

Minutes of Site Tour/Pre-Bid Meeting

Tour Meeting Date: Thursday, May 23, 2019

Location: Sheppard Station at the North Collector's Booth at 20 Sheppard Avenue, West

Bid No.: T11PJ19727

Contract Title: Sheppard Station – Station Managers Office and Zone Hub

Copies to: All Bidders (via Merx)

Purpose: The attendees were assembled for a mandatory site tour and bid conference conducted by the TTC. The following is a summary of events and subjects discussed concerning Contract SH35-8.

These minutes are issued for information purposes only and do not amend the Bid requirements.

Item	Discussion
1.0	<p>SAFETY</p> <p>A safety talk was provided noting that attendees should watch out for patrons at Sheppard Station and to watch out for all potential hazards throughout the Site and surrounding areas. Attendees were advised to keep a safe distance from traffic in and out of the station. To also be aware of the surroundings when navigating throughout the Site for any trip hazards, and to remain with the group at all times as the Site has a busy environment. If attendees are required to take photographs of the Site, they were asked not to take pictures of TTC employees.</p> <p>Attendees were requested to sign Pre-Bid Site Tour Form to acknowledge receipt, understanding and will follow the safety briefing.</p>
2.0	<p>SITE TOUR EVENTS</p> <p>The Site Tour commenced with the following commercial requirements being highlighted:</p> <ol style="list-style-type: none"><li data-bbox="342 1528 1463 1623">.1 Bidders were reminded that all bid inquiries during the bid and evaluation stages until the award of Contract must be in writing and directed to the Contract Administrator indicated in the Bid Documents.<li data-bbox="342 1665 1463 1759">.2 Refer to the TTC's Bid Irregularities posted on the website at www2.ttc.ca/TTC_Business/Materials_and_procurement/Bid_Irregularities.jsp by going to "Current Tenders".<li data-bbox="342 1801 1528 1896">.3 Submission of the TTC's executed Bid Bond form or a certified cheque or bankdraft in the amount of \$150,000.00 is required with each sealed Bid. The TTC's Agreement to Bond form shall also be executed by the Bidder's surety company.<li data-bbox="342 1938 1463 1988">.4 The insurance requirements and the specified limits for this Bid were identified as follows:

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i)	Comprehensive General Liability \$3,000,000.00
ii)	Automobile Liability \$1,000,000.00
iii)	Contractor's Equipment Insurance
iv)	The TTC will provide Property Insurance for the Contract under blanket policies.
.5	Section 01 11 00 of the Bid Documents stipulates Substantial Performance of the Work within 200 calendar days following notification of Contract award. A liquidated damages cost of \$2,200.00 will be applicable for every calendar day's delay beyond the date prescribed for Substantial Performance.
.6	GC10 of the General Conditions indicates a warranty for Work performed under this Contract for a period of two years, unless specified otherwise in the Bid Documents
.7	GC21 of the General Conditions stipulates that all persons performing Work on Site must be competent workers who are members of local trade unions having appropriate affiliations.
.8	Bids shall be priced in accordance with the plans and specifications.
.9	Bidders were reminded to ensure all submission requirements that are required with the Form of Bid, Section 00 41 00 are submitted in order to have a compliant Bid.
.10	Bids shall be received by the TTC no later than 2:00:00 p.m. Toronto Time on Thursday, June 6, 2019 through the use of MERX Electronic Bid Submission (EBS). Bidders shall be solely responsible for the delivery of their Bids in the manner and time prescribed.
.11	Following a brief overview of the scope work, the attendees were then escorted to the Work area at Sheppard Station where the following aspects of the requirements were highlighted:
i)	The Work of this Contract, designated SH35-8, Sheppard Station – Station Managers Office and Zone Hub: The supply of all labour, equipment and materials to remove the existing Collector booth and construct the Station Managers Office and Zone Hub.
ii)	Removal of the existing Collector Booth, Safe room, and Washroom area including walls, concrete block walls, ceilings, floor finishes and fixtures.
iii)	Install new concrete block walls, interior partition walls and doors for offices, workstation, and storage area.
iv)	Install new suspended ceiling system and finishes included patch and repair of existing floor tile, new terrazzo curb base and ceramic floor tile.

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v)	Mechanical and electrical removals and modifications for new spaces. Including floor drains, ductwork, sprinkler, FE, smoke and heat detectors, power, lighting, CCTV, data and voice.
vi)	Maintain clear access to public areas and no interruption to the fare line.
vii)	Bidders were shown the major Work areas (Cable electrical room, janitors room, switch board room, control tower and communications room) and laydown area.
viii)	TTC will obtain the following permits for the Work: Building, HVAC and Plumbing. The Contractor shall be responsible for other Permits such as Fire/Security and Electrical Safety Authority (ESA).

.12 Questions

- Q.1 Can the closing date be extended by a week?
- A.1 TBD
- Q.2 Is the Collector Booth being extended?
- A.2 Existing collector booth is being demolished and replaced by a larger Zone Hub and GSM Office layout.
- Q.3 Can the sub-contractors use the public bathrooms?
- A.3 Yes.
- Q.4 Is the floor drain next to the Collector Booth being re-located?
- A.4 Existing floor drain to be capped, new floor drain to be installed.
- Q.5 Can any of the work be done during operating hours?
- A.5 Hoarding must be done during non-operating hours, once the hoarding is up the work can be done during operating hours within the hoarding. Any work outside the hoarded areas must be done during non-operating hours.

2.0 **ADJOURNMENT**

With no further questions raised, the tour/meeting then concluded at 11:00 a.m.



Anna Spadafora
Senior Contract Administrator
9-27-27