

TORONTO ZOO
REQUEST FOR PREQUALIFICATION 01 (2018-07)
WAYFINDING FABRICATION & INSTALLATION CONTRACTORS

1. INTRODUCTION

Background & Invitation

The Toronto Zoo opened August 15, 1974. Home to more than 5,000 animals and 300 exhibits representing the world's biomes, the Zoo is situated on 710 acres of land in the picturesque Rouge Valley. The Zoo attracts an average of 1.3 million visitors annually. In 2011, the Federal government announced the creation of the Rouge National Urban Park (RNUP) as part of the national parks system. The Toronto Zoo is located in the heart of the RNUP and although the Zoo lands will be adjacent to the Park, there is tremendous potential for synergies between the Zoo and the new park. A RNUP concept and management plan is being developed and over the last few years the Toronto Zoo has been meeting with Parks Canada to explore areas of collaboration.

The Toronto Zoo is a multi-faceted organization, with core specialized responsibilities in animal management and exhibits programming, while committed to the higher purpose of wildlife, research, education and conservation. The Zoo is also one of the most highly visited destinations in the Toronto cityscape and is included as one of Toronto's most iconic tourist attractions, both locally and globally. There are the administrative functions, customer-facing services, marketing, public relations and facility maintenance functions.

Over the years, many Operating and Capital projects have been undertaken to improve the Zoo's facilities, exhibits and infrastructure however, wayfinding signage has not been consistently updated to reflect these changes.

Pre-Qualification information is requested from qualified and experienced Wayfinding Fabrication & Installation contractors in order to establish a list of pre-qualified bidders for upcoming exterior Toronto Zoo tenders. The Wayfinding Fabrication & Installation contractor will function as team lead for the project and will assemble sub-contractors as required to meet the requirements of the Project Scope and this pre-qualification request. The project team will have a minimum of 5 years experience in their respective discipline as well as experience in signage fabrication and installation of large City of Toronto signage projects similar in size and value. Managerial experience in expediting projects of these types and sizes of work is mandatory and must be identified.

Project Scope

The Toronto Zoo is seeking qualified and experienced wayfinding fabricators & installation contractors to complete all work associated with the new exterior wayfinding signage system. Toronto Zoo has worked with Kramer Design Associates (KDA) in developing a new wayfinding system with a forward-thinking analysis considering the Zoo's Mission and Vision, goals and objectives, existing structures and site conditions, financial sustainability, conservation, education and visitor experience, and future plans. The new system consists of directional and informational signage that is critical for guest orientation and their ability to navigate our site and facilities easily. Environmental consideration must be given for all components of the fabrication and installation of the work.

Graphic design for the new wayfinding system is complete and all necessary details have been prepared and are ready for tender.

The successful Contractor will be expected to provide services to fabricate and install exterior wayfinding signage to the highest industry standards. Toronto Zoo requests that samples be produced and submitted

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for review and approval as soon as the work has been awarded. Only contractors who can demonstrate experience on projects of similar type and complexity will be considered for prequalification.

Interested contractors are requested to submit one (1) original pre-qualification document , three (3) copies of the original document and one electronic copy of original document, (Microsoft Word or Adobe Acrobat PDF) on a CD or flash drive in a sealed package or envelope.

**PRE-QUALIFICATION OF CONTRACTORS FOR EXTERIOR
WAYFINDING FABRICATION AND INSTALLATION OF WAY-FINDING SIGNAGE**

Submissions must be on a CCDC 11-1996 (R2006) document and a copy of the contractor's current WSIB Clearance Certificate must be submitted to Toronto Zoo by:

Friday, 2018-07-27 by 1200 hours (noon) local time

Toronto Zoo
Atten: Supervisor , Purchasing & Supply
Administrative Support Centre
361A Old Finch Avenue
Toronto, Ontario
M1B 5K7

Submissions should also include the following:

- 1) Approach and methodology to demonstrate the process that will be applied to the successful delivery of this project
- 2) Project Team – Name key personnel including the designated project co-ordinator, production co-ordinator, technical and production resources. The project team will have a minimum of 5 years experience in their respective discipline as well as experience in signage fabrication and installation of large City of Toronto signage projects of similar size and value.
- 3) Project Plan and Schedule
- 4) Letter of Reference for recently complete projects
- 5) Letter of Reference from the proponents financial institution
- 6) The Proponent should submit a Submission in a particular submittal format, to reduce paper, encourage our recycled product expectations, and reduce package bulk. Bulk from binders and large packages are unwanted. Vinyl plastic products are unwanted.

Please do not use any plastic or vinyl binders or folders. The Toronto Zoo prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your Proposal, they should be fully 100% recycled stock.

The Toronto Zoo seeks and prefers submissions on 100% Post Consumer Fibre (PCF) paper, consistent with the Toronto Zoo's environmental practices. All copies of all pages of the Proposal should be printed in duplex (i.e. on both sides of the pages) where possible.

The project will be tendered in **August 2018** with fabrication and installation to begin immediately upon award. The project installation completion deadline is **May 2019**.

Any questions regarding this pre-qualification request should be directed to Peter Vasilopolous (see contact info below) by noon on Friday, 2018-07-20.

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Administrative Support Centre
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Toronto, Ontario
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416-392-5916
pvasilopoulos@torontozoo.ca

The Owner reserves the right to select only those proponents which are deemed suitable and qualified to undertake this project after review of the submissions. Only proponents prequalified by Toronto Zoo to perform the project will receive the bid documents.

The prequalification process does not constitute any obligation on the part of the Owner to prequalify or enter into a contract with any proponent or that the project will proceed. Confirmation of award of this project will be in the form of a purchase order and contract.

2. SCOPE OF PROJECT

General Scope

The general project scope of work comprises the following:

- Remove old signage and fill holes to avoid trip hazards
- Review and layout of new signage with Toronto Zoo and KDA
- Apply for and obtain necessary permits where required
- Complete fabrication of signage
- Complete installation of signage
- Clean up the work site on a regular basis as all work will be completed during operating hours and in the vicinity of the guests

Special Considerations

Several challenges that need to be considered and managed in the scheduling, staging and execution of the work will impact implementation of the project. Some of these challenges will include:

- The Toronto Zoo is a major recreational, educational and tourist destination attracting high pedestrian volumes year round. All work will have to be completed during operating hours and in and around public areas. The site must remain safe at all times during the work and be cleaned on a regular basis to ensure it does not negatively impact the guest experience.
- Toronto Zoo is requesting that footings for all work awarded be completed first prior to any potential for frost and resulting delay to the work.
- Existing site service locates will be completed by Toronto Zoo staff

Zoo Policies

All aspects of work will be procured and executed in compliance with Toronto Zoo Policies and the City of Toronto Fair Wage Policy. Further information on the Fair wage Policy can be obtained by contacting the Fair Wage Office at 416-392-7300.