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**Request for Proposals – Doc5638356932**  
**TABLE OF CONTENTS**

Page

**TABLE OF CONTENTS**  
**RFP Doc5638356932**

SECTION 1 – THE DELIVERABLES .....	1
1.1 Project Description .....	1
1.1.1 Project Background .....	2
1.1.2 Goals and Objectives .....	2
1.1.3 Project Governance .....	3
1.1.4 Project Timeline .....	6
1.2 Scope of Work.....	7
1.3 Project Tasks .....	10
1.3.1 Assignment Plan .....	10
1.3.2 Policy Review and Jurisdictional Scan .....	10
1.3.3 Interest Group Consultations.....	11
1.3.4 Update Standards and Guidelines for Construction Activities on City Streets..	12
1.3.5 Develop Construction Activities on City Streets Guidelines .....	13
SECTION 2 – INFORMATION FOR SUPPLIERS.....	15
2.1 Background .....	15
2.3 Social Procurement.....	16
2.4 City of Toronto Supplier Performance Evaluation .....	16
2.5 Definitions .....	17
APPENDICES .....	19

## **SECTION 1 – THE DELIVERABLES**

### **1.1. Project Description**

The City of Toronto is seeking a consultant with expertise in construction staging, site protection, and municipal public realm policies to update standards and develop guidelines for construction activities occurring in and near the public right-of-way (“public realm”). The successful proponent must have extensive knowledge and/or experience in managing construction activities in the public realm, conducting jurisdictional comparative analyses, consulting interest groups, developing effective visual and written messages to communicate municipal standards, and a deep understanding of the impacts that construction activities have on the safety, mobility, and visual appeal of urban environments.

The City is looking for consultant support to:

- Develop a new public-facing guideline document that illustrates what it looks like to apply construction work zone standards in various streetscape contexts common in Toronto, for both short- and long-duration construction activities, and includes a construction code of conduct;
- Consult with internal and external groups to assess and document current challenges, gaps, and opportunities for managing construction activities in ways that minimize negative impacts on the public realm, including identifying strategies to reduce the extent and duration of right-of-way occupancy wherever feasible;
- Identify leading practices and regulatory approaches in comparable municipalities to manage construction activities in the public realm and to improve compliance with existing standards and requirements; and
- Recommend updates to existing standards, policies, and guidelines related to construction activities in and adjacent to the public realm, based on jurisdictional research and stakeholder consultation findings.

#### **1.1.1. Project Background**

Over the past two decades, Toronto has experienced unprecedented growth in new development. This growth has necessitated significant upgrades and maintenance of infrastructure, including watermain upgrades, streetcar track replacements, and the addition of new transit lines. This volume and concentration of construction activity is unavoidable, but is also disruptive for Toronto's residents, business operators, commuters and visitors. Moreover, it can leave the city's public spaces appearing neglected and unfinished. Construction in the public right-of-way has significant impacts on the experience of pedestrians, and people with disabilities are disproportionately impacted by obstruction of sidewalks, pedestrian crossings and unclear routes through construction areas.

A permit from Transportation Services must be obtained by any constructor that plans to disrupt or temporarily occupy the public right-of-way, whether the work is on behalf of the City, Metrolinx, utility companies or private developers. Permit applications must include a Traffic

Management Plan that conforms to specific regulations and standards governing how construction sites must be set up to maintain safety and ensure the unobstructed movement of all right-of-way users.

However, some of these standards do not fully align with the City's current objectives for a more accessible, high-quality, and visually consistent public realm. Compliance is also a persistent challenge, often stemming from limited awareness or uncertainty about how standards should be applied in complex and varied streetscape conditions.

Maintaining accessibility, public safety, and minimizing the visual impacts of construction activities within the municipal right-of-way is a shared responsibility. At a given site, this responsibility is shared by the contractor; Transportation Services which issues and enforces the Street Occupation Permit; the City Divisions (Engineering and Construction Services, Transportation Services and Toronto Water) which manage the contract; and utilities, agencies (e.g. Metrolinx) and private developers overseeing their respective contractors.

A number of measures have been recently undertaken to minimize the impacts of construction activities on the public realm. For example, Engineering & Construction Services which delivers most of the municipal capital works within the municipal right-of-way on behalf of other City Divisions and the Toronto Transit Commission provided training to nearly 250 staff including inspectors, engineers, project managers, implemented independent site audits and enhanced project-specific contract requirements for accessibility.

In 2025, Transportation Services was directed by Council to develop a "considerate construction" guideline, intended to further clarify and communicate best practices for the design and aesthetics of construction setups and take downs on City streets. This guideline will illustrate how to minimise the impact of construction on the public realm, ensure safe and accessible travel routes for pedestrians and other vulnerable road users, and will inform both private development and public projects.

### **1.1.2 Goals and Objectives**

The primary goal of this assignment is to minimize the impacts of construction activities on the public realm in Toronto by:

- Keeping People Moving Safely - Ensure sidewalks, pedestrian pathways and bicycle infrastructure near construction sites remain safe, accessible, and easy to navigate
- Reducing Disruptions - Limit the impact of construction activities on the public realm by managing visual clutter, noise, dust, physical barriers, equipment storage, and the use of the right-of-way for construction vehicles, while minimizing the extent and duration of right-of-way occupancy wherever feasible.
- Promoting Respectful Construction Practices - Foster a culture of excellence in which construction professionals work with care and consideration for the public spaces, streetscapes, and people impacted by their activity.

To accomplish this goal, this assignment seeks to:

- Strengthen Compliance - Ensure both short and long-term duration construction activities follow standards that keep public spaces safe and accessible.
- Update Standards - Refresh and update existing standards to reflect broader City objectives and best practices for maintaining safe, accessible, and attractive work sites while accounting for location-specific user types, travel volumes, and surrounding land uses.
- Provide New Resources - Create new tools and resources to consolidate and more clearly communicate work site standards and expectations to both external (e.g. builders, contractors, etc.) and internal (e.g. City staff responsible for permitting, contract management, enforcement, etc.) audiences.
- Engage Industry Partners – Collaborate and consult with industry and trade associations to enhance understanding of requirements and explore practical solutions to meet City standards.
- Support a Culture Shift – Build a shared construction management culture in which City staff and constructors recognize the importance of safety, accessibility, and cleanliness, and understand what is needed to address those requirements during construction work in the right-of-way.

### **1.1.3 Project Governance**

This assignment will be managed by Transportation Services staff. Transportation Services oversees transportation infrastructure in the public right-of-way (including the public realm, sidewalks, and roads) and issues permits for any construction activity occurring in this space, whether undertaken by the City, public agency, utility companies, or private developers. The Supplier will report to the City's Project Manager and provide monthly progress reports. At a minimum, bi-weekly remote meetings with the Supplier and the City's Project Manager are required.

#### **1.1.3.1 City of Toronto Project Team**

The City's Project Manager will be from the Strategic Policy and Initiatives unit in the Transportation Services Division. The City's Project Manager will oversee the task areas and contractual aspects of this project and manage an advisory group of colleagues from various sections within Transportation Services and other City divisions and agencies.

The City's Project Manager will be the single point of contact for the Supplier's team; the Supplier will only contact or liaise with City staff or other stakeholders under the direction of the City's Project Manager.

The City Project Manager is responsible for:

- The overall direction and management of the assignment;
- Managing the contract with the Supplier including review and approval of all progress reports, deliverables, and invoices;

**Request for Proposals – Doc5638356932**  
**Part 3 – Requirements for Deliverables – Section 2**

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- Providing direction to the Supplier's Project Manager at key stages of project design and implementation, as well as monitoring, reviewing, and approving the Supplier's work;
- Coordinating meetings with and facilitating communication between the Supplier and relevant City staff, and members of Council;
- Providing a primary point of contact for all information requests on the project from internal and external groups;
- Providing relevant city-owned or generated data and technical or research-based resources to the Supplier as required to complete the assignment;
- Presenting to senior City staff and to Committee and Council meetings on project progress and outcomes, with technical input and assistance from the Supplier both during and in advance of the meeting(s); and
- Ensuring compatibility of the project deliverables with existing and emerging policy direction and processes.

**1.1.3.2 Supplier Team**

The Supplier will be required to provide a comprehensive work plan with a detailed breakdown (time and budget) of consultant staff resources per discipline and stage of the project. The work plan must indicate how and when individual tasks will be completed and what inputs are required from City staff.

The Supplier will be responsible for, but not limited to, the following:

- Assigning a Project Manager who will be the primary contact person for the City Project Manager and who will provide project management for the overall assignment;
- Providing qualified staff with the relevant skills and experience to match the specific requirements of each individual assignment, as described in Section 1.3 (Project Tasks);
- Ensuring that the day-to-day activities and tasks are completed as required;
- Ensuring that the assigned and contracted work is delivered on time and on budget;
- Preparing agendas and necessary materials in advance of all meetings with the City Project Manager, City staff and interest groups, and circulating meeting minutes afterwards;
- Working collaboratively with the City through the process and providing meeting agendas and minutes, project material, presentations and technical support as required;
- Providing monthly, concise progress reports to the City that include percent invoiced and percent of work completed, project progress, key issues, and next steps;
- Providing drafts of all materials to be reviewed by City staff. Sufficient time of at least two weeks shall be provided for the City to circulate and review the draft material.

- The Supplier Team will be responsible for ensuring all materials are accurate, and for updating these materials where necessary for ongoing work.

#### 1.1.3.3 Project Advisory Group

This work will be supported by an interdivisional advisory group comprised of representatives from:

- Transportation Services
  - Congestion Management Planning unit
  - Construction Activity unit
  - Utility Management unit
  - Vision Zero Policy unit
  - Contract Development, Delivery and Inspections unit
  - Cycling and Pedestrian Projects unit
- Engineering and Construction Services
  - Enhance Capital Construction Delivery unit
  - Engineering Support Services Business Improvement & Standards unit
  - Design & Construction Linear Underground Infrastructure unit
  - Design and Construction Roadways unit
- Toronto Water
  - Capital Planning and Implementation unit

On a minimum of four (4) expected occasions, the Supplier will be required to meet with the advisory group to provide project updates, present emerging directions, and gather input on draft deliverables.

#### 1.1.3.4 Project Meetings

It is expected that this assignment will require a minimum of ten (10) consultation meetings with staff responsible for construction activities in the public right-of-way and an additional four (4) consultation meetings with external groups. In addition to these consultation meetings, which are identified under task 1.3.3, the Supplier should expect a minimum of four (4) meetings with the project advisory group, two (2) meetings with senior management to present project updates and outcomes, and bi-weekly progress meetings with the City Project Manager.

It is expected that all meetings will be held virtually using teleconference or video conference software provided by the City. However, in-person meetings may be scheduled for specific

**Request for Proposals – Doc5638356932**  
**Part 3 – Requirements for Deliverables – Section 2**

---

project milestones or deliverables at the City Project Manager's discretion. If at such a time that an in-person meeting is deemed appropriate or necessary, it is anticipated that such meetings will be held at Toronto City Hall (100 Queen Street West), or on occasion, at other City offices. The City Project Manager will arrange meeting bookings; advance notice is desirable to ensure appropriate space is available for the size/purpose of meetings.

The Supplier will be responsible for preparing meeting agendas (with the City's input) prior to all project meetings, unless otherwise instructed. The Supplier will also circulate a brief meeting summary within five days of each internal project meeting which describes any decisions made, key takeaways, and next steps or actions discussed.

The City Project Manager will attend and assist the Supplier in facilitating each consultation meeting with City staff. They will also be responsible for coordinating and scheduling each meeting.

#### **1.1.4 Project Timeline**

The work plan for this assignment should have a duration of approximately six (6) months. At minimum, the following deliverables and timelines are anticipated:

<b>Task</b>	<b>Key Deliverables</b>	<b>Anticipated Date (after contract start)</b>
Task 1 – Assignment Plan	<ul style="list-style-type: none"><li>• Final work plan and schedule</li><li>• Summary of any data and/or material that the Supplier requests from City staff</li></ul>	2 weeks
Task 2 – Policy Review and Jurisdictional Scan	<ul style="list-style-type: none"><li>• Report summarizing findings from a comparable review of existing City of Toronto construction activity standards, guidelines, and programs with those in peer municipalities</li></ul>	6 weeks
Task 3 – Interest Group Consultations	<ul style="list-style-type: none"><li>• Report summarizing current challenges, gaps, and opportunities based on findings from consultation meetings with internal (e.g. City staff) and external (e.g. industry) groups.</li></ul>	12 weeks

**Request for Proposals – Doc5638356932**  
**Part 3 – Requirements for Deliverables – Section 2**

---

Task 4 – Updating Existing Standards	<ul style="list-style-type: none"><li>Updated draft of TS 1.00 and Guidelines for Covered Walkways with recommended updates in tracked changes</li></ul>	12 weeks
Task 5 – Construction Activity on City Streets Guidelines	<ul style="list-style-type: none"><li>Public-facing guideline document that describes how construction specifications should be applied across different types of construction activities and streetscape contexts</li></ul>	24 weeks

## **1.2 Scope of Work**

While standards and processes are in place to minimize the impacts of construction on the public realm, feedback from members of Council, staff, and the public makes it clear that more can be done to improve the safety, accessibility, and visual impact of construction activities.

The overall goal of this assignment – to reduce the impacts of construction activities on the public realm – applies to all construction work that affects the public right-of-way in Toronto. These construction projects fall into three categories, broadly defined by the type of organization leading them:

- **City-Led Construction Projects** - These are projects led by City Divisions including Engineering & Construction Services, Toronto Water, and Transportation Services. They range from large-scale capital works lasting weeks or months to smaller maintenance or emergency repairs lasting hours or days. Most work is delivered by contractors overseen by City staff or consultants.
- **Third-Party Construction Projects** - These are projects led by external agencies, primarily Metrolinx and utility companies such as Toronto Hydro, Enbridge Gas, and telecommunications providers. These works vary in scale and duration and include both open excavations and access via existing infrastructure such as utility holes, cabinets, poles, and aerial installations.
- **Private Sector Development** - These are projects delivered by private sector developers and their contractors. While construction occurs on private property, site constraints frequently require long-term (e.g. months or years) temporary use of sidewalk or road space to support staging and construction activities.

For all three categories, contractors must obtain a Street Occupation Permit or Cut Permit from Transportation Services before starting work and must comply with applicable construction setup standards and guidelines.



Updating Existing Standards

Multiple documents outline the regulations, standards, and guidelines governing construction activities in the right-of-way. Under this assignment, the Supplier will recommend updates to two of these documents. The work will focus on revising specific sections to ensure alignment with current City policies and objectives, with an emphasis on:

- Strengthening requirements to maintain safety and accessibility for all road users;
- Improving public communication and wayfinding around construction sites; and
- Reducing the visual impacts of construction activities on the public realm in a manner that responds to the existing uses, activity levels, and design of the specific location in which construction is occurring.

The Supplier is not expected to rewrite or redesign the documents in their entirety. Rather, the Supplier will propose targeted updates, additions, and refinements to support the broader objectives of this project.

The two documents in scope for this assignment are:

- Toronto Standard for Construction Specification for Maintenance of Traffic (TS 1.00) reinforces and augments the guidelines of Ontario Traffic Manual Book 7 by incorporating the enhanced accessibility expectations from the Toronto Accessibility Design Guidelines and providing greater specificity regarding accommodations for pedestrians and cyclists. Although these are called guidelines, adherence is mandatory under Street Occupation Permits issued by Transportation Services.
- Guidelines for Covered Walkways establishes standards for covered walkways erected on the public right-of-way, including minimum interior clearances, lighting requirements, unobstructed sightlines, and the provision of public art on construction hoarding.

Neither of these documents is fully prescriptive; each must be applied with some flexibility and good judgement, considering the nature of the construction activities and local site constraints. For example, the manner in which a safe and fully accessible path of travel would be provided on a wide suburban arterial road will be different than the approach used on a downtown street with cycling infrastructure or streetcar tracks. Updated guidance is needed to clarify expectations, reduce ambiguity, and improve enforceability.

The Supplier may also be required to review standards terms and conditions in existing construction contracts and street occupation permits for construction activities to more clearly communicate and enforce new and updated standards.

There are six additional documents that guide temporary construction activities in the right-of-way, which the Supplier should be familiar with as they relate to temporary construction activities in the right-of-way. However, recommending updates or revisions to these documents is beyond the scope of this assignment. These include:

- Accessibility for Ontarians with Disabilities Act (AODA) - sets requirements to ensure construction activities maintain accessible routes and do not create barriers for people with disabilities. It guides how temporary detours, sidewalk closures, and site protection measures must be designed to preserve safe, accessible paths of travel.

- Book 7 (Temporary Conditions) of the Ontario Traffic Manual - provides the provincial standard for planning and implementing traffic control measures in temporary conditions, including construction zones on streets and sidewalks. It sets requirements for signage, barriers, work zone layout, and pedestrian routing to ensure safety for workers and road users.
- Book 15 (Pedestrian Crossing Treatments) of the Ontario Traffic Manual - establishes the standards for pedestrian crossing facilities and informs how construction activities must protect, maintain, or temporarily replicate safe crossing conditions. It guides decisions when construction impacts existing crossings or requires temporary pedestrian detours.
- Chapter 743 of the Toronto Municipal Code - municipal rules governing work within the municipal-right-of-way, including encroachments and temporary occupations for construction activities.
- Toronto Accessibility Design Guidelines (TADG) - the Council-approved TADG provide direction for accessible and universal design in a variety of settings including for construction site protection. Requirements in the TADG are at or above the minimum that is required by the AODA, and in some cases stipulate a higher level of service than required in Book 7. In cases where Book 7 and TADG have different requirements, TADG takes precedence.
- Municipal Consent Requirements – apply to utility work occurring under a Street Occupation Permit or Cut Permit. They give direction for both temporary and completed project conditions for utility work, including both construction work and activity at existing access points (e.g. utility holes, overhead wires, etc.).

*Construction on City Streets Guidelines*

In addition to recommending updates to TS 1.00 and the Guidelines for Covered Walkways, the Supplier will develop a new public-facing guidance document that explains how existing standards and specifications should be applied across a range of streetscape contexts and construction scenarios. This companion document will support consistent interpretation and application of standards by:

- Presenting information in clear, accessible language;
- Using simple and effective visual graphics to demonstrate examples of both compliant construction site planning and common errors;
- Describing common construction situations and required treatments;
- Identifying appropriate products available on the market to achieve the desired outcomes for safety, accessibility and visual appeal;
- Including a construction code of conduct; and
- Targeting multiple audiences, including City staff, contractors, utilities, construction industry professionals, and the general public.

### **1.3 Project Tasks**

#### **1.3.1 Assignment Plan**

Objectives: Refine and finalize the work plan and project timeline and establish a meeting schedule to ensure clear communication between the City Project Manager and Supplier.

Activities may include but are not limited to:

- Attend a project kick-off meeting with the City Project Manager to review project scope, methodology and preliminary work plan. The Supplier will be responsible for preparing the agenda (with the City's input) and circulating prior to the meeting. The Supplier will, within five (5) days of each internal project meeting, provide a brief meeting summary including specific decisions or action items that arise.
- Submit a proposed work plan and schedule, which City staff will comment on, allowing for up to two iterations before finalizing. The work plan will confirm:
  - All tasks that the Supplier will lead to complete the scope of work.
  - Proposed meeting schedule with relevant City staff.
  - The timeline for completing project tasks.
  - Major project milestones, including the delivery of draft deliverables.
  - Roles and expectations for City staff.

Deliverables:

- Detailed work plan which identifies the tasks, timelines, and responsibilities of each project member in undertaking the entire assignment including all deliverables identified in the RFP. It will also include a schedule which outlines the expected timing of key meetings, project milestones, and deliverables.
- Summary (list) of any data and/or material that the Supplier will request from City staff.

#### **1.3.2 Policy Review and Jurisdictional Scan**

Objectives: Ensure that the updated standards and guidelines proposed through this assignment are, a) aligned with and in support of existing City policies and objectives related to public realm design, accessibility, public safety, traffic management, and right-of-way operations and maintenance, and b) aligned with and build on international best practices used by peer municipalities.

Activities may include but are not limited to:

- Undertake a detailed review of all existing City standards, bylaws, manuals, and guidance related to construction in the right-of-way and document opportunities to better align these with broader City objectives and international best practices. These background materials will include, but are not limited:

- TS 1.00 Construction Specification for Maintenance of Vehicular Traffic, Pedestrians and Cyclists in Work Zones
- Guidelines for Covered Walkways
- Accessibility for Ontarians with Disabilities Act
- Book 7 (Temporary Conditions) of the Ontario Traffic Manual
- Book 15 (Pedestrian Crossing Treatments) of the Ontario Traffic Manual
- Toronto Municipal Code, Chapter 743: Streets and Sidewalks, Use Of
- Toronto Accessibility Design Guidelines
- Municipal Consent Requirements
- Identify at least five comparable jurisdictions to include in the jurisdictional scan, which will be reviewed and approved by City staff.
- Research and document existing policies, standards, guidelines, and programs to minimize the impacts of construction activities in at least five comparable jurisdictions and summarize these into case studies. Summarize the best practices and provide recommendations on how lessons learned from other municipalities could be adapted or incorporated into City of Toronto standards and guidelines.

**Deliverables:**

- Draft report, to be reviewed by relevant City staff, which includes a summary of findings (gaps and opportunities for alignment) from the existing City policy review, case studies from the jurisdictional scan including a matrix comparing relevant City of Toronto standards and policies with those used in peer cities.
- Final policy review and jurisdictional scan report.

**1.3.3 Interest Group Consultations**

Objective: Gather comprehensive insights from both internal City divisions and external interest groups to understand current gaps, challenges, and opportunities to minimize the impacts of construction activities in the public right-of-way. Through a series of structured interviews, the Supplier will document how standards, policies, and enforcement practices are working today and identify barriers to adoption. These findings will help identify where updates or improvements are needed to enhance consistency, compliance, and overall public realm outcomes.

Activities may include but are not limited to:

- Facilitate structured interviews, collaborative workshops, or focus groups with staff in relevant divisions, including Transportation Services, Engineering and Construction Services, Toronto Water, and Toronto Building to identify existing gaps, challenges, and opportunities to update standards, improve knowledge among City staff responsible for

the planning and implementation of temporary conditions management, and compliance. Proponents should plan to host at least ten (10) consultation meetings with various staff teams responsible for the management, policies, and inspection of construction activities in the right-of-way.

- Facilitate structured interviews or focus groups with external interest groups involved in or affected by construction activities in the public right-of-way, including construction and development industry associations, transit agencies, utility companies, and other groups as needed; proponents should plan to host a minimum of four (4) consultation meetings with these external groups.

Deliverable:

- Draft consultation findings report for review by relevant City staff, summarizing the findings and insights gathered from meetings with internal and external interest groups. The report will outline the consultation activities undertaken and present what was heard regarding effective current practices, challenges or issues that need to be resolved, and other opportunities to improve the safety, accessibility, and visual impact of construction activities in the public right-of-way.
- Final consultation report.

#### **1.3.4 Update Existing Standards and Guidelines for Construction Activities on City Streets**

Objective: Revise *TS 1.00 Construction Specification for Maintenance of Vehicular Traffic, Pedestrians and Cyclists in Work Zones* and *Guidelines for Covered Walkways* to align with current City objectives for safety, accessibility, and public realm quality, and to clarify requirements to support improved compliance.

Activities may include but are not limited to:

- Analyze existing construction contracting, permitting and inspection processes, as well as construction contract and permit terms and conditions, and identify opportunities to enhance the implementation of construction activity standards.
- Compile and analyze common issues and compliance challenges observed in Toronto's current construction environment.
- Based on findings from the jurisdictional scan and staff consultations, recommend updates to TS1.00 and Guidelines for Covered Walkways, including rewritten sections, new diagrams, and clarified requirements.
- Validate proposed changes with internal technical experts and City staff responsible for the delivery and management of City-led construction projects and for the permitting and inspection of construction activities by external groups (e.g. private builders, utilities, transit agencies).
- Ensure alignment with accessibility, safety, and traffic control regulations.

Deliverable:

- Updated draft of TS 1.00 and Guidelines for Covered Walkways with recommend updates in tracked changes and accompanying report describing recommended updates to TS1.00, the Guidelines for Covered Walkways, and standard construction contract and/or street occupation permit terms and conditions, including a rationale that explains how each recommendation will advance the broader objectives of this assignment and/or align Toronto standards with leading practices in other jurisdictions.
- Brief summary report identifying opportunities to embed updated standards within existing City processes, training resources, contractual requirements, and field inspection and evaluation checklists, including contractor self-assessment tools.

### **1.3.5 Develop Construction Activities on City Streets Guidelines**

Objective: Create a new public-facing resource that clearly explains how standards for construction activities in the public realm are to be applied across a range of streetscape contexts and construction scenarios to support consistent interpretation and improved compliance.

Activities may include but are not limited to:

- Develop a content outline, informed by findings from the jurisdictional scan, existing standards review, and consultation with internal stakeholders
- Present the proposed content outline at a meeting of the project advisory group, and circulate the draft to allow for staff review and comment
- Prepare a code of conduct for all construction contractors and managers performing or overseeing work in the public realm, to be included in the Guidelines document. The code of conduct will bring together and clearly communicate existing (or updated) rules related to construction site setup, ongoing maintenance, community engagement, communication protocols including project duration, contractor behaviour, and measures to protect and maintain the surrounding public realm. The code will apply uniformly to both private and City-led construction activities occurring in the right-of-way to promote safety, minimize disruption, and uphold public space standards. This work should build on the draft Code of Conduct included in the *2025 Capital Delivery Review Final Report*, which was based on a high-level assessment of existing City policies and requires additional analysis and input from internal and external interest groups.
- Prepare a draft of the Guidelines, including visual concepts and graphic styles (e.g. icons, diagrams, colour palettes, layout templates)
- Present the draft Guidelines at a meeting of the project advisory group, and circulate the draft to allow for up to two rounds of staff review and comment
- Submit a final copy of the Guidelines, which will include:
  - Plain-language explanations of technical requirements for a general audience.
  - Visual examples of compliant and non-compliant setups using photos, renderings, or diagrams, including scenario-based examples (e.g. sidewalk closures, utility cuts, staging areas) to illustrate requirements.

**Request for Proposals – Doc5638356932**  
**Part 3 – Requirements for Deliverables – Section 2**

---

- List of compliant products available in Ontario as reference.
- A digital file that conforms with Web Content Accessibility Guidelines 2.0.
- Copies of editable digital files and attachments.
- Present the final Guidelines at a meeting of the project advisory group

**Deliverables:**

- Public-facing guidelines that clearly explain how construction specifications should be applied across different types of construction activities and in various streetscape contexts. These guidelines will include visual renderings and examples showing how construction sites should appear when existing standards are properly followed, helping stakeholders consistently understand and apply best practices. They will also include a construction code of conduct that establishes clear expectations for all construction activities within the public right-of-way.
- Slide deck materials, in an editable file format, which summarize and present draft and final deliverables to relevant City staff, and which may be used by the project team to provide updates to senior leadership.

## **SECTION 2 – INFORMATION FOR SUPPLIERS**

### **2.1 Background**

The City's work to update construction management standards in the public right-of-way originates from ongoing efforts to reduce the significant impacts that construction activities have on all road users, particularly pedestrians, especially people with disabilities, and cyclists. As part of the interdivisional Beautiful City action plan, developed at the direction of City Council, Transportation Services committed to modernizing existing construction management standards and developing tools to improve compliance and reduce negative effects of construction activities on the public and the public realm. This direction was further reinforced by a 2025 member motion, which directed staff to improve accessibility and prevent obstructions in the pedestrian clearway during short-duration construction activities. Together, these initiatives reflect growing awareness and concern about how construction sites disrupt mobility, safety, and the quality of life and public spaces across the city.

In recent years, the City has strengthened requirements intended to maintain safety, accessibility, and cleanliness around construction sites, but compliance remains a persistent challenge. Recent initiatives to minimize the impacts of construction on the public realm include:

- Updated TS 1.00 Maintenance of Vehicular Traffic, Pedestrian and Cyclists in Work Zone in September 2024 to enhance accessibility and safety standards for pedestrians and cyclists traveling near work sites.
- Updated the Contractor Performance Evaluation Form – Section A (Health & Safety) to include compliance with AODA legislation and OTM Book 7 standard, as well as documenting impacts to pedestrians, including those with disabilities as major or minor incidents.
- Development of online training modules, last updated in August 2025, intended to educate City staff responsible for the management and inspection of public realm construction activities about traffic control measures and requirements to maintain safe and accessible routes for pedestrians, cyclists, and people with disabilities.
- The Capital Delivery Review report, completed by KPMG in March 2025, included a recommendation (#20) to develop “a contractor code of conduct to help reduce disruptions associated with construction activity”
- Various initiatives led through the Congestion Management Plan, including a new online system for reserving and coordinating the use of right-of-way for construction activities, ongoing research into new congestion-related fees for construction activities, new signage requirements to improve wayfinding and access to information about construction sites, and the deployment of additional Traffic Agents to coordinate traffic in areas with high concentrations of construction activity.

Applying standards consistently requires City staff, utilities, and private contractors to interpret and implement requirements across varied and often complex streetscape conditions. Building on recent work, this project aims to enhance the safety and accessibility of construction sites for all road users, particularly people navigating these spaces with disabilities, while raising the standard for how construction sites are set up, managed, and designed within the right-of-way.



The project will advance clearer, more robust standards and a public-facing guideline, supported by visual renderings, to demonstrate what safe, accessible, and context-appropriate construction sites should look like across different locations, construction activities, and durations. A key objective is to minimize impacts on the public realm by reducing the extent and duration of right-of-way occupancy wherever feasible, including the prompt removal of obstacles, equipment, and traffic control materials when they are no longer required. In parallel, the project seeks to ensure that construction activities are responsive to the surrounding streetscape (e.g. how it is designed, how it used and by whom, travel volumes) in order to minimize visual disruption and reflect local context. This assignment represents the latest phase of work toward delivering a more consistent, higher-quality, and more inclusive experience for all members of the public travelling through construction zones.

## **2.2 Social Procurement**

### **.1 General**

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

### **.2 Supplier Diversity**

- .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 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.

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

- .1 The City of Toronto follows a Management Consultant Performance Evaluation (MCPE) procedure which provides guidance to City staff on creating and maintaining an evaluative record of a Supplier's performance on City projects for management consultant services for the purpose of Contract

management and future purchasing decisions. Further information concerning the City's Management Consultant 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/management-consultant-performance-evaluation/>

## **2.4 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 RFP, unless inconsistent with the subject matter or context.

- .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-deserving community, or
  - A social purpose enterprise whose primary purpose is to create social, environmental or cultural value and impact, and where more than 51% of the persons who are fulltime equivalent employees or are participating in, or have completed, transitional employment training, experience economic disadvantage.
- .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, 2SLGBTQ2people, racialized people, and other groups the City identifies as historically underrepresented.
- .3 **"Supplier Certification Organization"** is a non-profit organization recognized by the City of Toronto that certifies businesses and enterprises as Diverse Suppliers by assessing them using established, consistent criteria. Recognized Supplier Certification Organizations 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
- .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 – Project Reference Material**

#### Policy or Strategic Guidance

- Chapter 743 of the Toronto Municipal Code
- TS 1.00 Maintenance of Vehicular Traffic, Pedestrian and Cyclists in Work Zone (2024)
- Municipal Consent Requirements (2024)
- Toronto Accessibility Design Guidelines (2021)
- Guidelines for Covered Walkways (2014)
- Ontario Traffic Manual – Book 7: Temporary Conditions (2022)
- Ontario Traffic Manual – Book 15: Pedestrian Crossing Treatments (2016)
- Capital Delivery Review Final Report (2025)

#### Related Council or Committee Reports

- Maintaining Accessibility During Short Duration Work in the Right of Way  
Agenda Item History - 2025.IE26.18
- Towards a Beautiful City – A Path Forward  
Agenda Item History - 2025.EX22.3
- Ensuring Safe and Accessible Pedestrian Routes in Construction Zones - Letter from  
Toronto Accessibility Advisory Committee  
Agenda Item History - 2023.IE9.9
- Ensuring Safe and Accessible Routes in Construction Work Zones  
Agenda Item History – 2023.DI5.3
- Improving Accessibility in Construction Zones  
Agenda Item History - 2022.EX34.35
- Construction Staging Areas - Planning, Public Art, and Accessibility  
Agenda Item History - 2014.PG31.5