

To All Tenderers:

Apron IV Joint Sealing Replacement - 2024

This Addendum forms part of the Contract Documents and amends the original Drawings and Specifications as noted. This Addendum contains a total of 4 pages plus enclosures. Please EMAIL confirmation that you have received this Addendum to Alex Evans at Alex.Evans@tetrattech.com

TENDER QUESTIONS & CLARIFICATIONS

Clarifications

Addendum 1 – Incorrect page count.	The incorrect page count was provided on the first page of Addendum 1. The document should read: <i>This Addendum forms part of the Contract Documents and amends the original Drawings and Specifications as noted. This Addendum contains a total of 2 pages plus enclosures. Please EMAIL confirmation that you have received this Addendum to Alex Evans at Alex.Evans@tetrattech.com.</i>
Question: Answer:	RFI 1 - Dowels are not shown in typ. Cut section Dwg A/C-211 - Please confirm if dowels are required as mentioned in Spec section 03 20 00 - Part 3.2 No dowels are required for this concrete for load transfer. The only reinforcement required is the welded wire mesh noted on drawing C-211.
Alternate contractor laydown areas noted in the attached figure for sea can or other trailers.	

TENDER DOCUMENT REVISIONS

Noted revisions to the tender documents are summarized below. All changes to the attachments are highlighted in yellow.

Section 00 200 – Instructions to Tenderers

Various revisions were completed throughout the Section 00 200 – Instructions to Tenderers (revisions are highlighted in the attached file). Revisions include the following:

- Replaced “Supplementary Conditions” with “Supplementary General Conditions”
- Replaced “Airside Operational Plan” with “Plan of Construction Operations”
- Corrected capitalization of “Alternative Tender”, “Tender”, “Subcontractor”, “Substitute Contractor”, “Contract” in various locations throughout the document.

Section 00 500 – Tender Form

Capitalization corrected for “Contract” in Section 05 00 – Tender Form. Revision is highlighted in the attached file.

Section 00 810 – Supplementary General Conditions

Various revisions were completed throughout the Section 00 810 – Supplementary General Conditions (revisions are highlighted in the attached file). Revisions include the following:

- Replaced “Supplementary Conditions” with “Supplementary General Conditions”
- Replaced “Airside Operational Plan” with “Plan of Construction Operations”
- Corrected spelling of “sub-contractor” to “Subcontractor” and “sub-consultant” to “Subconsultant”
- Corrected capitalization of “Subcontractors”, “Subconsultants”, “Architects”, “Engineers”, “Project Managers”, “Construction Managers”, “Design Consultants” in various locations throughout the document.

Appendix “C” to Tender Form

Various revisions were completed for the Schedule of Contract Unit Prices description, including the following:

- Update “East Apron IV” to “West Apron IV”
- Corrected capitalization of “Plans”, “Specifications” and “Contract Documents”.

TENDER DRAWING REVISIONS

Details on the PCO drawings were updated to reflect updates to the Plan of Construction Operations document. See list below for revisions. Revisions are clouded on the drawings attached to this Addendum.

PLAN OF CONSTRUCTION OPERATIONS (PCO) REVISION

Various updates were completed throughout the PCO document (changes are highlighted in the attached file). Revisions include the following:

- Updated reference from Director, Airside Operation & Safety to Director, Security and Terminal Operations (or Designate).
- References to security passes, airside passes, etc. are relabelled as “Documents of Entitlement.”
- References to Security Escorts and Access Guards updated to Airside Escorts.
- Removal of preposition “The” for references to Victoria Airport Authority.
- Manager-Integrated Operations Centre (M-IOC) and Director, Airside Operations & Safety responsibilities clarifications.
- Updated references to the “restricted area”
- Work Area closure clarifications.
- Full meaning of “FOD” abbreviation added.
- General grammar revisions.
- Updates to PCO drawings G100, G101, and G102 clouded.

All Tenderers shall acknowledge receipt and acceptance of this addendum by showing Addendum 2 on the space provided on page 1 of the tender form. Tenders submitted without acknowledging receipt of this addendum will be deemed incomplete and will not be considered.

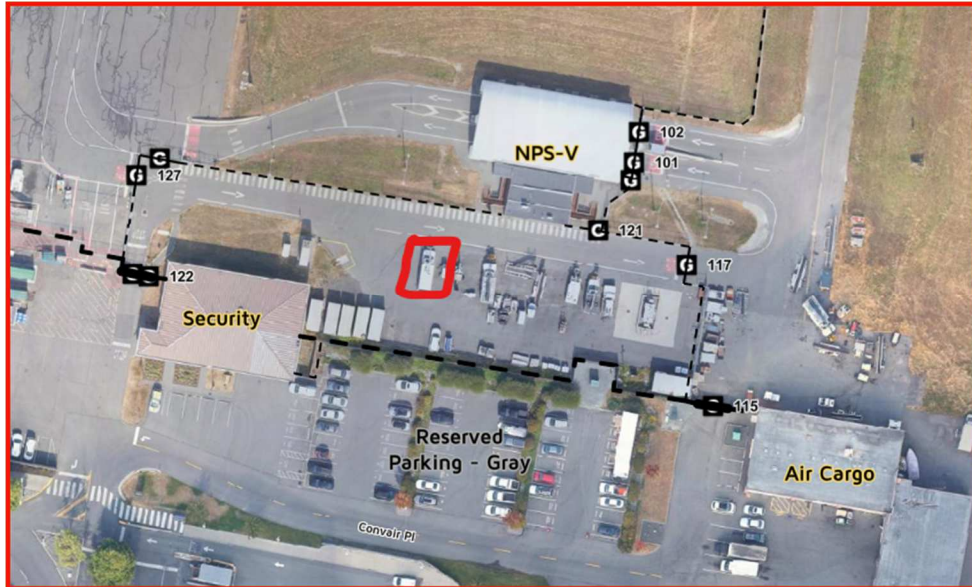
Enclosures

- Alternate Contractor Laydown Area and Sea Can storage areas
- Revised Section 00 200 – Instructions to Tenderers
- Revised Section 00 500 – Tender Form
- Revised Section 00 810 – Supplementary General Conditions
- Revised Appendix “C” to Tender Form
- Revised Drawing G-100 – Plan of Construction Operations Overview
- Revised Drawing G-101 – Plan of Construction Operations – Stage 1 Stand 6 Closure Details
- Revised Drawing G-102 – Plan of Construction Operations – Stage 2 Joint Sealing
- Revised Plan of Construction Operations
- Pre-Tender Meeting Minutes

END OF ADDENDUM NO. 2

Alternate Contractor Laydown Areas and Sea Can storage areas

Airside – south of NPS-V Tent



Groundside – overflow parking lot west of Air Terminal Building



Revised Section 00 200 – Instructions to Tenderers

INSTRUCTIONS TO TENDERERS

INVITATION

The Victoria Airport Authority invites tenders for the Apron IV Joint Sealing Replacement – 2024 Project at the Victoria International Airport **Project 6784**. This is a tender for qualified contractors with a demonstrated history of airfield construction projects. References for previous construction history on relevant airside projects may be requested by the Victoria Airport Authority. Tenders must be received by the Victoria Airport Authority, at its address set out herein, by **2:00pm Local Time, Friday, May 3, 2024.**

These Instructions to Tenderers are contractual and they bind each Tenderer and govern the consideration of each Tender by the Owner.

PART 1 **DEFINITIONS**

1.1 In these Instructions:

- .1 "Addendum" means a document issued under IT 5, IT 6 or IT 7;
- .2 "Agreement" means the agreement between the Owner and the Contractor to perform the Work required by the Contract Documents;
- .3 "Closing Time" means the deadline specified for receipt of Tenders by the Owner;
- .4 "Consultant" means Tetra Tech Canada Inc., 885 Dunsmuir Street, Vancouver, BC V6C 1N5, Phone: 778.945.5875, Fax: 604.684.6241;
- .5 "Tender Documents" means
 - .1 Instructions to Tenderers;
 - .2 Tender Form;
 - .3 Agreement;
 - .4 General Conditions;
 - .5 **Supplementary General Conditions;**
 - .6 Specifications;
 - .7 Drawings;
 - .8 Addenda (if any) and;
 - .9 **Plan of Construction Operations (PCO)**
- .6 "Contractor" means the Tenderer to whom the Contract has been awarded in accordance with IT 19;
- .7 "Drawings" means the graphic and pictorial portions of the Contract Documents;
- .8 "GC" is, when used in conjunction with a numeral, a reference to the section of the General Conditions with the same numeral;
- .9 "General Conditions" means the terms and conditions of that name that are contained in the Agreement, including any changes, additions or deletions to the General Conditions contained in the **Supplementary General Conditions;**
- .10 "IT" is, when used in conjunction with a numeral, a reference to the article or section of the Instructions to Tenderers with the same numeral;
- .11 "Notice of Award" means the notice of award of the Contract given in accordance with IT 19;
- .12 "Owner" means the Victoria Airport Authority, Attn: Sandy Godwin, P.Eng., 201 – 1640 Electra Boulevard, Sidney, BC, V8L 5V4.

- .13 "Tender" means a tender submitted to the Owner in accordance with the Instructions to Tenderers;
 - .14 "Tenderer" means anyone who submits a Tender; and
 - .15 "Tender Form" means the tender form contained in the Contract Documents and any appendices to it that are expressly contemplated by the Contract Documents.
- 1.2 Any word or expression that is not defined in these Instructions to Tenderers has the meaning given to it in the definition section of the Agreement.

PART 2 SUBMISSION OF TENDERS

- 2.1 Tenders must be submitted on the Tender Form, every part of which must be completely filled out and must either be typewritten or printed legibly in ink.
- 2.2 Tenders to be submitted electronically to admin@victoriaairport.com and bruce.beames@victoriaairport.com.**
- 2.3 Faxed Tenders are not acceptable and must be rejected, but a Tender already delivered by a Tenderer may be changed by a fax received by the Owner not later than the Closing Time in accordance with IT 2.4. If a Tenderer changes a Tender by fax, the Tenderer accepts all risk associated therewith, including the risk of:
- .1 An incomplete or lost fax;
 - .2 A lack of confidentiality;
 - .3 A failure, breakdown or inadequacy of any telecommunications equipment or service, including of the Tenderer, Owner, Consultant or any third party; and
 - .4 The inability of the fax to be received by the Closing Time because the facsimile equipment or telephone line is busy or out of paper.
- 2.4 A Tender, and any changes to the Tender, must be received by the Owner not later than the Closing Time. A Tender, or any change to a Tender, received after the Closing Time will not be opened and must be rejected.
- 2.5 The Owner may, in its sole discretion, extend the Closing Time by notice given to Tenderers at least 24 hours before the Closing Time.
- 2.6 A Tender is an offer by the Tenderer to enter into the Contract with the Owner on the terms and conditions contained in the Contract Documents.

All work is to commence after **May 27, 2024** and completed by **July 31, 2024**.

PART 3 **INSPECTION OF THE PLACE OF THE WORK AND ENQUIRY AS TO WORK**

3.1 The Tenderer must inform itself as to all aspects of the Work, including Place of the Work site conditions of any kind before submitting a Tender. The Tenderer has full responsibility to be familiar with and make allowance in the Tender for all conditions that might affect the Tender, including local conditions, weather, access, quantities and nature of the Work, materials required, existence of utilities, jurisdiction of other authorities and all other circumstances.

3.2 All inquiries shall be directed to Alex Evans.
email: Alex.Evans@tetrattech.com

The Tenderer acknowledges that a pre-tender site visit will be held on **Tuesday, April 23, 2024 at 1:00 pm Local Time** at the small boardroom in the Airport Terminal Building (ATB) and that the Tenderer has an opportunity to visit the Place of the Work at that time. While the pre-tender site visit is not mandatory it is encouraged.

By submitting a Tender, the Tenderer represents that it has examined the Place of the Work and all conditions as just described or elected not to, and that the Tenderer agrees that no additional payment, and no time extensions, shall be claimable or due because of difficulties relating to conditions at the Place of the Work which were reasonably foreseeable. The Owner is not liable for any expense, damage or loss incurred as a result of any misunderstanding or error by the Tenderer regarding the Work or conditions affecting it, including the Place of the Work conditions.

PART 4 **QUALIFICATIONS, MODIFICATIONS, ALTERNATIVE TENDERS**

4.1 Tenders which contain qualifications, or omissions, so as to make comparison with other Tenders difficult, may be rejected by the Owner in its sole discretion.

4.2 The Tenderer may, at the Tenderer's election, submit an **Alternative Tender** which varies the materials, products, designs or equipment from those approved under the Tender Documents, but such an **Alternative Tender** must be in addition to, and not in substitution for, a **Tender** which conforms to the requirements of the Tender Documents.

PART 5 **SUBSTITUTIONS**

5.1 No substitutions will be allowed for the materials, products or equipment indicated in the Tender Documents.

PART 6 **ADDENDA AND COMMUNICATIONS**

6.1 Prior to the Closing Time, any change or addition to the Tender Documents must be issued by the Consultant as an Addendum. A copy of each Addendum must be given to all Tenderers and each Addendum becomes part of the Tender Documents. The Owner may instruct the Consultant to make changes to the Tender Documents by way of Addenda at any time prior to 24 hours before the Closing Time.

6.2 The Tenderer must indicate that it has received copies of all Addenda, and that its Tender has been completed in accordance with all Addenda, by completing the relevant part of the Tender Form.

6.3 Only the Consultant is authorized to communicate with Tenderers.

PART 7 INTERPRETATION OF CONTRACT DOCUMENTS

7.1 If the Tenderer is in doubt as to the correct meaning of any provision of the Tender Documents, the Tenderer may, in writing, request clarification from the Consultant.

7.2 If the Tenderer discovers any contradictions or inconsistencies in the Tender Documents or their provisions, the Tenderer may notify the Consultant in writing and, if the Consultant considers it necessary, the Consultant may issue an Addendum to provide clarification of the Tender Documents.

7.3 No oral interpretation or representations from the Owner, any representative of the Owner, or the Consultant affects, alters or amends any provision of the Tender Documents or binds the Owner.

PART 8 APPENDICES TO TENDER FORM

8.1 A Tenderer must include and complete the following appendices to the Tender Form:

- .1 Appendix A – List of Tender Documents;
- .2 Appendix B – List of Subcontractors;
- .3 Appendix C – Schedule of Unit Prices; and
- .4 Appendix D – Contractor's Qualifications
- .5 Appendix E – Equipment and Personnel Statement
- .6 Appendix F – Preliminary Construction Schedule

PART 9 PRICES

9.1 Prices must be given as and where indicated in the Tender Form. Failure to give a price for any item makes the Tender incomplete and the Tender must be rejected.

9.2 If the Tender contains an error in extending unit prices or lump sums, or both, the total Tender Price is the total resulting from correct extension by the Owner of the prices or addition of the lump sums, or both.

9.3 Any quantities of Work set out in the Tender Documents are only estimates of quantity and the Owner does not represent, warrant or guarantee to the Tenderer that actual quantities of Work will be as estimated.

PART 10 EXECUTION OF TENDER AND CAPACITY

- 10.1 If the Tenderer is an individual or partnership, the Tender Form must be executed by the individual or all partners, as the case may be, and must be witnessed in the case of an individual's signature. The individual signing must indicate the capacity in which he or she signs where indicated in the Tender Form.
- 10.2 If the Tenderer is a corporation, the Tender Form must be executed by the authorized signatories of the corporation. The full and correct legal name of the corporation, its incorporation number or extra-provincial registration number and business address must be given in the Tender Form, together with the names and signatures of authorized signatories.
- 10.3 If the Tenderer is a corporation incorporated outside British Columbia, that corporation must be registered as an extra-provincial corporation under the *Company Act* (British Columbia). Proof of extra-provincial registration must be submitted with the Tender. A Tender submitted by a corporation that is not extra-provincially registered as required by this section must be rejected. Failure to submit proof of extra-provincial registration may be cause for rejection of the Tender. This section does not apply to a corporation incorporated under the *Canada Business Corporations Act* (Canada).
- 10.4 All signatures on the Tender Form must be in original handwriting.

PART 11 AMENDMENT OR REVOCATION OF TENDERS

- 11.1 The Tenderer may amend or revoke a Tender by giving written notice delivered by hand, mail or fax to the Owner at any time up until the Closing Time. An amendment or revocation that is received after the Closing Time must not be considered and does not affect the Tender as submitted.
- 11.2 An amendment or revocation must be signed by an authorized signatory of the Tenderer in the same manner as provided for in IT 10.
- 11.3 Any amendment that expressly or by inference discloses the Tenderer's Tender price or other material element of the Tender such that, in the opinion of the Owner, the confidentiality of the Tender is breached, will invalidate the entire Tender.

PART 12 SECURITY

- 12.1 The Tender must be accompanied by the security for the Tender in the amount of 10% of the Tender Price. A bid bond must be issued by a corporation licensed to carry on the business of surety in British Columbia. Only cash, certified cheques or clean, irrevocable and unconditional bank letters of credit are considered cash equivalents to such a bid bond. Electronic bid bonds are acceptable.
- 12.2 The security required by IT 12.1 secures the Tenderer's obligation. If the Tenderer fails to perform that obligation, the security is forfeited to the Owner without affecting any other right or remedy the Owner may have against the Tenderer.

- 12.3 The Owner must return any security deposited under IT 12.1 as soon as is practicable after its receipt of the performance bond and labour and materials payment bond required to be given by the Contractor. If no Contract is awarded, all security deposited will be returned.

PART 13 **DURATION OF TENDERS**

13.1 After the Closing Time, a Tender shall remain valid and irrevocable for sixty (60) days after the Closing Time.

PART 14 **QUALIFICATIONS OF TENDERS**

14.1 By submitting a Tender, the Tenderer is representing that it has the competence, qualifications, resources, and relevant experience required to do the Work and perform the Work as required by the Contract.

PART 15 **SUBCONTRACTORS**

15.1 The Owner reserves the right to object to any of the **Subcontractors** listed in a Tender. If the Owner objects to a listed **Subcontractor** then the Owner will permit the Tenderer to, within five days, propose a **Substitute Subcontractor** acceptable to the Owner provided that there is no resulting adjustment in the Tender price or the completion date. The Tenderer shall not be required to make such a substitution and if the Owner objects to a listed **Subcontractor**, the Tenderer may, rather than propose a **Substitute Subcontractor**, consider its Tender rejected by the Owner and, by written notice signed in the same manner as provided for in IT 10, withdraw its Tender. The Owner must, in that event, return the Tenderer's tender security.

PART 16 **REJECTION OF TENDERS**

16.1 The Owner has the right, in its sole discretion, not to award a Contract at all and has the right, in its sole discretion, to reject any or all Tenders (including the lowest Tender), without having or giving a reason for doing so.

16.2 The Owner has the right, in its sole discretion, to evaluate any or all Tenders, and to consider whether to award any Contract at all, on any basis it considers desirable, including the overall cost of the Tenders in relation to the Owner's budget for the Work, the ability of the Tenderer or Tenderers to perform the Work, the finances or credit-worthiness of the Tenderer or Tenderers, and any experience of the Tenderer or Tenderers in performing work of a kind comparable to the Work. In no event is the Owner liable for the Tenderer's cost of preparing the Tender.

16.3 Unless otherwise expressly provided in these Instructions to Tenderers, the Owner is entitled, in its sole discretion, to waive any informality, incompleteness or error in any Tender, including failure to provide tender security as required.

16.4 Unless otherwise expressly provided in these Instructions to Tenderers, and without limiting the generality of IT 16.1, 16.2 or 16.3, the Owner may, but is not required to, in its sole discretion, reject any Tender which:

- .1 Is conditional or obscure in any respect,
- .2 Does not conform strictly with the requirements of the Contract Documents, or
- .3 Is not accompanied by the Tender security required by IT 12.

PART 17 **FREEDOM OF INFORMATION LEGISLATION**

17.1 Each Tenderer acknowledges and agrees that part or all of their Tenders may be subject to disclosure under the *Freedom of Information and Protection of Privacy Act* (British Columbia). A Tenderer that wishes to protect its Tender from disclosure should specifically identify information within the Tender that constitutes a trade secret, or business or commercial information, that it is explicitly supplied in confidence and the release of which could significantly harm the competitive position, or interfere with the negotiating position, of the Tenderer. The Tenderer acknowledges and agrees that the Owner cannot assure the Tenderer that information contained in a Tender will remain confidential and will not be disclosed, since the *Freedom of Information and Protection of Privacy Act* (British Columbia) may require disclosure of that information. Each Tender acknowledges and agrees that it is solely responsible to determine whether that legislation will protect any information contained in the Tender from disclosure.

PART 18 **CONTRACT AWARD**

18.1 The Contract is awarded and entered into without further act of either the Owner or the Tenderer when the Owner delivers to the successful Tenderer a signed Notice of Award. Notice of Award must be given in writing in accordance with the notice requirements set out in the Agreement and is not effective unless and until given in that manner. Before the Contractor begins the Work, and as a condition precedent to the right of the Contractor to begin the Work, the Contractor must execute and deliver the Agreement to the Owner. If the Agreement is not executed and delivered within ten days after the Notice of Award has been given, the Owner is entitled in its sole discretion to give notice to the Contractor terminating the Contract upon delivery of that notice.

PART 19 **INSURANCE AND BONDING**

19.1 If a Notice of Award is delivered to the Tenderer, within 10 days of receipt of the Notice of Award, the Tenderer must deliver to the Owner each of the following:

- .1 The performance security required in the **Supplementary General Conditions**,
- .2 A copy of the insurance policies as specified in the **Supplementary General Conditions**, and proof that all such insurance is in place and paid for, and
- .3 Proof, satisfactory to the Owner, that the Contractor is registered with the Worker's Compensation Board of British Columbia and that all assessments and other amounts payable by the Contractor to that Board are fully paid up to the last required payment.
- .4 Prime contractor designation
- .5 Multiple Obligee Rider (form attached to this **Tender**), to be delivered in triplicate with the performance security.

- 19.2 The Contractor agrees with the Owner that failure by the Contractor to perform its obligations under IT 20 or IT 18, or to substantially begin the Work by the date set out in the Agreement, is a repudiation of the Contract that entitles, but does not oblige, the Owner to treat the Contract as terminated and, without affecting any other right or remedy the Owner may have against the Contractor, award the Contract to another Tenderer.

PART 20 EXCLUSION OF P.C.C. PROCEDURES AND GUIDELINES

- 20.1 In the tendering, award and performance of the Contract, the Owner, does not adopt or agree to be bound by the "Procedures and Guidelines Recommended For Use on Publicly Funded Construction Projects", produced by the Public Construction Council of British Columbia, September 1989, or any other procedure or guidelines recommended, adopted or produced by any government, or by any construction association or body.

PART 21 GENERAL PROVISIONS

- 21.1 The Tender constitutes a **Contract** between the Tenderer and the Owner, on the terms and conditions of these Instructions to Tenderers and of the Tender Form, which terminates on either the award of the Contract or the rejection of the Tender or all Tenders, as the case may be, but which does not merge with the Contract as against the Contractor.
- 21.2 The obligations of the Contractor are joint and several obligations of each of the persons who have submitted the Tender as the Tenderer or as members of a joint venture or partnership comprising the Tenderer.

END OF INSTRUCTIONS TO TENDERERS

Revised Section 00 500 – Tender Form

PART 1 - GENERAL

1. CCDC-18 FORM OF AGREEMENT

- .1 The Form of Agreement, pages 1-7 inclusive, of the Canadian Construction Documents Committee designated as CCDC 18-2001 edition, together with all amendments and supplements thereto as described hereafter shall apply in their entirety to this Contract.
- .2 Copies of this document are reproduced wherein request.
- .3 Execution of the **Contract** must be on original “Form of Agreement” documents.

END OF SECTION

Revised Section 00 810 – Supplementary General Conditions

The following amendments and the following **SUPPLEMENTARY GENERAL CONDITIONS** pertain to amendments and supplements of the ARTICLES OF AGREEMENT, DEFINITIONS and GENERAL CONDITIONS of the Standard Construction CCDC-18 2001 CIVIL WORKS CONTRACT, and shall form part of the Contract between the Owner and the Contractor.

ARTICLES OF AGREEMENT

ARTICLE A-1 THE WORK

Delete Article A -1.3 and replace with the following:

- 1.3 Perform the work in accordance with the schedule referred to in GC 3.5 and attain Substantial Performance of the Work by **July 31, 2024**, subject to an adjustment in Contract Time as provided for in the Contract Documents.

ARTICLE A-3 CONTRACT DOCUMENTS

Add the following to Article A – 3.1 as part of the Contract Documents:

- 3.1
- **Supplementary General Conditions**
 - Specifications
 - Plan of Construction Operations (PCO)
 - Drawings
 - Instructions to Tenderers
 - Tender Form
 - Addenda

ARTICLE A-8 SUCCESSION

Delete Article A – 8.1 and replace with the following:

- 8.1 The Contract shall enure to the benefit of and be binding upon the parties hereto, their respective heirs, legal representatives, successors and permitted assigns.

DEFINITIONS

The following Definitions shall also apply to all Contract Documents:

28. “Airport” means the Victoria International Airport, British Columbia.

29. “Plan of Construction Operations” means the Owner’s operational plan for the **Apron IV Joint Sealing Replacement 2024 Project at Victoria International Airport, Sidney, British Columbia, Project No. 6784.**

30. “Substantial Performance of the Work” is as defined in the Builders Lien Act. If such legislation is not in force or does not contain such definition, Substantial Performance of the Work shall have been reached when the Work is ready for

use or is being used for the purpose intended as is so certified, in writing, by the Owner.

31. "His Majesty" means His Majesty the King in Right of Canada as represented by the Minister of Transport, and any person authorized in writing by the Minister of Transport to act on his or her behalf, and shall include the successors and assigns of His Majesty.

GC 1.1 CONTRACT DOCUMENTS

Delete GC 1.1.7 and replace with the following:

1.1.7 If there is a conflict within the Contract Documents:

.1 the order of priority of documents, from highest to lowest, shall be:

- The Agreement between the Owner and the Contractor,
- The Definitions,
- The **Supplementary General Conditions,**
- The General Conditions,
- The Specifications,
- Plan of Construction Operations (PCO),
- The Drawings,
- Instructions to Tenderers,
- Tender Form,
- Addenda

.2 figured dimensions shown on a drawing shall govern even though they may differ from dimensions scaled on the same drawing;

.3 drawings of larger scale shall govern over those of smaller scale of the same date;

.4 Notwithstanding the foregoing, documents of later date shall always govern.

GC 1.4 ASSIGNMENT

Delete GC 1.4.1 and replace with the following:

1.4.1 The Contractor shall not assign the Contract or a portion thereof without the prior written consent of the Owner and a sale, transfer or assignment of shares in the Contractor which results in a change in the control of that Contractor different from that which exists at the date hereof shall be deemed an assignment of this Contract and the consent of the Owner to such sale, transfer or assignment shall be required.

GC 2.1 AUTHORITY OF THE CONSULTANT

Delete GC 2.1.3 and replace with the following:

- 2.1.3 If the appointment of the Consultant is terminated, the Owner shall immediately appoint or reappoint another Consultant whose status under the Contract Documents shall be that of the former Consultant.

GC 3.1 CONTROL OF THE WORK

Add the following as GC 3.1.3:

- 3.1.3 In order to minimize interference with the operation of the Airport and inconvenience to passengers and all other persons within the Airport premises, the Contractor will perform the Work or parts thereof in accordance with the Plan of Construction Operations (PCO) or as otherwise required by the Consultant.

GC 3.5 CONSTRUCTION SCHEDULE

Delete GC 3.5.1.1 and replace with the following:

- 3.5.1.1 Prepare and submit to the Consultant within ten (10) days after the Contract is awarded to the Contractor, a construction schedule that indicates the timing of the major activities of the Work and various stages thereof and provides sufficient detail of the critical events and their inter-relationship to demonstrate, to the satisfaction of the Consultant, that the Work and the stages thereof will be performed in conformity with the **Plan of Construction Operations**.

GC 3.9 LABOUR AND PRODUCTS

Delete GC 3.9.1 and replace with the following:

- 3.9.1 Unless otherwise specified in the Contract Documents, the Contractor shall provide and pay for labour, materials, tools, Construction Equipment, water, heat, light, power, transportation and other facilities and services necessary for the performance of the Work in accordance with the Contract.

GC 3.12 USE OF THE WORK

Add the following as GC 3.12.3:

- 3.12.3 The Owner reserves the right to take possession and use any completed or partially completed portion of the Work regardless of the time of completion of the entire Work, provided that doing so does not interfere with the balance of the Contractor's Work. Such taking possession or use of the Work or part thereof shall not be construed as Substantial Performance of the Work or part thereof or as final certificate of payment or as an acknowledgement of fulfillment of the Contract. If the Owner takes possession and uses any completed or partially completed portion of

the Work the one (1) year Warranty referred to in GC 12.3.1 relating to such part of the Work is one (1) year from the date the Owner takes possession and uses any completed or partially completed portion of the Work.

Add the following as GC 3.12.4:

3.12.4 The Contractor shall comply with all reasonable requirements of the Owner relating to the safety and protection of the Airport and the management and operation of the Airport and all security regulations and procedures established by the Owner and the Department of Transport with respect to the security at the Airport and shall comply with all the terms, conditions and provisions contained in the Plan of Construction Operations (PCO).

GC 5.4 BASIS OF PAYMENT FOR COST PLUS WORK

Cost Plus Work is not anticipated during this project. If all other payment methods for extra work fail for any reason, Cost Plus Payment may be utilized including a combined Contractor's overhead and profit of 10% of the sum of the expenses referred to in GC 5.4.2.

GC 5.6 PROGRESS PAYMENTS

Delete GC 5.6.1 and replace with the following:

5.6.1 The Consultant will issue to the Owner, no later than fifteen (15) Working Days after the receipt of an application for payment from the Contractor submitted in accordance with GC 5.5 - APPLICATIONS FOR PROGRESS PAYMENT, approval for payment in the amount applied for or in such other amounts as the Consultant determine to be properly due. If the Consultant amends the application, the Consultant will promptly notify the Contractor in writing giving reasons for the amendment.

Delete GC 5.6.2 and replace with the following:

5.6.2 The Owner shall make payment to the Contractor on account as provided in Article A-5 of the Agreement - PAYMENT, no later than the last Working Day of the month following the month the Contractor applies for payment pursuant to GC 5.5.

Add the following as GC 5.6.4:

5.6.4 Without restricting any right of setoff given or implied by law, the Owner may setoff against any amount payable under the Contract Documents to the Contractor any amount payable to the Owner by the Contractor.

GC 5.10 FINAL PAYMENT

Modify GC 5.10.4 as follows:

5.10.4 Delete 5 Working Days and replace with fifteen (15) Working Days.

GC 6.5 DELAYS

Delete the last sentence of GC 6.5.1 and replace with the following:

6.5.1 The Contractor shall be reimbursed by the Owner for reasonable costs incurred by the Contractor as a result of such delay except where the Owner requires that the execution of the Work be suspended pursuant to GC 7.1.7 and GC 7.1.8 and in that event the Contractor will be entitled to compensation for standby time only as referred to in GC 7.1.9.

Delete the last sentence of GC 6.5.3 and replace with the following:

6.5.3 The Contractor shall not be entitled to payment for costs, losses or expenses incurred by the delays referred to in GC 6.5.3.1 and shall not otherwise be entitled to payment for reasonable costs incurred by the delays referred to in GC 6.5.3.2, GC 6.5.3.3 and GC 6.5.3.4 unless such delays results from actions by the Owner.

Delete GC 6.5.4 and replace with the following:

6.5.4 No extension shall be made for delay and no payment on account of any delay shall be paid unless notice in writing of the claim is given to the Consultant not later than ten (10) Working Days after the commencement of delay, provided however, that in the case of a continuing cause of delay only one notice of claim shall be necessary.

Add the following as GC 6.5.6:

6.5.6 In the event of a shut down of the Work, the Contractor shall, at no cost to the Owner, be responsible for the care, maintenance and protection of the Work for the entire period of the shut down.

Add the following as GC 6.5.7:

6.5.7 Where, in the opinion of the Consultant, the rate of progress of Work is insufficient to enable the Work or certain stages thereof to be completed in the manner and by the dates specified in the schedules referred to in GC 3.5.1.1, the Contractor shall take all necessary steps that the Consultant requires in writing to expedite the progress of the Work.

Add the following as GC 6.5.8:

6.5.8 Time is of the essence of the Contract.

Add the following as GC 6.5.9:

6.5.9 If the completion of the Work or certain stages thereof is not achieved on the dates specified in the schedules referred to in GC 3.5.1.1 for reasons that are attributable to the Contractor or its Subcontractors or suppliers or where there is not Substantial Performance of the Work for reasons that are attributable to the Contractor or its Subcontractors or suppliers but is subsequently completed, the Contractor shall pay to the Owner for the period of delay all costs and expenses incurred by the Owner as a result of such delays.

GC 6.7 QUANTITY VARIATIONS

6.7.1 *Modify GC 6.7.1 by deleting reference to 15% and substituting 25%.*

6.7.2 *Modify GC 6.7.2 by deleting reference to 15% and substituting 25% and by deleting reference to 115% and substituting 125%.*

6.7.3 *Modify GC 6.7.3 by deleting reference to 15% and substituting 25%.*

GC 7.1 OWNER'S RIGHT TO PERFORM THE WORK, STOP THE WORK
OR TERMINATE THE CONTRACT

Add the following as GC 7.1.7:

7.1.7 If the Owner is of the opinion that execution of the Work should be stopped due to an emergency or for safety or security reasons or to protect the Airport, the Consultant may require the Contractor to suspend execution of the Work for either a specified or unspecified period by giving written notice to the Contractor.

Add the following as GC 7.1.8:

7.1.8 The Contractor, upon receiving notice from the Consultant of the Owner's requirement pursuant to GC 7.1.7, shall immediately suspend all operations except those which, in the Consultant's opinion, are necessary for the care and preservation of the Work and the Product. During the period of suspension the Contractor shall remain responsible for the Work and the Product to the same extent as if there was no suspension.

Add the following as GC 7.1.9:

7.1.9 During the period of suspension the Contractor shall not be entitled to payment for costs or expenses incurred as a result of such suspension except for the Contractor's entitlement to compensation for standby time as referred to in the Specifications (01801).

Add the following as GC 7.1.10:

7.1.10 Upon the Owner being satisfied that the issues relating to emergency, safety, security or Airport protection have been settled, the Consultant shall give notice to the Contractor that the period of suspension has expired and the Contractor shall forthwith thereafter resume the execution of the Work.

GC 11.1 INSURANCE

Delete GC 11.1.1 and replace with the following:

11.1.1 Without restricting the generality of GC 12.1 - INDEMNIFICATION, the Contractor shall provide, maintain and pay for the following insurance coverage:

A. "All Risks" Contractor's Equipment Insurance for full replacement cost covering any owned and non-owned mobile equipment, property and construction or testing tools, and, machinery and equipment used by the Contractor in the performance of the Work, including boiler insurance on temporary boilers and pressure vessels, if applicable.

B. Automobile and Aircraft Liability Insurance with respect to automobiles and aircrafts (if any) used directly or indirectly in the performance of the Work which are owned, leased chartered or used by the Contractor and covering liability for:

- Bodily injury;
- Death; and
- Damage to property

with a limit of not less than \$5,000,000.00 inclusive for each and every loss.

Such policy may contain exclusionary language relative to liability incurred while vehicles are operating within airside.

C. The foregoing policies, with the exception of ICBC automobile coverage, shall:

- Contain a waiver of subrogation in favour of the Owner and all persons with whom the Owner may be participating in the Project of which the Work may be the whole or a part;
- Be endorsed or provide the Owner with no less than sixty (60) days' prior notice by registered mail in advance of cancellation;
- Be primary and non-contributing to any other insurance available to the Owner, except as noted in "B" above;
- Be maintained continuously from the commencement of the work until ten (10) days following the date of the Total Performance of the Work.

Delete GC 11.1.2 and replace with the following:

11.1.2 Prior to commencement of the Work and upon the placement, renewal, amendment or extension of all or any part of the above insurance, the Contractor shall promptly provide the Consultant or Owner with confirmation of coverage and, if required, a

certified true copy of the policy certified by an authorized representative of the Insurer together with copies of any amending endorsements. All insurance and policies shall be with insurers approved by and in a form acceptable to the Consultant or Owner.

Delete GC 11.1.3 and replace with the following:

11.1.3 The Owner shall provide, maintain and pay for the following insurance coverages:

A. Airport Liability Insurance

- To cover legal liability for bodily injury, personal injury, death and damage to property arising out of the operations of the Owner;
- To a combined single limit of CDN \$250,000,000.00 per occurrence, and in the annual aggregate with respect to products and completed operations coverage, subject to a sublimit of US \$25,000,000.00 personal injury in the annual aggregate;
- Subject to a policy deductible of \$5,000.00 with respect to property damage claims, except with respect to construction contracts where the deductibles will be as stated under Clause B - Wrap-Up Liability, and \$2,500.00 for bodily injury claims.

B. Wrap-Up Liability Insurance (Occurrence Basis)

The Owner will provide Wrap-up Liability Insurance including twenty-four (24) months completed operations, which shall be in the name of the Owner, and as additional insureds the Consultant, the Contractor, **Subcontractors, Subconsultants, Architects, Engineers, Project Managers, Construction Managers and Design Consultants**, their directors, officers and employees employed on the Project insured and any other entity the Owner may reasonably require from time to time with limits of not less than FIVE MILLION (\$5,000,000.00) DOLLARS inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof, with a property damage deductible of TEN THOUSAND (\$10,000.00) DOLLARS unless there is damage to an aircraft involved where the deductible will be TWENTY-FIVE THOUSAND (\$25,000.00) DOLLARS.

At the option of the Owner, the Owner may provide Wrap-Up Liability Insurance either as an extension to their existing Liability Insurance or as a separate stand alone Wrap-up Liability Policy.

C. All Risk - Builder's Risk Insurance

The Owner will provide coverage to meet the Project requirements. Coverage will not be less than 100% of the full replacement cost, less such deductible amounts as are applicable (the deductible will be not more than \$25,000.00). The insurance shall be in the name of the Owner and shall include as unnamed insureds the Consultant, the Contractor, **Subcontractors, Subconsultants, Architects, Engineers, Project Managers, Construction Managers and Design Consultants**, their directors, officers and employees and all individuals or firms providing services or materials to or for the unnamed insured.

Add the following as GC 11.1.6:

- 11.1.6 The party found to be at fault for any claim(s) will be responsible for payment of any and all applicable deductible(s).

Add the following as GC 11.1.7:

- 11.1.7 It is the responsibility of the party relying on the insurance coverage referred to above to review the actual policy documents to determine the actual extent of coverage provided and to confirm all limits, terms, conditions and exclusions. In the event of any error in the description of the coverage, explicit or implied, or any discrepancy whatsoever between the insurance coverage referred to herein and the policy documents, the latter shall prevail. The Owner or its directors, officers, employees or agents are not responsible for any error, omission or misstatement of any nature arising out of or contained in this GC 11.1.

GC 11.2 CONTRACT SECURITY

Delete GC 11.2.1 and replace with the following:

- 11.2.1 The Contractor shall, prior to commencement of the Work, purchase, provide and maintain:
- (a) Performance Bonds being no less than fifty percent (50%) of the contract amount, and,
 - (b) Labour and Material Payment Bonds being no less than fifty percent (50%) of the of the contract amount.

Delete GC 11.2.2 and replace with the following:

- 11.2.2 Such bonds shall be issued by a duly licensed surety company authorized to transact a business of suretyship in the province or territory or Place of the Project and shall be maintained in good-standing until the fulfilment of the Contract. All such bonds shall be in a form acceptable to and approved by the Owner and His Majesty and both the Owner and His Majesty shall be named as obligees pursuant to such bonds or such bonds shall, with the consent of the bonding company, be validly assigned to the Owner and His Majesty.

The language in the Multiple Obligee Rider form must conform to the example in Attachment C, in wording and form.

GC 12.1 INDEMNIFICATION

Delete GC 12.1.1 and replace with the following:

12.1.1 The Contractor shall indemnify and hold harmless His Majesty, the Owner and Consultant, its agents and employees from and against claims, demands, losses, costs, damages, actions, suits or proceedings (herein called "claims") by third parties that arise out of, or are attributable to the Contractor's performance of the Contract provided such claims are:

- .1 attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property; and
- .2 caused by negligent acts or omissions of the Contractor or those directly employed or engaged by the Contractor and for whose acts the Contractor may be liable;
- .3 made in writing within a period of six (6) years from the date of Substantial Performance of the Work as set out in the certificate of Substantial Performance of the Work, or within such shorter period as may be prescribed by any limitation statute of the province or territory of the Place of the Work.

The Owner expressly waives the right to indemnify for claims other than those stated above.

Modify GC 12.1.2 as follows:

12.1.2 Delete \$2,000,000.00 and replace with \$5,000,000.00.

GC 12.2 WAIVER OF CLAIMS

Delete GC 12.2.1, GC 12.2.2 and GC 12.2.3.

Add as Part 13:

PART 13 - ACCELERATION OF THE WORK

13.1 The Owner may, at any time, give written direction to the Contractor for the Contractor to accelerate the Work in which the Contractor shall use their reasonable best efforts which may include hiring additional labour and equipment and/or working additional hours except where to proceed with the Work more quickly. If at the time of such direction by the Owner:

- (i) The Contractor is behind the construction schedule due to a cause within the control of the Contractor, then the cost of such acceleration shall be borne by the Contractor;
- (ii) the Contractor is not behind the construction schedule or is not behind due to a cause within the Contractor's control, then the cost of such acceleration shall be for the account of the Owner.

Add as Part 14:

PART 14 - SEVERABILITY

14.1.1 Any provision of this Contract which is found to be illegal, invalid, void, prohibited or unenforceable will be:

- (a) Separate and severable from this Contract; and
- (b) Ineffective to the extent of such illegality, invalidity, avoidance, prohibition or unenforceability,

without affecting any of the remaining provisions of this Contract which will remain in force, be binding upon the parties and be enforceable to the full extent of the law.

END OF SECTION

Revised Appendix "C" to Tender Form

**APPENDIX "A" to Tender Form
Project Number: 6784**

**Tender
Submitted by:** _____

LIST OF TENDER DOCUMENTS

The following is the list of the Tender Documents Referred to in the Tender for the above named Project.

Section Number	Section Title	No. of Pages
00 01 10	Table of Contents	1
DIVISION 01	GENERAL REQUIREMENTS	
01 11 00	Summary of Work	7
01 13 00	Measurement For Payment	5
01 14 00	Work Restrictions	3
01 31 19	Project Meetings	4
01 32 16.07	Construction Progress Schedule – Bar (GANTT) Chart	4
01 33 00	Submittal Procedures	6
01 35 13.13	Special Procedure for Airport Facilities	4
01 35 43	Environmental Procedures	6
01 45 00	Quality Control	4
01 52 00	Construction Facilities	5
01 56 00	Temporary Barriers, and Enclosures	2
01 61 00	Common Product Requirements	6
01 71 00	Examination and Preparation	4
01 74 11	Cleaning	4
01 78 00	Closeout Submittals	8
DIVISION 02	EXISTING CONDITIONS	
02 41 13	Selective Site Demolition	8
02 41 13.14	Asphalt Paving Removal	2
DIVISION 03	CONCRETE	
03 10 00	Concrete Forming and Accessories	5
03 20 00	Concrete Reinforcing	5
03 30 20	Sawcutting and Sealing of Airfield Panel Joints	3
DIVISION 32	EXTERIOR IMPROVEMENTS	
32 01 18	Routing and Sealing Pavement Cracks	4
32 13 13	Concrete Paving	33

Apron IV Joint Sealing
APPENDICES TO TENDER FORM
Addendum 2
Victoria International Airport



- ATTACHMENT A** **Plan of Construction Operations (bound separately)**

- ATTACHMENT B** **Drawings (bound separately)**

- ATTACHMENT C** **Multiple Obligee Rider**

Drawings List - Bound Separately:

G-000 - COVER SHEET

G-100 – PLAN OF CONSTRUCTION OPERATIONS OVERVIEW

G-101 – PLAN OF CONSTRUCTION OPERATIONS – STAGE 1 STAND 6 CLOSURE DETAILS

G-102 – PLAN OF CONSTRUCTION OPERATIONS – STAGE 2 JOINT SEALING

C-111 – APRON IV WEST JOINT SEALING REPLACEMENT PLAN – 2024

C-211 – STAND 6 PAVING PLAN 2024

C-311 – CIVIL DETAILS 2024

C-411 – PAINT MARKING DETAILS 2024

Apron IV Joint Sealing
APPENDICES TO TENDER FORM
Addendum 2
Victoria International Airport



APPENDIX "B" to Tender Form
Project Number: 6784

Tender
Submitted by: _____

LIST OF SUBCONTRACTORS

The following are the Subcontractors we propose to use for the Divisions or Sections of Work listed hereunder.
(If not used, bar and initial the space below)

Division or Section of Work	Name of Subcontractor
-----------------------------	-----------------------

APPENDIX "C" to Tender Form – ADDENDUM 2
Project Number: 6784

Tender
Submitted by: _____

Schedule of Contract Unit Prices

APRON IV JOINT SEALING REPLACEMENT 2024
AT THE
VICTORIA INTERNATIONAL AIRPORT, SIDNEY, BC

Project Number: 6784

Supply and install all material, labour, restoration, insurance, equipment, barricades, delineators, temporary access facilities, permits, survey layout and supervision including mobilization and demobilization to provide a properly sealed and painted **West Apron IV** as depicted on the **Plans, Specifications and Contract Documents.**

1.0	General Civil Construction Items	Unit	Est. Quant.	Unit Price	Total Cost
1.1	Mob / Demob / Temporary Facilities / Barricades / Survey / Quality control	LS	1		
Sub-total Section 1.0					
2.0	West Apron Joint Sealant Replacement	Unit	Est. Quant.	Unit Price	Total Cost
2.1	Remove / dispose existing joint sealant in PCC/PCC panels, widen existing joints where applicable, clean, supply and install backer rod and Silicone joint sealant	lm	3,100		
2.2	PROVISIONAL - Remove / dispose existing PCC/HMAC joint sealant, widen existing joints where applicable, clean, supply and install Hot Pour joint sealant (no backer rod)	lm	100		

Apron IV Joint Sealing
APPENDICES TO TENDER FORM
Addendum 2
Victoria International Airport



2.3	PROVISIONAL - Remove / dispose existing HMAC/HMAC joint sealant, widen existing joints where applicable, clean, supply and install Hot Pour joint sealant (no backer rod)	lm	735		
Sub-total Section 2.0					
3.0 Stand 6 Infill					
3.0	Stand 6 Infill	Unit	Est. Quant.	Unit Price	Total Cost
3.1	Sawcut Full Depth HMAC perimeter of Stand 6	lm	150		
3.2	Remove & Dispose Existing Asphalt and Concrete to specified depth (min 100mm)	m2	225		
3.3	Supply & Install Concrete overlay, complete with 150x150 wire mesh	m2	225		
3.4	Sawcut, supply and install backer rod and Silicone joint sealant	lm	120		
PROVISIONAL – ADDITIONAL PANELS O17, O19 AND Q19					
3.5	Remove & Dispose Existing Asphalt and Concrete to specified depth (min 100mm)	m2	120		
3.6	Supply & Install Concrete overlay, complete with 150x150 wire mesh	m2	120		
Sub-total Section 3.0					
4.0 Concrete Repairs					
4.0	Concrete Repairs	Unit	Est. Quant.	Unit Price	Total Cost
4.1	PROVISIONAL - Concrete Edge / Corner Spall Repairs	m2	3		
4.2	PROVISIONAL - Concrete Crack Repairs	lm	18		
4.3	PROVISIONAL - Rout & Seal Cracks in PCC	lm	30		



Sub-total Section 4.0					

SUBTOTAL (Items 1.0, 2.0, 3.0 & 4.0)	
TAXES (GST)	
TOTAL (WITH TAXES)	

Apron IV Joint Sealing
APPENDICES TO TENDER FORM
Addendum 2
Victoria International Airport



APPENDIX "D" to Tender Form

Project Number: 6784

**Tender
Submitted by:** _____

CONTRACTOR'S QUALIFICATIONS

The Contractor states that the following is a true account of its qualifications and experience on Work similar to the Work in this project.

**Construction
Project**

Year

Cost

**Consulting
Engineer**

**APPENDIX "E" to Tender Form
Project Number: 6784**

**Tender
Submitted by:** _____

EQUIPMENT AND PERSONNEL STATEMENT

1. Personnel Work Classification Hourly Charge Out Rate* Hourly Standby Rate**
By Trade

2. Equipment Hourly Charge Out Rate* Hourly Standby Rate**

* To be used for force account work.
All rates to be all-inclusive.

** To be used for standby time if other than total crew as tendered in the List of Unit Prices.

Apron IV Joint Sealing
APPENDICES TO TENDER FORM
Addendum 2
Victoria International Airport



APPENDIX "F" to Tender Form
Project Number: 6784

Tender Submitted by: _____

PRELIMINARY CONSTRUCTION SCHEDULE

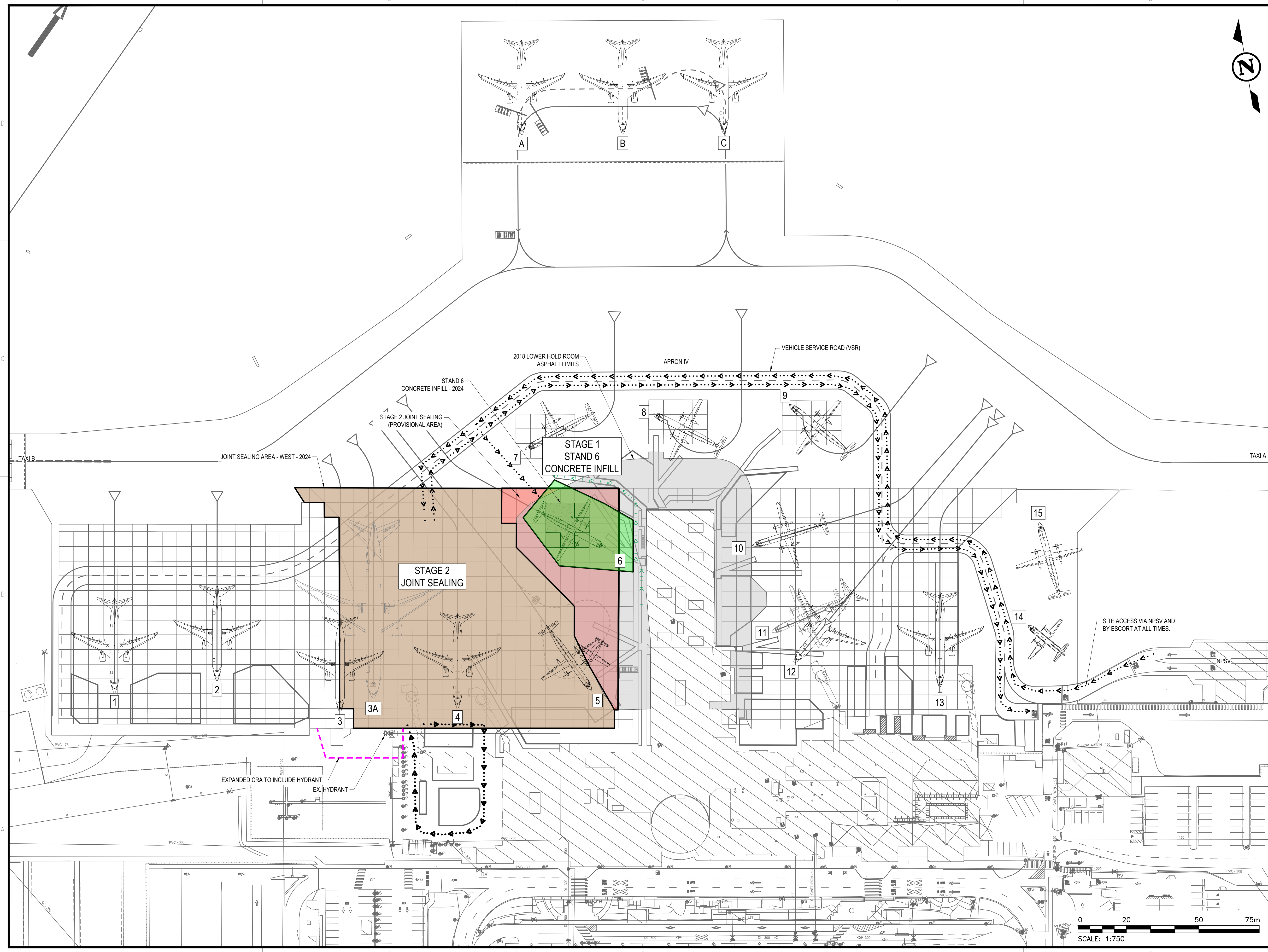
The Preliminary Construction Schedule should be presented as a bar chart with major tasks and time allotted. Tasks should at a minimum be broken into stages (stage 1 or 2), and work areas (A - E), indicate daytime or night work, and estimate staffing levels for each task.

Schedules created using third party software will be accepted.

MILESTONE DATES:	Substantial Completion by July 31, 2024						
ACTIVITY	CONSTRUCTION SCHEDULE (WEEKS)						
	1	2	3	4	5	6	7

Revised Plan of Construction Operations Drawings G-100, G-101 and G-102

CADD FILE: AIRP03760 YYJ APRON IV 2024 G-100.dwg PLOTTED DATE: 2024/04/26 AT 13:03:48 PLOTTED BY: MIRAN, JEANNETTE



KEY PLAN

TETRA TECH

CONSULTANTS

SEAL	SEAL
------	------

PERMIT

0	ISSUED FOR TENDER	2024/04/26	A.E
REV	ISSUED FOR	DATE	APPD

YYJ

APRON IV JOINT SEALING REPLACEMENT 2024

VICTORIA INTERNATIONAL AIRPORT

PROJECT NO : TRN AIRP03760-01
 CONTRACT NO :
 DRAFTED BY : M. RUDNISKI
 DESIGNED BY : A. EVANS
 CHECKED BY : R. KOHLER
 APPROVED BY : A. EVANS

PLAN OF CONSTRUCTION OPERATIONS OVERVIEW

DRAWING NO : **G-100**

SCALE: 1:750

0 20 50 75m

90 mm

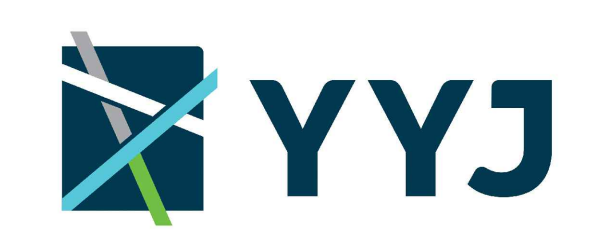


CONSULTANTS

SEAL

PERMIT

REV	ISSUED FOR	DATE	APPD
1	ADDENDUM 2	2024/04/19	A.E.
0	ISSUED FOR TENDER	2024/04/12	A.E.



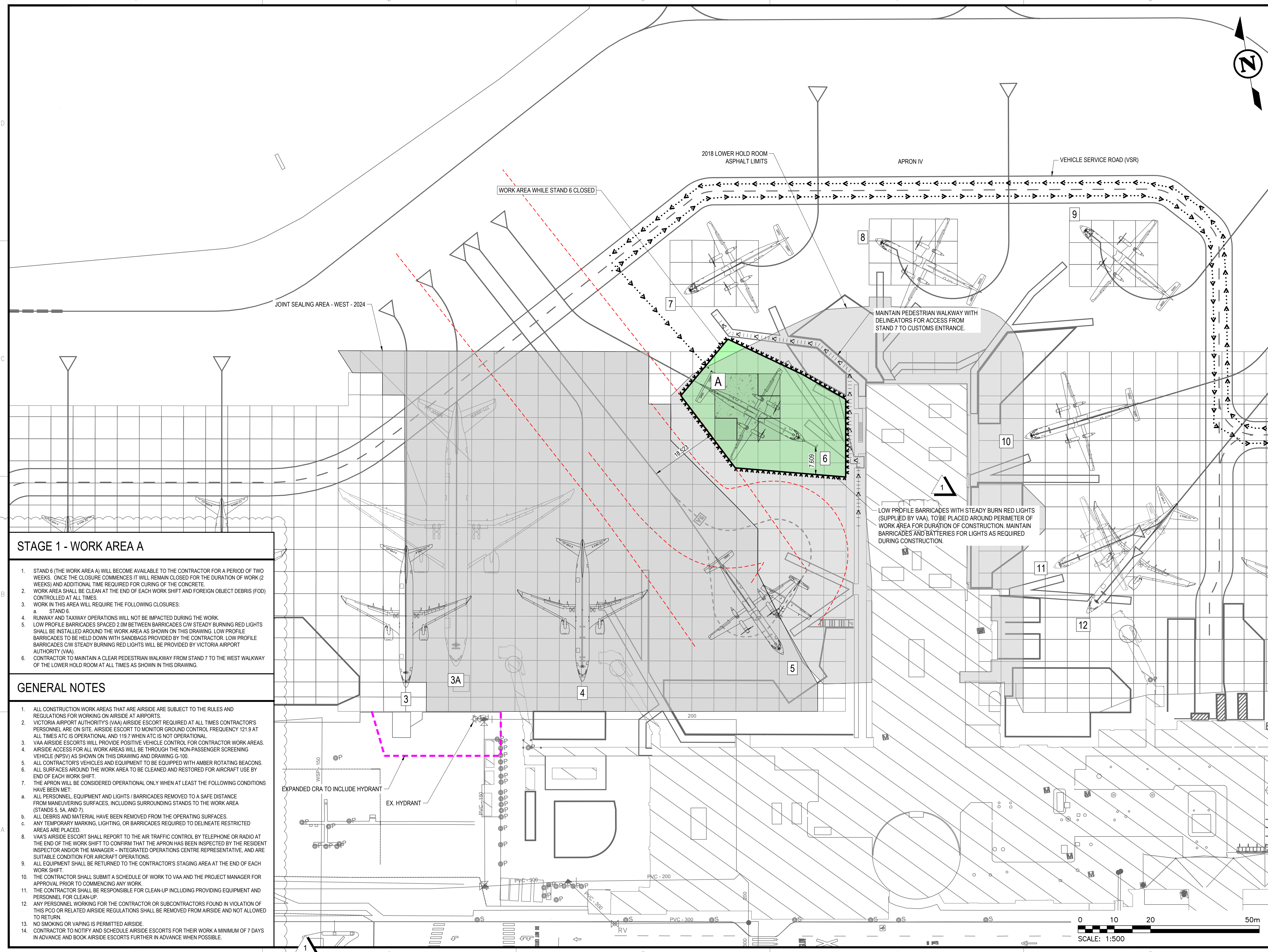
APRON IV JOINT SEALING REPLACEMENT 2024

VICTORIA INTERNATIONAL AIRPORT

PROJECT NO :	TRN.AIRP03760-01
CONTRACT NO :	
DRAFTED BY :	M. RUDNISKI
DESIGNED BY :	A. EVANS
CHECKED BY :	R. KOHLER
APPROVED BY :	A. EVANS

PLAN OF CONSTRUCTION OPERATIONS - STAGE 1 STAND 6 CLOSURE DETAILS

DRAWING NO : **G-101**



STAGE 1 - WORK AREA A

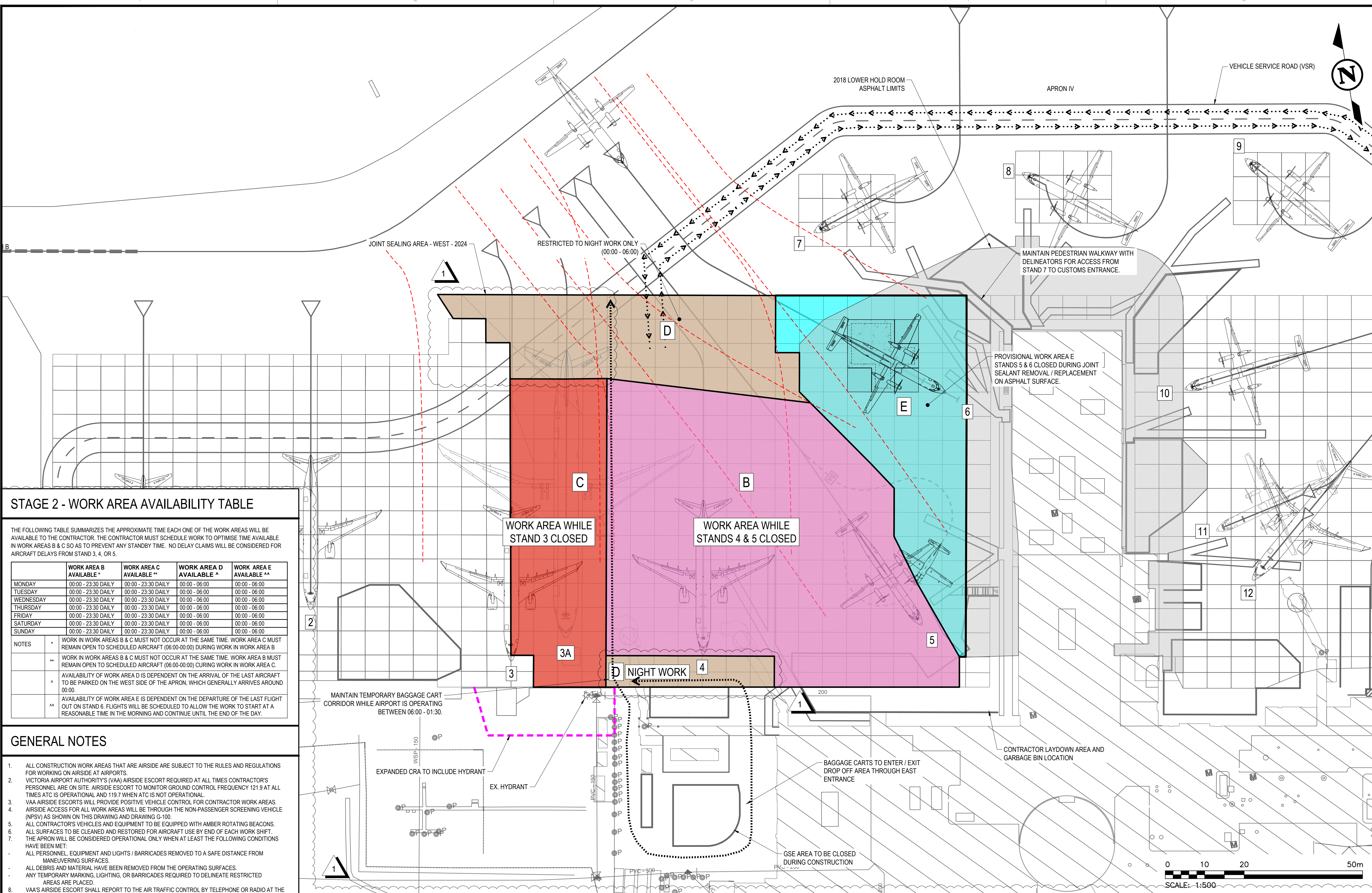
- STAND 6 (THE WORK AREA A) WILL BECOME AVAILABLE TO THE CONTRACTOR FOR A PERIOD OF TWO WEEKS. ONCE THE CLOSURE COMMENCES IT WILL REMAIN CLOSED FOR THE DURATION OF WORK (2 WEEKS) AND ADDITIONAL TIME REQUIRED FOR CURING OF THE CONCRETE.
- WORK AREA SHALL BE CLEAN AT THE END OF EACH WORK SHIFT AND FOREIGN OBJECT DEBRIS (FOD) CONTROLLED AT ALL TIMES.
- WORK IN THIS AREA WILL REQUIRE THE FOLLOWING CLOSURES:
 - STAND 6.
- RUNWAY AND TAXIWAY OPERATIONS WILL NOT BE IMPACTED DURING THE WORK.
- LOW PROFILE BARRICADES SPACED 2.0M BETWEEN BARRICADES C/W STEADY BURNING RED LIGHTS SHALL BE INSTALLED AROUND THE WORK AREA AS SHOWN ON THIS DRAWING. LOW PROFILE BARRICADES TO BE HELD DOWN WITH SANDBAGS PROVIDED BY THE CONTRACTOR. LOW PROFILE BARRICADES C/W STEADY BURNING RED LIGHTS WILL BE PROVIDED BY VICTORIA AIRPORT AUTHORITY (VAA).
- CONTRACTOR TO MAINTAIN A CLEAR PEDESTRIAN WALKWAY FROM STAND 7 TO THE WEST WALKWAY OF THE LOWER HOLD ROOM AT ALL TIMES AS SHOWN IN THIS DRAWING.

GENERAL NOTES

- ALL CONSTRUCTION WORK AREAS THAT ARE AIRSIDE ARE SUBJECT TO THE RULES AND REGULATIONS FOR WORKING ON AIRSIDE AT AIRPORTS.
- VICTORIA AIRPORT AUTHORITY'S (VAA) AIRSIDE ESCORT REQUIRED AT ALL TIMES CONTRACTOR'S PERSONNEL ARE ON SITE. AIRSIDE ESCORT TO MONITOR GROUND CONTROL FREQUENCY 121.9 AT ALL TIMES ATC IS OPERATIONAL AND 119.7 WHEN ATC IS NOT OPERATIONAL.
- VAA AIRSIDE ESCORTS WILL PROVIDE POSITIVE VEHICLE CONTROL FOR CONTRACTOR WORK AREAS. AIRSIDE ACCESS FOR ALL WORK AREAS WILL BE THROUGH THE NON-PASSENGER SCREENING VEHICLE (NPSV) AS SHOWN ON THIS DRAWING AND DRAWING G-100.
- ALL CONTRACTOR'S VEHICLES AND EQUIPMENT TO BE EQUIPPED WITH AMBER ROTATING BEACONS. ALL SURFACES AROUND THE WORK AREA TO BE CLEANED AND RESTORED FOR AIRCRAFT USE BY END OF EACH WORK SHIFT.
- THE APRON WILL BE CONSIDERED OPERATIONAL ONLY WHEN AT LEAST THE FOLLOWING CONDITIONS HAVE BEEN MET:
 - ALL PERSONNEL, EQUIPMENT AND LIGHTS / BARRICADES REMOVED TO A SAFE DISTANCE FROM MANEUVERING SURFACES, INCLUDING SURROUNDING STANDS TO THE WORK AREA (STANDS 5, 5A, AND 7).
 - ALL DEBRIS AND MATERIAL HAVE BEEN REMOVED FROM THE OPERATING SURFACES.
 - ANY TEMPORARY MARKING, LIGHTING, OR BARRICADES REQUIRED TO DELINEATE RESTRICTED AREAS ARE PLACED.
- VAA'S AIRSIDE ESCORT SHALL REPORT TO THE AIR TRAFFIC CONTROL BY TELEPHONE OR RADIO AT THE END OF THE WORK SHIFT TO CONFIRM THAT THE APRON HAS BEEN INSPECTED BY THE RESIDENT INSPECTOR AND/OR THE MANAGER - INTEGRATED OPERATIONS CENTRE REPRESENTATIVE, AND ARE SUITABLE CONDITION FOR AIRCRAFT OPERATIONS.
- ALL EQUIPMENT SHALL BE RETURNED TO THE CONTRACTOR'S STAGING AREA AT THE END OF EACH WORK SHIFT.
- THE CONTRACTOR SHALL SUBMIT A SCHEDULE OF WORK TO VAA AND THE PROJECT MANAGER FOR APPROVAL PRIOR TO COMMENCING ANY WORK.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEAN-UP INCLUDING PROVIDING EQUIPMENT AND PERSONNEL FOR CLEAN-UP.
- ANY PERSONNEL WORKING FOR THE CONTRACTOR OR SUBCONTRACTORS FOUND IN VIOLATION OF THIS POO OR RELATED AIRSIDE REGULATIONS SHALL BE REMOVED FROM AIRSIDE AND NOT ALLOWED TO RETURN.
- NO SMOKING OR VAPING IS PERMITTED AIRSIDE.
- CONTRACTOR TO NOTIFY AND SCHEDULE AIRSIDE ESCORTS FOR THEIR WORK A MINIMUM OF 7 DAYS IN ADVANCE AND BOOK AIRSIDE ESCORTS FURTHER IN ADVANCE WHEN POSSIBLE.

CADD FILE: AIRP03760-01-APRON_IV-2024_G-101.dwg, PLOTTED DATE: 2024/04/19, AT: 16:27:48, PLOTTED BY: AMRAN, LEANETTE

CADD FILE: AIRP03760 YYJ APRON IV 2024 G-102.dwg PLOTTED DATE: 2024/04/26 AT 12:58:40 PLOTTED BY: MIRAN, JEANETTE



KEY PLAN



CONSULTANTS

SEAL

PERMIT

1	ADDENDUM 2	2024/04/19	A.E.
0	ISSUED FOR TENDER	2024/04/12	A.E.
REV	ISSUED FOR	DATE	APPD



APRON IV JOINT SEALING REPLACEMENT 2024

VICTORIA INTERNATIONAL AIRPORT

PROJECT NO : TRN AIRP03760-01

CONTRACT NO :

DRAFTED BY : M. RUDNICKI

DESIGNED BY : A. EVANS

CHECKED BY : R. KOHLER

APPROVED BY : A. EVANS

PLAN OF CONSTRUCTION OPERATIONS - STAGE 2 JOINT SEALING

DRAWING NO : G-102

STAGE 2 - WORK AREA AVAILABILITY TABLE

THE FOLLOWING TABLE SUMMARIZES THE APPROXIMATE TIME EACH ONE OF THE WORK AREAS WILL BE AVAILABLE TO THE CONTRACTOR. THE CONTRACTOR MUST SCHEDULE WORK TO OPTIMISE TIME AVAILABLE IN WORK AREAS B & C SO AS TO PREVENT ANY STANDBY TIME. NO DELAY CLAIMS WILL BE CONSIDERED FOR AIRCRAFT DELAYS FROM STAND 3, 4, OR 5.

	WORK AREA B AVAILABLE *	WORK AREA C AVAILABLE **	WORK AREA D AVAILABLE ^	WORK AREA E AVAILABLE ^^
MONDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00
TUESDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00
WEDNESDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00
THURSDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00
FRIDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00
SATURDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00
SUNDAY	00:00 - 23:30 DAILY	00:00 - 23:30 DAILY	00:00 - 06:00	00:00 - 06:00

NOTES

- * WORK IN WORK AREAS B & C MUST NOT OCCUR AT THE SAME TIME. WORK AREA C MUST REMAIN OPEN TO SCHEDULED AIRCRAFT (06:00-00:00) DURING WORK IN WORK AREA B
- ** WORK IN WORK AREAS B & C MUST NOT OCCUR AT THE SAME TIME. WORK AREA B MUST REMAIN OPEN TO SCHEDULED AIRCRAFT (06:00-00:00) DURING WORK IN WORK AREA C.
- ^ AVAILABILITY OF WORK AREA D IS DEPENDENT ON THE ARRIVAL OF THE LAST AIRCRAFT TO BE PARKED ON THE WEST SIDE OF THE APRON, WHICH GENERALLY ARRIVES AROUND 00:00.
- ^^ AVAILABILITY OF WORK AREA E IS DEPENDENT ON THE DEPARTURE OF THE LAST FLIGHT OUT ON STAND 6. FLIGHTS WILL BE SCHEDULED TO ALLOW THE WORK TO START AT A REASONABLE TIME IN THE MORNING AND CONTINUE UNTIL THE END OF THE DAY.

GENERAL NOTES

- ALL CONSTRUCTION WORK AREAS THAT ARE AIRSIDE ARE SUBJECT TO THE RULES AND REGULATIONS FOR WORKING ON AIRSIDE AT AIRPORTS.
- VICTORIA AIRPORT AUTHORITY'S (VAA) AIRSIDE ESCORT REQUIRED AT ALL TIMES CONTRACTOR'S PERSONNEL ARE ON SITE. AIRSIDE ESCORT TO MONITOR GROUND CONTROL FREQUENCY 121.9 AT ALL TIMES ATC IS OPERATIONAL AND 119.7 WHEN ATC IS NOT OPERATIONAL.
- VAA AIRSIDE ESCORTS WILL PROVIDE POSITIVE VEHICLE CONTROL FOR CONTRACTOR WORK AREAS.
- AIRSIDE ACCESS FOR ALL WORK AREAS WILL BE THROUGH THE NON-PASSENGER SCREENING VEHICLE (NPSV) AS SHOWN ON THIS DRAWING AND DRAWING G-100.
- ALL CONTRACTOR VEHICLES AND EQUIPMENT TO BE EQUIPPED WITH AMBER ROTATING BEACONS.
- ALL SURFACES TO BE CLEANED AND RESTORED FOR AIRCRAFT USE BY END OF EACH WORK SHIFT.
- THE APRON WILL BE CONSIDERED OPERATIONAL ONLY WHEN AT LEAST THE FOLLOWING CONDITIONS HAVE BEEN MET:
 - ALL PERSONNEL, EQUIPMENT AND LIGHTS / BARRICADES REMOVED TO A SAFE DISTANCE FROM MANEUVERING SURFACES.
 - ALL DEBRIS AND MATERIAL HAVE BEEN REMOVED FROM THE OPERATING SURFACES.
 - ANY TEMPORARY MARKING, LIGHTING, OR BARRICADES REQUIRED TO DELINEATE RESTRICTED AREAS ARE PLACED.
- VAA'S AIRSIDE ESCORT SHALL REPORT TO THE AIR TRAFFIC CONTROL BY TELEPHONE OR RADIO AT THE END OF THE WORK SHIFT TO CONFIRM THAT THE APRON HAS BEEN INSPECTED BY THE RESIDENT INSPECTOR AND/OR THE MANAGER - INTEGRATED OPERATIONS CENTRE REPRESENTATIVE, AND ARE SUITABLE CONDITION FOR AIRCRAFT OPERATIONS.
- ALL EQUIPMENT SHALL BE RETURNED TO THE CONTRACTOR'S STAGING AREA AT THE END OF EACH WORK SHIFT.
- THE CONTRACTOR SHALL SUBMIT A SCHEDULE OF WORK TO THE VICTORIA AIRPORT AUTHORITY AND THE PROJECT MANAGER FOR APPROVAL PRIOR TO COMMENCING ANY WORK.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR CLEAN-UP INCLUDING PROVIDING EQUIPMENT AND PERSONNEL FOR CLEAN-UP.
- ANY PERSONNEL WORKING FOR THE CONTRACTOR OR SUBCONTRACTORS FOUND IN VIOLATION OF THIS POC OR RELATED AIRSIDE REGULATIONS SHALL BE REMOVED FROM AIRSIDE AND NOT ALLOWED TO RETURN.
- NO SMOKING OR VAPING IS PERMITTED AIRSIDE.
- CONTRACTOR TO NOTIFY AND SCHEDULE AIRSIDE ESCORTS FOR THEIR WORK A MINIMUM OF 7 DAYS IN ADVANCE AND BOOK AIRSIDE ESCORTS FURTHER IN ADVANCE WHEN POSSIBLE.
- A TEMPORARY ACCESS CORRIDOR FOR BAGGAGE CARTS SHALL BE MAINTAINED AT ALL TIMES WHEN WORKING IN WORK AREAS B AND C. ACCESS ROUTE TO BE DELINEATED WITH TRAFFIC CONES OR OTHER EFFECTIVE MEANS AND BE SUPPLIED BY SET UP, MAINTAINED, AND REMOVED BY THE CONTRACTOR FOR EACH SHIFT.

STAGE 2 - WORK AREA B

- WORK AREA B WILL BE AVAILABLE TO THE CONTRACTOR AS SHOWN IN THE WORK AREA AVAILABILITY TABLE PROVIDED ON THIS DRAWING.
- CONTRACTOR MUST NOTIFY THE AIRPORT OF THE INTENDED WORK DAYS / TIMES A MINIMUM OF 1 WEEK IN ADVANCE TO ALLOW FOR ADEQUATE TIME FOR OPERATIONS AND GATE PLANNING.
- WHEN WORK AREA B IS TAKING PLACE, WORK AREA C MUST REMAIN AVAILABLE TO AIRCRAFT DURING REGULAR SCHEDULED TIMES.
- WORK IN THIS AREA WILL REQUIRE THE FOLLOWING CLOSURES:
 - STAND 4
 - STAND 5
 - STAND 5A
- RUNWAY AND TAXIWAY OPERATIONS WILL NOT BE IMPACTED DURING THE WORK.

STAGE 2 - WORK AREA C

- WORK AREA C WILL BE AVAILABLE TO THE CONTRACTOR AS SHOWN IN THE WORK AREA AVAILABILITY TABLE PROVIDED ON THIS DRAWING.
- CONTRACTOR MUST NOTIFY THE AIRPORT OF THE INTENDED WORK DAYS / TIMES A MINIMUM OF 1 WEEK IN ADVANCE TO ALLOW FOR ADEQUATE TIME FOR OPERATIONS AND GATE PLANNING.
- WHEN WORK AREA C IS TAKING PLACE, WORK AREA B MUST REMAIN AVAILABLE TO AIRCRAFT DURING REGULAR SCHEDULED TIMES.
- WORK IN THIS AREA WILL REQUIRE THE FOLLOWING CLOSURES:
 - STAND 3

STAGE 2 - WORK AREA D

- WORK AREA D WILL ONLY BE AVAILABLE AT NIGHT BETWEEN THE HOURS SHOWN IN THE WORK AREA AVAILABILITY TABLE.
- CONTRACTOR MUST NOTIFY THE AIRPORT OF THE INTENDED WORK DAYS / TIMES A MINIMUM OF 1 WEEK IN ADVANCE TO ALLOW FOR ADEQUATE TIME FOR OPERATIONS AND GATE PLANNING.

STAGE 2 - WORK AREA E

- WORK AREA E IS DESIGNATED FOR PROVISIONAL WORK OF JOINT SEALANT REPLACEMENT ON ASPHALT JOINTS IN THIS AREA.
- WORK AREA E WILL ONLY BE AVAILABLE BETWEEN THE HOURS SHOWN IN THE WORK AREA AVAILABILITY TABLE.
- CONTRACTOR MUST NOTIFY THE AIRPORT OF THE INTENDED WORK DAYS / TIMES A MINIMUM OF 1 WEEK IN ADVANCE TO ALLOW FOR ADEQUATE TIME FOR OPERATIONS AND GATE PLANNING.
- WORK IN THIS AREA WILL REQUIRE THE FOLLOWING CLOSURES:
 - STAND 5
 - STAND 6

Revised Plan of Construction Operations



PLAN OF CONSTRUCTION OPERATIONS

Apron IV Joint Sealing Replacement 2024 Project

PROJECT NO. YYJ-6784

PRESENTED TO
VICTORIA AIRPORT AUTHORITY

APRIL 22, 2024
ISSUED FOR REVIEW – REV 1
FILE: YYJ-6784

This page intentionally left blank.

PLAN OF CONSTRUCTION OPERATIONS

Project Number: YYJ-6784
Project Names: Apron IV Joint Sealing Replacement - 2024
Project Location: Victoria International Airport, BC

Reviewed and Approved by:

Elizabeth Brown

President and CEO

Victoria Airport Authority

Signature

Date

Marc Turpin

Vice President, Planning

& Infrastructure

Victoria Airport Authority

Signature

Date

René Sheir

Director, Security and Terminal

Operations (or Designate)

Victoria Airport Authority

Signature

Date

Sandy Godwin

Director, Planning

& Engineering

Victoria Airport Authority

Signature

Date

TABLE OF CONTENTS

1.0	DESCRIPTION OF THE CONSTRUCTION PROJECT	1
1.1	Introduction	1
1.2	Sequence of Construction	1
1.3	Work Stages and Restrictions	2
2.0	CONSTRUCTION SCHEDULE	3
3.0	TYPES AND FREQUENCY OF AIR TRAFFIC	4
4.0	DISRUPTIONS TO AIR TRAFFIC	5
4.1	Airport Operations	5
4.2	Unscheduled Emergency Operations During Construction	5
5.0	POSITION AND HEIGHT OF EQUIPMENT (RELATIVE TO RUNWAYS AND TAXIWAYS)	5
6.0	WORK ADJACENT TO/ON RUNWAY/TAXIWAY	5
7.0	UN-SERVICEABILITY MARKINGS, BARRIERS AND LIGHTING TO BE PROVIDED	5
8.0	DISPLACED AND/OR RELOCATED THRESHOLDS	5
9.0	DECLARED DISTANCE DURING ALL PHASES	6
10.0	ACCESS CONTROL, VEHICLE OPERATIONS AND AIRSIDE ESCORTS	6
10.1	Aircraft Movement Restrictions	6
10.2	Vehicle Control and Access Requirements	6
11.0	COMMUNICATIONS PLAN	6
11.1	Responsibilities	6
11.1.1	Director, Planning and Engineering (VAA)	6
11.1.2	Director, Security and Terminal Operations (or Designate)	7
11.1.3	Manager-Integrated Operations Centre (M-IOC) – VAA	7
11.1.4	Resident Engineer – Consultant	8
11.1.5	Contractor	8
11.1.6	Airside Escorts – Paladin Security	9
11.1.7	NAV Canada – Tower Manager	9
11.2	Lines of Communication	9
11.2.1	Director, Planning and Engineering (VAA)	10
11.2.2	Director, Security and Terminal Operations (or Designate)	10
11.2.3	Manager-Integrated Operations Centre (M-IOC)	10
11.2.4	Resident Engineer – Consultant	10
11.2.5	NAV CANADA Tower Manager	10
11.2.6	Contractor	10
11.2.7	Airline Operators, Tenants, and Major Users	11
11.2.8	Construction Meetings	11

11.2.9 Reporting Systems 11
11.2.10 Public Awareness Program 11

12.0 NOTAM (AS PER THE NOTAM PROCEDURE MANUAL)..... 12

13.0 SECURITY AND SAFETY 12

13.1 Security 12
 13.1.1 Airside Escort..... 12
 13.1.2 Responsible Personnel..... 12
13.2 Safety 13
13.3 Safety Management System (SMS) 13

ANNEXES

Annex 1 LINES OF COMMUNICATION CHART
Annex 2 CONTRACTOR AIRPORT ORIENTATION
Annex 3 FLIGHT SCHEDULE
Annex 4 PLAN OF CONSTRUCTION OPERATIONS DRAWING

DISTRIBUTION OF PLAN OF CONSTRUCTION OPERATIONS

VAA:	Vice President, Planning & Infrastructure Director, Planning & Engineering Electrical Supervisor Director, Security and Terminal Operations Maintenance Supervisor Operations Officer
External:	NAV CANADA Tower Manager Civil Aviation, Aerodromes - Transport Canada Government of Canada
Contractor:	TBD
Engineer:	Tetra Tech Canada Inc.

1.0 DESCRIPTION OF THE CONSTRUCTION PROJECT

1.1 INTRODUCTION

This Plan of Construction Operations (PCO) has been developed to ensure that aircraft operations and passenger services continue in a safe manner during the 2024 Apron IV Joint Sealant Replacement Project.

Work under this PCO includes two distinct Stages of work: (1) Stand 6 Concrete Infill; and (2) removal and replacement of the joint sealant on the west half of Apron IV concrete panels.

Work for this project will occur in two stages: May/June 2024 (Stage 1) and June/July 2024 (Stage 2), separated into four work areas. Each area described in the Section 1.2 below.

1.2 SEQUENCE OF CONSTRUCTION

The sequence of construction may change depending on proposals from the successful contractor however, the project scope is as follows:

1. Contractor mobilization.
2. **Stage 1 – Stand 6 Rehabilitation.** This Stage is shown as Work Area A on drawing G-101 and includes work on Stand 6. This involves full closure of **this stand** for a period of up to 4 weeks. Existing asphalt at the parking stand will be removed and replaced with concrete topping panels (over existing underlying concrete). A period of 14-28 days of curing time will be required prior to allowing aircraft back on this stand. The concrete joints will also be widened and sealed.
3. **Stage 2 – West Half of Apron IV Joint Sealant Replacement.** This work is split into four different work areas:
 - a. **Work Area B.** Work Area B includes the area around Stands 4 and 5. Work in this area will occur in June or July 2024 and will include removing existing joint sealant along the concrete/concrete and some of the concrete/asphalt joints, widening the joints as required and resealing the joints, and completing spall and crack repairs.
 - b. **Work Area C:** Work Area C includes the areas around Stand 3. Work in this area will occur in June or July 2024 and will include the removal of existing joint sealant along the concrete/concrete joints, widening the joints as required and resealing the joints.
 - c. **Work Area D:** Work Area D is the area North of Stands 3, 4 and 5, and its edge is past the tail of the aircraft when they are parked on these stands. Work in this area will occur in June or July 2024 and will include the removal of existing joint sealant along the concrete/concrete joints, widening the joints as required, resealing the joints, and completing spall and crack repairs.
 - d. **Work Area E:** Work Area E is the area around and South of Stand 6 (along the lower terminal building) that has an asphalt overlay. This work is provisional, but if it were to proceed, the work would occur in June or July 2024. Work will include removal of existing joint sealant along the asphalt/asphalt joints, widening the joints as required and resealing the joints.
4. Contractor demobilization and cleanup.

1.3 WORK STAGES AND RESTRICTIONS

Construction is split into two stages (Stage 1 and 2) and five work areas (Work Area A, B, C, D and E) as shown on PCO drawings G-101 and G-102. Stage 1 work is to be completed prior to the start of Stage 2 works. No circuit closures are required for the work, however, various iterations of Stands 3, 4, 5, 5A and 6 will be closed depending on the time of day and which work area the Contractor is working in. A temporary access corridor for baggage carts will need to be maintained throughout the work in Work Areas B and C, and a clear pedestrian walkway from Stand 7 to the west walkway of the lower hold room will need to be maintained around Work Area A.

Construction in Work Areas A, B and C will be daytime work and construction in Work Areas D and E will be night time work. Work will be completed Monday to Saturday. Work Area B and C cannot occur at the same time; when work is completed in Work Area B, Work Area C must remain open to scheduled aircraft (06:00 – 00:00), and when work is completed in Work Area C, Work Area B must remain open to scheduled aircraft (06:00 – 00:00). Some of the work areas’ availability is dependent on the last departure of the day (from specific stands) or arrival of the last aircraft parking overnight on the Apron. Work Area requirements and approximate availability hours are summarized in the Table below.

Day	Area A Available	Area B Available*	Area C Available**	Area D Available^	Area E Available^^
Monday	Stand 6 closed until work is complete.	00:00 – 23:00	00:00 – 23:00	00:00 – 06:00	00:00 – 06:00
Tuesday		00:00 – 23:00	00:00 – 23:00	00:00 – 06:00	00:00 – 06:00
Wednesday		00:00 – 23:00	00:00 – 23:00	00:00 – 06:00	00:00 – 06:00
Thursday		00:00 – 23:00	00:00 – 23:00	00:00 – 06:00	00:00 – 06:00
Friday		00:00 – 23:00	00:00 – 23:00	00:00 – 06:00	00:00 – 06:00
Saturday		00:00 – 23:00	00:00 – 23:00	00:00 – 06:00	00:00 – 06:00

Notes: The work area availability start time shown in this table is approximate.

* Work in Area B and C must not occur at the same time. Work Area C must remain open to scheduled aircraft (06:00 – 00:00) during work in Work Area B. Availability of Work Area B is dependent on the departure of the last flight out for the day on Stands 4 and 5. Flights will be scheduled to allow the work to start at a reasonable time in the morning and continue until the end of the day.

** Work in Area B and C must not occur at the same time. Work Area B must remain open to scheduled aircraft (06:00 – 00:00) during work in Work Area C. Availability of Work Area C is dependent on the departure of the last flight out for the day on Stand 3. Flights will be scheduled to allow the work to start at a reasonable time in the morning and continue until the end of the day.

Day	Area A Available	Area B Available*	Area C Available**	Area D Available^	Area E Available^^
^	Availability of Work Area D is dependent on the arrival of the last aircraft to be parked on the west side of the apron, which generally arrives around 00:00.				
^^	Availability of Work Area E is dependent on the departure of the last flight out on Stand 6. Flights will be scheduled to allow the work to start at a reasonable time in the morning and continue until the end of the day.				

The Contractor will be required to schedule the work to optimize the time available in Work Areas B, C and D and E to prevent any standby time.

In Work Area A, Stand 6 will be closed until the work is completed.

In Work Area B, Stands 4, 5 and 5A will be closed during the work and reopened daily at the end of the work shift.

In Work Area C, Stand 3 will be closed and reopened daily at the end of the work shift.

In Work Area D, aircraft will be parked on some configuration of Stands 3, 4, 5 and 6. The work shift will end prior to the first departure in the morning.

In Work Area E, Stand 6 will be closed during the work and reopened daily at the end of the work shift.

Each work area will be delineated with low-profile barricades complete with steady burning red lights as detailed on the PCO drawings and in Section 7.0 below.

All work areas will require an **Airside Escort** and will access the work area through the NPSV.

2.0 CONSTRUCTION SCHEDULE

The following completion dates are envisioned in the execution of the work:

Request for Tenders	April 11, 2024
Pre-Tender Meeting Site Visit	April 18, 2024
Tender Close	May 2, 2024
Evaluation and Recommendation	May 7, 2024
Award Construction	May 10, 2024
Pre-construction Meeting	May 15, 2024
Commence 2024 Construction	May 27, 2024
Substantial Completion	August 31, 2024

The work will be carried out such that interference with normal airport operations is minimized. Any unavoidable interruptions will be agreed to in advance with the Director, Security and Terminal Operations (or Designate) and special notice will be issued to facility users.

Reduced Visibility Operation Procedures (RVOP) shall apply to all stages of the airside work. When RVOP weather conditions are met, airport operations will ensure construction work in these areas is halted and workers are removed from airside.

The work stages for this project are as follows (Refer to Annex 5 for Plan of Construction Operations Drawings.):

Estimated Work Schedule - Victoria International Airport

Scope of Work	Estimated Duration	Closures / Restrictions	Shift Times
Stage 1	4 weeks	See Section 1.3 above	See Section 1.3 above
Stage 2	3 weeks	See Section 1.3 above	See Section 1.3 above
Total Duration	Approx. 7 Weeks		

Notes: Contractor is to request Work Area closures a minimum of 7 days in advance for scheduling purposes. Closures will be subject to weather conditions.

Schedule is estimated and will be determined once a contractor has been awarded.

Proposed Work Plan

The Contractor should submit a Baseline Schedule of Work to Victoria Airport Authority and the Project Manager for approval prior to commencing any work.

The Contractor’s work plan shall be in accordance with the PCO for this project as listed above, and as detailed in this document.

All equipment shall be returned to the Contractor’s Staging Area at the end of each work shift. All manoeuvring surfaces must be cleaned and free of Foreign Object Debris (“FOD”) prior to the end of each work shift. All surfaces must be made safe.

3.0 TYPES AND FREQUENCY OF AIR TRAFFIC

Scheduled Arrivals/Departures	Start of Air Traffic	End of Air Traffic
First/Last aircraft to arrive or depart daily from Stands 3, 4, 5, 5A, 6	06:00 departure	23:35 arrival

Start and end of air traffic times shown above are the earliest and latest flights currently scheduled for May 27, 2024, to July 31, 2024. This is not based on the fantasy schedule for each individual Stand, so it may be subject to change. See full anticipated flight schedule attached in Annex 4.

In the event of poor weather resulting in low visibility, construction will not proceed on the apron.

4.0 DISRUPTIONS TO AIR TRAFFIC

4.1 AIRPORT OPERATIONS

Note: With the exception of operational impacts noted above, airport operations are to be maintained for the duration of this project. All work is to be scheduled in an effective and timely manner in order to minimize disruption to airport operations.

4.2 UNSCHEDULED EMERGENCY OPERATIONS DURING CONSTRUCTION

In the event that facilities are required for an emergency, the Airside Escort will perform a Surface Inspection of aircraft requested manoeuvring surfaces if impacted by the current construction and verify they are acceptable before declaring the surface safe for aircraft operation. The results of the inspection will be communicated to NAV CANADA immediately upon completion.

5.0 POSITION AND HEIGHT OF EQUIPMENT (RELATIVE TO RUNWAYS AND TAXIWAYS)

Equipment up to 8 m in height will be used for construction within the areas of construction. At this height, equipment will not penetrate the OLS surfaces of active Runway 03-21, Runway 14-32 and Runway 09-27 during construction operations. An **Airside Escort** will be present for all work completed airside. The **Contractor** shall work within these restrictions.

6.0 WORK ADJACENT TO/ON RUNWAY/TAXIWAY

The Runways and Taxiways will not be impacted during this project.

7.0 UN-SERVICEABILITY MARKINGS, BARRIERS AND LIGHTING TO BE PROVIDED

Low-profile barricades complete with steady burning red lights placed at 2.0m spacing between barricades will be used to delineate closures for the apron stands. **These will be provided by VAA** and will be secured using sandbags provided by the **Contractor**. Low profile barricades will be placed along the edge of the work areas in locations that will not impact the operations on the active stands outside of the work area.

An access corridor for baggage carts will remain available throughout the work shifts. In Work Areas B and C, the access route will be temporarily moved and delineated with traffic cones or other effective means in the location shown on PCO drawing G-102. A clear pedestrian walkway from Stand 7 to the west walkway of the lower hold room will need to be maintained for Work Area A, delineated with traffic cones or other effective means.

8.0 DISPLACED AND/OR RELOCATED THRESHOLDS

There will be no displaced or relocated thresholds during this project.

9.0 DECLARED DISTANCE DURING ALL PHASES

Declared distances during construction will not change.

10.0 ACCESS CONTROL, VEHICLE OPERATIONS AND AIRSIDE ESCORTS

10.1 AIRCRAFT MOVEMENT RESTRICTIONS

Movement is restricted as follows are detailed in Section 1.2 and 1.3.

10.2 VEHICLE CONTROL AND ACCESS REQUIREMENTS

Airside Escorts will be provided by Paladin. These activities are further defined in Section 13 – Security and Safety.

Movement of Contractor's personnel and equipment is restricted on the airside side of the security fence. Contractor's personnel and equipment will require an Airside Escort for all movements in these areas.

Contractor's personnel and equipment must be escorted by an Airside Escort at all times. Contractor's personnel must obey directions given by the Airside Escort at all times without delay. Contractor personnel who disregard directions given to them by the Airside Escort will be subject to immediate removal from the site for the duration of the project.

See the drawings in Annex 5 for airside gate access points depending on the Stage of Work.

11.0 COMMUNICATIONS PLAN

11.1 RESPONSIBILITIES

The following are the basic responsibilities of those directly involved in the project, during construction:

11.1.1 Director, Planning and Engineering (VAA)

The Director, Planning and Engineering is responsible for the following:

- Obtaining approvals from Vice President, Planning & Infrastructure as required for changes to approved project scope, schedule, and budget.
- Providing leadership in resolving conflicts between operational and technical details which surface during construction.
- Recommending project funding or cash flow changes when required.
- Coordinating VAA participation in Acceptance Inspections and recommending acceptance of the project.
- Resolving any operational problems identified by the Director, Security and Terminal Operations (or Designate).
- Administering the Construction and Construction Inspection contracts.
- Recommending change orders for approval.

- Approving progress payments.
- Preparing cash flow projections on a regular basis, estimating variances and carry-overs.
- Reviewing production in comparison to project schedule.
- Accepting completed contract works on behalf of Victoria Airport Authority.
- Ensuring that project as-built drawings and Operation and Maintenance Manuals are prepared and have been received.
- Ensuring that the record plans are updated.
- Advising the Resident Engineer of any operational or safety concerns that arise during the project.
- Participating in the acceptance of the completed work as a contracting representative.

11.1.2 Director, Security and Terminal Operations (or Designate)

- Advising aircraft operators of the construction schedule updates and operating procedures for the various phases of work.
- Advising the Resident Engineer of any operational, safety or security concerns that arise during the project.
- Advising the NAV Canada - Tower Manager or Supervisor of every change in the construction schedule which might impact their primary responsibilities.
- Arranging and Supervising Airside Escorts.
- Participating in the acceptance of the completed work as the operational representative.

11.1.3 Manager-Integrated Operations Centre (M-IOC) – VAA

The M-IOC is responsible for the following:

- Daily shift coverage to support day-to-day operations of the airport (05:00-22:00 On-Site and 22:00-05:00 On-Call Daily).
- Primary airport management representative for the resolution of operational issues, emergencies, and incidents.
- Distribute daily operations bulletin to all airport stakeholders at 08:00 summarizing day-of operations, airport related planned maintenance or outages, construction project updates, and any other information that may affect YYJ operations.
- Facilitate one daily Operations briefing at 07:30 for all airport stakeholders, emergency responders, and tenants.
- Resolving any operational problems identified by the Director, Planning and Engineering.
- Advising aircraft operators of the construction schedule updates and operating procedures for the various phases of work.
- Advising the Resident Engineer and Director, Security and Terminal Operations (or Designate) of any operational or safety concerns that arise during the project.

- Advising the NAV Canada - Tower Manager or Supervisor of every change in the construction schedule which might impact on their primary responsibilities.
- Provide construction surveillance and monitoring throughout the project with a view to controlling:
 - FOD prevention;
 - security;
 - regulatory compliance;
 - safety; and
 - bird and wildlife control.

11.1.4 Resident Engineer – Consultant

The Consultant’s Resident Engineer will be accountable to the Project Manager and is responsible for the following:

- Periodic monitoring of construction progress, quantity, and quality of construction materials and inspection performance.
- Coordinating the construction work through the Contractor.
- Advising the Director, Planning and Engineering and the Director, Security and Terminal Operations (or Designate) of any problems, proposed changes to the contract, and safety or security concerns related to the project.
- Ensuring that the Contractor complies with all airport safety, security, and operational requirements for the project at all times.
- Meeting with the Contractor each day to inspect the site and to review operational, safety, security concerns, and schedule.
- Identifying site problems, determining, and evaluating alternatives, and recommending solutions to the Director, Planning and Engineering.
- Quality control and assurance.
- Participating in the acceptance of the completed work as an operational representative.
- Implementing systems and procedures to ensure proper inspection and testing of the work.
- Identifying site problems, determining, and evaluating alternatives, and recommending solutions to the Project Manager.
- Scheduling interim and final acceptances and preparing deficiency lists.
- Auditing measurement for payments items and preparing a summary of the results.

11.1.5 Contractor

The Contractor is responsible for the construction work on the project as specified in the contract. The following requirements for the Contractor are mandatory and will be incorporated into the contract documents.

- Delineate the work areas with low-profile barricades (provided by VAA) as shown on the drawings or as directed by VAA.
- Delineate the temporary access corridor for baggage carts using traffic cones or other effective means (provided by the Contractor) as shown on the drawings or as directed by VAA.
- Keep and delineate a clear pedestrian walkway from Stand 7 to the west walkway of the lower hold room using traffic cones or other effective means (provided by the Contractor) as shown on the drawings or as directed by VAA.
- Coordinate with Airside Escort Scheduler from Paladin.
- Schedule the work to optimise the time available in Work Areas B, C, D and E to prevent any standby time.
- Security regulations are to be strictly followed.
- Vehicular traffic regulations are to be strictly followed.
- Directions from the Airside Escort staff are to be strictly followed.
- Ensuring that Contractor's staff follows operational directions provided by the Director, Security and Terminal Operations (or Designate).
- Provide list of all employees that will require temporary Documents of Entitlement.
- All private vehicles, materials, and non-working equipment are to be located in the Contractor's assigned area.

11.1.6 Airside Escorts – Paladin Security

The Airside Escort is responsible for ensuring airside security requirements are met during construction, as specified, and required by VAA.

- Coordinate with the Contractor and inform up to date escort allocation.
- Should Paladin Security not be able to meet required escort allocation, they are to inform Director, Security and Terminal Operations (or Designate) to supplement with VAA staff.

11.1.7 NAV Canada – Tower Manager

- Ensuring operational directives issued by the Director, Security and Terminal Operations (or Designate) are followed in accordance with Air Traffic Control Tower operational procedures.
- Advising air traffic of operational restrictions and limitations regarding airport facilities.
- Meeting with Director, Security and Terminal Operations (or Designate) and attending meetings, as required, to be kept informed of current construction stages and how they impact on air traffic using the airport.
- Providing an advisory service to the Director, Security and Terminal Operations (or Designate) with respect to weather and changing weather conditions.

11.2 LINES OF COMMUNICATION

The following is a summary of communication procedures relating to the project implementation stage.

11.2.1 Director, Planning and Engineering (VAA)

The Director, Planning and Engineering, will liaise with the Director, Security and Terminal Operations (or Designate), and senior VAA representatives as required to obtain approvals for necessary changes to the approved project scope, schedule and budget, and to co-ordinate VAA commissioning and acceptance of the project work.

The Director, Planning & Engineering is also responsible for implementation of the project and ensuring compliance with VAA requirements, policies and procedures. The Director, Planning & Engineering will liaise with the Resident Engineer and Director, Security and Terminal Operations (or Designate) to resolve operational or security concerns.

11.2.2 Director, Security and Terminal Operations (or Designate)

The Director, Security and Terminal Operations (or Designate) is to deal directly with the Director, Planning and Engineering concerning operational issues related to the project.

11.2.3 Manager-Integrated Operations Centre (M-IOC)

The M-IOC is responsible is to deal directly with the Resident Engineer – VAA and Director, Security and Terminal Operations (or Designate) regarding operational issues related to the project and ensuring airport stakeholders are notified of operational impacts.

The M-IOC will liaise with the Resident Engineer – Consultant, Director, Planning and Engineering, NAV CANADA Tower Manager, and Airside Escorts as required to keep them informed of status updates, concerns, or operational problems.

11.2.4 Resident Engineer - Consultant

The Resident Engineer is to respond to operational concerns made known to him by the Director, Security and Terminal Operations (or Designate). The Resident Engineer will direct the Contractor accordingly. If there are problems the Resident Engineer cannot resolve, the Resident Engineer is to advise the Director, Security and Terminal Operations (or Designate) and Director, Planning and Engineering.

The Resident Engineer will keep the Airside Escort informed as to whether or not the weather conditions are operationally acceptable for construction activities to occur.

The Resident Engineer will liaise with the Director, Security and Terminal Operations (or Designate) and Director, Planning and Engineering.

The Resident Engineer will advise the Director, Planning & Engineering and the Director, Security and Terminal Operations (or Designate) of contractual concerns or proposed changes to the work.

11.2.5 NAV CANADA Tower Manager

The Air Traffic Control Tower Manager or their designate will liaise with the Director, Security and Terminal Operations (or Designate) on all matters relating to air traffic control and airside safety.

11.2.6 Contractor

Safety and security are paramount at the airport site. The Contractor will assume full responsibility for all construction workers, including sub-contractors.

The Contractor is responsible for implementation of the construction contract in accordance with all of its terms and conditions, including this Plan of Construction Operations. The Contractor will inform the **Resident Engineer** of any contractual, operational, or safety concerns.

At the direction of the Director, Security and Terminal Operations (or Designate), immediately remove any Contractor personnel from the project as a result of safety or security violations.

11.2.7 Airline Operators, Tenants, and Major Users

All airline operators, tenants and major users are to make their operational concerns known to the Director, Security and Terminal Operations (or Designate) and Director, Planning and Engineering.

11.2.8 Construction Meetings

11.2.8.1 Daily

Operational procedure communications will be facilitated daily as required, initiated by the Director, Security and Terminal Operations (or Designate) or the Resident Engineer. The Contractor's Superintendent and Director, Security and Terminal Operations (or Designate), or M-IOC, and Resident Engineer will discuss the previous work schedule and any issues or concerns arising from that schedule, the planned daily construction activities, and ongoing safety or operational concerns. The frequency of these communications may be reduced at the discretion of the Director, Security and Terminal Operations (or Designate) (except as below).

11.2.8.2 Weekly

Overall construction progress meetings will be scheduled on a weekly basis, chaired by the Resident Engineer or Director, Planning & Engineering (as required). These meetings will be used to review construction progress, scheduling, changes to construction methods, and general safety and operational procedures. The Director, Security and Terminal Operations (or Designate), Director, Planning & Engineering (as required), Resident Engineer, M-IOC, and the Contractor's Superintendent will attend.

11.2.9 Reporting Systems

11.2.9.1 Site Instructions

The Director, Security and Terminal Operations (or Designate) is to issue site instructions to the Resident Engineer verbally and confirmed in writing with a copy to the Director, Planning and Engineering, to revise safety or operations procedures as required.

11.2.9.2 Weekly Summary

Reports will be prepared by the Resident Engineer and transmitted to the Director, Planning & Engineering electronically.

11.2.9.3 Weekly Construction Meeting Minutes

These will be prepared by the Resident Engineer and copied to all in attendance.

11.2.10 Public Awareness Program

A public awareness program, including information signs at the airport site and advertisements in the newspapers, may be implemented to increase the public awareness and solicit their patience during the construction period.

12.0 NOTAM (AS PER THE NOTAM PROCEDURE MANUAL)

No NOTAMs will be published for the work since all the construction work is on the Apron.

13.0 SECURITY AND SAFETY

Life safety, prevention of injury to our employees and customers, and protection of the environment shall be given the highest priority throughout the airport.

All persons on airside of the security fence must have duly authorized **Documents of Entitlement**. All persons, equipment, and vehicles permitted airside of the security fence by virtue of doing work under this project must remain under the direct control of the Airside Escort at all times. All persons, equipment, and vehicles permitted airside of the security fence by virtue of doing work under this project must remain within the indicated work areas and access routes. No private cars will be permitted airside of the security fence except as authorized by the Director, Security and Terminal Operations (or Designate). No person will be permitted airside except during approved scheduled working hours without the specific authorization of the Director, Security and Terminal Operations (or Designate).

13.1 SECURITY

13.1.1 Airside Escort

For all work on airside areas controlled by the Tower, including areas closed to aircraft operations, liaison between the Air Traffic Control Tower and the work crews will be provided by an Airside Escort. Paladin will provide this person.

The Airside Escort will control the activities of the Contractor's personnel and equipment and the inspection staff. For work on airside areas controlled by the Tower, the Airside Escort will maintain radio contact with the Air Traffic Control Tower and rigidly enforce the controller's instructions.

An Airside Escort will be at each access control point to control access to restricted areas of the airport, including the daily issue and recovery of Documents of Entitlement, when applicable. The Paladin Airside Escort will provide this service. It is the Contractor's responsibility to schedule work to allow for the issuing and recovery of the Documents of Entitlement.

During this project, 1 D permit escort is required at all times during construction.

13.1.1.1 Escort Vehicle

Paladin will provide the construction escort vehicle.

13.1.2 Responsible Personnel

Contractor to provide the Director, Security and Terminal Operations (or Designate) with a list of Consultant and Contractor's responsible personnel who may be contacted after working hours in case of emergency.

13.2 SAFETY

The Victoria Airport Authority Safety Policy States:

“Life safety, prevention of injury to our employees and customers, and protection of the environment shall be given the highest priority throughout our airport”

All contractor vehicles shall be equipped with operational orange strobe or rotating beacons, or must use 4-way flashers at all times if under escort.

Safety of aircraft, passengers and the public are paramount and shall not be jeopardized during this project. Activities or actions that may impact safety of operations must be reported immediately to the Director of Airside Operations or the Manager of Safety.

Project work airside requires that a report be made to the Control Tower Supervisor by telephone or radio daily to confirm aircraft maneuvering surfaces have been inspected by the Director of Airside Operations or his designate and are suitable for aircraft operations.

VAA Airside Operations Director, VAA Planning and Engineering Director, VAA Manager of Safety and/or the VAA Resident Engineer has authority to issue a “stop work order”.

All Contractor personnel are to become thoroughly familiar with the contents of VAA's 'Contractor Orientation' document. Each individual will sign the declaration form acknowledging that they have read and understood the contents and agree to abide by the conditions it represents.

For further details, refer to the full Victoria Airport Authority Construction Operational Safety and Security document provided in Annex 3.

13.3 SAFETY MANAGEMENT SYSTEM (SMS)

Victoria Airport Authority has a Safety Management System in place based on a non-punitive reporting policy. Contractors and their employees will familiarize themselves with this policy and report all safety related incidents, accidents, and hazards to VAA through its SMS reporting process. This process allows for safety related incidents, accidents and hazards to be reported to VAA's Safety Administrator at safety@victoriaairport.com or anonymously via the internet at www.victoriaairport.com/submit-safety-concern or through access to the main Victoria Airport Authority webpage at www.victoriaairport.com. There is a link under the 'Contact' tab for submitting a safety concern.

All incidents, accidents, or hazards reported through the airport's Safety Management System will be subject to a VAA managerial review and investigation.

VAA Non-punitive Reporting Policy

Effective safety management is the result of input from all levels of the corporation and VAA's Board and Management team rely on employee and contractor input to continue improving the Safety Management System. Therefore, this SMS is based on non-punitive interaction between VAA and its employees.

Employees and contractors are required to report any safety hazard, condition, or incident to their supervisors or the Safety Administrator and may do so without fear of disciplinary action provided the hazard, and condition or incident does not involve willful negligence, criminal intent or the use of illicit substances. Employees and

contractors are encouraged to use the Safety Hazard Report Forms available in the workplace or on-line at **VAA's website as shown above.**

Supervisors and managers are required to respond to these reports and take immediate action to investigate and analyze all reports. Copies of all Safety Hazard reports are forwarded to the Safety Administrator for filing and follow-up.

Some employees or contractors may wish to report an unsafe condition or practice anonymously and may file their reports directly to the Safety Administrator for action. Every report received in this manner will respect the sender's anonymity and no attempt will be made to identify the sender.

APPROVAL OF PLAN CONSTRUCTION OPERATIONS

PROJECT:

YYJ APRON IV JOINT SEALING REPLACEMENT PROJECT - 2024

AIRPORT NAME:

Victoria International Airport

AIRPORT OPERATOR and CERTIFICATE HOLDER:

Victoria Airport Authority

AIRPORT MANAGER:

Geoff Dickson

CERTIFICATE NUMBER:

TA 5151-P170

DATE OF ISSUE:

24 February 2011

I undertake to meet the obligations set out in this plan of construction; and I hereby certify that the information in this plan is complete and accurate and no relevant information has been omitted.

Date (Y-M-D)

Signature of Airport Operator/Certificate Holder

This Plan of Construction Operations Manual/Amendments is approved

Date (Y-M-D)

For Minister of Transport

INTENTIONALLY LEFT BLANK

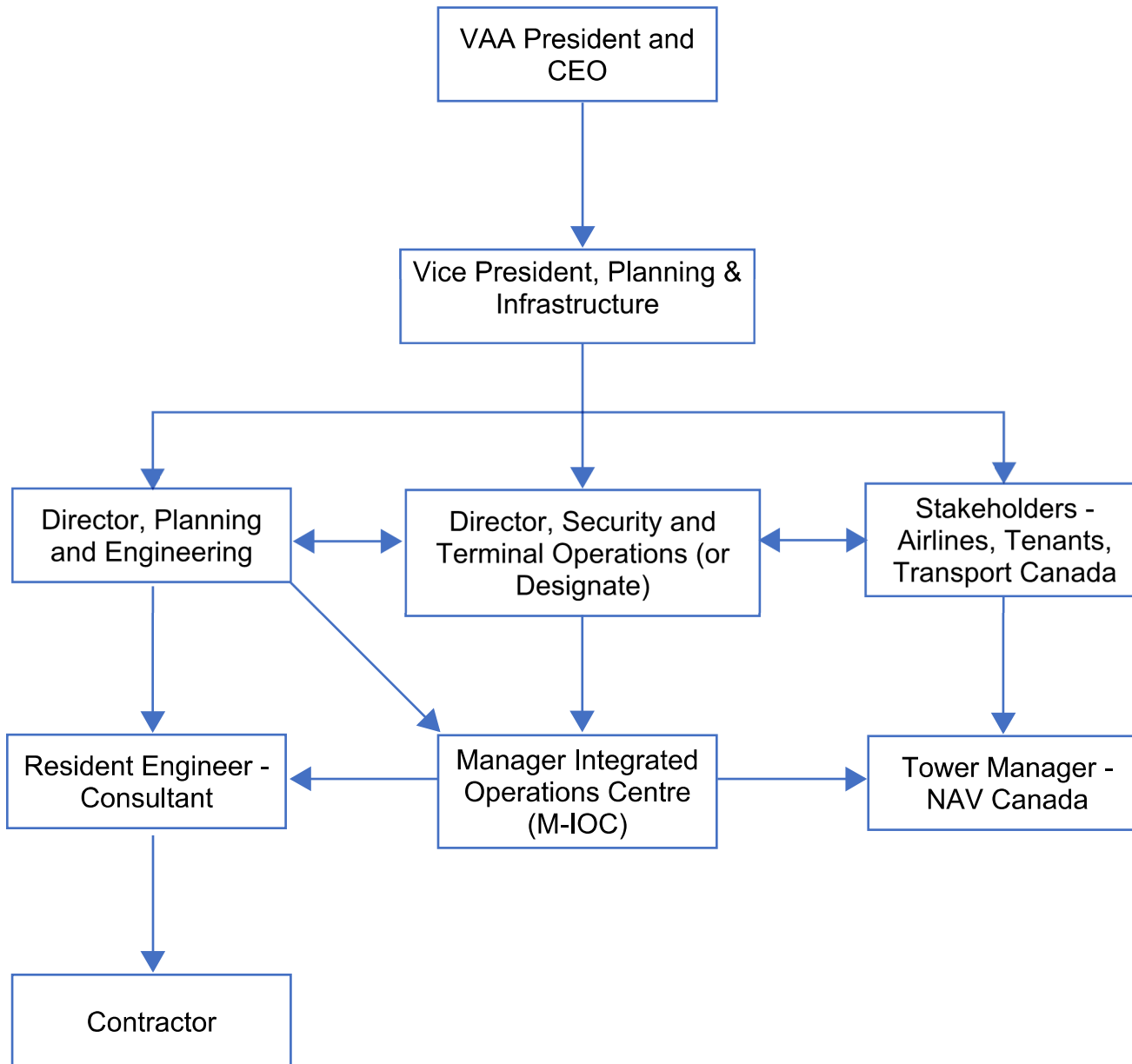
ANNEX 1

LINES OF COMMUNICATION CHART

INTENTIONALLY LEFT BLANK

ANNEX 1

Lines of Communications Chart



INTENTIONALLY LEFT BLANK

ANNEX 2

CONTRACTOR AIRPORT ORIENTATION

INTENTIONALLY LEFT BLANK

From: Lars Olsson, Director, Airside Operations and Safety
René Sheïr, Director, Security and Terminal Airside Operations

Subject: Construction Operational Safety and Security

VAA SAFETY POLICY:

“YYJ’s highest priority is to provide a safe operation environment for our employees, customers, aircraft operations, air transport users, and our neighboring communities.”

The Victoria Airport Authority maintains a Safety Management System that is based on non-punitive interaction between the VAA and its contractors. Safety Management is the result of input from all levels of the corporation.

Process:

ALL contractors are required to report any safety hazard, condition or incident to their supervisors or the Safety Administrator and may do so without fear of disciplinary action provided the hazard, and condition or incident does not involve willful negligence, failure to report known unsafe conditions or accidents, criminal intent, or the use of illicit substances.

Procedure:

The Safety Administrator may be contacted at: safety@victoriaairport.com or anonymously via the internet at [Airport Operations and Safety - Victoria Airport Authority](#) or through access to the main Victoria Airport Authority webpage at www.victoriaairport.com. There is a link under the “Community” tab called “**Airport Operations and Safety**” where a concern may be submitted.

All contractors engaged in work within the confines of the Victoria International Airport shall comply with all the elements of the Victoria Airport Authority Safety Management System plan and are accountable for their actions and the actions of their employees and sub-contractors.

Contractors shall:

- Follow established safe work procedures.
- Immediately remove or rectify any unsafe condition wherever possible.
- Report ALL accidents, incidents, hazards, or otherwise unsafe conditions to the VAA Management team as noted above in a timely manner.
- Familiar themselves with this plan prior to commencing work.
- Liaise with VAA Management team throughout the duration of their work.

All electronic reports are recorded into the reporting system, each with a unique number, and are reviewed frequently. The Victoria Airport Authority is required to respond to these reports and take action to investigate and analyze all reports.

Some employees may wish to report an unsafe condition or practice anonymously and may file their reports directly to the Safety Administrator for action. Every report received in this manner will respect the sender's anonymity and no attempt will be made to identify the sender.

Contractors' Employees must be trained for the tasks assigned and no employee will be disciplined for refusing to undertake a task in which they lack, or perceive they lack sufficient training. Any contractor employee believing they have not received adequate training, or lack the expertise or experience required to safely conduct their assigned duties should discuss their concerns with their supervisor.

Understanding and Acceptance:

This non-punitive reporting policy forms the backbone of the VAA Safety Management System and therefore it is imperative that the policy be understood and accepted by all. The Safety Administrator shall reinforce the non-punitive policy through a constructive attitude, timely corrective actions and positive feedback for every safety submission received.

Safety:

1. All persons shall wear day glow safety vests with reflective tape or striping meeting CSA Z96 Class 2 standards.
2. All persons shall remain within delineated boundaries of project.
3. Absolutely no smoking Airside.
4. All contractor vehicles operating airside shall be equipped with operational orange strobe or rotating beacons. If beacons are not available, vehicles must activate 4-way flashers.
5. Contractors are responsible for first aid, however incidents requiring an ambulance MUST be coordinated with the Airside Escort for airside projects or directly with Security at 250-953-7511 for groundside projects.
6. No open flame unless pre-authorized with a hot work permit. The Victoria Airport Fire Department issues hot work permits. They can be reached at 250-953-7568. All hot work must be coordinated with the Airside Escort for airside projects or directly with the Fire Department for groundside projects.
7. VAA Airside Operations Director, VAA Facilities Director, VAA Manager of Safety and/or the VAA Resident Engineer has authority to issue a "stop work order".
8. Safety of aircraft, passengers and the public are paramount and shall not be jeopardized during this project. Activities or actions that may impact safety of operations must be reported immediately to the Director of Airside Operations or the Manager of Safety.
9. All debris such as sandwich wrappers, coffee cups, pizza boxes and pop cans shall be disposed of in appropriate containers. Any such debris represents the potential to cause "Foreign Object Damage" to aircraft. This debris is referred to as "FOD". Maintaining the airfield in a FOD-free state is a top priority for airfield operations and is a shared responsibility for anyone on airport property including yourself.
10. Project work airside requires that a report be made to the Control Tower Supervisor by telephone or radio daily to confirm aircraft maneuvering surfaces have been inspected by the Director of Airside Operations or his designate and are suitable for aircraft operations. Airport Maintenance Supervisor or Firehall would contact the Control Tower.
11. Contractors shall provide portable toilet facilities near the area of the work. For airside projects this is required to avoid unnecessary vehicle traffic on the runways and taxiways.
12. The attached 'Airside Operations Work Area' map will be used to describe the location of work areas both for yourself and for your escort when working airside. Staff in the Control Tower directing ground traffic will be using the same map.

Security:

1. All personnel working in the restricted area shall be issued and sign for a General-Purpose Temporary Pass. The pass shall be returned to security at the end of the working day. Truck drivers leaving airside are not required to return the pass on exiting, however on their last exit their pass shall be returned. The General-Purpose Temporary Pass is to be worn on the outer clothing and above the waistline.
2. Anyone losing a pass may not return to the work site in a restricted area until such time as the pass is replaced by airport security. A fine not exceeding \$100 may be levied at the Airport Authorities discretion for lost passes.
3. Airside Escort will be provided by VAA to provide liaison between Tower and construction personnel.
4. Vehicles shall not leave the designated (barricaded) work site unless escorted by a VAA escort vehicle.
5. Private vehicles shall not enter the restricted area; secure designated parking may be provided by the VAA.
6. Construction personnel shall not enter the restricted area except during scheduled working hours, and then only with the specific authorization of the VAA.
7. Contractors and employees shall not mingle, shake hands, or make any other physical contact with travelling passengers. This may result in their immediate removal from the worksite.

Airport Movement Areas:

1. **Runways** are used for aircraft takeoff and landing. The runways at Victoria International Airport are 09-27, 14-32 and 03-21. If you add a "0" to the runway you are able to determine its magnetic direction to the nearest 10 degrees (i.e. Runway 09-27 has a magnetic heading of approximately 090 or 270). You may be working on runways, which are closed to aircraft operations during the shift. The runway must be returned to operating condition before the end of the working shift. The time will be specified in the contract specifications.
2. **Taxiways** are used for aircraft movements other than takeoff or landing. Taxiways may be closed to aircraft traffic during the work shift. They shall not be accessed without specific permission. Taxiways are designated by letters such as A, B or C and are pronounced using the phonetic alphabet Alpha, Bravo, Charlie, etc.
3. **Aprons** are for parking aircraft, loading, and fueling. While working on Aprons, you must always remain under the direction of the construction escort. They are designated by Roman Numerals, such as Apron IV and pronounced as Apron 4.
4. **Barricades** limit your work area and will be identified by delineators, cones, tape, or other suitable means and will be identified prior to commencing work. **Do not move beyond delineated work areas without prior permission and escort.**
5. **Driver's License** - all persons driving Airside shall hold a valid Provincial/Territorial, or State driver's license of a class suitable for the type of equipment being operated. All traffic regulations shall be adhered to.



René Sheir

Director, Security and Terminal
Operations

E rene.sheir@victoriaairport.com

T 250.953.7507

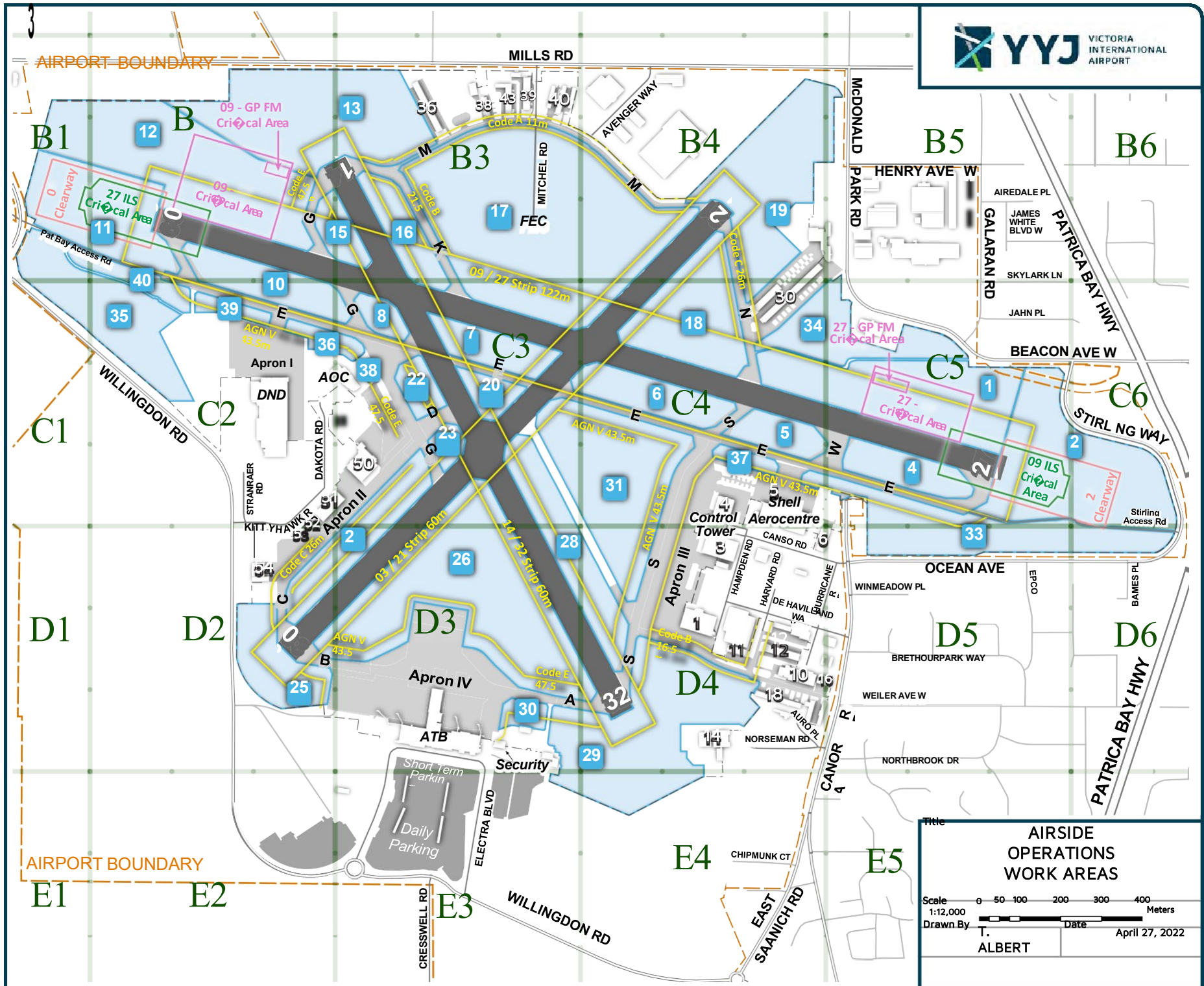


Lars Olsson

Director, Airside Operations and Safety

E lars.olsson@victoriaairport.com

T 250.953.7587



AIRSIDE OPERATIONS WORK AREAS

Scale 1:12,000
 0 50 100 200 300 400 Meters

Drawn By T. ALBERT Date April 27, 2022

Applicable to: VAA Staff, tenants, and contractors

Subject: Incident Reporting

The objective of this policy is to ensure a consistent and effective approach in the management of aircraft and airport incidents and to facilitate the rapid communication of incident information between VAA Management, security personnel, operations staff and responding emergency agency partners.

Incident Reporting Policy

All incidents are to be reported by the incident discoverer, the responsible party, or the person in charge to the:

1. Appropriate emergency response agency, and.
2. The Security Operations Centre (SOC)

The person reporting the incident is responsible for:

- Assessing the situation (type of incident, severity)
- Determining the appropriate level of response and agency required
- Initiating the notification or alerting process for both internal and external agencies and resources

Incident Reporting Procedures

Emergency Requiring Immediate deployment of Fire, Police, or Ambulance

Persons reporting incidents that require emergency services such as fire police or ambulance should first call:

911

After calling 911, and when it is safe to do so, notify the SOC at:

250-953-7511

Notification of an Aircraft Incident

NAV CANADA reports directly to the Airport Fire Service (AFS) by activation of Airport Operations Centre (AOC) crash alarm or a voice call to the AOC using NAV CANADA Victoria Tower hotline.

Persons other than NAV CANADA staff should report an aircraft incident to the SOC at:

250-953-7511

Notification of an Airport Incident

Persons reporting incidents that do not require fire police or ambulance should notify the SOC at:

250-953-7511

Notification for Service Request

Persons reporting a maintenance service request should notify Airport Operations at:

250-953-7536

DECLARATION

Failure to comply with instructions contained in this briefing will result in the individual or individuals involved being permanently removed from the work site.

I have reviewed the "Contractor Orientation" and understand the contents.

VAA Project Title/Number: _____

Contractor: _____

Responsible Supervisor: _____

Employee: _____ Date: _____

Signature: _____

cc: Project Manager

ANNEX 3

FLIGHT SCHEDULE

Month: May 2024

UPDATED: 03Apr24

ARR/DEP	Time	Station	Days	Dates/Notes
DEP	5:30	YYC	MON TUE WED THU FRI SUN	MAY 01-05
DEP	6:00	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	6:00	YYC	MON TUE THU FRI SUN	MAY 06-31
DEP	6:04	SEA	MON TUE WED THU FRI SAT SUN	MAY 17-31
DEP	6:20	SEA	MON TUE WED THU FRI SAT SUN	MAY 01-15
DEP	6:30	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	6:30	YYC	WED SAT SUN	MAY 04-19
DEP	7:00	YYC	THU	MAY 09-13
ARR	7:30	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	7:40	SEA	THU	MAY 16
DEP	7:45	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	8:00	YLW	SAT	MAY 04-25
DEP	8:15	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	8:25	YLW	MON TUE WED THU FRI SUN	MAY 01-31
DEP	8:30	PVR	SAT	MAY 04-18
DEP	8:30	CUN	WED	MAY 08-15
ARR	8:42	YEG	MON TUE WED THU FRI SAT SUN	MAY 03-31
ARR	8:45	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	8:54	YYC	MON TUE WED THU FRI SAT SUN	MAY 02-31
ARR	9:07	YYZ	WED SUN	MAY 22-29
ARR	9:13	SEA	MON WED THU FRI SAT SUN	MAY 01-15
ARR	9:20	YVR	MON WED THU FRI SAT SUN	MAY 01-31
DEP	9:30	YEG	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	9:30	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	9:41	YLW	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	9:45	YYC	MON TUE WED THU FRI SAT SUN	MAY 02-31
DEP	10:00	CUN	WED	MAY 01
DEP	10:05	SEA	MON WED THU FRI SAT SUN	MAY 01-15
ARR	10:08	YVR	MON TUE WED THU FRI SUN	MAY 01-31
DEP	10:00	YVR	MON WED THU FRI SAT SUN	MAY 01-31
DEP	10:15	YLW	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	10:15	YYZ	WED SUN	MAY 22-29
ARR	10:25	BFI	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	10:30	YLW	SAT	MAY 04-25
DEP	10:35	YYC	SUN	MAY 12-19
ARR	10:45	YYZ	MON TUE WED THU FRI SAT SUN	MAY 02-31
ARR	10:49	YYC	MON WED THU FRI SAT	MAY 01-31
ARR	10:55	YLW	MON TUE WED THU FRI SUN	MAY 01-31
DEP	11:00	YXS	MON TUE WED THU FRI SUN	MAY 01-31

ARR	11:05	YYZ	WED	MAY 01
ARR	11:10	SEA	MON TUE WED THU FRI SAT SUN	MAY 16-31
ARR	11:20	YEG	TUE THU SAT SUN	MAY 05-30
DEP	11:25	BFI	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	11:30	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	11:35	YVR	MON THU	MAY 02-27
DEP	11:35	YVR	SAT	MAY 04-25
DEP	11:41	YYC	MON WED THU FRI SAT	MAY 01-31
DEP	11:55	YYZ	MON TUE WED THU FRI SAT SUN	MAY 02-31
DEP	12:00	SEA	MON TUE WED THU FRI SAT SUN	MAY 16-31
DEP	12:05	YEG	TUE THU SAT SUN	MAY 05-30
DEP	12:15	YYZ	WED	MAY 01
DEP	12:15	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	12:25	YVR	MON THU	MAY 02-27
ARR	12:41	YYZ	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	12:45	YVR	MON TUE WED THU FRI SUN	MAY 01-31
ARR	13:21	YYC	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	13:26	YYC	SAT SUN	MAY 04-09
ARR	13:27	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	13:28	YEG	THU SAT	MAY 04-23
ARR	13:33	SEA	MON TUE WED THU FRI SAT SUN	MAY 01-15
DEP	13:40	YYZ	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	13:42	YEG	MON TUE WED FRI SAT	MAY 01-31
ARR	13:45	YVR	SAT	MAY 04-25
ARR	14:05	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	14:05	SEA	MON TUE WED THU FRI SUN	MAY 16-31
DEP	14:05	YEG	THU	MAY 05-26
DEP	14:05	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	14:10	YYC	SAT SUN	MAY 04-19
DEP	14:10	YYC	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	14:10	YXS	SAT	MAY 04-25
ARR	14:24	LAS	THU SUN	MAY 02-30
DEP	14:25	SEA	MON TUE WED THU FRI SAT SUN	MAY 01-15
ARR	14:30	YXS	MON TUE WED THU FRI SUN	MAY 01-31
ARR	14:30	LAS	FRI	MAY 03
DEP	14:30	YEG	MON TUE WED FRI SAT	MAY 01-31
ARR	14:40	SEA	SAT	MAY 18-25
DEP	14:50	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	14:55	SEA	MON TUE WED THU FRI SUN	MAY 16-31
ARR	15:06	YYC	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	15:10	YVR	MON TUE WED THU FRI SUN	MAY 01-31
ARR	15:10	YYZ	TUE THU	MAY 28-30
DEP	15:15	LAS	FRI	MAY 03

DEP	15:20	LAS	THU SUN	MAY 02-30
DEP	15:30	SEA	SAT	MAY 18-25
DEP	15:40	YKA	MON TUE WED THU FRI SUN	MAY 01-31
DEP	15:55	YYZ	TUE THU	MAY 28-30
DEP	15:55	YYC	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	16:15	YLW	MON TUE WED THU FRI SUN	MAY 01-31
ARR	16:40	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	16:50	SEA	MON TUE WED THU FRI SAT SUN	MAY 16-31
ARR	16:56	SEA	MON TUE THU FRI SUN	MAY 02-14
DEP	17:25	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	17:30	YYC	MON WED FRI SUN	MAY 12-26
DEP	17:40	SEA	MON TUE WED THU FRI SAT SUN	MAY 16-31
ARR	17:50	YXS	SAT	MAY 04-25
ARR	17:50	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	17:50	SEA	MON TUE THU FRI SUN	MAY 02-14
ARR	18:05	YKA	MON TUE WED THU FRI SUN	MAY 01-31
ARR	18:13	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	18:30	YVR	SAT	MAY 04-25
DEP	18:35	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	18:55	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	19:00	YLW	MON TUE WED THU FRI SUN	MAY 01-31
ARR	19:01	YYC	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	19:10	YVR	THU SUN	MAY 16-30
ARR	19:10	YVR	MON TUE WED THU FRI SUN	MAY 01-31
ARR	19:10	YEG	MON FRI SUN	MAY 05-31
ARR	19:28	PVR	SAT	MAY 04-18
DEP	19:30	YVR	MON TUE WED THU FRI SUN	MAY 01-31
ARR	19:40	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	19:50	YYC	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	19:55	YVR	THU SUN	MAY 16-30
DEP	20:00	YEG	MON FRI SUN	MAY 05-31
DEP	20:25	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	22:00	YYZ	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	22:00	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	22:15	SEA	MON TUE WED THU FRI SAT SUN	MAY 01-15
ARR	22:20	SEA	MON TUE WED THU FRI SAT SUN	MAY 16-31
ARR	22:23	CUN	WED	MAY 08-15
ARR	22:30	YYC	WED THU SAT SUN	MAY 04-19
ARR	22:43	YVR	MON TUE WED THU FRI SAT SUN	MAY 01-31
DEP	23:00	YYZ	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	23:53	CUN	WED	MAY 01
ARR	23:56	YYC	MON TUE WED FRI SAT	MAY 01-31

Month: June 2024

UPDATED: 03Apr24

ARR/DEP	Time	Station	Days	Dates/Notes
DEP	6:00	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	6:00	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	6:00	SEA	MON TUE WED THU FRI SAT SUN	JUN 13-30
DEP	6:04	SEA	MON TUE WED THU FRI SAT SUN	JUN 01-12
DEP	6:30	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	6:30	YYC	MON SAT	JUN 08-24
DEP	7:00	YYC	TUE WED THU FRI SAT SUN	JUN 08-30
DEP	7:15	YVR	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	7:30	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	7:31	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
DEP	7:45	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-22
DEP	7:45	YLW	MON TUE WED THU FRI SAT SUN	JUN 23-30
DEP	8:00	YLW	SAT	JUN 01-22
DEP	8:15	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	8:25	YLW	MON TUE WED THU FRI SUN	JUN 02-21
ARR	8:26	YWG	TUE SAT	JUN 25-29
ARR	8:42	YEG	MON TUE WED THU FRI SAT SUN	JUN 01-26
ARR	8:45	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	8:46	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
ARR	8:54	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	8:58	YEG	THU FRI	JUN 27-28
DEP	9:00	YXS	MON TUE WED THU FRI SUN	JUN 23-30
DEP	9:00	YUL	MON TUE THU FRI SAT	JUN 03-29
DEP	9:15	YWG	TUE SAT	JUN 25-29
ARR	9:16	YYZ	WED SUN	JUN 02-30
ARR	9:20	YVR	MON WED THU FRI SAT SUN	JUN 01-30
DEP	9:30	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	9:30	YEG	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	9:30	YEG	SAT	JUN 22
ARR	9:41	YLW	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	9:45	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-16
DEP	10:00	YVR	MON WED THU FRI SAT SUN	JUN 01-30
ARR	10:08	YVR	MON TUE WED THU FRI SUN	JUN 02-21
ARR	10:09	YEG	SAT SUN	JUN 29-30
DEP	10:15	YLW	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	10:15	YYZ	WED SUN	JUN 02-23
ARR	10:25	BFI	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	10:30	YLW	SAT	JUN 01-22
ARR	10:44	YYZ	MON TUE WED THU FRI SAT SUN	JUN 18-30

ARR	10:45	YYZ	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	10:47	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	10:49	YLW	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	10:55	YLW	MON TUE WED THU FRI SUN	JUN 02-21
DEP	11:00	YXS	MON TUE WED THU FRI SUN	JUN 02-21
ARR	11:05	SEA	MON TUE WED THU FRI SAT SUN	JUN 13-30
ARR	11:10	SEA	MON TUE WED THU FRI SAT SUN	JUN 01-12
DEP	11:15	YVR	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	11:20	YEG	TUE THU SAT SUN	JUN 01-30
DEP	11:25	BFI	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	11:30	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	11:31	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
ARR	11:35	YVR	MON	JUN 03-24
DEP	11:35	YVR	SAT	JUN 01-22
DEP	11:35	YYC	TUE THU SAT SUN	JUN 01-30
DEP	11:40	YYC	MON WED THU FRI SAT	JUN 01-29
DEP	11:55	YYZ	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	11:55	SEA	MON TUE WED THU FRI SAT SUN	JUN 13-30
DEP	12:00	SEA	MON TUE WED THU FRI SAT SUN	JUN 01-12
DEP	12:05	YEG	TUE THU SAT SUN	JUN 01-30
DEP	12:15	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	12:25	YVR	MON	JUN 03-24
ARR	12:41	YYZ	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	12:45	YVR	MON TUE WED THU FRI SUN	JUN 02-21
ARR	12:50	YXS	MON TUE WED THU FRI SUN	JUN 23-30
ARR	13:10	YVR	MON TUE WED THU FRI SAT SUN	JUN 23-30
DEP	13:20	YVR	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	13:27	YVR	MON TUE WED THU FRI SAT SUN	JUN 29-30
ARR	13:32	YEG	MON TUE WED THU FRI SAT	JUN 03-29
DEP	13:35	YXS	SAT	JUN 29
DEP	13:40	YYZ	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	13:42	YEG	MON TUE WED FRI SAT	JUN 02-28
ARR	13:45	YVR	SAT	JUN 01-22
ARR	14:05	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	14:05	SEA	MON TUE WED THU FRI SUN	JUN 02-12
DEP	14:05	YEG	MON TUE WED THU FRI SAT	JUN 03-29
DEP	14:05	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	14:06	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
DEP	14:10	YXS	SAT	JUN 01-22
DEP	14:10	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	14:28	SEA	MON TUE WED THU FRI SAT SUN	JUN 13-30
ARR	14:30	YXS	MON TUE WED THU FRI SUN	JUN 02-21
DEP	14:30	YEG	MON TUE WED FRI SAT	JUN 03-28

ARR	14:40	SEA	SAT	JUN 01-08
ARR	14:49	YLW	SAT	JUN 29
DEP	14:50	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	14:55	SEA	MON TUE WED THU FRI SUN	JUN 02-12
ARR	15:06	YYC	MON TUE WED THU FRI SAT	JUN 10
ARR	15:10	YVR	MON TUE WED THU FRI SUN	JUN 02-21
ARR	15:10	YYZ	TUE THU SUN	JUN 02-30
DEP	15:18	SEA	MON TUE WED THU FRI SAT SUN	JUN 13-30
ARR	15:20	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	15:20	YKA	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	15:21	YYC	MON THU SUN	JUN 09-13
ARR	15:25	YYC	TUE THU SAT SUN	JUN 25-30
DEP	15:30	SEA	SAT	JUN 01-08
DEP	15:40	YKA	MON TUE WED THU FRI SUN	JUN 02-21
DEP	15:55	YYC	SUN MON THU	JUN 09-13
DEP	15:55	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	15:55	YYZ	TUE THU SUN	JUN 02-30
ARR	16:00	YVR	MON TUE WED THU FRI SAT SUN	JUN 23-30
DEP	16:15	YLW	MON TUE WED THU FRI SUN	JUN 02-21
DEP	16:30	YLW	MON TUE WED THU FRI SUN	JUN 23-30
ARR	16:40	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	16:41	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
ARR	16:50	SEA	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	17:09	YXS	SAT	JUN 29
DEP	17:25	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	17:40	SEA	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	17:45	YKA	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	17:50	YXS	SAT	JUN 01-22
ARR	17:50	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	17:51	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
ARR	18:05	YKA	MON TUE WED THU FRI SUN	JUN 02-21
ARR	18:13	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	18:15	YLW	SAT	JUN 29
ARR	18:30	YVR	SAT	JUN 01-22
DEP	18:35	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	18:55	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	19:00	YLW	MON TUE WED THU FRI SUN	JUN 02-21
ARR	19:00	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	19:10	YEG	MON FRI SUN	JUN 01-28
ARR	19:10	YVR	THU FRI SUN	JUN 02-28
ARR	19:10	YVR	SUN	JUN 16-30
ARR	19:10	YVR	MON TUE WED THU FRI SUN	JUN 02-21
ARR	19:10	YLW	MON TUE WED THU FRI SUN	JUN 23-30

DEP	19:30	YVR	MON TUE WED THU FRI SUN	JUN 02-21
ARR	19:35	YVR	MON TUE WED THU FRI SAT SUN	JUN 23-30
ARR	19:40	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	19:41	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
DEP	19:50	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	19:55	YVR	THU FRI SUN	JUN 02-30
DEP	20:00	YEG	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	20:25	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	20:28	YUL	MON WED THU FRI SUN	JUN 02-17
ARR	20:30	YUL	MON WED THU FRI SUN	JUN 19-30
ARR	21:59	YYZ	MON TUE WED THU FRI SAT SUN	JUN 18-30
ARR	22:00	YYZ	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	22:00	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-17
ARR	22:01	YVR	MON TUE WED THU FRI SAT SUN	JUN 18-30
ARR	22:15	SEA	MON TUE WED THU FRI SAT SUN	JUN 13-30
ARR	22:15	YYC	TUE WED THU FRI SAT SUN	JUN 02-23
ARR	22:20	SEA	MON TUE WED THU FRI SAT SUN	JUN 01-12
ARR	22:21	YYC	MON SAT	JUN 08-24
ARR	22:43	YVR	MON TUE WED THU FRI SAT SUN	JUN 01-30
DEP	23:00	YYZ	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	23:55	YYC	MON TUE WED THU FRI SAT SUN	JUN 01-28

Month: July 2024

UPDATED: 03Apr24

ARR/DEP	Time	Station	Days	Dates/Notes
DEP	6:00	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	6:00	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	6:00	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	6:30	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	6:30	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	7:00	YYC	TUE WED FRI SAT SUN	JUL 03-31
DEP	7:15	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	7:31	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	7:45	YLW	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	8:15	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	8:26	YWG	TUE SAT	JUL 02-30
ARR	8:42	YEG	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	8:46	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	8:52	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	9:00	YXS	MON TUE WED THU FRI SUN	JUL 01-30
DEP	9:00	YUL	MON	JUL 01-01
DEP	9:15	YWG	TUE SAT	JUL 04-11
ARR	9:15	YYZ	WED SUN	JUL 03-31
ARR	9:20	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	9:30	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	9:30	YEG	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	9:39	YLW	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	9:45	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	10:10	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	10:15	YYZ	WED SUN	JUL 03-31
DEP	10:15	YLW	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	10:25	BFI	MON TUE WED THU FRI SAT SUN	JUN 01-30
ARR	10:44	YYZ	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	10:47	YYC	MON TUE WED THU FRI SAT	JUL 01-31
ARR	10:49	YLW	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	11:05	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-18
DEP	11:15	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	11:20	YEG	TUE THU SAT SUN	JUN 01-30
DEP	11:25	BFI	MON TUE WED THU FRI SAT SUN	MAY 01-31
ARR	11:31	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	11:35	YVR	MON	JUL 01-29
DEP	11:35	YYC	TUE THU SAT SUN	JUL 01-29
DEP	11:40	YYC	MON WED THU FRI SAT	JUL 03-31
DEP	11:55	YYZ	MON TUE WED THU FRI SAT SUN	JUL 01-30

DEP	11:55	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	12:05	YEG	TUE THU SAT SUN	JUL 02-30
DEP	12:15	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	12:25	YVR	MON	JUL 01-29
ARR	12:41	YYZ	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	12:50	YXS	MON TUE WED THU FRI SUN	JUL 01-30
ARR	13:10	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	13:20	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	13:20	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	13:30	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	13:35	YXS	SAT	JUL 06-27
DEP	13:40	YYZ	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	13:41	YEG	MON TUE WED THU FRI SAT	JUL 07-28
DEP	14:05	YEG	MON TUE WED THU SAT	JUL 24-29
ARR	14:06	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	14:05	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	14:10	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	14:28	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	14:30	YEG	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	14:49	YLV	SAT	JUL 06-27
DEP	14:50	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-11
ARR	15:05	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	15:10	YYZ	TUE THU SUN	JUN 02-30
DEP	15:18	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	15:20	YKA	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	15:25	YYC	TUE THU SAT SUN	JUN 25-30
DEP	15:55	YYZ	TUE THU SUN	JUL 02-30
DEP	15:55	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	16:00	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	16:30	YLV	MON TUE WED THU FRI SUN	JUL 01-30
ARR	16:50	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-27
ARR	17:09	YXS	SAT	JUL 06-27
DEP	17:25	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	17:40	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	17:45	YKA	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	17:51	YVR	FRI	JUL 05
ARR	18:14	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	18:15	YLV	SAT	JUL 06-27
DEP	18:35	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	18:55	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	19:00	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	19:10	YVR	THU FRI	JUL 04-26
ARR	19:10	YVR	SUN	JUL 07-28

ARR	19:10	YLW	MON TUE WED THU FRI SUN	JUL 01-30
ARR	19:10	YEG	MON TUE WED THU FRI SAT SUN	JUL 01-31
ARR	19:35	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	19:41	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
DEP	19:50	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	19:55	YVR	THU FRI SUN	JUL 04-28
DEP	20:00	YEG	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	20:25	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	20:30	YUL	MON WED THU FRI SUN	JUL 01-29
ARR	21:59	YYZ	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	22:01	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	22:15	SEA	MON TUE WED THU FRI SAT SUN	JUL 01-13
ARR	22:15	YYC	MON TUE WED FRI SAT SUN	JUL 01-31
ARR	22:21	YYC	MON	JUL 07-28
ARR	22:44	YVR	MON TUE WED THU FRI SAT SUN	JUL 01-31
DEP	23:00	YYZ	MON TUE WED THU FRI SAT SUN	JUL 01-30
ARR	23:35	YYC	MON TUE WED THU FRI SAT SUN	JUL 01-31

ANNEX 4

PLAN OF CONSTRUCTION OPERATIONS DRAWING

ANNEX 5

TP 312 5th EDITION – SECTION 5.2.24.2

5.2.22 Information Message Marking

Note: An information message marking is text painted on the paved surface of an apron without the overall background that is associated with the painted sign pavement marking.

Application

5.2.22.1 Where provided, the information message marking is as specified in this section.

Location

5.2.22.2 An information message marking is restricted to apron areas.

Characteristics

5.2.22.3 The information message marking for use by aircraft is yellow.

5.2.23 Ancillary Services Marking

Note: The ancillary services marking is provided to identify the location of various airfield elements such as taxiway edge lights, catch basins and manhole covers.

Application

5.2.23.1 Where provided, the ancillary services marking is as specified in this section.

Characteristics

5.2.23.2 The ancillary services marking:

- (a) is a single yellow line 15 cm (± 5 cm);
- (b) is 90° to the runway or taxiway edge;
- (c) does not extend onto the manoeuvring surface greater than 4 m from the edge; and
- (d) does not interfere with other markings.

5.2.24 Unserviceable/Closed Marking

General

5.2.24.1 When a runway, taxiway or portion thereof is permanently closed, all markings other than the closed markings are removed.

Application

5.2.24.2 Where a runway, taxiway or portion thereof is closed or becomes unserviceable an unserviceable/closed marking is displayed except where the closure is for a short period and other means of advising aircraft and vehicle operators are used.

Location

- 5.2.24.3** On a runway, the unserviceable/closed marking is placed at each end of the runway, or portion thereof, declared closed. Additional markings are placed so that the maximum interval between markings does not exceed 300 m.
- 5.2.24.4** On a taxiway, the unserviceable/closed marking is placed at each end of the taxiway or portion thereof declared closed.

Characteristics

- 5.2.24.5** Subject to 5.2.24.7, the unserviceable/closed marking on a runway is white and of the form and proportions detailed in Figure 5-20, Illustration A.
- 5.2.24.6** Subject to 5.2.24.7, on a taxiway or apron, the unserviceable/closed marking is yellow and of the form and proportions detailed in Figure 5-20, Illustration B.
- 5.2.24.7** On unpaved surfaces, or for the temporary (short) closure of a paved surface, the following may be used as alternatives:
- (a) subject to [section 5.3.33](#), lighted closed markers can be used in lieu of unserviceable/closed markings for closures of short duration;
 - (b) on a runway, markings utilizing materials other than paint or other suitable means may be used;
 - (c) on a taxiway or apron, frangible barriers or markings utilizing materials other than paint or other suitable means may be used

Note 1: The intent of (b) is to allow for the use of alternatives to paint such as a large plastic X that would be of the form and proportions of Figure 5-20.

Note 2: See [sections 5.3.32](#) and [5.3.33](#) for information on the lighting of unserviceable areas.

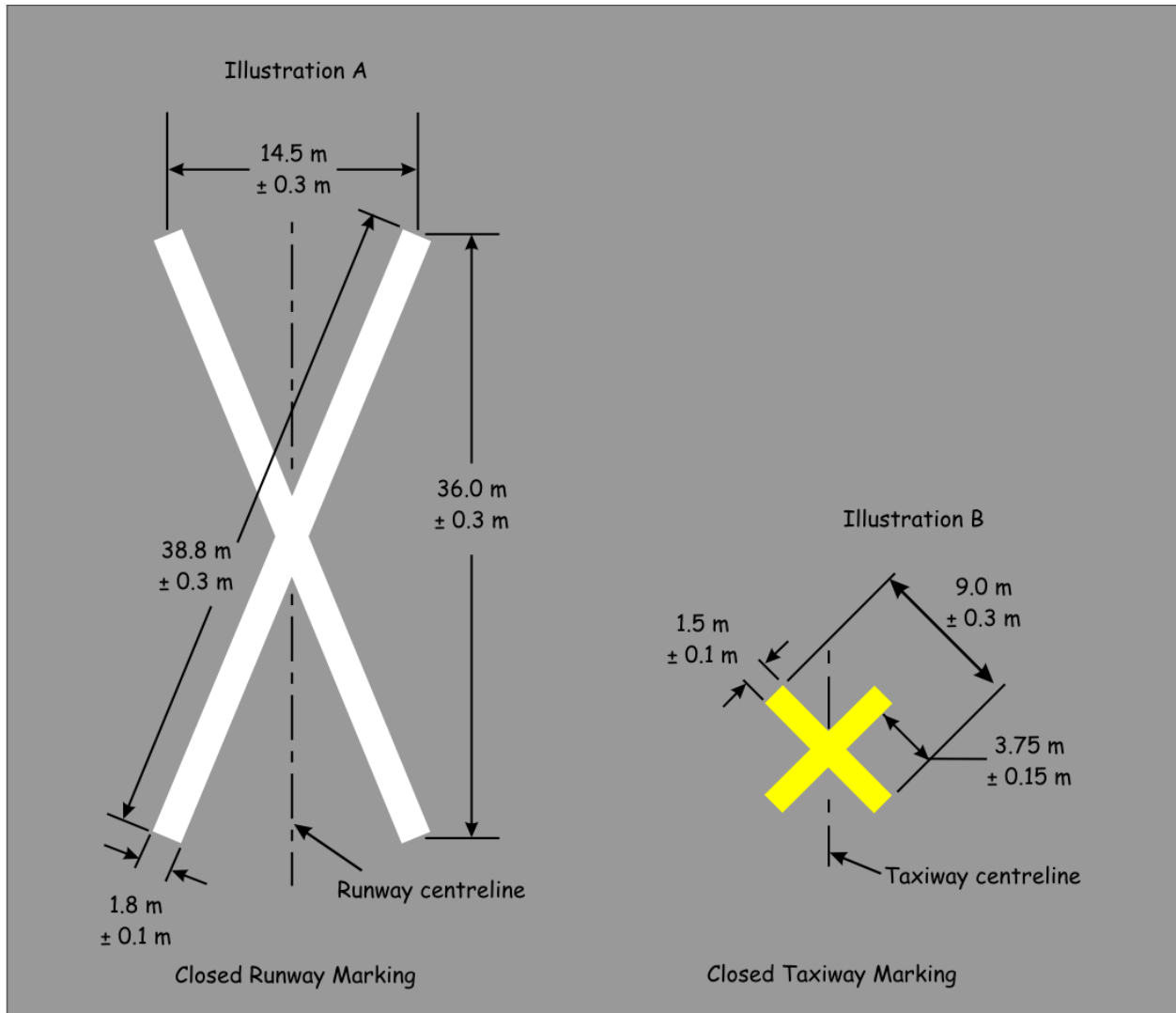


Figure 5-20: Closed runway and taxiway markings

Pre-Tender Meeting Minutes



YYJ – APRON IV (WEST) JOINT SEALANT REPLACEMENT & STAND 6 CONCRETE INFILL

PRE-TENDER MEETING

MEETING TIME:	13:00 PST	DATE:	April 23, 2024
LOCATION:	Small Boardroom & Online - MS Teams Meeting	FILE:	TRN.AIRP03760-01
ATTENDEES:	Sandy Godwin	VAA	
	Bruce Beames	VAA	
	Alex Evans	Tetra Tech	
	Mark Wong	Kinetic Construction Ltd.	
	Godwin Owusu Gabson	Kinetic Construction Ltd.	
	John Fee	Kinetic Construction Ltd.	
	Jamie Tousignant	Capital City Paving Ltd.	
	Kevin Won	Island Asphalt	
	Brad Hoey	Island Asphalt	
	Ryan LeBrocq	Cancor Cutting	
	Geoff Gagan (via Teams)	Sealtec Pavement Maintenance Ltd.	
	Lyndon Rosario (via Teams)	Jacob Bros. Construction Inc	

1.0 INTRODUCTIONS

- Victoria Airport Authority
- Tetra Tech
- Contractors Present

2.0 PROJECT OVERVIEW

- Scope of Work
 - West side of Apron IV
 - Remove Asphalt at Stand 6, replace with concrete
 - Approx. 3,100 lm of joint sealing (removal, widening, replacement)
- Provisional Items
 - PCC / HMA joint sealant replacement (100 m)

- HMAC / HMAC joint sealant replacement (735 m)
- Concrete edge / corner spall repairs; crack repairs; rout & seal
- Drawings Overview

3.0 PLAN OF CONSTRUCTION (PCO) REVIEW

Stage 1 – Stand 6 Concrete Infill (Area A). Stand is closed for duration of work (2 Weeks) plus curing time to achieve full strength.

Stage 2 – Several areas identified to allow most work to occur during daytime hours. Stand 3 or 4 must remain available to aircraft during the day. Night work required in Area D.

Details provided in the Plan of Construction Operations (PCO).

Access to baggage cart area must be kept available while the airport is open.

Contractor to give minimum 7 days notice for escort requirements and schedule changes for stand closure requests.

4.0 TENDER REQUIREMENTS

- Tenders must be received by the Victoria Airport Authority, via digital submission by the email address noted in the tender documents, **by 2:00pm Local Time, Friday, May 3, 2024.**
- All inquiries shall be received by **Monday, April 29, 2024** and directed to Alex Evans. email: **Alex.Evans@tetrattech.com**

5.0 SCHEDULE

- All work is to commence after May 27, 2024 and completed by July 31, 2024.
- 2 week construction period assumed to complete Stand 6 (Stage 1)
- 2-3 week construction period assumed to complete Joint Sealant and provisional work (Stage 2)
- Stage 1 and 2 cannot occur at the same time to avoid closure of too many parking stands at once.

6.0 QUESTIONS/CLARIFICATIONS

- Spall repairs will involve removal of existing concrete, previous repair material (mortar), joint sealant, asphalt, or a combination of materials to reach sound concrete