



**PROJECT NAME:** CREM-6731 - 895 Eastern Ave - AODA Project

**PROJECT DESCRIPTION:**

EMS has escalated concerns regarding accessibility challenges at 895 Eastern Ave.

Scope of Work:

- Install a front entrance accessibility ramp, repair & improve of the concrete at front entrance, add escutcheon/ cover at base of railings. Remove the outdoor lift and redesign the front entrance area with a ramp. Design a ramp leading to the front entrance, where the lift will be removed. Ensure ramp and railings are compliant with AODA.
- Ensure main entrances are compliant with AODA (one set of doors already has a door operating system). Install or ensure proper function of automatic door openers at main building entrance(s).

The City is seeking a consultant to provide the following end to end consulting service:

- 1) Planning - Scope investigation report that includes:
  - Conduct site survey
  - Full assessment report
  - Scope recommendation(s)
  - Class D construction estimate
  - Tentative construction schedule
  - Presentation x 1
- 2) Design - Detailed design that includes:
  - Class A construction estimate
  - Presentation x 2 (50% and 90%)
  - Full design package with technical drawings, specifications, and tentative construction schedule
  - Permit application
  - Coordination with other technical authorities and agents
- 3) Tender – Tender support that includes:
  - Prepare full tender front end documents
  - Tender mandatory site walkthrough with GCs and client
  - Tender Q/A, respond to bidder inquiries by completing the CoT tender addendum form
  - Review tender submissions
- 4) Implementation – CA support that includes:
  - Act as Prime Consultant, attend the kick-off and regular construction meetings
  - Review shop drawings
  - Respond to RFIs
  - Issue site instructions and change documentation as directed using CoT change form
  - Conduct site reviews and reports
  - Review and certify contractor progress payment requests
  - Perform deficiency, substantial performance, and final inspections leading to final acceptance of the work.
- 5) Closeout – Closeout support that includes:
  - Prepare record drawings from contractor mark-ups
  - Review O&M manuals
  - Provide final laminated mechanical and electrical system diagrams, and submit a complete set of drawings and specifications.

Construction work is limited to after-hours, and any shutdowns must be approved at least two weeks in advance.

**Please review Schedule A – Scope of Services for detailed scope of work.**

**SCHEDULE A  
SCOPE OF SERVICES**

Service	Applicable/ Not Applicable
<b>1. Definition</b>	
a. Record notes, prepare and distribute Minutes of Planning Meeting.	<input type="checkbox"/>
b. Review of Scope and User Requirements.	<input checked="" type="checkbox"/>
c. Conduct site survey to confirm existing conditions	<input checked="" type="checkbox"/>
d. Develop and present design intent. (2 options)	<input checked="" type="checkbox"/>
e. Prepare "Investigation and Report"	<input type="checkbox"/>
f. Prepare Class D Construction Estimate. (+/- 25%)	<input checked="" type="checkbox"/>
g. Prepare detailed Project Design Schedule within 4 days from award	<input checked="" type="checkbox"/>
h. Prepare and submit LEED Letter Template and any supporting documentation required to register with Canada Green Building Council for LEED certification of the project to the level identified in the Requirements Document.	<input type="checkbox"/>
i. Serve as principle liaison between City of Toronto and Canada Green Building Council concerning application for LEED certification. Report back to City of Toronto on results of the final application.	<input type="checkbox"/>
<b>2. Design Development</b>	
a. Conduct and chair as required, regular Design Meetings and record notes, prepare and distribute Minutes within 24 hours.	<input checked="" type="checkbox"/>
b. Suggest and present various design alternatives.	<input checked="" type="checkbox"/>
c. Submit schematic drawings and obtain approval	<input checked="" type="checkbox"/>
d. Conduct design coordination meeting at 33% of the design stage. Obtain approval to proceed with the next design phase. Submit a Class C (+/-20%) budget estimate with the proposed design.	<input type="checkbox"/>
e. Conduct design coordination meeting at 66% of the design stage. Obtain approval to proceed with the next design phase. Submit a Class B (+/-15%) budget estimate with the proposed design	<input type="checkbox"/>
f. Conduct design coordination meeting at 90% of the design stage. Obtain approval to proceed with the next design phase. Submit a Class A (+/-10%) budget estimate with the proposed design	<input type="checkbox"/>
g. Produce Detailed Working Drawings and Specifications per client's layering standards including Division 1, General Requirements. If applicable, capture any contractor requirements to achieve LEED certification to the level identified in the Requirements Document.	<input checked="" type="checkbox"/>
h. Consult and submit to the technical authorities design schematics and obtain their comments to incorporate in the design and Working Drawings prior to the release of the Tender Documents.	<input checked="" type="checkbox"/>
i. Identify project risks and provide a risk management plan	<input checked="" type="checkbox"/>
j. Apply for and obtain Building Permit as needed.	<input checked="" type="checkbox"/>
<b>3. Procurement of Contractor</b>	
a. Attend Project Job Showing, record notes, prepare and distribute Minutes of Meeting.	<input checked="" type="checkbox"/>
b. Respond to any questions provide clarification and issue any required Addenda	<input checked="" type="checkbox"/>
c. Review and evaluate Bids. Provide written recommendation to award	<input checked="" type="checkbox"/>

<b>4. Construction</b>	
a. Attend Job Start Meeting.	<input checked="" type="checkbox"/>
b. Review the shop drawings list and all required shop drawings.	<input checked="" type="checkbox"/>
c. Attend regular Construction Meetings, record notes, prepare and distribute Minutes of Meetings.	<input checked="" type="checkbox"/>
d. Conduct regular Site Reviews, prepare and distribute Site Review Reports. (timelines, format, PDF)	<input checked="" type="checkbox"/>
e. Review Contractor requests for progress payments and issue certificate of payment.	<input checked="" type="checkbox"/>
f. Conduct Deficiency Inspection and prepare and issue Deficiency List when instructed to do so by Project Manager.	<input checked="" type="checkbox"/>
g. Conduct Substantial Performance Deficiency Inspection, prepare and issue Deficiency List with the Substantial Performance Certificate.	<input checked="" type="checkbox"/>
h. Conduct Final Deficiency Inspection and confirm that all deficiencies are completed.	<input checked="" type="checkbox"/>
i. Issue Final Inspection and Acceptance of the Work.	<input checked="" type="checkbox"/>
<b>5. Acceptance Commissioning</b>	
a. Refer to detailed section on Commissioning Scope for Consultant. Perform and comply	<input type="checkbox"/>
b. Prepare record drawings from the Contractor's 'marked up drawings' and submit to Project Manager on CD-R in Auto CAD per the approved Client's standards and layers.	<input checked="" type="checkbox"/>
c. Review O&M manuals and ensure compliance	<input checked="" type="checkbox"/>
d. Provide final, complete building mechanical and electrical single line diagram and building system risers laminated and mounted in main electrical room and mechanical room.	<input checked="" type="checkbox"/>
e. Identify all changes to the building evacuation plans and prepare up-to-date plans for posting	<input checked="" type="checkbox"/>
<b>6. Evaluation</b>	
a. Produce Lessons Learned List identifying recommended future improvements for consideration by the Project Manager	<input type="checkbox"/>
<b>7. General</b>	
a. Act as Prime Consultant and engage all required sub-consultants to provide complete Consulting Services outlined in the above phases.	<input checked="" type="checkbox"/>
b. Review all requests for information or clarification and prepare Site Instructions, Contemplated Changes Notices, Change Directives and Change Order as directed by the Project Manager.	<input checked="" type="checkbox"/>
c. Provide a complete set of drawings and specifications.	<input checked="" type="checkbox"/>
d. Attend the 11 month warranty project inspection. Identify and produce a Warranty Deficiency List	<input checked="" type="checkbox"/>

