



2023-08-24

Waterdon Construction  
29 Cleopatra Dr.  
Nepean, ON K2G 0B6

**Attention: Shayne Benoit, Project Manager**

Dear Shayne:

**Subject: 1125 Colonel By Dr., Ottawa, ON  
2023 P9 Parking Garage Repairs  
Completion Review Letter and Certificate of Substantial Performance**

Per our ongoing discussions, we provide the project closeout items noted below:

## COMPLETION SITE REVIEW

On August 23, 2023, we conducted a joint site review attended by:

| Name                   | Company               |
|------------------------|-----------------------|
| Brian Guzzo            | Carleton University   |
| Setareh Sheikholeslami | Carleton University   |
| Shayne Benoit          | Waterdon Construction |
| Simon Johns            | Waterdon Construction |
| David Coyne            | WSP Canada Inc.       |
| Jeffrey Rose           | WSP Canada Inc.       |

The purpose of this meeting was to review the completed scope of work, to reach agreement on incomplete work, and to establish the date of substantial performance.

During the meeting we documented the following items which shall be addressed:

- **L3 Ramp 28-Day Compressive Strength Results:** Contractor has submitted 7-day concrete break results, and not 28-day break results. Contractor indicated that this would be issued to WSP for review.
- **L14 Threaded-Rod Repair:** Contractor has not carried out threaded-rod repair per WSP detail 7/S202. Contractor indicated that this would be completed per WSP drawings.
- **L5 Steel Beam Connections:** Contractor to submit revised shop drawing or stamped letter from steel designer for the modified bolt location and the welded connection.
- **L3 HSS Post:** The HSS post installed on Level 3 was not galvanized, contrary to project specifications. Contractor to replace with a galvanized post or propose alternative solution for Carleton's consideration.

Suite 300  
2611 Queensview Drive  
Ottawa, ON, Canada K2B 8K2

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F: +1 613 829-8299  
wsp.com

## SUBSTANTIAL PERFORMANCE

In accordance with the Contract dated **May 18, 2023**, between the Contractor and the Owner, and on the basis of a joint inspection with the Contractor on **August 23, 2023**, the Consultant on behalf of the Owner, hereby certifies that:

- 1** The work or a substantial part thereof is ready for use and may be used for the purpose intended; and
- 2** The work has been substantially performed. The work to be done under the Contract is capable of completion or correction at a cost of not more than \$3,800, which is less than the \$8,625 maximum limit required by the Construction Lien Act.

## CLOSEOUT PROCEDURES

Provided no liens have been registered against the property, statutory holdback for the project will become due 60 days after publication of Substantial Performance. Receipt of the following information will also be required:

- Invoice for Release of Holdback with:
  - WSIB Clearance Certificate; and
  - Statutory Declaration.
- Statement of Warranty Form

Upon receipt of the required information, we shall issue a Certificate for Payment for Release of Holdback.

The issuance of this Certificate does not release the Contractor or any Subcontractor from the duty of completing the Work pursuant to the terms of the Contract. The date of substantial performance defines the start of the warranty period. The warranty period for this work is 5 years for the traffic coating and 2 years for all other items.

We ask that you make the necessary arrangements to review and address the outstanding items noted above. Please keep our office, as well as the on-site building manager, informed about your ongoing activities on site.

Should you have any questions, please do not hesitate to contact us.

Sincerely,



David Coyne, B.A.Sc.  
Project Consultant



Jeffrey Rose, P.Eng.  
Project Manager

Encl. Certificate of Substantial Performance

Dist: Shayne Benoit ([Shayne@waterdon.ca](mailto:Shayne@waterdon.ca))  
Eric Fletcher ([ericfletcher@cunet.carleton.ca](mailto:ericfletcher@cunet.carleton.ca))  
Setareh Sheikholeslami ([setarehsheikholeslami@cunet.carleton.ca](mailto:setarehsheikholeslami@cunet.carleton.ca))

WSP Ref.: 231-01489-00



**FORM 9**  
**CERTIFICATE OF SUBSTANTIAL PERFORMANCE OF THE**  
**CONTRACT UNDER SECTION 32 OF THE ACT**

*Construction Act*

Ottawa, ON

(County/District/Regional Municipality/Town/City in which premises are situated)

Carleton University, 1125 Colonel By Drive, Ottawa, ON

(Street address and city, town, etc. or, if there is no street address, the location of the premises)

This is to certify that the contract for the following improvement:

2023 P9 Garage Repairs

(short description of the improvement)

to the above premises was substantially performed on

August 23, 2023

(date substantially performed)

Date certificate signed: August 25, 2023

WSP Canada Inc.

(Payment Certifier where there is one)

(owner and contractor, where there is no payment certifier)

Name of owner: Carleton University

Address for service: 1125 Colonel By Drive, Ottawa, ON

Name of contractor: Waterdon Construction

Address for service: 885 Lady Ellen Place, Ottawa, ON K2B 8K2

Name of payment certifier: WSP Canada Inc.

Address: 300-2611 Queensview Drive, Ottawa, ON

(Use A or B, whichever is appropriate)

A. Identification of premises for preservation of liens:

1125 Colonel By Drive, Ottawa, ON

(if a lien attaches to the premises, a legal description of the premises,  
including all property identifier numbers and addresses for the premises)

B. Office to which claim for lien must be given to preserve lien:

(if the lien does not attach to the premises, a concise description of the premises, including addresses,  
and the name and address of the person or body to whom the claim for lien must be given)