



Request for Expressions Of Interest
659-2009 A
for Cost Estimates for the
**DESIGN AND CONSTRUCTION OF
PUBLIC WORKS EAST YARD/WINNIPEG FLEET MANAGEMENT AGENCY
FACILITIES**

The City of Winnipeg (the City) is requesting Expressions of Interest (EOI) from designers, contractors, and/or developers interested in pursuing the design, construction, and possible operation of a Public Works East Yard (East Yards) and Winnipeg Fleet Management Agency (WFMA) Facility (the Project).

1. BACKGROUND

- 1.1 In 2001, the Public Works/Water & Waste Facilities Master Plan was approved which included the consolidation of staff and operations of Public Works and Water and Waste Departments at various locations throughout the City into two main locations. Much of the Master Plan is complete. The final stage of this plan includes the consolidation of several existing office/shop/yards into one location identified as the East Yards, and the divesture of surplus properties (1500 Plessis Road, 590 St. Anne's Road, 1201 Archibald, 565 Watt Street, 825 Tache Avenue, 401 Pandora Avenue, 370 Daly Street).
- 1.2 The purpose of the consolidation is to combine Public Works Operations on the east side of the Red River to gain efficiencies and to vacate/dispose of existing facilities which are no longer suited to operational requirements. The Public Works components to be located at the East Yards include Streets Maintenance, Bridge Operations, Centralized Park Services, East Area Parks and Equipment and Operator Training Divisions.
- 1.3 The second major facility component to be developed at the former Elmwood/Nairn Landfill site is the relocation for the main shops and repair facility of the Winnipeg Fleet Management Agency (WFMA), which is presently located at the City owned Tecumseh and Elgin site.
- 1.4 The WFMA is a Special Operating Agency within the City of Winnipeg that delivers fleet management vehicles and services to City Departments. The WFMA manages a fleet of approximately 1,600 light and heavy duty vehicles and equipment ranging from riding lawn mowers to front end loaders.
- 1.5 The location for the consolidated East Yard site and the relocated WFMA facility has been identified at the former Elmwood/Nairn Landfill site, approximately 60 acres in size, and is situated south of Thomas Avenue and west of Panet Road. A Site Condition Assessment Report was commissioned and provides information on existing soil and environmental conditions and recommendations on development of site relative to a public works yard. This report will be made available to potential bidders at the RFP stage.

2. PROJECT OBJECTIVES

- 2.1 The objectives of the Project are:

- (a) To provide a consolidated East Yards that meets the operational needs of the various Divisions of the Public Works Department to be located at the identified site and to maximize efficiencies within the Department.
- (b) To provide a facility for the relocation of the WFMA main shop that meets operational needs and maximizes efficiencies, to be located at the identified site.
- (c) To provide the consolidated East Yards and relocated WFMA facilities that meets or exceeds the City of Winnipeg's sustainable design goals of achieving LEED Silver Certification.
- (d) To incorporate principles of an integrated design approach in the delivery of the Project.
- (e) To obtain a competitively priced facility through development, maintenance and operations utilizing an innovative and efficient Project implementation in a timely manner.

3. PURPOSE

- 3.1 The purpose of this Request for EOI is to provide the City with reasonable cost estimates associated with the overall development of this Project. This information will assist the City in its decision-making process with respect to the funding and procurement strategies for the Project.

4. FACILITY REQUIREMENTS

- 4.1 The proposed facilities would include a consolidated East Yard facility and a relocated WFMA facility at the former Nairn/Elmwood Landfill site.
- 4.2 Both major component facilities would include office, shops, and storage buildings; parking, landscaping, yard storage compounds; yard staging areas; and material storage areas.
- 4.3 The Project consists of:

EAST YARDS

- 4.4 The East Yards facility includes:
 - (a) 95,000 square foot main office and garage building structure consisting of:
 - (i) 23,000 square feet of office/administrative area;
 - (ii) 51,000 square feet of heated garage and shop area; and
 - (iii) 21,000 square feet of unheated garage/storage area.
 - (b) 916,000 square foot yard and exterior storage area consisting of:
 - (i) 716,000 square feet of various fenced storage compounds;
 - (ii) 91,000 square feet of parking area (asphalt and concrete);
 - (iii) 39,000 square feet of heavy duty vehicle and equipment parking area (concrete);
 - (iv) 30,000 square feet concrete building approach ways; and
 - (v) 40,000 square feet for staging and marshalling.
- 4.4.1 Further details are provided in Schedule A.

WFMA

- 4.5 The WFMA facility includes:
 - (a) 60,000 square foot main office and central vehicle repair shop/manufacturing facility consisting of:

- (i) 15,000 square feet of office area;
 - (ii) 43,000 square feet of heated shops/office area; and
 - (iii) 2,000 square feet of unheated storage garage.
- (b) 144,000 square foot yard and exterior storage area consisting of:
- (i) 23,000 square feet of fenced storage compounds;
 - (ii) 35,000 square feet of parking area (asphalt);
 - (iii) 30,000 square feet of staging and marshalling area (concrete);
 - (iv) 23,000 square feet of heavy duty equipment inspection and parking area (concrete); and
 - (v) 33,000 square feet of concrete building approach ways.

4.5.1 Further details are provided in Schedule B.

4.6 In developing their Submission, Proponents should consider the following aspects of building functionality:

- (a) the Project will be designed to meet LEED Silver Certification requirements, consistent with Council adopted policies in *Plan Winnipeg: 2020 Vision*. Cost estimates should incorporate environmentally-friendly practices in design and construction, and should promote energy-efficiency in operations.
- (b) the intent of the design and construction of the Project will conform to the City of Winnipeg's Universal Design Policy and Universal Design Standards, which can be found at

http://winnipeg.ca/ppd/Universal_Design.stm

and as assessed by the City's Universal Design Coordinator.

- (c) cost estimates will allow for a completed facility that is ready for occupancy, including the provision of all servicing, structures, architectural finishes, signage, landscaping, and yards, etc.

4.7 Furniture and specialty equipment, not integral to the building structure, need not be included in the estimates.

4.8 Proponents should clearly identify how their Submission addresses these requirements.

4.9 Proposed Design Criteria are attached in Appendix "C" for the convenience of Proponents.

5. SITE DEVELOPMENT

5.1 The City has identified the site for the location of the new complex as shown in Appendix A – Site Plan (location for the Project).

5.2 The City has acquired a preliminary site condition assessment report which will be made available to Proponents during the Request for Proposal (RFP) stage.

5.3 For the purpose of this Submission, any additional development and construction costs attributed to existing soil conditions should be disregarded in the overall cost estimate summary.

5.3.1 Design assumptions that may change as a result of existing soil conditions should be noted in the Submission.

5.4 The proposed site for the Project is approximately 60 acres. Future transportation and transit corridors are planned through the eastern portion of the site and along the south side as shown in the attached Appendix B – Public Works East Yards Schematic Site Plan, but are not included in this Project and should be considered for information only.

- 5.5 Notwithstanding 5.3, the Submission should identify and quantify all costs associated with the Project. This includes, but is not necessarily limited to:
- (a) the provision of sewer, water, and storm water services;
 - (b) electrical servicing;
 - (c) road access, service access, and parking;
 - (d) physical construction of the Project (including all structures, yards and compounds)
 - (e) landscaping surrounding the building and parking lot; and
 - (f) signage.
- 5.6 Proponents are invited to submit proposals for alternate development strategies or concepts which would meet the development intent and functional requirements for the East Yards and WFMA facilities. Such proposals should be submitted separately but in conjunction with the response to this EOI.

6. EOI SUBMISSION

- 6.1 The EOI Submission should include:
- (a) Form A: Expression of Interest, including the name and contact information (address, phone, fax, and email) of the individual who will act as the Proponent's principal contact throughout the EOI process;
 - (b) Experience of Proponent Team, including expertise and experience of the team, and identifying the principal-in-charge;
 - (c) Schedule C: Detailed Program Estimate including, an estimate and breakdown of Project capital costs and all associated costs including but not necessarily limited to bond fees, insurance costs, all development and building permits, all design fees, all contracting fees, a contingency, and all applicable taxes including G.S.T.
- 6.2 The City may require the Proponent to clarify any portion of its EOI Submission. Responses to such requests shall be in writing and shall become part of the EOI Submission.
- 6.3 All requirements of the EOI should be fully completed or provided, and submitted by the Proponent no later than the Submission Deadline, with all required entries made clearly and completely.
- 6.4 All Submissions received in response to this EOI will be kept in confidence with the sole purposes of evaluating and developing the best possible procurement strategy for the City.
- 6.5 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.

7. REVIEW OF EOI SUBMISSIONS

- 7.1 The EOI Submissions will be reviewed by a Committee comprised of City staff.
- 7.2 The information obtained from the Submissions may be utilized by the City of Winnipeg in the recommendation of procurement strategies for delivery of the Project.

8. ANTICIPATED PROCESS

PHASE I – EOI

- 8.1 The Proponents are requested to present their best Submission. The City will review and clarify, as required, all EOI (Expression of Interest) Submissions received.

- 8.2 After completion of the Phase I review, the City may incorporate any information received from the EOI Submissions into a report to Council, including recommendations for procurement strategies for delivery of the Project, and for the development of the RFQ and the RFP documents.

PHASE II – RFQ

- 8.3 The City will issue a Request for Qualification (RFQ) upon completion of Phase I – EOI review, based on recommended procurement strategy.
- 8.4 The RFQ will provide the City with Qualification Submissions from Proponents interested in bidding on the Project.
- 8.5 The City will shortlist Proponents to be invited to participate in the Request for Proposal (RFP) stage of the process.

PHASE III – RFP

- 8.6 Upon completion of Phase II, the City will issue the RFP to the Proponents selected to participate in the RFP stage.
- 8.7 RFP Submissions will be evaluated and a report submitted to Council with recommendations on Project delivery, including the preferred Proponent as determined by the Evaluation Committee. If Council approves funding and a decision is made to proceed, the City will enter into an Agreement with the successful Proponent to deliver the Project.
- 8.8 If, at any time during the process, the City determines that it will not proceed with the Project, the process may be terminated and the Proponents will be so notified.

9. SUBMISSION INSTRUCTIONS

- 9.1 Proponents should submit one (1) unbound original (marked “original”) and one (1) copy.
- 9.2 The City reserves the right to make additional copies of all submissions for the review process and to provide such copies to its staff.
- 9.3 Proponents should submit their EOI Submissions in accordance with 9.1, in an envelope clearly marked with “ EOI 659-2009 ” and the Proponent’s name and address to:
- The City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Main Floor
Winnipeg MB R3B 1J1
- 9.4 The submission deadline for EOI Submissions is **4:00 p.m. Winnipeg Time, November 26, 2009**.
- 9.5 EOI submissions determined by the Manager of Materials to have been received later than the EOI deadline may not be accepted and returned upon request.
- 9.6 The Contract Administrator or the Manager of Materials may extend the submission deadline by issuing an Addendum at any time prior to the Submission Deadline in accordance with 13.1.
- 9.7 The EOI Submission may be submitted by mail, courier or personal delivery, or by facsimile transmission.

- 9.8 If the EOI Submission is submitted by mail, courier or personal delivery, it should be enclosed and sealed in an envelope clearly marked with the EOI number and the Proponent's name and address.
- 9.9 If the EOI Submission is submitted by facsimile transmission, it shall be submitted to (204) 949-1178.
- 9.10 The Proponent is advised that the City cannot take responsibility for the availability of the facsimile machine at any time.
- 9.11 EOI Submissions will not be opened publicly.

GENERAL CONDITIONS

10. NO CONTRACT

- 10.1 **This is an inquiry only. By submitting an EOI Submission and participating in the process as outlined in this EOI Proponents expressly agree that no contract of any kind is formed under, or arises from this EOI and that no legal obligations will arise.**

11. PROPONENT'S COSTS AND EXPENSES

- 11.1 Proponents are solely responsible for their own costs and expenses in preparing and submitting an EOI Submission and participating in the request for EOI including the provision of any additional information or attendance at meetings.

12. OWNERSHIP OF SUBMISSIONS

- 12.1 The City will be entitled to retain all Submissions in response to this request for EOI 659-2009 without pay or compensation. Proponents are advised that the City is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

13. RIGHT TO ALTER

- 13.1 The City reserves the right to at any time prior to the EOI Submission Deadline, issue Addenda correcting errors, discrepancies or omissions, alter any of the conditions and criteria outlined in this EOI, or clarify the meaning or intent of any of the provisions therein, by posting Addenda on the Bid Opportunity page at the City of Winnipeg, Corporate Finance, Material Management Branch internet website at <http://www.winnipeg.ca/matmgt/bidopp.asp>
- 13.2 The Proponent is responsible for ensuring that it has received all Addenda and is advised to check the Materials Management Branch internet site for Addenda regularly and shortly before the submission deadline.

14. GOOD FAITH DECLARATION

- 14.1 The Proponent declares that, in submitting its EOI Submission, it does so in good faith and that to the best of its knowledge no member of Council or any officer or employee of the City would have any pecuniary interest, direct or indirect, should the Proponent enter into an agreement with the City.

15. NO LOBBYING

- 15.1 Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this EOI process is strictly prohibited. Failure to comply with this provision may result in disqualification from the procurement process or, if the City becomes

aware of your breach of this provision during evaluation, disqualification from the evaluation process.

16. CONFIDENTIALITY

- 16.1 Information provided to a Proponent by the City, or acquired by way of further enquiries or through investigation, is strictly confidential. Such information shall not be used or disclosed by the Proponent in any way without the prior written authorization of the City.
- 16.2 The Proponent shall not make any statement of fact or opinion regarding any aspect of the EOI to the media or to any member of the public without the prior written authorization of the Director of the Planning, Property and Development Department.
- 16.3 Disclosure of the details of the successful Submission is in the sole discretion of the Council of the City of Winnipeg, or its Designated Authority. The City may be obligated to disclose the name of the successful Proponent and amount of City funding after approval by the Standing Policy Committee on Property & Development and / or the execution of the Funding and Public Access Agreements.
- 16.4 The Proponent shall comply with all laws, by-laws, ordinances, regulations, codes and orders of authorities having jurisdiction which are or come into force during the term of this Project, including without limiting the generality of the foregoing, all legislation governing their industry of activity and those of the parties to their business offering.

17. CONTRACT ADMINISTRATOR

- 17.1 All enquiries should be directed to:
- Contract Administrator
Bonnie Konzelman, PEng.
Contract Coordinator
Municipal Accommodations Division
Planning, Property and Development Department
3rd Floor, 65 Garry Street
Winnipeg, Manitoba R3C 4K4
Tel: (204) 986-2273
Fax: (204) 947-2284
Email: bkonzelman@winnipeg.ca

18. ENQUIRES

- 18.1 All enquiries shall be directed to the Contract Administrator identified in 17.1.
- 18.2 If the Proponent finds errors, discrepancies or omissions in the EOI, or is unsure of the meaning or intent of any provision therein, the Proponent shall promptly notify the Contract Administrator of the error, discrepancy or omission at least two (2) Business Days prior to the Submission Deadline.
- 18.3 If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification as to the meaning or intent prior to the Submission Deadline.
- 18.4 Responses to enquiries which, in the sole judgment of the Contract Administrator, require a correction to or a clarification of the EOI will be provided by the Contract Administrator to all Proponents by issuing an addendum.
- 18.5 Responses to enquiries which, in the sole judgment of the Contract Administrator, do not require a correction to or a clarification of the EOI will be provided by the Contract Administrator only to the Proponent who made the enquiry.

18.6 The Proponent shall not be entitled to rely on any response or interpretation received pursuant to Section 18.1 unless that response or interpretation is provided by the Contract Administrator in writing.

FORM A: EOI SUBMISSION
(See 6.1(a))

1. Contract Title

**PUBLIC WORKS EAST YARD/WINNIPEG FLEET
MANAGEMENT AGENCY FACILITIES**

2. Proponent

Name of Proponent

Street

City

Province

Postal Code

Facsimile Number

(Mailing address if different)

Street or P.O. Box

City

Province

Postal Code

The Proponent is:

(Choose one)

a sole proprietor

a partnership

a corporation

carrying on business under the above name.

3. Contact Person

The Proponent hereby authorizes the following contact person to represent the Proponent for purposes of the Submission.

Contact Person

Title

Telephone Number

Facsimile Number

4. Addenda

The Proponent certifies that the following addenda have been received:

No. _____ Dated _____

5. Signatures

The Proponent or the Proponent's authorized official or officials have signed this

_____ day of _____, 20_____.

Signature of Proponent or
Proponent's Authorized Official or Officials

(Print here name and official capacity of individual whose signature appears above)

(Print here name and official capacity of individual whose signature appears above)

Schedule “A” – Public Works East Yards Components

- A1. The 95,000 square foot East Yards building would include the following components:
- (a) Administrative and Office Area of 23,000 square feet including a combination of workstations and enclosed offices, storage rooms, file and copy areas, meeting rooms, training rooms, lunch room, washrooms, lockers/showers, vestibules, reception area, first aid room, and janitorial;
 - (b) Heated Garage Area of 51,000 square feet including vehicle and equipment storage, first aid stations; woodwork shop, tool storage, repair shop, loading dock, bridge crane bay, wash bay plus heavy equipment wash bay with a minimum clear height of 16 feet throughout the garage.
 - (c) Unheated Garage Area of 21,000 square feet including vehicle and equipment storage, chemical storage, first aid stations.
- A2. The 906,000 square foot East Yards exterior yard and storage area would include the following components:
- (a) Fenced Storage Compounds of 716,000 square feet including storage for materials, vehicles, equipment, loading areas, concrete storage bins (for granular material, soil, etc) , fencing, miscellaneous power and lighting.
 - (b) Parking area of 91,000 square feet including staff and visitor parking c/w fencing, electrical receptacles and lighting.
 - (c) Heavy duty vehicle and equipment parking of 39,000 square feet including fencing, electrical receptacles and lighting.
 - (d) Concrete building approach ways of 30,000 square feet including outdoor vehicle and equipment wash bay.
 - (e) Staging and marshalling area for equipment of 40,000 square feet (concrete or heavy duty asphalt pavement);
- A3. Components to be included in cost estimates:
- (a) Card Access and Security system;
 - (b) Commercial quality, low maintenance finishes;
 - (c) Central floor drain with sediment pit;
 - (d) Dust collection system for the carpenter shop;
 - (e) Equipment exhaust collection system and make up air unit for the entire facility;
 - (f) All equipment required for (2) two automated wash bays;
 - (g) Public Announcement system for shops and yards;
 - (h) CCTV Monitors; and
 - (i) The ability to accommodate gasoline and diesel fuelled vehicles being operated in the facility.

Schedule “B” – Winnipeg Fleet Management Agency Components

- B1. The 60,000 square foot WFMA office and shop structure would include the following components:
- (a) Administrative and Office Area of 15,000 square feet including a combination of workstations and enclosed offices, storage rooms, file and copy areas, training room, meeting rooms, lunch room, washrooms, lockers/showers, reception area, health and wellness room, janitorial;
 - (b) Heated Garage Area of 43,000 square feet including offices and washrooms (5% of area), fabrication and welding shop, carpentry shop, machine shop, paint shop vehicle repair shop, bulk oil storage, parts storage, janitorial, and wash bay with a minimum clear height of 23 feet throughout the garage.
 - (c) Unheated Garage Area of 2,000 square feet including parts and tire storage.
- B2. The 144,000 square foot WFMA exterior yard and storage area would include the following components:
- (a) Fenced Storage Compounds of 23,000 square feet for miscellaneous equipment parts storage, including fencing and lighting.
 - (b) Parking area of 35,000 square feet including staff and visitor parking c/w fencing, electrical receptacles and lighting.
 - (c) Staging and marshalling area for equipment of 30,000 square feet (concrete pavement);
 - (d) Heavy duty vehicle and equipment parking of 23,000 square feet including fencing, electrical receptacles and lighting.
 - (e) Concrete building approach ways of 33,000 square feet including outdoor vehicle and equipment wash bay.
- B3. Components to be included in cost estimates:
- (a) Card Access and Security system;
 - (b) Commercial quality, low maintenance finishes;
 - (c) Two (2) ten tonne overhead beam cranes c/w electric hoist, trolley wired push button, and a minimum 36m runway;
 - (d) Used recycled oil storage container that has the capability to pipe used oil from inside the facility to the outside storage containers;
 - (e) Central floor drain with sediment pit;
 - (f) Paint booth with fume ventilation system;
 - (g) Dust collection system for the carpenter shop;
 - (h) Weld fume collection for fabrication and welding shop;
 - (i) Equipment exhaust collection system and make up air unit for the entire facility;
 - (j) Vehicle lubrication system to include all piping, manifolds, bulk oil storage tanks, hose reels and dispensers;
 - (k) All equipment required for an automated wash bay;
 - (l) Public Announcement system for shops and yards;
 - (m) CCTV Monitors; and
 - (n) The ability to accommodate gasoline and diesel fuelled vehicles being operated in the facility.

Schedule “C” – Detailed Program Estimate

EAST YARDS

Item	Estimated Area (Square feet)	Unit Price Per Sq. Ft	Total
Administrative Office Space	23,000		
Heated Garage Space	51,000		
Unheated Garage Space	21,000		
Exterior Fenced Storage Compound	716,000		
Asphalt Parking Lots	91,000		
Heavy Equipment Parking Compounds	39,000		
Concrete Building Approaches	30,000		
Marshalling Area	40,000		
East Yard Total Cost Estimate			

WINNIPEG FLEET MANAGEMENT AGENCY

Item	Estimated Area (Square feet)	Unit Price Per Sq. Ft	Total
Administrative Office Space	15,000		
Heated Garage Space	43,000		
Unheated Garage Space	2,000		
Exterior Fenced Storage Compound	23,000		
Asphalt Parking Lots	35,000		
Staging/Marshalling Area	30,000		
Heavy Equipment Parking Compounds	23,000		
Concrete Building Approaches	33,000		
WFMA Total Cost Estimate			

Site Development Cost (60 acre site) _____

(additional costs not included in sq. ft. pricing)

Response to 5.5, Design Information and/or assumptions may be attached separately.



SCALE 1:5000
Date: Aug'08

CITY OF WINNEPEG
PLANNING, PROPERTY AND DEVELOPMENT DEPT.
LAND INFORMATION SERVICES

This map is for informational purposes only. It is not intended to be used as a legal document. The City of Winnipeg does not warrant the accuracy of the information shown on this map. The City of Winnipeg is not responsible for any errors or omissions on this map. The City of Winnipeg is not responsible for any damages, loss, or injury resulting from the use of this map. The City of Winnipeg is not responsible for any actions taken by any person based on the information shown on this map.

This site plan was prepared for the purpose of providing information to the public. It is not intended to be used as a legal document. The City of Winnipeg does not warrant the accuracy of the information shown on this map. The City of Winnipeg is not responsible for any errors or omissions on this map. The City of Winnipeg is not responsible for any damages, loss, or injury resulting from the use of this map. The City of Winnipeg is not responsible for any actions taken by any person based on the information shown on this map.

Appendix "A" Site Plan

APPENDIX “C” PROPOSED DESIGN CRITERIA

1. GENERAL:

1. All finishes will be of durable, low maintenance, high quality material.

2. SITE and LANDSCAPING:

1. The designer shall include a survey of the site including topographical information and will note both easements on the Westerly portion of the site.
2. Where applicable, all landscaping products and materials to be of low maintenance variety.
3. Landscape furniture, where applicable, will be made of durable, easily maintained materials such as wood and steel.
4. Landscaped buffer zones will shield unsightly components, will offer shade to vehicles and may also incorporate a park-like setting, where staff and public may sit, take lunch or walk.
5. Fencing of various types will be required to secure the site as well as to define functional areas. Chain link fencing will surround the site excepting those portions of the property where “road appeal” is critical. Landscaping or solid fencing will be used for side yards as required by the City of Winnipeg, Zoning & Permits Branch of the Planning, Property & Development Department.
6. Any areas with hard surfaces incorporated into the landscape design will be complete with appropriate substrate to ensure a long service-free life for the respective activities.

3. EXTERIOR ILLUMINATION:

1. Where applicable, light levels in the parking areas will be 0.9 f.c. with 2 f.c. in the drive area for safety and security of pedestrians and the vehicles. Extra illumination may be required at any obstructions or traffic control points.
2. The main building will have feature lighting incorporated into the façade or soffit of the building to enhance the facade.
3. The yard areas will have light levels in the range of 5 to 10 f. c., main driving areas or safety points such as corners, stop signs, etc. will have light levels in the range of 20 to 50 f.c. In all cases, lighting will be on the building, in the landscape, or on lamp standards of sufficient height to ensure against vehicular damage.

4. PAVEMENT:

1. Parking lots and light duty areas may have standard asphalt design with surface drainage to multiple catch basins.
2. Heavy use areas must withstand the largest and heaviest vehicles on the site. Pavement in these areas may include concrete or concrete with asphalt overlay.
3. Thickened concrete aprons will be required at all overhead doors to offer protection from the largest vehicles.

4. All approaches will be paved using the method noted above which best suits the area and vehicle type it is serving.

5. SERVICES:

1. The site will be fully developed with sanitary sewer, land drainage sewer/retention pond and a looped water main to service the entire site and buildings. Sizing of sewers and water services and the number of catch basins and fire hydrants required on this site will exceed that required by code or standard practice.
2. Other services to the site include gas, telephones, cable T.V. and hydro. Sizing of these requirements will be to meet the demand of the occupants and the activities occurring within. Placement of these services will be per standard conventions and safety regulations.

6. STRUCTURE:

1. The foundation design will be determined by the soil conditions of the site. It is anticipated that piling will be required and major floor areas will consist of self-supporting slabs specifically designed to eliminate or minimize floor movement.
2. The basic structure of the buildings shall be steel frame, reinforced concrete and/or precast concrete.
3. Throughout, the design will utilize clear span construction techniques where practical, allowing the maximum available space.

7. EXTERIOR FINISHES:

1. The selection of all exterior cladding material will reflect aesthetic considerations as well as the requirements of heavy use areas. The exterior must be of durable, low maintenance materials.
2. Pre-finished metal products may be considered for roof line trims and those areas on well removed areas on the site.

8. BUILDING ENTRANCES:

1. Design of vestibules will include consideration of local climatic conditions, energy conservation, vandalism and frequent use. Materials and equipment selected will be durable and of high quality.
2. To facilitate the movement of furnishings, removable mullions will be installed at a minimum of one entrance door set.
3. Vestibule floors will be furnished with a residue trough with removable grill and clean out to trap water and dirt.
4. Other entrances will have smaller vestibules but will serve the same purpose to control drafts and weather conditions and will be designed to suit current codes with respect to exiting and explosion (garage areas).
5. Kick plates are required on both sides of all entrance doors.
6. H.V.A.C. design for the entrances will recognize the transitional nature of the

space and will consider the possible build-up of snow and ice in the area and its effect on the operation of the doors.

9. DOORS:

1. All man-doors will be 3' x 7' minimum, and those in circulation routes will swing in the direction of the general traffic or toward fire exits.
2. Office doors will be accompanied by a tinted glass sidelight similar in size as the door.
3. Steel doors and frames will be used throughout
4. Overhead doors will be heavy gauge steel, prefinished, insulated, sectional, c/w glazing panels.
5. Overhead doors will be equipped with a heavy-duty industrial electric operator, safety edge and will be complete with manual push button station inside the building. A photocell for safety and a timer for closing will be installed for each door. Each door will also include one double glazed acrylic light.

10. FENESTRATION:

1. The preferred method of providing windows in office areas is to provide a continuous band of windows to allow the most flexibility for initial planning and future renovations.
2. Window design and selection will promote good internal and external design but also will consider the function of the surrounding areas, climatic conditions, security, vandalism, daylight requirements, and the economies with respect to the mechanical systems.

11. CEILING:

1. The ceiling grid system shall not be a limiting factor in the layout of any area. Ceilings in all office areas must have a finished appearance.
2. In office areas, general a minimum ceiling height of eight feet (8') and maximum of ten feet (10') is required from the finished suspended ceiling to the finished floor. Bulkheads less than eight feet (8') may be acceptable, at the sole discretion of the Civic Accommodations Division.
3. In areas where moisture is expected such as washrooms, shower areas, etc., ceilings will be drywall with oil base paint. Fans will assist to rid the area of moisture.
4. Sound attenuation in the garage area is required. Various solutions may be explored but the concern in the garage spaces is moisture damage and the possibility of mould growth.

12. INTERIOR ILLUMINATION:

5. All illumination will be designed to suit the activities occurring within the space, for example, fluorescent is generally adequate for most office applications.

13. INTERIOR WALLS:

1. Washroom areas will be ceramic tile, floor to ceiling.
2. In all areas, the finishes shall consist of materials appropriate for the function of the space. Selection will be based on clean appearance and ease of maintenance.
3. The design and layout of walls must maximize sound separation, with sound insulation being provided around Reception, Meeting/Training Rooms, and Washrooms.
4. Baseboards or cove mouldings will be applied throughout to ease cleaning and protect the walls. In office areas, baseboards will be wood, vinyl, rubber or carpet base to match floor covering. Washroom areas will have a cove base created by ceramic tile or glazed concrete block. Service Rooms do not require a cove base providing adequate drainage ensures water cannot damage the wall or floor.

14. FLOORING:

1. In general, floors in office areas shall be carpeted except where carpeting may not be appropriate. Floors in such areas may have resilient flooring such as sheet or tiles of Vinyl Composite (minimum 3.18 mm thickness), linoleum products or other acceptable floor coverings.
2. Carpet selection will be consistent with the objective to assure barrier-free access by use of a durable low height product. A dense, level loop or loop and pile combination carpet is preferred for general use however, some specific areas may be better suited to other selections.

15. FIXTURES AND FITTINGS:

1. The basis for selection of fixtures and fittings in Washrooms and common areas shall be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics.
2. Drinking fountains will be provided at strategic locations.

16. SECURITY SYSTEMS:

1. Various building components will be preferably monitored by the security system in City Hall.
2. The security system monitors for mechanical failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures and/or false entry.

17. MECHANICAL:

1. The mechanical systems will meet current standards described by the American Society of Heating Refrigeration and Air Conditioning Engineers (A.S.H.R.A.E.), respect the use of the areas and ensure the comfort of the occupants.
2. The building will be equipped with a sprinkler system as per latest fire codes.

Sprinkler controls will be in warm areas to prevent freezing.

3. Throughout the facility, the temperature will be controlled by strategically placed thermostats. In open areas, the thermostats will be centrally located within the zone and zones will not exceed 600 square feet, unless otherwise indicated in specific areas. Any corner offices will have separate controls. Other offices may be controlled separately or may be on zone with a maximum size of 500 square feet.
4. Perimeter heating with ceiling central air conditioning and ventilation is the preferred method of design, however alternate solutions may be considered.
5. Exterior hose bibs with backflow preventers around the perimeter of the building will be utilized to service landscaped areas and for ease by maintenance personnel.
6. The use of CO2 detectors shall be used to regulate fresh air requirements.

18. ELECTRICAL:

1. It is preferred that all electrical will be run in walls where possible, however where unavoidable, all electrical and communications equipment will be run in ceiling of floor below or in crawlspace with floor outlets where necessary. Electrical will not be run in concrete floor slab. Surface mounted electrical components are acceptable, providing the product selection considers the moisture and humidity.
2. Incandescent lights will be used in specific areas and are noted in the description of those areas. Dimmer switches will be used where noted.
3. All light fixtures and electrical outlets in wet areas will be waterproof types and receptacles in these areas must be CFCI.
4. A minimum of two (2) duplex receptacles will be located at each workstation and others to suit specific equipment and codes.
5. Electrical service for shops and garages will be appropriate for a heavy duty industrial environment.

19. TELECOMMUNICATIONS:

1. Telephone and computer will be required throughout the facilities.

20. BUILT-IN FURNISHINGS:

1. Built-in furnishings such as counters, cupboards, and credenzas will be constructed of durable materials.