

**ATTACHMENT 1**  
**to**  
**SCHEDULE A**  
**DESCRIPTION OF GOODS AND / OR SERVICES**

**1. INTRODUCTION**

The Board of Regents of Victoria University in the University of Toronto (the “**University**”) is seeking Proposals from qualified construction firms to provide general contracting services for the Goldring Student Centre Renewal (the “**Project**”). The services are to ensure that the project will be delivered on time and on budget; and is constructed in an efficient and cost-effective manner.

**2. PROJECT BACKGROUND AND OVERVIEW**

**2.1 Introduction**

**Goldring Student Centre Renewal Project:** Victoria University is in the preliminary planning stage for the redevelopment of the Northrop Frye Hall, which will require the relocation of all the current administrative offices housed within it. The Office of the Registrar and Academic Advising (ORAA) will be permanently relocated to the Goldring Student Centre.

Victoria University’s Strategic Framework 2021-2026 noted “a plan to house more student services in the eastern wing of the Goldring Student Centre.” This is in reference to the intent to relocate the ORAA to the Goldring Student Centre where it would be accommodated in proximity to the Office of the Dean of Students (ODS). In addition, the themes of the Strategic Framework were accompanied by a short list of representative directions; many of which fall within the mission of the ORAA and the ODS such as:

- Create a single point of contact for all services required by students at Victoria College
- Enhance and personalize supports for students as they transition into, through, and beyond their university journey
- Deepen access to mental health supports and all other resources tailored to the needs of students and staff supporting their needs
- Support students through exceptional advising and counselling services
- Sustain and strengthen academic advising, career services, and learning supports
- Support Ideas for co-curricular and other innovative outreach experiences

**2.2 Project Description**

The goal of the Goldring Student Centre Renewal project is to improve student support by providing the full range of student services, delivered by the two main student service offices, in the same building. This would allow Victoria College to provide a holistic support to students (academic and co-curricular) and enable easier referrals.

Thus, the Office of the Dean of Students, currently located in a 1<sup>st</sup> floor suite of the Goldring Student Centre, will continue to occupy that suite and expand into shared space on the 2<sup>nd</sup> floor. The Office of the Registrar and Academic Advising would move from the Northrop Frye Building to the 3<sup>rd</sup> floor of the Goldring Centre with some functions also being accommodated on the 2<sup>nd</sup> floor.

The design of the renewal of existing spaces of the Goldring Student Centre, maintained as much as possible the existing structural layout. The requirements for the ODS and the ORAA are primarily for private offices with only minimal open office areas. This requirement is driven by the frequency of one-on-one meetings with students and the need for privacy and confidentiality.

The first floor of the Goldring Student Centre will continue to house the Office of the Dean of Students. Minor renovation work will be required for the addition of a kitchenette with a sink.

On the 2<sup>nd</sup> floor there will be a combination of offices for both the ODS and the ORAA through shared spaces for both groups. Two (2) new offices will be added in the lobby area (room #203). The existing shell space (room # 211) will be subdivided to include four (4) new offices and room 207 will be subdivided to create an office, IT room and reduced exiting kitchenette.

The existing meeting room (currently the Regent's Meeting Room) is to remain and to be a general campus facility; it is a signature feature of the original building design with its unique architectural features and expansive views along Charles Street. It will remain a centrally booked campus resource. It will also be available to accommodate both of the resident units for meetings such as, small student workshops, graduation planning workspace and donor projects.

The 3<sup>rd</sup> floor will accommodate the office of the Registrar and Academic Advising (ORAA). Minor renovation work will be required for the addition of a kitchenette with a sink.

To protect privacy and for personal, confidential discussions and counselling sessions, appropriate soundproofing of offices is critically important and are included in the project design.

Currently sitting within Room 207 (a large kitchen/staging area for the Regent's Room) is an IT/telecom cabinet. This cannot be moved. As part of the renovation, a new room is created to house this with its own entrance off a corridor. Cooling issues in the IT room will need to be addressed.

The University has retained the architectural services of Moriyama Teshima Architects in October 2023 to provide full architectural services.

### **3. Project Milestone Schedule**

The Contractor shall submit to the University required bonds and proof of insurance as specified in the Contract Documents within 7 days after receipt of notification of award. The Contractor shall execute the Contract and shall commence work upon receipt of notification of award and substantially performed by June 21, 2024. The contractor shall coordinate all work with the University. The University reserves the right to modify any or all dates at its sole discretion and at any time.

Commence the Work	March 18, 2024
Substantial Performance	June 21, 2024
Occupancy	July 9, 2024

### **4. Scope of Work Highlights**

Scope of Work highlights are to be read in conjunction with the Drawings, and the Specifications. The SOW highlights are intended to provide a brief summary of services to be carried out by the Contractor and shall, in no way, limit responsibilities and obligations more fully described in the Contract Documents.

Work included is as follows:

- Demolition
- New Gypsum board interior assemblies, including acoustic partition types. New suspended acoustic grid and tiles and GWB ceiling. Painting and patching of existing and new walls and ceilings.
- New millwork and moss wall
- New hollow metal doors, frames side lites and hardware.

- New flooring and patching repair of existing flooring.
- New lighting fixtures, power and data outlets, security, fire alarm and protection system.
- New Heating, Ventilation and Air Conditioning (HVAC) and plumbing work