

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

### 1. SCOPE OF THE WORK

The Contractor shall provide all labour, materials, equipment and supervision as necessary for **construction of New Dental Clinic at 240 Alton Towers Circle, Scarborough** in accordance with the Issued for Tender drawings and specifications including any addenda issued during the time of bidding.

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

### 2. CONSTRUCTION PLANNING

- 1) Provide detailed project schedule in accordance with Part 2 – Construction Agreement included in this Tender. The schedule is to be approved by the Consultant, City of Toronto and Landlord 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 Consultant, City of Toronto and Landlord. These documents shall be provided to the Consultant and the City. Contractor shall provide and set up Health & Safety Board on site.
- 4) When applicable, provide a construction sequencing and staging plan to the Consultant, City of Toronto and Landlord indicating site access, safety barriers, material staging area, work area, phasing of work and disposal bin location. This plan must be approved by the Consultant, City of Toronto and Landlord prior to any mobilization on site.
- 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) All work, whether shown or implied, unless specifically questioned, shall be considered fully understood in all respects by the General Contractor, and he will be responsible for any misinterpretations or consequences thereof for all work shown on all contract documents.
- 8) The General Contractor shall provide a Construction Schedule to the City's Project Manager for review within **seven (7)** calendar days from date of award.
- 9) The General Contractor shall provide a Schedule of Value to the City's Project Manager and the Prime Consultant for review and approval within **ten (10)** calendar days from date of award. The

## **PART 3 – DRAWINGS AND SPECIFICATIONS**

**RFT No. Doc3851217981, Contract No. N/A**

Schedule of Values must be approved in writing by both City's Project Manager and the Prime Consultant before any payment will be certified.

### **3. CONSTRUCTION SEQUENCING:**

- 1) A work sequencing and construction plan must be prepared by the Contractor based on review of site, Owner's feedback and Consultants recommendations. The proposed plan must include durations of 6-8 weeks for systems furniture delivery and installation which must meet the substantial performance date, and an additional 2 weeks 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.
- 2) The Contractor shall be required to 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.
- 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.

### **4. COMMENCEMENT AND COMPLETION DATE**

- 1) The start date of this Contract is **immediately upon receipt of a award letter**, 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.
- 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 delayed for any reason other than what is permitted within Part 2 – Construction Agreement included in this tender, then the General Contractor shall not be entitled to any claims and will be subject to penalty via liquidated damages clauses noted within Schedule A – Part B of the Construction Agreement.
- 3) Completion dates of the Contract may be extended subject to the required approvals being obtained in accordance with the applicable Part 2 – Construction Agreement.

### **5. CONSTRUCTION PERIOD**

1. 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.

## **PART 3 – DRAWINGS AND SPECIFICATIONS**

### **RFT No. Doc3851217981, Contract No. N/A**

2. Any construction tools and / or equipment used on project must follow OHSA guidelines or any other code requirements having jurisdiction over tools and equipment.
3. 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.
4. Throughout the entire course of construction the General Contractor and any other trade working on job site must follow the current OHSA guidelines in addition to all codes having jurisdiction as it relates to protective clothing: hard hats, gloves, eye protection and shoes.
5. 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.
6. 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 throughout 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.
7. Selective demolition of existing building elements and services necessary to facilitate the new work and as indicated in the attached Construction Design Drawings & Specifications.
8. Removal and disposal of existing finishes and remaining items (furniture, millwork, plumbing fixtures, chairs, and miscellaneous abandon items) in the building and as indicated in attached Construction Documents.
9. 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 in basement and perimeter areas of building outside the City's lease line.
10. Renovation, Alteration and New Construction for the space and associated areas as indicated in the attached Construction Documents including but not limited to the following:
  - a. Supply and installation of new all materials, equipment and labour required to complete the scope of work indicated in the attached Construction Documents.
  - b. Additions and revisions to the existing Mechanical, Plumbing and Electrical Systems as indicated in attached Construction Documents.
  - c. Coordination and supervision of the Owners' Vendors as required, including but not limited to:
    - i) Installation of Dental Millwork & Cabinery
    - ii) Installation of Dental Equipment & Furnishing
    - iii) Installation of network cabling and WIFI Access Points
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. Location of waste removal bin shall be coordinated and approved by the the City of Toronto. Contractor must

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

provide for review and approval a waste management plan which identifies quantities and type of waste material to be diverted from landfill. Waste management certificates are to be submitted.

12. Any damage to the Premises or the Shopping Centre caused during the construction period the contact and its sub-contractors, tradesmen or material suppliers shall be required to provide repairs immediately at the contactor's cost.
13. Parking of delivery vehicles cannot interfere with the use of any driveway, walkway, parking area, mall or other area of the Shopping Centre

### **6. BUILDING SERVICES, ACCESS, PERMITS, INSPECTIONS**

1. Cooperate with the Landlord, Client, 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.
2. The contractors must familiarize themselves and adhere to all base building requirements.
3. Both the Consultant and the designated City staff shall have access to the demised premises at all times.
4. Shutdowns of services will not be permitted without the approval by the City of Toronto and Landlord and must have a minimum of 7 business days 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. 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 Contractors responsibility to co-ordinate this work at a time suitable to the City, Tenant and Landlord.
  - a. *Should any of the adjacent occupants 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.*
5. 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 Landlord and City of Toronto project staff throughout the duration of the work
6. Obtain all necessary approvals from the Landlord and City of Toronto necessary to facilitate the construction of the work and access to the site including but not limited to the following:
  - 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 hrs) advanced notice prior to booking of freight elevator for any daytime or night-time material deliveries.
  - d. Obtaining security access approval via City of Toronto and Landlord for the facility.
  - e. The City must be given minimum 7 business days advanced notice prior to any work being performed on the base building systems.

## **PART 3 – DRAWINGS AND SPECIFICATIONS**

**RFT No. Doc3851217981, Contract No. N/A**

7. All deliveries will take place through the loading dock unless otherwise approved by the Landlord. 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.
8. 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.
9. 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.
10. Coordinate and administer all necessary inspections for Authorities having jurisdiction including but not limited to ESA inspections, Building Department Inspections and signoff, Fire Marshall Inspections and Fire Safety Plan sign offs, 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 is the responsibility of Contractor, the City will provide necessary Plumbing, HVAC and Building Permits.
11. 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.
12. Coordinate, administer and pay for any security escort services (regular & after hours) that may be required to supervise construction work within secured areas.

### **7. SECURITY OF THE SITE WHILE WORK IS BEING PERFORMED**

1. While work is being performed, access to the facility will be granted to the General Contractor. The General 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 agreement prior to beginning any work on site prior to being issued security access cards.
3. 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
4. The Owner and its designated vendors shall have unlimited access to the premises for the purpose of inspecting the construction work in progress.

### **8. EXISTING UTILITIES**

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

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

### 9. SUBCONTRACTORS & DESIGNATED VENDORS/SUBCONTRACTORS

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 link: [http://www.swhouse.com/support/Dealer\\_Certification.aspx](http://www.swhouse.com/support/Dealer_Certification.aspx)
    - **Refer to List of Certified Security Dealers**, Refer to this document, section 17.8.b – Appendix I
    - Insured and bonded to work in Canada and approved to install security systems for the City of Toronto - Corporate Security division
    - Be able to provide client references for past project performance.
3. The following is a list of preferred sub-contractors for work indicated.

#### 1. **Life Safety Contractors:**

Trinity Fire Protection – Sprinklers  
Brian Hadfield  
(416) 676-5658  
[bhadfield@trinityfire.ca](mailto:bhadfield@trinityfire.ca)

General Note - The Contractor is obliged to coordinate all work related to the base building Life Safety Systems with the Landlord and its 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.

#### 2. **Plumbing:**

Clear Flo Plumbing – Plumbing  
Roy Sango  
(416) 414-2611  
[roytheplumber@gmail.com](mailto:roytheplumber@gmail.com)

General Note - The Contractor is obliged to coordinate all work related to plumbing with the Landlord and its contractors responsible for base building systems.

#### 3. **HVAC:** Exact Air

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

Tom Dal Barco  
(416) 984 2851  
[tom@exactaircontrol.com](mailto:tom@exactaircontrol.com)

General Note - The Contractor is obliged to coordinate all work related to HVAC with the Landlord and its contractors responsible for base building systems.

### 4. Electrical:

SRH Electrical Ltd.  
Shawn Hill  
(416)-788-8691  
[shawn@srhelectrical.ca](mailto:shawn@srhelectrical.ca)

General Note - The Contractor is obliged to coordinate all work related to Electrical with the Landlord and its contractors responsible for base building systems.

### 5. Security Alarm System & Monitoring:

Contractor is responsible to administer and coordinate all work with City of Toronto Corporate Security staff. Contact information will be provided to awarded contractor.

### 6. Base Building Locksmith:

Key Cylinder Codes for City of Toronto Facilities are provided by City of Toronto - Corporate Security Contact. Contractor is responsible to administer and coordinate all work with City of Toronto Corporate Security staff. Contact information will be provided to awarded contractor.

Reference Information: City of Toronto Vendor for 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

General Note - The Contractor is obliged to coordinate all work related to master keying with the Landlord and its contractors.

## **10. COORDINATION WITH CITY OF TORONTO & OWNERS' SUBCONTRACTORS 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 and 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

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

- f. Corporate Security Staff
  - g. Corporate IT staff.
  - h. Dental Clinic Specialist
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 targetted completion date of the project. The GC will be expected to allow the 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. Contractor is responsible to administer and coordinate all work with City of Toronto Corporate Security staff. Contact information will be provided to awarded contractor. .
  9. The General Contractor shall coordinate, sequence and supervise all necessary work associated with dental millwork cabinetry, dental equipment, IT & network, and security with the Owner's Vendor to ensure successful construction and completion of the work.

### **11. WORKING HOURS**

1. Work shall be undertaken after regular operation hours, from **6:00 PM to 7:00 AM, Mondays to Fridays and/or during weekends and holidays**. Work that is noisy, dusty, odorous, or causes vibration or disturbance to the occupants shall be conducted after hours between **6 pm to 7 am, Mondays to Sundays**. Should the facility return to regular building occupancy,



## **PART 3 – DRAWINGS AND SPECIFICATIONS**

**RFT No. Doc3851217981, Contract No. N/A**

all construction work activities is to take place after regular operation hours.

2. Saturday and Sunday work is permitted without prior notification to the owner. A minimum of 3 days' notice is required. No additional payment for Saturday and Sunday and after hours work will be permitted.
3. The General 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.
4. The General Contractor shall notify the Project Manager at least 3 business days in advance of any scanning, X-ray work, or coring. Such work must be done after hours with approval from the City and the Landlord.

### **12. CONSTRUCTION ZONE**

1. 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.
2. 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.
3. Maintain adequate safety communication signage at all times in accordance with the Ontario Health and Safety Act.
4. 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.
5. The contractor shall maintain all of the life safety systems and devices in good working order for the entire duration of the project.
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 Construction Documents, including but not limited to:
  - a) Cleaning of the interior and exterior renovated, altered and new construction.
  - b) Cleaning of interior renovated space. The entire post-construction site is to be dust free and all stains must be removed from any flooring, walls, and/or ceilings.
  - c) Cleaning of debris around loading dock, elevators + lobbies and public corridors.
  - d) The Contractor is responsible to clean up and removal from the premises all waste materials, rubbish, wrappings and salvages as generated by the construction.
  - e) 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.

## **PART 3 – DRAWINGS AND SPECIFICATIONS**

**RFT No. Doc3851217981, Contract No. N/A**

### **13. SPECIAL NOTES**

1. The Contractor shall not be permitted to use washroom facilities within the occupied areas of the building outside the area of work, unless otherwise approved by Facilities' Management & Operations.
2. There will be no-smoking permitted on the property or near the entrance to the facility.
3. 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.
4. 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 the Consultant.
5. Payments from the Cash Allowance will not be permitted without prior written approval of the City's Project Manager via Cash Allowance Authorization. The unused portion is to be identified as credit to the contract. All Cash Allowance Authorizations are to be prepared and executed by the Consultant.
6. 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.

### **14. CLOSE-OUTS, RECORD DRAWINGS AND AS BUILTS:**

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) CCM'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.

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

3. 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.
  - 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.

The manual must include but not limited to the following:

- The Two Year Warranty Certification from the General Contractor and it Suppliers.
  - a. The Two Year Warranty Certification from the General Contractor and it Suppliers.
  - b. The manufactures warranties
  - c. As-Built Drawings (electronic version + hard copy)
  - d. Approved Shop Drawings
  - e. ESA/TSSA Reports should be included at the front
  - f. Fire Life Safety Plan & Manual
  - g. Notice of Project
  - h. Health & Safety Policy
  - i. Health & Safety Pre-start report
  - j. Record of equipment demonstration and training
  - k. All project schedules
  - l. Testing & Inspection Reports / Consultant Inspection Reports
  - m. Substantial Performance Certificate & Advertisement
  - n. Contact List (Design and Construction Teams)
  - o. Prime Consultant Final Completion Certificate
  - p. All approved Change Orders and Change Directives
  - q. All of the above on CD and 3 ring Binders

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

4. Refer to technical specifications for additional requirements regarding as-built drawings and substantial performance.

### **15. The City of Toronto Social Procurement Program**

In May 2016, Toronto City Council unanimously adopted the City of Toronto Social Procurement Program which aims, in part, to drive inclusive economic growth by improving access to the City's supply chain for certified diverse suppliers. The City of Toronto expects its Suppliers to embrace and support the City of Toronto Social Procurement Program and its respective goals.

Social Procurement involves using purchasing power and processes to advance positive economic, workforce, and social development outcomes, in addition to the delivery of efficient goods, services, and works. This includes bringing greater diversity to the contracting processes by addressing barriers for small and medium-sized enterprises, including those owned by members of equity-seeking groups and Social-purpose Enterprises. It comprises of a relatively wide range of activities, policies, and programs employed within geographies to create and sustain an inclusive workforce, create positive socio-economic impacts on low-income populations, and support current and future business and industry. It is an approach that integrates human service support, industry-driven education, and training, and career advancement strategies, facilitated by the collaboration between employers, training and education institutions, government, and communities.

#### a. Supplier Diversity Requirements

As part of the Social Procurement Program, the City encourages Suppliers to develop or provide an adopted supplier diversity policy that details the Supplier's means to improve supplier diversity in the City's supply chain. This is not a mandatory requirement and will not be considered as part of the award. A supplier diversity policy may demonstrate its commitment to diversity by (but not limited to):

- Describing the Supplier's commitment to an active supplier diversity program, including providing a company approved policy related to supplier diversity;
- Describing the Supplier's commitment to a pro-active employment diversity program, including providing the company approved employee diversity policy; or,
- Including proof of certification by a Supplier Certification Organization. For more information on the City of Toronto Social Procurement Program, visit:

<http://www.toronto.ca/legdocs/mmis/2016/ex/bgrd/backgroundfile-91818.pdf>

#### b. Workforce Development

## PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc3851217981, Contract No. N/A

As part of the Social Procurement Program, the City may require Suppliers to implement a Workforce Development Plan (WD Plan). If required, Section 1.9.1 Social Procurement Program – Workforce Development Requirement will detail the specifics of one or more Workforce Development Strategies (WD Strategy) to be implemented. The WD Plan is typically comprised of one or more of the following WD Strategies, with the details specific to each individual tender:

- Recruitment, Training and Skill Development Initiatives;
- Opportunities for Registered Apprenticeships during Construction; or,
- Use of Social Enterprises in the Supply Chain.

Furthermore, each WD Plan will require the Supplier to:

- Designate a liaison within the Proponent's organization who will implement and maintain the WD Plan and provide status updates and outcomes; Specify the frequency of meetings that will be included for meeting with a designated City representative to review and refine the WD Plan and provide updates on implementation activities; and
- Include a process for maintaining records of progress and outcomes and share these records with the City at agreed intervals throughout the contract, at the end of the contract and upon request by the City. Prior to any commencement of work, all reporting requirements will be confirmed. The implementation of the WD Plan is maintained and documented throughout the contract period, and such documentation may be considered in the review of responses to future City procurements.

5. **Social Procurement Program – Workforce Development** – Not Applicable

### 16. **Fair Wage:**

#### **GUIDE TO PROSPECTIVE BIDDERS APPLICATION OF THE FAIR WAGE SCHEDULES**

In accordance with the City of Toronto Fair Wage Policy, Contractors and Sub-contractors are responsible to pay workers employed in “field work”, a rate of wages not less than that set out for such work in the applicable Schedule of Wage Rates for this contract is as follows:

#### **APPLICABLE FAIR WAGE SCHEDULE SUBJECT TO LABOUR TRADE CONTRACTUAL OBLIGATIONS IN THE CONSTRUCTION INDUSTRY**

#### **“INDUSTRIAL, COMMERCIAL, INSTITUTIONAL (I.C.I.) WORK”**

On May 26, 2017, City Council enacted By-law No. 588-2017 that revises the Industrial, Commercial, and Institutional (I.C.I.) Work Schedule for 2016-2019. This schedule is

## PART 3 – DRAWINGS AND SPECIFICATIONS

**RFT No. Doc3851217981, Contract No. N/A**

applicable to the construction industry as determined by work characteristics that include industrial, commercial, institutional work.

Refer to the Labour Trade Contractual Obligations document for legislated labour requirements with respect to certified trades.

To obtain a copy of the I.C.I. Schedule, call the Fair Wage Office at the telephone number listed below or accesses the following link:

**[Industrial, Commercial, Institutional \(I.C.I.\) Schedule 2016.pdf](#)**

In case of a jurisdictional dispute or dispute as to the rate of wages to be paid under the contract or to the amount to be paid to any worker, the decision of the Manager, Fair Wage Office, shall be final and binding upon all parties.

**In the event that other Fair Wage Schedules may overlap the work covered by this contract, please contact the Fair Wage Office at (416) 392-7300 to seek clarification.**

### **17. DRAWINGS AND SPECIFICATIONS**

**1. Architectural Drawings:**

- File Name: DWG\_IFPT\_Arch\_26APR23\_240Alton.pdf

**2. Mechanical Drawings & Specs:**

- File Name: DWG\_IFPT\_Mech\_28APR23\_240Alton.pdf

**3. Mechanical Sizing Report:**

- File Name: IFPT\_Mech\_HydraCal\_28APR23\_240Alton.pdf

**4. Mechanical Hydraulic Calculation Report:**

- File Name: IFPT\_Mech\_HydraCal\_28APR23\_240Alton.pdf

**5. Electrical Drawings:**

- File Name: DWG\_IFPT\_Elec\_26APR23\_240Alton.pdf

**6. Furniture Drawings - Architectural Drawings:**

- File Name: DWG\_IFPT\_ID1.06-FurniturePlan\_26APR23\_240Alton.pdf

**7. Furniture Specifications:**

- File Name: DWG\_IFPT\_FurnitureSpecs\_26APR23\_240Alton.pdf

**8. Dental Drawings:**

- File Name: DWG\_Millwork\_K-Dental\_26APR23\_240Alton.pdf

**9. City of Toronto – Corporate Security Standards (3 files):**

a) Toronto Accessibility Design Guidelines (Security):

- File Name: Security Pages from TADG.PDF

## **PART 3 – DRAWINGS AND SPECIFICATIONS**

**RFT No. Doc3851217981, Contract No. N/A**

b) Certified Security Dealers List – Toronto, ON (January 2023):

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

c) Typical Scope of Work & Security Requirements:

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

**The following security standards and specifications will be to the successful proponent provided after award and only after a Non-Disclosure Agreement has been signed:**

- a) C-CURE 9000 Security Access Programming Standards
- b) Access Control Wall Panel Mounting– Typical
- c) HID Signo Card Reader Specifications
- d) Security Card Reader Door Typical

**10. City of Toronto Corporate Signage Standards:**

- File Name: Corporate Identity Program (CIP) Signage Specifications Manual.pdf

**11. City of Toronto Cabling Standard V4.5:**

- File Name: Structured Cabling Guide of CoT - January 2023 R1.pdf

### **18. OTHER DOCUMENTS**

**1. Pre-Renovation Project Specific Designated Substance Survey & Abatement Specifications:**

- File Name: Specifications\_Pinchin\_Abatement\_NOV22\_240Alton.pdf

**END**