

**PART E**  
**SPECIFICATIONS**

## **PART E - SPECIFICATIONS**

### **GENERAL**

#### **E1. GENERAL**

E1.1 These Specifications shall apply to the Work.

#### **E2. SERVICES**

E2.1 The Contractor shall supply, install, sell and maintain Facia Advertising Signs (to a maximum of 1,000 signs) on City Transit Shelters (to a maximum of 450 shelters) in accordance with the requirements hereinafter specified.

#### **E3. CITY TRANSIT SHELTER FACIA ADVERTISING SIGN DESIGN(S) AND SPECIFICATIONS**

E3.1 Unless otherwise approved by the City and Winnipeg Transit, the Facia Signs installed will meet the Design Guidelines included in Safe & Accessible Bus Stops:

- (a) The City has the sole right to approve the design(s) of any Facia Signs installed under the terms of this Agreement. The Contractor shall provide complete plans and specifications (including detailed plans, elevations and shop drawings) for the Facia Advertising Signs to be supplied.
- (b) The Contractor further represents that the Facia Advertising Signs shall reflect a design(s) that is attractive and enduring in the way that it achieves a positive visual contribution to the streetscape as determined by the City, acting reasonably, and;
  - (i) Does not impair sightlines or visibility of legal business signs or advertising, as approved by the City;
  - (ii) Does not create or pose a safety concern or hazard to pedestrians or vehicles;
- (c) Does not cause damage to City Transit Shelter structures or related components.
- (d) Design(s) and construction of Facia Advertising Signs shall be approved by professional engineer registered with APEGM upon award of contract and prior to installation.

#### **E4. INSTALLATION AND LOCATION OF FACIA ADVERTISING SIGNS**

E4.1 The Contractor shall, subject to the provisions herein contained at its own expense, provide, deliver and install Contractor owned Facia Advertising Signs and components over the term as follows:

- (a) Installation of Facia Advertising Signs shall be approved by professional engineer registered with APEGM upon award of contract and prior to installation;
- (b) Installation of Facia Advertising Signs (to a maximum of 4 signs per shelter) will be permitted on City Transit Shelters excluding City Transit Shelters located in the downtown area and in designated "Biz Zones".
- (c) Installation of Facia Advertising Signs will not be permitted on advertising shelters or on City Transit Shelters considered inappropriate for this purpose by the City.
- (d) The City reserves the right to specify and approve the locations and installation dates of Facia Advertising Signs at any time, acting reasonably.
- (e) The Contractor agrees to remove any Facia Advertising Sign(s) at the request of the City, acting reasonably.
- (f) The Contractor shall at end of each month, provide the City with an updated inventory list including map showing all Facia Advertising Sign locations.

- (g) The Contractor shall at all times adhere to the City's current standards (Design Guidelines – Safe & Accessible Bus Stops) for shelters.
- (h) The Contractor shall covenant to take all necessary steps to ensure that interruptions are minimal to pedestrian and/or vehicular traffic during Facia Advertising Sign installation and maintenance. The Contractor shall ensure that all of its vehicles used for the installation of Facia Advertising Signs are equipped with the necessary traffic control devices. The Contractor agrees no work shall be performed between 7:00 am to 9:00 am and 3:30 pm to 5:30 pm on regional streets.
- (i) The City may allow other forms of advertising at locations containing Facia Advertising Signs.
- (j) The Contractor may request an exchange of shelter location with the City. Such request and approvals shall be in writing to the Contract Administrator. The Contractor will receive no compensation whatsoever from the City for relocation and disruption cost and the Contractor must restore the site to its original condition at its own expense.

## **E5. MAINTENANCE, CLEANING, INSPECTION AND REPAIR**

- E5.1 The Contractor will be responsible for all maintenance and repairs of Facia Advertising Sign(s) and related components.
- E5.2 The Contractor will be responsible for all repairs to the shelter if damage is due to the installation, maintenance, repair or presence of Facia Advertising Sign(s).
- E5.3 The Contractor shall supply all personnel, tools, equipment, materials, and incidentals necessary to maintain Facia Advertising Signs and related components to the satisfaction of the City.
- E5.4 Facia Advertising Sign(s) and related components are to be maintained by the Contractor in a clean and safe condition and in good repair at all times throughout the term of the contract, to the satisfaction of the City.
- E5.5 Facia Advertising Sign(s) and related components are to be inspected during daylight hours, by the Contractor, at least weekly, to check that there is no graffiti, or damage to Facia Advertising Sign(s) and related components and that Facia Advertising Sign(s) and related components are in good condition.
- E5.6 The Contractor will correct any deficiencies, whether identified during its own inspection or as a result of notification by the City or by the general public, within 48 hours or immediately if the condition of the Facia Advertising Sign(s) and related components should so require.
- E5.7 In the event that the Contractor discovers glass elements of the City Transit Shelter are broken, the Contractor shall notify Winnipeg Transit immediately.
- E5.8 In the event of damage, corrosion or other state of disrepair to a City Transit Shelter or components, caused by the installation of Facia Advertising Sign(s) and components, the Contractor at his expense, shall remedy the condition or if the condition cannot be remedied shall replace the City Transit Shelter and related components, excluding pad.
- E5.9 Further to E5.8, damage, or other state of disrepair (including corrosion) shall be deemed to exist where the condition results in a City Transit Shelter or component not being safe, clean, attractive, functional or which does not provide protection from the elements or is not a positive contribution to the streetscape.
- E5.10 The Contractor shall ensure that all of its vehicles used for the maintenance of Facia Advertising Signs are equipped with the necessary traffic control devices. The Contractor agrees no work shall be performed between 7:00 am to 9:00 am and 3:30 pm to 5:30 pm on regional streets.

E5.11 The Contractor shall clean up all dirt, debris, and any other rubbish caused by installation, repair or maintenance of Facia Advertising Sign(s) in a timely fashion and to the satisfaction of the City, acting reasonably.

E5.12 The Contractor shall repair all damages caused by installation or maintenance of Facia Advertising Sign(s) to adjacent property, public, or private, such as sidewalks, roadways, grassed areas, trees, shrubs and any structures, in a timely fashion and to the satisfaction of the City, acting reasonably.

## **E6. DRAINAGE**

E6.1 No Facia Advertising Sign shall be constructed or so installed as to cause water, snow or ice to accumulate on the roof or inside the shelter.

E6.2 No Facia Advertising Sign shall be constructed or so installed as to cause water, snow or ice to accumulate in front of the shelter entryway.

E6.3 No Facia Advertising Sign shall be constructed or so installed as to cause water to penetrate the roof of the shelter.

## **E7. SAFETY HAZARD**

E7.1 Facia Advertising Signs must be of an approved design and construction to not become a safety hazard to shelter occupants, pedestrians or vehicles. The Contractor must immediately remedy any conditions that present a safety hazard or concern to shelter occupants, pedestrians or vehicles.

## **E8. MATERIALS USED**

E8.1 The Contractor will provide plans Facia Advertising Signs showing appropriate materials, dimensions, gauges and engineering details, subject to the approval of the City;

(a) All equipment, material and supplies used in the manufacture and installation of Facia Advertising Signs must be brand new equipment or material except as otherwise specifically stated in the agreement.

(b) All equipment, material and supplies used in the manufacture and installation of Facia Advertising Signs is subject to approval by the City.

## **E9. MONITORING/REPORTING**

E9.1 A monthly damage and vandalism report is to be submitted by the Contractor to the Contract Administrator along with an update on general conditions of all City Transit Shelters containing Facia Advertising Signs.

E9.2 The Contractor agrees to complete any necessary maintenance and repairs to the shelters to ensure the shelters are in substantially the same condition as they were at the beginning of this agreement, except for normal wear and tear.

## **E10. ACCESS**

E10.1 The Contractor shall provide the City with free access at all times to the shelters and advertising faces or frames for the purposes of installing, repairing, maintaining, renewing, inspecting, and/or removal of said shelters and advertising faces or frames and performing any other service, operation, or function which may be useful or expedient in furnishing and operating shelters.

## **E11. LIASON AND ADVERTISING STANDARDS**

- E11.1 It is the intent of the City and the Contractor to achieve an advertising program which is effective, aesthetically pleasing and which will inure to the benefit of both parties. Recognizing that a close and harmonious relationship is essential to these goals, the parties agree to maintain throughout the term of this Agreement a continual liaison and exchange of plans and information to assure its successful implementation.
- E11.2 In determining the acceptability of any advertisements within the provisions of this contract, the City will be guided by the general principles embodied in the Canadian Code of Advertising standards and updates to this Code as developed. Without limiting the generality of those standards.
- E11.3 The City will not accept advertising which is likely in light of prevailing community standards to be considered of questionable taste or offensive in its style, content or method of presentation. Although the City is guided by the Canadian Code of Advertising Standards, the City is the sole and final arbiter in all matters relating to Winnipeg Transit advertising acceptance. The City may refuse, or order removal of any advertising material at any time in its absolute discretion.
- E11.4 Advertisements, to be accepted, shall be limited to those that communicate information concerning goods, services, public service announcements, and public events.
- E11.5 Advertisements, otherwise acceptable under this policy, which convey information about a meeting, gathering or event, must contain, but are limited to the name of the sponsoring group, the name of the persons participating in the event, and the location, date and time of the event.
- E11.6 All advertisements must comply with the laws, statutes, regulations and by-laws enforced in the Province of Manitoba.
- E11.7 The City will not accept advertising, which, in its discretion, is determined not to be in the best interest of public transit and/or Winnipeg Transit. The objective of Winnipeg Transit is to increase ridership, and any advertising, which is deemed to be contrary to that objective, will not be accepted. Any advertisements that minimize and/or detract from the image of Winnipeg Transit and/or its employees will not be accepted. Any advertising with reference to Winnipeg Transit and/or public transit must be presented by the advertiser to the Contractor and Contract Administrator for approval prior to production of advertising materials. If an advertisement is not reviewed and approved prior to placement in the system, and upon later review, it is judged to not be compliant with the above guidelines, or at the discretion of the Contract Administrator, the Contractor will remove the advertisement.
- E11.8 No advertisement will be accepted which promotes or poses a specific theology, religious ethic point of view, policy or action.
- E11.9 Tobacco Advertisements of any kind are not acceptable. Any displays depicting the use of tobacco or consumption of tobacco shall be refused.
- E11.10 Advertising, which is of questionable taste or which is irritating in its content or method of presentation, will not be accepted.
- E11.11 Political advertising is subject to any laws governing the election and the Canadian Code of Advertising Standards at all times including election advertising during election times.
- E11.12 Material calling for the advocacy of, or opposition to, a political point of view, policy or action is prohibited. Material advocating the name of any political party is acceptable. Material advocating the candidacy of an individual may be accepted providing the content is in keeping with all guidelines and that the message centres generally on the candidate's name and party affiliation, the office being sought, election date or other such information pertinent to the

election. Material, which tends to disparage a candidate or party, will not be allowed. Material informing the public of the specifics relating to a meeting, gathering or event will be permitted if the information is confined to subject, name of speaker, location, date and time of the event. All political advertising will indicate that the advertisement is paid for by a party or candidate so as to avoid giving the impression that the City is supporting a given party or candidate.

- E11.13 The Contractor is charged with the responsibility of interpreting and implementing the advertising guidelines. Potential advertisers should deal directly with the Contractor handling the sale of Winnipeg Transit advertising space.
- E11.14 Where an advertiser and the Contractor are in dispute with an advertisements compliance with the guidelines (whether before or after ad placement) the Contractor will refer the ad to Advertising Standards of Canada for immediate adjudication of the Canadian Code of Advertising Standards and to the Contract Administrator for adjudication of internal City advertising guidelines. Notwithstanding the foregoing, the City at its discretion will be the final arbiter on all matters relating to Winnipeg Transit advertising.
- E11.15 If the City receives a complaint regarding advertising in/on Transit Shelters, the Contract Administrator may send the complaint to the Contractor who will refer the ad to Advertising Standards of Canada for immediate adjudication of the Canadian Code of Advertising Standards. Notwithstanding the foregoing, the City at its discretion will be the final arbiter on all matters relating to Winnipeg Transit advertising.

**E12. DESIGN GUIDELINES: SAFE & ACCESSIBLE BUS STOPS**

## Transit Passenger Shelters

### General Considerations

Transit passenger shelters are used for the protection of waiting passengers from bad weather, provision of seating for elderly patrons, posting of schedule information materials, and generally, for the convenience of the travelling public. The following criteria are guidelines for installing a shelter:

- The average number of passengers using the stop must not be lower 150 passengers per day (24 hour period) or 800 per week.
- The size of a shelter is determined by the acceptable size of the queue of the waiting passengers, calculated at a density of 6.25 sq. ft. per waiting passenger and the total cost of installation.
- Sidewalks with widths less than 3.1 m cannot safely accommodate a transit passenger shelter.

### Shelter Design

- Transit passenger shelters vary widely in materials and dimensions. The following dimensions are typical for shelters used city-wide. These dimensions can be used as guidelines for designing bus stop areas:
  - 1.2m (4') wide X 2.4m (8') length (non-heated, one opening/no door)
  - 1.5m (5') wide X 3.8m (11') length (non-heated, one opening/no door)
  - 2.4m (8') wide X 4.5m (15') to 12.2m (40') length (heated, two doors)
- Shelter openings should be a minimum width of 800mm (2.62') in order to allow a wheelchair to pass through.
- Doorway openings in small unheated transit passenger shelters must be designed to the standards specified in the Manitoba Building Code.
- Doorway openings and doors in large transit passenger shelters must be designed to the standard specification in the Manitoba Building Code.
- The safety strip applied to transparent surfaces should be a minimum width of 75mm (3") wide and must be blue in colour. The stripe should be at the midpoint of the transparent shelter panel, approximately 140-160mm (55-63") above ground level.
- Seating should be provided, if feasible, with sufficient space for passenger movement. Seating should be oriented in the direction of approaching buses.

### Seating

- Accessible seats should have a seat height of 450 to 550mm and a seat depth of 400 to 500mm.
- The front edge of a seat should be at least 600mm from the nearest travel path.

Figures 5, 6 and 7 illustrate examples of layout designs for all of the elements of a typical bus stop. Layout of individual stops depends primarily on the characteristics of the particular site (i.e. built-up urban, suburban, and wide suburban boulevard environments).

## Transit Passenger Shelters

### Criteria for Installation

Requests for the placement of a transit shelter at a bus stop are received from Transit customers in general. Occasionally, requests are received from bus operators or other Transit staff members.

#### 1. Placement Evaluation:

To ensure fairness in the placement of new transit passenger shelters throughout the City of Winnipeg, all requests are evaluated according to the following criteria as adopted by the Committee on Works and Operations on August 27, 1973:

Priority should be given to locations:

1. At transfer points where some inconvenience to passengers is occasioned by the necessity of transferring and waiting for the second bus.
2. At major transit passenger generators, such as hospitals, parks, and educational establishments and major shopping centers.
3. At intermediate points of routes where a considerable number of residents have walking distances substantially greater than the normal of 1/4 to 1/2 mile (400 meters).
4. At bus stops nearest to major Senior Citizens= Housing Units.

On March 7th, 1980 the Committee approved the following additional criterion:

5. At locations which are in open areas affected by the elements (e.g. Wind-swept).

Based on the evaluation, each requested location is assigned a score, which either represents a 'high' or 'low' priority. Requests are then either placed on a priority waiting list or filed for future review.

#### 2. On-Site Inspections:

A "high" priority shelter request will be placed on a waiting list and will be fulfilled in order of priority, subject to there being no operational or safety impediments to installing a shelter at a given location. The Chief Inspector and Operations Planner from Winnipeg Transit conduct an on-site inspection of every bus stop that is on the priority waiting list to check for operational suitability before a shelter can be recommended for placement.

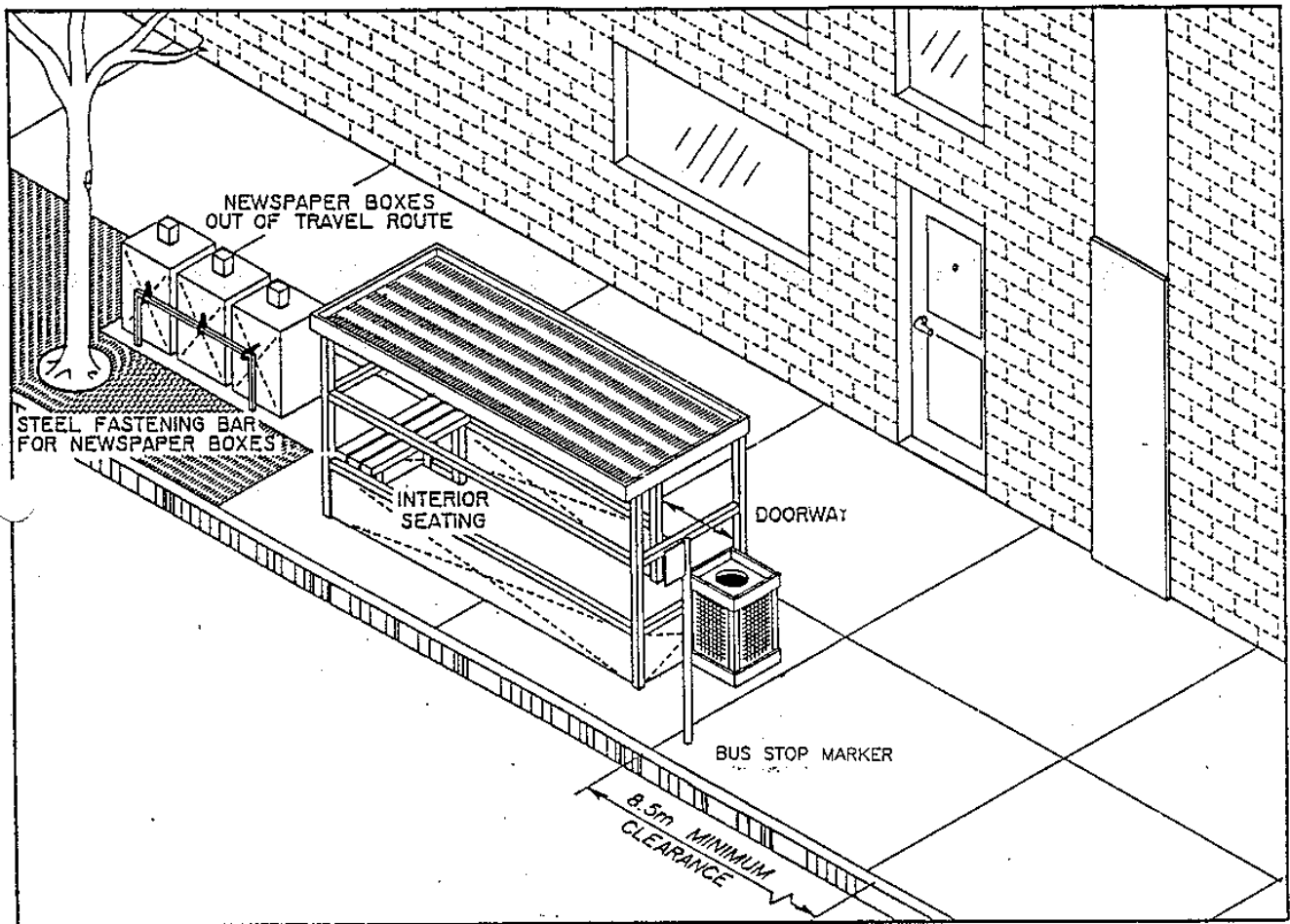
The operational criteria used are as follows:

1. Is there protection against prevailing winds given the possible orientation of shelter
2. Clearance for passage of pedestrians (is there adequate sidewalk and/or boulevard space to place shelter?)
3. Clearance for snow plow (is there adequate sidewalk space for snow plow to pass shelter in winter?)
4. Lighting conditions (can passengers see and be seen?)
5. Visibility for motorists and pedestrians (would the shelter obstruct their view?)

Although some locations may make the priority waiting list, they may never receive a shelter because of some type of operational or safety impediments or lack of physical space that prevents the placement of a shelter.



FIGURE 5: Typical Bus Stop - Built-up Urban Boulevard

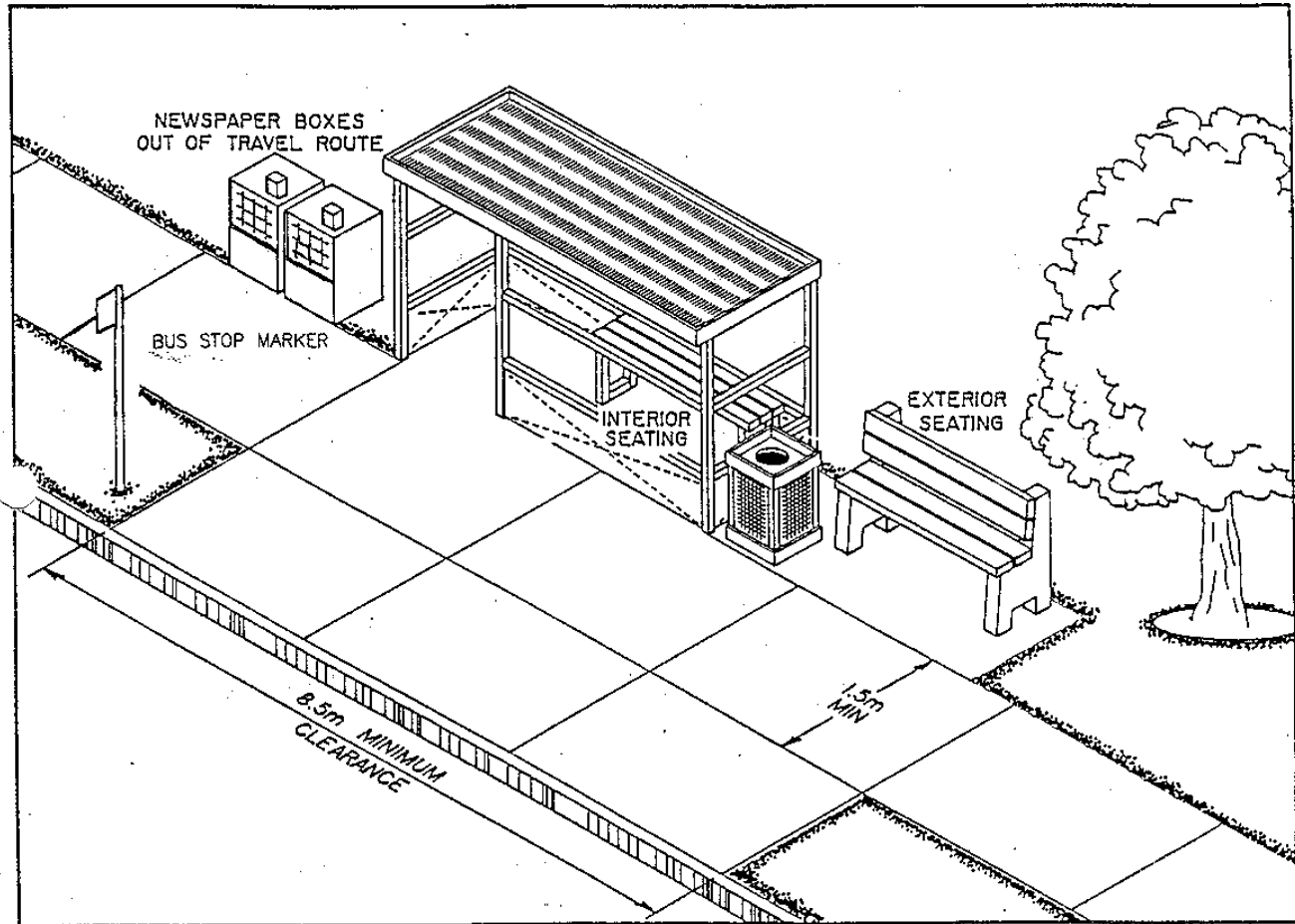


## Bus Stop and Passenger Waiting Area Design

### General Points:

- Accessible travel paths should follow the shortest distance between two points
- Walkways must be well maintained (stable pavement, level, and well drained)
- Walkways must be clear of snow, ice and other debris.
- Street furniture and signage, such as posts, benches, newspaper boxes, garbage receptacles should be located out of the travel path of transit passengers and pedestrians.

FIGURE 6: Typical Bus Stop - Suburban Boulevard

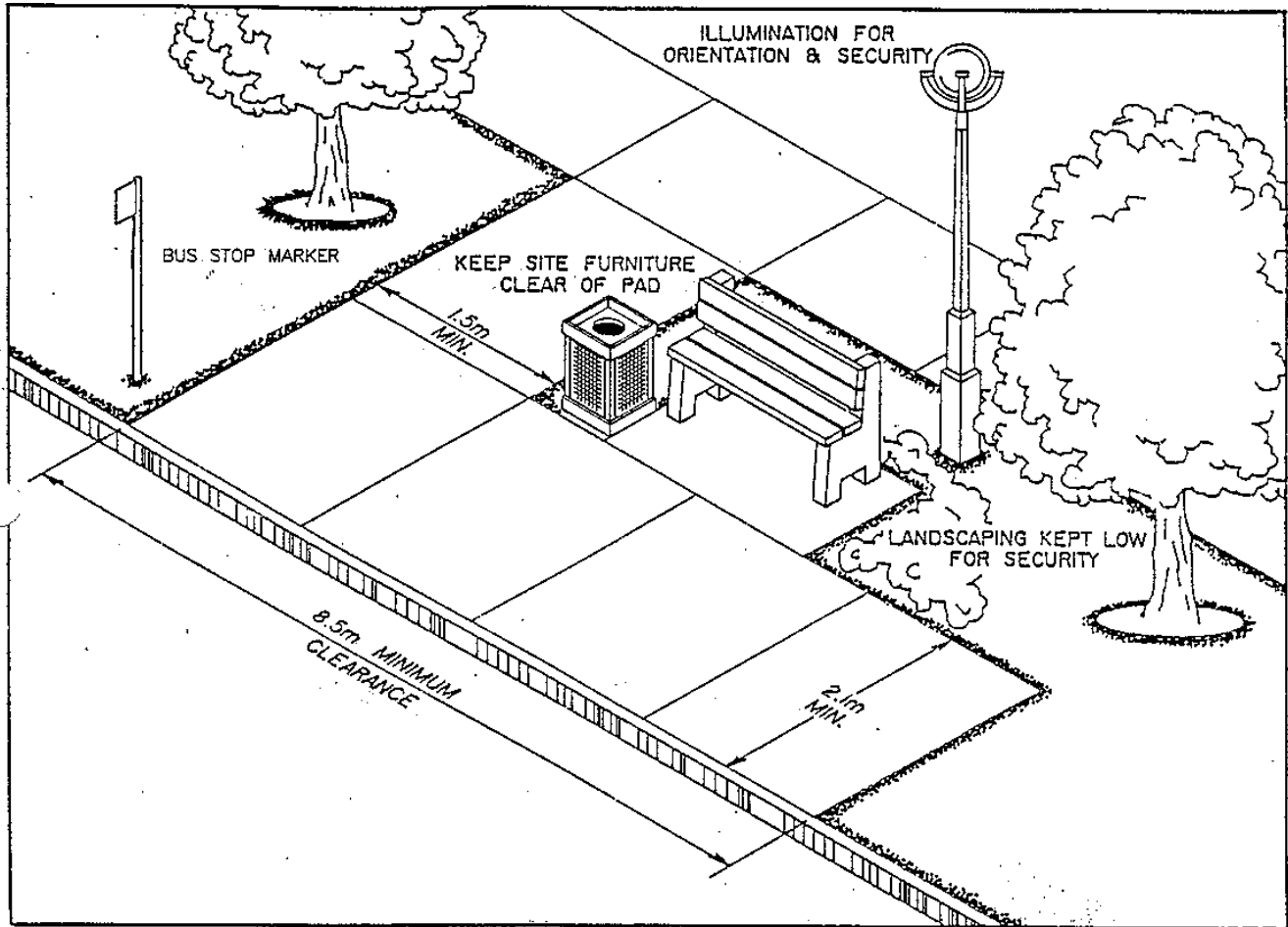


## Bus Stop and Passenger Waiting Area Design

### General Points:

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FIGURE 7: Typical Bus Stop - Wide Suburban Boulevard



## Bus Stop and Passenger Waiting Area Design

### General Points:

- Accessible travel paths should follow the shortest distance between two points
- Walkways must be well maintained (stable pavement, level, and well drained)
- Walkways must be clear of snow, ice and other debris.
- Street furniture and signage, such as posts, benches, newspaper boxes, garbage receptacles should be located out of the travel path of transit passengers and pedestrians.

FIGURE 8: Standard Bus Stop (with Shelter) - Distances and Dimensions

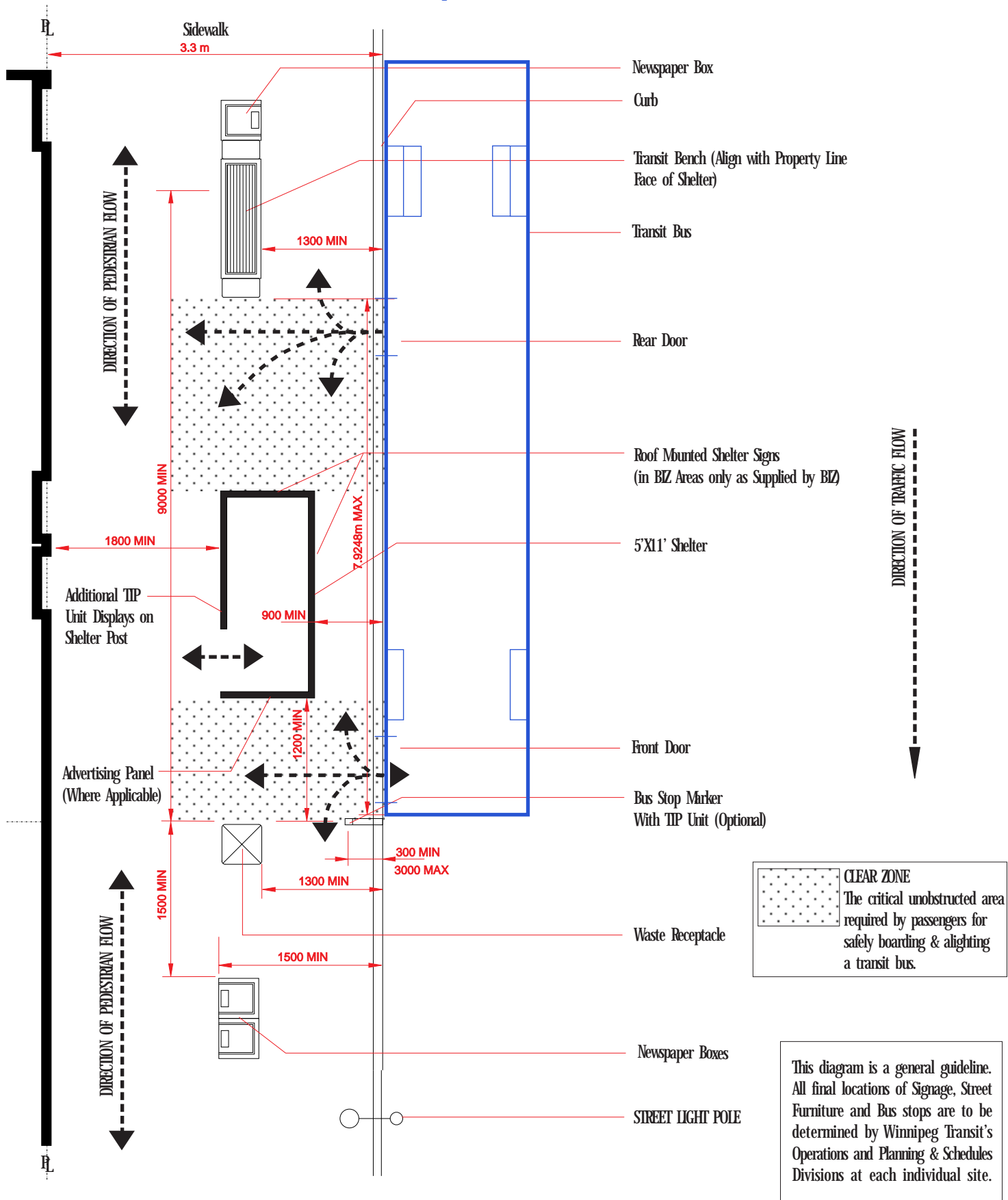


FIGURE 8a: Standard Bus Stop (without shelter) - Distances and Dimensions

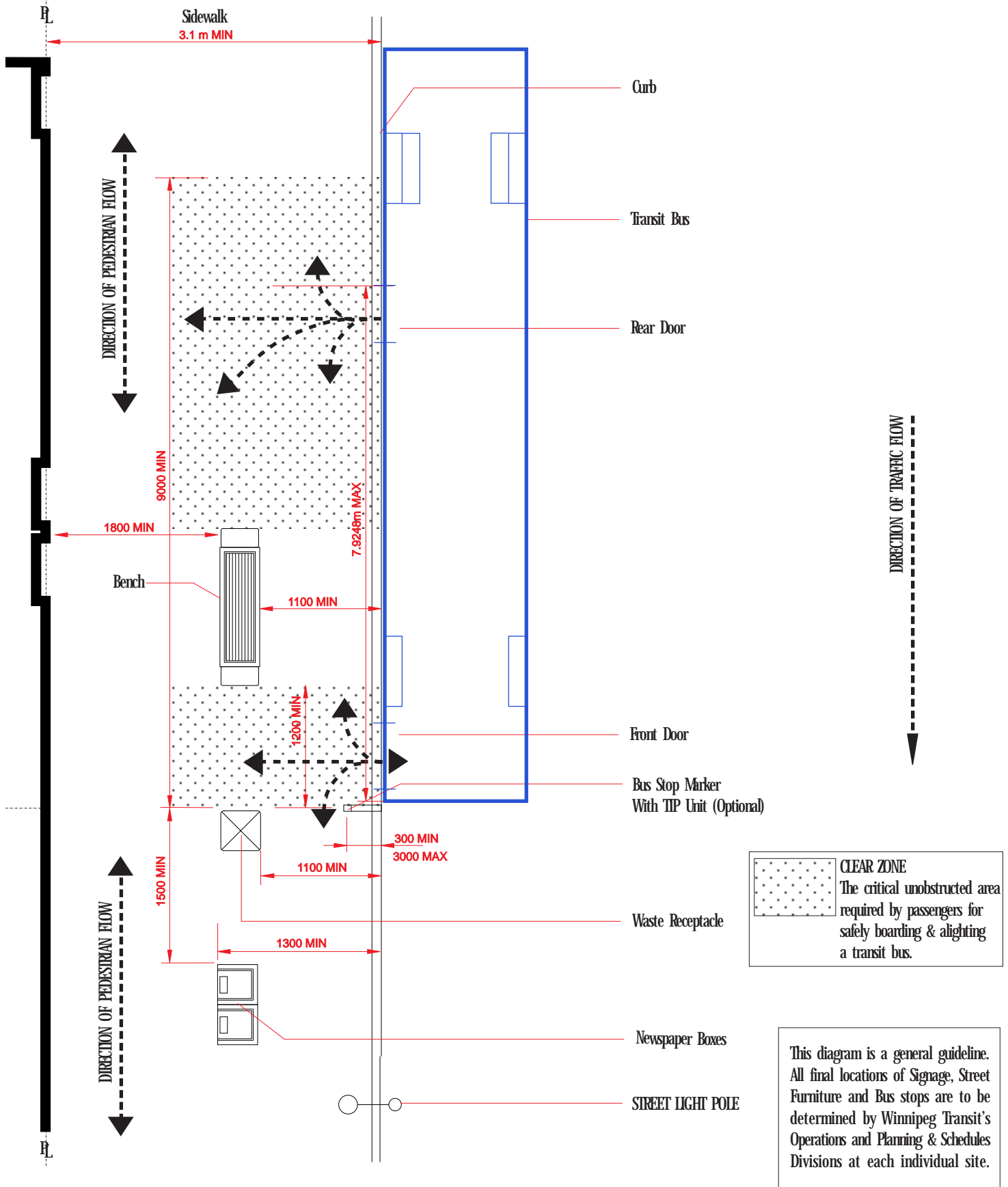
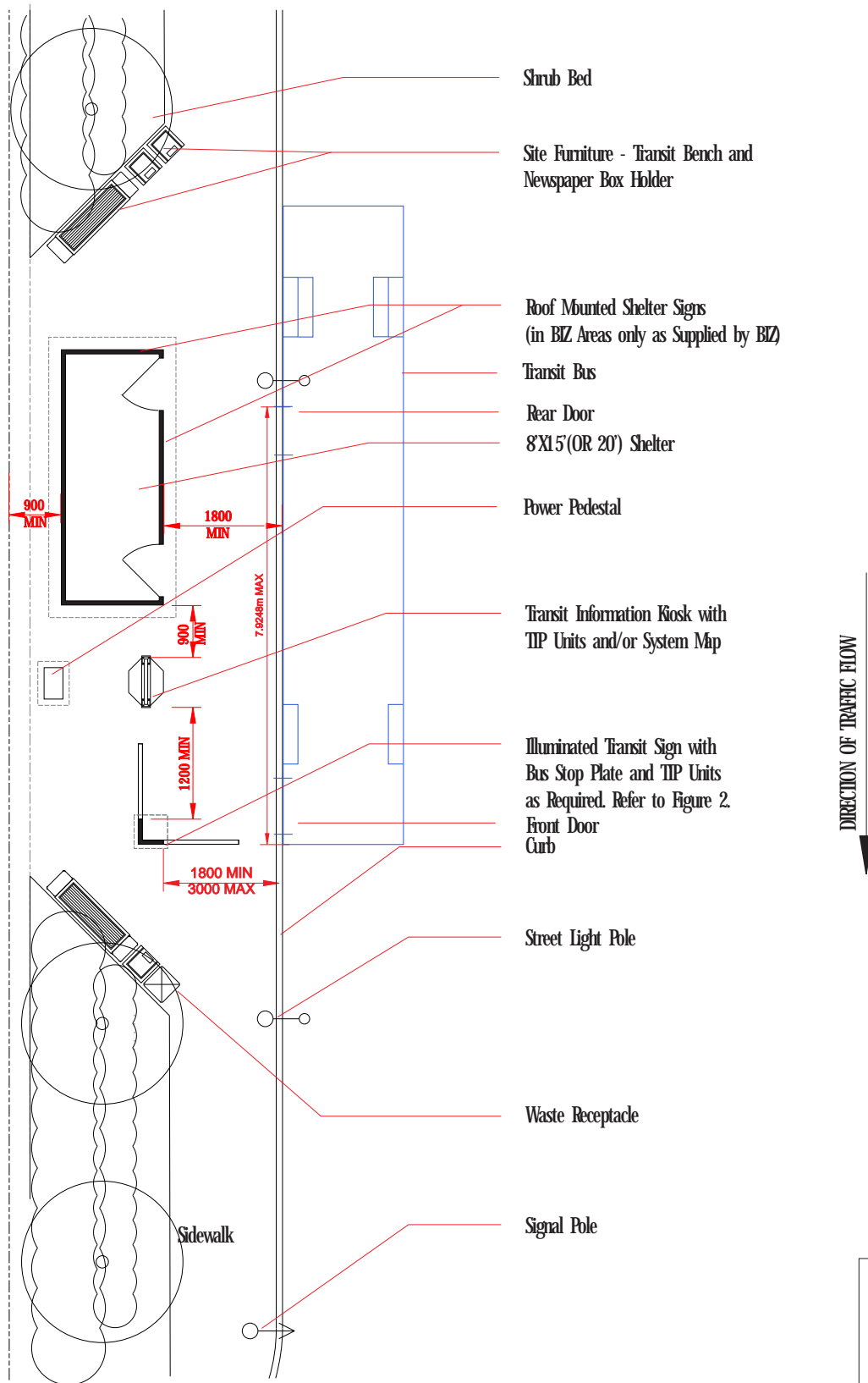


FIGURE 9: Major Bus Stop - Distances and Dimensions



Shrub Bed

Site Furniture - Transit Bench and Newspaper Box Holder

Roof Mounted Shelter Signs (in BIZ Areas only as Supplied by BIZ)

Transit Bus

Rear Door  
8'X15'(OR 20') Shelter

Power Pedestal

Transit Information Kiosk with TIP Units and/or System Map

Illuminated Transit Sign with Bus Stop Plate and TIP Units as Required. Refer to Figure 2.  
Front Door  
Curb

Street Light Pole

Waste Receptacle

Signal Pole

DIRECTION OF TRAFFIC FLOW

This diagram is a general guideline. All final locations of Signage, Street Furniture and Bus stops are to be determined by Winnipeg Transit's Operations and Planning & Schedules Divisions at each individual site.