



INNOVATIVE DESIGN COMPETITION FOR

TORONTO'S CENTRAL WATERFRONT

# BACKGROUND INFORMATION DOCUMENT

REQUEST FOR QUALIFICATIONS

*The Toronto Waterfront Revitalization Corporation invites architects, landscape architects and other design professionals to submit Applications to produce innovative design proposals for Toronto's Central Waterfront Esplanade and Boulevard.*

## I. INTRODUCTION



LOOKING EAST ALONG TORONTO'S CENTRAL WATERFRONT

The Government of Canada, the Province of Ontario and the City of Toronto established the Toronto Waterfront Revitalization Corporation (TWRC) in 2001 to lead and oversee the renewal of Toronto's Central Waterfront. This 20-kilometre stretch of under utilized shoreline sits next to downtown Toronto, Canada's largest city. The 2,000 acre area extends from Ontario Place in the west to Ashbridges Bay in the east. The revitalization of Toronto's waterfront is one of the greatest urban development opportunities underway in North America today.

The TWRC's vision is to put Toronto at the forefront of global cities in the 21st century by transforming the waterfront into beautiful and sustainable communities, fostering economic growth in knowledge-based, creative industries, and ultimately redefining how Toronto, Ontario, and Canada are perceived by the world. A core part of that mission includes building high-quality waterfront parks, public open spaces, cultural institutions and other amenities needed to generate vibrant urban activity.

TWRC's mandate is to design and implement the redevelopment of what are largely publicly owned lands across the waterfront. Collectively, the three governments have committed \$1.5 billion for a wide range of revitalization projects. Providing continuous public access across the Central Waterfront is a key priority.

The TWRC is seeking input from the world's most talented and creative design professionals in creating a new signature for the Central

Waterfront Esplanade and Boulevard. It is anticipated that five firms or collaborative teams representing a range of different urban and architectural design philosophies will be selected to participate in a six-week design competition through a Request for Proposals. The completed proposals will then be exhibited and presented to the public by each of the design teams. Input will be solicited from the general public, stakeholders, and the TWRC's Waterfront Design Review Panel over a period of two to three weeks. A jury of five distinguished design and arts professionals will then recommend a winning proposal or combination of proposals to the TWRC for detailed design and construction of key elements within the study area.

Each qualified Applicant selected, that submits a proposal, will receive an honorarium of CA\$30,000 subject to conditions to be set out in a competition brief, a component of the RFP. This honorarium is expected to include any reimbursable expenses. At the conclusion of this process, the TWRC may choose to retain the winning team for continued involvement in the planning and design process.

Firms interested in submitting proposals are to follow the instructions in the accompanying Prequalification Documents (# 05/06-25). In the event it becomes necessary to revise any part of the Prequalification Documents, addenda will be posted on the TWRC website. Applications of no more than 16 pages (plus forms and information relating to financial capacity) should be prepared providing a straightforward and concise description of the Applicants' qualifications to participate in this important project.

The TWRC reserves the right to reject any or all qualifications submitted if such election is deemed to be in the best interest of the TWRC. The TWRC assumes no responsibility and no liability for costs incurred by the responding team(s). **Applicants should prepare six (6) copies of their qualifications on no more than sixteen (16) single-sided 8.5" x 11" pages, or eight (8) double-sided 8.5" x 11" pages (plus forms and information relating to financial capacity) and deliver them to:**

Christopher Glaisek, Vice President, Planning and Design  
Attn: Milena Vargas, Procurement Administrator  
Toronto Waterfront Revitalization Corporation  
207 Queens Quay Boulevard West, Suite 822  
Toronto, ON M5J 1A7

**Questions should be submitted in writing no later than February 16, 2006 at 2:00 PM EST.** Questions should be sent to the TWRC by email at [procurement@tewaterfront.ca](mailto:procurement@tewaterfront.ca). Any addenda to the Prequalification Documents, including responses to questions, will be posted on the TWRC website, <http://www.tewaterfront.ca> by the date specified in the Prequalification Documents.

**Qualifications are to be received no later than 5:00 PM, March 9, 2006 EST** according to the Prequalification Documents. Applicants may be requested to give an oral presentation to the TWRC at their own cost. This will provide an opportunity for the team(s) to clarify their qualifications but can in no way change the original submission. Such a request shall not constitute selection of a team.

## 2. INNOVATIVE DESIGN COMPETITION DESCRIPTION



HARBOURFRONT CENTRE WATERFRONT PROMENADE

*The Toronto Waterfront Revitalization Corporation invites architects, landscape architects, and other design professionals to submit a statement of qualifications to produce innovative design proposals for Toronto's Central Waterfront Esplanade and Boulevard.*

As a result of substantial public dialogue initiated by the TWRC, a clear consensus has begun to emerge around the importance of providing uninterrupted public access along Toronto's Central Waterfront. At the same time, calls for an architecturally distinctive public realm and iconic waterfront identity for the city have grown. The Innovative Design Competition for the Central Waterfront Esplanade and Boulevard provides a unique opportunity to address these two objectives simultaneously. The intent is to produce a bold and compelling image that expresses Toronto's unique character and has the same kind of instant recognizability of other waterfront cities like Barcelona and Sydney.

The subject site of the Innovative Design Competition for the Central Waterfront Esplanade and Boulevard is the three kilometer segment that extends from Bathurst Street in the west to Jarvis Street in the east. This stretch of waterfront is the closest to the city's central business district and the most heavily used, but is made up of a series of disjointed and incohesive spaces and uses. Known as the Central Waterfront, this area is characterized by a wide mix of land uses including marinas, parking lots, industrial and post-industrial sites, cultural institutions, contemporary waterfront condominiums, and several public spaces of varying character.

The selected qualified respondents will be asked to produce a conceptual master plan for the Central Waterfront Esplanade and Boulevard based on a competition brief (a component of the RFP) to be created by the TWRC and the City. This document will be guided by the many policy and planning documents that have been produced by the Municipal, Provincial, and Federal governments, which are available on the TWRC website at <http://www.towaterfront.ca>. The competition brief (a component of the RFP) will include detailed descriptions of existing conditions, future uses and requirements, opportunities and constraints and a list of deliverables, will be based on the following eleven goals and objectives:

### I. Create Gateways at the Heads of the Slips

The current “pinch points” where the slips meet Queens Quay Boulevard should be expanded and transformed into major points of arrival from the city’s north-south streets. By widening them on the water side, they can become new public spaces that connect the water’s edge into a continuous public esplanade, and serve as the “glue” that joins the water’s edge with the city street grid. These spaces could be conceived of as plazas, bridges, or piers, and include elements such as art installations, lookout points, demonstration areas, cafes, and expanded opportunities for marine use.



PRECEDENT | ICONIC BRIDGE



PRECEDENT | CONTINUOUS PATH



3 PRECEDENT | GRADE-SEPARATED BIKEWAY



4 PRECEDENT | LANDSCAPED TRANSIT ROUTE

## 2. Establish a Continuous Public Promenade from Bathurst to Jarvis Streets

A bold and spectacular water's edge that provides continuous public access from Bathurst to Jarvis Streets is to be developed. This stretch, known as the Central Waterfront, should read and function as an inviting public space. The esplanade should be designed to connect the many existing destinations along the waterfront using a variety of elements, such as boardwalks, floating piers, "get-downs," landscaping, and possibly even lift bridges at some locations.

## 3. Complete Central Segment of the Martin Goodman Trail

One of the most heavily-used recreational corridors in Toronto, the Martin Goodman Trail is disjointed as it passes through the Central Waterfront, and its originally proposed route has become blocked at certain points by development. A new concept is needed that will create a distinctive commuter and recreational bikeway/trailway on or adjacent to Queens Quay Boulevard, connecting the eastern and western portions of the Martin Goodman Trail.

## 4. Redefine the Character of Queens Quay Boulevard

Long considered the "ugly duckling" of the waterfront, Queens Quay Boulevard is Toronto's main waterfront street. A new identity must be developed for this important roadway and transit way that will transform it into an attractive address and provide a cachet befitting its spectacular location and views. Currently, Queens Quay Boulevard is made up of segments with differing widths, transit infrastructure, street

wall conditions, and land configurations that fail to link the waterfront to a cohesive urban environment. A comprehensive plan for the street is needed to guide its redevelopment as a visually consistent gateway to the waterfront, as a public amenity for strolling, cycling and driving, and as an important transit route.

### **5. Develop Innovative Public Spaces and Programming**

Opportunities exist to innovatively connect public spaces into the linear elements of the waterfront promenade and Queens Quay Boulevard. These opportunities should be explored, particularly at the Heads of the Slips where space is currently limited. These newly defined public spaces should be creatively programmed to create interest and activity.

### **6. Create a Conceptual Lighting Strategy for the Central Waterfront**

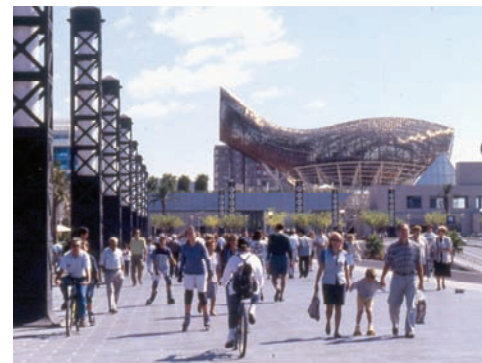
Early planning for the Toronto waterfront called for a series of “light beacons” to serve as markers along the waterfront. Dramatic light installations or other sculptural lighting elements should be designed and strategically located along the three-kilometer length of the site from Bathurst to Jarvis Streets to orient visitors arriving from both the landside and the waterside

### **7. Propose Architectural Palette of Materials and Fixtures**

A consistent body of materials, finishes, fixtures and infrastructure is essential to maintain the sense of a continuous public waterfront.



5 PRECEDENT | INNOVATIVE PARK PROGRAMMING



6 PRECEDENT | SPECIAL LIGHTING FIXTURES



7 PRECEDENT | DISTINCTIVE MATERIALS



8 PRECEDENT | RECREATIONAL BOATING

Because differing conditions may call for varying solutions in some places, a “kit of parts” will be needed that can be applied in different configurations at different locations as required, such as sea rails, boardwalks, pavers, furnishings, fixtures and equipment.

### **8. Expand Opportunities for Interaction with the Water**

Opportunities to increase and intensify water-related uses along the shore should be maximized. The water’s edge should not only entice people to the water, but should engage interaction with it. Drawing upon the TWRC’s Marine Strategy, plans should integrate current and future water uses, such as boating, fishing, sightseeing, swimming, and other activities.

### **9. Promote Sustainability**

The TWRC is committed to making the city’s waterfront both a national and global model for sustainability. The TWRC has developed a Sustainability Framework to ensure that sustainability principles are integrated into all facets of TWRC management, operations and decision-making. The TWRC’s Sustainability Action Plan as developed in the Sustainability Framework should be considered in design proposals.



### 10. Promote the Aquatic Ecology of the Shoreline

The comprehensive master plan should suggest opportunities for habitat improvement, strengthening native biodiversity and improvement in the water quality of the lake. The Toronto Region Conservation Authority (TRCA) has developed an Aquatat Restoration Strategy which should inform the design and treatment of the water's edge.



9 PRECEDENT | WETLAND BOARDWALK



10 PRECEDENT | RESTORED HABITAT

### 3. SITE OPPORTUNITIES AND CONSTRAINTS



**1 Island Airport Ferry**

Configuration of site blocks public access to the water's edge.

**2 Canada Malting**

Configuration of silo buildings limits public access to the water's edge and future Ireland Park.

**3 Portland Slip**

Opportunity for new public space, slip serves commercial tour boats.

**4 Spadina Slip**

Opportunity for new public space.

**5 Peter Slip**

Opportunity for new public space.

**6 Rees Slip**

Opportunity for new public space, slip serves large marina.

**7 John Quay**

Configuration of police station limits public access to the water's edge.

**8 Simcoe Slip**

Opportunity for new public space, slip serves large marina.

**9 York Slip**

Opportunity for new public space, slip serves commercial tour boats.

**10 Island Ferry Terminal**

Configuration of site blocks public access to the water's edge.

**11 Yonge Slip**

Opportunity for new public space, slip serves commercial tour boats and floating restaurant.

**12 MT27**

Surface parking, future redevelopment site.

**13 Redpath Sugar Refinery**

Active refinery limits possibility for public access to the water's edge.

**14 Jarvis Slip**

Opportunity for new public space, slip serves freighters delivering raw sugar.

TORONTO MUSIC GARDEN



YORK QUAY PROMENADE



QUEENS QUAY BOULEVARD AND MARTIN GOODMAN TRAIL



REDPATH SUGAR REFINERY



QUEENS QUAY BLVD LOOKING EAST



HTO PARK DESIGN CONCEPT



HARBOUR SQUARE PARK



TORONTO ISLAND FERRY TERMINAL



DOCKWALL EAST OF YONGE STREET



AERIAL VIEW OF TORONTO CENTRAL WATERFRONT IN CONTEXT

## 4. SUBMISSION REQUIREMENTS

Applicants responding to the Prequalification Documents are asked to provide relevant, concise and compelling information about the following:

### 1. Methodological Approach

- A statement explaining the team's design philosophy, indicating what aspects of city and building design the firm or collaborative team expects to emphasize in its approach to the Central Waterfront.
- A description of how the team intends to work, including methods, techniques, and organizational structure of the competition team.

### 2. Experience and Personnel

- A description of the lead and supporting firms, principals, project manager(s) and professional staff who would work directly with TWRC, indicating their major projects to date.
- A history of the firm's experience including number of projects, years of operation, range of urban and architectural project sizes and budgets, awards, prizes, citations and any other relevant information.

### 3. Work Samples

- Samples of up to five (5) projects that the firm(s) has completed in the areas of architecture, urban design and/or redevelopment in the past 15 years. Include a description of the program, the nature of the work, the size and complexity

of the project, as well as the name of the client and/or a contact person who is able to provide a reference.

- Any other information that you believe would make your participation in this innovative design competition of greatest value in envisioning the future of the Central Waterfront.

### 4. Commitment of Key Personnel

- Evidence of commitment of key personnel proposed to lead the Applicant team.

Please refer to the Data Sheet, that forms part of the Prequalification Documents for these and further submission requirements, which prevail over these to the extent of any inconsistency.

## 5. SELECTION CRITERIA



QUEENS QUAY LOOKING EAST AT YONGE STREET SLIP

The criteria for selection of architectural, planning and/or landscape design firms for this innovative design competition will be based on a combination of the overall quality of the respondent's submission as well as its appropriateness to the mission of waterfront revitalization. Demonstrated comprehension of the assignment and ability to thoughtfully address complex, large-scale urban design problems will be a strong consideration in reviewing the submissions.

Of equal importance is assuring diversity of participation, including firm location (both from the Toronto area and around the world), firm size (both large and small), type of work and projects typically undertaken (both practical and theoretical; architecture, landscape and planning), age (both young and established firms), and diverse backgrounds of individuals.

In sixteen (16) pages of 8.5" x 11", or eight (8) pages of 8.5" x 11" if double-sided, each respondent is asked to submit materials that highlight its unique strengths, design talents, architectural philosophy, sensitivity to the public realm, approach to creating space, and breadth of knowledge and experience. In evaluating submissions pursuant to this request, the selection committee will place high value on the following factors, not necessarily listed in order of importance.

## 1. Innovative Approach

An approach to design that goes beyond conventional solutions and emphasizes:

- **Risk-taking**  
Not accepting received wisdom but starting with fundamentals to go beyond easy and safe design solutions.
- **Inspiration**  
Commitment to creating buildings, urban districts and parks that are extraordinary in their ability to elevate people's everyday experience.
- **Understanding**  
Synthesizing complex or competing agendas in an energetic way so that the whole is greater than the sum of the parts.

## 2. Outstanding Work Samples

A portfolio of superlative parks, buildings, site work, planning projects, competition entries or exemplary analytical studies that demonstrate:

- **Experience in Designing Spectacular Public Spaces**  
Projects for vibrant public parks and promenades; projects that create spaces and communities that balance the pedestrian realm with adjacent buildings and streets.
- **Experience with Sustainability**  
Projects that exhibit extraordinary design excellence with an

emphasis on environmental consciousness and sustainability to create long-lasting economic and social value.

- **Experience with Scale**  
Projects that demonstrate an understanding of scale and connection beyond the immediate site; projects that address phasing and the reciprocal relationship of local and regional development.
- **Experience with Transit**  
Projects for accessible mass transit and new transportation centres that integrate pedestrian movement and public space.
- **Experience with Community Sensibilities**  
Projects that through careful attention to urban design and quality of life integrate the needs of disparate populations including visitors and people who live or work in the Central Waterfront.

## 3. Commitment of Principals to Lead the Team

A description of the role of each of the key personnel on the team and the proportion of time that principals and/or senior associates will contribute.

Please refer to the Data Sheet, that forms part of the Prequalification Documents for these and further submission requirements, which prevail over these to the extent of any inconsistency.

## 6. PROCESS & TIMING



QUEENS QUAY BOULEVARD AT THE REDPATH SUGAR REFINERY LOOKING EAST

The Innovative Design Competition is the first step in a larger revitalization effort for the Central Waterfront. Upon selection of a winning design, the TWRC expects to enter into a contract with the winning team to produce detailed design and construction documents for the eight Heads of Slips and necessary linkages to the esplanade and Martin Goodman Trail. The capital budget for this work is approximately \$15 million and a more detailed budget will be provided in the RFP. Construction is expected to start on the Heads of the Slips by late fall of 2006.

### Competition Process

The Innovative Design Competition will consist of two phases. Phase 1 (Prequalification Phase) will involve an open call for submission of qualifications by design professionals from around the world. A selection committee anticipated to consist of Christopher Glaisek, Vice President, Planning and Design, TWRC; Bruce Kuwabara, Partner, Kuwabara Payne McKenna Blumberg Architects; Robert Freedman, Director of Urban Design, City Planning, City of Toronto; and Leslie Coates, Manager, Waterfront Parks, City of Toronto; will recommend a short-list of candidates from those submissions to the jury for the second phase.

Phase 2 (RFP Phase) will involve an intensive six-week design exercise in which teams will develop bold and innovative design proposals for the Central Waterfront, with mid-term reviews held with appropriate TWRC and City staff.



The selected design teams will be asked to identify a local partner upon announcement of the short list. Local partners must be licensed in the Province of Ontario and maintain an office or work in the Greater Toronto Area. It is anticipated that the majority of work will remain assigned to the prequalified Applicants. Firms based in the City of Toronto, or firms who have completed projects in the City of Toronto within the past ten years, are not required to have a local partner.

### **Jury**

A jury of five distinguished design and arts professionals will review the final design submissions. At the end of the design phase, all submissions will be presented by the design teams and put on exhibition for a two-week public comment period. At the end of the public exhibition and comment period, the jury will select a preferred design or combination of designs to be recommended to the TWRC Board of Directors for adoption.

The jury, to be appointed, and their biographical data is expected to be released as an addendum to this document and posted on the TWRC website.

### **Implementation**

Upon approval by the TWRC Board of Directors, the selected design will be adopted as a TWRC priority project. The TWRC expects to then negotiate a contract for detailed design of the Heads of the Slips, pending authorization of funding through a government contribution agreement. Once funding is fully in place, the TWRC intends to move

quickly into detailed design and construction of the Heads of the Slips component of the Innovative Design Competition. Other components may or may not be pursued at the same time depending upon a variety of factors, including availability of funding, timing of related development projects, and need for further design work. Such decision will be made at the discretion of the TWRC.

Prior to implementation, the winning design will require approval by Toronto City Council. Final designs will be required to reflect municipal standards to ensure implementation is possible with minimal delay. Upon adoption of a design by the TWRC Board of Directors, TWRC staff will prepare a submission to the city's Waterfront Secretariat and Chief Planner for review. Once they have completed a staff report, the final recommendation will be brought before council for approval.

The Heads of the Slips will be the first component to commence construction. The design of the eight signature public spaces at the Heads of the Portland, Spadina, Peter, Rees, Simcoe, York, Yonge and Jarvis Slips will be accelerated to enable construction to begin in Fall 2006. It is important that these eight locations be built so they are consistent with the overall vision which is expected to be implemented over a longer period of time.

## Timeline

The following timeline is anticipated for the Innovative Design Competition for the Central Waterfront and the implementation of the Heads of the Slips. Any relevant changes to this will be issued as an addendum on the TWRC website <http://www.towaterfront.ca>.

Competition Announcement	February 3, 2006
Closing Date: Submissions of Interest	March 9, 2006
Short-listed Candidates Announced	March 16, 2006
Kick-Off Meeting and Site Visit	March 30, 2006
Mid-Term Reviews	April 17 - 21, 2006
Innovative Design Submissions Due	May 11, 2006
Public Exhibition and Presentation of Designs	May 12 – 26, 2006
Jury Review and Selection	May 24 - 25, 2006
Press Announcement	May 26, 2006
Design Development of Heads of Slips	June – Sept., 2006
Construction Tender	October 2006
Groundbreaking	November 1, 2006
Construction of Heads of Slips	Nov. 2006 – June 2007

## Lead Firm or Principal

A designated lead firm will be the primary point of contact with the TWRC relating to the administration of the contract. The lead firm must be a licensed urban and/or architectural/landscape architectural design firm. Collaborative multi-disciplinary teams are allowed and encouraged, however only one firm will be allowed to be the signatory

and recipient of all payments.

## Questions and Answers

Competitors wishing to obtain information or clarification regarding this competition are to forward questions to [procurement@towaterfront.ca](mailto:procurement@towaterfront.ca) to be received no later than February 16, 2006 at 2:00pm EST. Answers will be posted on the TWRC website on approximately February 23, 2006.

## Honoraria

All respondents invited to participate in the second stage of the innovative design competition that submit a proposal will receive an honorarium of CA\$30,000 subject to conditions to be set out in the RFP. The winning team selected by the jury will, upon approval of the TWRC Board of Directors, engage in contract negotiations to implement the design of the Heads of Slips portion of the Central Waterfront. A budget for that work will be described in more detail in the competition brief a component of the RFP.

## Adjudication

Applications will be evaluated according to the provisions of the Prequalification Documents. Applications will be reviewed by the selection committee, who will recommend a short-list to participate in the design competition exercise. At the end of the six-week design period, proposals will be placed on public exhibition for a comment period of two-weeks. A summary of these comments will be prepared for the jury and will include assessment by non-participating members

of the TWRC's Waterfront Design Review Panel. Members of the panel include: Bruce Kuwabara (Chair), George Baird, Tania Bortolotto, Peter Clewes, Renée Daoust, Siamak Hariri, Donald Schmitt, Janet Rosenberg, Greg Smallemberg, Charles Waldheim, Paul J. Bedford, Anne McIlroy and Peter Halsall.

The jury will submit a final recommendation. The decision of the jury in respect to the selection of the winning team will be a recommendation to the TWRC Board of Directors. No member of the jury or partner, associate, employee of a member of the jury is eligible to participate in the competition in any capacity.

All necessary Municipal, Provincial and Federal approvals will need to be obtained prior to implementation. These may include but are not limited to, City Council approvals, Environmental Assessment, Site Plan Reviews and others.

### **Successful Proponent**

Following the competition, TWRC may choose to enter into contract with the winning team for the development and implementation of the Toronto's Central Waterfront Esplanade and Boulevard. The TWRC may also opt not to enter into any contracts if it is felt to be in the best interest of the TWRC.

### **Toronto Visits**

As part of the competition process short-listed design team representatives are recommended to participate in a site visit tentatively

scheduled for March 30, 2006. In addition, short-listed teams and/or representatives will be required to take part in public briefing sessions with major stakeholders, elected representatives and the TWRC Waterfront Design Review Panel. This visit is anticipated for early May 2006 as part of a public exhibition of the short-listed entries.

**This Background Information Document is not intended to be a Prequalification Document but is intended to provide background information to a TWRC project. Parties interested in participating in the prequalification process should visit the TWRC website at <http://www.towaterfront.ca> where a copy of the TWRC's Prequalification Documents, which includes instructions to applicants for the Innovative Design Competition for Toronto's Central Waterfront, can be downloaded.**

**TORONTO WATERFRONT REVITALIZATION CORPORATION**



**TORONTO WATERFRONT  
REVITALIZATION CORPORATION**

**Prequalification Documents**

**for**

**Design Competition for  
Toronto's Central Waterfront**

**Prequalification #05/06-25**

**ISSUED FEBRUARY 3, 2006**

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## INSTRUCTIONS TO APPLICANTS

### SECTION 1 - GENERAL INFORMATION

#### 1.1 General and Scope of Services

The Toronto Waterfront Revitalization Corporation (the “TWRC”) intends to prequalify prospective consultants/contractors/service providers (as applicable) for the goods or services described in the Data Sheet. Parties that submit a response in this prequalification process are referred to as “Applicants” and their submissions are referred to as “Applications”.

#### 1.2 Request for Proposals

It is expected that after the completion of the prequalification process, the prequalified Applicants will be invited to submit proposals after the approximate time period indicated in the Data Sheet.

#### 1.3 Background Information

Background information with respect to the services that will be the subject of the request for proposals is attached as Schedule 1 to the Instructions to Applicants.

#### 1.4 Prequalification Documents

- (1) These Prequalification Documents consist of:
  - (a) Instructions to Applicants (“ITA”);
  - (b) the Data Sheet;
  - (c) Schedules as follows:
    - (i) Schedule 1 – Background Information;
    - (ii) Schedule 2 – Letter of Application; and
    - (iii) Schedule 3 – Information Forms.
  - (d) any addenda that the TWRC may issue.
- (2) The documents listed in Section 1.4(1), collectively, are the Prequalification Documents.
- (3) Any addenda that may be issued by the TWRC at any time will be posted on the TWRC website at [www.towaterfront.ca](http://www.towaterfront.ca) under “Procurement”, and will not be sent to Applicants directly. Applicants are therefore encouraged and required to check the TWRC website regularly for any additional information pertaining to this prequalification process.

### SECTION 2 - QUALIFICATION CRITERIA

#### 2.1 General

(1) The TWRC will base its decisions on prequalification on whether Applicants meet the criteria regarding their experience, qualifications, financial position and key personnel (or any combination thereof) as set out in these Prequalification Documents. The TWRC may, in its sole discretion, either prequalify all Applicants meeting the minimum pass-fail criteria or score all Applicants and prequalify

based on the ranking of Applicants as set out in the Data Sheet. If the TWRC intends to prequalify Applicants by scoring and ranking Applicants, information with respect to the TWRC's approach to scoring will be set out in the Data Sheet.

(2) Additional requirements for joint ventures are set out in Section 3. Applicants should note that, except as provided in Section 2.3, the TWRC will take into account only the experience and information of the Applicant itself (if the Applicant is an individual legal entity, the experience and information of that entity only or, if the Applicant is a joint venture, the experience and information of the group of entities in accordance with Section 3.1).

## **2.2 Applicant Experience and Qualifications**

On the applicable form set out in Schedule 3 of these Prequalification Documents, the Applicant shall provide the required information to demonstrate that the Applicant itself has the experience and qualifications required by the TWRC as set out in the Data Sheet (unless the Applicant is otherwise instructed in the Data Sheet).

## **2.3 Applicant Experience and Subcontracting**

(1) The TWRC may elect to evaluate Applicants based on both the qualifications of the Applicant and the experience of any subconsultants or subcontractors named by the Applicant in accordance with the following:

- (a) whether the TWRC intends to take into account the experience of subconsultants or subcontractors ("Subcontractors") in assessing the qualifications of individual Applicants and the rules that will apply in respect of named Subcontractors are set out in the Data Sheet; and
- (b) if the Data Sheet states that the TWRC intends to take the experience of Subcontractors into account, Applicants shall submit the names of proposed Subcontractors, if any, as part of the Prequalification Application.

(2) Applicants must note that, except as provided in Section 2.3(1), after the award of an agreement under the Request for Proposals ("RFP") process, the subcontracting of any part of the work shall require the written consent of the TWRC. Notwithstanding such consent, the consultant/contractor/service provider shall remain responsible for the acts, defaults, and neglects of all Subcontractors under the agreement.

(3) If, in the Data Sheet, the TWRC specifies that the experience of Subcontractors will be taken into account in the evaluation of the Application, then the Applicant will not be permitted to change a Subcontractor that was named in the Application when submitting a proposal pursuant to the subsequent Request for Proposal process without the written consent of the TWRC in its sole discretion.

## **2.4 Key Personnel Experience and Qualifications**

(1) If instructed to do so in the Data Sheet, the Applicant should list its proposed Key Personnel and provide the required information to demonstrate that each proposed Key Personnel has the experience and qualifications required by the TWRC.

(2) For the purpose of this prequalification process, the key personnel ("Key Personnel"), if any, are listed in the Data Sheet.

(3) The experience and qualifications required by the TWRC for each of the Key Personnel, if applicable, may be set out in the Data Sheet.

(4) If instructed to do so in the Data Sheet, the Applicant shall also submit curriculum vitae of each of the proposed Key Personnel.

(5) Applicants are advised that they will not be permitted to change Key Personnel prior to submitting a proposal in response to the Request for Proposals without the written consent of the TWRC provided in its sole discretion.

## **2.5 Financial Capabilities**

(1) If instructed to do so in the Data Sheet, the Applicant shall submit financial information in accordance with the following:

- (a) The Applicant shall submit audited financial statements for the two full fiscal years immediately prior to the deadline for submission of Applications and, if the most recent audited statement is more than 6 months old as of the deadline for submission, any interim financial statements produced since the audited financial statements. The TWRC may, in its discretion, request additional interim statements at any time during the prequalification process;
- (b) Except as provided in Section 2.5(1)(c), if the Applicant does not have audited financial statements, it shall submit a review engagement report prepared by an independent accountant for each of the two full fiscal years immediately prior to the deadline for submission of Applications;
- (c) If the Applicant does not have audited financial statements because its financial statements are consolidated with those of its parent company, the Applicant shall submit,
  - (i) the audited financial statements of its parent company for the two full fiscal years immediately prior to the deadline for submission of Applications and, if the most recent audited statement is more than 6 months old as of the deadline for submission, any interim financial statements produced since the audited financial statements; and
  - (ii) unaudited financial statements of the Applicant itself;The TWRC may, in its discretion, request additional interim statements at any time during the prequalification process; and
- (d) If the Applicant is a joint venture, each joint venture participant shall submit financial information in accordance with Section 2.5(1)(a), (b) or (c) as applicable to the joint venture participant.

(2) If instructed to do so in the Data Sheet, the Applicant shall submit a letter of reference from its bank which reference letter shall meet the following requirements:

- (a) The reference letter shall include all information that would routinely appear in a regular credit inquiry;
- (b) The reference letter shall be current and prepared specifically for the Application that is the subject of these Prequalification Documents;
- (c) The reference letter shall note how long the Applicant has been a customer of the bank issuing the letter of reference; and



- (d) For joint venture Applicants, each joint venture participant shall submit a reference letter that meets the requirements of Sections 2.5(2)(a), (b) and (c).

(3) The Applicant shall include the financial information required by this Section 2.5 with the completed Information Forms required by Sections 2.2, 2.3, 2.4 and 2.6.

## **2.6 Litigation History and Legal Matters**

(1) Unless the Data Sheet instructs otherwise, the Applicant shall provide accurate information on the applicable Information Form about any litigation or arbitration with clients resulting from contracts completed or ongoing and in respect of any criminal law violations and violation of rules of relevant professional colleges. A consistent history of awards or successful prosecutions against the Applicant or any joint venture participant may result in failure of the Application. In the interest of clarity, except in extreme cases, isolated incidents of litigation or arbitration with clients will not necessarily result in failure of the Application.

(2) Unless the Data Sheet instructs otherwise, for all litigation history and legal matters as set out in Information Form (3), the Applicant shall provide information for the 3 years immediately prior to the deadline for submission of Applications set out in the Data Sheet.

## **SECTION 3 - JOINT VENTURES**

### **3.1 Qualification Criteria**

(1) For the purpose of satisfying the requirements of Sections 2.2 and 2.3 and the corresponding Data Sheet requirements,

- (a) the data of participants in the joint venture may be added together; and
- (b) the Applicant's proposed Key Personnel may be employees of any joint venture participant.

(2) Each joint venture participant must individually satisfy the following criteria:

- (a) if instructed in the Data Sheet to submit the financial information required by Section 2.5(1) and 2.5(2), the financial capabilities as stated in Section 2.5(1) and (2); and
- (b) legal disclosure as stated in Section 2.6.

### **3.2 Participant in Charge/Power of Attorney**

One of the joint venture participants who is responsible for performing a key function in contract management or in executing a major component of the services shall be nominated as being in charge during the prequalification and RFP processes and, in the event of a successful proposal, during agreement finalization and execution ("Participant in Charge"). The Participant in Charge shall be authorized by the other joint venture participants to incur liabilities and receive instructions for and on behalf of any and all participants of the joint venture. A joint venture Applicant shall name its Participant in Charge in the Letter of Application and all joint venture participants shall sign the Letter of Application.

### **3.3 Joint and Several Liability**

(1) All participants of the joint venture shall be legally liable, jointly and severally, during the RFP process and for carrying out the obligations pursuant to the agreement terms and conditions.

(2) The TWRC may, in its sole discretion, require that each joint venture participant become a party to the agreement.

## **SECTION 4 - REQUESTS FOR CLARIFICATION BY APPLICANT**

### **4.1 Clarification Questions of Applicant**

(1) Applicants are responsible for requesting any clarification of the Prequalification Documents. Applicants shall submit all requests for clarification as written questions, identifying the name of the Applicant, by e-mail in the form attached in Schedule 3, to the TWRC representative at the e-mail address indicated in the Data Sheet.

(2) The TWRC will acknowledge the receipt of questions by e-mail reply. If an Applicant does not receive a TWRC e-mail acknowledgement of receipt of questions, the Applicant shall resend the questions.

(3) Applicants must submit their questions (and if applicable, must resend questions) no later than the date set out in the Data Sheet. Responses of the TWRC, including a description or listing of the inquiry but without identifying its source, will be posted on the TWRC's website under "Procurement", as will addenda to this prequalification (if any). The TWRC may, in its sole discretion, determine that a question is ambiguous or incomprehensible and decline to respond to that question.

(4) The TWRC will post on its website its responses to the questions of all recipients of the Prequalification Documents no later than the date set out in the Data Sheet.

(5) No oral explanation provided by the TWRC, or any other person or entity, in response to a request for clarification shall modify the Prequalification Documents in any way whatsoever.

### **4.2 Applicants Meeting**

It is not currently anticipated that an Applicant's meeting will be required in respect of these Prequalification Documents. However, the TWRC reserves the right to convene an Applicant's meeting, with one week's notice posted on the TWRC's website.

## **SECTION 5 - SUBMISSION OF APPLICATIONS**

### **5.1 Delivery**

Applicants should submit the number and type of copies specified in the Data Sheet. Applications are to be submitted in sealed envelopes, delivered either by hand or by courier to the address stated in the Data Sheet. Applications must be submitted no later than the date and time stated in the Data Sheet. The Applicant should set out its name and mailing address on the envelope, and the envelope should be clearly marked as indicated in the Data Sheet.

### **5.2 Late Applications**

The TWRC will reject late Applications.

### **5.3 Form of Application**

(1) Applicants shall submit their Applications in accordance with the Letter of Application, and should submit their Application in accordance with the Information Forms attached as Schedules.

(2) Applicants should not submit any information other than,

- (a) the Letter of Application;
- (b) the information required by Sections 2.2, 2.3, 2.4 and 2.6 as contained in their completed Information Forms (excluding the information Applicants are instructed in the Data Sheet not to submit);
- (c) any additional information that Applicants are instructed, in the Data Sheet, to submit; and
- (d) the financial information required by Section 2.5 (unless Applicants are otherwise instructed in the Data Sheet).

#### **5.4 Lack of Information**

If an Applicant fails to provide comprehensive and accurate information that is essential for the TWRC's evaluation of the Applicant's qualifications, or fails to provide timely clarification or substantiation of the information supplied, that failure may result in disqualification of the Applicant's Application.

#### **5.5 Material Changes**

Applicants shall inform the TWRC of any material change in information that occurs at any time during the prequalification process and that might affect their prequalification status. Respondents to the RFP will be required to update key prequalification information at the time of proposal submission. Prior to the award of an agreement, the successful Applicant will be required to confirm its continued status.

### **SECTION 6 - REVIEW OF APPLICATIONS**

#### **6.1 Evaluation by the TWRC**

The TWRC will review the Applications submitted and assess the degree to which the Applicant, in the TWRC's opinion,

- (a) has demonstrated that it has the required experience and qualifications as set out in Section 2.2;
- (b) has demonstrated that its proposed Key Personnel have the experience and qualifications as set out in Section 2.4 (unless the Applicant has been instructed in the Data Sheet not to submit this information);
- (c) has the financial strength and creditworthiness to carry out the services that are the subject of these Prequalification Documents (unless the Applicant has been instructed in the Data Sheet not to submit this information); and
- (d) does not have a consistent history of litigation awards or successful prosecutions against it in respect of the matters dealt with in Section 2.6 (unless the Applicant has been instructed in the Data Sheet not to submit this information).
- (e) has demonstrated that its Proposal meets with any other requirements that may be articulated in the Data Sheet.

#### **6.2 Inquiries and Supplemental Information**

(1) The TWRC may, in its sole discretion, conduct any inquiries or investigations, including contacting references, to verify the statements, documents, and information submitted in connection with

this Application and may seek clarification from the Applicant's bankers and clients regarding any financial and experience issues.

(2) The TWRC may, its sole discretion, request any supplementary information whatsoever from a Applicant after the deadline for submission of Applications including information that the Applicant could or should have submitted prior to the deadline for submission. However, the TWRC is not obliged in any way whatsoever to request supplementary information from an Applicant.

## **SECTION 7 - NOTIFICATION AND RFP PROCESS**

### **7.1 Notification of Prequalification**

No later than the time period stated in the Data Sheet after the date of submission of Applications, the TWRC will notify all Applicants in writing of the results of their Applications. As soon as possible after this notification, the TWRC may invite prequalified Applicants to submit a proposal under an RFP process.

### **7.2 One Application per Entity or Person**

- (1) Unless the TWRC has given prior written consent,
  - (a) an entity or person shall participate in only one Application in the prequalification process either individually or as a participant in a joint venture; and
  - (b) no entity or person can be a subcontractor of an Applicant while submitting a proposal individually or as a participant in a joint venture in the same prequalification process.

(2) Unless the TWRC has given written consent, a person or entity (including subcontractors and joint venture participants) who submits, or participates in, more than one Application may cause all the Applications or proposals in which that person or entity has participated to be disqualified.

(3) Applicants are advised that equivalent "one Proposal per entity or person" will apply during the RFP Process.

### **7.3 Changes after Prequalification**

Where an Applicant is prequalified and invited to submit a proposal, any change in that Applicant's Joint Venturers, subcontractors (if the RFQ Data Sheet specifies subcontractors will be evaluated), structure or formation shall be subject to written approval of the TWRC, and any such change may lead to disqualification of the that Applicant's proposal, in the TWRC's sole discretion.

### **7.4 Legal Matters**

- (1) The TWRC may take the following actions, and shall not be liable for any such actions:
  - (a) amend the scope and value of the services as described in the Data Sheet to be procured under this prequalification process and the subsequent RFP process, in which event proposals will be invited only from those Applicants who meet the resulting amended prequalification requirements;
  - (b) change or discontinue this prequalification process at any time whatsoever;
  - (c) if the TWRC believes it has not received sufficient Applications, extend the deadline for submission of Applications, even if the original deadline has passed;

- (d) reject or accept any prequalification Application; and
- (e) cancel the prequalification process and reject all Applications.

(2) This Prequalification Document is not an offer to enter into either a bidding contract (often referred to as "Contract A") or a contract to carry out the project (often referred to as "Contract B"). Neither this Prequalification Document nor the submission of an Application by an Applicant shall create any contractual rights or obligations whatsoever on either the Applicant or the TWRC.

(3) The Applicant acknowledges and agrees that the prequalification of an Applicant pursuant to these Prequalification Documents is a preliminary step only in the TWRC procurement process. Each prequalified Applicant will be evaluated further under any subsequent Request for Proposal evaluation process.

## **7.5 Information Disclaimer**

(1) The TWRC and its respective officers, employees, agents, consultants and advisors are not liable or responsible for any verbal or written information, or any advice, or any errors or omissions which may be contained in the Prequalification Documents or the schedules, data materials, or documents disclosed or otherwise provided to the Applicant pursuant to these Prequalification Documents.

(2) The Applicant shall conduct its own independent investigations and interpretations and shall not rely on the TWRC with respect to information, advice or documentation provided by the TWRC. The information contained in these Prequalification Documents is provisional and will be superseded by the RFP and other agreement documents.

(3) The TWRC makes no representation, warranty, or undertaking with respect to these Prequalification Documents and the TWRC and its respective officers, employees, agents, consultants or advisors, shall not be liable or responsible for the accuracy or completeness of the information in this document or of any other written or oral information made available to any interested person or its advisors, and any liability however arising, is expressly disclaimed by the TWRC.

## DATA SHEET

<p>ITA Section Reference</p>	<p>The instructions in this Data Sheet and related Information Forms are intended to complement, amend, or supplement the provisions in the Instructions to Applicants (“ITA”). In the event of conflict or ambiguity, the provisions in the Data Sheet shall prevail over those in the ITA and/or Background Information Document.</p> <p><b><i>The TWRC will post any addenda and answers to questions ONLY on the TWRC’s website at <a href="http://www.towaterfront.ca">www.towaterfront.ca</a> under a link found under the procurement heading. Applicants must check the TWRC’s website regularly to determine if the TWRC has issued any such documents by posting on the website.</i></b></p>
<p>1.1</p>	<p><b><u>Description of Services:</u></b></p> <p>The Toronto Waterfront Revitalization Corporation intends to pre-qualify Applicants to participate in a Request for Proposals for the purpose of creating a new signature for Toronto’s Central Waterfront Esplanade and Boulevard. The Central Waterfront is the three kilometer segment of waterfront that extends from Bathurst Street in the West to Jarvis Street in the East.</p> <p>Creating this new signature is anticipated to include producing a conceptual master plan for the Central Waterfront Esplanade and Boulevard, and may include such tasks as a) creating gateways at the Heads of the Lake Ontario Slips; b) establishing a continuous public promenade from Bathurst St. to Jarvis St.; c) completing the central segment of the Martin Goodman Trail; d) redefining the character of Queen’s Quay Blvd.; e) developing a strategy for renovation/replacement of the Island Ferry Terminal; f) developing innovative public spaces and programming; g) creating a conceptual lighting strategy for the Central Waterfront; h) proposing an architectural palette of materials and fixtures for the Central Waterfront; i) expanding on opportunities for interaction with the water; j) promoting sustainability; and k) promoting the aquatic ecology of the shoreline.</p> <p>It is anticipated that approximately five Applicants will be prequalified to participate in a Request for Proposals process (“RFP”) and that the RFP will take the form of a design competition, ultimately resulting in the performance of detailed design and construction administration. It is anticipated that after prequalification, each of the prequalified Applicants will be asked to identify a local partner. It is anticipated that local partners will be required to be licensed in the Province of Ontario and maintain an office or work in the greater Toronto area. It is anticipated that the majority of work will remain assigned to the prequalified Applicants. It is anticipated that Applicants based in the City of Toronto, or Applicants who have completed projects in the City of Toronto within the past ten years will not be required to have such a local partner. The TWRC reserves the right to change the criteria relating to participation of such local partners.</p>
<p>1.2</p>	<p><b><u>Estimated date of issuance of RFP:</u></b></p> <p>The TWRC estimates that a “kick-off” meeting and site visit will be held for all prequalified Applicants on March 30, 2006, and the RFP will therefore be issued prior to such estimated date.</p>

<p>2.1</p>	<p><b>General:</b></p> <p>The TWRC will score all Applicants and prequalify Applicants based on their ranking according to the following criteria and their associated weightings:</p>		
	<p><b>Qualification/Experience Criterion to be evaluated</b></p>	<p><b>Weight of Criterion in Total Score</b></p>	<p><b>Sub-criteria that the TWRC <i>may</i> consider in the evaluation of this criterion, and weightings that the TWRC <i>may</i> apply to such sub-criteria</b></p>
	<p>Methodological approach to design that goes beyond conventional solutions, and demonstrates innovation.</p>	<p>30%</p>	<p>Evaluation of this criterion may include evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) Ability to take risks, and not accepting received wisdom; starting with fundamentals and going beyond easy and safe design solutions;</li> <li>b) Commitment to creating buildings, urban districts, plazas and parks that inspire, and are extraordinary in their ability to elevate people’s everyday experience;</li> <li>c) Demonstrating understanding, through synthesizing disparate or contradictory information in an energetic way so that the whole is greater than the sum of the parts.</li> </ul>
<p>Outstanding work experience and qualifications (of the Applicant, its Key Personnel and Subcontractors)</p>	<p>40%</p>	<p>20% of this criterion score may be assigned to experience with designing spectacular public spaces, and may include evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) projects for vibrant public parks and promenades; and</li> <li>b) projects that create spaces and communities that balance the pedestrian realm with adjacent buildings and streets.</li> </ul> <p>5% of this criterion score may be assigned to experience with sustainability, and may include evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) projects that exhibit extraordinary design excellence with an emphasis on environmental consciousness and sustainability;</li> <li>b) projects that create long-lasting economic and social value; and</li> <li>c) projects that mesh with the TWRC’s sustainability framework as articulated on its website.</li> </ul> <p>5% of this criterion score may be assigned to experience with scale, and may include</p>	

			<p>evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) projects that demonstrate an understanding of scale and connection beyond the immediate site; and</li> <li>b) projects that address phasing and the reciprocal relationship of local and regional development.</li> </ul> <p>5% of this criterion score may be assigned to experience with transit, and may include an evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) projects for accessible mass transit and new transportation centers that integrate pedestrian movement and public space.</li> </ul> <p>5% of this criterion score may be assigned to experience with community sensibilities, and may include an evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) projects that through careful attention to urban design and quality of life integrate the needs of disparate populations including visitors and people who live or work in the Central Waterfront.</li> </ul>
	<p>Evidence of commitment of Key Personnel to lead the Applicant team</p>	<p>30%</p>	<p>Evaluation of this criterion may include an evaluation of such items as:</p> <ul style="list-style-type: none"> <li>a) Evidence of the proportion of time and the role that each of the Key Personnel will contribute and the qualifications and experience of those Key Personnel; and</li> <li>b) Evidence of the proportion of time Key Personnel who are firm Principals will contribute in particular, and the qualifications and experience of those Principals.</li> </ul>
<p>The TWRC's Financial Capacity Evaluation Team will evaluate Applicant evidence of financial capacity, which may consist of one or more individual evaluators. The TWRC will evaluate financial capacity on a pass-fail basis.</p> <p>Notwithstanding the above mechanism for ranking Applicants, the TWRC is seeking to develop a list of prequalified Applicants from different geographic locations. As such, the TWRC in its sole discretion reserves the right to limit the number of prequalified Applicants representing any given geographic location (including the geographic location of any Applicant's joint venture participants and/or Subcontractors if applicable).</p>			



2.2	<p><b><u>Experience and Qualifications</u></b></p>
	<p><b><u>A. Applicant Qualifications/Submission Requirements:</u></b>          The Applicant should provide relevant, concise and compelling information about the following:</p> <p><b>Methodological Approach</b>          a) A statement explaining the Applicant's design philosophy, indicating what aspects of city and building design the Applicant expects to emphasize in its approach to the Central Waterfront;</p> <p>b) A description of how the Applicant intends to work, including methods, techniques, and organizational structure of the Applicant team.</p> <p><b>Corporate and Personnel Qualifications and Experience</b>          a) A description of the lead and supporting firms that comprise the Applicant (be they joint venture participants or Subcontractors), and the Applicants' Key Personnel who are put forward to work directly with the TWRC;</p> <p>b) A history of the Applicant's experience and qualifications as well as experience and qualifications of its Key Personnel put forward for the assignment, including number of projects, years of operation, range of urban and architectural project sizes and budgets, awards, prizes, citations and any other relevant information;</p> <p>c) The Applicant should provide the information described in Section 2.4(1) of the ITA, to demonstrate that each proposed Key Personnel has the experience and qualifications required. Key Personnel is defined as Principals, Project Manager(s) and other professional staff that the Applicant proposes to lead the assignment.</p> <p><b>Work Samples</b>          a) Samples of up to five projects that the Applicant has completed in the areas of architecture, urban design and/or redevelopment in the past fifteen years. This should include a description of the program, the nature of the work, the size and complexity of the project, as well as the name of the client and/or a contact person who is able to provide a reference</p> <p>b) Any other information that the Applicant believes would make its participation in the RFP of greatest value in envisioning the future of the Central Waterfront. The Applicant should provide in particular its qualifications and experience that address the items listed in this Data Sheet above and ITA as items that the TWRC will consider in its evaluation of Applicants.</p> <p><b>Evidence of Commitment of Key Personnel</b>          Evidence of commitment of Key Personnel it proposes to lead the Applicant team.</p> <p><b>Information Form 2</b>          Applicants are not required to use the form described in Section 2.2 of the ITA, and that form is not included in these prequalification documents.</p>
2.3(1)(a)	<p><b><u>Subcontractors:</u></b></p> <p>The TWRC will take into account the experience and qualifications of any Applicant Subcontractors in its evaluation of Applications.</p>

<p>2.5(1)</p>	<p>Applicants are not required to submit the information required by Section 2.5(1) of the ITA. Instead, Applicants are required to submit evidence of financial capacity to perform services similar in nature and scope to the Services. In doing so, Applicants should provide the following:</p> <ul style="list-style-type: none"> <li>a) Audited financial statements for the two fiscal years prior to the deadline for submission of Applications, and un-audited year-to-date financial statements to the end of the most recent quarter since the end of the last fiscal year.</li> <li>b) Alternatively, if audited financial statements are not available, financial statements supported by a review engagement report for the two fiscal years prior to the deadline for submission of Applications, and un-audited year-to-date financial statements to the end of the most recent quarter since the end of the last fiscal year.</li> <li>c) Alternatively, if audited financial statements or financial statements supported by a review engagement report are not available, un-audited financial statements for the two fiscal years prior to the deadline for submission of Applications, together with a signed confirmation, on the Applicant's letterhead (or any Applicant joint venture participant's letterhead, if the Applicant is a joint venture), from the person who routinely acts in the capacity of the CFO of the Applicant, or from the President, Secretary or Treasurer of the Applicant, or from a partner of the Applicant (or any Applicant joint venture participant, if the Applicant is a joint venture), to the effect that to the best of the signing party's knowledge, information and belief, the information presented in the un-audited financial statements reflects, in all material respects, the financial condition of the Applicant, and un-audited year-to-date financial statements to the end of the most recent quarter since the end of the fiscal year.</li> <li>d) Any other relevant evidence of financial capacity.</li> </ul> <p>Evidence of financial capacity should be provided in a separate sealed envelope or package with the Applicant's full legal name and return address, the RFP number, the deadline for submission of Applications, and the label "Financial Capacity Submission" clearly displayed on the outside of the envelope or package.</p> <p>The TWRC's Financial Capacity Evaluation Team, which may consist of one or more individual evaluators, will evaluate Applicant evidence of financial capacity.</p> <p>The following text is added as item (3) to Section 6.2 of the ITA – Inquiries and Supplemental Information: "For clarity, the TWRC may, in its sole discretion request additional evidence of financial capacity from any Applicant at any time during the prequalification process, even if it could or should have been provided prior to the deadline for submission of Applications. However, the TWRC is not obliged in any way whatsoever to request such additional evidence."</p> <p>The following text is added as item (4) to Section 6.2 of the ITA – Inquiries and Supplemental Information: "The TWRC may require any Applicant to attend a meeting or meetings at the TWRC offices in Toronto to provide additional information and/or clarification of any matters with respect to the financial capacity of the Applicant."</p> <p>The following text is added as item (5) to Section 6.2 of the ITA – Inquiries and Supplemental Information: "For clarity, if the TWRC requires an Applicant's attendance at a meeting or meetings pursuant to Section 6.2(4) above, the Applicant shall be responsible for all expenses associated with travel to such meeting or meetings."</p>
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2.5(2)	The Applicant is not required to submit the information referred to in Section 2.5(2).
2.6	The Applicant is not required to submit the information required by Section 2.6.
2.2	The Applicant is not required to submit the form referred to in Section 2.2 of the ITA.
4.1	<p><b><u>Clarification Questions of the Applicant</u></b></p> <p><u>E-mail address of the TWRC:</u></p> <p>Email:     <a href="mailto:procurement@twaterfront.ca">procurement@twaterfront.ca</a></p> <p><u>Deadline for submissions of questions:</u></p> <p><b>February 16, 2006, 2:00:00 p.m.</b></p> <p><u>Deadline for posting TWRC responses to questions on its website:</u></p> <p><b>February 23, 2006 (approximately)</b></p>
5.1	<p><b><u>Submission of Applications</u></b></p> <p><u>Address:</u></p> <p>Toronto Waterfront Revitalization Corporation 207 Queen's Quay West, Suite 822 Toronto, Ontario M5J 1A7</p> <p>To:        Christopher Glaisek, Vice President, Planning and Design Attention: Milena Vargas, Procurement Administrator Tel:       (416) 214-1344 X 226 Email:     <a href="mailto:procurement@twaterfront.ca">procurement@twaterfront.ca</a></p> <p><u>Deadline for submission:</u></p> <p><b>March 9, 2006 at 5:00:00 p.m. (Toronto time)</b></p> <p><u>Envelope marking:</u> "Prequalification Application for: Central Waterfront Design Competition, RFQ #05/06-25"</p> <p><u>Size of Submission:</u> Applicants should submit six identical hard copies of their Application, one of which should be marked "Original" and should bear original signatures, and another one of which should be unbound. An additional seventh copy should also be provided in electronic format. Submissions should not exceed sixteen pages in length (i.e. eight double sided pages). The forms required by this RFQ to be submitted are not included in the aforementioned sixteen pages, nor is evidence of the Applicant's financial capacity.</p>
7.1	<p><b><u>Approximate Date of TWRC's Notification</u></b> <b>March 16, 2006</b></p>

## **Schedule 1**

### **Background Information Document**

**(Refer to associated Background Information Document  
entitled “Innovative Design Competition for Toronto’s Central  
Waterfront Background Information Document)**

## **Schedule 2**

### **Letter of Application**

## LETTER OF APPLICATION

*[Letterhead paper of the Applicant or participant in charge for a joint venture, including full postal address, telephone and facsimile.]*

Date: \_\_\_\_\_

To: Milena Vargas, Procurement Administrator

Toronto Waterfront Revitalization Corporation  
Suite 822  
207 Queens Quay West  
Toronto, Ontario, M5J 1A7  
Canada

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***[Insert name and address of Applicant.]***

**Re: *Prequalification for Design Competition for Toronto's Central Waterfront***  
***(TWRC Prequalification #05/06-25)***

1. Being duly authorized to represent and act on behalf of \_\_\_\_\_ ("the Applicant"), and having reviewed and fully understood the Prequalification Documents, all of the prequalification requirements and background information provided, the undersigned hereby applies for prequalification to submit a proposal to provide the services as described in the Data Sheet, and furthermore that, the Applicant (as defined in this prequalification) does not have any Conflict of Interest which exists now or may exist in the future in respect of its participation in this prequalification process, the submission of an Application, and if selected as a prequalified Applicant, its participation in any subsequent request for proposal process.
2. The TWRC and its representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with

this Application, and to seek clarification from our bankers and clients regarding any financial experience and qualifications issues. This Letter of Application will also serve as the supporting documentation to provide such information deemed necessary, and as requested by yourselves, to verify statements and information provided in this Application, such as the resources, experience and qualifications, and competence of the Applicant.

3. The TWRC and its representatives may contact the following persons for further information:

***[Insert name and contact information of the Applicant's representative.]***

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4. This Application is made with the full understanding that:

- (a) subsequent proposals submitted by prequalified Applicants pursuant to the applicable Request for Proposals process will be subject to verification of all information submitted for prequalification at the time of submission of proposals and will be subject to an additional evaluation process;
- (b) the TWRC may, in its sole discretion,
  - (a) amend the scope and value of the services as described in the Data Sheet or in the Background Information Schedule to be procured under this process, in which event proposals will be invited only from those Applicants who meet the resulting amended prequalification requirements;
  - (b) change or discontinue this prequalification process at any time whatsoever;
  - (c) if the TWRC believes it has not received sufficient Applications, extend the deadline for submission of Applications even if the original deadline has passed;
  - (d) reject or accept any prequalification Application; and
  - (e) cancel the prequalification process and reject all Applications.

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Applicants who are not joint ventures are instructed to strike out paragraph 5 and initial the strike out.

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5. We confirm that if we are prequalified to submit a proposal in a subsequent Request for Proposal process, that proposal, as well as any resulting agreement, will be,
- (a) signed so as to legally bind all joint venture participants, jointly and severally and to require that all joint venture participants are jointly and severally liable for all obligations under the agreement; and
  - (b) in the sole discretion of the TWRC, signed by all joint venture participants.
6. We confirm that the Applicant (inclusive of all joint venture participants if applicable) does not have any conflict of interest which exists now or may exist in the future in respect of its submission of an Application, and if prequalified, its participation in any subsequent request for proposal(s), and if chosen to provide goods or services to the TWRC as a result of such request for proposal(s), its provision of such goods and/or services. "Conflict of Interest" in this letter

means any personal or pecuniary interest, condition, relationship, activity or circumstance as a result of which an Applicant is unable or potentially unable to provide impartial and objective assistance, advice or services to TWRC or as a result of which an Applicant has or might reasonably expected to have an unfair competitive advantage.

7. This Application is made with the full understanding that the TWRC may,
- a) make public the names of the Applicants;
  - b) make copies of all Applications for its internal review and provide such copies to the officers, directors and staff of the TWRC, its advisors, the federal and provincial governments and the City of Toronto (in its obligations to report its activities to such governments), or any other person or entity that the TWRC determines in its sole discretion to be necessary or advisable, and

The undersigned declare that the statements made and the information provided in the duly completed Application are complete, true, and correct in every detail.

Signed Name
For and on behalf of <b><i>[name of Applicant or lead participant of a joint venture]</i></b>

Signed Name
For and on behalf of <b><i>[name of joint venture participant]</i></b>

Signed Name
For and on behalf of <b><i>[name of joint venture participant]</i></b>

***[THE APPLICANT SHALL SIGN THE LETTER OF APPLICATION. EACH JOINT VENTURE PARTICIPANT SHALL SIGN THE LETTER OF APPLICATION IF THE APPLICANT IS A JOINT VENTURE.]***



## **Schedule 3**

### **Information Forms**

## **INFORMATION FORMS**

INFORMATION FORM (1)

## General Information

**This form should be completed and submitted by individual Applicants or, if a joint venture Applicant, by EACH joint venture participant. The TWRC does not request Subcontractors to complete this form.**

1.	Name of firm	
2.	Head office address	
3.	Telephone	Contact Person
4.	Fax	
5.	E-mail Address	
6.	Place of incorporation/registration	Years of incorporation/registration

INFORMATION FORM (2)

**NOT REQUIRED. INTENTIONALLY DELETED.**

INFORMATION FORM (3) & (3)(b)

**NOT REQUIRED. INTENTIONALLY DELETED.**

E-MAIL QUESTION FORM – PREQUALIFICATION (4)

**Form for Submission of Questions**  
(ref. ITA Section 4.1)

<b>Prequalification Document Section Reference or Information Form Reference</b>	<b>Question</b>