TOWN OF FORT FRANCES

REQUEST FOR PROPOSAL

FOR

DESIGN FOR THE REHABILITATION OF THE FORT FRANCES NATATORIUM RFP NO. 2023-OF-01

JANUARY 19, 2023

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TOWN OF FORT FRANCES REQUEST FOR PROPOSAL

FOR

DESIGN FOR THE REHABILITATION OF THE FORT FRANCES NATATORIUM

RFP NO. 2023-OF-01

The Town of Fort Frances wishes to obtain proposals from a reputable Engineering firm for engineering design services for the Town's natatorium. Sealed proposals, in triplicate and clearly marked shall be submitted to:

Faisal Anwar, Administrator Town of Fort Frances 320 Portage Avenue Fort Frances, Ontario P9A 3P9

and must be received no later than:

TUESDAY, February 14, 2023 AT 2:00 PM (CST)

after which time such Tenders will be opened and read aloud in the Committee Room, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario.

Further information, specifications and contract documents may be obtained upon request at the Information Desk, Fort Frances Civic Centre, 320 Portage Avenue, Fort Frances, Ontario P9A 3P9, 807-274-5323.

Questions regarding this proposal must be directed to Travis Rob, P.Eng., Manager of Operations and Facilities, at telephone (807) 274-9893 facsimile (807) 274-7360 email trob@fortfrances.ca.

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the Contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

GENERAL INFORMATION AND INSTRUCTIONS

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GENERAL INFORMATION AND INSTRUCTIONS

2.1 INTENT OF THE REQUEST FOR PROPOSALS

The purpose of the request for proposals is to retain a reputable firm to complete the investigation and detailed design for an all-encompassing renovation project of the Fort Frances Natatorium.

2.2 QUALIFICATIONS

The lowest or any proposal will not necessarily be accepted. The Town reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the contract in the best interest of the Town in its sole and unfettered discretion. The accepted proposal must be approved by Council.

2.3 CLOSING DATE

The Request for Proposals closes at 2:00pm CST, Tuesday, **February 14, 2023** and will be publically opened immediately thereafter at the Committee Room, Civic Centre, Fort Frances, Ontario.

Three (3) copies of the proposal, fully completed, sealed and marked **"RFP No. 2023-OF-01"** must be delivered by mail or otherwise, to the Administrator, not later than 2:00 pm CST on the closing date.

2.4 INFORMAL PROPOSALS

All proposals provided and all entries shall be in ink or typewritten. Proposals which are incomplete, conditional or obscure or which contain additions not called for, erasures, alterations or irregularities of any kind, or in which any of the prices are obviously unbalanced, may be rejected as informal.

The Town reserves the right to disqualify proposals not submitted in strict accordance with the terms and conditions of the Terms of Reference.

2.5 ERRORS AND OMISSION

The Firm shall examine the Terms of Reference Documents as soon as possible. Any errors, omissions or conflicts discovered shall be reported to the Manager of Operations and Facilities immediately.

Verbal instruction and/or communications will not be accepted.

2.6 LIST OF ADDENDA

During the request for proposals period, Firms may be advised by Addenda of required additions to, deletions from, or alterations in the Terms of Reference Documents. All such changes shall become an integral part of the Terms of Reference Documents and shall be allowed for in arriving at the Total Proposal Price. All Addenda received during the request for proposals period shall be acknowledged.

2.7 PROPOSAL WITHDRAWAL AND AWARD

Proposals received by the Administrator prior to Closing may be withdrawn upon written application only. The last proposal received shall invalidate all previous proposals received from the same Firm. Withdrawal of proposals shall be by letter bearing an official company or corporation signature and seal only.

No contracts will be awarded until after the proposal has been approved by Council.

Council reserves the right to:

- i) reject any recommendation;
- ii) reject any or all proposals;
- iii) accept any proposal deemed to be in the best interest of the Town, or
- iv) disqualify proposals not submitted in strict accordance with requirements of the terms of reference documents

Firms are informed that it is a condition of the Terms of Reference Documents that each proposal shall remain in force from the closing date of the request of proposal until forty-five (45) calendar days thereafter unless the Firm has been formally rejected.

2.8 TAX MANAGEMENT (HST)

As it is the responsibility of the Firm to determine levy and collection of the Harmonized Sales Tax (HST), amounts bid shall show separately the HST amount, or alternatively cite the basis of exemption in lieu thereof.

2.9 ONTARIO RETAIL SALES TAX

Where contracts are awarded to non-resident Ontario Firms, they are required to either:

- a) Provide a copy of a valid Retail Sales Tax Vendor Permit, or
- b) file with the Town a copy of the letter of compliance issued by the Ontario Retail Sales Tax Branch.

Failure to comply will result in 4% of each payment due to the Contract to be withheld for remittance to the Treasurer of Ontario.

2.10 FAX TRANSMITTAL

Proposals may be submitted by Fax transmittal (807-274-8479) subject to additional conditions:

i) All terms and conditions outlined in the Terms of Reference apply, including duplicate fax transmittals

- ii) All original proposal documents and enclosures are received within forty-eight (48) hours of the closing date of the request for proposals, and
- iii) The Town assumes no responsibility whatsoever for proper receipt of such Fax transmittals.

2.11 MUNICIPAL FREEDOM OF INFORMATION PROTECTION OF PRIVACY ACT

The Town is governed by the Municipal Freedom of Information and Protection of Privacy Act, therefore Firms must accept that proposal contents can be made public as a condition of the request for proposal process.

2.12 PAGES NUMBERED

All pages of the proposal document submitted must be numbered.

2.13 LOCATION OF FORT FRANCES

The Town of Fort Frances is located in the District of Rainy River, approximately 350 kilometers west of Thunder Bay, Ontario and 425 kilometers East of Winnipeg, Manitoba. The Town is bounded to the north and the east by Couchiching First Nation and the unorganized Township of Miscampbell, to the west by the Township of Alberton, and to the south by the United States of America. Also please note that Fort Frances is in the Central Time Zone.

2.14 FIRM'S INSURANCE

The successful Firm shall take out and keep in force throughout the duration of the Contract, a comprehensive policy of Professional Liability in the amount of not less than \$2,000,000.00 inclusive per occurrence.

The Town of Fort Frances shall be named as an additional insured thereunder, a certified copy of the policy or certificate thereof shall be deposited upon signing of the Agreement or as the Town may direct.

2.15 INQUIRIES

Questions regarding the Terms of Reference must be directed to:

Travis Rob, P.Eng.
Manager of Operations and Facilities
Town of Fort Frances
320 Portage Avenue
Fort Frances, Ontario
P9A 3P9

Telephone: 807-274-9893 ext 1316

Fax: 807-274-7360 Email: trob@fortfrances.ca

PROJECT DESCRIPTION

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3.1	GENERAL INFORMATION ON THE DESIGN ACTIVITIES
3.2	SCOPE OF WORK
3.3	OTHER SPECIFICATIONS FOR THE DESIGN ACTIVITIES

PROJECT DESCRIPTION

3.1 GENERAL INFORMATION ON THE DESIGN ACTIVITIES

The successful firm will be tasked with the design works related to an all-encompassing building renovation, focusing on specific areas of concern within the building as detailed below. The Fort Frances Natatorium was originally constructed in 1974 with an addition for seating being completed in 1992. Since that time the pool has seen few small-scale renovations throughout its life

3.2 SCOPE OF WORK – PART 1 – Structural Rehabilitation

The Natatorium was constructed with in a post and beam style with glulam wooden columns supporting glulam wooden roof beams supporting built up wooden purlins and a tongue and groove wooden roof deck. In 1997 the original roof structure failed due to snow loading and a new metal truss roof was installed overtop of the existing, repaired roof structure. Over time, with almost constant contact with water, the base of many of the wooden columns have started to rot. The purpose of the request for proposal is to retain a reputable Firm to complete the design works for the rehabilitation/replacement of the wooden roof columns including any footing works, construction process and staging plans, and specifications to complete the work.

3.3 SCOPE OF WORK – PART 2 – Pool Rehabilitation

The pool is 25m long and 15m wide with a total water capacity of approximately 200,000 gallons. The pool is of concrete construction with a concrete liner material finishing the surface coated with an epoxy pool paint. The pool liner material is well past its useful life and needs to be replaced. Secondarily to that is that the pool suffers from groundwater infiltration when drained, further deteriorating the liner materials any time the pool is drained for maintenance. The purpose of this request for proposal is to retain a reputable firm to complete the design works for the replacement of the pool liner material as well as the installation of systems to control the groundwater around the pool structure such that future impacts from groundwater infiltration can be minimalized. It is important to note that for the purposes of investigation related to design, the pool cannot be drained without risk of severe and rapid deterioration of the pool liner in its current state.

3.4 SCOPE OF WORK – PART 3 – Pool Deck Rehabilitation

Much of the work for the pool rehabilitation will require the removal of all or a part of the pool deck. The deck is concrete with an epoxy coated surface with granular material added for grip. The surface is old, stained and the deck has areas of cracking throughout it. In addition, many of the deck drains are cast iron and after years of chlorine exposure are starting to fail. The purpose of this request for proposal is to retain a reputable firm to complete the design works for the complete replacement of the pool deck surface including replacement of all drains, pool edge tile, pool deck fixtures (such as ladders, guard chairs, blocks, anchor points, etc.). Firms shall, after reviewing the site, recommend to the Town at least two different products for decking material including pros and cons of each material type and class D cost estimates for each for selection by the Town. In addition to this review of the pool deck, the viewing area guards shall be reviewed and new guards with tempered glass inserts that are compliant with the Ontario Building Code, are constructed of aluminum, and provide unobstructed site of the pool shall be designed to replace the existing rails.

3.5 SCOPE OF WORK – PART 4 – Pool Equipment Evaluation and Chemical Containment

Currently the pool uses vats of liquid sodium hypochlorite and muriatic acid in solution with two chemical dosing pumps connected to an Acu-Trol AK110 control unit to maintain pool water parameters. The chemical tanks are in the same room as much of the mechanical equipment, they are side by side and have no spill containment in place. Further they are manually filled and diluted by staff. The purpose of this request for proposal is to investigate the pool chemical dosing system, provide recommendations to the Town for improvement in the dosing system to improve reliability, reduce maintenance, improve the safety of the staff filling and maintaining the system and provide appropriate spill containment. Based on feedback from the town, firms will complete all related design works for the implantation of the changes to the chemical dosing systems.

3.6 SCOPE OF WORK – PART 5 – Natatorium HVAC Replacement

When the addition of the seating area was completed in the natatorium, there was no review of the existing HVAC system to address the additional space. As a result, air movement within the natatorium is poor and does not cover the entire space appropriately. Ceiling fans have been installed to help move dead spaces of air to try to help with air quality, but they are ineffective. In 2012 a new Dry-O-Tron unit was installed appropriately sized for the space and balanced properly. This unit does a good job of conditioning the air, however the distribution of the air around the space is poor. In addition, the exterior walls see condensation on their interior surfaces during winter months from lack of air movement. A full review of the space with a completely new HVAC duct design is to be completed including provisions for appropriate air circulation through the under-seating storage areas. In addition, a full review of the condition and lifecycle of the existing Dry-O-Tron shall be completed as part of this work with recommendations on remaining useful life and any lifecycle maintenance activities that the Town should plan for shall be completed. It is not the intention of the Town to replace the Dry-O-Tron as part of this project.

3.3 OTHER SPECIFICATIONS FOR THE ENGINEERING ACTIVITIES

- 1. The Town is requiring that the successful firm complete the design works in as timely a fashion as possible. All parts of the scope are priority and can be worked on concurrently. The intent is to award the contract to the successful firm within 2 weeks of the closing date of February 14, 2023. Each firm shall include a proposed schedule with their proposal. The successful firm shall submit a formal schedule of work including important dates and milestones to the town, prior to commencing work.
- 2. The successful firm shall complete the review and design works in accordance with applicable regulations and codes within the Province of Ontario and Canada.
- 3. The work shall be planned in phases and wherever possible planned such that one portion of the project does not rely on the completion of any other portion. The exemption to this requirement is the pool rehabilitation work and deck work.
- 4. Firms shall include are to complete all design works to the point of tendering. Complete design drawings including full specifications and construction staging are to be completed as well as a designated substance survey for the work area.
- 5. Firms are to include within their proposal provisional pricing for construction management services including tendering, recommendation for award, periodic inspection, payment management, project closeout and as-constructed drawing preparation.

PROPOSAL REQUIREMENTS

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- 4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM
- 4.2 PROPOSAL EVALUATION
- 4.3 OCCUPATIONAL HEALTH & SAFETY PLAN
- 4.4 CONTRACT

PROPOSAL REQUIREMENTS

4.1 PROPOSAL REQUIREMENTS SUBMITTED BY FIRM

The proposals prepared by the Firms will clearly indicate that the design works will be carried out in accordance with the **Request for Proposal 2023-OF-01**. The Firm's proposal must contain at least, but is not necessarily limited to the following:

- 1) A work chart or work schedule showing the timing of the major tasks and milestones for each part of this project.
- 2) The Firm shall describe their previous work of this type, highlighting their experience and expertise with the specific requirements of this project. If the Firm intends to partner with others to complete certain components, the experience and expertise of those partner companies must also be described, citing previous relevant work.
- 3) The Firm shall identify the lead designer and other staff and list the responsibilities of each. Qualifications of the Firm's lead designer and key personnel should be outlined. Any substitution of staff during the course of the design works will not be permitted without approval of the Town's Manager of Operations and Facilities.
- 4) Maximum total cost of the project broken down by deliverable, where major tasks or milestones, field inspection work, report writing, printing costs and other disbursements are listed separately.
- 5) Per diem rates for key personnel involved in the project and an estimate of the number of hours that project staff will spend on each specific task.
- 6) A listing of any special circumstances required to complete the design works.
- 7) Identify any possible gaps in this Request for Proposal and how these gaps will be taken into account in the design activities.
- 8) Submit a listing of previous projects of similar scale or type completed for Municipal or institutional clients.
- 9) Three (3) copies of the proposal will be submitted
- 10) All Documents will be in Microsoft Office Format.

4.2 PROPOSAL EVALUATION

The Town of Fort Frances will review the proposal submitted by each individual Engineering Firm during late February 2023. A scoring system will be utilized on the following categories:

- 1) Quality of the proposal submitted ease of understanding, required components of the Design Activities, and work schedule.
- 2) Past Experience in completing similar design activities.

- 3) Key Personnel assigned to the project
- 4) Proposal value
- 5) Schedule

It should be clearly understood that the Town of Fort Frances has the right to assign weighting to each of the 5 above mentioned categories and if any proposal submitted fails to include any mandatory requirements as outlined in the Terms of Reference, the proposal is automatically disqualified.

4.3 OCCUPATIONAL HEALTH & SAFETY PLAN

The proposed Occupational Health and Safety Plan shall outline the Firm's general approach to Occupational Health and Safety.

The successful Firm will be responsible for meeting all of the "employer" obligations under the Occupational Health and Safety Act (OHSA) and shall ensure that all work is carried out in accordance with the OHSA and all applicable regulations. This includes but is not limited to, the duties to: provide a safe workplace; provide information and educate the workers on workplace hazards; appoint a competent supervisor; prepare and provide a health and safety policy; implement a comprehensive health and safety program to support the policy; and take every reasonable precaution to protect the health and safety of workers.

Each Firm shall submit a statutory declaration with the proposal: Appendix "A".

4.4 CONTRACT

The Firm shall include a draft contract of engagement with their proposal.

The Firm shall enter into an engineering contract with the Corporation of the Town of Fort Frances. The contract shall indicate that work to be undertaken shall be done to the satisfaction of the Municipality according to the request for proposal and for the amount agreed upon by the two parties. The contract shall also indicate that no additional money shall be paid to the Firm for any additional work for which prior authorization has not been given in writing. The contract shall contain, as a minimum, the Request for Proposal and the Proposal accepted.

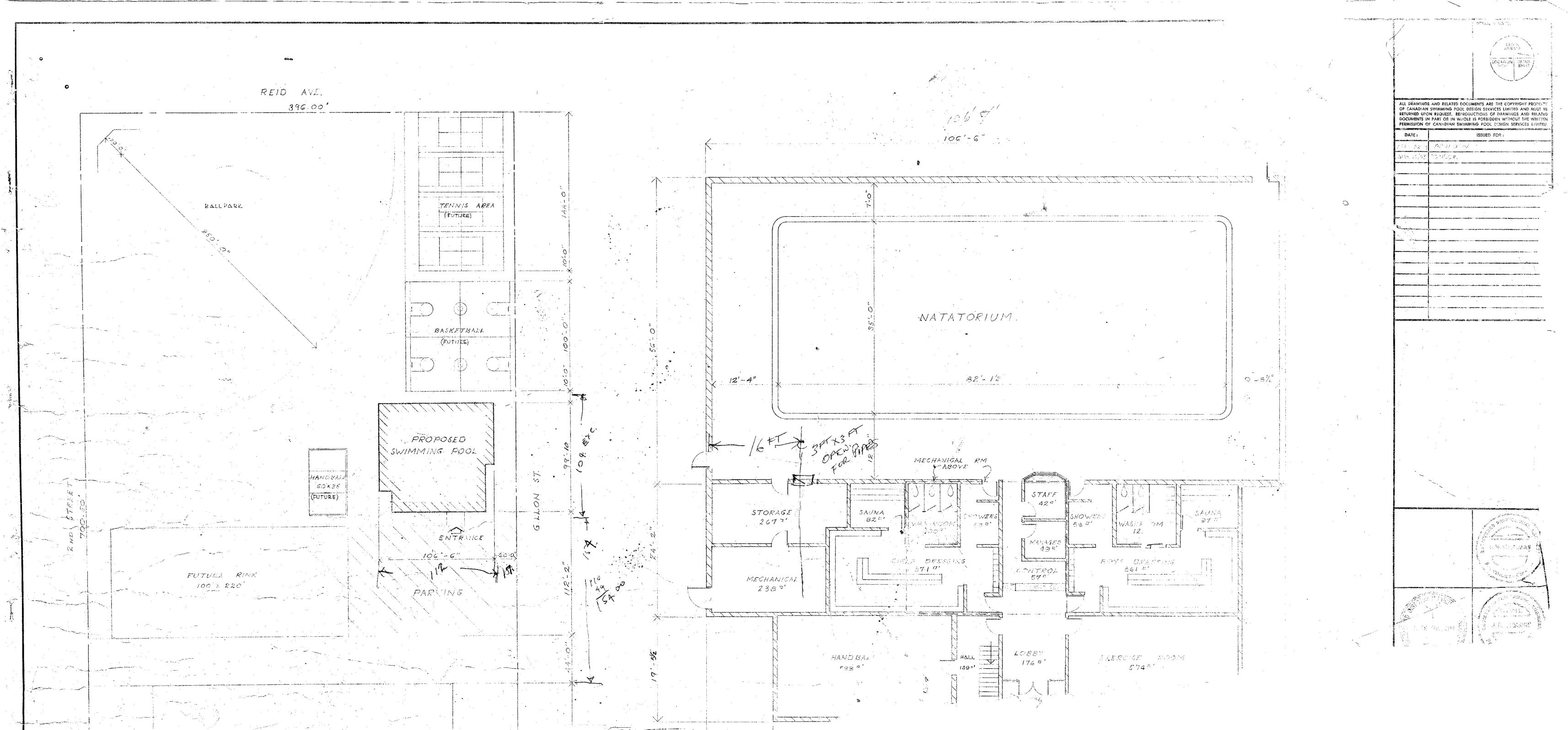
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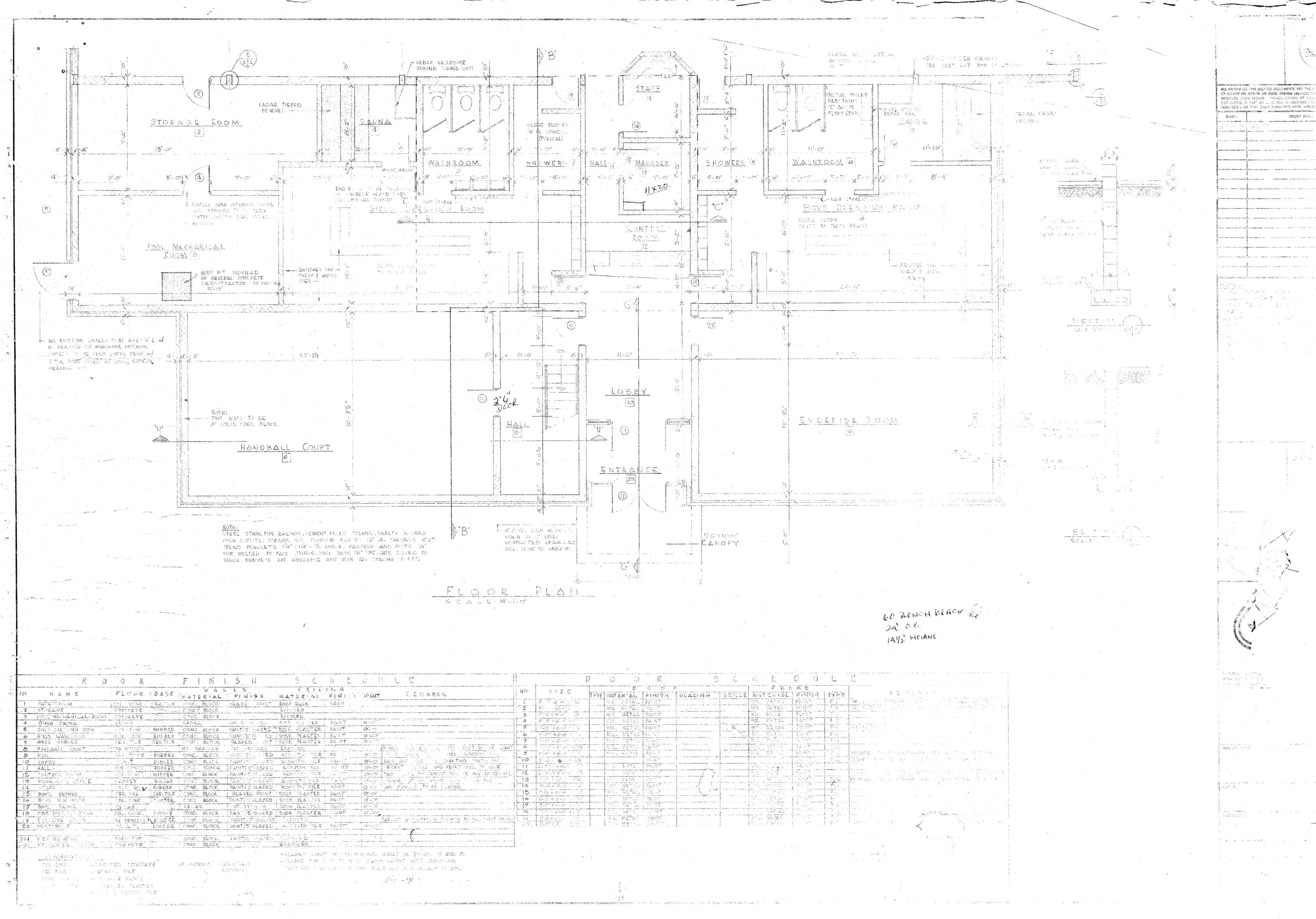
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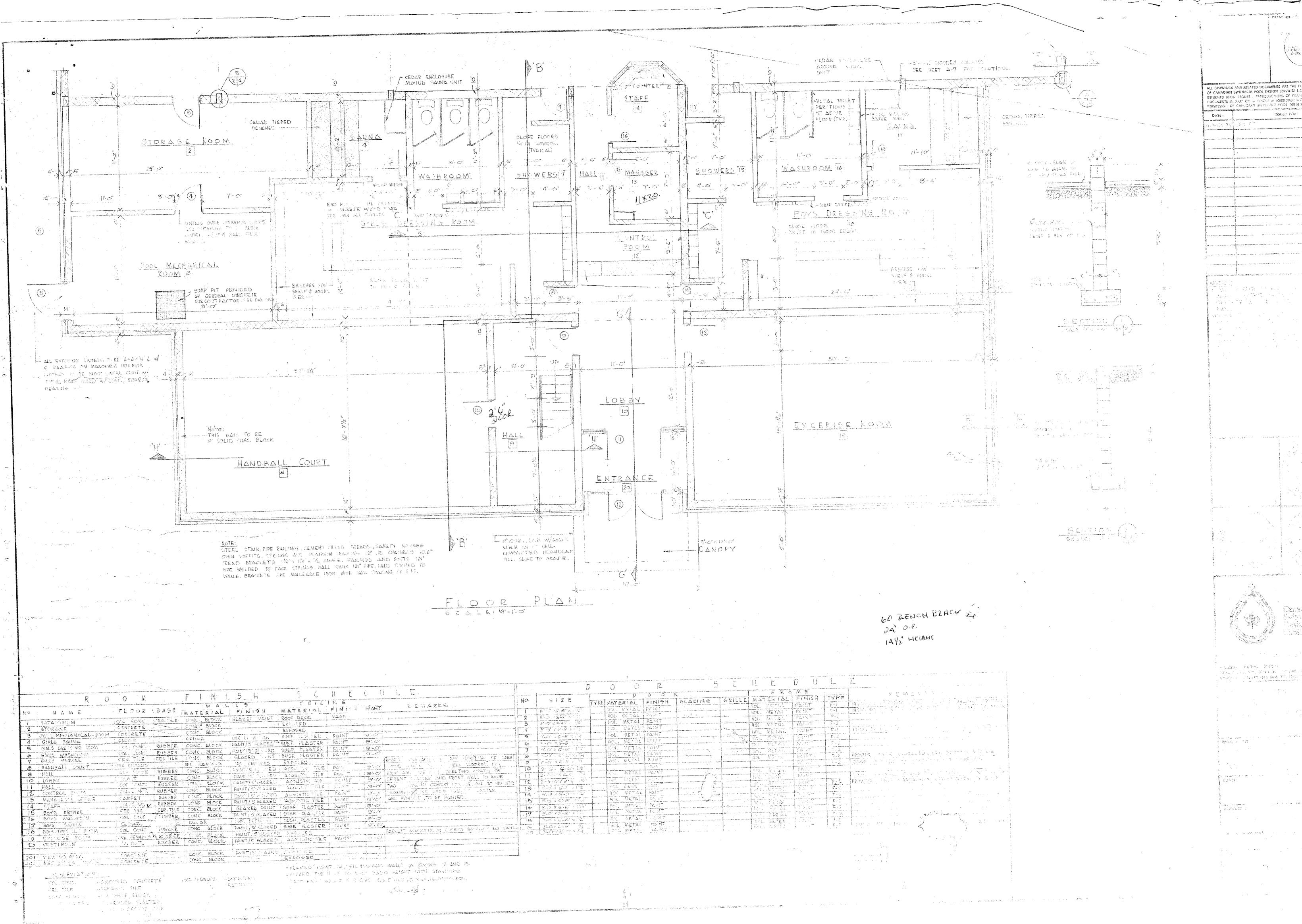
In sub	mitting	this proposal, I/We, on beha	alf of		
	Ū		Lega	al Name of Comp	pany
certify	the foll	owing:			
(a)	I/We have a health and safety policy and will maintain a program to implement such policy as required by clause 25(2) (j) the <i>Occupational Health and Safety Act</i> , R.S.O. 1990, c.O.1, as amended, (the "OHSA").				
(b)		espect to the services being actors, acknowledge the resp			nd our proposed sub-
	(i)	fulfill all of the "employer" of carried out in accordance was			
	(ii)	ensure that adequate and protect the health and safe			led as per the OHSA to
	(iii)	provide information and insof the hazards inherent in the risk of injury or illness.			
(c)		agree to take every precaution ker health and safety, as received.			ices for the protection
Dated	at		this	day of	2023.
(Autho	rized s	igning agent for the Firm)			
(Title)					
(Telep	hone N	lumber)			

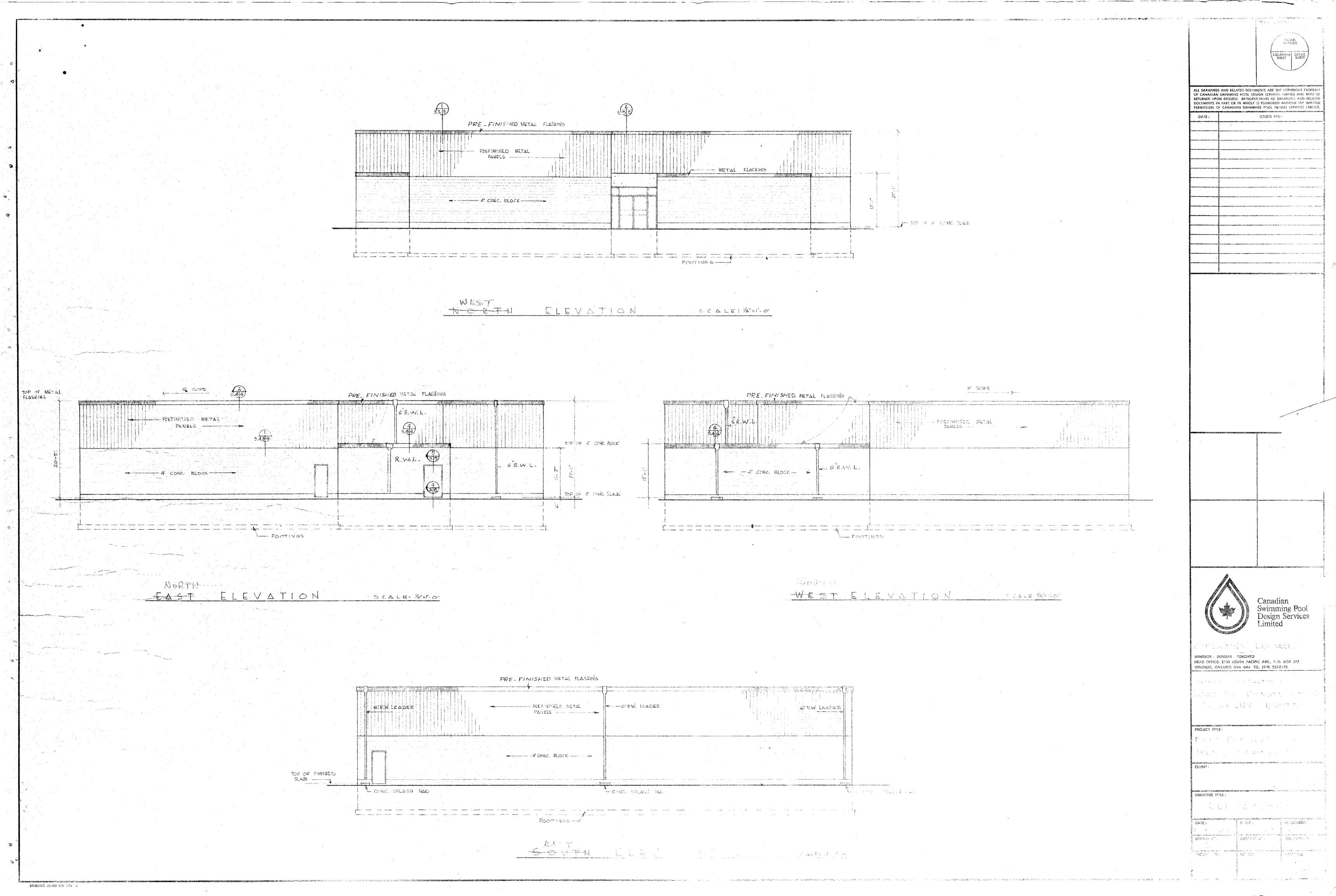
APPENDIX "B"

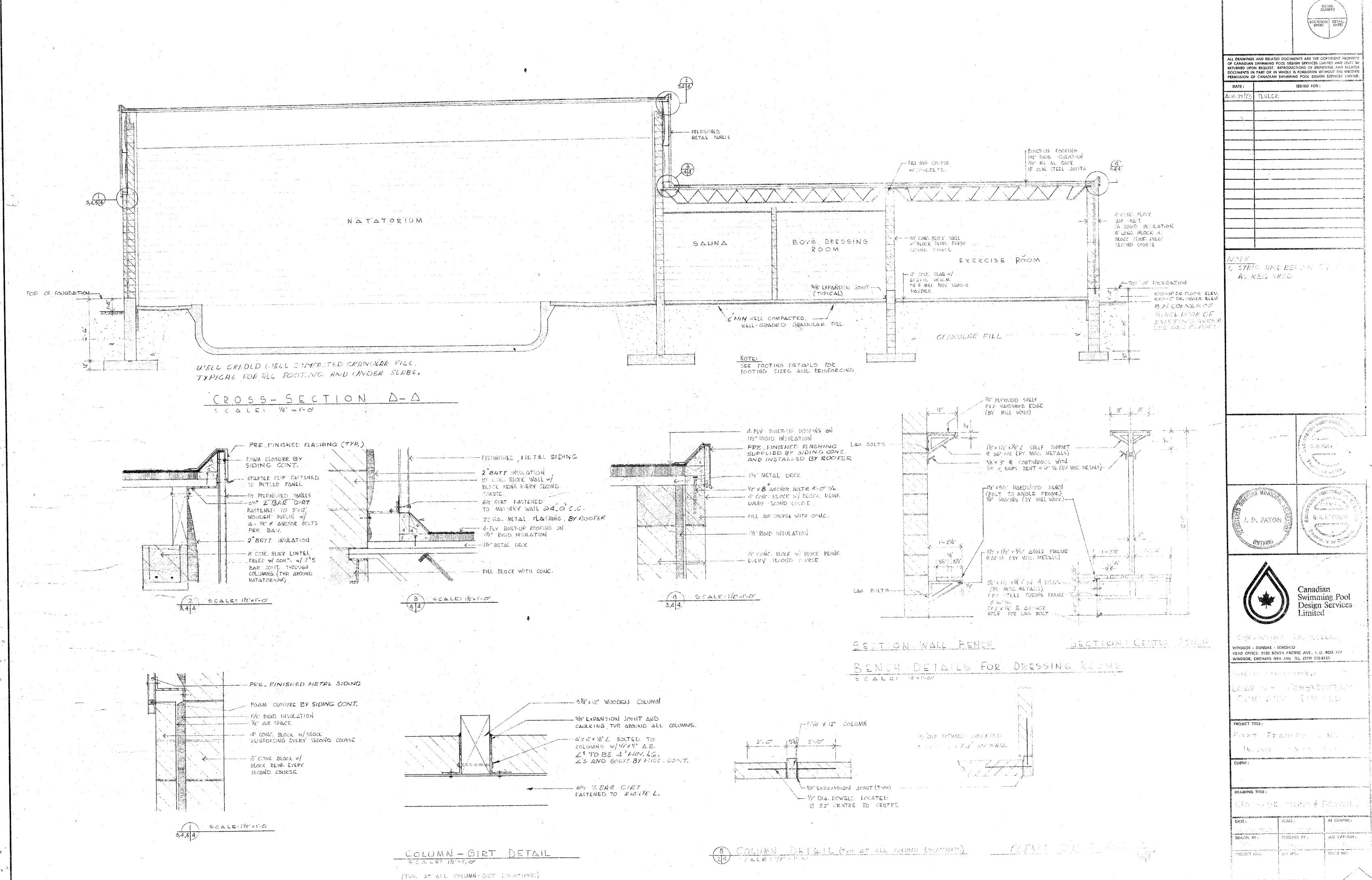
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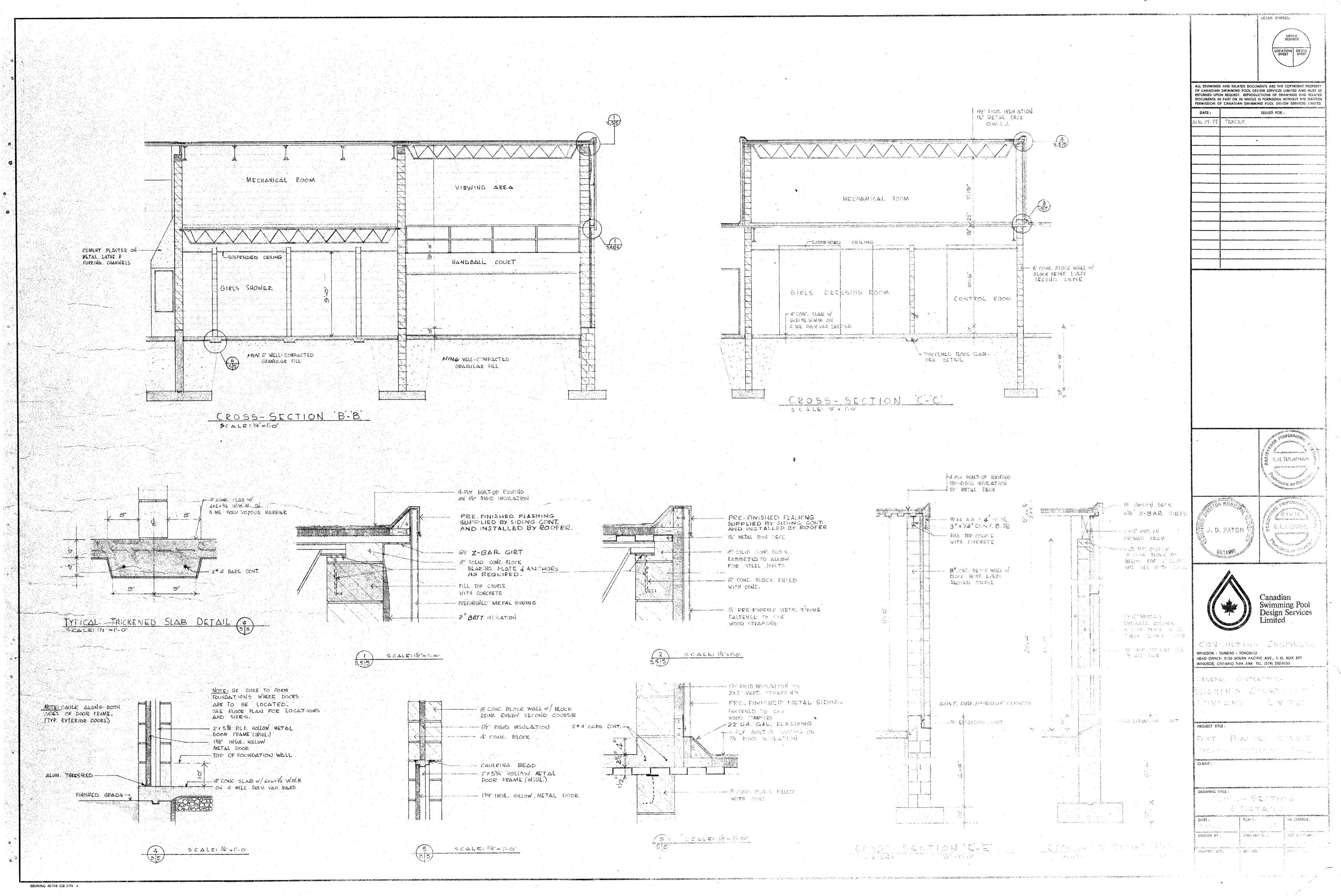


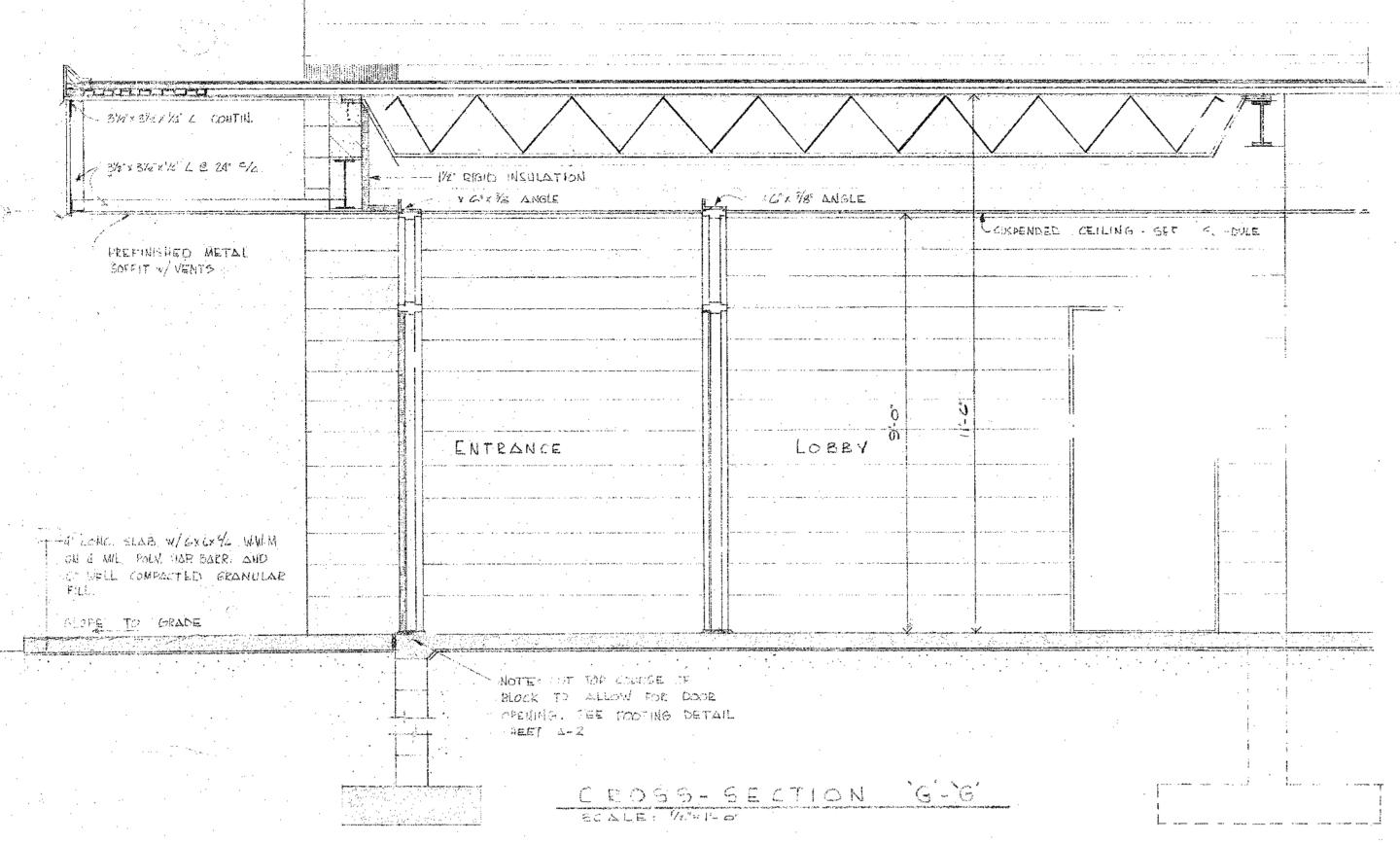


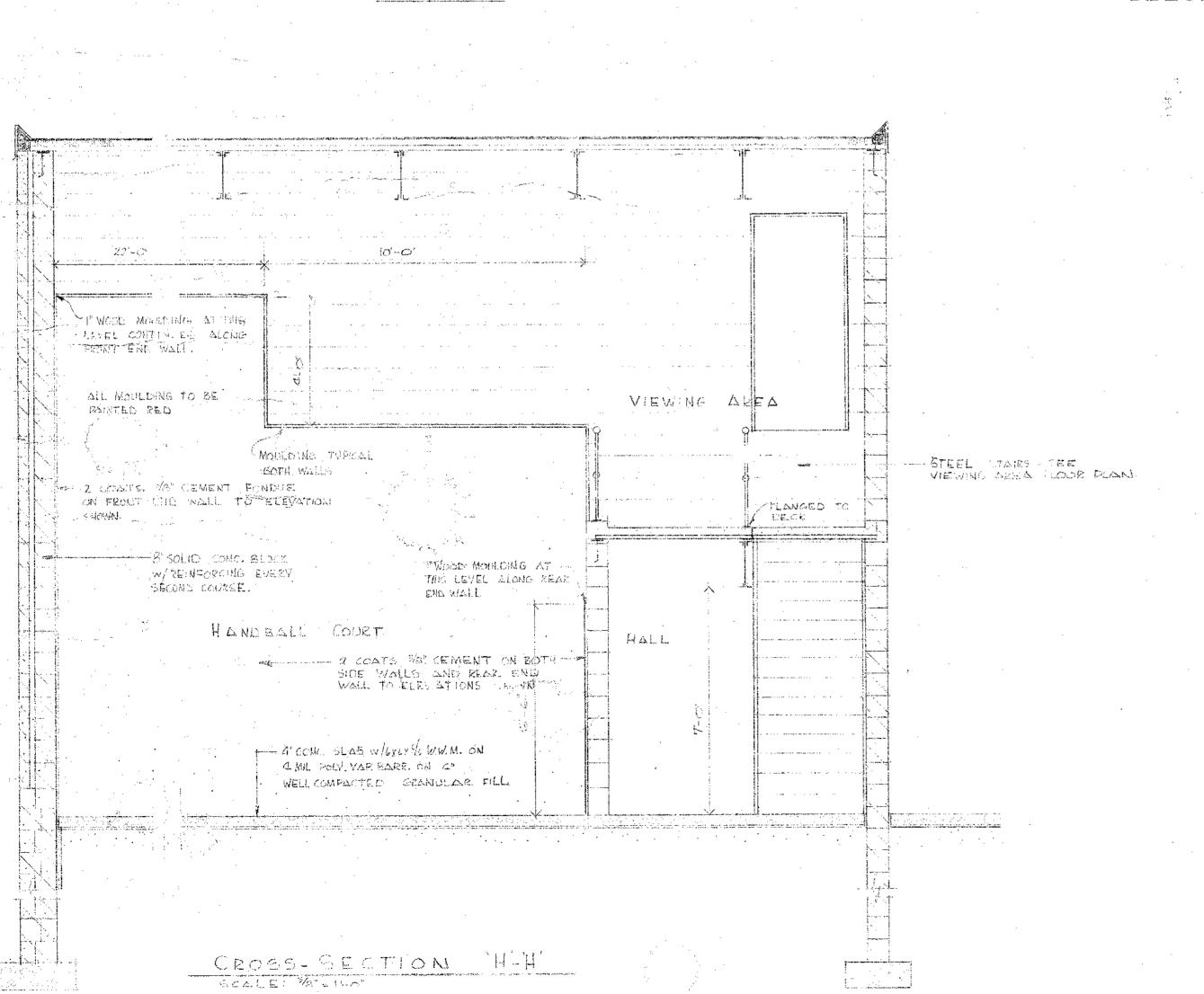




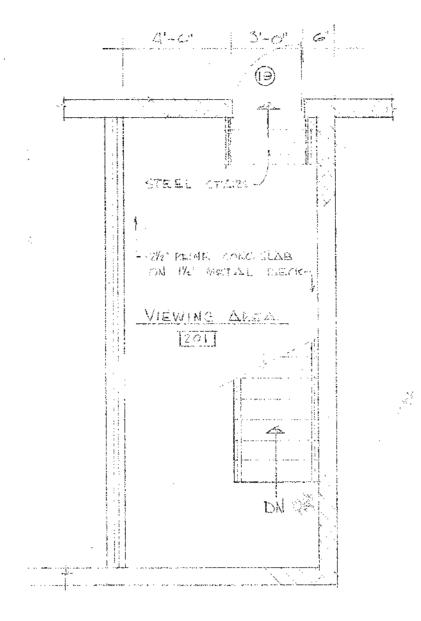
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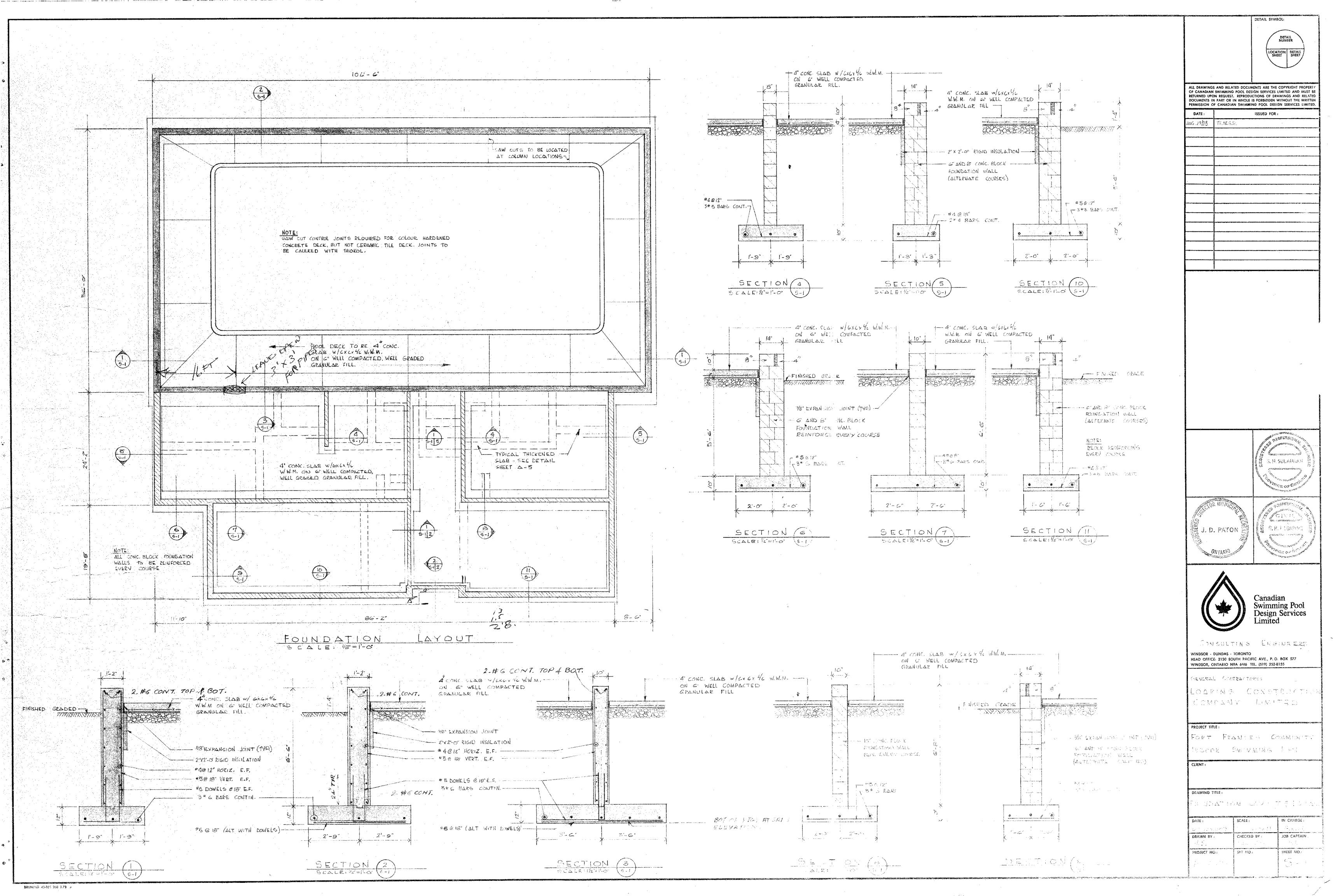
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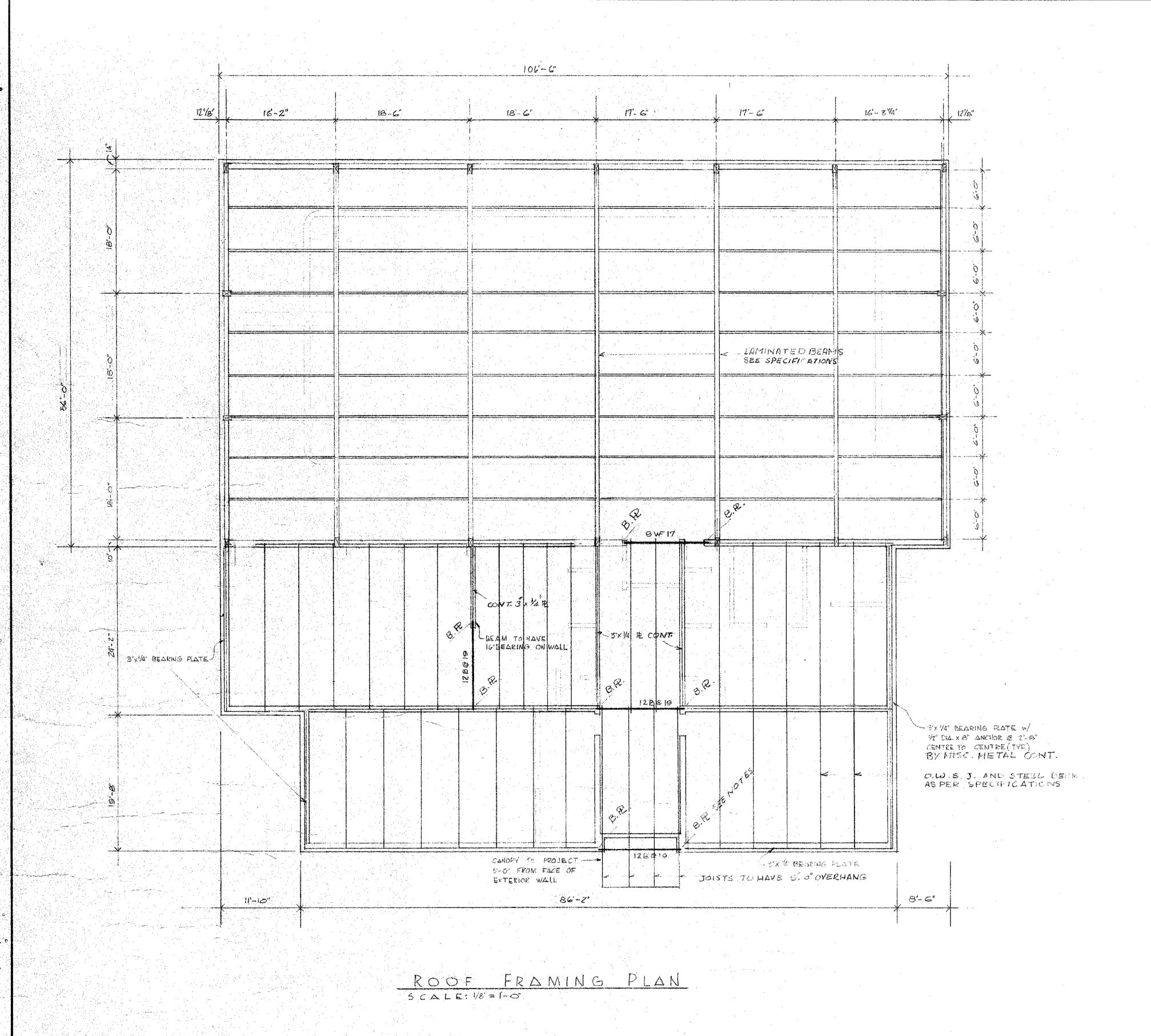
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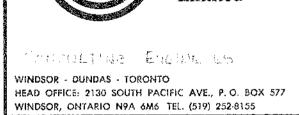
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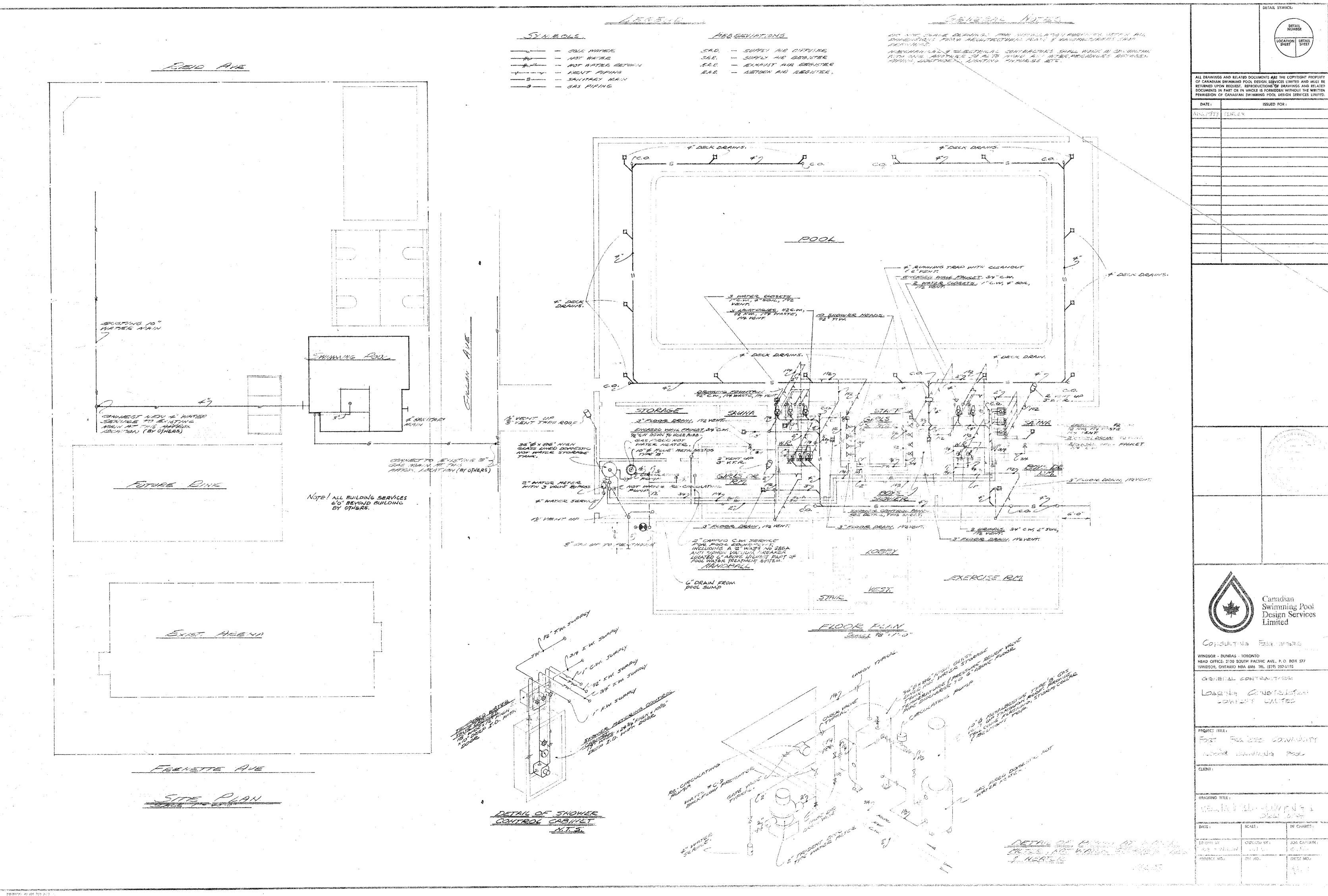
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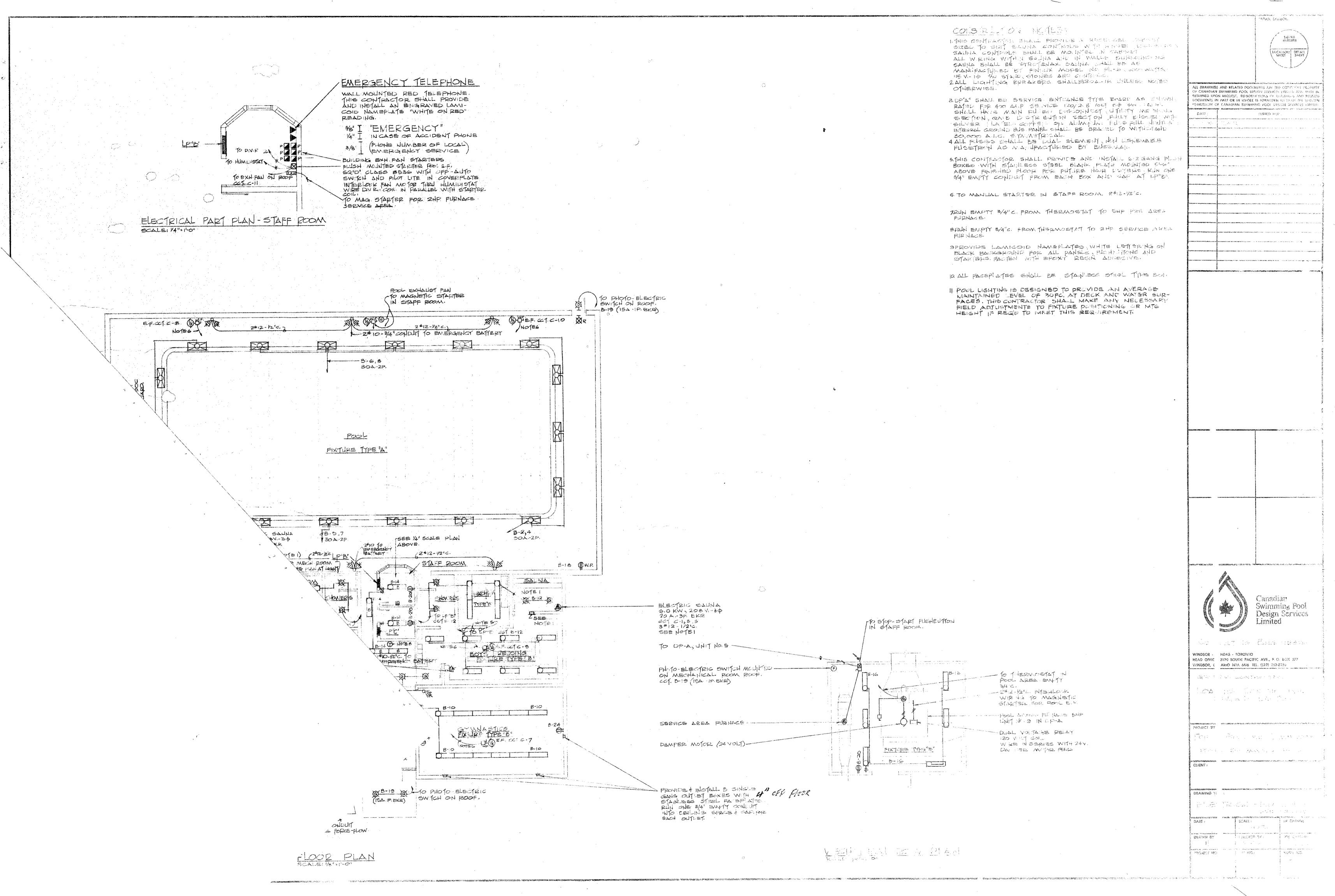
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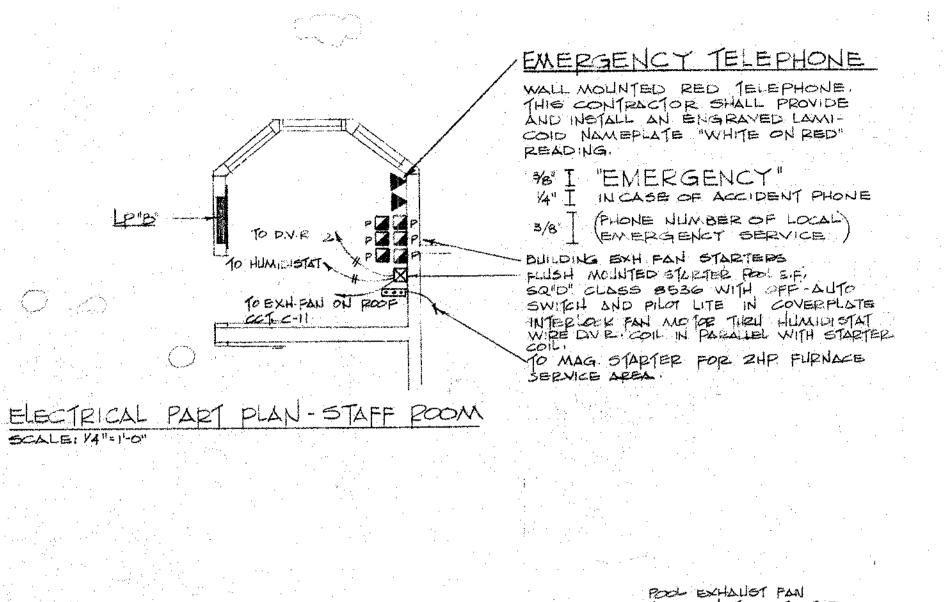
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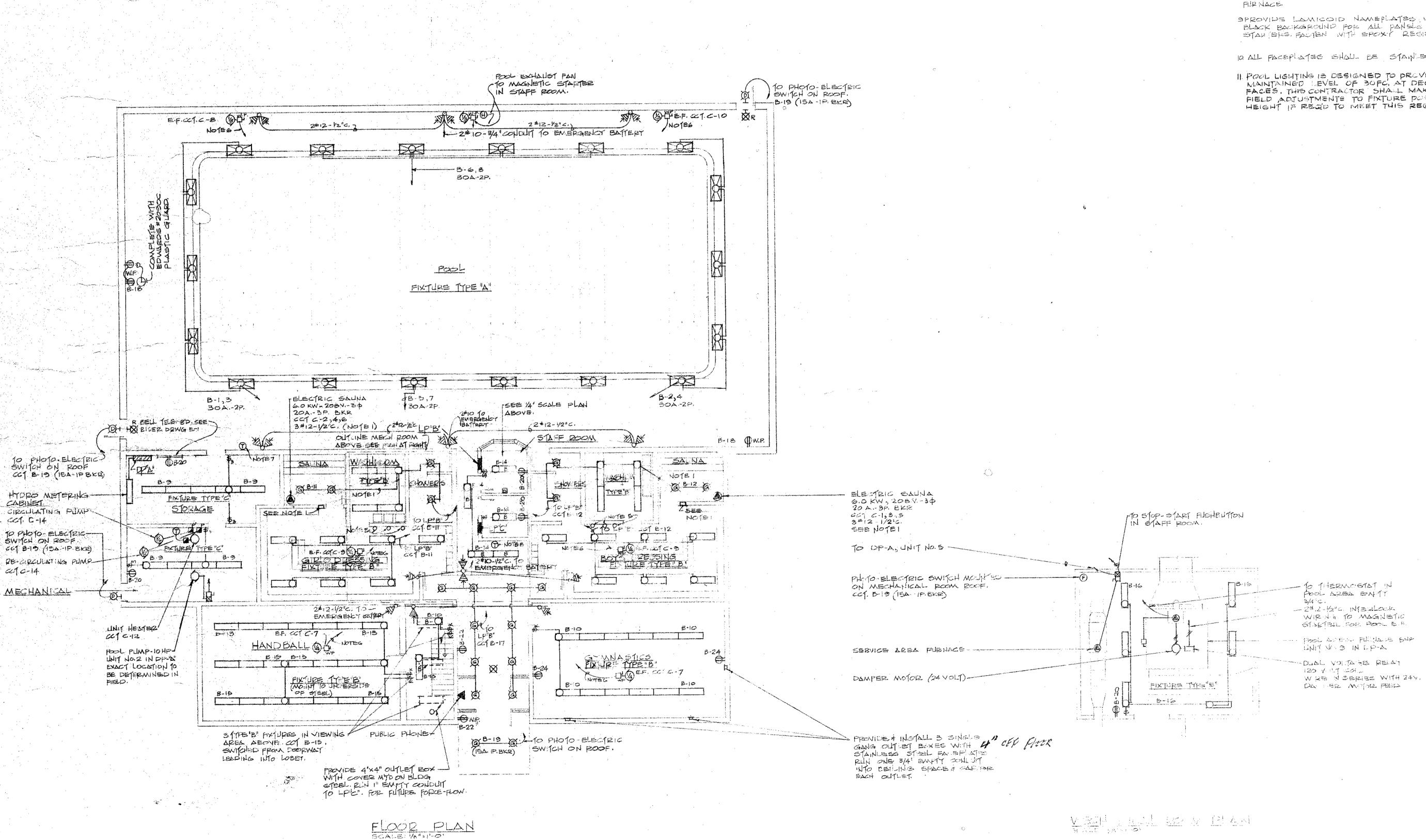
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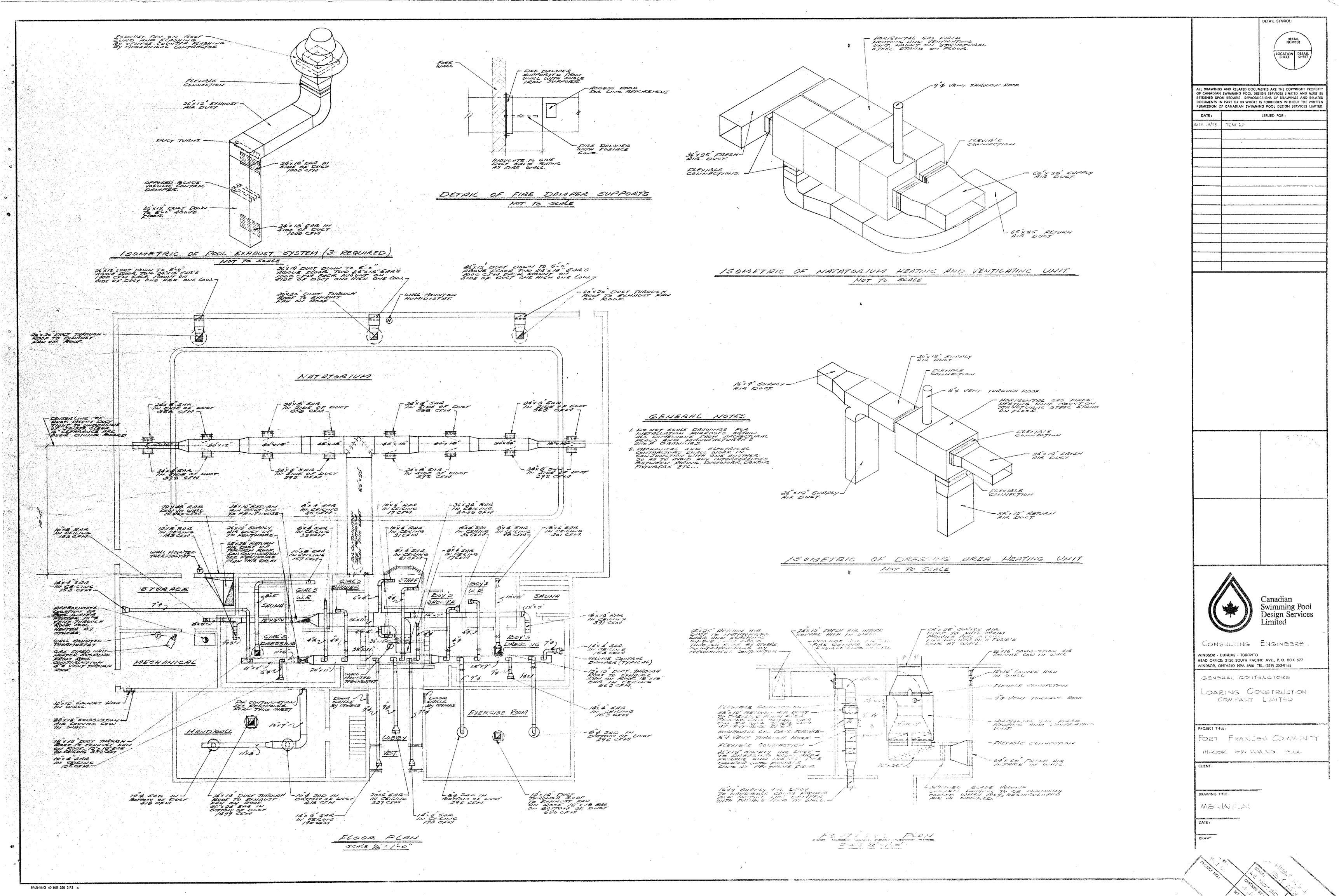
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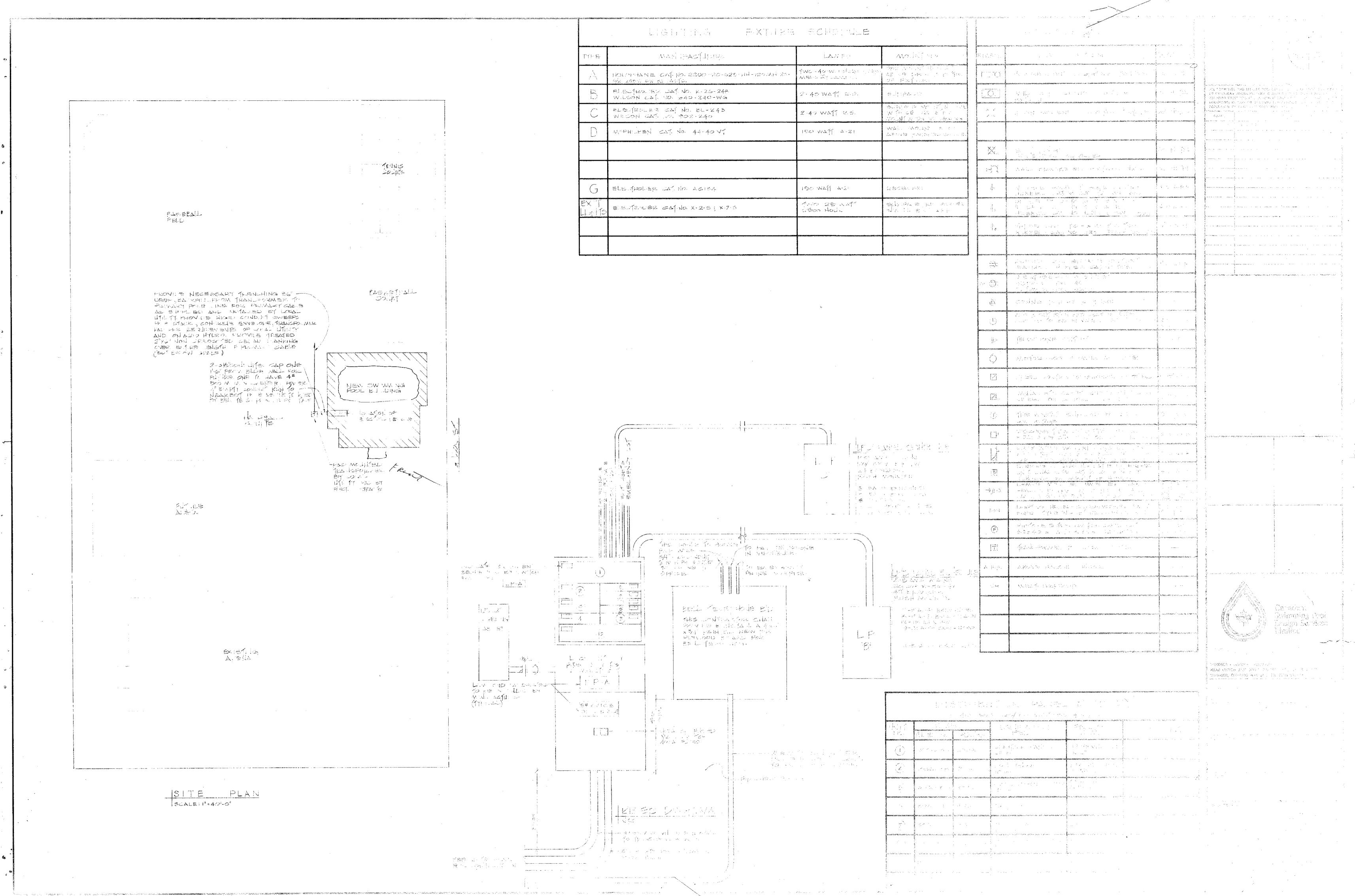
IN POOL LIGHTING IS DESIGNED TO PROVIDE AN AVERAGE MAINTAINED LEVEL OF BOFC, AT DECK AND WATER SUR-FACES, THIS CONTRACTOR SHALL MAKE ANY NECESSARY PIELD ADJUSTMENTS TO FIXTURE POSITIONING OR MTG HEIGHT IF REGO TO MEET THIS REQUIREMENT

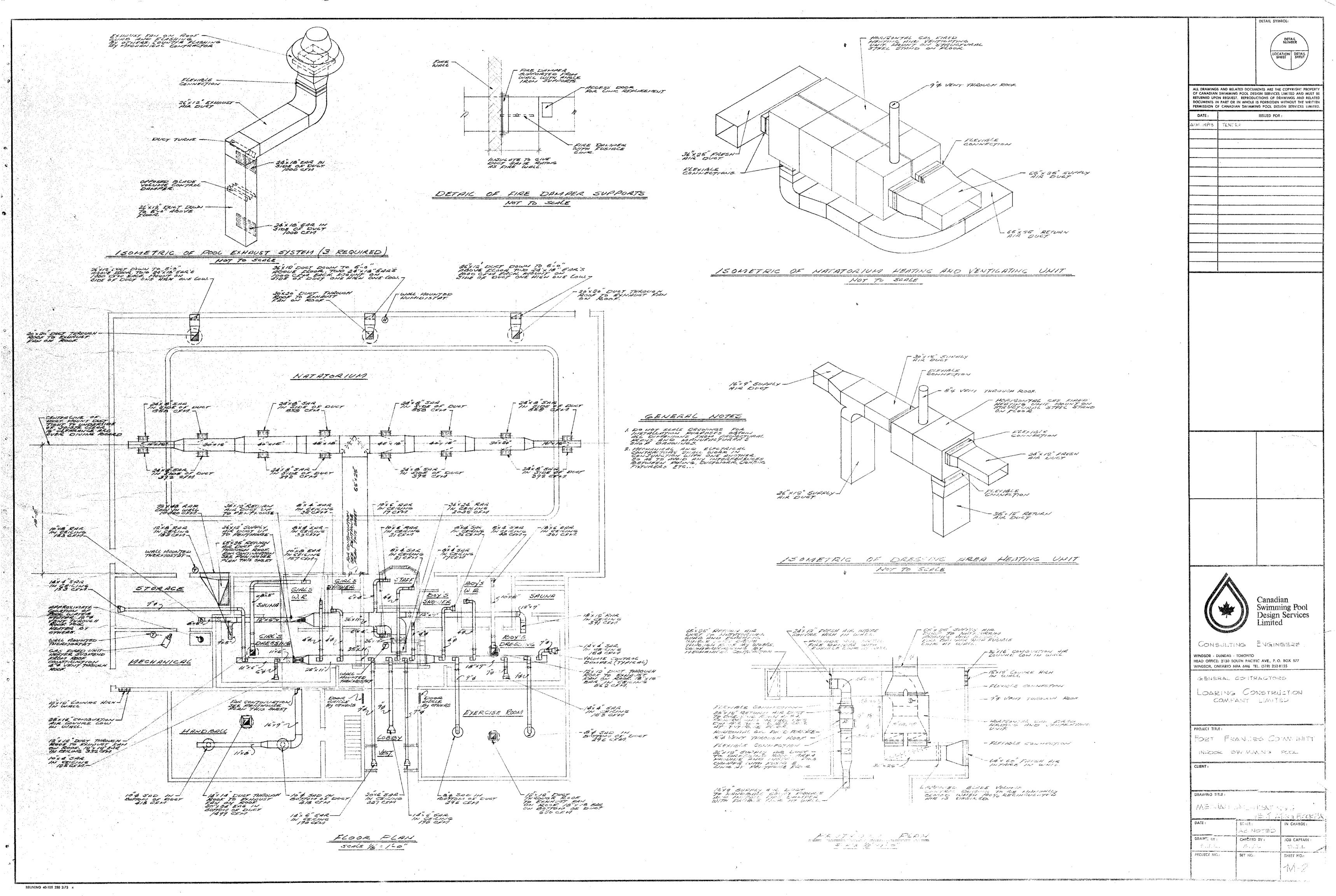
ALL DRAWINGS AND RELATED DOCUMENTS ARE THE COMMISSION PROPERTY DE CANADIAN SWIMMING POOL DESIGN SCHVICES HAND LE AMO MUST & REFURNED UPON REQUEST. REPRODUCTIONS THE OF AWELL'S AMO BELATED DOCUMENTS IN PART OR IN WHOLE IS TORRIDDEN AN THORE OR MATTERN PERMISSION OF CANADIAN SWIMMING POOL DESIGN SERVICES HANTED Canadian Swimming Pool Design Services WINDSOR - NDAS - TORONTO HEAD OFFIC 2180 SOUTH PACIFIC AVE., P. O. BOX 577 WINDSOR, (ARIO NOA 6M6 TEL. (519) 252-8165 correction of the second second

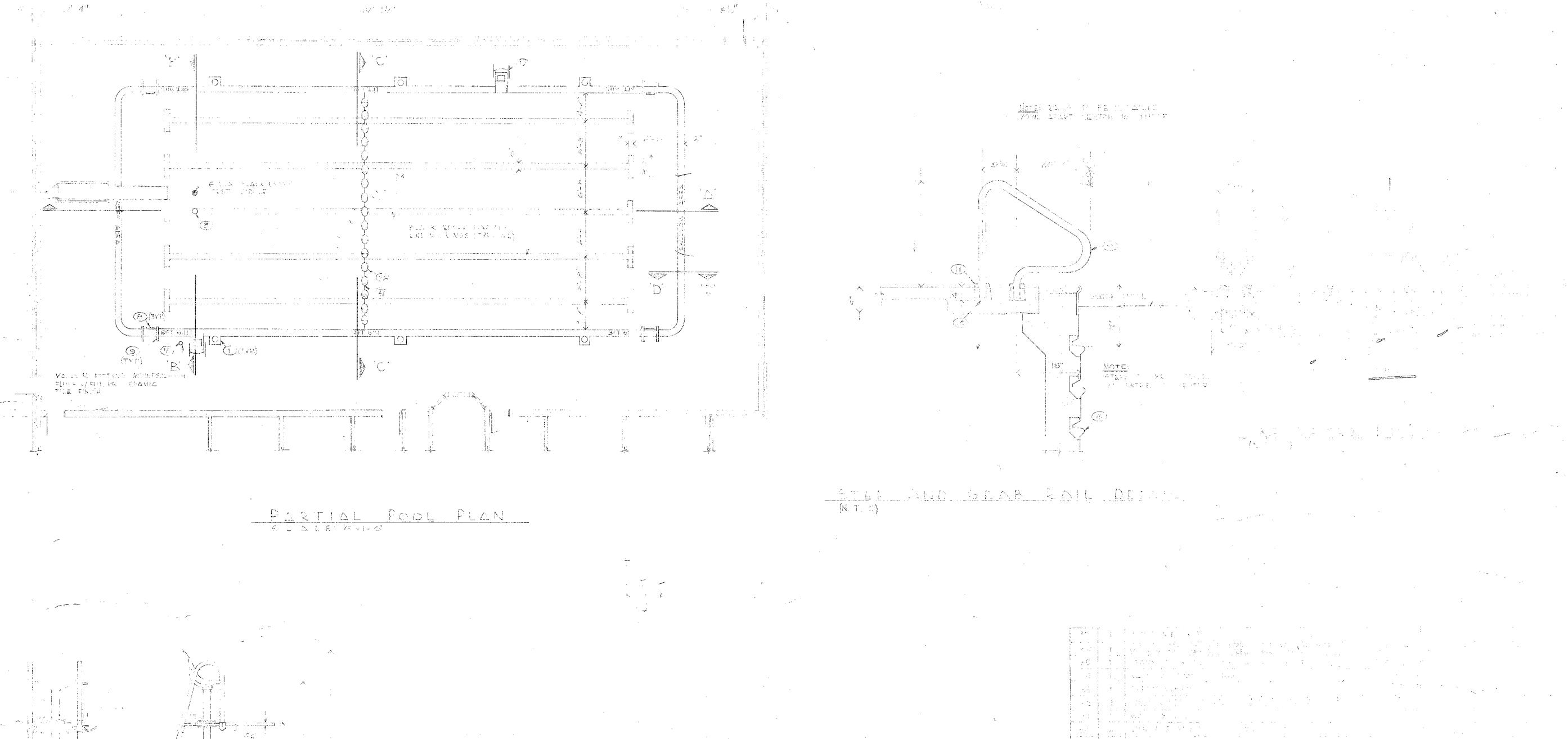
DRAWING 11

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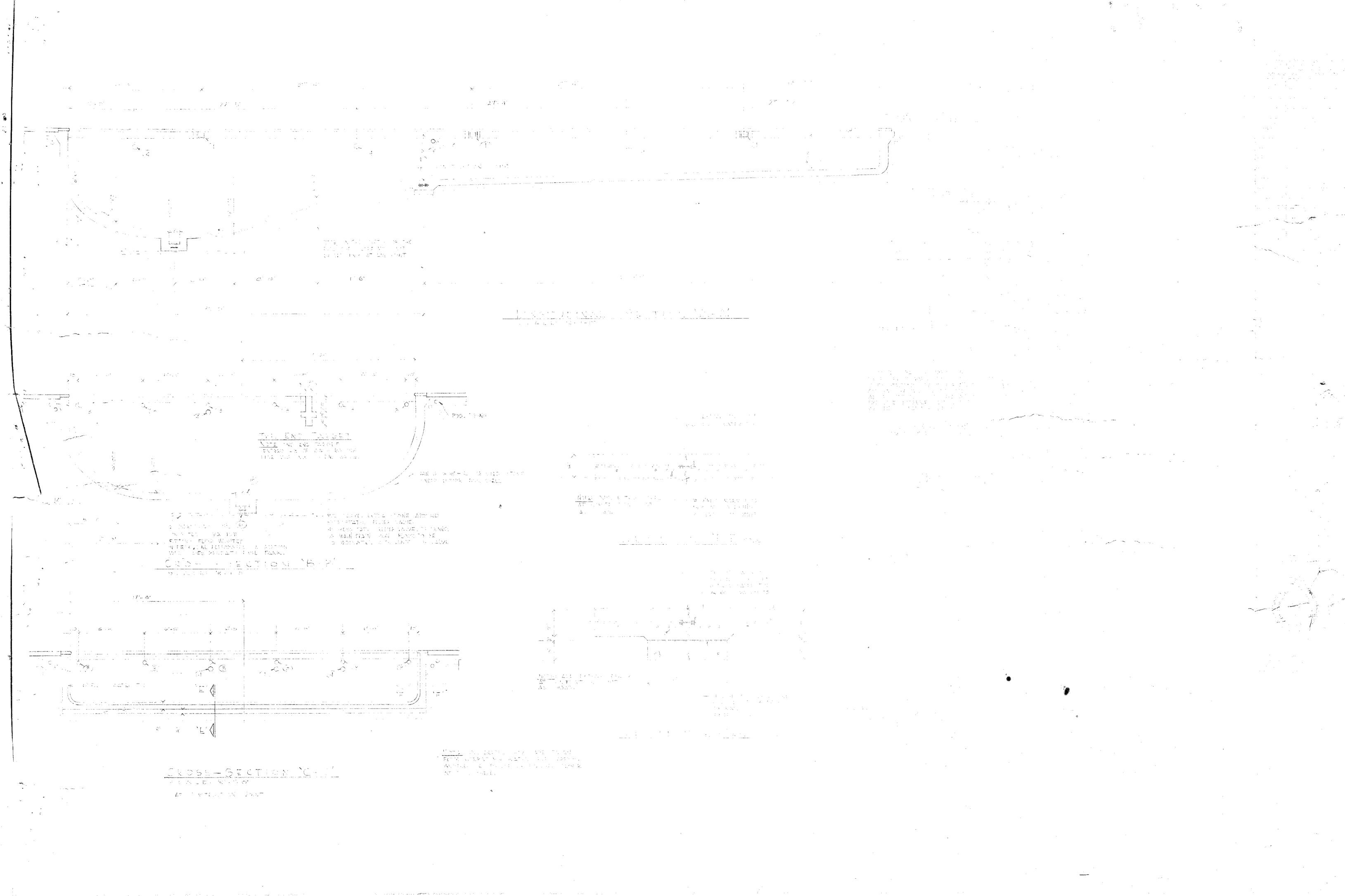








<u>- Example of fool Official Makkinon</u>



APPENDIX "C"

JUNE 1991 NATATORIUM ADDITION FLOOR PLAN

