

## CALL FOR PROPOSALS: TEMPORARY PARKLET DESIGN AND BUILD SERVICES

Online Information Session

January 16, 2020

Reminder: We will continue to accept questions related to the call for proposals until January 31, 2020. Email us at [kingstreet@toronto.ca](mailto:kingstreet@toronto.ca). Answers will be posted [here](#).

*\*Note: This document provides answers to questions received during the Online Information Session and from the project email. It also provides clarification and additional information following our review of the webinar and after consulting with the City of Toronto Legal Services.*

1. Must the gutter that is part of the curb remain unobstructed (i.e. channel under the deck)?  
**Answer: Yes.**
2. Does the barrier between the parklet and the street need to meet code?  
**Answer: The edge protection shall be a notable, defined edge along the sides of the installation facing the roadway including adjacent parking spaces. The edge protection could be a continuous railing, planter, fence, or similar structure that meets code requirements as applicable.**
3. Is there an online form/portal or do we email the proposal?  
**Answer: Please email your application package to [kingstreet@toronto.ca](mailto:kingstreet@toronto.ca). Use the subject line "Call for Proposals – Temporary Parklet Design and Build Services."**
4. Are street permits required? Does the proponent pay for it?  
**Answer: The Proponent shall obtain from the City all permits required by the City (permit fees to be absorbed by the City) for the delivery, installation, repair and removal of the parklet and shall prepare all materials and documents required to obtain any permits required in connection to the delivery, installation, repair and removal of the parklet at the site (see section 2.5 of the Agreement).**
5. Are the sites available this year the same as previous years? Would the city accept proposals that are longer than 6m if they are proposed for specific current sites? Some sites used previously are longer than 6m.  
**Answer: No. The City will identify the site locations for the parklets upon contract award. The dimensions of the parklet shall be 1.95m x 6.0m.**
6. Does the City play any part in staging or installation? Providing a forklift, for example.  
**Answer: No. The Proponent shall be responsible for the delivery, installation, repair and removal of the parklet to and from the site and all equipment and materials necessary and for those purposes (see section 2.3 of the Agreement).**
7. Do working (architectural drawings) need to be stamped by a certified professional? What constitutes a 'qualified' builder/manufacture? Do they need a seal or certification of some kind? Same with a landscape architect? Do they need a stamp or have to be a full member of the OALA?  
**Answer: As noted in Section 2. Selection & Award and Section 6. Post-Competition Procedures, final design drawings must be stamped by a professional landscape architect,**

architect or engineer. The Application Form also requests Proponents to provide relevant work experience for team members and subcontractors including manufacturers. This information will be considered in the evaluation of all submissions as noted in Section 4. Eligibility & Evaluation Criteria.

8. What is the preferred submission format? Letter-sized PDF?

Answer: Letter (8<sup>1/2</sup>" x 11") or tabloid-sized (11" x 17") pdf are acceptable submission formats.

9. Are there community-based sidewalk cleaning initiatives near some of the sites that we might be able to partner with?

Answer: The City, in partnership with the Business Improvement Areas, will be responsible for routine cleaning of the parklets such as picking up litter and power washing as required.

10. Can installations be built by design professionals who have experience in construction/design and build projects?

Answer: Yes. Fabrication, installation and repairs must be undertaken in accordance with the final design drawings and specifications.

11. Please provide additional information on the evaluation criteria. For example, what aspects are you evaluating to assign points to the firm/practice?

Answer: Please refer to section 4 – Eligibility & Evaluation Criteria of the call document

12. What does “affixed” mean? Does “cannot be affixed” exclude reversible adhesives?

Answer: The parklet shall not be connected, affixed or bolted onto the road or sidewalk in any way including reversible adhesives.

13. Can proposals come from outside Toronto?

Answer: Yes. The call for proposals is open to Canadian design and build practitioners.

14. Can you describe the height limitations?

Answer: The height limitations are outlined in Section 3. E) Scope of Work, Design and Layout.

15. Do all elements need to be fixed?

Answer: All parts or elements of the parklet shall be anchored to the decking structure.

16. If materials or labour are donated outside of the scope of the budget, how might that be acknowledged?

Answer: There is an opportunity for proponents to articulate how their design process and sourcing of materials, including materials sourced through donation or repurposing, reflect circular economy principles. We encourage proponents to describe these elements in the Concept Proposal (see section 8.1.3). As noted in Section 3. E) Scope of Work, Design and Layout, the parklet must be a free public amenity, without advertising and commercial activities. Attachment 8.3: Agreement, Section 3.5. City's Obligations indicates that the City shall consult with the Proponent on recognizing, as part of the TP, the Proponent and any sponsor approved in advance by the City.

17. Is there support for a staging area for people not from Toronto?

Answer: No. Refer to answer #6.

18. Is there a specific channel to be used for water run-off, or is the drainage just for sidewalk run off?

Answer: The Proponent shall propose the appropriate design of the drainage channel at the base of the decking structure to allow for surface water run-off.

19. How are you determining a qualified builder or manufacturer?

Answer: There are professional designations or certifications for qualified builders and manufacturers. The proponent shall be responsible for demonstrating that the proposed design is safe and durable and provide relevant work experience for team members and subcontractors including manufacturers.

20. Can PV (photovoltaic) panels exceed the 2.4 height restriction? For example, are canopy elements allowed?

Answer: No. Refer to answer #14.

21. If proposing something that can be altered by the public, should all possible states be demonstrated in the proposal?

Answer: Yes. The Proponent must demonstrate that the transformation of the proposal to different states would not cause safety risks to potential users or the general public and that all states and transitions comply with the requirements of this call for proposals.

22. Does the entire installation need to be supported on deck?

Answer: Yes. Refer to answer #15.

23. Do you need to have a licenced landscape architect/engineer or any proposed subcontractor on your team?

Answer: Refer to answer #7.

24. Can greenery be switched or removed based on weather?

Answer: The intent to remove or replace greenery must be described in the application. Any substantive changes to the specifications set out in the Concept Proposal may only occur with the prior approval of the City. Refer to section 2.6 of the Agreement.

25. Will the City power wash the structure at any time?

Answer: Yes, as required. Refer to answer #9.

26. At the end of the contract, can the proponent move the installation to a new location?

Answer: Yes, however, it is the responsibility of the proponent to arrange for the removal and disposal or reuse of the parklet (See section 2. Selection and Award).

27. Is the proponent 100% responsible for arranging for the second life of the installation if the proponent wants to keep it in the public realm or will the city help to find a second life for it?

Answer: Yes. The proponent is responsible for the removal and proper disposal of the parklet or reuse, repurposing or donation (See section 2. Selection and Award). Following the initial term, the City of Toronto may request an extension of the term. The proponent would receive notification of this request in writing four weeks in advance of the term's expiry. The proponent would remain responsible for removal and proper reuse/disposal of parklet components following the contract extension (See section 6. Post-Competition Procedures).

28. Are these one-time projects? After December 31, does the installation return to the owner/creator?

Answer: At the end of term, the proponent is responsible for the removal of the parklet, including proper disposal of the parklet or reuse, repurposing or donation (See section 2. Selection and Award and Section 3. Scope of Work). Following the term, the City of Toronto

may request an extension of the term. The proponent would receive notification of this request in writing four weeks in advance of the term's expiry. The proponent would remain responsible for removal and proper reuse/disposal of parklet components following the contract extension (See section 6. Post-Competition Procedures).

29. Can we sell all or a portion of the parklet?

Answer: Yes. During the terms, the parklet must be a free public amenity, without advertising and commercial activities (See section 3.e. Scope of Work). This requirement applies during the term of the agreement while the City is using the installation. This requirement does not apply to the disposal of the installation after the City has finished using the installation and accordingly, the proponent can sell all or portions of the installation.

30. Is the competition open to artists based in the US or is it strictly limited to Canadian artists?

Answer: As noted in Section 2. Selection & Award, this is a one-stage call for proposals open to Canadian design and build practitioners.

31. What is the maximum amount of vegetation permitted? In one section it says 1.5m squared, then in the 'concept proposal - encouraged components' it lists 'vegetation.' Please clarify.

Answer: Vegetation spanning an area of 1.5m<sup>2</sup> can be incorporated (see section 3. Scope of Work). We encourage the proponent to articulate their plan for vegetation in the submission as part of the optional circular economy elements (Encouraged Components).

32. What is the scope of maintenance and management by the team? Please clarify how in-depth we have to be about maintenance/management in our proposal. Or is this something the City will take care of?

Answer: Please refer to section 2 – Performance of Services: Proponent's Obligations of the Agreement. Please refer to answer #9 regarding the City's responsibility regarding the routine cleaning of the parklet.

33. Will the City be open to facilitating the second life of the installation? For example, in the case of moving the installation to a new part of the city will the City identify potential locations?

Answer: The proponent is responsible for the removal of the parklet at the end of its life. We do encourage proponents to describe what will happen to the parklet in an End-of-Use Material Management plan. (See section 8.2.6. End-of-Use Materials Management Plan).

34. Do we need to provide a budget breakdown of materials and fees? Does the City cover maintenance expenses or is that part of our budget also?

Answer: A budget breakdown of materials and fees is not required. The fixed breakdown of payments is outlined in Section 5, Payment Schedule. Please refer to answer #9 regarding the City's responsibility regarding the routine cleaning of the parklet.

35. Are we able to pay ourselves with the fees and manage the subcontractors, or are they only dispersed according to what we invoice/spend on project materials? i.e. are we given the cash prize in full, or are we reimbursed by the City for expenses / paid upon invoicing for work completed?

Answer: Refer to section 5 – payment schedule and Schedule B of the Agreement. The Proponent shall be responsible for paying and managing their subcontractors.

36. What is the site boundary - from what street to what street?

Answer: The overall project area is King Street between Bathurst Street and Jarvis Street. The specific site location for each parklet will be determined by the City upon contract award.

37. How long do we have to install?

Answer: Please refer to Section 8.3: Agreement, Schedule D.