Town of Fox Creek Administration Department 108 Kaybob Drive Fox Creek, Alberta T0H 1P0

(T) 780.622.3896 (F) 780.622.4247 RFP@foxcreek.ca

Non-Binding - October 24, 2022

REQUEST FOR PROPOSAL RFP 2022-01

RENOVATION AND ADDITION TO THE FOX CREEK ADMINISTRATION OFFICE - 102 KAYBOB DRIVE, FOX CREEK, ALBERTA

1. INTRODUCTION

The Town of Fox Creek sits in the northwest portion of central Alberta, approximately 225 km northwest of Edmonton. Fox Creek is the halfway point between Edmonton and Grande Prairie.

2. SUBMISSION DETAILS

The Town of Fox Creek is not under any obligation whatsoever to select a respondent and may cancel this Request for Proposal at any time for whatever reason(s) and without liability to the respondent or anyone else.

Respondents are solely responsible, and without recourse to the Town, for their own expenses in preparing and submitting a proposal or otherwise participating in the request for proposal process.

The Town of Fox Creek shall **ONLY** accept **ELECTRONIC PROPOSAL SUBMISSIONS** submitted through the email provided. Proposal Submissions submitted and/or received by any other method shall be rejected, unless the Town of Fox Creek has instructed otherwise by published addendum.

ELECTRONIC PROPOSAL SUBMISSIONS ONLY, shall be received by RFP@foxcreek.ca, no later than 1:00 pm local time, on November 21, 2022.

The onus is on the respondents to ensure their electronic Proposal Submissions are received no later than the closing time and date stated above. Respondents are cautioned that the timing of their Proposal Submission is based on when the proposal is **RECEIVED** by the email system, not when the proposal is submitted by a respondent, as Bid Transmission can be delayed due to file transfer size, etc. A Proposal Submission will only be considered to have been submitted once it has been **RECEIVED**, regardless of when the proposal was submitted.

For the above reasons, the Town of Fox Creek recommends that respondents allow sufficient time for the proposal to be received.

Respondents should contact the RFP Contact listed below, at least twenty-four (24) hours prior to the closing time and date, if they encounter any problems. A confirmation email will be sent to the respondent advising that the proposal was received. If you do not receive a confirmation email within ten (10) minutes of sending, contact the RFP contact immediately.

Respondents are required to provide a written response for each of the following items. This information shall be submitted with the balance of the required documents provided by the respondent.

Section 1 Cover Letter

Include Company Name and Contact Information

Section 2 Company Overview

Clearly identify the prime contractor submitting the proposal. Identify any other contractors or sub-contractors that may be involved on your behalf and their legal/contractual relationship with the prime contractor along with the expertise and respective projected costs of their involvement.

Section 3 Project Manager and Support Staff

Provide a resume of the Project Manager and support staff that would be directly involved in the project, indicating experience, credentials, and notable achievements in the area of this work assignment.

Section 4 Experience on Similar Projects

Respondents shall include at least three (3) references that outline previous Construction Projects that have been successfully completed by their company in the past five (5) years. This shall include the client names, contact names, and phone numbers. The Town reserves the right to contact these references, where appropriate. In the interest of fair and equitable considerations to all respondents please do not list the Town of Fox Creek as a reference for this section.

Section 5 Project Understanding and Work Plan

Respondents are to confirm their understanding of the Scope of Work and clearly define how they would go about achieving, noting the sequence, and timing, all project phases.

Section 6 Financial

Provide a detailed accounting of the costs associated with the project. Include all costs, including disbursements, and other applicable costs in your Schedule of Fees.

GST must be shown as a separate item.

Appendices Respondents Declaration

Additional information regarding your company and/or services that could prove beneficial to the evaluation team in assessing your proposal.

3. PROJECT SPECIFICATIONS

The Town of Fox Creek is looking to contract the renovation of and addition to the Fox Creek Administration Building and the completion of the finish landscaping.

The Town intends to renovate the existing space of 383 SQM which will include the correction of existing issues that currently exist in the structure. The renovation will include the installation of a new vault area, and demolition of some interior walls to accommodate the new proposed floorplan.

The Town also intends to add on to the existing structure to accommodate the growing number of staff required to serve the community. The 360 SQM addition will include the construction of new office spaces, washroom facilities, council chambers and staff room.

The proposed schematic design of the new Administration Office have been completed in consultation with Voshell Architecture and Design Inc. but the Town reserves the right to modify the design for cost savings and efficiencies. The Electrical, Mechanical and Structural drawings and specifications are to be included in the contractor proposal as the Town prefers to design these with the selected contractor.

Temporary perimeter fencing must be erected to provide public safety and security of the work site on a 24/7 basis during the period the contractor is on site.

Any temporary road closings that may be required during demolition or removal must be coordinated with the Town. Such requests should be specified in your tender response.

4. PROJECT DOCUMENTS

The following documents have been provided as tender specifications:

Appendix A: Proposed Schematic Drawings – Voshell Architecture

Includes:

Site Plan

Schematic design floor plan

Schematic design exterior elevations and proposed materials

Appendix B: Existing Administration Office Floorplans

Appendix C: Photos of existing Administration Office exterior

5. PROPOSAL EVALUATION CRITERIA

 Experience and Qualifications as evidenced by: Company background and history Managing projects experience Sub-contractor experience Client references 	40%
 Approach to Project, completion schedule Adequacy of resources Ability to complete work on a timely basis and meet deadlines 	25%

Innovation and thoughtfulness in work approach.	
Best Value for the Town of Fox Creek Overall Budget	25%
Use of Local Contractors	10%

6. QUESTIONS AND INQUIRIES

RFP Contact

Clarification on this Request for Proposal should be directed to:

Kristen Milne
Chief Administrative Officer
PO Box 149
Fox Creek, Alberta
T0H 1P0
kristen@foxcreek.ca

7. PROPOSAL WITHDRAW OR QUALIFICATION

A Respondent who has already submitted a proposal may submit a further proposal, at any time, up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by that Respondent.

A Respondent may withdraw or qualify their proposal at any time up to the official closing time by submitting an email from the same account as their proposal to the Town. Such a submission must be received in sufficient time before the proposal closing date.

No Respondent may withdraw their proposal for a period of ninety (90) days after the actual date of closing.

8. PROPOSAL AWARD PROCEDURES

Unless stated otherwise, the following procedures will apply:

- 1. The Town will notify the Successful Respondent of the award within sixty (60) calendar days of the Proposal Closing date.
- 2. Notices of Acceptance of Proposal will be by telephone and by written notice.
- 3. The successful Respondent shall provide the Town with any required documents within fifteen (15) calendar days of the date of notification of award.
- 4. Following receipt of the documents, the Successful Respondent will receive written authority, in the form of a Service Agreement, to proceed with the work.
- 5. The successful respondent will be required to attend a Project Initiation Meeting with the Town, on site, prior to the start of the project and prepare minutes for the meeting.

9. INFORMAL OR UNBALANCED PROPOSALS AND DISCREPANCIES

All entries shall be clear.

Proposals which are incomplete, conditional, obscure, contain additions not called for, reservations, or irregularities of any kind, may be rejected as incomplete.

In the event of a discrepancy, the lowest of any amount submitted shall be taken as correct.

Proposals that contain prices which appear to be so adversely unbalanced as to likely affect the interests of the Town, may be rejected.

10. ERRORS AND OMISSIONS

The Town shall not be held liable for any errors or omissions in any part of this document. While the Town has used considerable efforts to ensure an accurate representation of information, the information is supplied solely as a guideline for Respondents. The information is not guaranteed or warranted to be accurate by the Town, nor is it necessarily comprehensive or exhaustive. Nothing in the document is intended to relieve the Respondents from forming their own opinions and conclusions with respect to the matters addressed in the RFP.

Should a Respondent find omissions from, or discrepancies, in any of the RFP documents or should the Respondent be in doubt as to the meaning of any part of such documents, the Respondent shall notify the designated contact without delay. If the designated contact considers that a correction, explanation, or interpretation is necessary or desirable, an addendum notice will be issued.

No oral explanation or interpretation will modify any of the requirements or provisions of the proposal documents.

11. ACCEPTANCE OR REJECTION OF PROPOSAL

The acceptance of a proposal will be contingent upon, and not necessarily limited to, an acceptable record of ability, experience, and previous performance.

The Town reserves the right to reject any or all proposals, and to waive formalities as the interests of the Town may require, without consequently stating reasons.

No proposal shall be accepted from or awarded to any individual, partnership or corporation that is in tax arrears with the Town of Fox Creek, or that may be deemed irresponsible or unreliable to the Town. Notwithstanding and without restricting the generality of the statement immediately above, the Town shall not be required to award and accept a proposal or recall the proposals at a later date:

- When only one (1) proposal has been received as a result of the proposal call.
- Where the lowest responsive and responsible Respondent's proposal substantially exceeds the estimated cost of the goods or service.

- When the proposal documents do not state a definite or are based on an unreasonable delivery/work schedule.
- When all proposals received fail to comply with the specifications or proposal terms and conditions; or
- Where a change in the scope of work or specifications are required.

The Town shall not be responsible for any liabilities, costs, expenses, loss, or damage incurred, sustained, or suffered by the Respondent by reason of the acceptance or the non-acceptance by the Town of any proposal or by reason of any delay in the acceptance of a proposal except as provided in the proposal document.

Proposals received after the official closing time will not be considered during the selection process.

Each proposal shall be open for acceptance by the Town for a period of sixty (60) calendar days following the date of closing.

The acceptance of any proposal will be contingent on approval and authorization to proceed by Fox Creek Town Council.

12. REQUIREMENTS AT TIME OF EXECUTION

Subject to an awareness of an agreement, the Successful Respondent is required to submit the following documentation in a form satisfactory to the Town of Fox Creek within fifteen (15) calendar days after being notified to do so in writing:

- Insurance Documents.
- Clearance Certificate from the Workplace Safety and Insurance Board.
- Safety Policies and Procedures and related documentation.

If the Successful Respondent for any reason, defaults or fails in any matter or items referred to under "Requirements at Time of Execution," the Town reserves the right to accept any other proposal submission, advertise for new proposals, or carry out any work the Town may, at its sole discretion, deem best.

13. GOVERNING LAWS

This RFP and any subsequent agreements resulting from this RFP shall be governed by and interpreted in accordance with Town of Fox Creek Policy and the laws of the Province of Alberta.

14. VERIFICATION OF INFORMATION

The Town shall have the right to:

 Verify any Respondent's statement or claim by whatever means the Town deems appropriate, including contacting persons in addition to those offered as references; and/or

- Access the Respondent's premises where any part of the work is to be carried out to confirm Proposal information quality of processes and to obtain assurance of viability and/or
- The Respondent shall co-operate in the verification of information and is deemed to consent to the Town verifying such information.

15. PATENT, COPYRIGHT, OR OTHER PROPRIETARY RIGHTS

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, Respondents are reminded to clearly identify in their proposal material, any specific scientific, technical, commercial, proprietary, intellectual, or similar confidential information, the disclosure of which could cause them injury or damage.

16. HEALTH AND SAFETY

The Successful Respondent shall provide the Town, prior to commencement of work, with a written copy of the Health and Safety Policy for their business along with the Health and Safety procedure(s) relevant to the work to be performed, where applicable.

17. WORKPLACE SAFETY AND INSURANCE BOARD

The Successful Respondent shall provide the Town with a copy of the Workplace Safety and Insurance Board's Clearance Certificate (or Independent Operator Certificate, as applicable) indicating the Respondent's good standing with the Board, at any time, when requested by the Town.

18. INSURANCE

The Successful Respondent, at their sole cost and expense, shall insure its activities in connection with the work under this Agreement and obtain, keep in force, and maintain insurance as follows:

- Comprehensive General Liability Insurance including but not limited to bodily injury including death, personal injury, property damage including loss of use thereof, broad form contractual liability, Towns and contractors' protective, products and completed operations, non-owned automotive liability and contain a cross liability, severability of insured clause in an amount of not less than two-million dollars (\$2,000,000.00) applying to all claims on a per occurrence basis. The policy shall include the Town as additionally insured in respect to all operations performed by, or on behalf of, the Successful Respondent.
- Professional Liability (Errors and Omissions) Insurance in the amount of five-hundred thousand dollars (\$500,000) per claim and one-million dollars (\$1,000,000.00) in aggregate. Such insurance shall provide coverage for all errors and omissions made by the professional in the rendering of, or failure to render, professional services in connection with the work under the Service Agreement. Upon completion of the work under this Agreement the policy shall remain in force for twelve (12) months. The insurance shall not have a retroactive date less than prior to the placement of this policy or coinciding with the effective date of the Service Agreement. If a retroactive

date should apply to this policy, confirmation that the retroactive date is not in effect after the commencement of work under the Service Agreement must be included in the certificate of Insurance.

- Prior to commencement of any work associated with the Service Agreement and upon the placement, renewal, amendment, or extension of all or any part of the insurance, the Successful Respondent shall promptly provide the Town with the confirmation of coverage and, if required, a certified true copy(s) of the policy(s) certified by an authorized representative of the insurer together with copies of any amending endorsements applicable to any work associated with this Agreement.
- All policies shall be endorsed to provide thirty (30) days advance notice to the Town of any modification, change, or cancellation.
- All policies shall include a provision that the coverage will be primary and will not participate with, nor be excess over, any valid and collective insurance or program of self-insurance carried or maintained by the Town.
- All policies shall be with insurers licensed to underwrite insurance in the Province of Alberta.
- If the Successful Respondent fails to maintain insurance as required by the Agreement, the Town shall have the right at their sole discretion to: terminate the Agreement; provide the Successful Respondent with two (2) business days to provide confirmation that coverage is in effect; or, provide and maintain such insurance and give evidence to the Successful Respondent and the Successful Respondent shall pay the cost thereof to the Town on demand or the Town may deduct the cost from the amount which is due to or may become due to the Successful Respondent.
- All applicable deductibles under the above required insurance policies are at the sole expense of the Successful Respondent.
- It is expected by the Town that the Certificate(s) of Insurance will provide confirmation that all insurance requirements as stated above have been met.
- If applicable and based upon the operations of any sub-contractor, Section 17 shall apply in the same manner to any sub-contractor as it would to the Successful Respondent. Further, it is the Successful Respondent's obligation to ensure that any sub-contractor is aware of these obligations. The Successful Respondent shall provide to the Town confirmation of the sub-contractor's insurance.

19. REGULATION COMPLIANCE AND LEGISLATION

All work provided must be in accordance with the laws and regulations pertaining to the work. The laws of the Province of Alberta shall govern this proposal and any subsequent agreement results from this proposal.

The Successful Respondent shall ensure all services and products provided in respect to this proposal are in accordance with, and under authorization of all applicable authorities, Municipal, Provincial and Federal legislation.

20. FREEDOM OF INFORMATION

All written proposals received by the Town become public record. Once the Town accepts a proposal, all information contained in the proposal is available to the public, including personal information.

21. CONFIDENTIALITY

The Successful Respondent shall keep confidential any information provided by the Town or any oral information conveyed to the Successful Respondent by the Town. The Successful Respondent shall not discuss any aspects, or results, of the study with anyone other than the Town.

22. INDEMNIFICATION

The Successful Respondent, its officers, agents or employees, and if applicable, all sub-contractors shall at all times indemnify and save the Town from and against any and all manner of claims, demands, losses, costs, charges, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the Town in respect of any loss, damage or injury to any person or property directly or indirectly arising out of, resulting from, or sustained, as a result of this Agreement, provision of services or any operations connected therewith caused by or resulting form the negligent or wilful acts or omissions of the Successful Respondent, its officers, agents or employees or if applicable its sub-contractors.

23. CONFLICT OF INTEREST

Respondents must ensure that they are not in a position that may be perceived as a conflict of interest.

24. CANCELLATION

The Town reserves the right to cancel this Request for Proposal at any time and for any reason, and will not be responsible for any loss, damage, cost, or expense incurred or suffered by any Respondent as a result of cancellation.

The Town reserves the right to cancel the Agreement, at its sole and absolute discretion, within thirty (30) days written notice to the Successful Respondent, and the Successful Respondent will have no rights or claims against the Town. The Successful Respondent will be entitled to be paid for all authorized work and expenses up to the termination date. Cancellation would not, in any manner whatsoever, limit the Town's right to bring action against the Successful Respondent for damages or for breach of contract.

25. SUB-CONTRACTORS

The Respondent is fully responsible to the Town for the acts and omissions of its sub-contractors and/or persons directly or indirectly engaged by the Respondent in respect to this work. Sub-contractors will be required to abide by all the requirements of the proposal document as though they are the primary Successful Respondent (Insurance, WCB, Health and Safety, etc.). The Respondent agrees to bind every sub-contractor by the terms of the proposal documents as far as it is appliable to their work.

It is also the responsibility of the Respondent to pay all sub-contractors for work completed on this project. It will be the Town's expectation that a statutory declaration stating that all sub-contractors have been paid accordingly be completed prior to the final release of holdback funds.

26. LEGAL CLAIMS AND DAMAGES

The Respondent shall indemnify and hold harmless the Town, its officers and employees from and against any and all liabilities, claims, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of the project attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property cause by any acts or omissions of the Respondent, its officers, agents, servants, employees, customers, invitees, or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under the proposal.

A Respondent, by submitting a proposal, agrees that it will not claim damages, by any means, in respect to any matter relating to the RFP, the bidding and evaluation process or any subsequent procurement process, if any, resulting from the RFP.

27. ACCURACY OF INFORMATION

The Town makes no representation or warranty, either expressed or implied, with respect to the accuracy or completeness of any information contained in or referred to in the proposal.

28. SOLICITATION

If any director, officer, employee, agent, or other representative of a Respondent makes any representation or solicitation to any Mayor, Councillor, officer, or employee of the Town with respect to the proposal, whether before or after the submission of the proposal, the Town shall be entitled to reject the proposal.

29. PUBLICITY

All publicity relating to this project is subject to the approval of the Town and no mention of the project in advertisings or articles, in any publication will, will be permitted unless authorized in advance, in writing by the Town. Publicity or advertising implying endorsement of a product by the Town will not be permitted.

RESPONDENTS DELCARATION

The Respondent has carefully examined the conditions attached to this Request for Proposal and is prepared to perform the work as outlined in this document in an expedient, professional, and workmanlike manner, promptly and as directed by the Chief Administrative Officer or their designate.

No person, firm, or corporation, other than the Respondent, has any interest in this proposal or in the proposed services for this proposal.

This proposal is made without any connection, comparison of figures, or arrangements with, or knowledge of any other corporation, firm or person making a proposal for the same Service and is in all respect fair and without collusion or fraud.

No member of the staff of the Town of Fox Creek is currently or will become interested directly or indirectly; as a contracting party, partner, shareholder, or otherwise; or in the performance of the service; or in the supplies, service or business to which it relates; or in any portion of the profits thereof; or in any of the monies to be derived there from.

The content and requirements of this RFP have been read and understood.

All prices are quoted in Canadian funds.			
Dated at	this	day of	, 2022
Company Name			
Address			
Phone		Email	
Name		Phone	
Signature		Title	

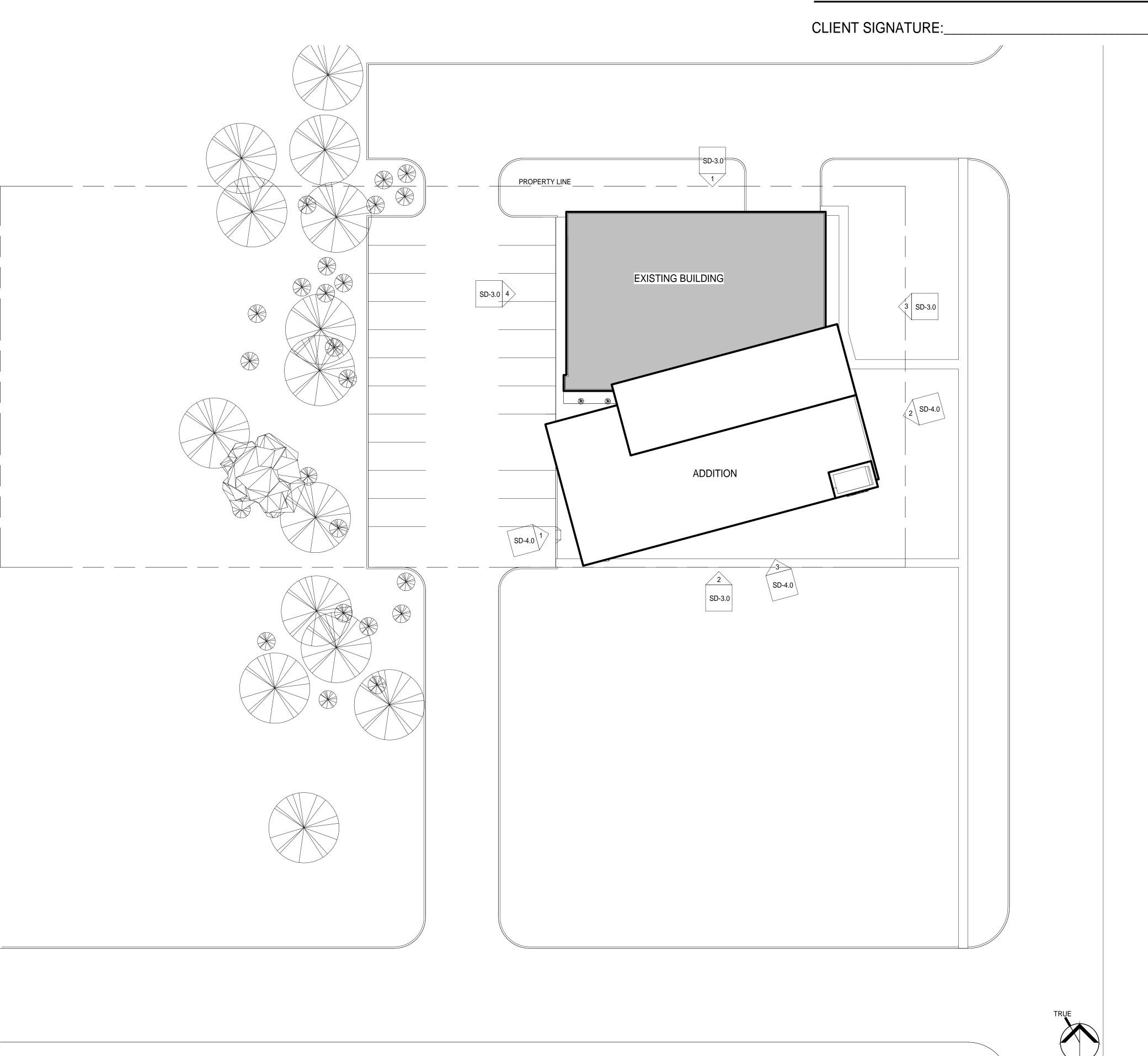
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Name	Pnone
Signature	Title

THIS PAGE MUST BE SUBMITTED AS PART OF THE PROPOSAL SUBMISSION

FOX CREEK ADMINISTRATION BUILDING

SCHEMATIC DESIGN SIGN-OFF SET



No. Issued For Date

1 ISSUE FOR SD SIGN-OFF 2021-06-25

ADMINISTRATION BUILDING

VOSHELL
ARCHITECTURE
AND DESIGN, INC
10308-100ave
Fort Saskatchewan, Alberta

T8L-1Z1
780.589.4747
todd.voshell@vosharch.ca

2021/10/2

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SITE PLAN

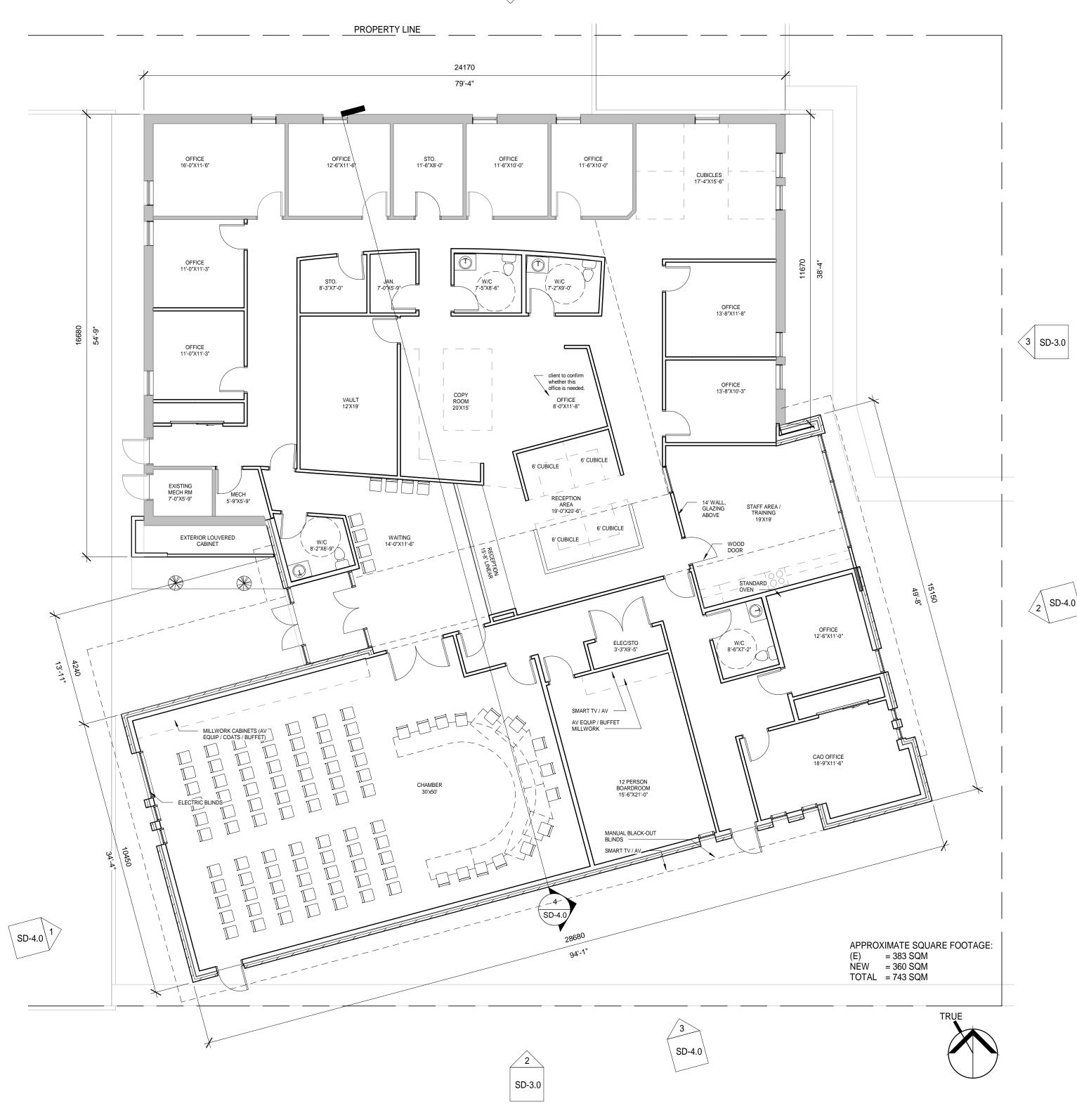
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VIEW FROM ROAD

ENTRY VIEW





SCHEMATIC DESIGN OPTION

1: 100 NOTE: ROOM SIZES ARE APPROXIMATE

 No.
 Issued For
 Date

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 ISSUE FOR SD SIGN-OFF
 2021-06-25

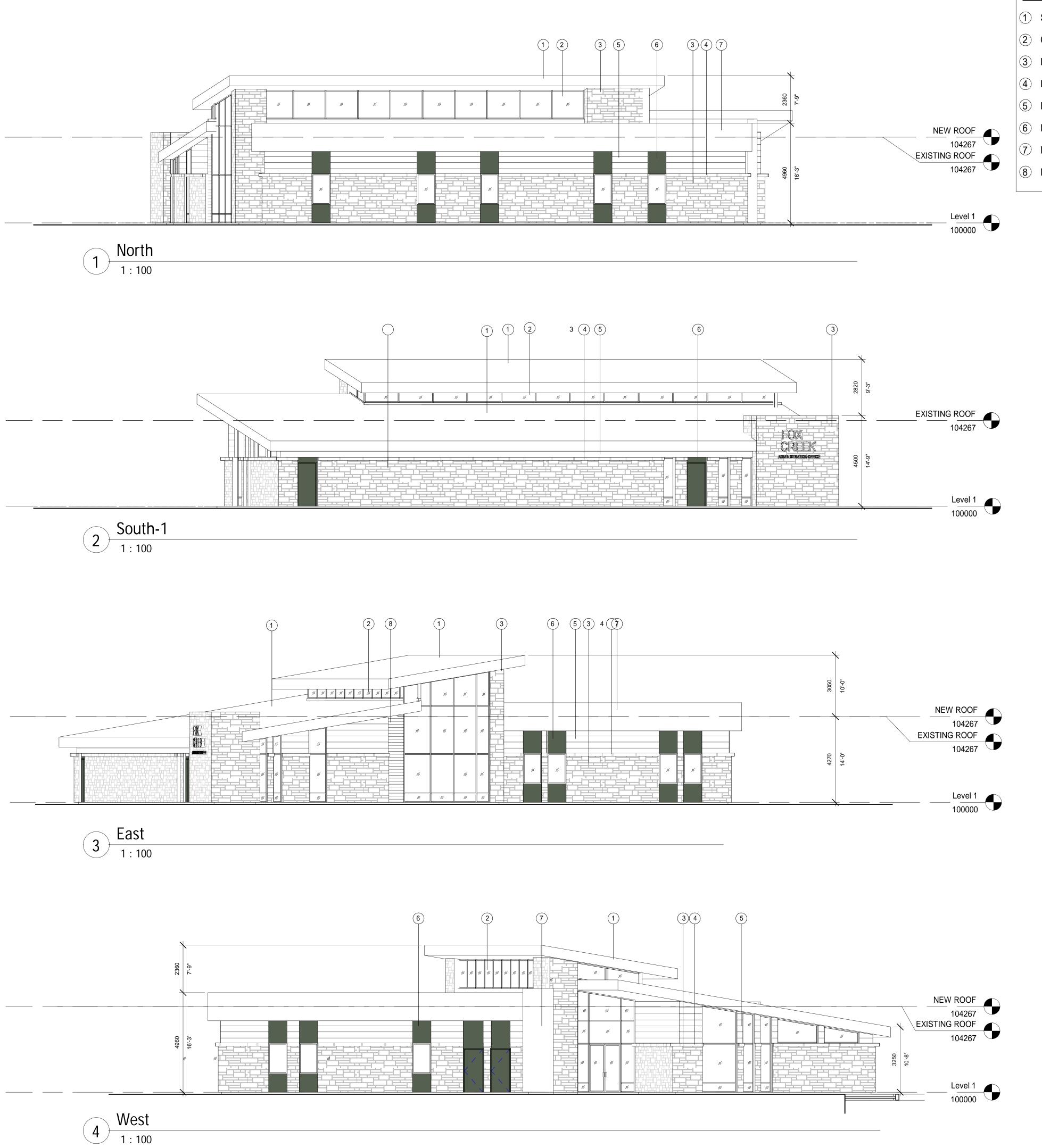
ADMINISTRATION BUILE

ARCHITECTURE AND DESIGN, INC 10308-100ave Fort Saskatchewan, Alberta T8L-1Z1 780.589.4747 todd.yoshell@vosharch.ca

2021/10/29
SK
TV
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21-012

NOT FOR CONSTRUCTION

FLOOR PLAN



EXTERIOR MATERIAL LEGEND

1 STANDING SEAM METAL ROOF (DARK GREY)

(2) CERESTORY GLAZING

3 LEDGESTONE

4 LEDGESTONE - DARK CAP STONE

5 HORIZONTAL WOOD-LIKE METAL PANEL

(6) METAL CLADDING - BLACK

7 METAL CLADDING - DARK GREY

8 METAL CLADDING - RIBBED (DARK GREY)

ADMINISTRATION BUILDING

Revisions

 No.
 Issued For
 Date

 1
 ISSUE FOR SD SIGN-OFF
 2021-06-25

VOSHELL
ARCHITECTURE
AND DESIGN, INC
10308-100ave
Fort Saskatchewan, Alberta
T8L-1Z1
780.589.4747
todd.yoshell@yosharch.ca

Date:	2021/10/29
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Sheet Name:
BUILDING

ELEVATIONS

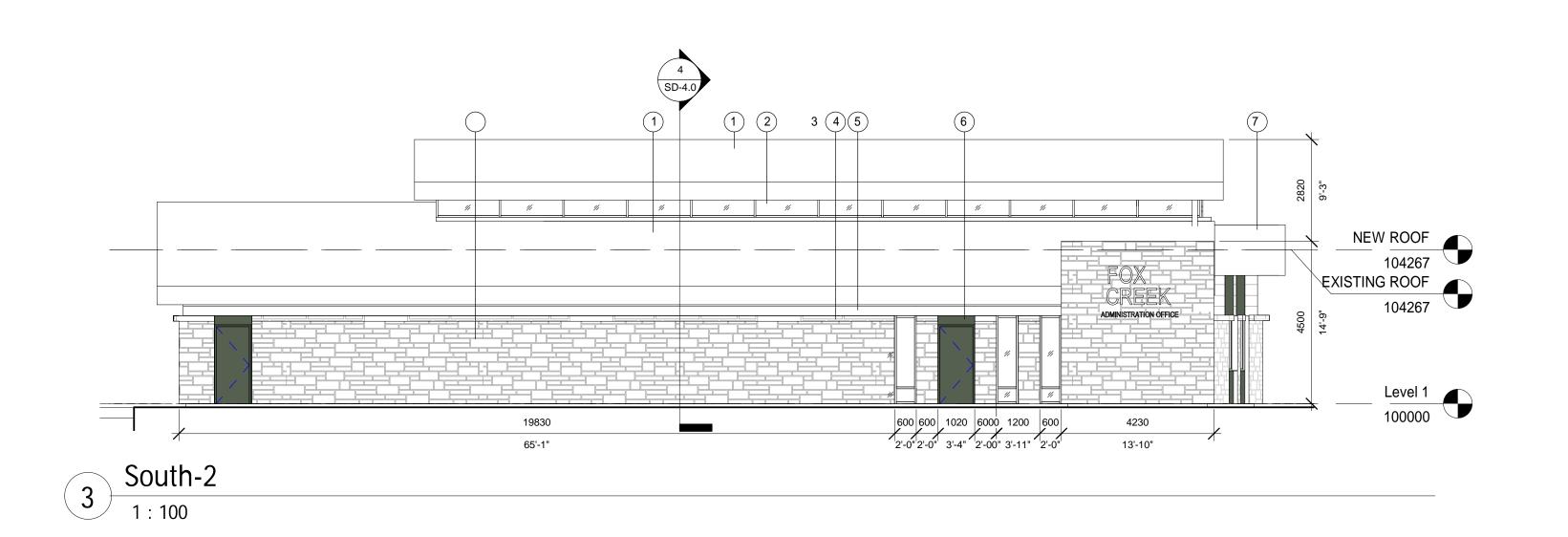
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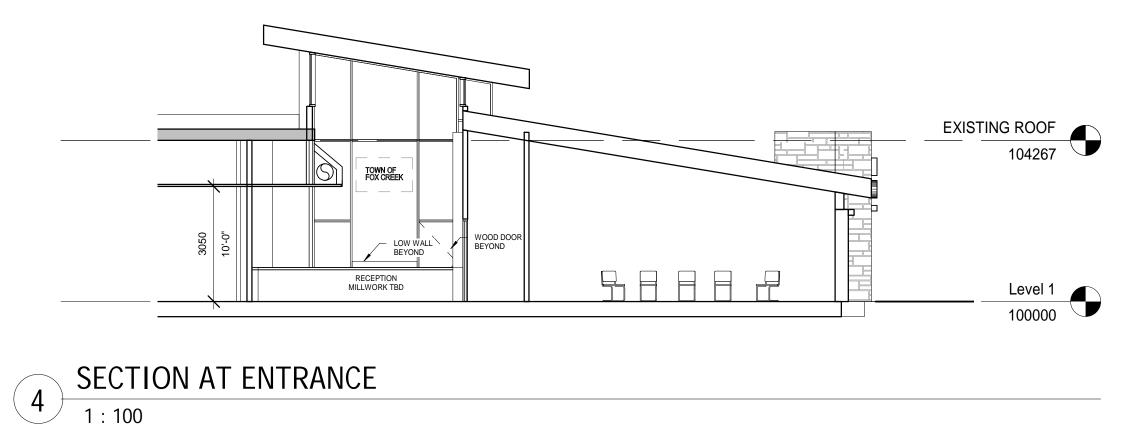
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18 1 6 3 4 5 7 NEW ROOF 104267 EXISTING ROOF 104267

South-West

1:100





EXTERIOR MATERIAL LEGEND

- 1 STANDING SEAM METAL ROOF (DARK GREY)
- (2) CERESTORY GLAZING
- 3 LEDGESTONE
- 4 LEDGESTONE DARK CAP STONE
- 5 HORIZONTAL WOOD-LIKE METAL PANEL
- 6 METAL CLADDING BLACK
- 7 METAL CLADDING DARK GREY
- 8 METAL CLADDING RIBBED (DARK GREY)

ADMINISTRATION BUILE

Revisions
 No.
 Issued For
 Date

 1
 ISSUE FOR SD SIGN-OFF
 2021-06-25



Date:	2021/10/29
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BUILDING **ELEVATIONS**

NOT FOR CONSTRUCTION

Fin 204

al Contractor shall specifically note that he sh sets of drawings to the Electrical Inspect shall include all costs of prints, survey, etc tender. T I

All phases of the electrical installation she satisfactory, workmanlike manner, and shall chanical and aesthetic appearance when the work not considered satisfactory to the Engineer the Electrical Contractor's expense. material supplied by the El the quality specified. All andards of the Canadian Stancecessary C.S.A. label. For a ectrical Contractor shall option Authority, and shall be modification costs requir all p nork 0.0 DH. HO

there is equipment to be a that is to be built-in rs, the Electrical Contractor of the equipment to be ats to allow necessary openine work. the work be responsible to be left so of

Electrical Contractor, in setting out his we ce to the Architectural, Structural, a s. He shall consult with the respective tractions for conduit runs, lighting files, etc. so that conflicts are avoided and even spacing is maintained. Failure to do ion of the work at the Electrical Contracto

submission of his tender, the Electrical Cexamine the site of the proposed work. I for work necessitated by conditions ordi

speaker shall

the built recent tect are mounted above counters, to location and mounting height lt-in units. Failure to do maptacles at the Electrical Contural details, shop drawings our in outside walls where heatil be adjusted to co-ordinate w

Outlets located in party walls transmission exterior walls e is insulation rough the boxes

oms shall not be proceeded with until the chanical equipment is far enough progressed to hanical equipment is far enough progressed to sitions of electrical equipment and outlets shall ese areas to co-ordinate with mechanical equipment.

The Electrical Contractor shall be responshing pertaining to his work and shall arrange eaching. Requirements for site preparation and be as set forth in the General Conditions of the General Contractor. responsible range and parage and backfill the General and direct 401

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Bottoms of trenches, etc sand and shall be painte or to their coverage. All overage over conduits an tection against damage to Structural members shalling, sleeving etc. the Elforces and necessary ctrical installation.

No substitutions shall been obtained from the E be cut without the y cutting, channe al Contractor shall nt required to contractor. 440 ing, c rovide plete

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e Electrical Contracturer's detailed shop drace cuts, etc. for equipment, y be requested. must submit s s, data sheets, sp including, but no ty switches, light in the ixt

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to ensure that C.E.C. requirements a on all feeders and if load unbala loads to bring within balance. Take sary, adjust the transformer tap set

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> HEATING, ENTILATION CONDITIONING SPECIFICATIONS

a. The Mechanical Contractor shall, prior to the fabrication of the ductwork, check all ceiling conflicts with other trades' work. No applications for extra compensation will be considered if and difficulties arise from his failure to make such examination at the site and from the architectural, structural and electrical drawings.

b. The Mechanical Contractor shall, when all ductwork is completed, clean the duct system and force air at it velocity through the ductwork to remove accumulated dust and debris in the ducts. To obtain sufficient air this operation, clean half of the system at a time. Where equipment, coils, dampers are installed in the sy and may be harmed by excessive dirt, these shall be protected by filters or by-passed during the cleaning.

c. All ductwork shall be constructed of hot dipped copper bearings, galvanized sheet metal, deep drawn of the gauges as noted. All ductwork shall be constructed, braced, connected, as recommended in the latest issue of ASHRAE. Ductwork shall be properly braced so that no pulsating or breathing will occur.

d. All ductwork shall be installed to conform to the Alberta Building Code, and in accordance with other codes. If, in the opinion of the Engineer, the ductwork is not installed properly nor adequately braced and supported to provide a good installation, the Mechanical Contractor shall make good replacement of ductwork and provide additional bracing and supports as directed by the Engineer, at no extra cost to the Owners.

e. If rectangular ductwork is required in place of round ductwork indicated, it shall be sized from the ASHRAE table of equivalent rectangular and round ducts. No variation of duct sizes will be permitted except by written permission of the Engineer. In the event that additional offsets and changes in directions are required in the ductwork system, these changes shall be made by the Mechanical Contractor without additional cost to the Owners. Duct sizes shown on the drawings are inside dimension, if ducts are acoustically lined, then the outside duct size shall be increased as required.

A. OUTSIDE OPENINGS - The General Contractor shall leave openings in the outside wall, roof, etc. where shown for air intakes, exhausts, and passage of ductwork. The Mechanical Contractor shall supply and install weather-proof louvers, relief air caps, etc. and shall install all necessary ductwork and plenums for intakes and exhausts as shown on the drawings. All ductwork flashings, counter flashings, caulking, etc. shall be done by the Mechanical Contractor. All intake and exhaust openings shall be complete with 1/2" square mesh, sixteen (16) gauge aluminum or galvanized bird-screen.

B. LOUVRES - The Mechanical Contractor shall supply and install intake and exhaust louvers, Airolite Type T609 or approved equivalent, four (4") inches thick of black anodized aluminum construction where shown on the drawings. Fresh air louvers shall be sized for a maximum of five hundred (500) feet per minute face velocity, but shall be heavy channel type rigidly anchored to wall and of the profile louvre blades and water shall drip outside clean of the wall.

sound level rating of 4.6 sones. Fans shall have acoustically insulated housings and shall have a maximum be totally shatterproof with no metal contact. Fans shall have true centrifugal wheels. Entire fan, motor wheel assembly shall be easily removable without disturbing the housing. Motor speed shall not exceed 1050 R.P.M. All motors shall be suitably grounded and mounted on rubber-in sheer vibration isolatore. Provide wall cap and back draft damper. Fans shall be Penn or approved equal, and shall be capable of exhausting the air quantities as shown on the Equipment Schedule.

B F - 1 to 5 equal to Penn Zephyr Model Z-8 ceiling mounted capable of exhausting 150 cfm at 0.3" static pressure, fractional horsepower, complete with roof cap, back draft damper, bird screen, ceiling grille, LT30 variable speed controller and are to be wired in with the Might switch.

D. ELECTRICAL - Except where specifically noted otherwise, where electrical trade shall supply and install all the necessary disconnect switches, motor protection switches, manual starters, motor controls, magnetic motor starters, and all manual control or start-stop stations as required for the control of mechanical equipment, except that starters or switch gear which is part of the packaged mechanical equipment shall be supplied by the except that starters are suitable of the packaged mechanical equipment shall be supplied by the

E. ELECTRIC PORCE PLOW UNIT HEATER - The ELECTRICAL Contractor shall supply and install in Vestibule 101, a ceiling mounted recessed electric forced air unit heater. Exterior cabinet finish to be high gloss baked enamel. Motor and blower fans to be direct drive, mounted on a single assembly held in place by a heavy guage frame to provide vibration free and quiet operation. Fan outlets to be internally baffled to ensure uniform air flow over the elements and discharge uniform air temperatures. Motor to be two speed, 208 volt. 3 phase operation and be controlled by unit mounted thermostat. Unit to be equal to Commander Model CMFR5008-3, 5 kw, 17,065 Btu/hr.

F. AIR OUTLETS - The Contractor and the Supplier shall review the requirements of all outlets as to the size, finish, type of mounting, with the Engineer prior to submitting shop drawings. For air outlets located in fire rated ceiling assemblies, provide fusible link fire dampers as required by the authorities having jurisdiction.

TYPE A - Linear air sizes and capacities a and be suitable for co ir diffusers shall be Titus Fineline CT-1500 with AG-35 opposed blade as shown on the drawings. Diffusers shall be of extruded aluminum ceiling locations. damper, removable core, construction throughout

TYPE B - Supply registers shall be Titus Model TMDC Style 4A, sizes and capacities shown on the drawings. Supply registers shall have double-air deflection with individually adjustable airfoil louvers and front set of louvers parallel to the long dimension. Frames shall be of extruded aluminum with mitred and welded corners, 1/4" sponge rubber gasket and counter-sunk screw-holes. All registers shall be one-piece construction and be complete with an AG-35 opposed blade damper with removable key operator.

PE C - Return Grilles - I e drawings. Registers s and fixed in frame. I Return air grilles shall be Titus Model RH-50/641 of shall be of extruded aluminum construction. Louvers All grilles shall be one-piece construction. the size shall cities 1/2"

TYPE D - Exhaust Registers - Louvered exhaust air registers shall be Titus Model RH-55 of the sizes and capacities as shown on the drawings. Registers shall be of extruded aluminum construction. Frames shall be of extruded aluminum with mitered on welded corners, 1/4" sponge rubber gasket and counter-sunk screw-holes. Louvers shall be aluminum, 1/2" x 1/2" x 1/2" and fixed in frame. All registers shall be one-piece construction. Grilles shall be completed with AG-35 opposed blade damper with removable key operator.

G. INSULATION - The Mechanical Contractor shall insulate all: fresh air, relief air with 2" thick fib reinforced foil duct liner; exhaust air ducts within the ceiling space with 1" thick fiberglass reinforce face; return air ducts within the truss/ceiling space with 2" thick fiberglass reinforced duct liner; vent plumbing supply hot and cold water line with 1" thick fiberglass reinforced foil insulation. fibe berglass ced foil stacks,

entilating and air-conditioning unit shall be Lennox Model GCS 16-953-250 down flow unit complete with roof mounting frame and economizer power saver. The unit shall maintain 72°F in the summer and 75°F in the winter. The unit shall maintain 72°F in the summer and 75°F in the winter. The unit shall be capable of supplying 3,000 cfm @ 0.75° external s.p., 3 phase 2.0 hp motor and provide 6.5 tons of cooling. The mechanical contractor shall supply and install the unit supplied by the manufacturer; supply and install all ductwork, grilles and diffusers, balance the system, and adjust the minimum fresh air dampers and set controls to operate according to the sequence of operation, start-up acceptance by the Owners.

PLUMBING SPECIFICATIONS

.1 Before submitting his price, the Mechanical Contractor shall examine the site and all existing conditions affecting the work under this contract. He shall investigate and allow for the cost of all services to be provided, verify all drainage inverts and satisfy himself that he can supply and install these services without any additional costs after the award of contract. He shall pay the Town or Utility Companies for the cost of all services to be provided to the building.

.2 The Mechanical Contractor shall verify all dimensions, quantities and details shown on the drawings and shall notify the Engineer of all errors, omissions, conflicts and discrepancies found herein. Failure to discover or correct conflictions or discrepancies shall not relieve the Mechanical Contractor of full responsibility for unsatisfactory work, faulty construction or improper operation resulting therefore, nor from rectifying such conditions at his own expense. The Mechanical Contractor shall assume all responsibility for making of estimates of the size, kind and quality of materials and equipment included in the work to be done under this contract.

.3 The Mechanical Contractor shall file all necessary plans for permits, arrange for all inspections, pay all fees and provide the Owner with a certificate of all such inspections prior to final payment. He shall furnish a written guarantee stating that all equipment supplied and all work executed under this contract will be free from defects of materials and workmanship for a period of one year from date of acceptance of the completed contract and further state that any defective materials that become evident during the guarantee period will be replaced or repaired and faulty workmanship will be corrected at no additional charge to the Owner, always provided that failure of the equipment is not due to improper usage or neglect by the Owner.

BASIC MATERIALS

Piping materials shall be as follows:

Domestic water inside the building - Type M Copper

Domestic water service underground - Type K Copper up to 2"0 AWWA -C-151-65

Buried sanitary drainage inside the building - Cast iron, ABS, PVC, or as locally approved

Buried sanitary piping outside the building - Vitrified clay tile (ASTM C-700-71F) cast iron, ABS, or as locally approved

Sanitary drainage and venting above grade inside the building - DWV copper, galvanized steel, cast iron, Natural Gas - Schedule 40 steel

CIFICATIONS

The Mechanical Contractor shall:
include all labor, materials and equipment required by the installation, testing and putting into operation the complete systems of heating, ventilation and plumbing as shown;
visit the site and check the existing conditions before submitting a firm price for the work,
specifically note that the work herein described shall be complete in every detail not with-standing
the fact that every item necessarily involved may be particularity mentioned. The drawings and
specifications shown the intended quality and capacity of the mechanical work.

Leave the work complete in every detail to the Engineer's approval and submit certificates of final
acceptance from the authorities having jurisdiction.

supply miscellaneous iron for supporting and hanging of mechanical equipment, ductwork, piping;
be responsible for any damage caused to the Owner's or other sub-trades' work, property or personnel
and protect finished or unfinished work from damage.

provide and install access doors to all mechanical equipment, vents, valves, cleanouts, dampers, etc.

do all mechanical work in accordance with the latest codes and regulations of the authorities having
jurisdiction.

obtain all clarifications of the intended work from the Engineer prior to the price submission.

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The General Contractor shall:

be responsible for all cutting and patching. The Mechanical Contractor shall provide the General Contractor with the locations and dimension of the rough-ins for cutting.

do all necessary furring-in of piping and ductwork that has to be enclosed.

backfill and compact trenches from one foot above piping to grade; excavation for trenches shall be by the Mechanical Contractor and backfilled with gravel to one foot above piping.

shall be responsible for checking property line and building inverts to assure a minimum slope of 1% for sanitary lines and a minimum cover of 8 feet where any plumbing lines leave or enter the building weatherproof.

weatherproof.

co-ordinate all wiring for plumbing, heating, ventilating equipment to be done by electrical.

WATER CLOSETS - Equal to Crane Model 3-181 Monaco (grey color); vitreous china, washdown whirlpool action close coupled closet combination with regular rim bowl, vitreous china closet tank complete with fittings and flapper type flush valve. Provide Crane C-3016 supply pipe with stop and escutcheon; Spergel grey opesest and cover.

TORY - Equal to Crane Model 1-316 "Rondo" (grey color) stain resisting, enamelled steel, white, ster top lavatory with supply openings on 4" centers, D-shaped basin with front overflow, soap ession, gasket and swivel clamps. Trim equal to Crane C-1003 Citadel centre set combination supply e fitting with aerator and 5 rib handles. Supply piping equal to Crane C-1151 angle supply, chrome ed, screwdriver stop and escutcheon. Trap equal to C-1170 1-1/4" adjustable P-trap with escutcheon.

SERVICE SINK - Equal to Fiat Model MSB 12" deep, stain resisting, moulded stone, size 24" x 24" inside roll-rim service sink with 12" high back. Crane C-5145 (3") chrome plated strainer with removable face, concealed hanger. Trim equal to Crane CH-8724 backflow preventer, indexed cross handles, rigid spout with coupling and rubber hose, adjustable wall flanges and 1/2" piping connections. Trap equal to Crane 7-620 1/2 cast iron standard trap with cleanout and adjustable floor flange.

TTCHEN SINK - Equal to KIL Model QD-83 stainless steel double compartment sink. Deck faucet to be equal o Walter 25F-613 with spray, airator and universal connections. Sink to be self-sealing with adjustable 1/2" P-trap with cleanout, manual waste, crumb cup and strainers.

WALL HUNG SINK - Equal to Crane 1-211 "Norwich" (grey color) wall hung sink, 4-1/2" integral back, rectangular basin, splash lip, front overflow, steel hangers. Trim equal to C-1156 Citadel combination supply and waste fitting with Dialese controls, aerator, and indexed 5 rib handles and complete with all fittings.

FLOOR DRAIN - Equal to Wade Model W-1200 lacquered cast iron floor drain with nickel bronze grate

CLEANOUT -- Equal to Wade Model W-8000 polished bronze, full size on piping to 4"0 and be located in areas.

BIBB - Equal to Wade Model W-8605, 3/4" east, south and west side of the building. non-freeze hose bibb complete with rem ovable key located at

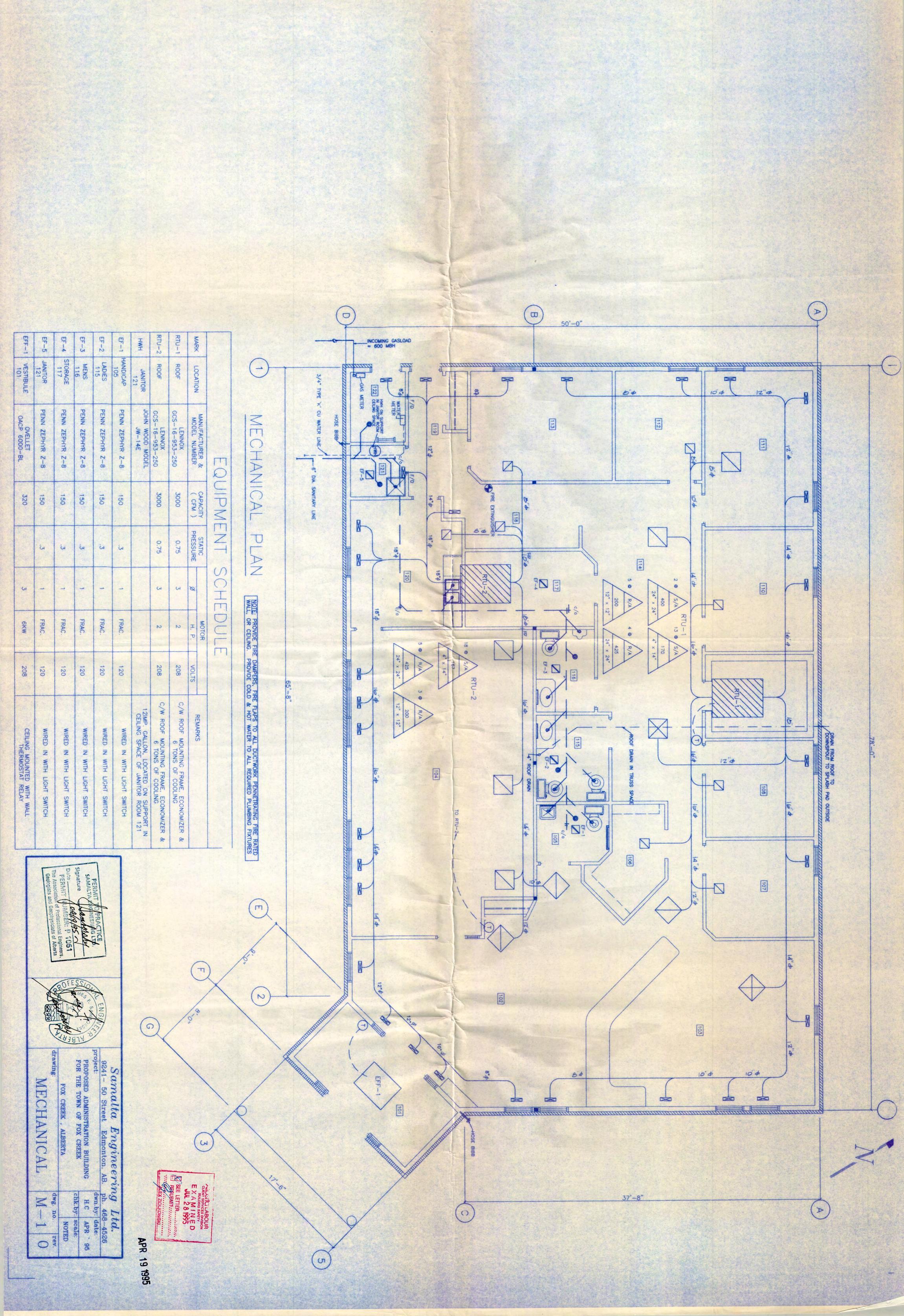
WALL HUNG URINAL - Equal to Crane 7-72FV Urinal (grey color) top inlet, vitreous china, flushing rim, wall hung urinal, integral trap, C-4004 stainless steel strainer, C-4030 3.4" top spud and C-1206 steel supporting hangers. Flush valve to be 451-VB Presto, exposed chrome plated flush valve with spring loaded anti-siphon, oscillating handle, vacuum breaker and escutcheon.

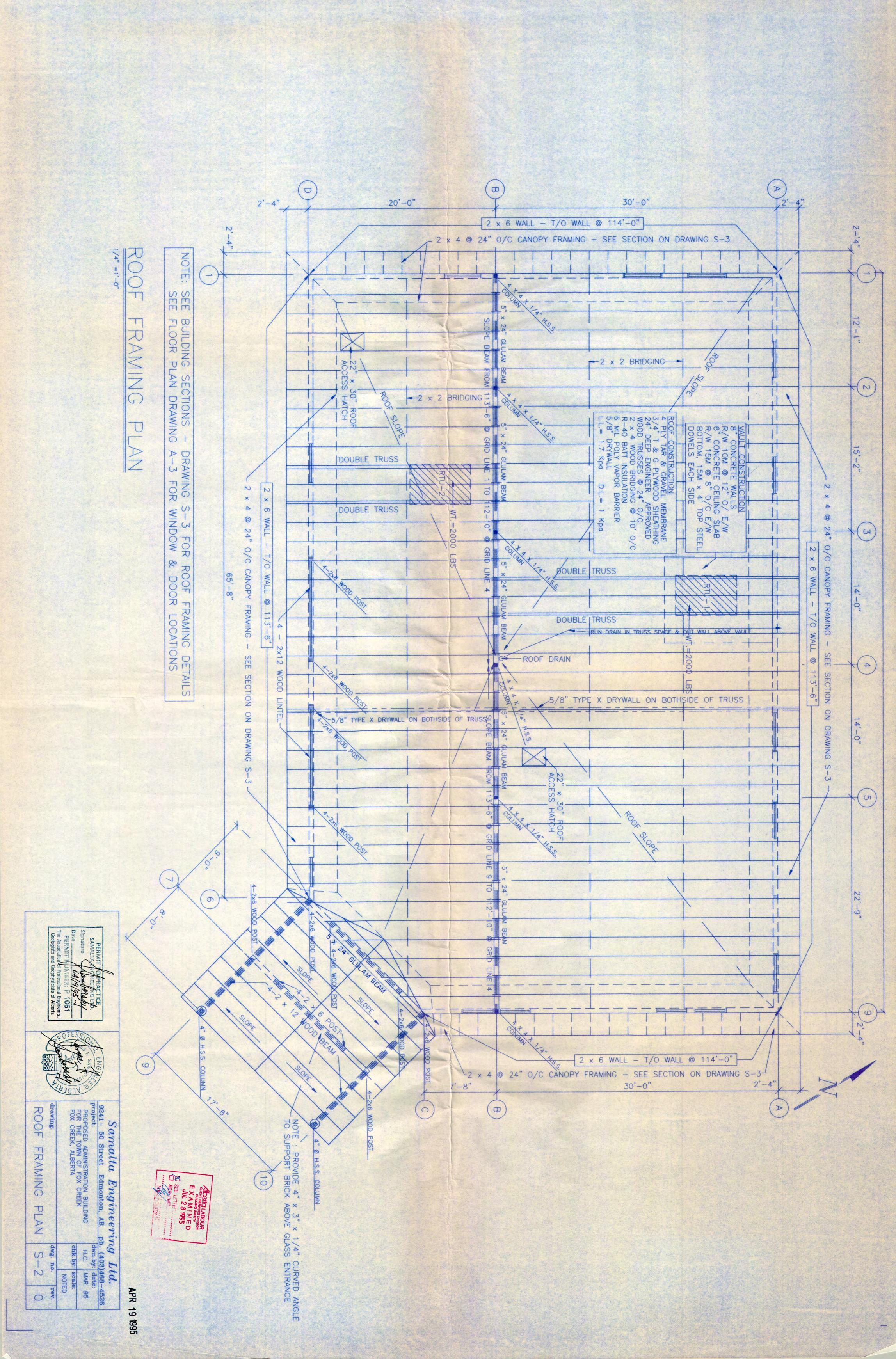
HOT WATER I CHEMICAL EXTINGUISHER - Equal to National Fire Equipment Model ABC-10 lb. Extinguisher to be a dry chemicatype fire extinguisher with 2A:20 BC rating enclosed in a clear plastic container and anchored to the wall. HEATER - Equal to John Woods Model 14E electric hot water heater, 12 imperial gallons, autom and immersion element located on shelf support at 10' in the ceiling space above the Janitor

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scional Engineers, sicists of Alberta	#/9/9C	WEERING UTD.	PRACTICE
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SPECIFICATIONS	FOR THE TOWN OF FOX CREEK FOX CREEK , ALBERTA	PROPOSED ADMINISTRATION BUILDING	Samalta Engineering of
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foundation grade beam intersections and shall extend two feet in each direction. Welded wire mesh to conform to CSA G30.50-M1983.

7. Masonry work shall be in accordance with CAN 3-S-304-M-78 requirements. Masonry shall be plumb, level and true to line and elevation. Layout coursing and bond to achieve correct coursing heights and continuity of bond above and below openings with a minimum of block cutting. Tool with round jointer to provide samooth, compressed, uniformly concave joints. Lintel and bond beams shall be of 200 mm multiples and reinforced as shown on the drawings. Concrete block lintels not shown over openings shall be a minimum of 200 mm by 400 mm deep and reinforced with 2-15M top and bottom. Provide concrete block horizontal reinforcing in every second course in all masonry walls.

All concrete block walls shall be adequately braced and supported while under construction to the satisfaction of the Engineer, and shall remain in place until the roof construction is complete.

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8. Carpentry dimension lumber shall conform to official grading rules of the Canadian Lumberman's Association and meet the requirements of C.S.A. Standard CAN 3-086-M 1980, latest edition. Moisture content shall not exceed 19% at the time of

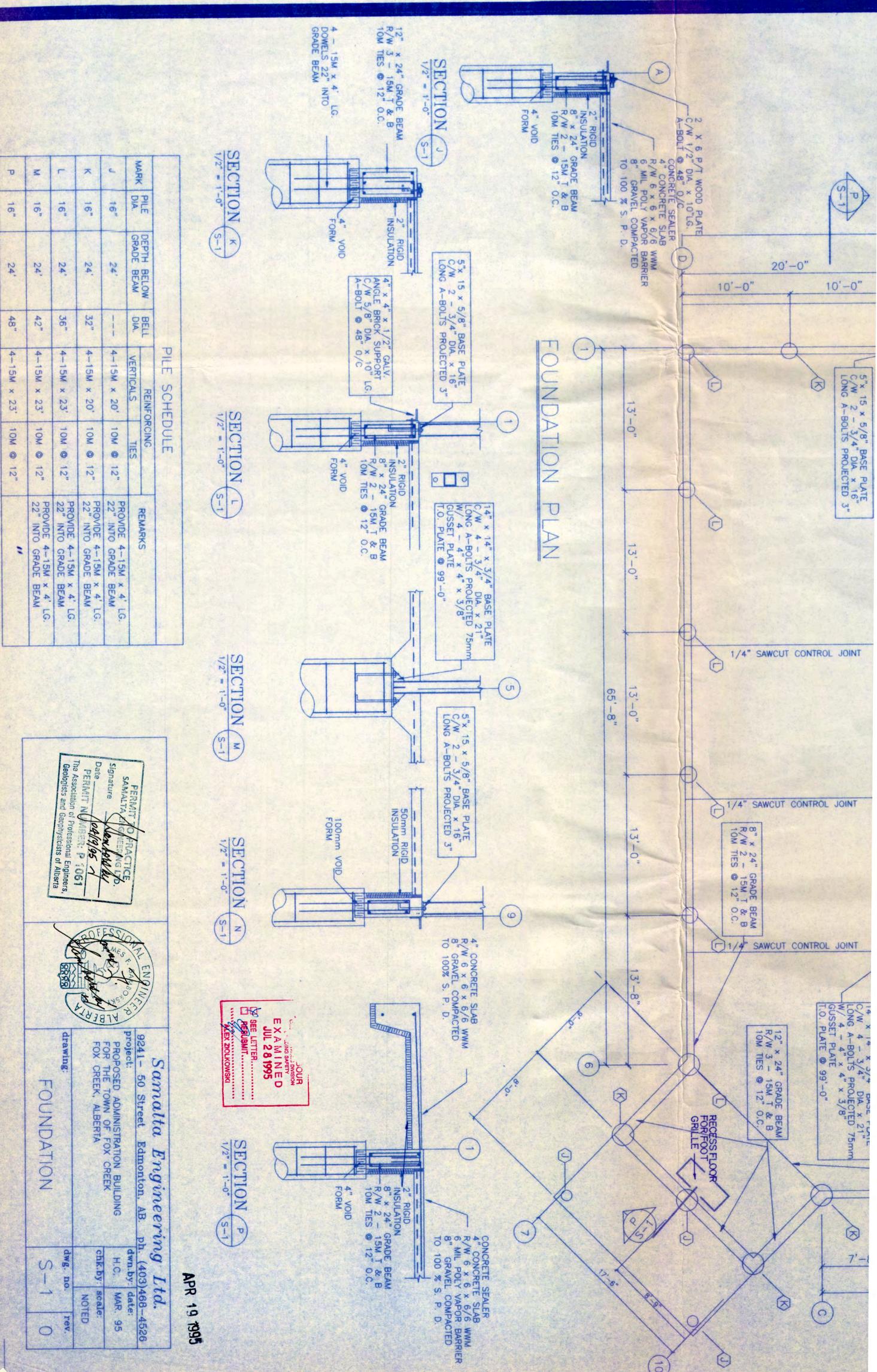
Studding: Construction stud grade - Spruce
Light Framing: Standard grade - Spruce
Structural Light Framing: No. 2 grade - Spruce
Structural Joists and Planks: No. 1 grade - Spruce
Stringers and Beams: No. 1 Structural grade - Fir
All members shall be framed, anchored, fastened, tied and braced
to provide the necessary strength, stiffeness and rigidity.
Double stude are required on each side of openings in all walls,
so that the inner stude extend from the lintel to the bottom wall plates.
Plywood sheathing shall meet C.S.A. Standard CAN-0121-1973 for
the manufacture of Douglas Fir Good One Side Plywood Sheathing.

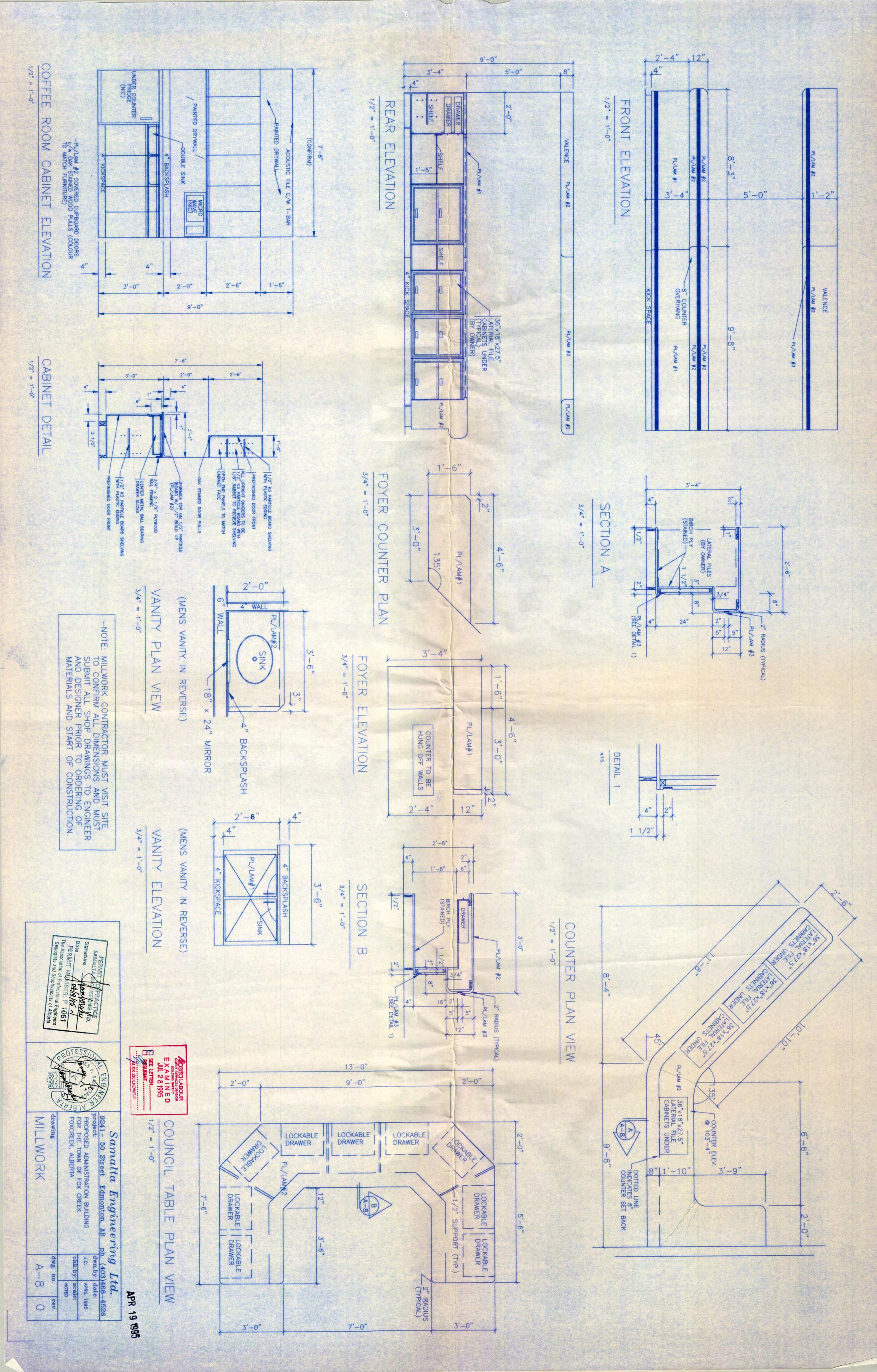
9. The roof trusses shall be installed in a plumb position and each end shall be adequately toe-nailed into the continuous anchored 2 x 6 cap plate. Adequate sheet metal hold-down anchorages shall be employed by the Contractor to stabilize the roof structure against wind up-lift. The roof trusses shall be custom designed to fit the dimensions and loads indicated on the drawings. Structural wood members shall be of machine stress-rated lumber of the approved grade and kiln dried to a maximum moisture content of 19%. The roof truss top chords shall be laterally supported by plywood sheathing or by furring nailers spaced at 18" or less.

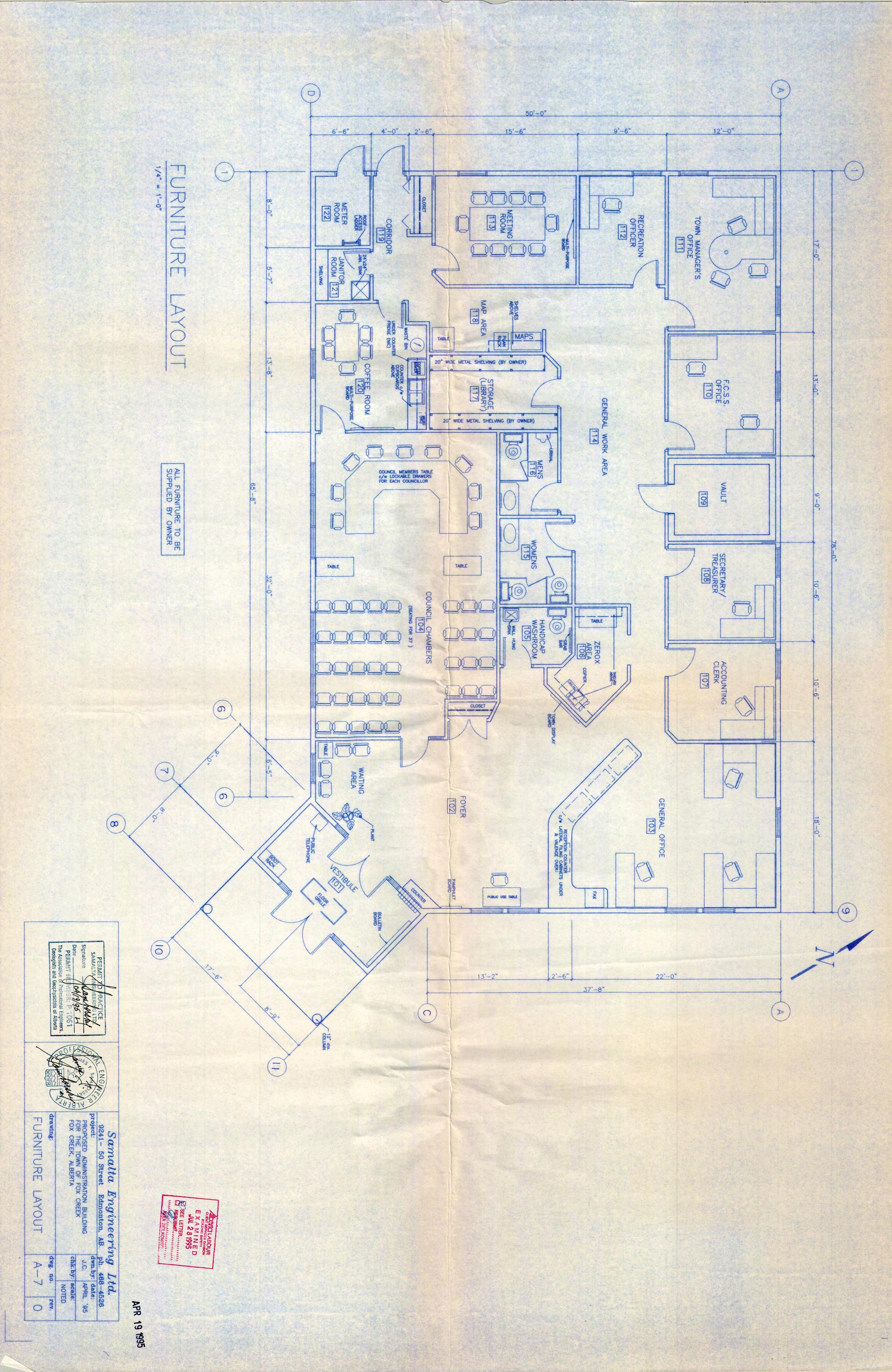
Roof truss members shall not be notched, drilled or otherwise weakened to facilitate the installation of services such as plumbing, heating ducts, or electrical wiring or for any other reason.

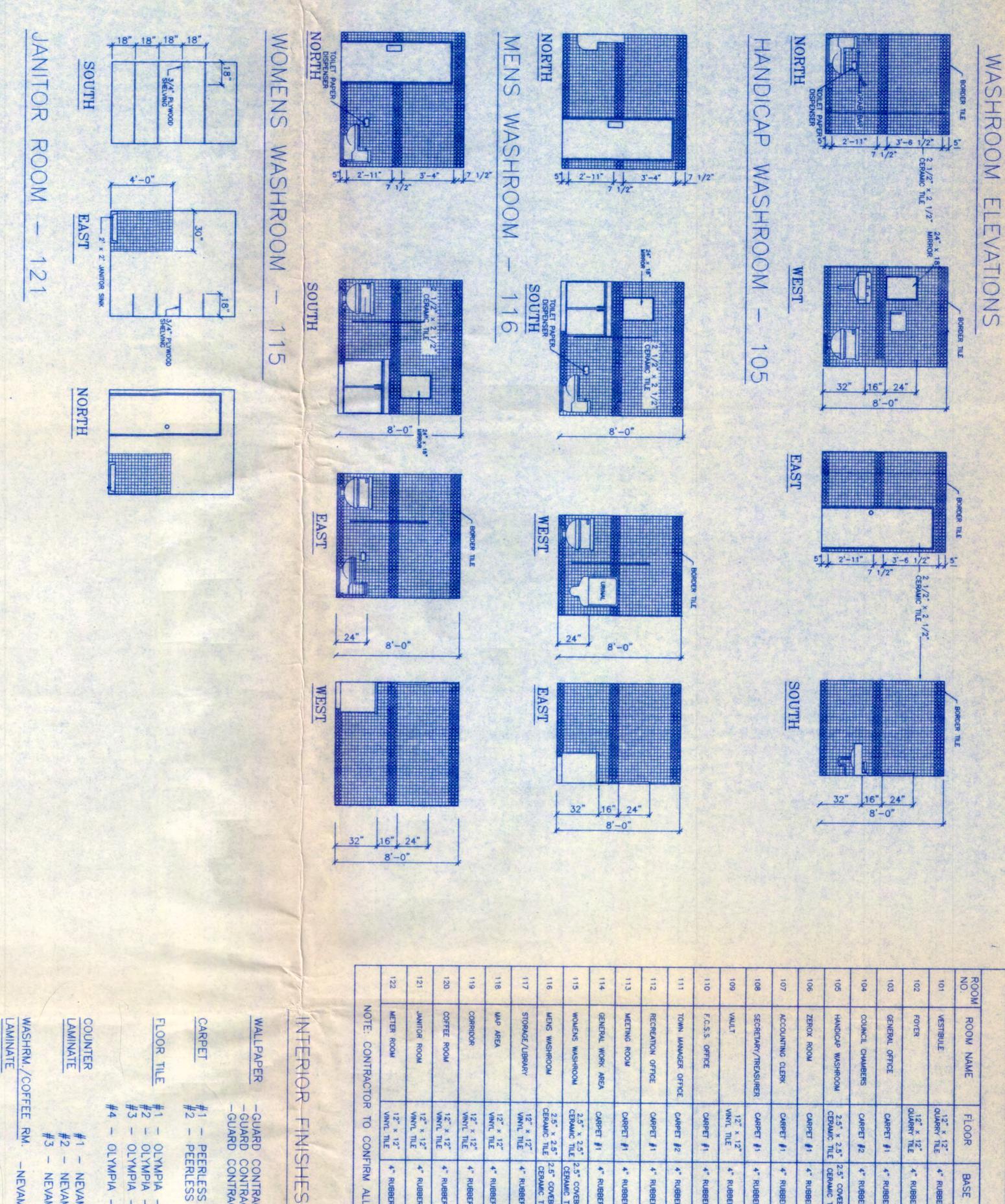
mechanical units and co-ordinate their location with the roof joist supplier, roofing sub-contractor and other trades. He shall provide wood cants, curbing around all openings, flashing and counter flashing as necessary.

the fabrication or ordering of same. When submitting shop drawings to the Engineer, the Contractor shall notify the Engineer in writing on the shop drawings of any changes that the Contractor has made from that which has been called for on the drawings. Failure of the Contractor to check or have corrected or indicate any change and variation in the work may have the work rejected for not meeting the standard intended by the drawings. Approval of materials, methods, design or shop drawings shall in no way relieve the Contractor of his responsibility for the accuracy, workmanship and adherence to the drawings. The Contractor shall without qualification, supply all equipment, materials, labor and any other incidentals necessary to provide a complete building utilizing the highest order of workmanship possible.











PAINT WASHRM. COUNTER CARPET WALLPAPER BATHROOM WALL TILE FLOOR TILE /COFFEE BENJAMIN MOORE GUARD CONTRACT WALLCOVERING GUARD CONTRACT WALLCOVERING RM. ### OLYMPIA OLYMPIA OLYMPIA PEERLESS OLYMPIA -NEVAMAR NEVAMAR ### NEVAMAR OLYMPIA -COVE BASE 'SPECTRA TOTAL' 'SPECTRA TOTAL' 'SPECTRA TOTAL' 1.1 #701 'CONCORD' ARLINGTON LANE -SAGE GREEN JADE PATINA OCTOLUX — E PT-5-2T 'CONCORD' 'CONCORD' - MG1039 2.5" BRU6 -PRISIDID - G1759- (BOTTOM 32") AVANT GUARD - PLB04 (BORDER - 32" + TOP) AVANT GUARD - PL194 (TOP BETWEEN BORDERS) 7,7,7 ××× - 3369 -2.5" 2.5" x * 12" - PIRTIE P347 * 12" - GIADA - P350 * 12" - ALBITE - P357 " SATIN GLAZED - MG 103 2" -35T 2.5" SATIN 2.5" SATIN L BLUE - FUNDY GLAZED MG 1034 MAG 1034 GREY (FOR WASHROOMS) GROUT GREY TEAL BLUE (BORDERS - 3 ROWS TOP MIDDLE, 2 ROWS BOTTOM) BEACH BUFF -FLEXTILE GROUT SILVER GREY

FLEXTILE

WINDOW & DOOR TRIM -STAINED OAK TO MATCH DESIGNER FOR COLOUR

STAIN

PARTITION WALLS

FIXTURES

LIGHT GREY

CEILING

TILES,

T-BAR GRID

#1

- CELOTEX CASHMERE STYLE EDGE

1.1

WHITE - CMTS-412 TIER EDGE WITH 9/16' WHITE GRID WHITE - BQCLN-812 WITH 9/16" WHITE GRID

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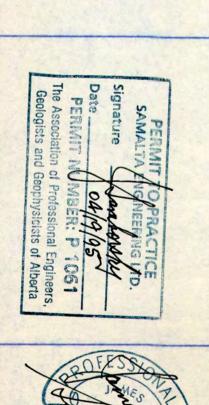
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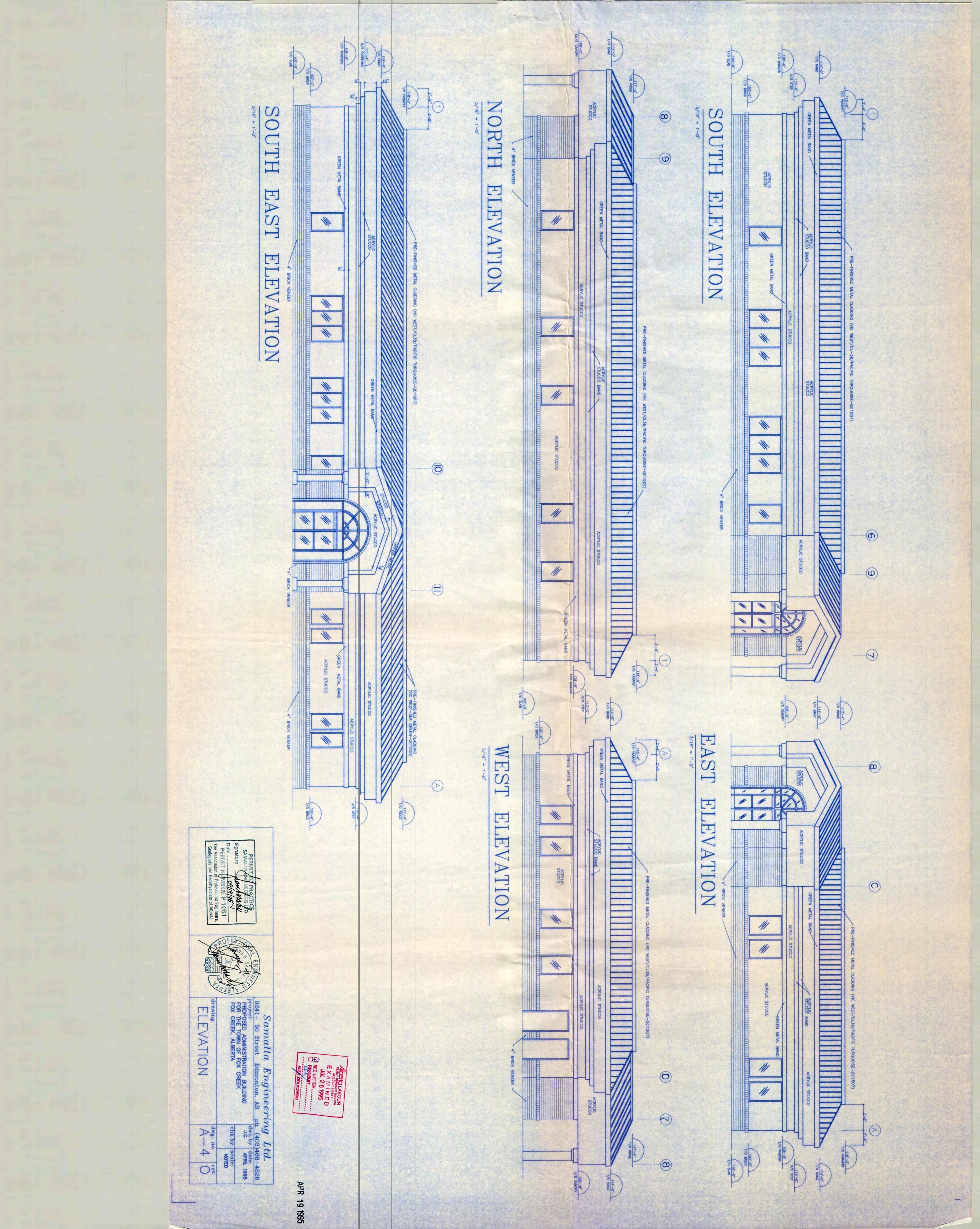
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WASHROOM ELEVATIONS & INTERIOR FINISH SCHEDULE	FOXCREEK, ALBERTA	PROPOSED ADMINISTRATION BUILDING	project:	9241- 50 Street Edmonton, AB. ph. (403)468-	Samalta Engineering Ltd.
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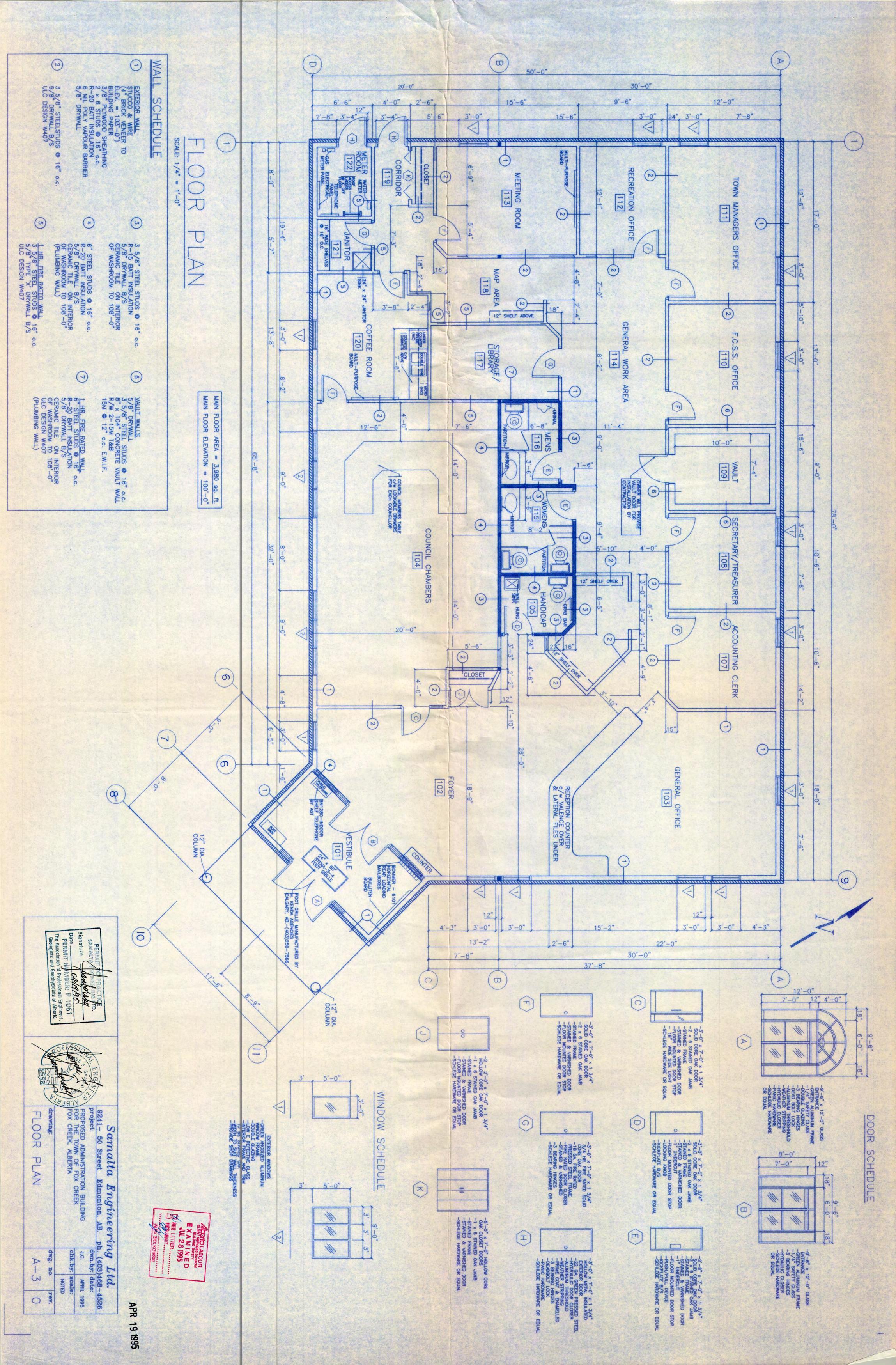
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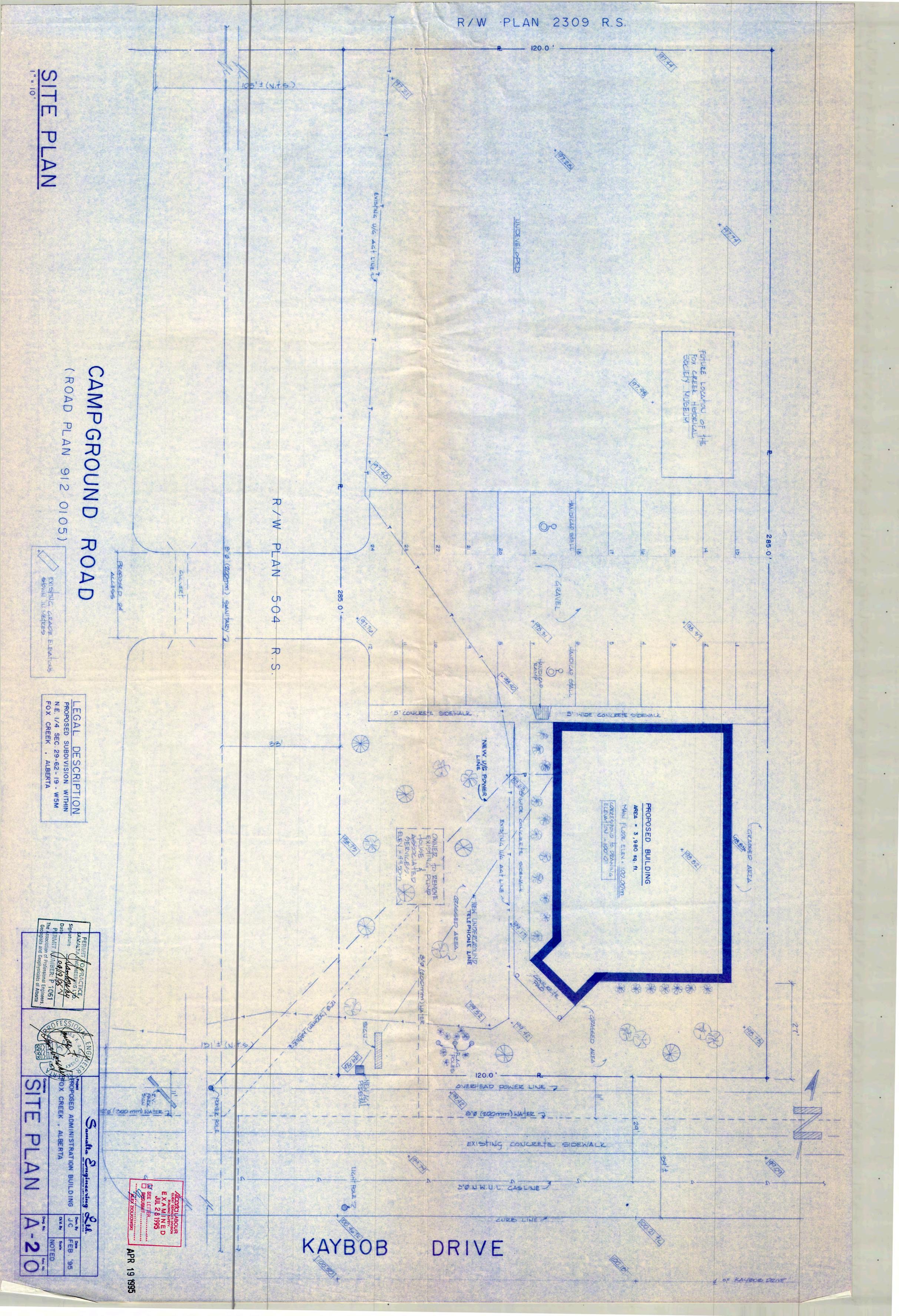
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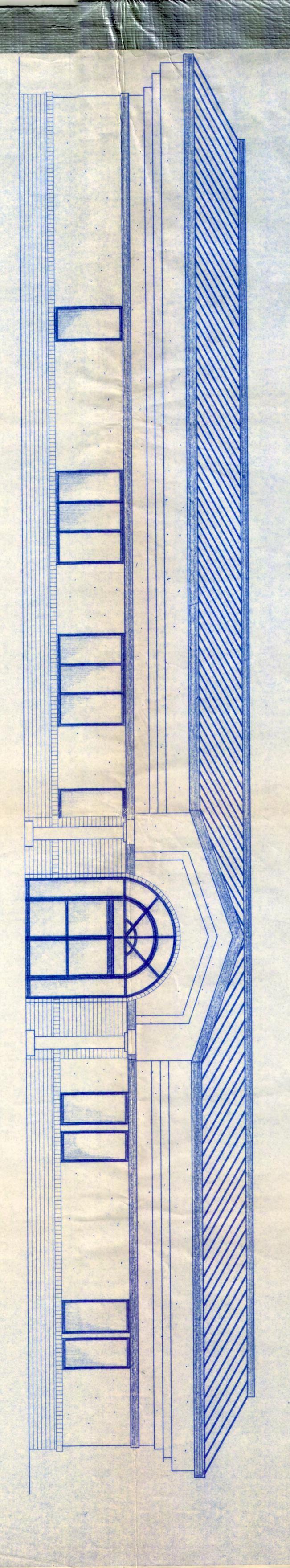
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MINISTRATION



ST DRAWINGS

- PERSPECTIVE SITE PLAN
- OOR
- 9W4D EVATIONS PLAN
- ROOM WASHROOM H SCHEDULE/ ELEVATIONS AYOUT
- 00 10
- S-1 S-2 S-3 FOUNDATION PLAN
 ROOF PLAN
 BUILDING SECTIONS
- REFLECTIVE CEILING PLAN,
- E N PLAN
- LIGHTING PLAN
 POWER/COMPUTER F
 MECHANICAL PLAN
 1 SPECIFICATIONS



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Samalta Design Edmonton, Alberta Engineering 9241 -50 Street Associates Ltd. 468-4526

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