



CITY OF TORONTO

**Request for Supplier Qualifications for
Professional Architectural and Engineering Services for Small Capital and
Emergency Capital Projects
for Corporate Real Estate Management**

RFSQ No.: Doc5572034849

Issued: May 1, 2026

1.0 INTRODUCTION

1. This Request for Supplier Qualifications ("RFSQ") is an invitation by the City of Toronto ("the City") to prospective Respondents to prequalify for future eligibility to provide Professional Architectural and Engineering services for Small Capital and Emergency Capital Projects for Corporate Real Estate Management Division - Project Management Office, as further described in RFSQ Part 5 – RFSQ Particulars, Section 2 – The Deliverables.
2. For Work Assignment with value under \$100,000.00 (including contingency and cash allowances, where applicable and excluding taxes), the Work Assignment shall be assigned in accordance with the Rotational Process set out in Schedule B1 of RFSQ Part 4 – Master Roster Consulting Agreement.
3. For Work Assignment with value of at least \$100,000.00 but not exceeding \$500,000.00 (including contingency and cash allowances where applicable and excluding taxes), work assignment is bid competitively among Prequalified Vendors in the Roster List and awarded based on the best value to the City:
 - a. For Request for Quotations (RFQs): work assignments will be issued in accordance with the Second Stage Process set out in Schedule B2 of RFSQ Part 4- Master Roster Consulting Agreement.
 - b. For Request for Proposals (RFPs): a formal solicitation will be issued by Purchasing and Materials Management Division (PMMD) in accordance with the City's Procurement By-law, Policies and Procedures.
4. For Work Assignments above \$500,000.00, a formal solicitation will be issued by PMMD among Prequalified Vendors in the Roster List, in accordance with the City's Procurement By-law, Policies and Procedures.
5. The term of the Prequalified Vendor List is to be for a period of three (3) years without any option renewal period.

2.0 City Contact

Buyer Name: Karen Peralta, Senior Corporate Buyer

3.0 Request for Supplier Qualifications Timetable

The RFSQ Timetable is tentative only, and may be changed by the City at any time. For greater clarity, business days means all days that the City is open for business.

Event	Date/Time
Deadline for Questions	Five (5) Business Days before Closing Deadline, 12:00 PM
Deadline for Issuing Addenda	Three (3) Business Days before Closing Deadline
Closing Deadline	As specified on the online system
Rectification Period	Five (5) Days from City's Notice
Anticipated Prequalification Approval or Roster Agreement Date	July 1, 2026

All times specific in this RFSQ timetable are local times in Toronto, Ontario, Canada.

The RFSQ timetable may be changed by the City in its sole and absolute discretion, at any time prior to the Submission Deadline. Any changes to the RFSQ timetable will be issued by way of an Addendum. In the event of any change in the Response Submission Deadline, the Respondents may thereafter be subject to the extended timeline.

4.0 Site Visit/Pre-Bid Meeting (N/A)

5.0 Contacting Ariba Help Desk / Technical and Product Support

If a Supplier experiences any difficulties with the City Online Procurement System during the RFSQ process, the Supplier must notify the helpdesk of the supplier of the City Online Procurement System and the Procurement Contact immediately. Please use the following information to contact the Help Center of the City Online Procurement System for technical and product support:

While on a SAP Ariba webpage, select:

Help (?) → Support → Get Support → Contact Support

Suppliers shall not contact the City for such technical and product support.