



**THE CORPORATION OF THE CITY OF NIAGARA FALLS  
REQUEST FOR TENDER – CONTRACTOR SERVICES**

**RFT3-2023**

**RENOVATION OF THE NIAGARA FALLS PUBLIC LIBRARY STAMFORD CENTRE BRANCH**

**GENERAL – SCOPE OF WORK**

**1.0 GENERAL - SCOPE OF WORK**

The project involves the renovation of vacant rental units #11, 12 & 13 in a commercial plaza at 3643 Portage Road in Niagara Falls, to house the Stamford Centre Library. The total area of the renovation is approximately 736 m<sup>2</sup>.

The project work would include supply, installation, fabrication, transportation, storage, coordination and project management, construction, and commissioning of the renovated Library Building. **The detailed scope of work is listed under the Technical Specification and Drawings, Appendices.** The general scope of work includes but is not limited to the following –

1. Civil, mechanical, structural, electrical, controls, instrumentation, communications & data, audiovisual and security systems, interior walls, doors, lighting, demolitions, and alterations.
2. All required tools, tackles, consumables, and heavy machinery.
3. Plan Quality Assurance and enable Quality Control during the project lifecycle.
4. Furniture, Fittings, and Equipment (FF&E) will be awarded by the Owner. Coordination of installation of the Furniture, Fixtures, and Equipment (FF&E) package will be the responsibility of the contractor. The Contractor will coordinate with all project stakeholders, they are listed below, but is not limited to -
  - i. Niagara Falls Public Library (Library Board)
  - ii. The City of Niagara Falls
  - iii. Owner's Design Consultants
  - iv. Stamford Plaza Mall
  - v. Utilities – Electricity, gas, phone, data cable, water, and sewage connection.
  - vi. Fire Marshall Office.
  - vii. Multiple suppliers for Furniture, Fixtures, and Equipment (FF&E).
  - viii. Library Boards' Environmental Consultant.
5. The Contractor shall familiarize themselves with the building for site parking, loading, unloading, and site access. The work shall be performed in such a manner that there is no delay or disruption for any business in the Stamford Plaza. The contractor will need to provide the Mall Supervisor at least ten (10) days prior notices for any disruptions or changes.
6. Level 1 and Level 2 schedules of Construction Activities should be submitted. MS Project or Primavera P6.
7. Monthly progress reports with photographs are to be submitted along with the invoice. Weekly or Bi-Weekly meetings need to be conducted onsite or via electronic meetings. A

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minimum of one week's notice is required for the Owner and the Owner's Design Consultant for a site visit or inspection.

8. Coordinate and conduct Kick-off-Meetings, meetings, inspections, and electronic meetings through MS Teams or Google Meet.
9. Contractor to prepare As-built drawings and submit and attain permits necessary for the operation of the building. Two (2) hard copies of the operational manuals, electronic copies, warranty certificates, and on-site training will need to be provided to the Owner's staff.
10. Perform Performance Guarantee tests.
11. Necessary tools and tackles needed for operations of the building and a five-year recommended spare parts are to be supplied to the Library Board.

**2.0 HEALTH, SAFETY, AND ENVIRONMENT**

1. Must follow Prime/General Contractor guidelines set by Canadian Centre for Occupational Health and Safety (CCOHS), Workplace Hazardous Material Information Systems (WHMIS), and Occupational Health and Safety Act (OHSA).
2. Submit a comprehensive Safety Management Plan, including site safety and emergency response.
3. Submit a Waste and Material Management plan for the project site.
4. Identify Work Site requirements and conduct Project Hazard Assessment and Mitigation. This would include but is not limited to the traffic flow, hazardous materials management, occupational noise, working at heights, safety training, inspections, security, personal hygiene, emergency response and first aid, subcontractor safety management practices, tools, equipment, and materials.
5. Mobilization must include all necessary permits, site plans, drawings, construction files, signs and barriers, barricades, mobile sanitary, ladder for roof access, safety manuals, training records and certifications, and Personal Protective Equipment (PPE).
6. Conduct mandatory occupational health and safety orientation for all worksite personnel including subcontractors. Maintain records for site personnel, visitors, and training. All training and certificates are to be updated periodically and submitted to Library Board.
7. Conduct daily tailboard/ toolbox meetings on-site. To be submitted to Library Board, Bi-weekly or Monthly.
8. Refer to the Appendices for **Project-Specific Designated Substance and Hazardous Materials Survey & Remedial Action Plan for the Removal of Designated Substances and Hazardous Materials**