

PART 3 – DRAWINGS AND SPECIFICATIONS

RFT No. Doc4863315403, Contract No. N/A

Appendix A – Owner & Project Requirements

3.0 SCOPE OF WORK

The Contractor shall provide all labour, materials, equipment and supervision as necessary to complete the scope for the two projects, as outlined in the Part 3 project drawings & specifications packages, including any addenda issued during the time of bidding. General description of the scope of work is as follows:

Project 1:

New turnstiles in the main lobby. Refer to drawings for full scope.

Project 2:

Interior renovations to various areas of the ground floor, including but not limited to garage bay renovations and office renovations. Refer to drawings for full scope.

This work shall include, but not be limited to the following requirements:

3.1 CONSTRUCTION PLANNING & COORDINATION

1. 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.
2. 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.
3. When applicable, provide a 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.
4. Provide Pre-Construction photos and video survey copy to Project Manager prior to start of Demolition and Construction.

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5. Prior to the start of all work, Contractor shall notify the Consultant of any discrepancies or omissions which would interfere with the satisfactory completion of the work.
6. 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.
7. The General Contractor shall provide a Construction Schedule, using the Critical Path Method (CPM) to identify work occurring on the critical path, to the City's Project Manager for review within 7 calendar days from date of award. **A separate schedule must be provided for each project.**
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. **Note that a separate Schedule of Values will be required for each project.**

3.2 CONSTRUCTION SEQUENCING & SCHEDULING

1. Provide a detailed project schedule, using the Critical Path Method (CPM) in accordance with the Master Roster Construction Agreement Contract Doc3512316731. The schedule is to be approved by the City and Prime Consultants prior to commencement of work and submitted in both PDF and MS Project file. Update the schedule as required or requested by the City of Toronto Project Manager to ensure accuracy of project deliverables. **Note that each project in scope will require a separate schedule based on the required durations as outlined in the section 3.3 - Commencement & Completion Dates. The schedule must consider/include the notification timelines as required in Section 3.13.**
2. 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 construction per project. The Contractor must allow for 4-6 weeks for systems furniture delivery and installation, which must meet each project's substantial performance date. The GC must allow for an additional 2-weeks post-substantial performance to allow City staff and 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. The Contractor must submit an updated schedule monthly, at

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minimum, at the same time that the progress draw is submitted. The schedule will be reviewed by the Owner and Consultants at the time of invoicing.

3. The Contractor shall be required to provide all soft and hard safety hoarding required 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 provision of ULC listed fire rated wall assemblies, doors, frames and closers (fire rated and non-rated) and modifications to safety and emergency lighting.
4. All hoarding plans to be submitted to the Consultant for approval, with a minimum of 72 hours' notice provided for approval. Emergency access to the construction area should be provided to the City's Operations, Custodial and Security staff.
5. The Contractor is encouraged to find efficiencies and opportunities to amend or enhance the phasing of work if it results in acceleration to the project's overall completion. If successfully implemented, these efforts will be reflected in 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, issued by the City of Toronto's Purchasing Materials Management Division. The scope of work is to commence immediately upon execution of the legal agreement, or issuance of the Purchase Order. 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 timeframes.
3. Each project has a different schedule and the GC will be responsible to align and manage their schedules to achieve the noted substantial and total performance dates for the two projects and minimize the overall duration of construction.
4. The Contractor shall be responsible to manage the overall project delivery to achieve the dates noted. This includes accounting for all means available to achieve the mandatory dates within the base bid, including but not limited to:
 - a) All costs on account of premium time or overtime required and all costs on account of premium prices required to complete the scope of work on schedule, including labour, plant, materials or equipment costs.
 1. Costs for expediting delivery and installation of critical, long lead items, or other critical items including waiting time, double handling, after hours delivery and installation, and double / triple shifts

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occurring both during regular and after hours work on weekdays and weekends, as required.

- b) The Contractor shall include all costs on account of schedule interfacing, coordination and cooperation with other Contractors or Subcontractors who will be carrying out work during the progress of this Contract.
 - c) The Owner will not entertain hardship claims or tolerate delays and interruptions in the work.
- a. If work is not completed by the mandatory dates for each project as noted in section 3.3.5 and 3.3.6 of this document, the Contractor shall complete all remaining and outstanding work after hours from the mandatory total performance dates onwards (after hours for 4330 Dufferin Street are Monday – Fridays from 6PM – 7AM, and on weekends (Saturday, Sundays from 7AM – 5PM). The noted liquidation damages in Part 2 shall apply.
 - b. The City will not entertain additional costs required to complete work after hours.

5. Project 1 – Turnstiles Project - Schedule & Mandatory Completion Date

- a. The Contractor shall align all work and deliverables to complete the scope of work for this project by the following maximum durations:
 - The project is expected to commence immediately upon award. Construction commencement of the project is to begin once all shop drawings have been approved and turnstiles are delivered to site. The project will require a maximum of 4 weeks of construction

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to substantial performance, with a maximum additional 2 weeks to total performance, including deficiency correction.

- **The mandatory substantial performance date is 4 weeks after construction commencement date.**
- **The mandatory 100% Total Performance date is 6 weeks after construction commencement date.**

Milestone	Maximum Duration (in weeks)
Substantial Performance	4 weeks after construction commencement date
100% Total Performance Date	6 weeks after construction commencement date

6. Project 2 – Interior Renovations and Garage Bay repairs - Schedule & Completion Date

- a. The Contractor shall align all work and deliverables to complete the scope of work for this project by the following maximum durations:
- The project is expected to commence immediately upon award.
 - **The mandatory substantial performance date is 12 weeks after Project Commencement date.**
 - **The mandatory 100% Total Performance date is 14 weeks after Project Commencement date.**

Milestone	Maximum Duration
Substantial Performance	12 weeks after Project Commencement date
100% Total Performance Date	14 weeks after Project Commencement date

3.4 CONSTRUCTION PERIOD:

1. Separate construction meetings will be held for each project during the construction periods, at a weekly cadence, alternating between virtual and in person. For each project, the Contractor is responsible to chair and issue the construction meeting minutes.

The Contractor will be responsible for:

2. 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.

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3. Any construction tools and / or equipment used on project must follow OSHA guidelines or any other code requirements having jurisdiction over tools and equipment.
4. 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.
5. Throughout the entire course of construction the General Contractor and any other trade working on job site must follow the current OSHA guidelines in addition to all codes having jurisdiction as it relates to protective clothing: hard hats, vests, 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 always keep the City's hubs rooms and communications riser operational and free from dust entering the equipment. City staff and its vendors shall always have access to this space 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.
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, equipment, millwork, plumbing fixtures, chairs etc.) on the floor, as indicated in the attached drawings and specification packages for the projects.
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 in basement and perimeter areas of building outside the property line.
11. 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.

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- b. Additions and revisions to the existing Mechanical, Plumbing, Electrical, Communications, AV & Security Systems as indicated in attached Construction Documents as well as minor Structural scope.
 - c. Coordination and supervision of the Owner's own Vendors as required.
 - d. Supply and installation of all AV equipment and appliances as specified on the drawings and specifications, including but not limited to:
 - i) All AV meeting room devices, including reservicing devices.
 - ii) Installation of AV Equipment such as TV monitors, cameras, screens, etc.
12. Disposal of any construction materials/debris, in a legal manner, for this project daily 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 City of Toronto. Contractor must 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. Refer to The [Ontario Environmental Protection Act](#), Regulations [102/94](#) and [103/94](#) for the requirements for large construction and demolition projects.

3.5 STAGING, STORAGE & CONSTRUCTION SITE OFFICE

The Contractor is to utilize the space available on the in-scope floors for required staging, storage & site office space. There is no office or storage areas available for the Contractor outside of the floors in scope. The Contractor shall safely store and protect all existing furniture, fixtures and equipment on the floor.

3.6 WORKING HOURS

1. Work shall be undertaken after hours, Monday – Fridays from 6PM – 7AM, and on weekends (Saturday, Sundays from 7AM – 5PM). Refer to Section 3.7 for more information.
2. Deliveries must occur after hours.
3. Garbage / waste disposal must occur after hours, on a daily basis.
4. No additional overtime charges will be paid for the Work performed after hours and /or on weekends.

3.7 NOISE

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

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excessive hammering on the slab above and below the in scope floor area, must be undertaken after hours and / or on weekends. The Contractor should provide the City with 48 hours' 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 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.
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 or X-ray work. X-Ray work must be done after hours with approval from the City.

3.8 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. Always maintain adequate safety communication signage in accordance with the Ontario Health and Safety Act.
4. An experienced and competent full time Site Supervisor is required to always be on site with trades & subtrades throughout the work of this contract.
5. The contractor shall maintain all life safety systems and devices in good working order for the entire duration of the project.
6. A fire watch shall be required for each of the following activities, regardless of the number, duration, or size of the activity, in operation on a single floor. The Contractor will be required to provide 3 days' notice when a Fire Watch is required.

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The Contractor will be responsible for resourcing the staff required for the Fire Watch, closely coordinating with the City's Corporate Security team.

- i. Any open flame activities (e.g. soldering and welding);
- ii. Shutdown of fire detection system;
- iii. Shutdown of sprinkler system;
- iv. Connection to drain line

3.9 METHODS OF PROCEDURE

1. All work that interfaces with the 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. Refer to Metro Hall Impairment form sample template attached in Part 3 – Appendix D.
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 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.

3.10 BUILDING SERVICES, ACCESS, PERMITS & INSPECTIONS

1. Cooperate with 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. Contractors, sub-contractors and vendors are not permitted to use any City-owned equipment and tools including bins, ladders, dollies, lifts, etc.
3. The contractors must familiarize themselves and adhere to all base building requirements.
 - a. Bypass
 - b. Hot Work Permit
4. Both the Consultant and the designated City staff shall always have access to the demised premises. This includes select staff from the City's Project Management

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Office, Facilities Management, Technology Services, Corporate Security and other as required.

5. Shutdowns of services will not be permitted without the approval by the City of Toronto and must have a minimum of 3 business days (72 hrs) 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.
6. Services to Carry
 - a. Cash Allowances as per the price form
7. Interrupt services to the building and area of work for the shortest duration possible 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. All work that requires an interruption to base building services must be performed after hours. No additional overtime charges will be paid for the Work performed after hours and /or on weekends.
8. 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.
9. 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:
 - 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 2 business days (48 hrs) 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 hrs) advanced notice prior to any work being performed on the base building systems.
10. All deliveries will take place through the loading dock and service elevator. The loading dock and service elevator booking require a minimum of 48-hour notice. 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

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- 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.
11. 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.
 12. 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.
 13. 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 is the responsibility of Contractor, the City will provide necessary Plumbing, HVAC and Building Permits.
 14. The Contractor is responsible for all parking charges
 15. Coordinate, administer and pay for any security escort services (regular & after hours) that may be required to supervise construction work within secured areas, including for required Fire Watch activities.

3.11 SITE SECURITY

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.
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. Obtain clearance, as instructed, for each individual required to enter premises.
3. Personnel will be checked daily at start of work shift and provided with a pass which must always be worn. Pass must be returned at the end of the work shift and personnel are checked out.
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

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5. The Owner and its designated vendors shall have unlimited access to the premises for the purpose of inspecting the construction work in progress and maintaining 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

Carry all required and designated sub-contractors indicated in this Tender. Refer to *Part 4 – Form D – 'List of Subcontractors Form'* for the minimum sub-contractors required.

1.0 SUB-CONTRACTOR EXPERIENCE

1. 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, carried by the Contractor, must have:
 - Minimum of 10 years of project experience.
 - Must be C-CURE 9000 Software House Certified, Refer to link: http://www.swhouse.com/support/Dealer_Certification.aspx
 - 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.

1.1 MANDATORY CITY VENDORS

Employ the following mandatory 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. **Voice, Data 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 for all voice data and IT equipment and cabling requirements as per City of Toronto Corporate IT cabling standards which have been included with the contract documents. The City IT reserves the right to review any quote between the GC and Bell to see that

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they are provided quotes that are in line with the city contract. Bell shall be consistent with the city contract and equal to all GC's. The GC must follow the cabling standards as defined by the city and the installation must be installed to the manufacturers standards. The GC should also 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. **Building Automation Systems Controls Contractors:** The Contractor is obliged to coordinate all work related to the building automation systems controls and systems integration with the City of Toronto base building automation system. **City of Toronto Building Automation System Controls** - For BAS graphics / upgrades, please contact Ainsworth. Michael Prenus 416-803-4791 michael.premus@ainsworth.com
- c.
- d. **Security Key Cylinders & Locksmith:** Matching existing Medeco High Security Cylinders is mandatory. Key Cylinder Codes for City of Toronto Facilities are provided by City of Toronto - Corporate Security. Contact: Christopher Currie 416-338-3797 Christopher.Currie@toronto.ca
- e. **Wilcox Doors:** New garage door for the ambulance bay - Joe Iannizi 416-801-5850 jiannizi@wilcoxdoor.com

1.2 OTHER CITY VENDORS

While the listed vendors are **not** mandatory sub-contractors, the City may require the GC to coordinate the scope of work with other City staff and vendors as follows:

- a) **Life Safety Contractors:** The Contractor must coordinate all work related to the base building Life Safety Systems with the City of Toronto 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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City of Toronto Life Safety Contractors – 4330 Dufferin Street

Fire Alarm & Sprinkler Contractor – JD Collins

Dan Madden
416-606-4117

Fire Alarm and Verification Electrical Contractor – JD Collins

Dan Madden
416-606-4117

Fire Alarm Monitoring Company - Graham Alarm Monitoring Ltd.

1-888-295-8430

Gas Detection – Armstrong Monitoring

Ryan Dammeier
226-789-8733

The City of Toronto must be given advanced notice prior to any work being performed on the base building systems. City of Toronto contact is *Christopher Kennedy, Manager Facilities Management, City of Toronto* christopher.kennedy@toronto.ca, Cell No. 416-684-1047

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.

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.

- b) **Security Work:** All security items noted on the drawings and specifications are to be completed by the Contractor, including coordination with the City of Toronto's Corporate Security personnel and programming specialist. The Contractor shall carry a security vendor who will be responsible for the installation of the security system to align with the City's security system at the

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building. The security vendor must meet the requirements noted in Section 3.13.1

- c) 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, including costs for health and safety, construction training (if / where necessary) for City vendors. The contractor will include a placeholder for this work in their construction schedule to facilitate its implementation in accordance with the Owner's move-in and go-live dates. Approved City Vendors and City Divisional Staff may 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. Corporate Security Staff
 - e. Corporate IT staff
- d) 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
- e) 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.
- f) The Owner will not coordinate any work of the designated subcontractors. All designated subcontractors are the responsibility of the general contractor and to be co-ordinated accordingly to perform the work of the contract.
- g) 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.
- h) 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.
- i) 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 workspace prior their work taking place and invite them to pertinent construction meetings required for coordination.
- j) The General Contractor 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.

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3.14 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 will be identified as credit to the contract before any other Change Orders. All Change Orders are to be prepared and executed by the 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 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.

3.15 FINAL CLEANING

1. The Contractor shall maintain the Work and the Site in a safe and tidy condition and free from the accumulation of waste products and debris, other than that caused by the Owner, other contractors or their employees.
2. 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.
3. Prior to the final Application for the Payment, the Contractor shall remove any remaining products, Construction Equipment, Temporary Work, and waste

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products and debris, other than those resulting from the work of the Owner, other contractors or their employees.

4. 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.
5. 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.
6. 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.
7. Final cleaning shall include, but is not limited to the following:
 - a) Remove waste materials and debris from the site at regularly scheduled times or dispose of as directed by the Owner. Do not burn waste materials on site.
 - b) Use professional cleaners for final cleaning. Use only cleaning material recommended by manufacturer of surface to be cleaned
 - c) Provide adequate ventilation during use of volatile or noxious substances. Use of building ventilation system is not permitted for this purpose.
 - d) Schedule cleaning operations so that resulting dust, debris and other contaminants will not fall on previously cleaned surfaces.
 - e) Remove dust, dirt and other foreign disfigurements from exposed surfaces.
 - f) 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.
 - g) Clean and polish glass, mirrors, hardware, wall tile, stainless steel, chrome, porcelain enamel, baked enamel, plastic laminate, mechanical

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and electrical fixtures and equipment. Replace broken, scratched or disfigured items at no extra cost to the Owner.

- h) Remove adhesives, tape, hooks, screws and nails from the walls and leave surfaces clean.
- i) Remove grease, stains, spots, marks, dust and dirt from decorative work, electrical and mechanical fixtures, furniture, fitments and walls and floors
- j) Post-construction site is to be dust free and all stains must be removed from any flooring, walls, and/or ceilings.
- k) Cleaning of debris around loading dock, elevators + lobbies and public corridors.
- l) The Contractor is responsible to clean up and removal from the premises all waste materials, rubbish, wrappings and salvages as generated by the construction.
- m) 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.

3.16 CLOSE-OUTS, RECORD DRAWINGS & 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) 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

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general contractor and accepted by the Project Administrator before the Certificate of Substantial Performance can be certified by the Prime Consultant.

1. 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
2. One type of information is to be provided on each drawing; mixing the drawing types is not permitted.
3. One drawing per floor or location is required. Multiple location drawings are not permitted.
4. 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:
 - a) The Two-Year Warranty Certification from the General Contractor and its 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) 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 USB
 - q) Refer to technical specifications for additional requirements regarding as-built drawings and substantial performance.
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

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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.

Appendix D – City Standards & Templates

1. Attachments:
 - a. City of Toronto IT & Cabling Standards
 - b. City of Toronto Security Standards