

Scope of Work

1.0 Intent

For the provision of Professional and Technical Engineering Services for the design, preparation of quotation documents, and contract administration for renovations to MacGregor Fieldhouse, as per the attached scope of work, all in accordance with the terms and conditions set out in Request for Quotation #PRFC00792

2.0 Site Location and Site Visit

MacGregor Park Fieldhouse is located at 346 Lansdowne Avenue, Toronto, at the North West of Collage Street and Lansdowne Ave in Ward 18.

All Bidders are required to attend the mandatory site visit and information meeting at the facility.

3.0 Description of Phases of Work and Deliverables

As part of this request for quotation, the scope of services for the successful bidder will include:

Part A – Schematic Design Phase

The bidder shall:

1. Undertake a thorough audit and review of the existing conditions as they pertain to the scope of required construction work described in Part F – Required construction work.
2. Attend (1) initial project start-up meeting with City staff to review project background. Project schedule, and determine needs and priorities. This meeting will be held during business hours.
3. Attend (1) community meeting, if required, for any items which will involve community input. This meeting may take place outside of regular business hours.
4. Identify and plan around interference of existing infrastructure, including co-ordinating utility locates;
5. Include all necessary surveys, utility locates, and soil testing costs in the design and construction document fee.
6. Provide cost effective options;
7. Review engineering considerations with your design team;
8. Review and comment on the budget and confirm that costing is within the set budget;
9. Obtain and verify information concerning all utility services necessary for the design, both public and private, above and below grade, including inverts and depths, size of the existing water service through City of Toronto W.E.S Department and private owners of utilities;

Part B – Detailed Design Development

The bidder shall provide detailed design drawings based on the feedback resulting from the Schematic Design Phase:

- Allow for (3) three design meetings during design development phase and all associated travel costs and disbursements.
- Detailed design development of concept plan including;
 - plans, elevations, section details, summary of assemblies, material and finishes
 - Summary of assemblies, materials and finishes
 - Provision of design, landscaping as well as normally included services provided by a multi-disciplinary professional design team.
- Provide a comprehensive costing of the project at 80% contract document completion
- The bidder shall attend and record all meetings as required.
- Apply for building permits and any necessary approval that may be required from authorities having jurisdiction. City to pay fees.

Part C – Contract Documentation

The bidder shall:

- Prepare the required documentation, including (but not limited to) demolition, materials & layout, grading, and site servicing;
- Ensure that the contract documents are in accordance with all applicable codes and bylaws;
- Prepare drawings on Auto Cad version that is compatible with the City of Toronto's and specifications in digital format (MS Word); Provide one (1) hardcopy set prior to tender and provide hardcopies drawings at the bidders meeting.
- Make any changes to the contract documents necessary for clarification of the scope of work;
- Be responsible for ensuring the design of the project does not exceed the approved budget available;

Part D – Contract Administration

The successful bidder will be required to act as the owner's agent throughout the construction phase of this project. The following are the responsibilities of the Bidder and his/her professional design team, and will include but not be limited to:

- Provide a set of original contract documents in a format suitable for reproduction. The City of Toronto's Purchasing and Materials Management Division will issue the tender call;
 - Attend a bidder's meeting during the tender period and provide all drawings and specifications.

- Be available to answer questions from the bidders, and prepare addenda for clarification of the contract documents if necessary. The Purchasing and Materials Management Division will issue the addenda. If the project does not go through Purchasing and Materials Management Division, the successful bidder will prepare all addendums.
- Evaluate the bids received and provide written recommendations as to award of the contract. A purchase order will be generated by the Capital Projects Section to the successful bidder
- If the bids received exceed the construction budget as established at the initial meeting for the total cost of the work and all applicable taxes, the bidder shall, at no extra cost, revise the drawings/documents accordingly for the purposes of re-tendering the job (if required) to bring the cost of the project within the approved budget.
- Review the project construction schedule with the contractor and ensure that the schedule is maintained;
 - Confirm that the contractor complies with all the requirements of the Occupational Health and Safety Regulations;
 - Attendance all site meetings during construction to review the progress and compliance of the work and include all associated travel costs and disbursements.
 - Review and approve all shop drawings, samples and submissions for conformance with the general design;
 - Inspect the progress of the work and ensure that the work complies with the contract documents; where the work does not comply arrange with the contractor to rectify such work;
 - Prepare and issue field inspection reports for each site visit;
 - Issue Site Instructions, Contemplated Change Orders and Change Orders when required;
 - Check the contractor's invoices to confirm quantities for the value of work completed and issue a Payment Certificate for the invoice;
 - Arrange a Substantial Performance inspection with the Contractor and all stakeholders involved in the project;
 - Certify Substantial Performance in writing to the contractor and the Project Manager;
 - Prepare a deficiency list if applicable and work with the contractor to correct all deficiencies in an expedient manner;
 - Provide 1 complete set of specifications and as-built drawings at the end of the project on a CD. Each CD must be formatted and written using MS Word. The CD's must be labelled with the following:
 1. Parks Forestry and Recreation Division
 2. Project Number and Title
 3. Discipline and file names
 - Receive all written guarantees and warranty certificates, spare parts and instruction manuals (where applicable) from the contractor and forward these to the City;
 - Prior to the end of the one-year general warranty period, review the work and notify the city and the contractor in writing of any defects or deficiencies.

Part E – Proposed Project Schedule

Date	Milestone
September, 2009	Request For Quotation issued for Design
December 2009	Completion of design development, review and approval of documents from Authorities that have jurisdiction
Winter/Spring 2010	Request for Quotation issued for Construction
Spring 2010	Construction Start
Spring 2010	Construction Complete

Part F – Required Construction Work

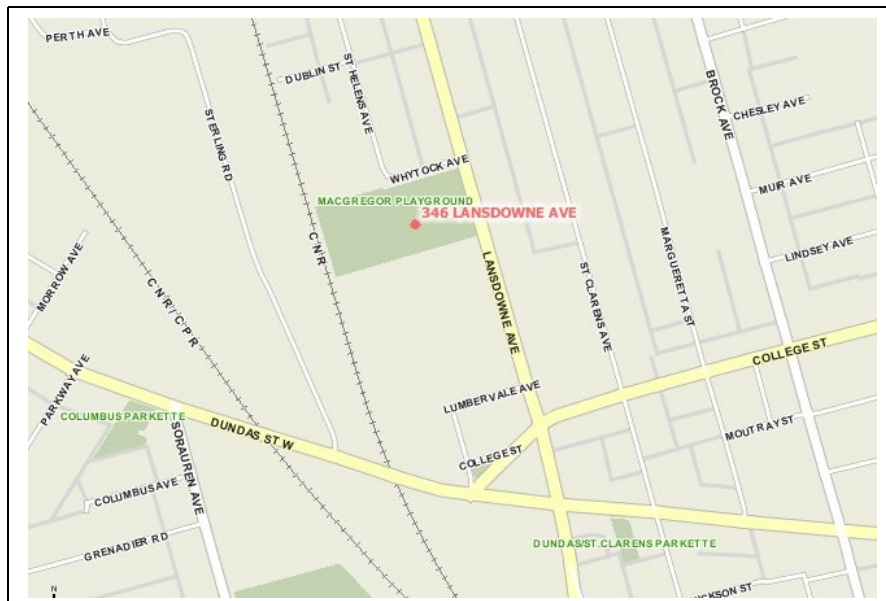
The scope of work includes but not limited to:

MacGregor Park Fieldhouse

1. Replace all exterior doors
2. Replace all exterior windows and protective coverings
3. Replace wood fascia and soffit
4. Replace caulking and sealants
5. Install one new washroom partition in the Men's washroom
6. Install new washrooms sinks with built-in soap dispensers
7. Repair the chimney
8. Install washroom signage
9. Install new toilet paper dispensers in Men's washrooms
10. Replace the "square D" 160 amp 120/240V breaker panel, the receptacles and switches.
Investigation and recommendations to any further electrical upgrades is also required.
11. Investigate and repair recommendations are required for the basement foundation
12. Replace the sanitary drainpipes

*NOTE: Other design parameters could be added during the design process.

Site Map



PRICE SCHEDULE

PRICE EACH INCLUDING SUPPLY AND DELIVERY OF ALL SERVICES AND ALL OTHER CHARGES, EXCLUDING GOODS AND SERVICES TAX AND PROVINCIAL SALES TAX.

State the fixed fee cost to provide full professional services for the entire scope of work, excluding Goods and Services Tax, as follows.

1.	Design/ Construction documents phase – 2009	\$ _____
2.	Construction/Contract Administration Phase – 2010	\$ _____
3.	Design Contingency	\$ <u>4,000.00</u>
4.	Sub-Total	\$ _____
5.	G.S.T. (5%)	\$ _____
4	Total	\$ _____

Note: Please transfer Grand Total to the Bid Form on Page 2 on the Request for Quotation Form.

Note: Include \$ 4,000.00 for design contingency to be expended at the City’s discretion.

4.0 Award

It is the intent of the City of Toronto to award a contract to one bidder only, based on bidder meeting specifications and providing the lowest total cost as shown in the Price Schedule. Upon award, a contract shall be issued to the Successful Bidder. Such contract shall incorporate or be deemed to incorporate all provisions contained in the RFQ.

5.0 Invoice and Billing Requirements:

To help us pay you promptly, it is essential that all required billing information is provided on the invoice submitted to the City of Toronto. Any missing billing information on an invoice will result in a payment delay and the invoice may be returned to you without payment.

All original vendor invoices must be addressed and be sent DIRECTLY to:

City of Toronto
Accounting Services Division
Corporate Accounts Payable
55 John Street, 14th Floor

Metro Hall