

Request for Supplier Qualifications – Doc5572034849
Part 5 – RFSQ Particulars

SECTION 1 - INTRODUCTION

1.1 Background

1. The Project Management Office of the Corporate Real Estate Management Division will be delivering small capital projects and emergency capital projects which include the following asset improvement projects:

Asset Improvement Project	Example Projects
Carpentry	Door and hardware replacement; millwork repairs; wall framing and partition modifications
Custodial	Custodial room upgrades; mop sink installation/replacement; storage and shelving improvements
Mechanical, Electrical, and Plumbing (MEP) Systems	Boiler repair or replacement; electrical panel upgrades; domestic water system repairs
Vertical Transportation	Elevator modernization; escalator repair or replacement; accessibility lift installation
Fire & Life Safety	Fire alarm system upgrades; sprinkler head replacement; emergency lighting installation
Flooring	Vinyl/composite tile replacement; carpet tile installation; concrete floor refinishing
Heating, Ventilation, and Air Conditioning (HVAC)	Air handling unit replacement; rooftop unit repair; exhaust system upgrades
Landscaping	Grading and drainage improvements; parking lot/pathway repairs
Painting	Interior repainting; exterior facade painting; protective coatings for high-wear areas
Plumbing	Fixture replacement (toilets, sinks); drain repairs; backflow preventer installation
Renovations - Multiple Trades	Office reconfiguration; washroom renovations; accessibility upgrades (ramps, door operators)

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Asset Improvement Project	Example Projects
Sheet Metal	Ductwork modifications; fabrication and installation of flashing; ventilation improvements
Structural	Concrete repairs; beam reinforcement; masonry restoration
Roofing	Roof membrane replacement; leak repairs; flashing replacement
Other	Window replacement; signage installation; security system upgrades (e.g., cameras, access control)

2. City intends to prequalify Respondents for the following Roster Methods:

Roster Method	Description	Maximum Number of Prequalified Suppliers
Rotational Method Roster	Work Assignments with value under \$100,000.00	Eight (8)
Second Stage Competitive Method Roster	Work Assignments with value of at least \$100,000.00	n/a

3. **For Rotational Method Roster, the Project Management Office estimated that it will issue work assignments between 100 to 400 for three (3) years. Each prequalified Supplier may receive a blanket contract with an estimated value of up to \$3 Million¹.**

1.2 Type of Agreement Proposed for Deliverables

- Respondents will be evaluated according to the criteria described in Part 2 – Evaluation, Negotiation and Award. Based on those criteria, certain Respondents will be selected onto a Prequalified Vendor list for the potential subsequent provision of the Services to the City pursuant to a multi-use list with allocation selection method and second stage competition method.

¹ If only 3 respondents were prequalified.

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2. The term of the pre-qualified Vendor list is to be for a period of three (3) years without any option renewal period.
3. The City will award future work assignments pursuant to the process and will be subject to the terms and conditions described in Part 4 – Master Roster Consulting Agreement.

1.3 No Guarantee of Volume of Work or Exclusivity of Agreement

The City makes no guarantee of the value or volume of work that will be assigned to the selected Respondents. Any subsequent agreement entered into pursuant to the RFSQ process will not be an exclusive agreement for the provision of the described deliverables. The City may contract with others for the same or similar deliverables to those described in this RFSQ or may obtain the same or similar Deliverables internally.

1.4 Respondent Consortium Information

Where a consortium is responding to this RFSQ, the following shall apply:

- The Respondent shall identify itself as the sole Respondent.
- The Respondent shall list all other consortium members and what each will supply.
- The Respondent shall confirm that the Respondent shall assume full responsibility and liability for the work and actions of all consortium members with respect to the obligations to be assumed pursuant to this RFSQ, provided that the City shall be entitled to reject a proposed subcontractor.

1.5 Applicable Trade Agreement(s)

This RFSQ is subject to the following Trade Agreement(s):

☒ Canada Free Trade Agreement (CFTA)

☒ Canada-European Union Comprehensive Economic and Trade Agreement (CETA)

☐ Other: _____

☐ None applicable

Respondents should note that procurements falling within the scope of an applicable trade agreement are subject to that agreement but that the commercial rights and obligations of the parties shall be governed by the specific terms of each particular solicitation.

1.6 Gender Diversity in City Procurements

As part of City Council's support to enhance gender diversity on boards of corporations, all corporations conducting business with the City of Toronto are encouraged to utilize an intersectional analysis to strive to have gender parity on their corporate boards.

1.7 The City of Toronto Social Procurement Program

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 Indigenous Persons and those from equity-deserving communities. The City of Toronto expects its Respondents 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.

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

1.7.1 Supplier Diversity

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.

In accordance with Section 1.3.2 of the City of Toronto Social Procurement Policy, points will be assigned to Respondents that submit information as part of their Response that will improve supplier diversity in the City's supply chain.

1.7.2 Workforce Development (N/A)

[End of Section 1]

SECTION 2 - THE DELIVERABLES

a. Key Deliverables

1. Primarily, Vendor shall provide Professional Architectural and Engineering Services for Small Capital and Emergency Capital Projects for Corporate Real Estate Management Division - Project Management Office.
2. In response to a Work Assignment Request, Vendor shall submit a Preliminary Work Schedule with their Quotation and the Vendor shall not deviate from such schedule without the approval of the City's assigned Project Manager.
3. The Vendor shall ensure all architectural and engineering reports, drawings and specifications are signed and stamped by a professional architect licensed by the Ontario Association of Architects (OAA), a professional engineer licensed to practice in the Province of Ontario (PEO) and for heritage projects, an architect licensed OAA and a professional architect member in good standing with the Canadian Association of Heritage Professionals (CAHP)
4. The Vendor is required to submit the construction estimate once the scope of work for the Work Assignment is fully defined.

b. Project Execution Guidelines and Requirements

All Roster Assignments are to be completed in accordance with the industry design standards and guidelines that are acceptable by Corporate Real Estate Management. The legislative requirements, design standards and other guidelines are included by reference and form part of each Agreement arising from this RFSQ shall include, but are not limited to, the following:

1. Highway Traffic Act (HTA)
2. Ontario Traffic Manual (OTM)
3. Ontario Building Code (OBC)
4. Ontario Electrical Safety Code (OESC)
5. National Fire Protection Association (NFPA)
6. American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE)
7. Planning Act
8. Ontario Heritage Act
9. Child Care and Early Years Act, 2014

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10. Ontario Fire Code
11. City of Toronto Guidelines–Energy Efficiency Report Submission & Modeling Guidelines
for TGS
12. City of Toronto Green Roof Bylaw
13. Toronto Green Standard Version 3
14. City of Toronto Accessibility Design Guidelines (TADG)
15. Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
16. The Toronto Green Standard for Buildings and Interior Spaces
17. City of Toronto Strategy and Standards for Office Space and Ergonomics Guidelines
18. Occupational Health and Safety Act, R.S.O. 1990, c. O.1
19. Technical Safety Standards and Safety Authority (TSSA)
20. Net Zero Design Guidelines (development in progress)

2.2 Roster Description for Architectural and Engineering Consulting Services

a. The following are the general requirements for completion of a work assignment:

1. Architectural, mechanical and electrical engineering, civil engineering, building automation systems, landscape architecture, structural engineering, telecommunications and audio visual communications, acoustic engineering, geotechnical engineering, and other related disciplines
2. Thorough understanding of the Toronto Green Standard Version 3 requirements for City ACDs building, City Agency.
3. Waste Management and Excess Soil Management
4. Operational & maintenance problem investigations.
5. Heritage consulting
6. Workplace Health and Safety consulting
7. Accessibility for Ontarians with Disabilities Acts consulting (AODA)
8. Cost estimating (quantity surveyor)
9. Expert opinions / peer reviews; and
10. Ensure that the appropriate quality and quantity of Personnel is available to support the undertaking of Services in a timely manner;

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11. Ensure that the Services are undertaken by professional, knowledgeable and accountable Personnel;
12. Ensure that Personnel undertaking projects have the appropriate experience, and professional designations from the appropriate governing body in each field;
13. Ensure that Personnel on-site are in compliance with Occupational Health & Safety Act
14. Ensure that eligible projects for energy savings programs receive available financial incentives.
15. Other related work as assigned.

b. The Vendor shall be responsible for:

1. Detailed site review and investigation, including reports with scope of work recommendations, tentative timelines and Class D estimate
2. Obtain record drawings from Toronto Building
3. Schematic and detailed design with Class A estimate
4. Tender support including permit application and Tender package for General Contractor
5. Construction Administration, certification of GC's progress payments, tracking construction progress, managing change control, regular in-person site visits to monitor progress and site health & safety. The Vendor shall be responsible for managing the formal change control process as prescribed by the City throughout the duration of the project. This includes, but not limited to, using the City's mandatory change control templates for issuing Site Instructions (SI), Contemplated Change Notices (CCN), Change Directive (CD), Change Orders (CO), Request for Change (RFC). All change documentation shall be maintained using the City's change control tracking log.

The following documents are uploaded in Appendix A: PMO templates :

- *Exhibit A_PMO-CCN Template*
- *Exhibit B_PMO-CD Template*
- *Exhibit C_PMO-CO Template*
- *Exhibit D_PMO-RFC Template*
- *Exhibit E_PMO-SI Template*

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- *Exhibit F_Change Control Tracker*

6. Commissioning

7. Project close-out including final site walkthroughs and closure of building permits with Toronto Building, ensuring deficiencies are rectified, signed-off by certified Engineers, and Warranty review during the warranty period

2.3 Work Plans, Project Method

The Vendor shall:

1. ensure that the appropriate quality and quantity of Personnel is available to support the undertaking of the Services in a timely manner;
2. ensure that the Services are undertaken by professional, knowledgeable and accountable Personnel;
3. ensure that Personnel undertaking projects have the appropriate experience, and professional designations from the appropriate governing body in each field;
4. ensure that Personnel on-site are in compliance with [Occupational Health & Safety Act](#).

2.4 Material Disclosures

1. Status of Approvals to be obtained to perform work

All required permits, licenses, approvals, and compliance certifications from applicable Authorities having Jurisdiction must be obtained prior to beginning or continuing work.

2. City of Toronto Fair Wage Policy

The Vendor must be capable of complying with the City's Fair Wage Policy and applicable current Fair Wage Schedules. These documents can be accessed and reviewed at the following link:

<http://www1.toronto.ca/wps/portal/contentonly?vgnextoid=cbdddc54c5801410VgnVCM10000071d60f89RCRD>

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3. Obligations under the Accessibility for Ontarians with Disabilities Act, 2005

The Purchaser is committed to the highest possible standards for accessibility. Vendors must be capable to recommend and deliver, as appropriate for each Deliverable, accessible and inclusive services consistent with the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) and its regulations, in order to achieve accessibility for Ontarians with disabilities. In accordance with Ontario Regulation 429-07 made under the Accessibility for Ontarians with Disabilities Act, 2005 (Accessibility Standards for Customer Service), the Purchaser has established policies, practices, and procedures governing the provision of its services to persons with disabilities. The Vendors must be able to comply with the Purchaser's accessibility standards, policies, practices, and procedures in effect during the Term of the Agreement and which apply to the deliverables provided by the Vendors.

4. Workplace Hazardous Materials Information System

Please refer to Part 4 – Master Roster Consulting Agreement, Schedule D, Article 19 (Occupational Health & Safety)

5. Workplace Safety and Insurance Board (WSIB) Certification/ Health and Safety Records

Please refer to Part 4 – Master Roster Consulting Agreement, Schedule D, Article 13 (Workplace Safety and Insurance Act).

6. Insurance Coverage Requirements

Please refer to Part 4 – Master Roster Consulting Agreement, Schedule A and Schedule D, Article 12

7. 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/>

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2.5 Staff Team

Vendor is expected to maintain the team proposed in its Technical Response under Part 8, throughout the duration of the project, subject only to events beyond the Vendor's control and making replacements only with the written permission of the City. Any replacements must have equivalent or better skill and experience as proposed in its Technical Response.

2.6 Specialty Consultants

The following is a list of relevant Specialty Consultants that may be required by the City in the subsequent RFP/RFQs via Second Stage Competition.

Consulting Specialties (A-Z)
Accessibility, Barrier Free and Inclusive Design
Acoustic and Vibration Control
Asset Management
Audio-Visual Design
BAS – Building Automation System
Building Condition Assessments
Building and Fire Code Compliance
Civil Engineering
Commissioning Agent
Contract Claims, Adjudication and Construction Act
Electrical – Integrated Security
Energy – Geothermal
Energy – Management
Energy – Modelling and Building Envelope
Energy - Net Zero Strategies
Energy – Smart Building Technologies
Environmental – Designated Substances / Soil Contamination
Heritage
Indigenous Design Guidance – Interiors and Architecture
Elevating Devices / Vertical Transportation
Engineering - HVAC
Engineering – Municipal, Civil and Site Servicing
Engineering -Refrigeration-Commercial and Recreational
Façade Design / Building Envelope
Fall Arrest
Fire and Life Safety Specialist



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Food – Commercial / Retail / Catering Kitchen Equipment
Geotechnical
Health & Safety - OHSA
Interior Design - Furniture, fixtures and equipment
Hardware Specialist – Door Hardware
Hardware – Architectural and Sculptural
Information Technology (IT) – Networking
Information Technology (IT) - Telecom and Communications
Information Technology (IT) – Smart Building
Landscape Architect
Lighting Design Landscape
Life Cycle Cost Analysis
Move Management Services
Planning and Zoning
Pool / Recreational - (Dehumidification)
Signage and Wayfinding and Graphics Design (Interior, Exterior)
Surveyor – Site
Specifications Writer
Traffic/Transportation Management
Waste Management

2.7 Templates for Rotational Work Assignment and 2nd Stage RFQ Work Assignment

The templates for Rotational Work Assignment and 2nd Stage RFQ Work Assignment are found in Part 5 Appendices B and C, respectively.

[End of Section 2]