSPECTION DEPARTMENT AND THE ELECTRICAL SUPPLY AUTHORITY.
3. PAY ALL ASSOCIATED FEES, AND OBTAIN DOCUMENTS POSTING AS REQUIRED.

INSPECTION OF WORK

1. UPON COMPLETION OF THE BUILDING AND IMMEDIATELY PRIOR TO FINAL INSPECTION AND TAKEOVER, CHECK LOAD BALANCE ON ALL FEEDERS AND AT DISTRIBUTION CENTRES, PANELS, ETC. IF LOAD EXCEEDS 10 PERCENT PHASE IMBALANCE, RECONNECT CIRCUITS TO BALANCE THE LOAD. RECORD EACH PHASE AMPERAGE AND VOLTAGE AND INCLUDE THE RESULTS IN THE MAINTENANCE AND SHOP DRAWING MANUALS.

ALTERNATIVES

1. ALL MATERIALS OR EQUIPMENT AS CALLED FOR ON THE DRAWINGS AND IN THE SPECIFICATIONS BY TRADE NAMES OR BY CATALOGUE REFERENCE NUMBERS, ARE THE MATERIALS ON WHICH THIS TENDER IS TO BE BASED. ALL EQUIPMENT MUST BE INSTALLED AS SHOWN ON THE DRAWINGS OR IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. THE REQUEST FOR APPROVAL SHALL BE ACCOMPANIED BY COMPLETE SPECIFICATIONS OF PROPOSED SUBSTITUTION, SHOWING DIMENSIONS, RATINGS, PHOTOMETRICS DATA, ETC. IT SHALL BE THIS SUB-CONTRACTOR'S RESPONSIBILITY TO MAKE AND ALLOW FOR ANY CHANGES AND CHARGES WHICH WILL OCCUR IF HE WISHES TO SUBMIT ALTERNATIVE EQUIPMENT. NO SUBSTITUTION BY THIS CONTRACTOR WILL BE PERMITTED AFTER CLOSING OF THE TENDERS.
2. THE ENGINEER RESERVES THE RIGHT TO ACCEPT OR REJECT ANY ALTERNATIVES PROPOSED.

GUARANTEE

1. AFTER THE WORK IS COMPLETED BUT BEFORE FINAL PAYMENT, FURNISH TO THE OWNER A WRITTEN GUARANTEE THAT FOR ONE YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION, ANY DEFECTS IN MATERIALS OR WORKMANSHIP WILL BE CORRECTED AT NO COST TO THE OWNER, EXCEPT WHERE, IN THE OPINION OF THE ENGINEER, SUCH DEFECTS ARE DUE TO MIS-USE OR NEGLECT BY THE OWNER.

MINOR FIELD CHANGES

1. THE LOCATION, ARRANGEMENT AND CONNECTION OF EQUIPMENT AND MATERIAL AS SHOWN ON THE DRAWINGS REPRESENTS A CLOSE APPROXIMATION OF THE INTENT AND REQUIREMENTS OF THE CONTRACT. THE RIGHT IS RESERVED BY THE ENGINEERS TO MAKE REASONABLE CHANGES REQUIRED TO ACCOMMODATE CONDITIONS ARISING DURING THE PROGRESS OF THE WORK. SUCH CHANGES SHALL BE DONE AT NO EXTRA COST TO THE OWNER, UNLESS THE LOCATION, ARRANGEMENT OR CONNECTION IS MORE THAN TEN FEET FROM THAT SHOWN AND THE ITEM IN QUESTION HAS BEEN INSTALLED.
2. CONFIRM FINAL LOCATION PRIOR TO INSTALLATION.

CONDUIT

1. INSTALL CONDUIT CONCEALED IN ALL AREAS EXCLUDING MECHANICAL AND ELECTRICAL ROOMS, OR WHERE SPECIFICALLY NOTED AS BEING EXPOSED. RUN PARALLEL OR PERPENDICULAR TO BUILDING LINES.
2. INSTALL AND ATTACH SURFACE MOUNTED CONDUIT WITH TWO HOLE STEEL STRAPS. GROUP CONDUITS WHEREVER POSSIBLE ON CHANNELS.
3. DUCTS INSTALLED BELOW GRADE AND NOT UNDER A FLOOR SLAB SHALL BE RIGID P.V.C. OR DBII. CONDUIT INSTALLATION SHALL CONFORM TO THE CURRENT EDITION OF THE CANADIAN ELECTRICAL CODE. WHERE A CONDUIT CROSSES A FOUNDATION WALL OR EXPANSION JOINT, SLEEVING AND APPROPRIATE FITTINGS SHALL BE PROVIDED. INSTALL UNDERGROUND DUCT BANKS AS PER C.E.C. DIAGRAMS D11.
4. CONDUITS 1" OR LARGER INSTALLED THROUGH FIRE SEPARATIONS TO BE NON-COMBUSTIBLE.
5. FACTORY ELBOWS FOR 90 DEGREE BENDS FOR 2" OR LARGER CONDUITS.
6. MAKE CONNECTIONS TO MECHANICAL MOTORS AND EQUIPMENT WITH P.V.C. JACKETED FLEXIBLE CONDUIT AND LIQUID TIGHT CONNECTORS. MINIMUM SIZE (1/2"). ALL FLEXIBLE CONDUIT OF SUFFICIENT LENGTH TO AVOID TRANSMISSION OF VIBRATION.
7. WHERE CONDUIT IS INSTALLED IN OR PASSES THROUGH SPECIAL AREAS SUCH AS WATERPROOF OR ISOLATION SLABS, THE INSTALLATION SHALL BE TO THE SATISFACTION AND SPECIFICATIONS OF THE SLAB SUPPLIER OR GUARANTOR.
8. A SEPARATE BONDING CONDUCTOR SHALL BE INSTALLED IN ALL CONDUITS.
9. FISH CORD SHALL BE INSTALLED IN ALL EMPTY CONDUIT SYSTEMS. FISH CORD TO BE POLYPROPYLENE.

WIRE AND CABLE

1. BUILDING WIRE: 98% CONDUCTIVITY COPPER, 90°C RATED 600V INSULATION, RW90 X-LINK FOR DAMP LOCATIONS. COPPER CONDUCTORS SHALL BE STRANDED WHEN LARGER THAN #8 AWG OR AS NOTED.
2. BRANCH CIRCUIT WIRING: THE MINIMUM SIZE OF CONDUCTORS TO BE #12 AWG CU.
3. COLOUR CODE TO CSA C22.1 CURRENT EDITION.
4. ALUMINUM CONDUCTORS CAN NOT BE USED UNLESS SPECIFICALLY SHOWN OR WITH SPECIAL PERMISSION.

SWITCHES AND SENSORS

1. ON/OFF SWITCHES: QUIET, SLOW MAKE, SLOW BREAK DESIGN, TOGGLE HANDLE, WITH TOTALLY ENCLOSED CASE RATED AT 15A, 120 VAC.
2. COLOUR: PROVIDE WHITE SWITCHES AND SENSORS IN ALL FINISHED AREAS. ONE MANUFACTURER THROUGHOUT PROJECT.

MAGNETIC / MANUAL MOTOR PROTECTION SWITCHES AND STARTERS

1. SINGLE PHASE
   - .1 ACROSS THE LINE STARTERS COMPLETE WITH OVERLOAD RELAYS AND TOGGLE SWITCH TYPE HANDLES.
2. THREE PHASE
   - .1 ACROSS THE LINE THERMAL MAGNETIC PROTECTION SWITCHES WITH A THREE PHASE OVERLOAD RELAY AND HEATER ELEMENTS COMPLETE WITH 120V OPERATING COIL, 208/120V CONTROL TRANSFORMER OF SUFFICIENT VA TO HANDLE THE STARTER COIL, CONTROLS, HOA SWITCH, INTEGRAL PILOT LIGHT, AND ONE SET OF NORMALLY OPEN AND ONE NORMALLY CLOSED FIELD INSTALLED AUXILIARY CONTACT.
3. SIEMENS, ALLEN BRADLEY, WESTINGHOUSE OR SQ. D.
4. COMPONENTS
   - .1 THREE PHASE MOTOR DISCONNECT SWITCHES: 3 POLE, UNFUSED, 250V OR AS NOTED IN EEMAC TYPE 1 (OR TYPE 3 FOR OUTDOOR) ENCLOSURES.
   - .2 SINGLE PHASE DISCONNECT SWITCHES: SINGLE POLE, TOGGLE SWITCH.
   - .3 HALF SIZE STARTERS NOT ALLOWED.

LIGHTING

1. SUPPLY AND INSTALL LUMINAIRES AND LAMPS AS PER LUMINAIRE SCHEDULE.

DISCONNECT SWITCHES

1. SWITCHES: 200 AMP AND BELOW TO BE GENERAL DUTY RATED.
2. PROVIDE FUSES FOR ALL DISCONNECTS AS SHOWN.

NAME TAGS

1. PROVIDE LAMICOID NAME TAG INDICATING AMPACITY, VOLTAGE AND PHASE OR INDICATED SYSTEM.
2. LAMICOID TO BE 1/8" THICK PLASTIC ENGRAVING SHEET, BLACK FACE, WHITE CORE.
3. LETTERS TO BE 1/4" HIGH UNLESS SPECIFIED OTHERWISE.
4. ALLOW FOR AVERAGE OF 25 LETTERS PER NAMEPLATE.
5. PROVIDE LAMICOID NAME TAG FOR BREAKERS, METERS, DISCONNECTS, MOTOR PROTECTION SWITCHES, PANEL BOARDS, ETC. NAME TAGS SHALL BE MECHANICALLY FASTENED.
6. PROVIDE ADHESIVE LABELS FOR ALL COMMON AREA RECEPTACLES AND ON/OFF SWITCHES ON COVER PLATES. LABEL TO INDICATE PANEL NAME AND BRANCH CIRCUIT NUMBER.
7. ALL RECESSED JUNCTION BOXES TO BE LABELED IN INDELIBLE INK. LABEL TO INDICATE FUNCTION OF JUNCTION BOX (INCLUDING EQUIPMENT NAME, FIRE ALARM, EMERGENCY, OR EXIT) AND PANEL NAME INCLUDING BRANCH CIRCUIT NUMBER.

PANEL BOARDS

1. BRANCH CIRCUIT BREAKERS TO MATCH EXISTING.

MECHANICAL EQUIPMENT CONTROL

1. THIS CONTRACTOR SHALL CO-OPERATE/COORDINATE THE SUPPLY AND INSTALLATION OF CONDUIT AND WIRING FOR LINE VOLTAGE MECHANICAL CONTROLS AND EQUIPMENT INTERLOCKING. LOW VOLTAGE CONTROLS FORM PART OF THE MECHANICAL CONTROL SPECIFICATIONS.
2. PROVIDE LINE VOLTAGE POWER SUPPLY CONNECTIONS TO ALL MECHANICAL EQUIPMENT.
3. CONFIRM LOCATION, AMPACITY, VOLTAGE AND PHASE OF ALL MECHANICAL EQUIPMENT BEFORE CONNECTION. REPORT ANY MAJOR DISCREPANCIES TO THE ENGINEER.

AS BUILT DRAWINGS

1. PROVIDE A CLEAN SET OF DRAWINGS AT THE JOB SITE, FOR AS BUILT MODIFICATIONS ONLY.
2. MARK ALL MODIFICATIONS IN RED, IN A NEAT, LEGIBLE MANNER.
3. SUBMIT AS BUILTS TO ENGINEER FOR APPROVAL.

SEISMIC

1. ALL ELECTRICAL EQUIPMENT IS TO BE SECURED TO THE BUILDING STRUCTURE TO MEET THE SEISMIC REQUIREMENTS OF THE BUILDING CODE.

CIVIL WORKS

1. ALL TRENCHING, CONCRETE AND ASPHALT REPAIRS TO BE DONE TO MMCD PLATINUM AND MUNICIPAL STANDARDS.

COMMISSIONING

1. CONTRACTOR TO UNDERTAKE ALL NECESSARY COMMISSIONING OF POWER SYSTEMS. PROVIDE COMMISSIONING REPORT TO ENGINEER.
2. CONTRACTOR TO ALLOW 1 DAY FOR COMMISSIONING OF THE SYSTEM.

PROJECT CLOSE OUT PROCEDURES

1. PROVIDE 24 HOUR NOTICE TO THE ENGINEER FOR FINAL FIELD REVIEW FOR ELECTRICAL DISCIPLINE. ELECTRICAL CONTRACTOR TO ENSURE ALL LIFE SAFETY DEVICES ARE INSTALLED AND OPERATIONAL. ELECTRICAL CONTRACTOR TO ENSURE ALL ELECTRICAL WORKS NOT INSTALLED ARE MADE SAFE.
2. THE FOLLOWING DOCUMENTS TO BE FORWARDED TO THE ENGINEER PRIOR TO FINAL FIELD REVIEW:
   - .1 MAINTENANCE MANUALS
   - .2 FIELD SAFETY REPRESENTATIVE (FSR) DECLARATION
   - .3 COMMISSIONING REPORTS

LUMINAIRE SCHEDULE

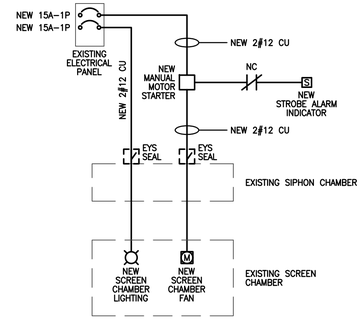
TYPE	MANUFACTURER	CATALOG No.	MOUNTING	DESCRIPTION	LAMP			REMARKS
					WATTAGE	LUMENS	CCT	
LED								
L1	EATON – CROUSE HINDS	EVLEDBX3C701	WALL MOUNTED	LED EXPLOSION PROOF FIXTURE	30		3000K	

MECHANICAL EQUIPMENT SCHEDULE

ITEM	DESCRIPTION	VOLTS/PHASE/FREQ	HP	kW	FLA	MCA	MOCP	DISC.	STARTER	CONTROL	NOTES
F-1	EXPLOSION PROOF FAN	120/1/60	0.5					15A-1P	MANUAL MOTOR STARTER	CONTINUOUS OPERATION	1

NOTES:
1. PROVIDE POWER POINT CONNECTION AND DISCONNECT AS REQUIRED.

ELECTRICAL CONTRACTOR MUST CONFIRM LOCATION, VOLTAGE, PHASE, AMPACITY OF ALL MECHANICAL EQUIPMENT BEFORE CONNECTION. REPORT ANY MAJOR DISCREPANCIES TO THE ELECTRICAL CONSULTANT. NO EXTRAS WILL BE ALLOWED FOR REMOVING INSTALLED CABLE AND BREAKERS FOR UNCOORDINATED MECHANICAL EQUIPMENT CONNECTION.



PROPOSED SINGLE LINE DIAGRAM

REFERENCE DRAWINGS

DRAWING NO	DRAWING DESCRIPTION/TITLE	REF
-	-	1

PROFESSIONAL ENGINEER PROVINCE OF BRITISH COLUMBIA P. S. FOERS # 48634 CERTIFIED ENGINEER

2022-12-07

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1	22/12/07	ISSUED FOR TENDER	CD	DG	PF

REGIONAL DISTRICT OF NANAIMO

CONSULTANT:
KB ENGINEERING LTD
ELECTRICAL CONSULTING ENGINEERS
#4 1850 NORTHFIELD ROAD
NANAIMO, BC, V9S 3B3
TEL 250-756-4444
RBENGINEERING.CA

PROJECT NO. 22-4077
EGBC PERMIT #1001907

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PROJECT:

MAFFEO SUTTON SCREEN CHAMBER ACCESS IMPROVEMENTS

TITLE:

ELECTRICAL DETAILS & SPECIFICATIONS

DWG NO:	REV:
GNINT 168	1

REGIONAL DISTRICT OF NANAIMO
ESTABLISHED 1967

Appendix C
Archaeological Site Information

Aquilla Archaeology Ltd.
29 Commercial Street, Nanaimo BC, V9R 5G3
Phone: 250-753-0417
Web: www.aquilla.ca Email: info@aquilla.ca

November 10, 2022

To: Archaeology Branch
ArchPermitApp@gov.bc.ca

Desiree Thomas
Lands Clerk
Snuneymuxw
First Nation 250-
740-2330
desireet@snuneymuxw.ca

Re: **Notice of Intent for addition to Multi-Assessment Permit 2022-0327 - Upgrades to RDN Sanitary Infrastructure in Maffeo Sutton Park and DhRx-105**

This is a request to add a project to the existing 2022-0327 permit for the Regional District of Nanaimo. This is supplemental to the approved HCA Permit application for 2022-0327.

Proposed Project(s)

The Regional District of Nanaimo maintains sanitary infrastructure in Maffeo Sutton Park in *coordination with* the City of Nanaimo.

The proposed project is located in archaeological site DhRx-105 and involves access upgrades to a screen chamber (figures 1-5). The upgrades include a newly constructed subsurface stairwell that is required to reach the screen chamber. The approximate dimensions for this will be 4.0 x 3.0 m and 3.0 m deep.

In addition, an upgraded electrical line is required. This electrical trench is anticipated to be 1.0 m deep and approximately 25.0 long.

Prior to demolition of the Foundry, only DhRx-31 was described historically when apparently petroglyphs were discovered during construction of the Pearson Bridge and reburied (Hill and Hill 1974).

Three archaeological projects have occurred in Maffeo Sutton Park. The first, was to investigate and mitigate an unrecorded archaeological site during the demolition of the Foundry (DhRx-101). This work found likely evidence of longhouse structure(s) of a

ca. 1,500 cal BP years village site ethnographically known to belong to the Tee-whit-kan familyand headed by Quee-at-sum (Eldridge et al. 2007, citing Heaton 1860, Littlefield 2005, Bouchard 1992). The second two studies were related to proposed changes to City of Nanaimo infrastructure present in the northwest corner of the Maffeo Sutton parking lot. The first was an AIA that machine-auger tested sediments below asphalt (Cooper 2008). Results found half of the nineteen tests were positive for deeply buried archaeological deposits found consistently present at approximately at 1.5 m below fill. The second study monitored installation of infrastructure where patches of highly disturbed midden mixed with historic debris were found at variable depths in the north (0.6-1.2 m deep).
All methodologies outlined in HCA Permit 2022-0327 will be followed.

Notice of Intent[1]

Fieldwork Type:	*Archaeological monitoring of DhRx-105*
Notice of Intent Date:	*November 10, 2022*
Where:	*NW corner of the Maffeo Sutton Park parking lot.*
Purpose:	*To identify the presence, extent and potentially remediate disturbances via collaboration with Sneyneymuxw First Nation and the Regional District of Nanaimo*
Project Description:	*The RDN requires upgrades to existing sanitary infrastructure located in Maffeo Sutton Park. These include a 4.0 x 3.0 x 3.0 m deep excavation to install a set of underground stairs for access to an existing screen chamber, and a new electrical service approximately 1.0 m deep x 25 m long.*
Nearest Archaeological Site:	*DhRx-105, DhRx-31*
Method:	*Mechanical excavation will be archaeologically monitored to remove fill and document any evidence relating to DhRx-105. Should intact features or significant deposits be observed, hand excavations will potentially be required as per HCA Permit 2022-0327.*
Identified First Nations:	*Snuneymuxw First Nation*
Proposed Date of Fieldwork	*Early 2023*
Permit:	*Heritage Conservation Act Permit 2022-0327*

Blanket Permit Policy Statement:	*"Should you have information, comments, or concerns about the proposed archaeological fieldwork described above, please contact our office (Aquilla Archaeology colleen@aquilla.ca, 250-753-0417) on or before Dec. 11, 2022. If you have concerns about impacts on Aboriginal Interests (asserted or established aboriginal or treaty rights) resulting from this activity, or you'd rather discuss concerns related to the assessment area directly with the Province, please* contact *(ArchPermitApp@gov.bc.ca.) at the Archaeology Branch, citing (2022-0327).* *If your office lacks the capacity to respond to this referral due to COVID-19, please let our firm know whether there's anything we can do to support your review, and when you might be able to respond to this Notice of Intent."*

Works Cited

Cooper, Diana 2008 HCA Permit 2008-0320 Maffeo-Sutton Park Redevelopment Phase 1: An Archaeological Impact Assessment. On file with the BC Archaeology Branch.

Eldridge, M., D. and Cooper, and D. Owens 2007 Nanaimo Foundry Data Recovery and Monitoring Permits 2005-417 and 2006-205. On file with the BC Archaeology Branch.

Hill, Beth;, and Ray Hill 1974 *Indian Petroglyphs of the Pacific Northwest*. Hancock House Publishers.

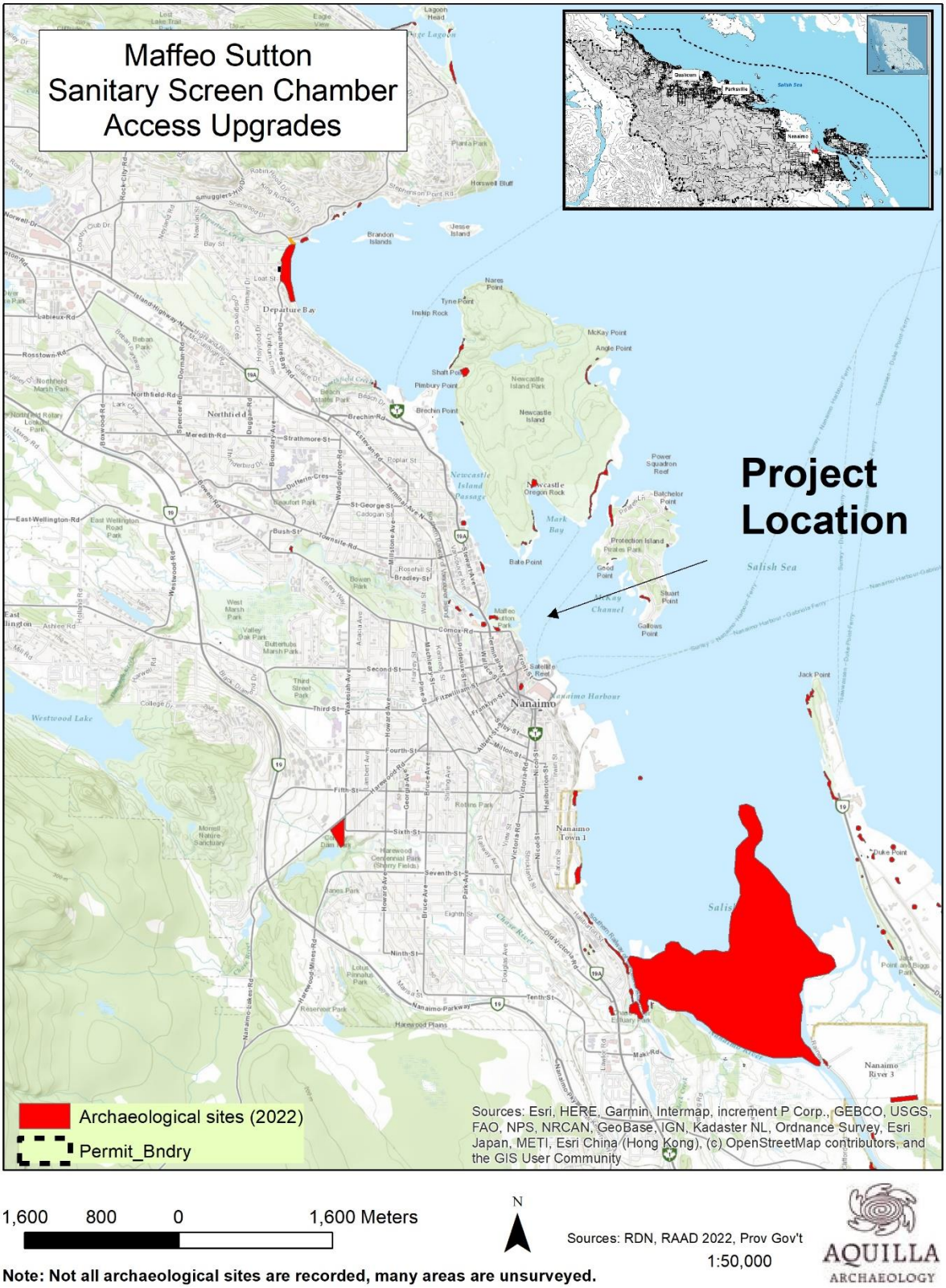


Figure 1. Project location.

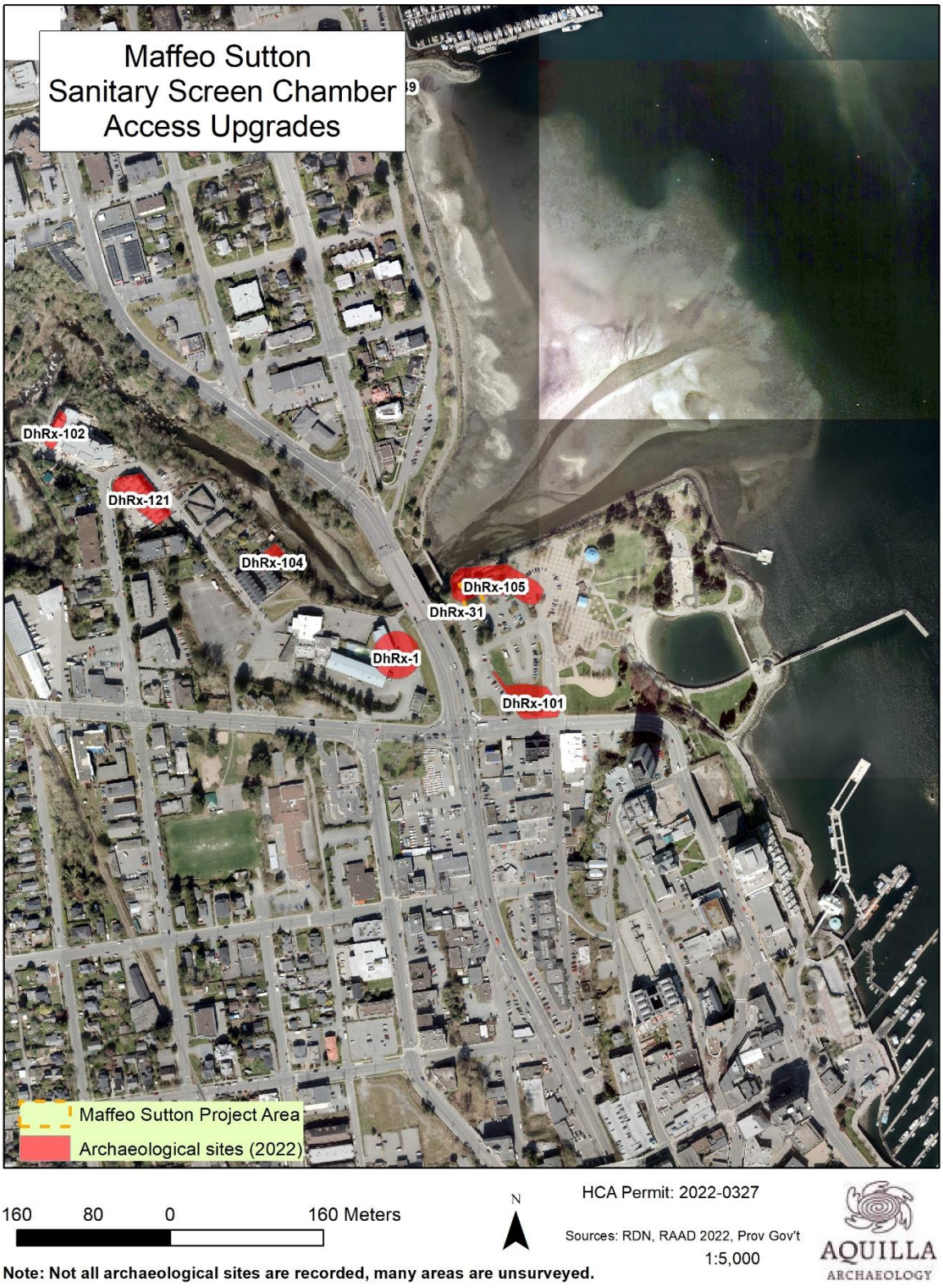


Figure 2. Midrange ortho of project location.



Figure 3. Detail ortho of project location.

REGIONAL DISTRICT OF NANAIMO
ESTABLISHED 1967

Appendix D
Form of Contract

REGIONAL DISTRICT OF NANAIMO

CONTRACTOR SERVICES AGREEMENT

THIS AGREEMENT made the _____ day of _____, 20_____.

BETWEEN:

REGIONAL DISTRICT OF NANAIMO
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

(hereinafter called the "Regional District")

AND:

(hereinafter called the "Contractor")

NOW THIS AGREEMENT WITNESSETH:

THAT in consideration of the terms, conditions and covenants hereinafter set forth, the Regional District and the Contractor covenant and agree each with the other as follows:

1. Services

The Regional District retains the Contractor to provide the Services described in Schedule "A" (the "Contract Documents") and the Contractor agrees to provide the Services in a diligent manner.

2. Term

The Contractor will provide the Services during the period (hereinafter called the "Term") commencing on <Start Date> and ending on <End Date>, unless sooner terminated as hereinafter provided.

3. Payment

The Regional District will pay to the Contractor as full payment for the Services; the amount set out in Schedule 'B' at the times and in the manner therein set out.

4. Independent Contractor

The Contractor will always be an independent contractor and not the servant, employee, or agent of the Regional District.

5. Assignment and Sub-contracting

The Contractor will not, without the prior written consent of the Regional District, assign or subcontract this Agreement or any portion thereof.

6. Indemnity

The Contractor will indemnify and save harmless the Regional District from all losses, claims, damages, or expenses arising from or due to the negligence of the Contractor in performing the Services or the Contractor's breach of this Agreement.

7. Insurance

a) Prior to the commencement of the Services the Contractor shall provide a certificate of Commercial General Liability (CGL) insurance in the amount of $5,000,000 which shall provide coverage for property damage and third-party personal injury and death. The certificate shall name the Regional District as an additional insured. The certificate of insurance shall contain a clause requiring notification of the Regional District 30 days in advance if the insurance policy is cancelled.

b) Automobile Third Party Liability on all owned or leased vehicles in an amount not less than $5,000,000.

c) Contractor is responsible for any other insurance required to protect their interests.

d) The cost of any insurance and deductibles are the responsibility of the Contractor.

8. WCB Coverage & Prime Contractor Designation

The Contractor must be registered with WorkSafe BC and be in good standing with remittance up to date throughout the agreement and is designated as the Prime Contractor and shall fulfill the Prime Contractor responsibilities as defined in:

a) WorkSafeBC Occupational Health and Safety Regulation, Notice of Project, Section 20.2, and Coordination of multiple employer workplaces, Section 20.3;

b) Workers Compensation Act (BC), Coordination at multiple-employer workplaces, Section 118, Subsections (1) & (2); and

c) General Requirements, Section 3.10 WorkSafe BC.

9. Termination

Notwithstanding any other provision of this Agreement:

If the Contractor fails to comply with any provision of this Agreement, then, and in addition to any other remedy or remedies available to the Regional District, the Regional District may, at its option, terminate this Agreement immediately by giving written notice of termination to the Contractor if there is supporting evidence of the Vendor becoming bankrupt or threatens bankruptcy, provides false declarations, documented significant deficiencies of any substantive requirements or obligations of the work, professional misconduct, violations of health and safety laws, or demonstrated abusive behavior towards the general public or RDN staff. The Regional District will be under no further obligation to the

SAMPLE

Contractor except to pay the Contractor such amount as the Contractor may be entitled to receive, pursuant to Schedule 'B', for services properly performed and provided to the date notice is given to the Contractor less any amounts necessary to compensate the Regional District for damages or costs incurred by the Regional District arising from the Contractor's default.

10. Prior Dealings

All prior negotiations and agreements between the parties relating to the subject matter of this Agreement are superseded by this Agreement. There are no representations, warranties, understandings, or agreements other than those expressly set forth in the Agreement or subsequently agreed to in writing, which writing shall be executed by a duly authorized officer of the party to be bound thereby.

11. Waiver

The failure of either party at any time to require the other party's performance of any obligation under this Agreement shall not affect the right to require performance of that obligation in the future. Any waiver by either party of any such breach or any such provision hereof shall not be construed as a waiver or modification of this provision itself, or a waiver or modification of any other right under this Agreement.

12. Counterparts

This Agreement may be executed in any number of counterparts, each of which will be deemed to be an original and all of which taken together will be deemed to constitute one and the same instrument. Delivery by electronic transmission in portable document format (PDF) of an executed counterpart of this Agreement is as effective as delivery of an originally executed counterpart of this Agreement.

13. Dispute Resolution

If the parties to this Agreement are unable to agree on the interpretation or application of any provision in the Agreement, or are unable to resolve any other issue relating to this Agreement, the parties agree to the following process in the order it is set out:

a) the party initiating the process will send written notice to the other party (the "Dispute Notice"); and;
b) the parties will promptly, diligently and in good faith, including the senior management of both parties, take all reasonable measures to negotiate an acceptable resolution to the disagreement or dispute.
c) if the dispute is not resolved through collaborative negotiation within 30 Business Days of the dispute arising, the parties must then attempt to resolve the dispute through mediation under the rules of the Mediate BC Society and will be held in Nanaimo, BC.

14. Freedom of Information

The Contractor acknowledges and agrees that any Confidential Information disclosed by it to the RDN under this Agreement may be subject to a request for public disclosure under the Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c.165, as amended from time to time.

15. Governing Law

This Agreement is governed by and is to be interpreted and construed in accordance with, the laws applicable in British Columbia.

SAMPLE

16. Delay in Performance

Neither the RDN nor the Service Provider shall be deemed to be in default of this Agreement for delays in performance caused by circumstances beyond the reasonable control of the non-performing party. For purposes of this Agreement, such circumstances include, but are not limited to abnormal weather conditions, flood, earthquake, fire, pandemic, epidemic, war, riot and other civil disturbance, strike, lockout, work slowdown and other labour disturbances, sabotage, judicial restraint and inability to procure permits, licenses or authorizations from any local, provincial or federal agency for any of the supplies, materials, accesses or services required to be provided by either the RDN or the Service Provider under this Agreement. If any such circumstances occur, the non-performing party shall, as soon as possible after being prevented from performing, give written notice to the other party describing the circumstances preventing continued performance and the efforts being made to resume performance of this Agreement.

17. Amendment

This Agreement may not be modified or amended except by the written agreement of the parties.

18. Judge of Work and Materials

The REGIONAL DISTRICT shall be the final judge of all work and materials in respect of both quality and quantity and their decisions of all questions in dispute with regard thereto will be final. All materials shall be subject to inspection and test by and shall meet the approval of the REGIONAL DISTRICT.

In case any materials, equipment and supplies are defective in material or quality or otherwise not in conformity with the specifications of the contract, the REGIONAL DISTRICT shall have the right either to reject them or to require their correction. Acceptance or rejection of the materials, equipment, supplies, etc. shall be made as promptly as practicable after delivery, but failure to inspect and accept or reject supplies shall not relieve the contractor from responsibility for such supplies as are not in accordance with the specifications.

19. CSA Seal or Provincial Certificate Approval

All electrical material and equipment, and all manufacturing and assembling procedures and workmanship, shall be in accordance with the requirements of the current edition and revisions of the Canadian Electrical Code Part 1 (CSA Standard C22.1 – 2012) as adopted and amended by the Province of British Columbia (hereinafter referred to as the "Electrical Code"), as amended from time to time.

Only approved materials and equipment shall be used and where specified materials and equipment do not have current approval, as required by the Electrical Code, the Contractor shall offer approved substitutes.

Each completed assembly shall carry the approval seal either of the Inspection Department, and where alterations are required by the Department the Contractor shall make these at his own expense. The Contractor shall pay all fees and costs incurred in obtaining the required approvals.

20. Rectification of Damage and Defects

The Contractor shall rectify any loss or damage for which, in the opinion of the REGIONAL DISTRICT, the Contractor is responsible, at no charge to the REGIONAL DISTRICT and to the satisfaction of the REGIONAL DISTRICT. In the alternative, the REGIONAL DISTRICT may repair the loss or damage and the Contractor shall pay to the REGIONAL DISTRICT the costs of repairing the loss or damage

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forthwith upon demand from the REGIONAL DISTRICT. Where, in the opinion of the REGIONAL DISTRICT, it is not practical or desirable to repair the loss or damage, the REGIONAL DISTRICT may estimate the cost of the loss or damage and deduct such estimated amount from the amount owing to the Contractor hereunder.

21. Warranty and Guarantee

The work shall be warranted to be free of defects and shall be guaranteed by the Contractor for a period of one (1) year from the date of acceptance. On receipt of notice from the REGIONAL DISTRICT the Contractor shall promptly make all repairs arising out of defective work or any equipment or materials supplied by him.

The REGIONAL DISTRICT is hereby authorized to make such repairs if, ten (10) days after the giving of such notice to the Contract, the Contractor has failed to make or undertake with due diligence said repairs; provided, however, that in the case of an emergency, where, in the opinion of the REGIONAL DISTRICT delay would cause serious loss or damage, repairs may be made without notice being sent to the Contractor, and all expense in connection therewith shall be charged to the Contractor.

22. Statutes, Bylaws, Regulations and Permits

Unless otherwise noted, the Contractor shall take out all necessary permits and licenses required to permit the Contractor to perform its obligations under the Contract. The Contractor shall give all notices and comply with all REGIONAL DISTRICT regulations, all laws, by-laws, ordinances, rules, and regulations, whether federal, provincial, or municipal, relating to the business it carries on and the services provided pursuant to the Contract, including the Workers' Compensation Act and the Employment Standards Act.

23. Site Inspection

The Contractor shall make site inspections of all appropriate areas to determine their general condition and to ensure the fulfillment of the contract requirements.

24. Use of Premises

The Contractor shall abide by, and shall ensure its employees abide by, all appropriate regulations, including but not limited to regulations relating to fire, safety, parking, traffic control and health. The Contractor will ensure that all of its employees are aware of the applicable regulations.

25. Clean Up

The Contractor shall at all times conduct the work in an orderly and reasonably tidy manner and shall at suitable intervals remove any accumulation of rubbish or refuse materials. At no time shall any person employed by the Contractor or by any of his Subcontractors discard any litter or garbage on or adjacent to the site, except into a suitable container. Upon completion and before final acceptance of the work, the Contractor shall remove all rubbish, surplus, or discarded materials and equipment and shall leave the site in a clean and neat condition.

26. Change Orders

If for any reason it may become desirable during the course of the work to change the alignment, dimensions, or design, or to add to or to omit portions thereof, the REGIONAL DISTRICT reserves the right to issue change orders to give effect to such changes as may, in the opinion of the REGIONAL DISTRICT be necessary or desirable.

SAMPLE

The change may or may not result in a change in the amount of the work. If the changes do, in the opinion of the REGIONAL DISTRICT, change the amount of the work, the contract price shall be adjusted as mutually agreed between the Contractor and the REGIONAL DISTRICT.

The adjustment for the Contract Price shall not exceed the actual cost of the Contractor's work for the change in the Work, plus an allowance for overhead and profit as follows:

.1 For Contractor, for overhead and profit, 10% of the actual cost of the Contractor's work;

.2 For Contractor, for overhead and profit, 10% of the amount for Subcontractor's work, being the actual cost of the Subcontractor's work plus the amount determined as set out in .3 below;

.3 For Subcontractor, for overhead and profit, 10% of the actual cost of the Subcontractor's work."

If a change in the Work results in a net decrease in the Contract Price, the amount of the credit shall be the net cost, without deduction for overhead and profit. When both additions and deletions covering related work or substitutions are involved in a change in the Work, the allowance for overhead and profit shall be calculated on the basis of the net increase, if any, with respect to that change in the Work."

27. Collection of Personal Information

Unless the Agreement otherwise specifies or the Regional District otherwise directs in writing, the Contractor may only collect or create Personal Information that is necessary for the performance of the Contractor's obligations, or the exercise of the Contractor's rights, under the Agreement.

Unless the Agreement otherwise specifies or the Regional District otherwise directs in writing, the Contractor must collect personal information directly from the individual the information is about.

Unless the Agreement otherwise specifies or the Regional District otherwise directs in writing, the Contractor must tell an individual from whom the Contractor collects personal information:

a) the purpose for collecting it;

b) the legal authority for collecting it; and

c) the title, business address and business telephone number of the person designated by the Regional District to answer questions about the Contractor's collection of personal information.

28. Competency and Qualifications

The Contractor will employ properly licensed, trained, and unimpaired workers throughout the duration of the contract.

29. Utility Location

It is the responsibility of the Contractor to locate any utilities in the vicinity of any construction, exploration, or investigation if required.

30. Builder's Lien

The Contractor shall, at its own expense, cause any and all builders liens and other liens for labour, services or materials alleged to have been furnished with respect to the lands comprising the work site or

SAMPLE

the work which may be registered against or otherwise affect the lands or the work, except liens properly filed by the Contractor on its own behalf, to be paid, satisfied, released or vacated forthwith after the REGIONAL DISTRICT has sent written notice of any claim for any such lien. In the event of a bona fide dispute regarding the validity or correctness of any claim for such lien, the Contractor shall be entitled to defend against a claim for such lien in any proceedings brought in respect therefor after first paying into court the amount claimed plus any interest payable, or providing sufficient security therefor and such cost as the court may direct and registering all such documents as may be necessary to cancel such lien, or providing such other reasonable security in respect of such claims as the REGIONAL DISTRICT may in writing approve. Upon receiving satisfactory security for any costs and an indemnity in writing from the Contractor, the REGIONAL DISTRICT may authorize the Contractor to apply to the court in the name of the REGIONAL DISTRICT to have any lien removed upon payment into court or deposit in court of satisfactory security therefor.

31. Bonding

The successful Proponent must provide a Performance Bond and Labour and Material Payment Bond each of which shall equal fifty percent (50%) of the Total Contract Price, issued by a Surety licensed to transact the business of suretyship in the Province of British Columbia. The Performance Bond shall encompass the Warranty and Guarantee period and shall, in any event, be in effect for no less than two (2) years from the date of issuance of the Notice of Acceptance.

SAMPLE

SIGNATURES

IN WITNESS WHEREOF the parties hereto have executed this Agreement as follows:

For the Regional District of Nanaimo:

_____
Signature

_____
Printed Name

For the Contractor:

_____
Signature

_____
Printed Name

SAMPLE

SCHEDULE "A"

SCOPE OF WORK

“Contract Documents” consist of the following documents which copies are attached to this Agreement:

(1) This duly executed Agreement

(2) The duly executed Tender Form

(3) All Addenda

(4) Drawings

(5) Written Specifications

(6) The Tender Documents

(7) Other relevant documents.

SAMPLE

SCHEDULE "B"

CONTRACT PRICE

The Contract Price shall be the sum in Canadian Dollars of the following:

(a) Up to the Price of $_____ and;

(b) Payments made on account of change orders, as may be required by the Contract Documents.

The Contract Price shall be the entire compensation owing to the Contractor by the REGIONAL DISTRICT for the Work and shall cover and include all supervision, labour, materials, Contractor's Plant and Equipment, overhead, profit, financing costs and all other costs and expenses whatsoever incurred in performing the Contract excluding GST.

The Contractor will be solely responsible for invoicing the REGIONAL DISTRICT ensuring to include the REGIONAL DISTRICT's Purchase Order number on all invoices to assure timely payment.
All invoices are subject to prior review and approval by the REGIONAL DISTRICT and approved invoices will be paid on a net 30 days' basis from date of receipt unless otherwise agreed to in writing.

If the REGIONAL DISTRICT does not approve of the services or part of them which are the subject of the invoice, the REGIONAL DISTRICT shall advise the Contractor in writing of the reasons for non-approval and the Contractor shall remedy at no additional cost to the REGIONAL DISTRICT before the REGIONAL DISTRICT shall be obliged to pay the invoice or any part of it, as the case may be.

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Appendix E
WWS-COM-10.1 Contractor-Supplier Package – EMS Requirements

WWS-COM-10.1 Contractor-Supplier Package

The purpose of this package is to convey the requirements of Regional District of Nanaimo Wastewater Services' (WWS) Environmental Management System (EMS) to contractors and suppliers. This package is applicable to all wastewater treatment facilities, conveyance systems and pump stations.

As a contractor or supplier to WWS, you have a responsibility to comply with all provisions identified in the Contract Documents regarding Environmental Protection. Where Contract Documents do not exist, the service provider will comply with Sections Two, Three and Four.

Please retain a copy for your records.

PACKAGE CONTENTS:

1.0 General Overview: ISO 14001
- 1.1 Environmental Management System (EMS)
- 1.2 Environmental Policy and ISO Clause
- 1.3 Environmental Aspects and Impacts
- 1.4 Environmental Objectives and Targets

2.0 Operating Procedures

3.0 Emergency Preparedness and Response Procedures

4.0 Environmental Specifications
- 4.1 Air Emissions
- 4.2 Cleaning Equipment
- 4.3 Dust Control
- 4.4 Energy Consumption
- 4.5 Hazardous Materials
- 4.6 Noise
- 4.7 Sensitive Areas
- 4.8 Spills
- 4.9 Surface Water Control
- 4.10 Waste Management - Solid Non-Hazardous Waste

5.0 Attachments
- Environmental Policy
- ISO Clause

I, _____ of _____
(please print name) (please print company name)

acknowledge that I have received a Contractor-Supplier Package (ISO 14001 Contractor Supplier Environmental Performance Requirements) containing the materials listed above.

_____ _____
(Date) (Supplier/Contractor Employee's Signature)

_____ _____
(Date) (WWS Project Manager's Signature)

1.0 GENERAL OVERVIEW: ISO 14001

1.1 Environmental Management System (EMS)

- An EMS is the part of an organization's management system, used to develop and implement its environmental policy and manage its environmental aspects.
- It includes organizational structure, planning activities, responsibilities, practices, procedures, processes and resources.

1.2 Environmental Policy and ISO Clause

- An Environmental Policy is a statement by the organization of its overall intentions and direction related to its environmental performance. It provides a framework for action and for the setting of environmental objectives and environmental targets.
- It is a driver for implementing and maintaining our EMS and reflects commitment to continual improvement, legal compliance and prevention of pollution
- The Environmental Policy is posted at each of the WWS wastewater treatment facilities and pump stations, and is available on the RDN website: www.rdn.bc.ca
- Uncontrolled copy of the Environmental Policy attached (Section 5.0 of this package)
- Uncontrolled copy of WWS' ISO Clause (Section 5.0 of this package)

1.3 Environmental Aspects and Impacts

- Environmental Aspect: element of an organization's activities, products or services that can interact with the environment.
- Environmental Impacts: any changes to the environment whether adverse or beneficial, wholly or partially resulting from an organization's environmental aspects.
- Environmental impacts include:
    - Air Pollution and Odour
    - Depletion of Natural Resources (Energy Use)
    - Landfill (Garbage)
    - Noise
    - General Repairs-Construction (Sensitive Areas)
    - Sewage Bypass (Leak/Spill)
    - Treatment Disposal (Hazardous Waste)

1.4 Environmental Objectives and Actions

- Environmental Objective: overall environmental goal consistent with the environmental policy, that an organization sets itself to achieve.
- Environmental Target: a detailed performance requirement that arises from the environmental objectives and that needs to be set and met in order to achieve those objectives.
- Objective and Targets are set to minimize environmental impacts.
- Any legal requirements that must be met by the organization (i.e. permit requirements) help create the objectives and targets.

2.0 OPERATING PROCEDURES

- All WWS wastewater treatment facilities have Operating Procedure Manuals.
- Procedures applicable to contractors and suppliers will be supplied by the WWS Project Manager at pre-construction meetings or prior to the work commencing.
- Contractors and Suppliers will be required to sign a Procedure Checklist acknowledging that they have received copies of applicable procedures at a pre-construction meeting or prior to commencing work on site.
- The WWS Project Manager will ensure that a site induction is completed prior to work commencing as per the ISO Clause attached. (Section 5.0 of this package)

3.0 EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURES

- All WWS wastewater treatment facilities have Emergency Preparedness and Response Procedure Manuals.
- Procedures applicable to contractors and suppliers will be supplied by the WWS Project Manager at pre-construction meetings or prior to the work commencing.
- Contractors and Suppliers will be required to sign a Procedure Checklist acknowledging that they have received copies of applicable procedures at a pre-construction meeting or prior to commencing work on site.
- The WWS Project Manager will ensure that a site induction is completed prior to work commencing as per the ISO Clause (Section 5.0 of this package).

4.0 ENVIRONMENTAL SPECIFICATIONS

Contractors and suppliers must abide by the following environmental specifications while working on site, as applicable.

4.1 Air Emissions

- Contractors and Suppliers will ensure that excess vehicle idling is minimized.
- Contractors will ensure that their staff are trained in the proper use and handling of all materials and chemicals to ensure air emissions/odours are minimized.
- No open burning of waste materials is permitted.

4.2 Cleaning Equipment

- Do not clean equipment in streams/rivers or lakes.
- Clean construction equipment prior to entering roadways.
- Do not clean equipment in locations where debris can gain access to sewers, watercourses or aquifers.

4.3 Dust Control

- Transport dusty materials in covered haulage vehicles.
- Public roadways shall be kept clean and free of mud.

4.4 Energy Consumption

- Contractors and Suppliers will use energy efficient equipment when undertaking any work on a job site, where practical.
- Contractors and Suppliers staff will turn off lights and equipment when not in use and where practical when on a job site.

4.5 Hazardous Materials

- Hazardous materials brought on site and removed shall be managed in accordance with current MOE Regulations current at the time of work.
- Governing Ministry of Labour Regulations respecting protection of works, remedial handling and disposition of Designated Substances encountered shall be followed.
- Do not empty fuel, lubricants, herbicides, pesticides, fungicides, paint materials, solvents or other chemicals into sewers or watercourses (only legally acceptable disposal methods are acceptable).

4.6 Noise

- Use vehicles and equipment with efficient muffling devices.
- Provide and use devices that will minimize noise levels in construction areas.
- Minimize noise resulting from activities while on-site whenever practical.

4.7 Sensitive Areas

- Inform WWS staff in writing of the particular schedule for each river crossing, channelizing or other work in the designated sensitive areas.
- Avoid encroachment on unique natural areas and establish boundary protection and signage to avoid encroachment.
- Do not disturb habitats of rare or endangered species. Agree and implement mitigative measures with WWS staff.
- Protect wetland sites used as feeding or breeding areas by migratory fowls or as habitats for other animals and establish boundary protection and signage to avoid such encroachment.
- Schedule construction in sensitive areas so that there will be minimal interference with water uses including fish migration or spawning, or disruption of incubation periods for eggs.
- Keep removal of vegetation to a minimum.
- Contain and deposit on land all aquatic plants uprooted or cut prior to or during construction.

4.8 Spills

- If requested, the contractor will provide to the WWS Project Manager for approval an Environmental Plan which addresses spill prevention, and spill response and communication.
- The contractor will be provided with a WWS Spill Response procedure in the event an Environmental Plan is not requested by WWS. If the contractor is provided with a WWS Spill Response procedure, the contractor will be required to follow instructions assigned to 'operator' in the procedure.
- Spill containment must be provided for any equipment containing fuel.
- Be prepared at all times to intercept, clean up and dispose of any spillage that may occur whether on land or water.
- Keep all materials required for clean-up of spills readily accessible on-site (e.g. spill kit)
- The contractor must dispose of all spillage and contaminated material the contractor generates. Contaminated material may not be stored on site.
- Report spills to EMBC at 1-800-663-3456 as per the *BC Spill Reporting Regulation*, which applies for the purposes of the *BC Environmental Management Act*.
- Notify WWS staff immediately if there are any spills and provide the EMBC confirmation number, where one has been provided.
- Results of all spill investigations must be forwarded to the WWS Project Manager and Chief Operator of the facility at which the spill occurred.

- Reporting of releases is also a requirement of federal and other provincial legislation, including the Canadian Environmental Protection Act, and the Transportation of Dangerous Goods Act.

4.9 Sediment and Erosion Control

- The contractor, where ground work is required, will follow the project's sediment and erosion control plans.
- If no sediment and erosion control plan is in place the following procedures should be used:
  - Control all surface water and groundwater including rainfall and run-off. Ensure that erosion is controlled and that flooding of excavations or damage to structures does not occur.
  - Intercept surface drainage as far back from excavations as practical by means of ditches, berms or other interception methods as may be required for effective control.
  - Direct pumped water or run-off to settling ponds or sediment basins prior to discharge to adjacent storm sewers or watercourses as per provincial and federal regulations
  - The contractor is to discharge only to RDN approved discharge point(s).
  - Intercept and divert concentrated run-off from unstable areas under sheet flow conditions, as directed by the Engineer.
  - Do not direct any flow of water across or over pavements, except through approved pipes or properly constructed troughs.
  - Keep gutters and drainage ditches open at all times to provide adequate surface drainage.
  - Maintain all existing storm sewers clean and free of deleterious materials and blockages.
  - Provide splash pads where water is discharged to the watercourse.
  - Dispose of water so as not to be injurious to public health or safety, to property or to any part of work completed of under construction.
- The contractor must follow any other requirements identified in the contract document with WWS.

4.10 Waste Management – Solid Non-Hazardous Waste

- No open burning is permitted.
- All wastes generated by contractors will be cleaned-up and disposed of as per BC Ministry of Environment Regulations.
- Whenever possible Contractors and Suppliers should utilize recycling opportunities for the disposal of waste.

5.0 ATTACHMENTS

REGIONAL DISTRICT OF NANAIMO

RDN Wastewater Services Environmental Policy

The Regional District of Nanaimo's (RDN) Wastewater Services (WWS) Environmental Policy reflects the values and priorities of the RDN's Board Strategic Plan 2019 - 2022, Regional Growth Strategy and Liquid Waste Management Plan.

The RDN's WWS is committed to providing reliable, high quality, and cost-effective wastewater services to the people and communities we serve. We strive to optimize our treatment and re-use processes with proven, innovative technologies and sound asset management practice at our facilities to protect and enhance the natural environment for future generations. In fulfillment of this commitment, it is the WWS policy:

- To do our utmost to comply with the letter and spirit of relevant environmental laws and regulations. There shall be thorough and accurate measurement and reporting of our environmental compliance.
- To prevent pollution. This includes improving the quality of treated wastewater and avoiding or reducing environmental pollution directly from WWS operations, or indirectly by the consumption of power, fuel, chemicals, and other resources.
- To identify and monitor environmental impacts and set measurable objectives and targets to reduce those impacts on the environment.
- To foster openness and dialogue with employees, First Nations and the public, including community engagement and public outreach, and respond to their concerns about potential hazards and impacts of our operations.
- To continually improve our performance relevant to this environmental policy.

This policy will be communicated regularly to all WWS staff and will be made available to regulatory agencies, the public, or other interested parties upon request.

Ellen Tian
General Manager, Regional and Community Utilities
Date: December 9, 2021

ISO CLAUSE

Whereas the Regional District of Nanaimo's Wastewater Services (WWS) is operating to the ISO 14001:2015 standard, it is a condition of this contract that the Contractor comply with the WWS' Environmental Management System (EMS).

As per PM-08.0 Element 7.2 Competence and Element 7.3 Awareness, paragraph 5.11 of the WWS' EMS Policy and Procedure Manual:

1. Any contracted personnel whose activities can create a significant impact (as defined by the WWS' EMS) on the environment are required to undergo training. Such training will require one session of approximately one half hour.

2. While the Regional District of Nanaimo (the RDN) will provide the initial training to a representative Contractor, it is the responsibility of the Contractor to train the Contractor's own personnel, as well as any personnel of the Contractor's Subcontractor who will be working on a site of WWS.

3. The Contractor hereby warrants that it will provide any ISO 14001 related training which the RDN deems necessary to the Contractor's own personnel and any personnel of the Contractor's Subcontractor and will forward records thereof to the RDN at no additional charge to the RDN.

REGIONAL DISTRICT OF NANAIMO
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Appendix F
Prime Contractor Preconstruction Meeting Form

REGIONAL DISTRICT OF NANAIMO

Prime Contractor Preconstruction Meeting Form

Date		Meeting Location	
Contract #		WSBC Firm #	
Prime Contractor Company Name			
Prime Contractor's Superintendent			
Description of Designated Workplace			
Description of Work			
RDN Contract Representative			

Agreement

The Prime Contractor:

Check	
☐	Acknowledges appointment as Prime Contractor defined by WorkSafeBC OH&S Regulation Sections 20.2 and 20.3, and in the Workers' Compensation Act, Sections 118 Clauses 1 and 2.
☐	Understands the Owners duties as defined in the Workers' Compensation Act, Section 119.
☐	Understands for any discrepancy establishing health and safety protocol, WorkSafeBC OH&S Regulation and/or the Workers' Compensation Act (Part 3) shall prevail.
☐	Acknowledges being informed of any known workplace hazards by the owner or owner's delegate, by signing attached "Existing Known Hazard Assessment" form.
☐	Shall communicate known hazards to any persons who may be affected and ensure appropriate measures are taken to effectively control or eliminate the hazards.
☐	Shall ensure all workers are suitably trained and qualified to perform the duties for which they have been assigned.
☐	Shall ensure or coordinate first aid equipment and services as required by WorkSafeBC OH&S Regulation.
☐	Shall coordinate the occupational health and safety activities for the project.
☐	Assumes responsibility for the health and safety of all workers and for ensuring compliance by all workers with the Workers Compensation Act (Part 3) and WorkSafeBC OH&S Regulation.
☐	Understands any WorkSafeBC violation by the Prime Contractor may be considered a breach of contract resulting in possible termination or suspension of

	the contract and/or any other actions deemed appropriate at the discretion of the RDN.
☐	Understands any penalties, sanctions or additional costs levied against the Prime Contractor will be the responsibility of the Prime Contractor.
☐	Confirms the Prime Contractor's Safe Work procedures and risk assessments were prepared by, or approved by, a Qualified Person as defined by WorkSafeBC OH&S Regulation.
☐	Accepts the following required documents shall be maintained and made available upon request from the RDN and/or WorkSafeBC Prevention Officer at the workplace

Documents required to be maintained and available by the Prime Contractor will include, but not be limited to:

Check	
☐	All notices which the Prime Contractor is required to provide to WorkSafeBC as per WorkSafeBC OH&S Regulation.
☐	Any written summaries of remedial action taken to reduce occupational health and safety hazards within the area of responsibility.
☐	All directives and inspection reports issued by WorkSafeBC.
☐	Records of any incidents and accidents occurring within the Prime Contractor's area of responsibility.
☐	Completed accident investigations for any incidents and accidents occurring within the Prime Contractor's area of responsibility

On a **construction project** workplace, these additional documents are required to be maintained and available by the Prime Contractor:

• Records of all orientation and regular safety meetings held between contractors and their workers, including topics discussed, worker names and companies in attendance.
• Written evidence of regular inspections within the workplace.
• Occupational first aid records.
• Worker training records.
• Current list of the name of a qualified person designated to be responsible for each subcontractor (employer's) site health and safety activities.
• Diagram of the emergency route to the hospital.

The following information must be **provided** to the RDN Contract Representative:

Check	
☐	WorkSafeBC Notice of Project (if applicable)
☐	WorkSafeBC Clearance Letter
☐	Prime Contractor's OH&S Safety Program
☐	Prime Contractor's Site/Project Specific Hazard Identification and Risk Assessments, Safe Work Procedures, etc.

☐	First Aid Attendant(s)	
☐	Safety Supervisor(s)	
☐	Location of First Aid Station	

Signature of Prime Contractor	
Signature of RDN Contract Representative	

Pre-Existing and Known Hazard Identification

Discussion between the Prime Contractor and the RDN Contract Representative

Date		Meeting Location	
Prime Contractor Company Name			
Prime Contractor's Superintendent			
RDN Contract Representative			

- RDN Contract Representative to make the Prime Contractor aware of any known extraordinary pre-existing hazards specific to the contract.
- It is recognized the pre-existing and known hazards identified may not be a comprehensive list and due caution is always required.
- Use additional pages if necessary.

Identified Extraordinary Hazards	Action required to eliminate or control hazards and ensure worker safety

Prime Contractor Representative (signature)	RDN Contract Representative (signature)
Prime Contractor Representative (print name)	RDN Contract Representative (print name)