

Division #3

[Designer to select appropriate Division #3]

“Division #3 For Roads, Sewer & Watermain Contracts”

OR

“DIVISION #3 For Plants Contracts Only”

and delete the division not required]

Division #3

**For Roads
Sewer & Watermain Contracts**

(For Roads, Sewer & Watermain Contracts)**Division #3****Special Provisions**

Section	Description	
1.	Commencement and Completion	
2.	Designated Dump Sites	
3.	Contractor Indoctrination	This entire Section is required for all Engineering projects
4.	Salvaging Structures	
5.	Watermain Taps	
6.	Site Office	Included here only if these are <u>not</u> required, and specify that the General Conditions are amended accordingly (Section 106-24 Field Office)
7.	Lines and Grades	
8.	Temporary Potable Water Supply System	
9.	Materials Testing	Special Provision for "Materials Testing" to be provided by Engineering Services if applicable
10.	Construction Record Data	Special Provision for "Construction Record Data" to be provided by Engineering Services if applicable
11.	Contract Items	

- **Restoration Release Form (Sample)**
- **Disruption of Municipal Services Advisory Notice (Sample)**

1. Commencement and Completion

a) Progress of the Work and Time for Completion

The Contractor shall begin work within one week of written instructions to do so and shall diligently prosecute his work on this Contract to completion by **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions. Working days do not apply to this contract.

b) Liquidated Damages

The parties to the Contract hereto agree that the Contractor will pay to the Corporation the sum of **\$1,000.00** per day **Liquidated Damages** for each and every calendar day's delay in finishing the work in excess of **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions. Working days do not apply to this contract.

2. Designated Dump Sites

Further to Section 106-26 of the General Conditions, the designated dump site for **Contract ENG16-xx** will be _____.

3. Contractor Indoctrination

The Contractor is hereby advised that each member of the Contractor's workforce including subcontractors shall be required to successfully complete the NORCAT **CGS EHS Rules – Contractor is Constructor** training for City of Greater Sudbury. The registration form is accessible via the internet at the NORCAT website <http://www.norcattraining.com>. Training is performed at the NORCAT office. The cost of the training, as established by NORCAT, shall be the sole responsibility of the Contractor.

4. Salvaging Structures

Further to Section 106-29 of the General Conditions, the designated Public Works Depot for **Contract ENG16-xx** will be _____.

Items to be salvaged and delivered to the Designated Public Works Depot from **Contract ENG16-xx** are:

- Municipal signs
- Valves
- Hydrants
- Culverts
- Maintenance hole covers
- Catch basin covers
- Traffic signal poles c/w mast arms and light heads

5. Watermain Taps

"Live" tapping of watermains will be done by City forces.

6. Site Office

Further to Section 106-24 of the General Conditions, the site office shall not be required.

7. Lines and Grades

In addition to Section 4, 104-11 Lines and Grades of the General Conditions, the base line survey is referenced to the Canadian Spatial Reference System, NAD(83), and the co-ordinates are expressed in UTM Zone 17 or City of Greater Sudbury Zone 81.

8. Temporary Potable Water Supply System

The temporary potable water supply shall be tested at 820 kpa (120 psi) for one hour. The temporary potable water supply system shall be watertight. Any leakage must be repaired and the system retested.

The temporary potable water supply system shall be visually examined daily by the Contractor and Inspector for leaks and any leakage must be repaired immediately.

There shall be no additional payment for the temporary potable water system testing, retesting, repair(s) or daily inspection.

9. Materials Testing

Special Provision for "Materials Testing" to be provided by Engineering Services if applicable.

10. Construction Record Data

Special Provision for "Construction Record Data" to be provided by Engineering Services if applicable.

11. Contract Items

The items in the Schedule of Unit Prices are intended to cover and include the supplying of all labour, equipment and materials (except as noted in the Information to Bidders and Special Provisions) necessary for the completion of the various works called for in this contract and the prices set out in the Schedule of Unit Prices for the said items shall be full compensation for the labour, equipment, material and equipment supplied to do all the work covered by the said items.

Following are special provisions pertaining to items listed in the Schedule of Unit Prices.

Price Indexing for Liquid Asphalt Cement

The City of Greater Sudbury will be using Appendix 310-B, dated November 2012, or current edition, to price index liquid asphalt cement.

**Contract ENG16-xx
(Contract Description)**

Special Provisions Indexing

- 1.
- 2.
- 3.
- 4.
- 5.

"Sample"
City of Greater Sudbury
Restoration Release Form

To Whom It May Concern

Contract #: _____

Description _____

This is to certify that the restoration work required on my property under this contract has been carried out as previously agreed to with the City.

Signed: _____

Dated: _____

Please Print: _____

Name

Address

Witnessed: _____

- 1) **Blank forms are available from the Construction Services Section.**
- 2) **Please submit completed forms to the Construction Services Section.**

"Sample"

City of Greater Sudbury

**Advisory Notice
Disruption of Municipal Services**

To Whom It May Concern

There will be a disruption of municipal servicing to your property for a period of approximately _____ hours beginning at _____ AM / PM, on _____, _____, _____, 20 ____
(Day) (Date) (Month)

This is to certify that I have been notified accordingly.

Signed: _____

Dated: _____

Please Print:

Name

(Property Owner / Occupant / other)

Address

Witnessed: _____

- 1. Blank forms are available from the Construction Services Section.
- 2. Please submit completed forms to the Construction Services Section.

[Designer to select appropriate Division #3]

“Division #3 For Plants Contracts Only”

OR

“Division #3 For Roads, Sewer & Watermain Contracts”

and delete the division not required]

Division #3

For Plants Contracts Only

(For Plants Only)

Division #3

Special Provisions

Section	Description
1.	Commencement and Completion
2.	Site Office
3.	Project Signs
4.	Designated Dump Sites
5.	Contractor Indoctrination This entire Section is required for all Engineering projects
6.	Confined Space Requirements
7.	Interruption and Phasing of Work / Shutdowns
8.	List of Designated Substances
9.	Submittals
10.	Contract Items
11.	Contractor Daily Work Record (Sample)

1. Commencement and Completion

a) Progress of the Work and Time for Completion

The Contractor shall begin work within one week of written instructions to do so and shall diligently prosecute his work on this Contract to completion by **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions.

b) Liquidated Damages

The parties to the Contract hereto agree that the Contractor will pay to the Corporation the sum of **\$(amount)** per day **Liquidated Damages** for each and every calendar day's delay in finishing the work in excess of **[specify the completion date]**, in accordance with Section 107-12 of the General Conditions.

2. Site Office

Further to Section 106-24 of the General Conditions, the site office shall not be required.

3. Project Signs

Further to Section 105-5 of the General Conditions, the project signs shall not be required.

4. Designated Dump Sites

Further to Section 106-26 of the General Conditions, the designated dump site for **Contract ENG16-xx** will be _____ .

5. Contractor Indoctrination

The Contractor is hereby advised that each member of the Contractor's workforce including subcontractors shall be required to:

- a) Comply with the City's Health and Safety regulations, Entry Into Confined Space regulation and Respiratory Protective Equipment/Clean Shaven policy.

For information concerning the City of Greater Sudbury Health & Safety Policies please contact the City of Greater Sudbury (CGS) Health & Safety Officer at 3-1-1.

- b) Successfully complete the **NORCAT Water/Wastewater Works Safety Awareness** training for City of Greater Sudbury facilities. Course information including registration details is accessible via the internet at the NORCAT website <http://www.norcat.org>. Registration can also be made by phone contacting NORCAT directly by phone at 705-521-8324. The cost of the training, as established by NORCAT, shall be the sole responsibility of the Contractor.

- c) Comply with the following Worker Requirements and carry valid proof of said certification:
 - i. **NORCAT Water/Wastewater Works Safety Awareness** training
 - ii. Quantitative Respirator Fit Test
 - iii. WHMIS training
 - iv. Fall Arrest training
 - v. Appropriate work wear
 - vi. Personal Respirator
- d) Attend a mandatory site specific indoctrination meeting. This indoctrination is intended to familiarize those working on the property with various plant alarms, protocols, and emergency procedures.
- e) Submit a Contractor Daily Work Plan to be completed daily as a condition of access by any contractor or subcontractor working at the CGS Plant Facilities. Any variance in the work plan shall be communicated to the Plant Supervisor or designate.

These forms will be posted for CGS employee information and used to track and provide documentation of the Contractor's activities at CGS Plant Facilities as well as to assist our staff in the execution of emergency procedures.

Forms are to be submitted to the attention of one of the following supervisors or designate who can be reached by calling 3-1-1 or as follows:

Water Treatment Plant Supervisor III: 705 694-4728

Waste Water Treatment Supervisor III: 705 675-2622

Access to Water/Wastewater facilities shall be granted only to those workers who have complied with the above requirements. Failure to comply with these requirements will result in a possible work stoppage and removal of access privileges.

6. Confined Space Requirements

The _____ are classified as "Confined Space" by the City of Greater Sudbury. All work shall be performed in accordance with the Occupational Health and Safety Regulations and the City of Greater Sudbury "Confined Space" policy.

The Contractor shall consult with the Ministry of Labour for specific requirements for work in confined spaces.

7. Interruption and Phasing of Work/Shutdowns

The Contractor shall co-ordinate all work with City of Greater Sudbury staff. Work shall be conducted to minimize disruption and shutdowns.

The Contractor shall provide _____ days notice of a planned shutdown.

8. List of Designated Substances

The Contractor is advised that the following chemicals are used and/or stored on site. The Contractor shall familiarise his work force with the WHMIS Material Sheet.

a) _____

b) _____

9. Submittals

Submit 6 copies of Shop Drawings showing all fabrication and installation details.

Include the following:

- Dimensioned outlined drawing
- Schematic diagram
- Component list, including makes and models
- Power and control connection diagram(s)
- Table of programmable parameters

10. Contract Items

**Contract ENG16-xx
(Contract Description)**

Special Provisions Indexing

- 1.
- 2.
- 3.
- 4.
- 5.



11. Sample – Plants Section - Contractor Daily Work Plan Form
Plants Section

Contractor Daily Work Plan

A daily work plan must be completed as a condition of access by any contractor working in City of Greater Sudbury (CGS) Plants Section facilities. The work plan must specify all work locations, employees of the contractor, and a description of the work. Any variance in work plan must be communicated to the CGS Plant Supervisor (or designate). Forms will be posted for CGS employee information. All work performed must be in compliance with the City of Greater Sudbury Health & Safety Policies and Occupational Health & Safety Act & Regulations. Failure to comply will result in a review and possible work stoppage and removal of access privileges.

Date: mm/dd/yy: _____ / _____ / _____ **Time:** In _____ Out _____

CGS Facility Name: _____

CGS Project / Purchase Order: _____

Contractor Name: _____

Contractor Staff Names: _____

Contractor Contract #'s: _____

Specific Work Location: _____

Scope of Work: _____

Contractor Representative: _____

(Print Name)

(Signature)

CGS Supervisor (or designate): _____

(Print Name)

(Signature)