

**TABLE OF CONTENTS**  
**RFQ – 26ECS – BE – 02AM**

<b>SECTION 1 – SPECIFICATION AND REQUIREMENTS FOR DELIVERABLE</b> .....	3
1.1 Project Overview .....	3
1.2 General project Requirements.....	9
1.3 Engineering Study.....	10
1.4 Preliminary Design Engineering Services .....	11
1.5 Detailed Design Engineering Services.....	14
1.6 Services During the Construction (Provisional).....	16
1.7 Post Construction Services (Provisional).....	18
1.8 Summary of Project Submission and Deliverables.....	19
1.9 Project Team .....	19
1.10 Project Meeting, Timing and Schedule.....	20
1.11 Cloud Project and Document Management System (Provisional) .....	21
1.12 Summary of Project Deliverables .....	21
1.13 Health and Safety including Designated Substances .....	21
<b>SECTION 2 – INFORMATION FOR SUPPLIERS</b> .....	25
2.1 Background .....	25
2.2 Project Elements .....	29
2.3 Provisional Items .....	31
2.4 Social Procurement .....	32
2.5 City of Toronto Supplier Performance Evaluations.....	32
2.6 Definitions.....	32
<b>APPENDICES</b> .....	34
<b>A - STANDARD PROJECT SCOPE REQUIREMENTS</b> .....	34
A 1 - BSE General Project Requirements.....	34
A 2 - BSE Data Collection.....	34
A 3 - BSE Engineering Studies.....	34
A 4 - BSE Regulatory Approval .....	34
A 5 - BSE Pre-Design Engineering Services.....	32
A 6 - BSE Detailed Design Engineering Services .....	34
A 7 - BSE Services During Construction .....	34
A 8 - BSE Health and Safety Including Designated Substances .....	34
A 9 - BSE Municipal Class Environmental Assessment .....	34

A 10 - BSE Standards .....	34
A 11 - BSE Post Construction Warranty .....	34
<b>B - PROJECT REFERENCE MATERIAL .....</b>	<b>34</b>
B 1 - Available Drawing for Site 1 & Site2.....	34
B 2 - Latest edition of the City of Toronto's Field Services Manual .....	34
B 3 - Latest edition of the City of Toronto's Capital Works Procedures Manual (CWPM) ....	34
<b>C - Professional Services Evaluation.....</b>	<b>34</b>
<b>D - Toronto Hydro Approve Design Consultants and Contractors .....</b>	<b>34</b>
<b>E - Capital Coordination .....</b>	<b>34</b>

## **SECTION 1 – SPECIFICATIONS AND REQUIREMENTS FOR DELIVERABLES**

### **1.1 Project Overview**

This Request for Quotation (RFQ) is being issued for detailed design, provisional contract administration (CA), and provisional post-construction services for the replacement of staircases at four (4) different locations in the City of Toronto. These staircases vary in size, age and condition, requiring replacement to ensure long term stability and safety of the public in the City of Toronto. This project consists of four areas, which are named as Sites 1, 2, 3 and 4.

The City's Professional Engineering Services required for this assignment are as follows:

- (i) Review all the available information related to the staircases at four sites.
- (ii) Design the Reinforced Concrete staircases accordance with the current City design standards as well as other relevant code and standards such as Ontario Building Code (OBC) and Ontario Provincial Standard Specifications (OPSS).
- (iii) Prepare all relevant documents including tree audit for tree removal & tree injury according to Ravine & Natural Feature Protection (RNFP) requirements at all staircase sites.
- (iv) Obtain all required permits/approvals and comply with all the requirements of Transportation Services, Toronto Water, Toronto Hydro, RNFP, private utilities, and any other stakeholders.
- (v) Coordinate with all the relevant utility agencies for their plant protection if applicable.
- (vi) Prepare a traffic management plan including pedestrian sidewalks detour based on City of Toronto access / egress requirements and Ontario Traffic Manual (OTM) Book 7.
- (vii) Provisional contract administration during construction and post construction services.

The proponent is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The clauses provide additional, project specific requirements, and are to be read in conjunction with the Appendices. Where there is a conflict with the Appendices, the provisions in this Part 3 shall take precedence.

Site 1: Staircase between 55 Broadbridge Drive and 240 Ridgewood Road, Scarborough, ON, M1C 3K5. (Nearest address 55 Broadbridge Drive, Scarborough, ON). Approximate GPS coordinates are 43.789220, -79.133706.



Site 2: Staircase between 45 Blueking Crescent and 253 Ridgewood Road, Scarborough, ON. M1C 4MB. (Nearest address 45 Blueking Crescent, Scarborough, ON). Approximate GPS coordinates are 43.790849, -79.132241.





**Site 3:** Staircase repair at College St to Islington Ave – Ward 1 (Nearest address is 21 College St, Etobicoke, ON M9V 1H5). Approximate GPS coordinates are 43.734308, - 79.563877.





**Site 4:** Staircase repair at Yore St to Glenhaven St (Nearest address is 25 Glenhaven St, York, ON M6M 3L9. Approximate GPS coordinates are 43.692786, -79.470393.



The following terms apply to each individual site.

**1.1.1 Scope of Work**

1.1.1.1 The Supplier shall complete all Engineering Services for all staircases at four sites (Site 1 to 4) including:

- Project initiation/Field inspection/Data collection
- Detailed Design
- Contact Administration (provisional allowance)
- Post Construction Services (provisional allowance)

1.1.1.2 The Supplier shall review all available information related to the project and confirm existing field conditions.

1.1.1.3 Provide provisional post-construction, warranty and maintenance period services.

1.1.1.4 The Supplier is required to complete all design components in compliance with City's standards and related standards which include current editions of the Ontario Building Code (OBC), Ontario Provincial Standard Specifications (OPSS) and all other applicable codes. If no standard is available, the Supplier shall notify the City prior to undertaking the work and propose a standard that is agree to by the City.

- The Supplier will prepare the design documents in accordance with the standards and any other applicable standards as necessary such as Toronto Green Development standards.
- All City design standards, guidelines, and templates are subject to change without notice. The City reserves the right to revise or update any such documents at its discretion. If such revisions require the Supplier to modify or rework any portion of the deliverables, the Supplier shall not be entitled to any additional compensation, extension of time, or claim arising from such revisions.

1.1.1.5 In addition to the requirements of Appendix A.9, the Supplier will identify any impact on the surrounding trees and conduct tree audits as required and obtain any permitting as it relates to the removal/relocation/protection of flora in accordance with the requirements of the City's Tree Protection Policy.

- The Supplier will prepare all relevant documents as it pertains to permitting requirements from Toronto Urban Forestry – Ravine and Natural Feature Protection.

Information may be obtained at <http://www.toronto.ca/trees/ravines.htm>



1.1.1.6 The Supplier will liaise with and apply for approvals from all utilities, agencies, and regulatory authorities for permitting or infrastructure protection. This includes the submission of all information and documentation required such as any design calculation to obtain approvals prior to tendering.

- Obtain all required permits/approvals and comply with all the requirements of, but not limited to, City of Toronto Transportation Services, Toronto Water, Toronto Hydro, and public and private utilities.
- Assist the City Project Manager to obtain all necessary easements and property permits by submitting the required documentation to the City of Toronto Corporate Real Estate Management (CREM) team and providing support to meet the property requirements for construction.

1.1.1.7 The Supplier **shall not** communicate directly with private property owners without explicit written consent from the City.

1.1.1.8 The Supplier and their sub-consultants shall comply with all requirements with respect to health & safety and Designated Substances Management.

## **1.2 General Project Requirements**

1.2.1 The City's general project requirements are included in Appendix A.1. General requirements include project management and administration procedures, approvals, and standards. The Supplier is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The Supplier is also responsible for reviewing the Field Services Manual (FSM) and Capital Works Procedures Manual (CWPM) and shall fully comply with the direction provided in those manuals where applicable. The following clauses provide additional project specific requirements and are to be read in conjunction with Appendix A.1. Where there is a conflict, the provisions in this section shall take precedence.

1.2.2 At the beginning of the project, the Supplier is to provide a baseline work-plan for review and approval by the City. The work-plan will be a refinement of the proposal, which will define in detail the scope of work and schedule for the project. The schedule is to be updated monthly and reviewed at progress meetings. Changes to the project schedule require a written explanation and must be approved, in writing, from the city.

1.2.3 The Supplier shall determine the extent and details of the representative site investigation/surveying/inspection required to provide sufficient information for accurate quantity estimation.

1.2.4 If deemed necessary, coordinate with utility companies for possible inclusion of utility work within the project to reduce the overall construction impact on residents. This work may require design on behalf or in support of the utility and/or coordination. The Supplier shall coordinate with the utility companies and/or their

approved designers to include work within tender packages prepared for the Project and provide required inspection or tracking.

- 1.2.5 Note City requirements with respect to Health & Safety and Designated Substances Management (including mandatory qualifications for (sub) consultants undertaking Designated Substance List (DSL) Reports and associated activities).
- 1.2.6 The proposed project schedule for tendering, contract administration, and inspection services will be determined by Transportation Services (TS). The approximate timeline for the construction of this project is expected to be 16 weeks (From the date of awarding the construction contract to the completion of construction), excluding the two-year warranty period. The proposed schedule and approximate timeline for construction are subject to change depending on the construction progress.
- 1.2.7 Any design revisions required during construction are to be signed and stamped by a Professional Engineer, licensed in the Province of Ontario. The structural drawings are to be signed and stamped by licenced Professional Engineer from Ontario.
- 1.2.8 As-Built Drawings are required for this assignment as per Appendix A.1.

### **1.3 Engineering Study**

1.3.1 The City's general requirements for engineering study services are included in Appendix A3. The proponent is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The following clauses provide additional, project specific requirements, and are to be read in conjunction with the Appendices. Where there is a conflict, the provisions in this section shall take precedence.

- The Supplier will strive to create designs that harmonize with the environmental aesthetics of the immediate property, neighborhood and surrounding area.
- The Supplier will assess existing drainage patterns and ensure the proposed designs effectively mitigate any hydrostatic pressures on the structures.
- The Supplier shall develop designs that facilitate future City rehabilitation and maintenance efforts, maintaining a minimum clearance of 5 metres from any existing structures.
- If achieving the clearance is not feasible, the Supplier will make every effort to maximize the clearance zones to ensure the City is able to access the area for future rehabilitation and maintenance tasks.
- The Supplier will support the City in easement procurement activities where needed, including but not limited to surveying, design and engineering analysis and coordination.

#### **1.3.2 Subsurface Utility Engineering Study**

- The Supplier shall engage the services of a Subsurface Utility Engineering (SUE) service provider where necessary to complete the tasks under this assignment.
- The Supplier shall conduct a Subsurface Utility Engineering (SUE) investigation at Quality Level B (QLB) in accordance with Mapping of Underground Utility Infrastructure (CSA S250.20) at all sites. Based on the findings of the QLB study, the Supplier shall recommend specific locations for Quality Level A (QLA) investigations. Costs for City-Approved QLA investigations shall be paid from the provisional allowance identified in Part 5.
- The SUE report shall at a minimum identify any potential conflicts that may be encountered during design that have been identified because of the data collection phase. The report shall be submitted in digital format in accordance with City survey standards and in a hard copy format, stamped by a Professional Engineer licensed in Ontario.
- SUE level A investigations, if carried out, shall follow City standards, according to Appendix A2, Appendix A7 and Appendix A8. The SUE constructor shall provide the following:
  - ❖ A copy of the Notice of Project with the MOL
  - ❖ A health and safety plan for the performance of SUE-A work at the site(s).

#### **1.4 Preliminary Design Engineering Services**

1.4.1 The City's general requirements for preliminary design engineering services are included in Appendix A5. The proponent is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The following clauses provide additional, project specific requirements, and are to be read in conjunction with the Appendices. Where there is a conflict, the provisions in this section shall take precedence.

1.4.2 Each preliminary design study shall address all issues outlined in this section

- Confirmation of existing conditions.
- Review and assess any easement and property acquisition requirements for construction.
- Confirmation of constructability.
- Confirmation of scope and supporting work (e.g. watermain/storm & sanitary replacement, landscaping, slope protection, erosion control,



permanent utility cut restorations, road reconstruction and/or resurfacing, sidewalk reconstruction and / or resurfacing and utility works.).

- Timeline and budget for construction

1.4.3 The Supplier shall ensure that confirmation of constructability addresses the following issues as a minimum:

- Confirm field conditions with respect to conflicts with existing utilities (ex: gas, telecommunications, hydro) and services (ex: watermains, storm sewers, sanitary sewers, force mains, and lateral service connections). To confirm the constructability the Consultant must incorporate information from the Data Collection phase.
- Confirm that sightline obstructions and traffic impediments have been addressed and ensure all pedestrian and vehicular safety requirements are fully satisfied.
- Identify any required utility relocations including, but not limited to, existing watermains, sewers, force mains, laterals, and storm sewers, as well as the other non-City utilities such as hydro cables, natural gas lines, and telecommunications conduits and infrastructure.
- Determination/confirmation of property/easement requirements. When easements are required, the Consultant shall retain the services of a registered Ontario Land Surveyor to prepare a Reference Plan.
- For bidding purposes, the Supplier shall assume that all sites will require easement assessments.

1.4.4 The confirmation of scope must address the following at a minimum:

- Prepare a preliminary traffic management plan including the sidewalk detour consideration at all sites.
- Identify any anticipated environmental requirements (e.g. tree removals, , dewatering, and archaeological considerations).
- Prepare a composite utility plan including municipal infrastructure (e.g. stairs, sidewalks, hydrants, watermains, and sewers) for the City's and regulatory agency's review and approval. It is the responsibility of the Supplier, once they are aware of the utility, to ensure that all utility information is accurate and properly reflected to avoid conflicts during construction. All additional design and construction costs to rectify the conflicts during construction, which the Supplier failed to identify prior to construction, shall be the responsibility of the Supplier.

1.4.5 Geotechnical investigations shall be undertaken by the Consultant. It is the Consultant's responsibility to engage the services of a geotechnical consultant to be used by the Consultant's team responsible for design for investigation and quality assurance during Design and Construction.

- The Consultant shall determine the requirements for geotechnical investigations to fulfil the requirements for the design and construction of the staircases at four site projects.
- The Consultant shall submit a technical proposal on the recommended number and location of boreholes for each site. The proposal shall include the overall estimated number of boreholes and associated tests. Once approval is received from the City, the Consultant is to coordinate the activities of the Geotechnical sub-consultant, this coordination is considered part of the base scope.
- Without limiting any right or remedy available to the City under the Agreement or at law, any extra costs borne by the City which are determined to be attributed to inadequate geotechnical information (such as boreholes not extended at a minimum to the depth of proposed works, insufficient chemical analysis or asbestos testing to minimize costs during construction, failure to identify dewatering requirements, etc.) shall be deducted from the Consultant's overall fee for the assignment.
- For bidding purposes, the Consultant shall assume that a minimum of two (2) boreholes per site will be required at four (4) sites, extending to competent soil depth, including associated materials testing, slope analysis, and erosion control. The supplier may use this provisional allowance if required.
- Execution of supplemental geotechnical investigations is contingent upon formal authorization from the City Project Manager prior to site mobilization. The Consultant shall provide technical justification and formal recommendations for any additional subsurface exploration required to support the proposed design.
- ❖ Approved expenditures for such investigations will be allocated from the Provisional Allowance, as stipulated in Part 5 of this Request for Quotation (RFQ).

1.4.6 The Supplier, if required, will complete a hydrogeological investigation (Provisional Allowance). The Consultant shall determine the requirement for hydrogeological investigations that may be required for the design and construction of the project and obtaining approvals e.g. Permit to Take Water (PTTW) from regulating authorities if needed.

- The requirements for performing hydrogeological investigations shall be upon recommendation of the Consultant and approval by the City. Once approval is received from the City, the Consultant is to coordinate the activities of the hydrogeological sub-consultant, this coordination is considered part of the base scope.
- The hydrogeological investigations and associated report will be paid out of the provisional sum included in Part 5.

1.4.7 The Consultant, **if required** based on the proposed design solution, will complete an Excess Soil Management Plan (Provisional Allowance), as per the requirements of Ontario Regulation 406/19 and the Rules for Soil Management and Excess Soil Quality Standards (Soil Rules). The requirements for performing Excess Soil Management Plan and associated reporting and investigation shall be upon the recommendation of the Consultant and approval by the City of Toronto.

- The Regulation requires that excess soil reuse planning is completed for soils that are removed from the Project Area, including the preparation of, but not limited to, the following excess soil documentation:
  - ❖ Assessment of Past Uses (APU) Report
  - ❖ Sampling and Analysis Plan (SAP)
  - ❖ Soil Characterization Report (SCR)
  - ❖ Excess Soil Destination Assessment Report (ESDAR)
- The Excess Soil Management Plan and associated reporting if required will be paid out of the provisional allowance included in Part 5.

1.4.8 The consultant, if required based on the proposed design solution, will carry out Erosion Control Assessment and detailed recommendations are included in the scope of the work.

### **1.5 Detailed Design Engineering Services**

The Consultant shall undertake the following tasks for all project sites in addition to the requirements of Appendix A6:

- 1.5.1 Review all available documents and confirm all dimensions and the existing field conditions.
- 1.5.2 Detailed design will be performed based on the preliminary design study for each site.
- 1.5.3 Design drawings shall adhere to the City's Standards, including the CADD Drawing Standards, and MicroStation version V8i, and Toronto Hydro Standards (if required).



- 1.5.4 The proposed designs will aim to provide adequate drainage to mitigate excessive hydrostatic pressure on the proposed / existing structure.
- 1.5.5 The proposed design will be in line with the general aesthetics of its immediate environment and surrounding neighborhood.
- 1.5.6 Identify and obtain any permits and approvals required by the City of Toronto Urban Forestry – Ravine and Natural Feature Protection (RNFP) and TRCA, **if applicable**.
- 1.5.7 Co-ordinate with City staff (Urban Forestry – Tree Protection and Ravine and Natural Feature Protection and Transportation Services), and other possible stakeholders, with respect to the proposed construction.
- 1.5.8 Coordinate all work with all the relevant utility agencies, if required.
- 1.5.9 Provide all necessary information to the City's representative team and Real Estate Services to secure all necessary easements.
- 1.5.10 60/100% Drawing Submissions for the City's review.
- 1.5.11 Issued for Tender Drawings, stamped and signed by P. Eng.'s for structural drawings and by a P. Eng. for geotechnical if needed.
- 1.5.12 Attend all meetings as required with the City of Toronto, relevant stakeholders and other agencies.
- 1.5.13 Prepare a traffic management plan including pedestrian sidewalk detour, in consultation with the City's work zone coordinator to obtain necessary approvals as required for construction purposes.
- 1.5.14 Propose a construction schedule showing major milestones and sequence of construction of the project.
- 1.5.15 Throughout the course of the assignment, structural issues may arise in which the City may call upon the Supplier to complete evaluations, or emergency engineering work. The City may also seek Supplier recommendations for structural maintenance and capital work-related tasks. All work shall be completed based on a time and materials basis once authorized by the City. These additional evaluations, or emergency engineering work shall be paid through the provisional sum.
  - This may include, but is not limited to:
    - ❖ Additional enhanced inspections, evaluations and monitoring due to newly identified deficiencies.

- ❖ Emergency evaluations after incidents (ex: fire, broken watermain, collision).
- ❖ Engineering design to address urgent or emergency structural issues.

The following Table 1 summarizes the major project submissions and provides general guidelines on the number of versions and quantities. The proponent should note that other deliverables are also required, as specified within this document.

Table 1; Timeline for Detail Design

<b>Design Assignment Award</b>	July 2026
<b>60% Design Submission</b>	September 2026
<b>Final Design/Tender Submission</b>	November 2026

## **1.6 Services during the construction**

The City's general requirements for services during construction are included in Appendix A.7. The proponent is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The following clauses provide additional, project specific requirements, and are to be read in conjunction with the Appendices. Where there is a conflict, the provisions in this section shall take precedence.

- 1.6.1 Prepare and submit following recommendations to the City of Toronto after awarding the contract. The tendering and awarding the contract will be performed by Transportation Services.
- Arrange to attend one kick off meeting chaired by the City of Toronto with the lowest formal bidder. The meeting will be used to review the submitted tender and to confirm contractual obligations prior to start the construction work.
  - Contracts are to be administered in accordance with the guidelines provided in the latest version of the Field Services Manual (FSM) and the Capital Works Procedures Manual (CWPM).
  - The successful supplier shall note that it is anticipated there will be four work locations for the duration of the project (Site 1, Site 2, Site 3, and Site 4).
  - Provide daily site inspection report for each site.
  - Provide project management, construction administration, office staff, resident site inspection services, and other services as required to ensure the contract is executed in accordance with the plans, specifications, and intent of the project, within the constraints of the traffic, local schools and Transportation Services. For estimating the effort, assume 16 weeks construction period.

- Submit a construction schedule with the proposal and an estimate of time in weeks required to complete the construction. The proposal should identify the proponent's opinion of the proposed construction period with appropriate justification.
  - Include for a minimum of one part time Contract Administrator / Project Engineer (5 hrs /week), Project Manager (2 hrs/week) and site inspector (10 hrs/day) (5 days per week) per site including weekend/night work of 20 hours per site as noted in the cost breakdown tables. Provide alternative staffing throughout individual vacation periods.
  - Always maintain onsite and available all records required in accordance with the City of Toronto "Field Services Manual", a non-conformance log and for regulatory compliance during the construction phase, including but not limited to: permits, inspection certificates, MOL documentation, appropriate DSL Reports (and amendments), applicable Asbestos Owner's Reports, asbestos clearance certificates.
  - The general administration during construction shall include review and approval contractor's proposed construction schedule and update at various time as construction proceeded, review and approval of alternatives in materials and procedures, and review and approval of shop drawings. Provide review and recommendation on contractor's proposed payments and schedule updated, extra work claims and related advice and correspondence. Determine contractual deficiencies and ensure appropriate follow-up by the contractor to rectify same. Coordinate and supervise all construction and equipment activities, and related functions of general administration for the construction contract at the Supplier's office and on site for all related construction tasks. Extensions to the contracted work are not to proceed without evaluation of the appropriateness of the additions by the Supplier, or without City of Toronto Approval.
  - Ensure protection requirements of all existing structures meet those specified and ensure the condition of all existing facilities are appropriately recorded, photographed, and/or described, and that at the end of the contract they are returned to the same or better condition.
  - Monitor the air quality, noise/acoustic and vibration during the construction if need.
  - Any design revisions required during construction are to be signed and stamped by a Professional Engineer, licensed in the Province of Ontario.
  - During construction the Supplier shall review the inspector's red-line drawing mark-ups of the Contract drawings, provide written comments, and review the inspector's resubmitted red-line drawings mark-ups. The Supplier shall then make additional red-line drawings mark-ups and notations, such that the finished package is ready for CAD drafting. The as-built drawings shall be drafted by the Supplier when construction is completed and submitted to the City no later than six (6) weeks after construction completion. In Appendices A.1, and A.6, all references to "record" drawings are to be replaced with "as-built" drawings.
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- The lead contract administrator (CA) shall oversee all contract administration and inspection activity for the construction of this project. The lead CA shall ensure that the City's



construction standards, manuals, policies, and procedures are applied consistently across the work. The CA's responsibilities shall also include the following:

- (i) Ensure that the lead CA is the single point of contact to the city for the duration of the construction.
  - (ii) Overall cost control, change management, and resolution of technical and design issues.
  - (iii) Maintain up to date tracking documents for change directives, change orders, purchase order amendments, and payment certificate during construction. Each tracking document is to be included with each transmittal of a change directive, change order, or payment certificate to the city project manager, or upon the city's request. Tracking spreadsheets must include forecasting of anticipated final quantities to provide advance notice to the city of potential quantity over run.
  - (iv) Track all unit price items, including but not limited to, units and value used, units and value remaining, and forecast final units and values.
  - (v) Complete all data entry and develop monthly payment certificates for all contracts in accordance with the Construction Act 1.1 Prompt Payment.
  - (vi) Prepare cost estimates, reports, and memos for construction issues, particularly for change management purposes.
- Prepare, attend monthly project progress/review meetings and report on project status updates.
  - Ensure that the contractor has obtained all required permits that are required for the project.
  - Review the contractor's Traffic Management Plan and alternatives for maintaining traffic during the construction. Submit the RoDARS forms to the city if needed.
  - The Supplier will be responsible for arranging and coordinating all quality control tests and analysis that are necessary for the project. Identify the scope of the required testing and analysis and provide the terms of reference to the City.
  - Conduct formal construction review meetings monthly during the construction of the contract and take minutes of these meetings. Report on project status and updates.
  - Produce daily logs of all contractors' equipment and manpower on site, material removed from site, and work done for each site.
  - Provide monthly reports using digital photography, monthly quantity overrun/underrun summary during construction phase and for post construction activities.
  - Include for preparation of terms of reference for the provision of specialty testing/inspection services during construction that are not provided for in Appendix A.7.4.5. The City will procure and pay for the services separately.
  - Assist the City in preparation of the City's Contractor Performance Evaluation (CPE) Form at various milestones during the Contract. The first CPE will be conducted after the first three (3) weeks of construction. Up to two (2) interim evaluations will be conducted at progress review meetings, and a final evaluation at Final Completion of the Contract.
  - Prior to recommend to the City for final acceptance of the Work, the Supplier shall conduct a final inspection of the Work to confirm that the Contract has been executed in accordance with the detailed design plans and specifications.
  - At the completion, the Supplier shall submit to the City a letter certifying that all Work specified in the Contract is completed in accordance with the Contract documents.
  - As-built drawings are in accordance with the provisions of A 7.6.
  - Specific exceptions/modification to Appendix A.7 includes:

- Section A.7.1.7 added as: It is Supplier's responsibility to both be proactive and assist the City in the identification, documentation, communication and resolution of Health & Safety concerns during the construction phase as they relate to the OHSA.
- Section A.7.4.12: Provide a Master Deficiency List, prior to substantial performance. Furthermore, the Supplier will ensure that all major deficiencies have been addressed prior substantial performance.
- Section A.7.6.4: Remove “.dwg and. dwf” and replace with “. dgn”.
- Section A.7: Delete all references to “Record Drawings” and replace with “As-Built Drawings”.

### **1.7 Post Construction Services**

The City's general requirements for post-construction services are included in Appendix A.11. The Bidder is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply with them in their entirety. The following clauses provide additional, project specific requirements, and are to be read in conjunction with the Appendices. Where there is a conflict, the provisions in this section shall take precedence:

- The Supplier shall submit to the City a final report (OSIM) highlighting features, status and any adjustments made after deficiencies are completed. The Supplier will also submit a letter certifying that all work specified is completed in accordance with the Contract documents.
- The Supplier shall provide post-construction services as required during the two (2) year warranty phase of the Contract.

### **1.8 Summary of Project Submissions & Deliverables**

The Consultant shall complete and submit the key deliverables in accordance with the timelines and requirements outlined in this RFQ. All deliverables shall conform to the City's procedural documents, applicable design standards, and submission formats.

### **1.9 Project Team**

The Consultant shall assign qualified personnel (Contract Administrator/Project Engineer and Project Manager) to fulfill the following key roles. Each personnel must demonstrate relevant experience, technical expertise, and a clear understanding of applicable standards, regulations, and City of Toronto procedures. The Consultant shall ensure continuity of these personnel throughout the duration of the assignment unless otherwise approved by the City. Experience requirements for this project are to be provided below:

- Acts as the primary liaison between the Consultant team and the City of Toronto.

- Oversees overall project execution, schedule adherence, budget management, and team coordination.
- Ensures that deliverables meet quality, technical, and procedural requirements.
- Coordinates approvals, permits, and stakeholder communications.
- Manages risk and implements mitigation strategies.
- Provides leadership for issue resolution and escalation of project concerns.
- Ensures compliance with OPSS, OBC, and City-specific structural requirements.
- Coordinates with the Geotechnical and Environmental engineers to integrate multi-disciplinary design elements.
- Interprets subsurface conditions and develops geotechnical recommendations for staircase foundations, stability, and drainage.
- Coordinates with structural and hydrogeological team members to ensure an integrated design approach if needed.
- Oversees all environmental aspects of the assignment including permitting, impact assessments, and compliance monitoring.
- Identifies risks related to erosion, sedimentation, and natural heritage features, and proposes mitigation strategies if needed.
- Ensures traffic control designs are following City of Toronto access / egress requirements and Ontario Traffic Manual (OTM) Book 7.
- Coordinates with City Transportation Services and other stakeholders regarding temporary closures including sidewalk, access constraints, and staging.
- Develops traffic management plans, detour strategies including sidewalk, and maintains access for all road users.
- Coordinates with all utility companies (hydro, gas, telecommunications, water, sewer) to obtain required permits and approvals.
- Prepares and submits permit applications, drawings, and supporting documentation in accordance with City and utility requirements.
- Identifies potential conflicts between proposed staircase works and existing utilities and develops mitigation or relocation strategies if needed.

- Ensures all utility coordination activities are documented, compliant with municipal and provincial standards, and aligned with project milestones.

### **1.10 Project Meeting, Timing and Schedule**

The commencement of construction work on the project will be determined by Transportation Services.

The Consultant is to provide a detailed project scope breakdown work plan and schedule within two (2) weeks after award for review and approval by the City. The work plan should be a refinement of the scopes of work and schedule submitted in the bid for this Project. The schedule is to be updated monthly and reviewed with the City's Project Manager. Changes to the project schedule require a written explanation and must be approved, in writing, by the city.

#### **1.10.1 Project Meetings:**

- Unless otherwise stated, all meetings shall be held at locations to be determined/agreed by project team. The Consultant shall be responsible for the preparation of agendas and minutes for the meetings and shall ensure that these are prepared and submitted to attendees within one (1) week prior to and after meetings, respectively.
- The Consultant shall decide for a project commencement meeting with the City's Project Manager and key relevant City Department staff to review the project objectives and schedule.
- The Consultant shall schedule additional meetings, as required, to discuss major issues as they arise. Table 2 provides the schedule of recommended meetings:

**Table 2 – Meeting Schedule**

Meeting Description	Number
Project & Progress Meetings	2
Submission Review Meetings	1
Easement / Property Meetings	1
Additional Meetings as needed	1

### **1.11 Cloud Project & Document Management System (Provisional)**

The Consultant will be required to on board into the City's new Cloud Construction Project Management & Document Management System as the City of Toronto transitions to a

new system in early 2026. A provisional sum has been included in the pricing table for initial and yearly update training as well as staff services to enter data or files that is in addition to that currently required for the Project Tracking Portal.

### **1.12 Summary of Project Deliverables**

1.10.2 The Table 3 below includes a summary of major project submissions. The Proponent should note that other deliverables are also required, as specified within this document.

1.10.3 The City will provide written comments to each submission in a standard template provided either by the Vendor or the City. The Vendor shall respond to each comment, in writing, indicating clearly how the comment has been addressed / incorporated, whether more information is required, or provide reasons why the comment has not been incorporated.

**Table 3 – Engineering Services Deliverables Formats**

<b>Engineering Service Submissions</b>	<b>No. of Copies / Format (per version)</b>
Detailed Work plan and Initial Schedule	1 Electronic
The tree replacement strategy – Tree Protection and Ravine and Natural Feature Protection permit if needed Documentation Report	1 Electronic
Utility authorities and sign off in writing if applicable	1 Electronic
Subsurface Utility Engineering Report and Drawing (100%) if needed	1 Electronic
Geotechnical Report if needed	1 Electronic
60%, and 100% design submission	1 Electronic
Contractor's proposed construction schedule review (provisional)	1 Electronic
Monthly Progress Payment & schedule update	1 Electronic
Site Instructions, Change Orders, Change Directives, Response to Contractor/Supplier RFIs, Shop Drawing Review (provisional, as required and ongoing)	1 Electronic
Meeting Agendas and Minutes	1 Electronic

Letter of recommendation for Substantial Performance per Contract, as-built drawings, final report (provisional)	1 Electronic
Post Construction Services (provisional)	1 Electronic

### **1.13 Health and Safety, including Designated Substances**

- 1.13.1 The successful Supplier (Consultant) is responsible for meeting the requirements of the Occupational Health & Safety Act and City Health & Safety Manual, and as noted herein. The Consultant is to review their safe work procedures with the city prior to undertaking any field work onsite.
- 1.13.2 Staff onsite must be knowledgeable of the governing safety regulations including, but not limited to: Industrial Regulations, Construction Regulations, and Regulation respecting Asbestos on Construction Projects and in Building Repair Operations, Designated Substances, WHMIS, Confined Space Entry, Workplace Safety & Insurance Act, Transportation of Dangerous Goods Act, Technical Standards & Safety Act, Highway Traffic Act, and the Accessibility for Ontarians with Disabilities Act.
- 1.13.3 Staff onsite must possess written proof of competency such as appropriate training and experience in health and safety related activities applicable to the project.
- 1.13.4 The Successful Supplier (Consultant) is responsible for providing all safety equipment for the protection of their staff.
- 1.13.5 Note the Occupational Health & Safety requirements also apply to Sub-consultants undertaking testing and associated activities. All Consultant and Sub-consultant personnel onsite must take a mandatory Health & Safety orientation. The Health & Safety orientation must be renewed annually.
- 1.13.6 The City's general requirements for health and safety, including designated substances, are included in Appendix A.8. The Supplier is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The Supplier is also responsible for reviewing the Field Services Manual (FSM) and Capital Works Procedures Manual (CWPM) and shall fully comply with the direction provided in those manuals where applicable. The following clauses provide additional, project specific requirements, and are to be read in conjunction with the Appendices. Where there is a conflict, the provisions in this section shall take precedence.
- 1.13.7 Specific exceptions/modifications to Appendix A.8 include:
- Section A.8.2.2 is not applicable for this assignment.
  - Section A.8.2.3.1, A.8.2.3.2, and A.8.2.3.3 are not applicable for this assignment.



- Section A.8.3.1 is not applicable for this assignment.

**a. Regulatory Approvals**

- i. The City's general requirements for regulatory approvals are included in Appendix A.4. The Supplier is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The Supplier is also responsible for reviewing the Field Services Manual (FSM) and Capital Works Procedures Manual (CWPM) and shall fully comply with the direction provided in those manuals where applicable.

**b. Standards**

- i. The City's general requirements for standards are included in Appendix A.4. The Supplier is responsible for reviewing this information and familiarizing themselves with the City's requirements and shall comply in its entirety. The Supplier is also responsible for reviewing the Field Services Manual (FSM) and Capital Works Procedures Manual (CWPM) and shall fully comply with the direction provided in those manuals where applicable.
  - 1. Review the Contractor's schedule and traffic impacts for warranty repairs.
  - 2. Provide inspection services during warranty repairs to verify deficiencies are corrected.
  - 3. Review the Contractor's traffic control plan to ensure it complies with OTM Book 7.
  - 4. Obtain the necessary utility cut permit and/or street occupancy permit from Transportation Services and issues RoDARS lane restriction notifications where required.
  - 5. Prepare Construction Notices a minimum of two (2) weeks prior to the start of the warranty repairs advising of commencement. The Successful Supplier shall issue road restriction notices to Transportation Services.
  - 6. Provide the two-year warranty inspection report to the City within four (4) weeks of the end of warranty.
  - 7. Confirm to the City that all defects and deficiencies identified during the warranty period have been corrected and the two-year warranty is complete.

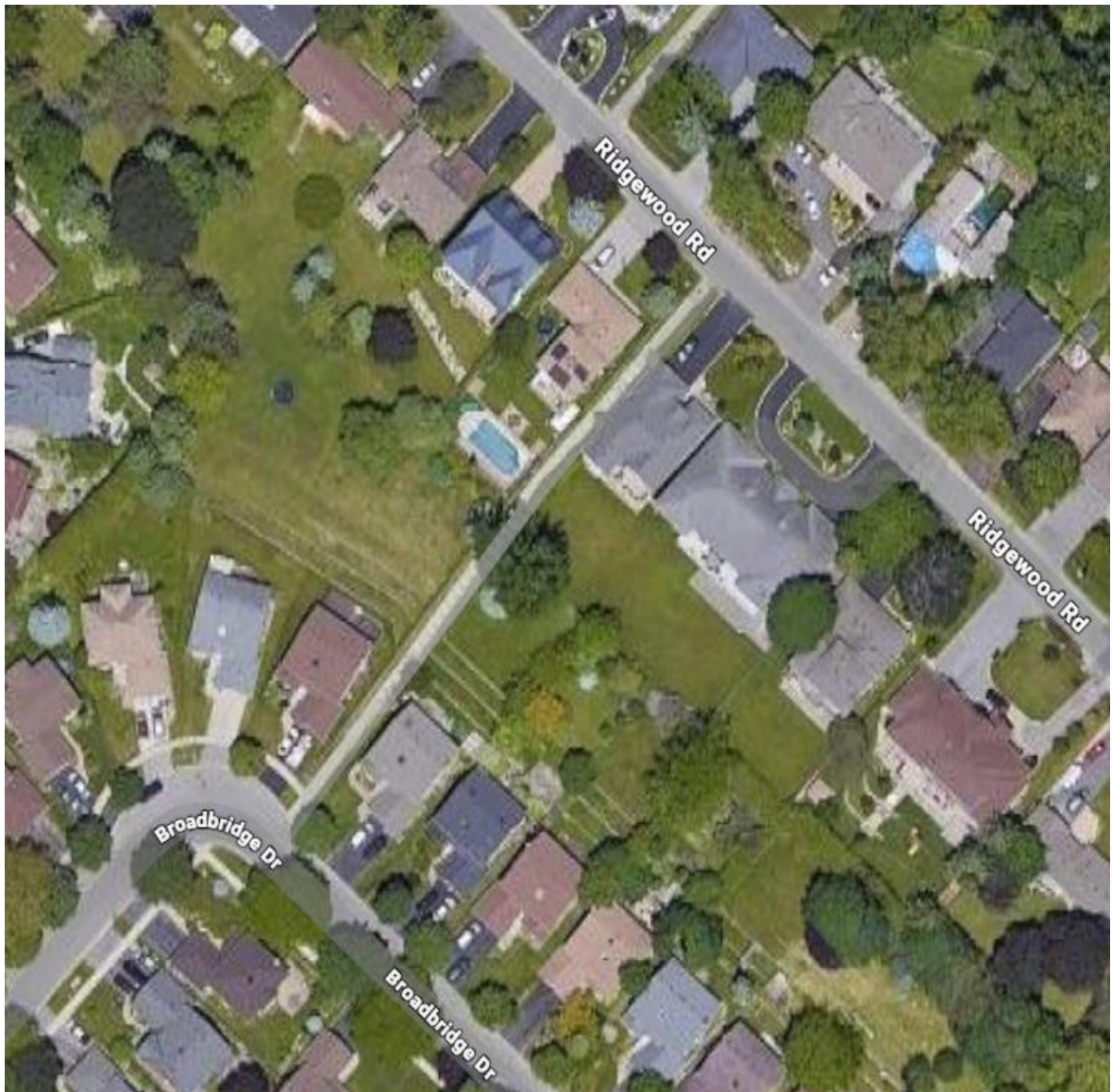
## SECTION 2 – INFORMATION FOR SUPPLIERS

### 2.1 Background

The City of Toronto requires the provision of engineering consulting services including detailed design, provisional contract administration and provisional post construction services for the following staircases at four different sites:

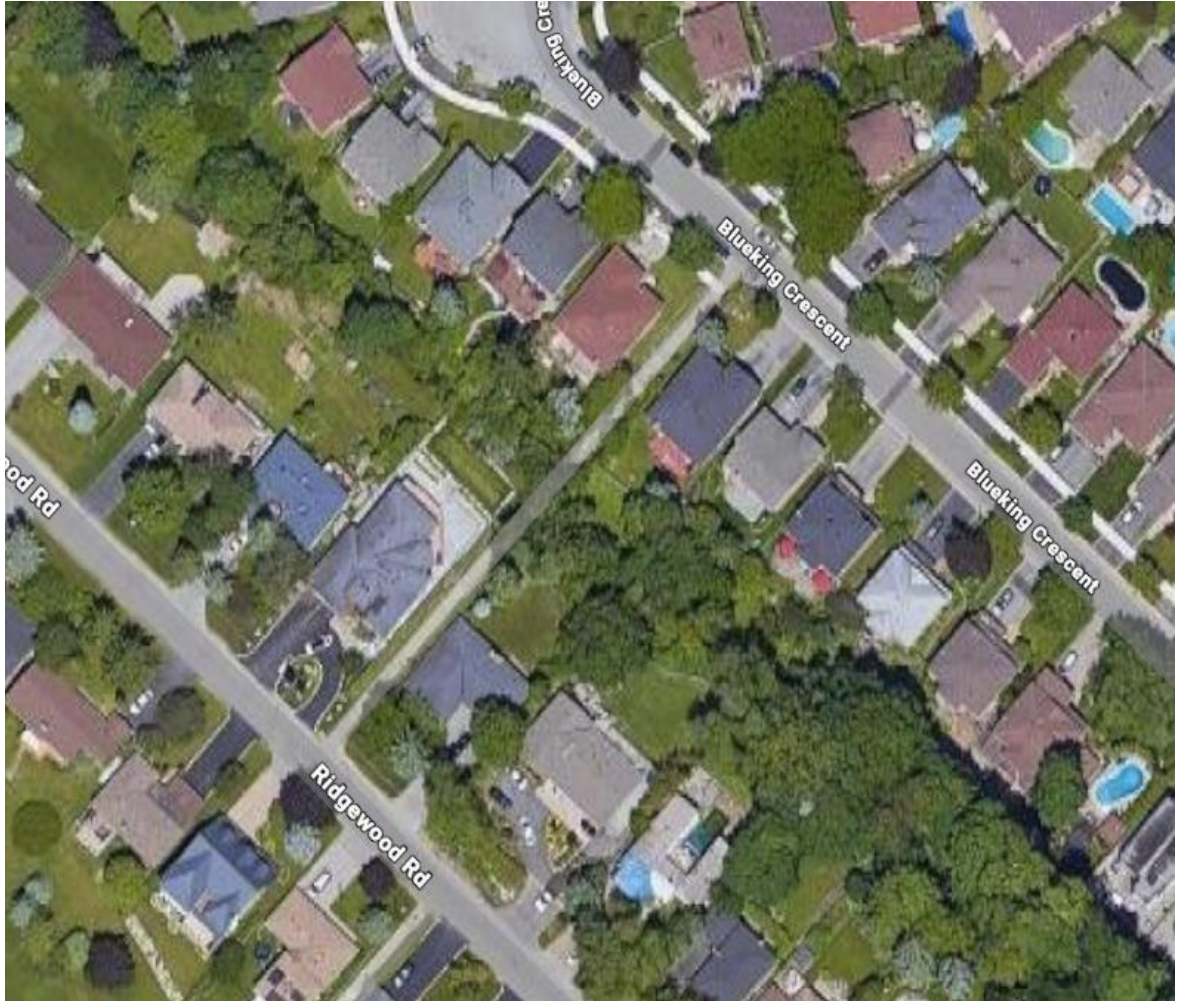
**Site 1:** Staircase between 55 Broadbridge Drive and 240 Ridgewood Road, Scarborough, ON.

(**Nearest address** 55 Broadbridge Drive, Scarborough, ON, M1C 3K5). Approximate GPS coordinates are 43.789220, -79.133706.



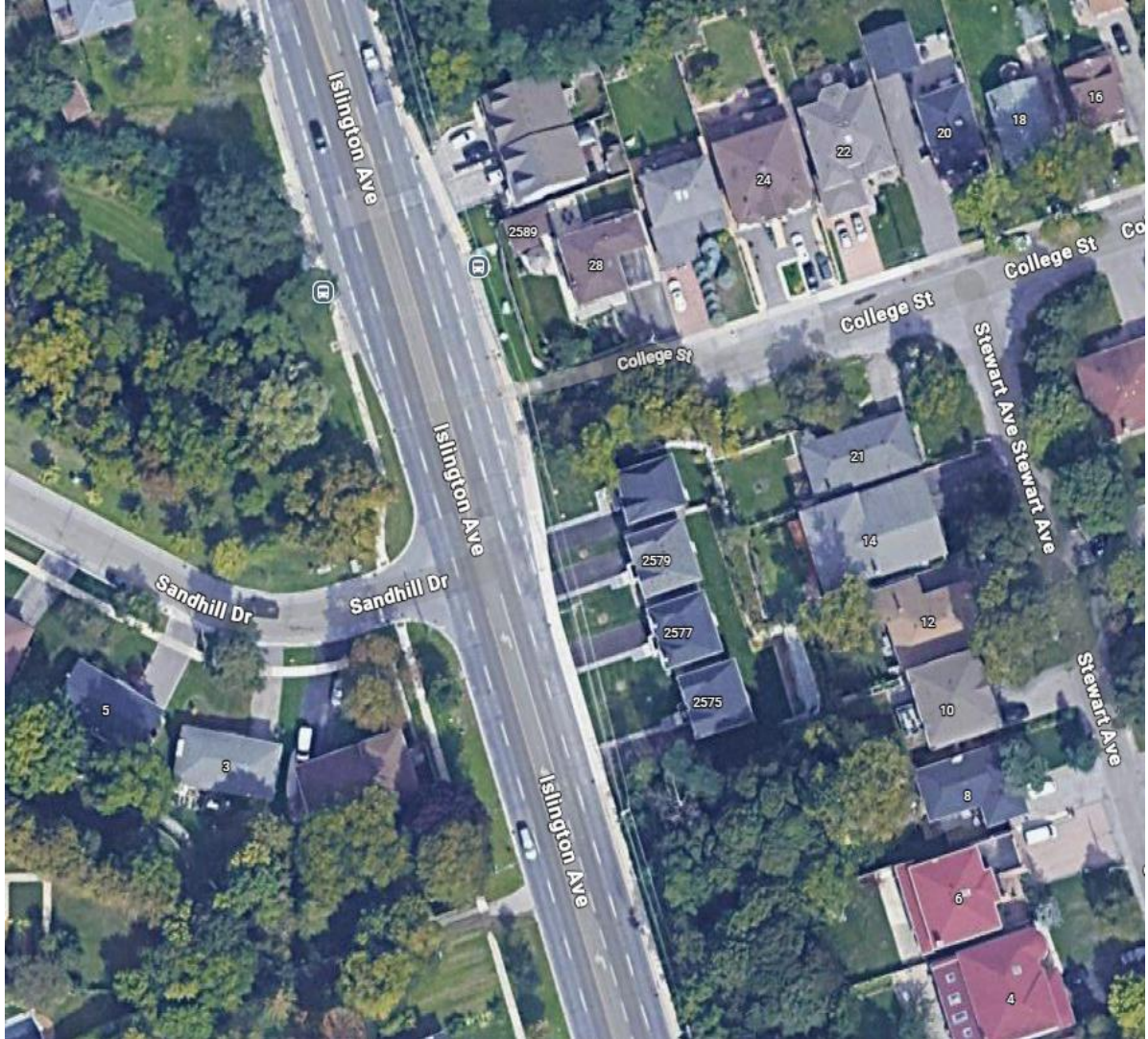
**Site 2:** Staircase between 45 Blueking Crescent and 253 Ridgewood Road, Scarborough, ON.

(Nearest address 45 Blueking Crescent, Scarborough, ON, M1C 4M8). Approximate GPS coordinates are 43.790849, -79.132241.

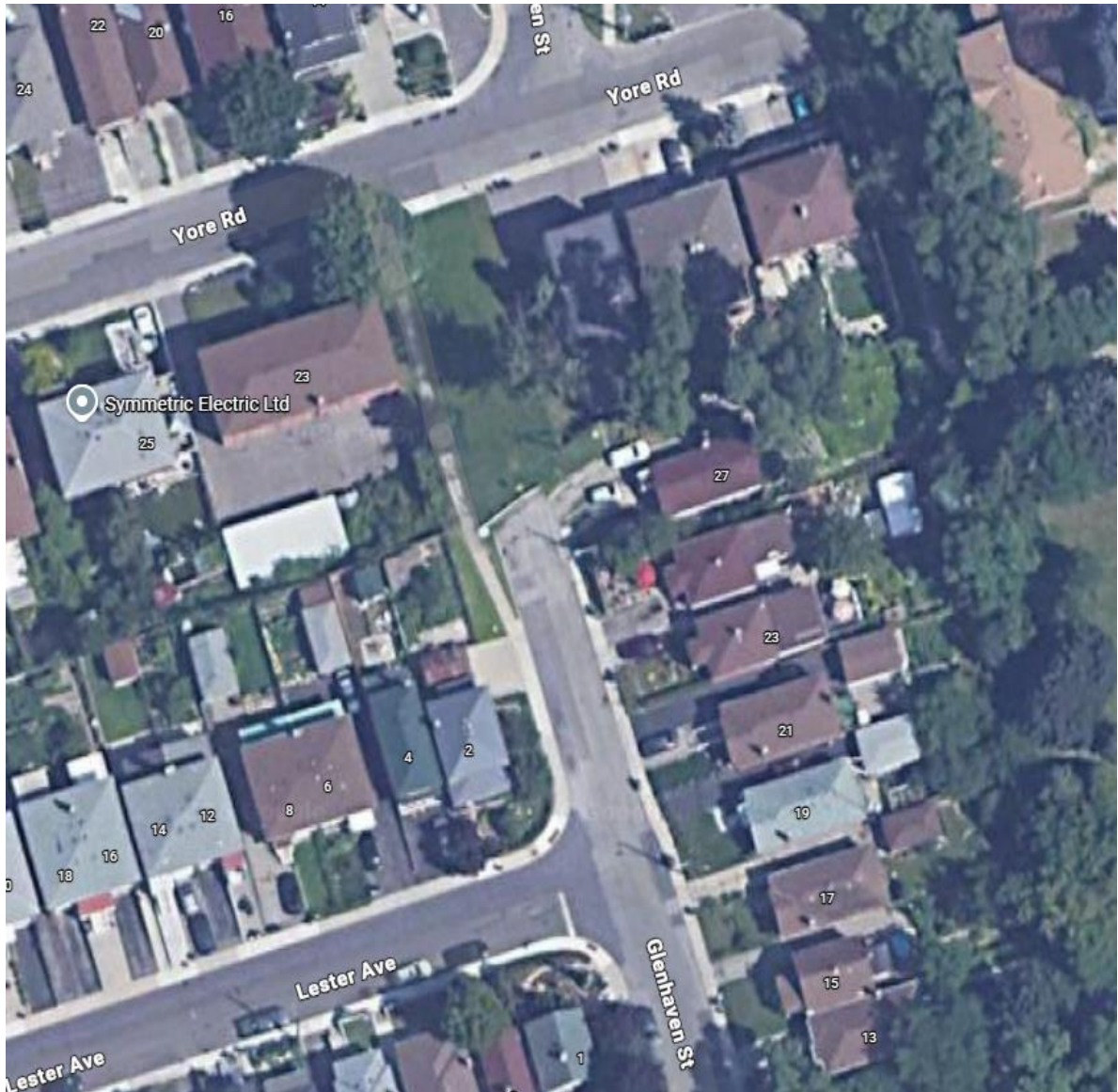




**Site 3:** Staircase repair at College St to Islington Ave – Ward 1 (Nearest address is 21 College St, Etobicoke, ON M9V 1H5). Approximate GPS coordinates are 43.734308, - 79.563877.



**Site 4:** Staircase repair at Yore St to Glenhaven St (**Nearest address** is 25 Glenhaven St, York, ON M6M 3L9. Approximate GPS coordinates are 43.692786, - 79.470393.



The scope of work includes:

- Detailed design of staircases at four sites.
- Contact Administration and Post Construction Services (Provisional)

## **2.2 Project Elements**

- 2.2.1 The general requirements for provision of engineering services to be provided by the Supplier to the City of Toronto are as specified in the Appendices. It is the responsibility of the proponent to familiarize themselves and comply with the project and contractual requirements, and to ascertain the full scope of work and the engineering services required for the project prior to submission of the proposal.
- 2.2.2 Within the proposal, the proponent is responsible for identifying a timeline that they are committed to accomplishing, taking into consideration the city defined milestones elsewhere in this RFQ.
- 2.2.3 Obtain permission to access areas within the right of way from all stakeholders. If deemed necessary, the Consultant is to secure and pay for the needed flag-person/watchman as required by each party. Due to scheduling constraints, it is advised that the Consultant request permission to access third party right of ways upon award of assignment.
- 2.2.4 The Consultant shall be responsible for all traffic control (inclusive of appropriate flag persons and sidewalk detour), access and protection required to carry out the field inspection including but not limited to the follows:
  - The Consultant shall comply with the Ontario Traffic Manual Book 7 – Temporary Conditions (and the Temporary Conditions Field Edition) when carrying out field investigation and testing. All signing shall be in accordance with the Ontario Traffic Manual.
- 2.2.5 All traffic signals shall be in accordance with City of Toronto/ Ministry of Transportation requirements, the requirements of the Manual of Uniform Traffic Control Devices, Construction Specification for Maintenance of Traffic TS 1.00 and the Ontario Traffic Manual.
- 2.2.6 Coordinate and pay for the services of, traffic control personal, and/or pay duty policeman as required.
- 2.2.7 Ensure the safety of both the public and the staff involved in the investigation / testing.
- 2.2.8 Protect utilities and property from damage. When necessary, restore the site as near to original conditions as practical.
- 2.2.9 Comply with any requirements for separation from other construction contracts in the vicinity.
- 2.2.10 Unless approved by the City's Transportation District Work Zone Coordinator, intersection closures, or double lane closures are not permitted on city streets.
- 2.2.11 Requested closures must conform to the above guidelines and first be discussed and accepted by the City's Project Manager and the Transportation District Work Zone Co-ordinators. A RoDARS request for closure (Restriction Notice) must be submitted to Central Dispatch at least ten (10) working days prior to the commencement of work.



Requestor is responsible for the development of a Traffic Management Plan, static signing, co-ordination of contractors/event organizers and liaison with Transportation Services. Review and acceptance of Traffic plans must be obtained by City's Transportation Services prior to commencement of work.

- 2.2.12 Field inspections are to be carried out to minimize the impact on the flow of traffic. The Vendor is to co-ordinate any lane closures through the City's Project Manager and Work Zone Coordinator. The Vendor shall comply with any requirements for separation from other construction contracts in the vicinity. The Vendor shall carry out the field inspections in a manner so as not to damage any utilities or property. Any damaged property shall be reported immediately to the City and shall be repaired at the Vendor's expense.
- 2.2.13 Provide all necessary equipment, materials and labour to do the work.
- 2.2.14 Develop and conduct a quality control/assurance system to ensure accuracy of data The City's Project Manager is to be kept informed of the progress of the work on a regular basis. To this end, the City's Project Manager shall be copied on all pertinent correspondence.
- 2.2.15 Schedule all activities and manage daily operations. Requests for information and direction of staff must be made or provided directly by the Consultants Project Manager.
- 2.2.16 The Consultant shall maintain timesheet logs for all field activities indicating date, staff name, duration of work at each site, tasks completed, and equipment used. Logs shall be signed by the employees identified therein.
- 2.2.17 The City's Project Manager is to be kept informed of the progress of the work on a regular basis. To this end, the City's Project Manager shall be copied on all pertinent correspondence.

- 2.2.18 The Consultant shall immediately inform the City's Project Manager of any critical defects or deficiencies, such as cracks, perforations or loose concrete considered a hazard to traffic and/or pedestrians, as well as any unsafe conditions which are discovered in the field.
- 2.2.19 The Consultant is responsible for the development and implementation of a safety plan to ensure worker safety, and safety to the public. The requirements for the safety and protection of workers in the field, including personal protective equipment, traffic control and protection devices, and all other measures required to ensure safe operations, is the responsibility of the Consultant.
- 2.2.20 The City's Project Manager shall be advised of significant problems and issues arising, including options considered and solutions adopted. The City's Project Manager shall be consulted regarding major deviations from standards, specifications, or procedures prior to their implementation, and shall be advised of any foreseeable issues.

## **2.3 Provisional Items**

Provisional Items for Engineering Services noted in this RFQ are provided in the table below. Maximum category values are stipulated in Part 5 Table of this agreement.

**Table 1 - Provisional Categories**

Provisional Allowance Fees for Contract Administration
Provisional Allowance Fees for Post Construction Services
Allowance for Cloud Project and Document Management System if required
Allowance for Pay Duty Police Officer if required
Allowance for Hydrogeological Investigations if required
Allowance for Geotechnical Investigation if required
Allowance for SUE Bump-Ups to Level A if required
Allowance for Excess Soil Management Plan if required
Allowance for illumination and Photometric Street Lighting Design
Allowance for preconstruction condition inspection and report
Allowance for air quality monitoring
Allowance for noise/acoustic monitoring
Allowance for vibration monitoring
Allowance for construction material sampling and testing and inspection services

## **2.4 Social Procurement**

### **2.4.1 General**

2.4.1.1 The goal of the City of Toronto Social Procurement Program is to drive inclusive economic growth in Toronto by improving access to the City's supply chain for diverse suppliers and leverage employment, apprenticeship and training opportunities for people experiencing economic disadvantage, including those from equity-seeking communities. The City of Toronto expects its Suppliers to embrace and support the City of Toronto Social Procurement Program and its respective goals. Social procurement creates social value for the city in addition to the delivery of efficient goods, services, and works. The City of Toronto Social Procurement Program consists of two components: Supplier Diversity and Workforce Development.

2.4.1.2 For more information on the City of Toronto Social Procurement Program, visit: <http://www.toronto.ca/purchasing/socialprocurement>.

## **2.4.2 Supplier Diversity**

2.4.2.1 The goal of supplier diversity is to increase the diversity of the City's supply chain by providing diverse suppliers with equitable access to competitive procurement processes.

2.4.2.2 In accordance with Section 1.3.2 of the City of Toronto Social Procurement Policy, points will be assigned to suppliers that submit information as part of their Bid that will improve supplier diversity in the City's supply chain. See subsection 2 in Form B of Part 4 for more information.

## **2.5 City of Toronto Supplier Performance Evaluation**

The City of Toronto follows a Professional Services Performance Evaluation (PSPE) procedure which provides guidance to City staff on creating and maintaining an evaluative record of a Supplier's performance on City projects for engineering and architectural services for the purpose of Contract management and future purchasing decisions. Further information concerning the City's Professional Services Performance Procedure can be found on the City's website at: <https://www.toronto.ca/business-economy/doing-business-with-the-city/follow-up-on-city-contracts/professional-services-performance-evaluation-pspe/>

## **2.6 Definitions**

In addition to the definitions set out in Part 1 - Section 3.14 the following definitions shall apply throughout Part 3 (REQUIREMENTS FOR DELIVERABLES), Part 4 (SUBMISSION FORMS) AND Part 5 (PRICING FORM) of this RFQ, unless inconsistent with the subject matter or context.

2.6.1 **"Diverse Supplier"** means any business or enterprise that is certified by a Supplier Certification Organization to be:

- More than 51% (majority) owned, managed and controlled by persons belonging to an equity-seeking community, or
- A social purpose enterprise whose primary purpose is to create social, environmental or cultural value and impact, and where more than 50% of the persons who are fulltime equivalent employees or are participating in, or have completed, transitional employment training, experience economic disadvantage.

2.6.2 **"Equity-deserving Community"** means a group that experiences discrimination or barriers to equal opportunity, including persons of low-income, vulnerable youth (age 18-29), women, Indigenous People, persons with disabilities, recent newcomers, 2SLGBTQ+ people, racialized people, and other groups the city identifies as historically underrepresented.

2.6.3 "Supplier Certification Organization" is a non – profit organization recognized by the City of Toronto that certifies businesses and enterprises as Diverse Supplier by assessing them using established, consistent criteria. Recognized Supplier Certification Organization include:

- Canadian Aboriginal and Minority Supplier Council (CAMSC)
- Canadian Council for Aboriginal Business (CCAB)
- Canadian Gay and Lesbian Chamber of Commerce (CGLCC)
- Inclusive Workplace and Supply Council of Canada (IWSCC)
- Women Business Enterprise (WBE) Canada

2.6.4 **"Workforce Development"** means a relatively wide range of activities, policies and programs to create, sustain and retain a viable workforce that can support current and future business and industry. It is an approach that integrates career exploration, industry-driven education and training, employment, and career advancement strategies, facilitated by the collaboration between employers, training and education institutions, government, and communities.

## **APPENDICES**

### **APPENDIX A - STANDARD PROJECT SCOPE REQUIREMENTS**

**Appendix A.1 – BSE General Project Requirements**

**Appendix A.2 – BSE Data Collection**

**Appendix A.3 – BSE Engineering Studies**

**Appendix A.4 – BSE Regulatory Approvals**

**Appendix A.5 – BSE Pre-Design Engineering Services**

**Appendix A.6 – BSE Detailed Design Engineering Services**

**Appendix A.7 – BSE Services During Construction**

**Appendix A.8 – BSE Health and Safety Including Designated Substances**

**Appendix A.9 – BSE Municipal Class Environmental Assessment**

**Appendix A.10 – BSE Standards**

**Appendix A.11 – BSE Post Construction Warranty**

### **APPENDIX B - PROJECT REFERENCE MATERIAL**

1. Available Drawings for Site 1 and 2
2. Latest edition of the City of Toronto's Field Services Manual (FSM)
3. Latest edition of the City of Toronto's Capital Works Procedures Manual (CWPM)

### **APPENDIX C – Professional Services Evaluation**

### **APPENDIX D - Toronto Hydro Approve Design Consultants and Contractors**

### **APPENDIX E – Capital Coordination**