

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc4777216079, Contract No. N/A

### 1. Background

This Request for Tender (RFT) is an invitation by the City of Toronto to prospective general contractors to submit bids for Construction Services of the new Metro Hall TELCCC.

The existing Toronto Early Learning & Child Care Centre (TELCCC) operations is currently located on the south side of Metro Hall. Fire Station 332 will be moved into Metro Hall and to accommodate this relocation, the existing TELCCC is required to be moved to north side of Metro Hall, fronting King St. W.

The new TELCCC has a capacity for 62 children and will consist of activities rooms, offices, meeting room, staff areas, utility rooms, servery space, an outdoor playground.

### 2. Drawings, Specifications, & Other Reference Document

- 2.1 Issued for Tender/Permit 100% Design Drawings (Architectural, Mechanical, Electrical, Structural, Landscaping), as prepared by Diamond Schmitt Architects in joint venture with Salter Pilon Architecture, dated July 8, 2024, Revision 1.**

*File Name: DWG\_IFPT-100%-Design-R1\_AMESL\_TELCCC\_MH.pdf*

- 2.2 Issued for Tender/Permit Project Manual (Volume I &II), as prepared by Diamond Schmitt Architects in joint venture with Salter Pilon Architecture, dated February 26, 2024.**

*File Name: Specifications-Project\_IFPT-100%-Design-R1\_TELCCC\_MH.pdf*

- 2.3 Demolition Photos Reference, as prepared by Diamond Schmitt Architects in joint venture with Salter Pilon Architecture, dated July 6, 2024.**

*File Name: Demolition-Photographs\_IFTP-100%-Design\_TELCCC.pdf*

- 2.4 Signage Package & Specifications – Issued for Tender Design Specifications, as prepared by What El’s Idea, dated September 9, 2024.**

*File Name: Specifications-Signage-RevD\_IFT\_TELCCC\_MH.pdf*

- 2.5 Pre-Renovation Project-Specific Designated Substance Report, Revision 1, (North Side), as prepared by Fisher Engineering, dated August 2023.**

*File Name: DSS-Report-R1\_23-13156\_MH-NorthSide\_AUG2023.pdf*

- 2.6 Type 1 Asbestos Abatement Specifications for Daycare, as prepared by Fisher Engineering, dated September 19, 2023.**

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*File Name: Specifications\_Type1Abatement-FINAL\_19SEPT23\_TELCCC\_MH.pdf*

- 2.7 Electromagnetic Field Study Report for Metro Hall Daycare Center, as prepared by C-INTECH, dated June 16, 2022.**

*File Name: EMF-Survey\_C-Intech\_23JUN22\_55John.pdf*

- 2.8 Surplus Asset Inventory List, as prepared by City of Toronto, dated June 2023.**

*File Name: Surplus-List\_MHELCCC\_John Street\_MASTER.xlsx*

- 2.9 City of Toronto Network Cabling Standard V4.5**

*File Name: City of Toronto Cabling Standard V4.5.pdf*

- 2.10 City of Toronto Corporate Security Standards (3 files)**

- 2.10.1 Toronto Accessibility Design Guidelines (Security)**

*File Name: Security Pages from TADG.PDF*

- 2.10.2 Certified Security Dealers List – Toronto, ON (January 2023)**

*File Name: 3. Security Certified Dealers list\_Jan 2023.pdf*

- 2.10.3 Typical Scope of Work & Security Requirements**

*File Name: Corporate Security - CWSI - RFQ Drafting.pdf*

### 3. Scope of Work

Contractor to provide all labour, material, equipment and supervision necessary to complete the scope in accordance with the Issued for Tender/Permit 100% Design Drawings and Project Manual Specifications, as included with this RFT, and including any addenda issued during the time of bidding.

This facility must be built to be licensable for 10 infants, 20 toddlers and 32 pre-schoolers in accordance with the licensing standards under the CCEYA.

At the time of tender, Children Services has received preliminary approval from Toronto Public Health and Ministry of Education.

The Contractor will undertake full responsibility and role of the “Constructor” and conform and adhere to health and safety requirements as defined in the Occupational Health and Safety Act as the sole “constructor” for this project site for the entire duration of the project.

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This work shall include, but not be limited to, the following scope of work and project requirements below:

### **3.1 Construction Planning:**

1. Provide detailed workplan schedule outlining all major tasks and deliverable in accordance with Part 2 Construction Agreement included in this Tender. The workplan schedule is to be approved by the City and Consultant prior to commencement of work. Update schedule as required or requested by the City of Toronto Project Manager to ensure accuracy of project deliverables.
2. Planning, scheduling, co-ordination and supervision of all sub-trades and work during the implementation of the scope of work. Ensure that sub-trades are co-ordinated in a manner to cause the least amount of disruption and shortest project duration.
3. Prior to starting construction, the Contractor is to obtain a Notice of Project from the Ontario Ministry of Labour. Contractor shall provide a copy of the Contractors Health and Safety Policy, as well as the Health and Safety Plan specifically for the project to the City of Toronto. These documents shall be provided to the Consultant and the City. Contractor shall provide and set up Health & Safety Board on site.
4. Provide hoarding plan(s) to the City of Toronto and Consultant for review and approval with a minimum of (21) days prior to work commencement. All egress must be maintained. City's operations, custodial and security staff shall have emergency access to the construction area.
5. Provide Pre-Construction photos and video survey copy to Project Manager prior to start of Demolition and Construction.
6. Prior to the start of any and all work, Contractor shall notify the Consultant of any discrepancies or omissions which would interfere with the satisfactory completion of the work.
7. The General Contractor shall provide a Construction Schedule, using the Critical Path Method to identify work occurring on the critical path, to the City's Project Manager for review within seven (7) calendar days from date of award.
8. The General Contractor shall provide a Schedule of Value to the City's Project Manager and the Prime Consultant for review and approval within 10 calendar days from date of award. The Schedule of Values must be approved in writing by both City's Project Manager and the Prime Consultant before any payment will be certified.

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### 3.2 Construction Sequencing:

1. Provide a proper and detailed construction sequencing and staging plan to the Consultant and City of Toronto Project Manager indicating site access, safety barriers, material staging area, work area, phasing of work and disposal bin location. This plan must be approved by the City of Toronto and the consultant prior to any mobilization on site.
2. Provide work sequencing and construction plan based on review of site, Owner's feedback, and Consultants recommendations. The proposed plan must include durations of 4-8 weeks for systems furniture delivery and installation which must meet the substantial performance date, and an additional 2-week post-substantial performance for Move Periods that must be maintained to allow designated Vendors to execute their work. These periods must be allowed for in any changes to the proposed plan. Any changes to the plan must be reviewed by the City for approval, at their discretion.
3. The Contractor is encouraged to find efficiencies and opportunities to amend or enhance the phasing of work if it results in acceleration to the overall completion of the project. If successfully implemented these efforts will be reflected on the City's contractor performance evaluation for this category of the contract.

### 3.3 Commencement & Completion Date:

1. The start date of this Contract is **immediately upon receipt of a purchase order and/or legally executed construction agreement**, issued by the City of Toronto Project Manager and/or Purchasing Materials Management Division. The scope of work is to commence immediately after the award of the Contract. Award is conditional upon all approvals, bonding and insurance being in place. Continuous and progressive operation shall be carried out until the work is completed.

The mandatory substantial performance date for all phases of construction is **October 3, 2025, or 44 weeks after award.**

The 100% total completion date is **October 30, 2025, or 48 weeks after award.**

Confirmation of building permit closure from Building Department required by **November 30, 2025.**

Expected final approval and licensing by Ministry of Education, and moved-in, **within 8 weeks after Total Completion or by December 31, 2025.**  
**Opening scheduled for January 3, 2026.**

2. The General Contractor is responsible to provide all the forces necessary to complete the scope of work within the specified timeframe. Should any work be

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delayed for any reason other than what is permitted within the tender document then the General Contractor shall not be entitled to any claims and will be subject to penalty via liquidated damages clauses noted within Part 2 Construction Agreement included within this tender.

### 3.4 Construction Period:

1. Construction meetings will be held in person at 55 John St., Metro Hall, on a weekly basis. General Contractor is responsible to schedule, host and chair weekly construction meetings, as well as preparing and distributing meeting agenda and minutes.

The Contractor will be responsible for:

2. Documentation of construction progress with photos and videos on a weekly basis. This is to be shared with City of Toronto and Consultant for review.
3. Protection of existing facility, and adjacent facilities, finishes, etc. during project. Any damages caused by the contractor to existing facilities will be the contractor's responsibility to rectify. Refer to technical drawings and specifications prepared by the Consultant for additional information.
4. Any construction tools and / or equipment used on project must follow OHSAA guidelines or any other code requirements having jurisdiction over tools and equipment.
5. Throughout the entire course of construction, the General Contractor and any other trade working on job site must follow the current OHSAA guidelines in addition to all codes having jurisdiction as it relates to protective clothing: hard hats, gloves, eye protection and shoes.
6. All sub-contractor's shop drawings shall be submitted to the Consultant for approval through the General Contractor prior to work being performed, unless otherwise noted. All Contractors shall submit cuts, samples and finishes for written approval prior to ordering of fabrication.
7. The General Contractor shall keep the City's hubs rooms and communications riser operational at all times and free from dust entering the equipment. City staff and its vendors shall have access to this space at all times through out the duration of the work. New work in these rooms should be well coordinated with City staff and Bell Canada and the Security sub-contractor.
8. Selective demolition of existing building elements and services necessary to facilitate the new work and as indicated in the attached Construction Documents.
9. Removal and disposal of existing finishes and remaining items (furniture, millwork,

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plumbing fixtures, chairs etc.) in the building and as indicated in attached Construction Documents.

10. Patch and make good of existing finished elements to match existing affected by the new work and as indicated in the attached Construction Documents and any areas damaged by trades during the work. Special care shall be exercised near public artwork and perimeter areas of building outside the City's lease line.
11. Disposal of any construction materials/debris, in a legal manner, for this project on a daily basis and in accordance with City of Toronto Construction, Renovation & Demolition Waste Management Policy referenced in the attached Construction Documents.
  - a. Location of waste removal bin shall be coordinated and approved by the City of Toronto.
  - b. Contractor must complete a Waste Audit Report prior to construction commencement.
  - c. Contractor must prepare a waste management plan which identifies quantities and type of waste material to be diverted from landfill, for review and approval. Waste management certificates are to be submitted.
  - d. Refer to the [Ontario Environmental Protection Act](#), Regulations [102/94](#) and [103/94](#) for the requirements of large construction and demolition projects.

### 3.5 Staging, Storage & Construction Site Office

1. City of Toronto has identified a designated area within close proximity of the project area for construction staging and for set up of on-site construction office. General Contractor is responsible for maintaining a safe and clear workspace throughout the construction period. The Contractor shall safely store and protect all existing furniture, fixtures and equipment within the designated area. Damaged areas is the responsibility of the Contractor is responsible to repair and make-good.
2. The security and safe storage of construction tools will be the sole responsibility of the contractor. The City will not be responsible for any lost or stolen tools from the work site.

### 3.6 Working Hours

1. Unless otherwise approved by the Owner, all construction work must be performed after regular operating hours, from **6:00 PM to 7:00 AM, Mondays to Fridays**, or during weekends, or during statutory holiday. Work that is noisy, dusty, odorous, or causes vibration or disturbance to the occupants must after hours Mondays to Fridays or on weekends.
2. Deliveries and access to freight elevator must occur after regular operating hours as outlined under section 3.6.1.

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3. City of Toronto reserves the right to change the construction hours of work to accommodate public events and festivals.
4. Garbage/waste disposal must occur after regular operating hours, on a daily basis.
5. Contractor shall notify the Project Manager at least (10) business days in advance of any scanning or X-ray work. X-Ray work must be done after hours with approval from the City.

### **3.7 Noise, Vibration, Odour**

1. Construction work undertaken shall not contravene the requirements of local noise and pollution by-laws and all other regulatory requirements. Any construction Work that requires drilling into concrete slab, cutting, coring or excessive hammering on the slab above and below the in scope floor area, must be undertaken after regular operating hours and / or on weekends. The Contractor should provide the City with (3) business days or 72 hour notice for all noisy work. The Contractor will not be entitled to a claim for work deemed too disruptive to staff or tenants during core business operating hours. It will be the Contractor's responsibility to co-ordinate this work at a time suitable to the City.
2. Should any of the adjacent occupant(s) object to noisy/odorous work during permitted work hours then such work must be immediately stopped and only continue at such time as not to cause any such disturbance.
3. Contractor must schedule and perform the work in accordance with the City of Toronto Municipal Noise By-Law and include for all costs associated with this in their base bid price.

### **3.8 Method of Procedure (MOP)**

1. Any construction work that may impact existing building systems or Work that occurs within critical areas within the building which include but are not limited to: IT spaces, UPS Rooms, Electrical Rooms, Mechanical Rooms and Fire Safety Rooms require the production of a Methods of Procedure (MOP) document that must be submitted to the Owner and the Consultant for review & approval.
2. The Contractor is responsible for producing all Methods of Procedure documents necessary to complete the work. The Contractor shall include all costs associated with the production and revision of Methods of Procedures documents. The Contractor is responsible for all required revisions to the Methods of Procedures documents so that they meet the approval of the Owner.
3. The Contractor shall include all costs associated with the production of a look-ahead schedule that outlines all construction activities occurring within the next

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predetermined period of the Project. The duration of the schedule and the frequency with which the schedule will be updated shall be determined by the Owner and submitted to the Consultant and the Owner for review. The frequency of updates shall not be less than once in a two-week period. The determination as to which activities will require the production of Methods of Procedures documents will be based on the Consultant's and the Owner's review of the look ahead schedule.

### **3.9 Construction Zone**

1. The Contractor must provide all soft and hard safety hoarding required in order to facilitate the safe separation of occupied and unoccupied work area and/or areas requiring emergency egress during all phases of the work. This includes but is not limited to provision of ULC listed fire rated wall assemblies, doors, frames and closers (fire rated and non-rated) and modifications to safety and emergency lighting. Contractor must post proper construction signages and temporary wayfinding signage throughout work areas.
2. The areas of construction are to be clearly delineated and signed for safety purposes at all times, including access to exits, and clear paths of travel. Where project work may cause temporary or partial closure of the exits or egress to and from the site then alternate exits or egress will need to be provided. Contractor shall provide visible and proper construction signage, including any temporary directional signage, at no extra costs to the project.
3. Emergency exiting and egress paths cannot be obstructed during construction. In the event of an emergency the contractor must allow the public access through the site. The contractor shall ensure the work area is free and clear of debris and allow for minimum OBC egress requirements through the work area during normal business hours.
4. Maintain adequate safety communication signage at all times in accordance with the Ontario Health and Safety Act.
5. An experienced and competent full time Site Supervisor is required to be on site at all times with trades & subtrades throughout the work of this contract.
6. The contractor shall maintain all of the life safety systems and devices in good working order for the entire duration of the project.

### **3.10 Building Services, Access, Permits & Inspections:**

1. Coordinate and cooperate with end-users, City staff, and other agents working for or with the City of Toronto for general work and regular building functions for the duration of the construction period.

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2. Contractors, sub-contractors and vendors are not permitted to use any City-owned equipment or tools including bins, ladders, dollies, lifts, cleaning tools, etc.
3. The contractors must familiarize themselves and adhere to all base building requirements and procedures. Where applicable and required to complete project scope, Contractor is to prepare and submit required access/request forms to City for review and approval prior to work commencement. This is to include not limited to the following:
  - a. Building Systems Bypass (Mechanical, Electrical, Fire Life Safety)
  - b. Shutdown (Plumbing/Electrical/HVAC)
  - c. Hot Works
  - d. Impairment form/procedure
4. City's agent, the Consultant and the designated City staff shall have access to the demised premises at all times.
5. Unless otherwise approved by the Owner, the Contractor shall not be permitted to use washroom facilities within the occupied areas of the building.
6. Shutdowns of services will not be permitted without prior approval by the [City of Toronto](#) and must have a minimum of 3 business days or 72 hour advance notice. The City reserves the right to stop any disruptive work and may request to have this work completed at a different time at no extra cost to the project.
7. Services to Carry
  - a. Cash Allowance as outlined in the Pricing Form for electromagnetic field mitigation measures, including, any necessary testing and surveys.
8. Interrupt services to the building and area of work for the shortest duration possible in order to implement the work of the contract and minimize disruption to the occupants of the building and the general public. Interruption of services shall require approval of the City of Toronto project staff throughout the duration of the work. Any work that requires an interruption to base building services must be performed after regular operating hours. No additional overtime charges will be paid for the Work performed after regular operating hours and/or on weekends.
9. The Contractor shall coordinate required building and floor access with the City Project Manager and Corporate Security. The Contractor will be responsible to manage and monitor access for all sub-trades and vendors throughout the duration of the project.
10. Obtain all necessary approvals from the City of Toronto necessary to facilitate the construction of the work and access to the site including but not limited to the following:

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- a. Access to delivery dock during off hours for delivery of materials to and from the site.
  - b. When the access to the delivery dock is not available the Contractor will be responsible for material delivery via street level access and will pay for and obtain all right of way permits as required.
  - c. The City must be given minimum 3 business days (72 hours) advanced notice prior to booking of freight elevator for any daytime or nighttime material deliveries.
  - d. Obtaining security access approval via City of Toronto Corporate Security staff responsible for the facility.
  - e. The City must be given minimum 3 business days (72 hours) advanced notice prior to any work being performed on the base building systems.
11. All deliveries will take place through the loading dock. The Contractor will not be permitted to block traffic to facilitate delivery of materials and shall abide by all local by-laws and street signage inherent to project location. The contractor shall establish suitable delivery schedules and seek approval from the City for access to the loading dock. The Contractor will not be permitted to block access to the parking garage entrance or waste removal bins at any time.
12. Apply and pay for all necessary right of way permits to accommodate the work specified on the contract documents including but not limited to road closures, air encroachment agreements, hydro permits, lifting permits and pay duty officers required to facilitate the work.
13. Coordinate and interface with the Building's Operation staff on all Fire Alarm work, service shut-downs, use of service spaces & loading dock, and any associated site work or work in areas outside the area of work as designated in the attached Construction Documents.
14. Coordinate and administer all necessary inspections for Authorities having jurisdiction including but not limited to ESA inspections, Building Department Inspections and signoff, Fire alarm Verification, Toronto Hydro and HVAC, sprinkler and plumbing inspections (including hydraulic calculations) and applications for all occupancy permits. The complete approvals of these agencies are the responsibility of Contractor, the City will provide necessary Plumbing, HVAC and Building Permits.
15. If on-site parking is available, City of Toronto will arrange for parking access for contractor and sub-contractors. If parking is not available on site, contractor is to arrange and pay for public parking at the expense of the contractor for the duration of the project work.
16. Coordinate, administer and pay for any security escort services (regular & after hours) that may be required to supervise construction work within secured areas.

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### 3.11 Site / Area of Work Security

1. While work is being performed, access to the facility will be granted to the Contractor. The Contractor is solely responsible for securing the work site and protecting their equipment while their trades are working at all times.
2. The Contractor and all Subcontractors may be required to undergo a security check, and may be required to complete a non-disclosure document prior to beginning any work on site prior to being issued security access cards.
3. Personnel is required to sign in with on-site security at the start of every work shift and provided with an access card which must be always worn. Access card must be returned at the end of the work shift and sign-out with security.
4. During construction the site will be under the exclusive control of the Contractor. All access to the site must be approved by the contractor. All those permitted entrance to the site must comply to the requests and supervision of the contractor.
5. The Owner, and its designated agents and vendors shall have unlimited access to the premises for the purpose of inspecting the construction work in progress and maintain base building systems.

### 3.12 Existing Utilities

1. The Contractor is fully responsible for the protection of all utilities shown on the drawings and/or the utility locates.

### 3.13 Sub-Contractors

1. Carry all designated sub-contractors indicated in this Tender. Refer to Part 4 – Form D – 'List of Subcontractors Form'.
2. The General Contractor shall ensure that all sub-trades required for the project have adequate resources and personnel to complete the project to the workmanship, quality and timelines required. These include but are not limited to the following minimum requirements:
  - a) The **Security Sub-Contractor** for this project must have:
    - Minimum of 10 years of project experience.
    - Be [C-CURE 9000 Software House Certified](#), Refer to City's list of certified vendors included in this tender.
    - Insured and bonded to work in Canada and approved to install security systems for the City of Toronto - Corporate Security division
    - Completed a minimum of three (3) project with similar scope of work and at least one (1) being for a Municipal or other Government agency

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and valued at \$500,000 or more where the majority/focus of the work was interior alterations and fit-up of office space with and occupied facility and coordination with multiple sub-trades and specialty vendors.

- Be able to provide client references for past project performance.

### 3.14 Mandatory City Vendors

Employ the following sub-contractors for work indicated. Include their work into the base Contract Price. Include the cost of all designated subcontractors in the base Contract Price.

- a) **Data, VOIP, and IT Cabling:** Bell Canada, Contact: Roger Vachon, Project Manager – Structured Cabling Solutions Phone: 905-540-7442 or 800-452-4362, Email: [roger.vachon@bell.ca](mailto:roger.vachon@bell.ca) for all data, IT equipment and cabling requirements as per City of Toronto Corporate IT cabling standards which have been included in this Tender.
  1. Data: For data cabling Bell has also been selected as the vendor for network cabling system, though the City will own this cabling system outright, The city has awarded Bell the contract to install, maintain, expand, sustain and support this system as per manufacturers specifications and industry standards, they are expected to follow IT processes and procedures and standards, work with IT telecommunication procurement systems. They are expected to have fully qualified trained technicians and certified for the cabling systems that bell is installing, as well as have the appropriate resources for cabling design professionals with industry certifications from organization such as BICSI and also follow IT processes standards such as ITIL.
  2. VOIP: Also the city has awarded Bell to implement and maintain a UC (unified communications system AKA VOIP) running over the network, as part of this implementation Bell will be reviewing the cabling infrastructure since it is critical part of this system, if they system is not certified properly, this could also be a warranty issues with the GC.
  3. The City Technology Services Division (TSD) reserves the right to review any quote between the Contractor and Bell to see that they are provided quotes that are in line with the city contract. Bell shall be consistent with the city contract and equal to all Contractors.

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4. The Contractor must follow the cabling standards as defined by the city and the installation must be installed to the manufacturers standards.
  5. The Contractor shall give Bell sufficient time to review the tender documents. Bell will be provided these ahead of time and be invited to the construction meeting. There should be a sign off that the GC has contacted Bell and reviewed the Bell quote as part of the tender evaluation and the scope of work between Bell and the GC is concise and complete.
- b) **Life Safety Contractors:** The Contractor is required to coordinate all work related to the base building Life Safety Systems with the City of Toronto staff and contractors responsible for annual fire alarm (FA) and equipment inspections, FA verification, FA monitoring, FA sprinkler testing and any other services related to maintaining the life safety systems.

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Mandatory City of Toronto Life Safety Contractors

a. **Fire Alarm & Sprinkler Contractor – Eurotech Safety Inc.**

Stephano Cavaliere, Account Manager  
O: 905-239-1005 ex 220  
[admin@eurotechsafetyinc.com](mailto:admin@eurotechsafetyinc.com)

Mike Procak  
416-888-8671

b. **Fire Alarm & Verification Electrical Contractor – EST3/Chubb Edwards**

Chris Keays  
O: 905-931-0978  
[chris.keays@chubbfs.com](mailto:chris.keays@chubbfs.com)

Brett Matheson  
416-553-2004

c. **Fire Alarm Monitoring Company – Graham Alarm Monitoring Ltd.**

1-888-295-8430  
O: 905-897-6300  
F: 905-897-3542

The City of Toronto and its Facilities Management team must be given advanced notice prior to any work being performed on the base building systems.

The City must be given advanced notice (minimum of 7 days) prior to any work being performed on the base building systems that would require the fire alarm to be placed on by-pass and / or for our staff to notify tenants, security and the monitoring company.

The Contractor shall carry all costs associated with fire alarm by-pass including any overtime costs required by the City's vendors or the City's own building supervisory staff to attend the site to perform Fire Alarm By-pass procedures.

In the event that the Fire Alarm cannot be by-passed for the area of work and/or the alarm requires a total building shut down, the Contractor will be responsible for providing all fire watch requirements in accordance with the contract and the Ontario Fire Code.

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The contractor is obliged to coordinate all work related to the base building life safety systems with the City of Toronto contractors and staff responsible for annual fire alarm (FA) and equipment inspections, FA verification, FA monitoring, FA sprinkler testing, Fire Alarm By-Pass and any other services related to maintaining the life safety systems.

- c) **Building Automation Systems Controls Contractors:** The Contractor is required to coordinate all work related to the building automation systems controls and systems integration with the City of Toronto staff and contractors responsible for base building automation system. Contractor for Metro Hall: Siemens Canada Contact: Peter Christiansen, Email: [peter.christiansen@siemens.com](mailto:peter.christiansen@siemens.com), Cell: 416-357-7897
- d) **Security Key Cylinders & Locksmith:** Matching existing Medeco High Security Cylinders.

Key Cylinder Codes for City of Toronto Facilities will be provided by Corporate Security, Building Supervisor.

Locksmith and Hardware Services is Lock-up Services Inc. Contact: Chris Wright, Security Consultant, email: [cwright@lockupservices.ca](mailto:cwright@lockupservices.ca)  
P. 416-255-3500, Cell: 416-553-0570

- e) **Security Sub-Contractor:** Refer to list of certified dealers included with this tender. All security work (supply, install, programming, commissioning and testing) completed by the Contractor and its sub-contractor is to be coordinated with City of Toronto Corporate Security personnel.

### 3.15 Coordination with Owner's Sub-Contractors and/or Vendors

1. Work with City staff and all its designated Vendors to install equipment and furnishings and include costs in your base bid price form for supervision and coordination with these Vendors to deliver and install equipment + furnishings. The contractor will include a placeholder for this work in their construction schedule in order to facilitate the implementation of the work in accordance with the Owner's move-in and go live dates. Approved City Vendors and City Divisional Staff include but are not limited to:
  - a. Office Furniture / FF&E Supply Vendors
  - b. Cabling and Connection of Phones and Corporate IT Staff
  - c. Moving Vendors
  - d. Audio Visual Contractors
  - e. Signage Installation Vendor
  - f. Corporate Security Staff
  - g. Corporate IT Staff
  - h. Children Services' vendor or record (furniture, suppliers, etc)

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2. The Consultant and the City reserve the right to allow other contractors to perform work in connection with the project. The General Contractor shall be responsible for coordination of work and establishing schedules for all trades; they shall afford other contractors reasonable opportunity for the introduction and storage of their materials and equipment for execution of their work.
3. The contractor will cooperate with all City of Toronto personnel to facilitate the work of the contract including but not limited to maintenance and security personnel.
4. The Owner will not coordinate any work of the designated subcontractors. All designated subcontractors to be the responsibility of the general contractor and be co-ordinated accordingly to perform the work of the contract.
5. The general contractor will co-operate with and supervise the Owner's own contractors and staff to facilitate any on-going work within the building.
6. Detailed contact information of City's Vendors and Sub-Contractors will be provided to the successful bidder upon commencement of the work or throughout the duration work as these contracts are awarded.
7. The GC should also allow the City's Vendors and Sub-Contractors sufficient time to coordinate and schedule the installation of their work in order to not delay to the targeted completion date of the project. The GC will be expected to allow the City's Vendors and Sub-Contractors into the work space prior their work taking place and invite them to pertinent construction meetings required for coordination.
8. Security Work: All security work noted on the drawings and specifications including coordination with the City of Toronto Corporate Security personnel and programming specialist required to provide a fully operational security system.
9. The GC shall coordinate, sequence and supervise all necessary work associated with demountable partitions with the Owner's Vendor to ensure successful construction and completion of the work.

### **3.16 Move Management for Children Services**

1. Contractor is to provide complete moving services, this includes, but not limited to, relocating all daycare asset, files, equipment, furniture and other miscellaneous items as outlined in the Surplus Asset list, from its current south side location to the newly constructed child care centre on the north side of Metro hall. Moving

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services to include supply/rental of all necessary equipment, tools and vehicles, supply and delivery of packing supplies,

Assembly and disassembly of furniture, including electrical disconnect and reconnection.

Provide temporary storage space where needed to follow move schedule.

Provide sufficient moving supplies, to include but not limited to, cardboard boxes, equipment carts, labels, tape, plastic bins, dolly, moving mats, protective covers/tarps.

2. Contractor is to refer to Surplus Asset List to identify items to be relocated to new child care centre. Contractor may be required to deliver existing asset items to other off-site locations (within the City of Toronto), refer to Surplus Asset Inventory included in this tender. Contractor to assist with removal and disposal of remaining surplus asset items.
3. Contractor is to develop moving plans and moving schedule that aligns with construction work. Contractor is to coordinate all moving services with City's Move Manager (project consultant).
4. Packing is to be done by City staff.
5. Provide post-move support for City staff up to (3) calendar days. Support work includes content relocation and placement, electrical connection/troubleshoot, coordination with City vendors for set up of services.

### **3.17 Invoicing, Cash Allowance & Contingency:**

1. For each invoice submitted, the Contractor is to list the Invoice number, payment number, all previous charges to date, percentage completion of each item of work, the remaining charges for each item of work and which, if any, items have been charged to the contingency or cash allowance. See an example of an invoice reference material. The Project Manager and Consultant shall receive invoices in advance of the time they are sent to the City Account Payable for processing. The Consultants validation for payment of the Contractors invoice shall also reflect similar level of detail.
2. All inspection and testing noted in the specifications and on the drawings is part of the bid price. Any Cash Allowance is only for additional inspections and testing as directed and required by the City. Payments from the Contingency Allowance will not be permitted without prior written approval of the City's Project Manager via Change Orders. The unused portion is to be identified as credit to the contract prior to any other Change Orders. All Change Orders are to be prepared and executed by they Consultant.
3. Payments from the Cash Allowance will not be permitted without prior written approval of the City's Project Manager via Cash Allowance Authorization. The

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unused portion is to be identified as credit to the contract. All Cash Allowance Authorizations are to be prepared and executed by the Consultant.

4. No material substitutions shall be made unless previously approved in writing by the Consultant and the City by completed the appropriate request for substitution process included for the drawings and specifications.

### **3.18 Final Cleaning**

1. Before applying for Substantial Performance of the Work as provided in GC 5.5 - SUBSTANTIAL PERFORMANCE OF THE WORK, the Contractor shall remove waste products and debris, other than that resulting from the work of the Owner, other contractors or their employees, and shall leave the Site clean and suitable for use or occupancy by the Owner. The Contractor shall remove products, Construction Equipment, and Temporary Work not required for the performance of the remaining Work all to the satisfaction of the Contract Administrator and the Owner, acting reasonably.
2. Prior to the final Application for the Payment, the Contractor shall remove any remaining products, Construction Equipment, Temporary Work, and waste products and debris, other than those resulting from the work of the Owner, other contractors or their employees.
3. Contractor shall complete all maintenance and cleanup of the Work and Site within 24 hours of written notice from the Owner or Contractor Administrator of such. If such maintenance and cleanup is not completed within 24 hours of such written notice, the Owner shall be entitled to, or to engage others to, perform such maintenance and cleanup, at the Contractor's expense and set-off the costs thereof in accordance with GC 5.10 – OWNER'S SET-OFF.
4. Contractor shall repair all damage to the Site caused by the Contractor's, Subcontractor's, Supplier's or Sub-subcontractor's transportation in and out of the Site within five (5) Working Days of written notice from the Owner or Contractor Administrator to repair or before final payment, whichever is earlier. If such repair is not completed within the required time period, the Owner shall be entitled to, or to engage others to, perform such repair, at the Contractor's expense and set-off the costs thereof in accordance with GC 5.10 – OWNER'S SET-OFF.
5. When the work is substantially performed, the Contractor shall remove surplus Products, tools, construction machinery and equipment not required for the performance of the remaining Work.
6. Prior to final handover of project area to the City of Toronto for occupancy, contractor shall provide construction clean up and general cleaning of all work areas to an acceptable level by the City of Toronto as indicated in the attached

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Construction Documents, including but not limited to cleaning of the interior and exterior renovated, altered and new construction.

- a) Use professional cleaners for final cleaning. Use only cleaning material recommended by manufacturer of surface to be cleaned.
- b) Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation system is not permitted for this purpose.
- c) Vacuum, wipe down, spot clean and dust building interior elements on the floor, including all base building rooms, existing and new interior rooms and finishes on the floor, existing and new equipment, millwork, furniture (workstations, lockers, filing cabinets, storage pedestals, etc.), flooring finishes, walls and glazing, washrooms, storage rooms. Remove debris / waste as required. Clean behind grilles, louvres and screens. Leave Work vacuum-clean, ready for occupants, before the inspection process commences.
- d) Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, mechanical and electrical fixtures and equipment. Replace broken, scratched or disfigured items at no extra cost to the Owner.
- e) Remove adhesives, tape, hooks, screws and nails from the walls and leave surfaces clean.
- f) Remove grease, stains, spots, marks, dust and dirt from decorative work, electrical and mechanical fixtures, furniture, fitments and walls and floors
- g) Cleaning of interior renovated space. The entire post-construction area is to be dust free and all stains must be removed from any flooring, walls, and/or ceilings.
- h) Cleaning of debris around loading dock, elevators + lobbies and public corridors.
- i) The Contractor is responsible to clean up and removal from the premises all waste materials, rubbish, wrappings and salvages as generated by the construction.
- j) Ductwork cleaning of all existing ductwork within the office space being re-used. Provide a certified Indoor Air Quality test before and after the system is commissioned for the City and consultant team to review with the local Joint Health and Safety Committee.

### **3.19 Close-Outs, Record Drawings & As-Built:**

*Refer to the Project Manual for complete details.*

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1. The General Contractor shall provide a complete set of construction documents on site including but not limited to the following: a) RFI's b) CO's c) Quotations d) Site Instructions e) CCN's f) Change Directives g) Drawings and Specifications, h) Approved Shop Drawings i) Meeting Minutes, j) Construction Schedule.
2. Maintain a complete set of record drawings and specifications throughout the duration of the work of the contract on site.
3. Asset Management (AM) & Operations Coordination - The Contractor will be required to document all new assets, including HVAC units, FCUs, VAV's, PRV valves, associated electrical and mechanical equipment, electrical panels, fixtures, sound masking systems for coordination with the City's Metro Hall asset tagging system. Any removed assets should be communicated to the City to update the list accordingly. If there is no City AM tag, the Constructor should reference "no tag" where applicable. All new valves should be added to the floor's valve list posted in the Mechanical room. Changes to the existing electrical panel should be properly labelled and communicated with the City's Operations team.
4. The project close out documents (including CAD/PDF and hard copy as-builts drawings) and the Operations and Maintenance manuals must be submitted by the general contractor and accepted by the Project Administrator before the Certificate of Substantial Performance can be certified by the Prime Consultant.
  - Drawings must be in the latest AutoCAD version (2018 or sooner) in .dwg format, according to AIA Layer Standard. All CAD file (.dwg) must contain all specific (to the drawing) directories or information and/or have external references pointing to any data or files.
  - One type of information is to be provided on each drawing; mixing the drawing types is not permitted.
  - One drawing per floor or location is required. Multiple location drawings are not permitted.
  - The Contractor is to provide three (3) hard copies of the Operating & Maintenance Manuals and 1 USB shall be submitted. Binders are to be bound in vinyl hard cover 3 "D" ring type loose-leaf for 212x275 mm size paper. Binders are not to exceed 75 mm thick or be more than 2/3 full.
5. Organize contents into applicable sections of work to parallel project specifications breakdown. Mark each section by labelled tabs protected by celluloid covers fastened to hard paper dividing sheets.
6. The manual must include but not limited to the following:

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- a. The Two Year Warranty Certification from the General Contractor and its Suppliers.
  - b. The manufacturer's warranties
  - c. As-Built Drawings (electronic version + hard copy)
  - d. Approved Shop Drawings
  - e. ESA/TSSA Reports should be included at the front
  - f. Notice of Project
  - g. Health & Safety Policy
  - h. Health & Safety Pre-start report
  - i. Record of equipment demonstration and training
  - j. All project schedules
  - k. Testing & Inspection Reports / Consultant Inspection Reports
  - l. Substantial Performance Certificate & Advertisement
  - m. Contact List (Design and Construction Teams)
  - n. Prime Consultant Final Completion Certificate
  - o. All approved Change Orders and Change Directives
  - p. All of the above on CD and 3 ring Binders
7. The Contractor will be required to conduct a walkthrough meeting with the City's Facilities Management team to handover the completed floor, and all warranty and closeout documents to the City, including specifications for all consumable materials and a list of all project spare materials. The Contractor should provide 3 days' notice for this meeting, in coordination with the City's Project Manager.

**END OF PART 3**