

## Schedule 18

### Appendix 18P – Coordination Protocol

## **SECTION A. DEFINITIONS**

### **A.1 Definitions**

- A.1.1 Capitalized terms used in this Appendix 18P have the meanings set out in Schedule 18 – Technical Requirements or the Design Build Agreement.

## **SECTION B. GENERAL**

### **B.1 Access Conditions**

- B.1.1 When Design Builder requires access to the NEWPCC Site, either for inspection of Existing Infrastructure or to carry out the Works, Design Builder shall apply for a NEWPCC Inspection Authorization or NEWPCC Work Authorization, as applicable.
- B.1.2 Notwithstanding this Appendix 18P, Design Builder will be permitted access, subject to Section B.1.5, to the following areas without requiring the submission of a NEWPCC Facility Inspection Request or a NEWPCC Facility Work Request:
- (a) Site North East.; and
  - (b) the Staging Area Lands.
- B.1.3 Design Builder shall not access Site North East from Main Street, nor allow construction traffic through the facility. Access shall be via the Staging Area Lands.
- B.1.4 If Design Builder's construction activities in Site North East or the Staging Area Lands are anticipated to cause any interferences on the bordering roadways, or in any way negatively impact City Operations, Design Builder shall submit a NEWPCC Facility Work Request in accordance with this Appendix 18P. The City has the right to prohibit or stop work by Design Builder if such work will cause or has caused disturbances to City Operations.
- B.1.5 Design Builder shall not have unrestricted access to any interceptor sewers, piping, conduits, utilities, etc., that may be below grade in Site North East or the Staging Area Lands. If Design Builder wishes to access buried infrastructure, Design Builder shall submit a NEWPCC Facility Work Request in accordance with this Appendix 18P.
- B.1.6 The City Representative or any City Party authorized by the City Representative shall have the right to:
- (a) stop the inspection or prohibit the inspection;
  - (b) stop the work or prohibit the work,
- in Site North East, that would, in his opinion, unreasonably result in interrupting the necessary functions of the plant operations.
- B.1.7 The issuance of a NEWPCC Inspection Authorization or a NEWPCC Work Authorization does not eliminate or reduce any other requirement of Design Builder

to coordinate with the City, including the requirement to submit a NEWPCC Facility Work Request, when necessary, and to coordinate shutdowns in accordance with Section F.

- B.1.8 Generally, regular working hours at the NEWPCC are from 7:30 a.m. and 4:00 p.m. Inspections shall be scheduled for a period within these hours.

### **SECTION C. NEWPCC INSPECTION AUTHORIZATION**

- C.1.1 Design Builder shall not perform any inspections of the NEWPCC Site without first having received a NEWPCC Inspection Authorization from the City, and shall comply with the indicated period of access, written instructions and associated constraints.

- C.1.2 A NEWPCC Inspection Authorization shall only be requested if Design Builder will be:

- (a) observing equipment in operation;
- (b) performing visual inspections of the Existing Infrastructure;
- (c) confirming equipment sizes and structure dimensions;
- (d) visually inspecting internal components of the following equipment:
  - (i) DCS control panels;
  - (ii) termination units;
  - (iii) marshalling panels; and
  - (iv) local control panels;

or other such items as identified by the City prior to commencement of the activity.

- C.1.3 Design Builder shall request access to specific defined areas of the NEWPCC Site, a maximum of 5 Business Days and a minimum of 1 Business Day in advance of the requested access, along with all information required by the City (the “**NEWPCC Facility Inspection Request**”). The NEWPCC Facility Inspection Request shall include:

- (a) the areas of the NEWPCC facility to be inspected;
- (b) a brief description of the information to be gathered during the inspection;
- (c) the date the inspection will occur;
- (d) the start and end time; and
- (e) indication if a plant staff will be required to access the equipment listed in Section C.1.2(d)(i) through C.1.2(d)(iv).

- C.1.4 If at any time Design Builder submits a large number of NEWPCC Facility Inspection Requests then the City will, within 5 Business Days following the receipt of such NEWPCC Facility Inspection Requests, provide Design Builder with a reasonable estimate of the time necessary for reviewing the NEWPCC Facility Inspection Requests.
- C.1.5 Upon request, Design Builder shall in a timely manner meet and coordinate with the City to allow the City to understand the NEWPCC Facility Inspection Request.
- C.1.6 After receiving a NEWPCC Facility Inspection Request complying with Sections C.1.2 and C.1.3, and Design Builder having complied with Section C.1.4, the City will within 3 Business Days of receipt of the NEWPCC Facility Inspection Request either:
- (a) respond to Design Builder with clear feedback as to why a NEWPCC Inspection Authorization has not been issued because the Design Builder has not fully complied with the Technical Requirements or the proposed inspection will negatively impact City Operations;
  - (b) issue a NEWPCC Inspection Authorization to Design Builder that permits the corresponding inspection under the plan indicated in the corresponding NEWPCC Facility Inspection Request; or
  - (c) issue a NEWPCC Inspection Authorization to Design Builder that permits the corresponding inspection under a modified plan from that in the corresponding NEWPCC Facility Inspection Request.
- C.1.7 A NEWPCC Inspection Authorization received from the City will include:
- (a) the areas of the NEWPCC facility where inspection by Design Builder is permitted;
  - (b) the inspection date;
  - (c) the start and end time; and
  - (d) instructions and conditions for Design Builder, as determined by the City, to be required to ensure continued operation and maintenance of the NEWPCC facility.
- C.1.8 Design Builder shall accommodate requirements by the City to adjust the NEWPCC Inspection Authorization to allow plant staff to address unforeseen operational and maintenance issues.
- C.1.9 For clarity, while Design Builder is performing any inspections in accordance with the respective NEWPCC Inspection Authorization, Design Builder shall at a minimum, follow all City health and safety policies and any other policies or procedures required on the site.

## **SECTION D. NEWPCC WORK AUTHORIZATION**

- D.1.1 Notwithstanding Section B.1.2, Design Builder shall not perform any construction or decommissioning, without first having received a NEWPCC Work Authorization from

the City, and shall comply with the indicated period of access, written instructions and associated constraints.

D.1.2 A NEWPCC Facility Work Authorization is required if Design Builder requires any of the following:

- (a) equipment, systems, or sub-systems to be de-energized;
- (b) flow of any commodity to be stopped or isolated; or
- (c) access to a confined space,

or if Design Builder's activities potentially could interrupt, disrupt, or otherwise impact City Operations.

D.1.3 Notwithstanding B.1.2, Design Builder shall request access to specific defined areas of the NEWPCC Site, a maximum of 30 Calendar Days and a minimum of 21 Calendar Days in advance of the requested access, along with all information required by the City (the "**NEWPCC Facility Work Request**"). The NEWPCC Facility Work Request shall include:

- (a) the specific area of the NEWPCC facility where work is required. Use maps and/or photographs to indicate the proposed work area;
- (b) sufficient detail to allow the City to understand the work to be performed;
- (c) any impact on the City, including City operations and maintenance activities;
- (d) the proposed start and end dates;
- (e) the planned workday start and end time;
- (f) the specific plans to be put in place by Design Builder to avoid impact on operation and maintenance of the NEWPCC facility while Design Builder is actively performing work; and
- (g) the specific plans to be put in place by Design Builder to avoid impact on operation and maintenance of the NEWPCC facility while Design Builder is not actively performing work or occupying the area, including storage of Design Builder's tools and materials, along with housekeeping practices.

D.1.4 Design Builder shall ensure that NEWPCC Facility Work Requests:

- (a) are logically packaged in a manner to allow for effective coordination of the Work;
- (b) do not exceed a 90 Calendar Day period between the start and end dates; and
- (c) specify a defined work area within the NEWPCC facility that is manageable in size from a coordination perspective and only the area required to accomplish the indicated work. For example, a request for comprehensive work access to the entire existing pre-aeration and grit removal facility is not acceptable.

- D.1.5 If at any time Design Builder submits a large number of NEWPCC Facility Work Requests then the City will, within 5 Business Days following the receipt of such NEWPCC Facility Work Requests, provide Design Builder with a reasonable estimate of the time necessary for reviewing the NEWPCC Facility Inspection Requests.
- D.1.6 Design Builder shall in a timely manner, upon request, meet and coordinate with the City to allow the City to understand the NEWPCC Facility Work Request.
- D.1.7 After receiving a NEWPCC Facility Work Request complying with Sections D.1.3 and D.1.4, and Design Builder having complied with Section D.1.5, the City will within 14 Calendar Days of receipt of the NEWPCC Facility Work Request either:
- (a) respond to Design Builder with clear feedback as to why a NEWPCC Work Authorization has not been issued because the Design Builder has not fully complied with the Technical Requirements or the proposed work will negatively impact City Operations;
  - (b) issue a NEWPCC Work Authorization to Design Builder that permits the corresponding work under the plan indicated in the corresponding NEWPCC Facility Work Request;
  - (c) issue a NEWPCC Work Authorization to Design Builder that permits the corresponding work under a modified plan from that in the corresponding NEWPCC Facility Work Request; or
  - (d) coordinate with Design Builder to prepare a mutually agreeable plan to address the NEWPCC Facility Work Request, which may include provision of one or more NEWPCC Work Authorization(s) with different dates and conditions than the originating NEWPCC Facility Work Request.
- D.1.8 Design Builder shall, upon coordination with the City in accordance with Section D.1.7(d) make all reasonable accommodation to the City's operational and maintenance requirements, where the Design Builder's Project Schedule can be altered or re-sequenced without affecting the critical path.
- D.1.9 A NEWPCC Work Authorization received from the City will include:
- (a) the specific area of the NEWPCC facility where work by Design Builder is permitted;
  - (b) the start and end date;
  - (c) instructions and conditions for Design Builder, as determined by the City, to be required to ensure continued operation and maintenance of the NEWPCC facility.
- D.1.10 Design Builder shall accommodate requests by the City to adjust the NEWPCC Work Authorization to allow plant staff to address unforeseen operational and maintenance issues. The City may, in its sole discretion, revoke a NEWPCC Facility Work

Authorization if unforeseen operational and maintenance issues require that Design Builder cease work in the area.

- D.1.11 For clarity, while Design Builder is performing work in or on the Existing Infrastructure, in accordance with a NEWPCC Facility Work Authorization, Design Builder shall be the Prime Contractor.

## **SECTION E. RENEWAL OF WORK AUTHORIZATION**

- E.1.1 If Design Builder requires access to an area of the NEWPCC facility for longer than 90 Calendar Days, for which Design Builder has already been granted a NEWPCC Work Authorization, Design Builder shall submit a request to renew such NEWPCC Work Authorization.
- E.1.2 Design Builder shall resubmit the NEWPCC Work Authorization, a maximum of 14 Calendar Days and a minimum of 7 Calendar Days in advance of the end of the current NEWPCC Work Authorization along with the following information:
- (a) the specific area of the NEWPCC facility where work is required;
  - (b) summary of the work that was completed;
  - (c) sufficient detail to allow the City to understand the remaining work to be performed;
  - (d) any impact on the City, including City operations and maintenance activities;
  - (e) the new end date;
  - (f) the planned workday start and end time;
  - (g) the specific plans to be put in place by Design Builder to avoid impact on operation and maintenance of the NEWPCC facility while Design Builder is actively performing work. Clearly indicated any changes to existing plans; and
  - (h) the specific plans to be put in place by Design Builder to avoid impact on operation and maintenance of the NEWPCC facility while Design Builder is not actively performing work or occupying the area, including storage of Design Builder's tools and material, along with housekeeping practices. Clearly indicated any changes to existing plans.
- E.1.3 For clarity, the process for renewing NEWPCC Work Authorizations as described in this Section E shall not be used if:
- (a) the specific area of the NEWPCC facility where work is required differs from the original NEWPCC Work Authorization granted by the City; or
  - (b) the scope of work required under the renewed NEWPCC Work Authorization differs significantly from the original NEWPCC Work Authorization granted by the City, thereby causing different impacts on the City, including City operations and maintenance activities.

- E.1.4 After receiving a request to renew a NEWPCC Work Authorization the City will within 7 Calendar Days of receipt of the resubmitted NEWPCC Work Authorization either:
- (a) respond to Design Builder with clear feedback as to why the NEWPCC Work Authorization has not been renewed because the Design Builder has not fully complied with the Technical Requirements or will negatively impact City Operations;
  - (b) issue a renewed NEWPCC Work Authorization to Design Builder that permits the corresponding work under the plan indicated in the corresponding NEWPCC Work Authorization; or
  - (c) issue a renewed NEWPCC Work Authorization to Design Builder that permits the corresponding work under a modified plan from that in the corresponding NEWPCC Work Authorization.

## **SECTION F. SHUTDOWN REQUEST PROCESS**

- F.1.1 If Design Builder requires a partial or total shutdown of raw sewage flow, natural gas, electricity, communication networks, flushing water, potable water, well water, sanitary sewer, land drainage sewer, return flow, process control system, roadways, or any other service, Design Builder shall coordinate shutdown or tie-in meetings with the City.
- F.1.2 Design Builder Representative shall prepare for, schedule and chair meetings between Design Builder Representative, Design Builder's superintendent for the Infrastructure, the City Representative and City Parties to discuss planning, tasks, responsibilities and potential limitations related to all shutdowns or tie-ins to the Existing Infrastructure. At the request of the City Representative, Design Builder shall ensure that representatives of Design Builder or subcontractors attend such meetings.
- F.1.3 At least 10 Business Days before each such meeting, Design Builder shall inform the City Representative of the details of the proposed shutdown or tie-in by submitting, to the City, a "Request for Tie-in or Shutdown Meeting Form" as well as the Tie-in or Shutdown Work Plan, in accordance with Section G for the proposed shutdown or tie-in.
- F.1.4 Design Builder shall prepare a template for the "Request for Tie-in or Shutdown Meeting Form" and use such template throughout the Project Term. Such template shall include:
- (a) the requested date;
  - (b) time;
  - (c) location;
  - (d) duration of the meeting;
  - (e) shutdown or tie-in topic; and



- (f) list of supporting documentation included with the “Request for Tie-in or Shutdown Meeting Form”.
- F.1.5 The City will provide comments on the Tie-in or Shutdown Work Plan at the meeting and Design Builder shall respond in the meeting or make necessary changes to the Tie-in or Shutdown Work Plan. Design Builder shall submit the revised Tie-in or Shutdown Work Plan to the City for review in accordance with Schedule 5 – Review Procedure.
- F.1.6 Once the Tie-in or Shutdown Work Plan has achieved an endorsement of “Received”, in accordance with Schedule 5 – Review Procedure, Design Builder shall submit a NEWPCC Facility Work Request, in accordance with Section D.
- F.1.7 The NEWPCC Facility Work Request shall include the Tie-in or Shutdown Work Plan that has achieved an endorsement of “Received”, in accordance with Schedule 5 – Review Procedure.
- F.1.8 Before commencement of any tie-in or shutdown, Design Builder shall verify, to the satisfaction of the City, that all necessary personnel, equipment, tools, materials, etc. are on-site and ready for use throughout the shutdown and/or the Tie-in or Shutdown Work Plan's execution.
- F.1.9 All tie-in or shutdown requests and Tie-in or Shutdown Work Plans will be subject to City review and shall be modified as necessary to accommodate City requirements and concerns and the plant's operation, maintenance and delivery schedules.

## **SECTION G. TIE-IN OR SHUTDOWN WORK PLANS**

- G.1.1 Design Builder shall submit a Tie-in or Shutdown Work Plan for each tie-in requiring a shutdown request. Such plan shall include and update the details specified in Design Builder's Tie-Ins Plan and also include the following (the “**Tie-in or Shutdown Work Plan**”):
  - (a) detailed description of the work in step-by-step manner from start to finish, including verifying the work was successfully completed and the tie-in can be put into use or the plant can resume normal operation;
  - (b) design drawings, signed and sealed by a Professional Engineer for each proposed connection location;
  - (c) detailed drawings of any flow isolation designs and a description of the flow isolation strategy;
  - (d) indicate all field verified dimensions, depths, locations of existing adjacent piping, equipment, conduits, utilities, foundations, tunnels, etc.;
  - (e) include copies of all available existing construction drawings documenting the existing construction and geometry of the area where each connection is to be installed;
  - (f) work schedule and work times;

- (g) labour forces anticipated;
  - (h) materials and equipment required;
  - (i) special tools required;
  - (j) emergency back-up plan;
  - (k) safety plan;
  - (l) lighting and HVAC plan;
  - (m) work supervisor's name and contact information;
  - (n) full time (24 hr/day, 7 days/week) emergency contact;
  - (o) daily and final clean-up plan;
  - (p) traffic maintenance plans;
  - (q) checklist of equipment, materials, tools, etc. required to perform the tie-in;  
and
  - (r) list of potential risks and the associated mitigation plans.
- G.1.2 Design calculations, signed and sealed by a Professional Engineer, shall be submitted upon written request by the City.
- G.1.3 Before commencement of any shutdown, provide photographic documentation of condition of Existing Infrastructure within and immediately surrounding the work area as set out in the Tie-In or Shutdown Work Plan.
- G.1.4 Each shutdown period shall commence at a time acceptable to the City, acting reasonably, and Design Builder shall proceed with the work continuously, start to finish, until the work is completed and normal plant operation is restored. If Design Builder completes all required work before the specified shutdown period has ended, the City may immediately place the existing system back into service.
- G.1.5 Upon completion of the shutdown period, the Design Builder shall perform a post shutdown review of the shutdown activities and submit such review to the City Representative within 5 Business Days of the shutdown. This post shutdown review shall identify the following:
- (a) if work scheduled for the shutdown was completed;
  - (b) any safety incidents or near misses that occurred during the work;
  - (c) if any unexpected or unforeseen event occurred during the shutdown;
  - (d) if mitigation methods for potential risks were sufficient; and
  - (e) lessons learned from the shutdown period.

- G.1.6 If the City has comments on the post shutdown review, it shall return those to Design Builder within 10 Business Days of receipt of the post shutdown review.
- G.1.7 Design Builder shall incorporate the lessons learned from previous shutdowns in future shutdowns requests.