

APPENDIX C – STATEMENT OF WORK

1.0 PROJECT DESCRIPTION AND BACKGROUND

Without limiting the project scope, which is described in detail in the Contract Documents, the work involves the supply and installation of all components necessary to construct:

A new Fire Station 123 plus associated site development works, located at The Collegeway and Loyalist Drive, Mississauga ON to serve Ward 8 and the surrounding neighbourhoods. The building will be approximately 1,024 sqm (11,022 sq. ft.) and consist of living quarters and 2 drive-through truck bays. Fire Station 123 has been designed and is to be constructed to achieve Net Zero Energy, and also achieve Level I of the City's Corporate Green Building Standard.

The building is to be constructed as a 'Post-Disaster' building, to be used for emergency services.

Some work and coordination from General Contractor will be required for roadway works and utilities at property boundaries.

The building and site is to be constructed with the intention of achieving a Net Zero Energy certification upon completion.

2.0 PROJECT SCOPE

For successful completion of the project, the following requirements must be met:

- Design and construction of a new Fire Station 123 situated on a city-owned parcel of land approx. 1 acre in size located within Ward 8 area at The Collegeway and Loyalist Drive. The site is currently vacant land with no existing site services on the site. The project site is abutted by municipal roadway The Collegeway (north), Erin Mills United Church property (east), and Greenbelt Zones (south and west).
- Fire Station 123 will be approximately 11,000 sq. ft. with two (2) drive-through apparatus bays. The two (2) truck, one (1) storey concept within the Template Design and Standards for New Fire Stations will be used as a guideline for functional programming and general layout for Fire Station 123.
- In addition, the facility shall be AODA compliant and meet parking requirements for occupancy of the building, plus zoning requirements for barrier-free parking spaces. It is the intention of the City that Fire Station 123 will be a Net Zero Energy Building.
- The project scope also included the supply and install of FF&E to be including but not limited to the - fitness equipment, dining chairs, dining table, lounge furniture, kitchen equipment, etc.

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3.0 PROJECT GOAL AND OBJECTIVES

- To provide a new facility to Mississauga Fire and Emergency Services (MFES) to service residents of Ward 8 and the surrounding communities.
- Design and construct with a sustainable and environmentally responsible approach that meets accessibility requirements (OBC, AODA) and Net Zero or Net Zero Energy requirements.
- The new facility will assist Mississauga Fire and Emergency Services achieve its approved Level of Service in this response area.
- Fire station 123 will be required to meet or exceed the City of Mississauga Corporate Green Building Standards (CGBS) to a level 1 for all aspects of the building. The exception is the energy section will be required to meet or exceed level 3 for CGBS standards.

4.0 PROJECT ORGANIZATION

- The City of Mississauga has assigned a Project Manager to the project who will provide overall coordination and Project Management throughout the project. The General Contractor will report directly to the City Project Manager throughout all phases of the project.
- City employees who are stakeholders in this project and staff with pertinent technical expertise will be involved in providing input and comments at different stages of the project through coordination by the City Project Manager.
- The General Contractor shall take direction from the City Project Manager only, and not from anyone else without the City Project Manager's prior knowledge and consent.
- Bi-Weekly Project Management Construction meetings shall be held with the City Project Manager and the General Contractor. The General Contractor will chair these meetings and will be responsible for preparing meetings agendas and meeting minutes. The General Contractor will be responsible to track all RFIs, Change Notices (CN), Contemplated Change Notices (CCN) Change Orders (CO), Shop Drawings, and other construction deliverables, against a project schedule that is to be updated weekly.
- Bi-Weekly construction reports shall be provided by the General Contractor, which provide general project updates, progress photos, schedule updates, and action items, as discussed during the bi-weekly Project Management Construction meetings.
- Construction Services shall be provided as one (1) coordinated and integrated service led by the General Contractor. The General Contractor shall coordinate with the Consultant where necessary when performing the Construction Services. Coordination with the City and stakeholders shall be through the Project Manager.

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- The General Contractor shall coordinate all works in an efficient, effective and safe manner and ensure there are no interruptions of City operations. Coordinate sequential construction, completion and turnover of areas as per Project Schedule.
- The General Contractor shall provide a Gantt style schedule updated bi-weekly for project meeting. The schedule must show dependencies between tasks and accurately report baselines monthly. Actuals are expected to be reflected on the overall schedule.
- The General Contractor shall provide a method of electronic filing acceptable to all parties. Electronic signatures are essential to the City of Mississauga workflow and will be expected to streamline a tight construction process.

5.0 PROJECT SCHEDULE

The overall project schedule has been established as follows:

Contract Award	July 2024
Commencement of Contract	August 1, 2024
Substantial Performance	September 30, 2025
Total Performance	November, 2025

Contract Commencement date is dependent on the receipt of permit approvals and can be shifted out by 30 days. The adjustment to the schedule will be discussed with the successful bidder prior to the award of the contract.

6.0 HOURS OF OPERATIONS

The site is a greenfield site. There are no restrictions outside of the municipal restrictions.