



EMERY
Business Improvement Area

REQUEST FOR PROPOSAL

A Landscape Architectural, technical and design team to work with the BIA to prepare construction and design drawings for future BIA streetscape projects.

Issued on:
November 14, 2017

Closing date and time:
December 5, 2017, 3:00 pm

Contact:
Al Ruggero, Project Manager
al@emeryvillagebia.ca
416-744-7242

Deadline for questions in writing (email):
December 1, 2017, 2:00 pm

1. Definitions

“*The BIA*” means Business Improvement Area as established under Chapter 19 of the City of Toronto Municipal Code and as represented by the Board of Management, staff and authorized representatives of the Emery Village Business Improvement Area (BIA),
“*Agreement*” means any written contract between Emery Village BIA, and a Proponent or any purchase order issued by the BIA to the Vendor with respect to the Services contemplated by this RFP, shall be deemed to include the terms and conditions for the provision of the services as set out in this RFP.

GENERAL OVERVIEW

2. Invitation

The Emery Village Business Improvement Area is inviting proposals from qualified Landscape Architectural, project management, technical and design teams to prepare construction drawings for submission to the City on behalf of the BIA for future streetscape projects in the BIA catchment district. The Successful Proponent will work with BIA staff, City officials, and the Electrical Design Consultant to determine the streetscape elements and design features that help us achieve our objectives, in accordance with, but not restricted to, the Emery Village Streetscape Manual, developing concept drawings, working drawing and submissions for approval with the City of Toronto.

3. Context and Background

The Emery Village Business Improvement Area was formed in 2003 and is Canada’s largest Business Improvement Area with over 2,500 commercial, industrial and retail establishments employing approximately 25,000 people. It is also one of the City of Toronto’s largest designated Employment Zones. The BIA’s mandate is to initiate and oversee community improvements such as beautifying the streetscape, creating a sense of place and sustainability with inviting and safe pedestrian environments; instilling civic pride in the neighbourhood, and celebrating the rich cultural history. Further information about the BIA is available at:

<http://www.emeryvillagebia.ca/>.

Over the years, Emery Village BIA has undertaken numerous city led streetscape projects that have involved structural changes to the street and its surrounding environment including the installation of walkways, pedestrian lighting, feature gardens, median plantings, sidewalk planter boxes and benches.

Early in its development, the City approved the Capital Works Master Plan for the Emery Village BIA which outlines the vision and objectives for community improvements. Later, an overarching Design Theme was developed along with details for the inclusion of a palette of street furniture, colours and paving patterns unique to Emery Village to create a “upscale, modern community” while at the same time commemorate and reflect the rich settlement history of the earlier village. The details and recommendations are contained in the Emery Village Streetscape Manual for Landowners (www.emeryvillagebia.ca)

4. Scope of Work

The Successful Proponent will work with the Project Manager, Executive Director, and the Board of Management to bring the various design elements and themes to bear on new projects. The key drivers incorporated in the design/ selection of project work are:

- a. *The Value (prioritization)*. Selection of attributes that make the project important to the strategic objectives of the EVBIA.
- b. *Place-making*. Creation of welcoming public spaces that humanize the public realm and allow for citizens to interact and get to know each other.
- c. *Gateway/ Neighbourhood connections*. Marking thresholds to announce the transition of business/commercial areas from residential neighbourhoods using visual identifiers for wayfinding.
- d. *Historical commemoration*. Working with our local historian to highlight the various narratives and characters that helped form the neighbourhood identities.
- e. *Pedestrian Safety/ Transportation connections*. Creating spaces that pedestrian feel safe from traffic and unwanted disturbances. The design is to enhance and attract pedestrians and business users to the space. Working with the various departments in the city (Transportation, Operations, Technical Services, Urban Design, Forestry etc.) in order to optimize and control traffic flows for business members, their employees and consumers.
- f. *Lighting and Electrical*. Work with the designated Electrical Design Consultant to place and coordinate pedestrian lighting, GFIs, power boxes and connections to Toronto Hydro

5. Phases of Project Work (to be undertaken by the Successful Proponent)

a. Concept Design Drawings

Meet with members and staff of the BIA, determine the streetscape elements required, and the limit of work, timelines and design, and environment, and cost estimates for consideration.

Produce concept design drawings and options.

b. Schematic Design Phase

Undertake a thorough audit and review of the existing site conditions, including topographic survey, below grade utilities, overheads, utility installations, property lines, easements, right-of-ways etc.

Obtain and verify information concerning all utility services. Provide locates.

Along with BIA project manager, meet with city staff, and consultants.

Review and determine line items for construction budget, limit of work and scope of project.

Provide design services including cost effective solutions.

Attend and present various meetings with the BIA and other stakeholders and with City staff.

c. Design Development Phase

Prepare detailed design drawings based on the approved schematic design option and feedback. Revise design in accordance with the BIA's recommendations and present preferred options. Produce the following:

- Plans, elevations, sections, detail;
- Summary of assemblies, material and finishes;
- Summary of building structures (if any) and systems
- Electrical design drawings and details

Provide design and site landscaping; assist with Right of Way and Site plan approvals

Provide itemized cost estimate

Attend project meetings, including public meetings and with City division

d. Contract Document Phase

The Successful Proponent will act as the BIA's agent for ensuring and applying for and securing all approvals (including permits) as may be required;

Undertake completion of working drawings and specifications in accordance with applicable codes and by-laws, and provide drawings and specifications in digital format (AutoCAD2010, and MS word) in bound and unbound hard copies.

Review all drawings and specifications, ensuring compliance with all codes and by-laws.

Coordinate all drawings ensuring that the documents (including survey, topographicals and electrical schematics) are coordinated between sub consultants and City Staff. Resolve any outstanding conflicts identified through consultations and through PUC, and any interference with existing building elements. Provide a comprehensive costing of the project at 80% and 100% contract document completion. Revise contract documents if required to suit budget; Attend City design meetings at 30%, 60%, and 90% drawing completion phases. Provide final drawings to City staff.

e. Contract Administration/Warranty Review Phase

The Vendor will continue to provide their services throughout the construction phase of a project. Responsibilities may include the following:

- Project Management, attend at site meetings during the construction to review progress and compliance of work
- Review and approve shop drawings, samples and submissions for conformance with general design
- Prepare change orders/ approvals quotes as necessary
- Inspect progress of work and deficiencies
- Assist with the final inspection after completion of construction contract

6. Selection

It is assumed that the Successful Proponent will provide services to upcoming projects not otherwise assigned, and shall enter into a contract for a period of not less than 1 year following the date of acceptance.

7. Selection Criteria

The selection committee shall use the following criteria to evaluate proponent submission. Should it choose, they will invite select proponents to a further interview and ask the proponents questions related to their submission, experience and qualifications.

- a) Compliance with mandatory submission requirements: (Pass/Fail)
- b) Proponent Profile: recognition of previous work
- c) Experience and Qualifications: experience in comparable projects- size and scope; streetscape improvements preferable with BIAs; skills and expertise in landscape architectural relevant services; previous work and knowledge of city of Toronto operations, approvals, codes and requirements.
- d) Creativity and Innovation: demonstrable understanding of BIA identity and context reflected in design; quality of innovation, past experience
- e) Work Plan & Deliverables: understanding of overall BIA objectives; proposed methodology and approach to managing work

- f) Proposed Staff Team and Resources: staff work breakdown
- g) COST of Services: cost breakdown and assignment (1/3 of overall score)
- h) Overall presentation: visuals, narrative and completeness
- i) If applicable: Interview

8. PROPOSAL

Interested proponents are invited to attach a brief description of their business and project portfolio, web site and list of accomplishments, length of time in business, relevant experience and competencies. The proponent must agree to the City of Toronto's Declaration of a Non-Discrimination Policy (form 6). (Please indicate if any previous work with the City of Toronto and whether Form 6 completed and filed with the city.)

All communications regarding this project shall be directed to Al Ruggero, Project Manager, via email, al@emeryvillagebia.ca or telephone, 416-744-7242.

Al Ruggero, Project Manager
Emery Village Business Improvement Area
1885 Wilson Avenue, Suite 209
Toronto, ON
M9M 1A2

Payments for all work performed shall be subject to Harmonized Sales Tax, as applicable, only. The Proponent's GST/HST Registration Number shall be inserted in the space provided on the signature page of the Bid Submission Form. Where a change in Canadian Federal or Provincial taxes occurs after the closing date for this RFP the BIA will increase or decrease Contract payments to account for the exact amount of tax change involved.

The Vendor shall maintain such Insurance or pay such assessments as will protect the Vendor and the BIA from claims under Workplace Compensation Acts. And, from any other claims for damage from personal injury, including death, and from claims for property damage which may arise from the Vendor's operations under this contract.

In the event that the Vendor is exempt from WSIB or has opted out, confirmation of Employer's Liability in the amount of \$2,000,000.00 is required. Such coverage can be confirmed on the BIA's Certificate of Insurance form, as an extension under the Commercial General Liability.

Cross Liability & Severability of Interest Clauses, Products & Completed Operations coverage (12 months), Owner's & Vendor's Protective, deletion of the 'XCU' exclusion where the exposure exists, and Standard Non-Owned Automobile endorsement a minimum of \$2 million, including standard contractual liability coverage.

The BIA shall accept in place of the above mentioned insurance coverage, a combination of primary CGL insurance and Excess Liability or Umbrella Liability insurance for which provide the minimum coverage's, aggregate and limits as noted above.

BID SUBMISSION FORM

THIS FORM MUST BE COMPLETED, PROPERLY SIGNED & RECEIVED ON OR BEFORE THE DATE & TIME SPECIFIED, OR YOUR SUBMISSION WILL BE CONSIDERED INVALID. ANY REWRITES TO OR DELETIONS FROM TO THIS CONTRACT WILL DISQUALIFY YOUR PROPOSAL.

FAXED OR ELECTRONIC SUBMISSIONS **WILL NOT** BE ACCEPTED IN RESONSE TO THIS RFP, PROVIDED THAT THEY ARE RECEIVED ON OR BEFORE THE DESIGNATED CLOSING TIME TO THE LOCATION NOTED IN THIS DOCUMENT. MISDIRECTED PROPOSALS, PROPOSALS RECEIVED AFTER THE CLOSING DATE AND/OR TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENDED.

Legal Firm Name

Address

Postal Code

Authorized Signature (Name of Chief Executive Officer/President

Date

Print Name

Title

Telephone No.

Facsimile No.

E-Mail

GST/HST Registration Number