

1. Building Service (Main Lobby)

1.1 Owner and Tenant Services

Mail Room: Lobby should include a mail area which is hidden away from public view but still easily accessible to residents. It should be designed for ease of traffic flow.

1.2 Visitor Services

Concierge Desk: It should be visible from the street entrance to provide an on-site presence and appeal while facilitating visitors' entry and exit from the building.

Intercom system: It is to be modernized to include a touch-screen and GUI directory for residents that can be linked to home or mobile phone (including out of town area codes). In addition, it should be easy to buzz the concierge. The concierge desk should also have a button, or other such mechanism, to remotely open the door for guests.

1.3 Security Services

Concierge Desk: It must have a line of sight access to all points of entry, mail area and elevators. It should include screens in order to be able to see security cameras from the desk without having to go into another room.

Security Cameras: Should be at minimum 1080p with full coverage of critical areas without any obstruction.

FOB Entry: Interior vestibule doors to be equipped with HID access control system with EXIT capacity hardware. Exterior vestibule door to be passage set. Active leaf door to be equipped with UA operator and buttons.

1.4 Information Services

Mail Room: Mail room should be designed to include a bulletin board which is similar in size to the current one in order to display notices (transfer of asset if possible).

1.5 Housekeeping and Material Handling Services

Back Room: Should include a secure area to hold on average 30 packages measuring approximately 2'x1'x1'

1.6 Building Management Services

Concierge Desk: To include comfortable chair along with computer or tablet for work (separate from security screens). These will be new purchases.

Back Room: To include shelving in order to properly store general supplies (i.e.: paper, pen, printer, small tools), binders (to store work instructions, checklists, etc.), an area to store larger items (such as dolly for move-in/move-out and a ladder), and wall hooks.

1.7 Other Services

1.8 Additional Requirements

2. Base Building (Main Lobby)

2.1 Building Access

Access FOBs will be provided to contractors.

Accessibility: New design to follow accessibility guidelines for those with disabilities and mobility impairment and meet or exceed CAN/CSA-12 - Design for the Built Environment.

2.2 Circulation and Adjacencies

2.3 Building Systems

HVAC: Currently, HVAC vents from the garbage room when pressure is negative. This issue should be fixed. HVAC supply and return grilles to be integrated into the ceiling design and achieve optimal performance.

Electrical: Duplex receptacles to be provided every 5m along the walls. Consideration is to be given for the amount of electrical load required at concierge desk. Lighting should be LED and form part of the aesthetic design of the floor.

Life Safety devices: Locations and the appearance of sprinklers and detectors to be coordinated and integrated into the ceiling design.

2.4 Interior Finishes

The design details should provide durable materials and finishes, and impact resistance, for heavy pedestrian traffic. The design service life of the interior finishes of the lobby should be at least 40 years. The following material(s) for finishes are appropriate:

Floor:

.1 Natural stone: a minimum of two types/colours integrated into the design:

- Field: Honed Finish
- Accent: Honed or Polished Finish

.2 Architectural divider strips; stainless steel or other non-corrosive metal

.3 A timeless and superior level of design and aesthetics is expected for the floor

.4 Polished stone shall not be selected as field material for flooring in pedestrian circulation areas. Polished stone is accepted as an accent floor finish material

Walls and Columns:

.1 Natural Stone

.2 Wood paneling: hardwood veneer on engineered wood panel; no exposed fasteners other than of an architectural quality

.3 Architectural glass; textured, impact resistant

.4 Glazed walls: clear glass in their metal frame: stainless steel, bronze, natural aluminum

.5 Architectural reveal trims and divider strips; stainless steel or other non-corrosive metal

Ceiling:

.1 Acoustical decorative architectural panel

.2 Architectural paneling; natural hardwood, perforated metal, or similar

.3 Architectural frames or moldings; stainless steel or similar quality metal

.4 Architectural glass

.5 Architectural reveal trims and divider strips; stainless steel or other metal with natural finish

Security Desk:

The following material(s) for finishes are appropriate:

.1 Natural stone desk top matching or complimentary to Lobby finishes

.2 Wood side paneling matching or complimentary to Lobby finishes

.3 Stainless steel side panels and trims

3. Building Components and Connectivity (Main Lobby)

3.1 Connectivity

Wifi should be provided in the lobby for use by the concierge/property manager and building services, but not the public or residents of the building.

The front vestibule should include a camera. This camera should be visible to residents at any time via TV or mobile screen, however, should be immediately activated for the unit when visitor is buzzing a unit.

Concierge Desk: it should have a phone/fax/copier/printer, a computer/tablet (transfer of asset from status quo if currently exist).

3.2 Components

Concierge Office Desk: Concierge staff require a desk, an office chair and a filing pedestal.

Seating Area: A seating area for 2-6 should be included. Furniture should be soft seating with commercial grade upholstery.

3.3 Signage

Exterior signage to include the building address and building name in a prominent manner. The preference is for stainless steel pin-mounted and back lit.

Signage regarding security (i.e.: don't let people in behind you) should be translucent and be placed on the vestibule glass where visible from the intercom.

Dynamic operational signage area to be provided in the front vestibule (i.e.: instructions regarding deliveries, no transport of bikes in the lobby, etc.) and integrated into the design.

Signage should be universal where possible.

3.4 Art Work / Multimedia / Decorations

Artwork, multimedia and decorations to be selected by the Board and appointed committee members.

4. Building Service (Floors 6 to PH)

4.1 Owner and Tenant Services

Garbage Room: Signage area to be designed within garbage rooms on each floor.

4.2 Visitor Services

Way finding: Unit way finding should be included in front of the middle elevator.

4.3 Security Services

Security Cameras: Determine feasibility of installing 2 cameras at the bend in each floor pointing in opposite directions.

FOB Entry: Determine feasibility of running FOB system to individual units.

4.4 Information Services

N/A

4.5 Housekeeping and Material Handling Services

N/A

4.6 Building Management Services

N/A

4.7 Other Services

N/A

4.8 Additional Requirements

6th floor should have similar but distinct design. Similar but distinct design for PH level may also be considered.

5. Base Building (Floors 6 to PH)

5.1 Building Access

Access FOBs will be provided to contractors.

Accessibility: Building should be safe and accessible for those with sensory disabilities or mobility impairment and meet CAN/CSA-12 - Design for the Built Environment.

5.2 Circulation and Adjacencies

5.3 Building Systems

HVAC: Currently HVAC vents are noisy, this should be fixed.

Electrical: Duplex receptacles to be provided every 5 m along the walls. Lighting should be LED and form part of the aesthetic design of the floor.

Life Safety devices: Locations and the appearance of sprinklers and detectors to be coordinated and integrated into the ceiling design.

5.4 Interior Finishes

The materials and the design details should provide durable finishes and impact resistance, for heavy pedestrian traffic. The following material(s) for finishes are appropriate:

Elevator Lobby:

Floor:

.1 Natural stone: a minimum of two types/colours integrated into the design:

- Field: Honed Finish
- Accent: Honed or Polished Finish

.2 Architectural divider strips; stainless steel or other non-corrosive metal

.3 A superior level of design and aesthetics is expected for the floor

.4 Polished stone shall not be selected as field material for flooring in pedestrian circulation areas. Polished stone is accepted as an accent floor finish material

Walls:

.1 Gypsum with field-applied wall composite covering

- .2 Natural stone paneling/wall tile on at least 25% of wall surface
- .3 Metal paneling
- .4 Architectural reveal trims; stainless steel, or similar quality metal; non corrosive
- .5 Clear glass, full height
- .6 Avoid any exposed fasteners, unless they form an integral part of design

Ceiling:

- .1 Articulated drywall ceiling; painted. A superior design ceiling is expected
- .2 Cove lighting/Indirect
- .3 Suspended acoustical tiles: mineral fibre

Corridor:

Floors:

- .1 High quality carpet tile (38 oz)

Walls:

- .1 Painted gypsum
- .2 All corner trims and reveals to be durable

Ceiling:

- .1 On floors with pipes, should be a high quality acoustic tile ceiling
- .2 On floors with no pipes, can be exposed ceiling

6th Floor Bathrooms:

Washrooms shall meet CAN/CSA B651-12 – Barrier Free Design Standard.

Floors:

- .1 Ceramic Tile: 2 colour min, provide a superior quality architectural design

Walls:

- .1 Ceramic Tile: 2 colour min, provide a superior quality architectural design. All corner trims and reveals to be stainless steel, durable

Ceiling:

- .1 Water-resistant Gypsum

Counter:

- .1 Natural stone
- .2 Resin
- .3 Quartz
- .4 Architectural glass (Textured, Impact resistant)

6th Floor Party Room:

Many spills occur and has high traffic. Should be designed for ease/reduced cost of maintenance.

Floors:

- .1 High quality carpet tile (38 oz)

Walls:

- .1 Painted gypsum
- .2 All corner trims and reveals to be durable

Ceiling:

- .1 If floor has pipes, should be a high quality acoustic tile ceiling
- .2 If floor has with no pipes, can be exposed ceiling

Exit door:

- .3 Should be fobbed

6th floor shower:

Currently, the 2 bathrooms have showers in them. We may wish to consolidate the two showers into one separate shower room. The same finishes as the bathroom would apply.

Gym

Consideration may be given to increasing space dedicated to the gym.

Consideration may be given to a complete redesign of the gym, if needed, including new equipment and TVs.

Consideration may be given to adding a water fountain/water cooler in the gym.

6. Building Components and Connectivity (Floors 6 to PH)

6.1 Connectivity

N/A

6.2 Components

N/A

6.3 Signage

Signage should be universal where possible.

6.4 Art Work / Multimedia / Decorations

Artwork, multimedia and decorations to be selected by the Board and appointed committee members.

7. Building Service (Parking Level Lobbies)

7.1 Owner and Tenant Services

Garbage Cans: 3 garbage cans to included in current location.

7.2 Visitor Services

N/A

7.3 Security Services

Security Cameras: Elevator lobby should be designed with security cameras

FOB Entry: FOB entry to elevator lobby should be maintained.

7.4 Information Services

N/A

7.5 Housekeeping and Material Handling Services

N/A

7.6 Building Management Services

N/A

7.7 Other Services

N/A

7.8 Additional Requirements

N/A

8. Base Building (Parking Level Lobbies)

8.1 Building Access

Access FOBs will be provided to contractors.

Accessibility: Building should be safe and accessible for those with sensory disabilities or mobility impairment and meet CAN/CSA-12 - Design for the Built Environment.

8.2 Circulation and Adjacencies

8.3 Building Systems

HVAC: HVAC should meet building code.

Electrical: Duplex receptacles to be provided every 5 m along the walls. Lighting should be LED and form part of the aesthetic design of the floor.

Life Safety devices: Locations and the appearance of sprinklers and detectors to be coordinated and integrated into the ceiling design.

8.4 Interior Finishes

The materials and the design details should provide durable finishes and impact resistance, for heavy pedestrian traffic. The following material(s) for finishes are appropriate:

Elevator Lobby:

Floor:

.1 Natural stone: a minimum of two types/colours integrated into the design:

- Field: Honed Finish
- Accent: Honed or Polished Finish

.2 Architectural divider strips; stainless steel or other non-corrosive metal

.3 A superior level of design and aesthetics is expected for the floor

.4 Polished stone shall not be selected as field material for flooring in pedestrian circulation areas. Polished stone is accepted as an accent floor finish material

Walls:

.1 Gypsum with field-applied wall composite covering

.2 Natural stone paneling/wall tile on at least 25% of wall surface

.3 Metal paneling

.4 Architectural reveal trims; stainless steel, or similar quality metal; non corrosive

.5 Clear glass, full height

.6 Avoid any exposed fasteners, unless they form an integral part of design

Ceiling:

.1 Articulated drywall ceiling; painted. A superior design ceiling is expected

.2 Cove lighting/Indirect

.3 Suspended acoustical tiles: mineral fibre

9. Building Components and Connectivity (Parking Level Lobbies)

9.1 Connectivity

N/A

9.2 Components

N/A

9.3 Signage

Signage should be universal where possible.

9.4 Art Work / Multimedia / Decorations

Artwork, multimedia and decorations to be selected by the Board and appointed committee members.

10. Other Considerations

10.1 Concierge Operational Requirements

The concierge must at all times be able to see all entrance along with mail area and elevators from the Concierge Desk. There must be consideration given to the fact that the concierge is not always at the desk (i.e.: security camera screens easy to lock/disable).

10.2 Sustainability

The practices used should be similar to those of a LEED CI Gold design.

10.3 Business Continuity and Resumption

Day to day activities and normal operational requirements must be maintained during construction phase. Phased rehabilitation approach is required.

10.4 Project Management

Project management will be handled by the corporation's then current property manager.

10.5 Coordination and Sequencing

Coordination will be handled by the corporation's then current property manager.

The General Contractor (GC) is required to submit a detailed schedule to the property manager for distribution and validation. This will include specifics on mobilization, demolition, door and frames, walls, floor, etc.

The proposed changes must be tackled in the following order:

6th floor

PH down to 7th floor

Lobby

Parking level elevator lobbies

11. Deliverables

The Architect is required to follow the requirements stated below.

11.1 Design Documents

33% Design Report to include Architect's vision statement, program research and preliminary recommendations. Submit softcopy only.

66% Design Report to include design plans, perspectives and updated vision statement. Submit softcopy only.

99% Design Report to include final design plans, perspectives and updated vision statement. Submit softcopy and two (2) hardcopy for client record.

11.2 Contract Documents

33% Contract Documents to include plans, elevations, sections and specifications in NMS format. Submit softcopy and two (2) hardcopy for client record.

66% Contract Documents to include plans, elevations, sections and specifications in NMS format. Submit softcopy and two (2) hardcopy for client record.

99% Contract Documents to include plans, elevations, sections and specifications in NMS format. Submit softcopy and two (2) hardcopy for client record.

100% Contract Documents to include plans, elevations, sections and specifications in NMS format. Provide Issued for Permit softcopy and two (2) hardcopy, full size to be submitted to the city by the Architect with building permit fee to be issued by the Corporation. Ten (10) hardcopies Issued for Tender, full size sets to PM for distribution.

11.3 Tender and Award Services

Architect to provide tender evaluation services and provide recommendation for award.

Note: This section may end up being done by the Project Manager/Property Manager.

11.4 Contract Administration

Architect to provide Issued for Construction softcopy and five (5) hardcopies to PM for distribution.

Architect to provide standard contract administration services including but not limited to monthly progress report and issue payment certificate, bi-weekly meetings, shop drawings review, change order review.

11.5 Commissioning and Verifications

Architect to participate in commissioning phase and provide a deficiency list and validate rectification.

Architect to provide recommendation for holdback payment.

11.6 Close-Out Documents

Architect to provide substantial completion certificate, final completion certificate and occupancy certificate.

Architect to review and complete validation of O&M manual. O&M manual to be submitted to the Corporation for record.

Architect to obtain as-built red line drawings and specifications from the contractor and prepare and submit record drawings and specifications in electronic and two (2) hardcopy full size format and submit to the Corporation for record.