



THE CITY OF WINNIPEG

EXPRESSION OF INTEREST

EOI NO. 392-2024

Lease Accommodation for Northwest Library

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PART B - REQUEST FOR EXPRESSION OF INTEREST

B1. DEFINITIONS

B1.1 When used in this Expression of Interest:

- (a) **"Business Day"** means any Calendar Day, other than a Saturday, Sunday, or a Statutory or Civic Holiday;
- (b) **"Calendar Day"** means the period from one midnight to the following midnight;
- (c) **"City"** means the City of Winnipeg as continued under The City of Winnipeg Charter, Statutes of Manitoba 2002, c. 39, and any subsequent amendments thereto;
- (d) **"City Contact"** means the City's representative throughout the duration of the Expression of Interest who has the authority to act on behalf of the City to the extent expressly provided for in this Expression of Interest.
- (e) **"City Council"** means the Council of the City of Winnipeg;
- (f) **"may"** indicates an allowable action or feature which will not be evaluated;
- (g) **"must"** or **"shall"** indicates a mandatory requirement which will be evaluated on a pass/fail basis;
- (h) **"Person"** means an individual, firm, partnership, association or corporation, or any combination thereof, and includes heirs, administrators, executors or legal representatives of a person;
- (i) **"Respondent"** means any Person or consortium submitting an EOI Submission in response to this Expression of Interest;
- (j) **"should"** indicates a desirable action or feature which will be evaluated on a relative scale;
- (k) **"Site"** means the lands and other places on, under, in or through which the work is to be performed;
- (l) **"Submission or Information Submission"** means that portion of the Expression of Interest which must be completed or provided and submitted by the Submission Deadline;
- (m) **"Submission Deadline"** means the time and date for final receipt of Submissions.

B2. BACKGROUND

- B2.1 The facility is expected to be developed as a leased property, serving a population of approximately 53,545 in the Old Kildonan ward (2021 Census population).
- B2.2 The new library should be located in a high-visibility, readily accessible location that provides pedestrian access to public sidewalks and is on a regular transit route, ideally within 600m of a bus stop, along with street access and available parking for library customers.

B3. PURPOSE OF THE EXPRESSION OF INTEREST DOCUMENT

- B3.1 The purpose of this Expression of Interest (EOI) is to identify experienced and capable Respondents to provide suitable vacant site locations for long lease for the proposed. .
- B3.2 The City invites qualified individuals to submit an Information Submission in response to this EOI.
- B3.3 After receiving the Submissions to this EOI, the City will review all Submissions received and use the information to make an informed decision which may proceed to a Request for Qualification and/or Request for Proposal, and further in the development of specifications.

B4. SCHEDULE

B4.1 The City intends to:

- (a) review the Information Submissions and schedule demonstrations of Respondent's property by September 13, 2024.

B4.2 Details on the RFQ/RFP schedule may be provided to the Respondents at the completion of the EOI stage, if applicable.

B5. ENQUIRIES

B5.1 All enquiries shall be directed to the City Contact identified in B6.

B5.2 Any Respondent who has questions as to the meaning or intent of any part of this document or who believes this document contains any error, inconsistency or omission should make an enquiry prior to the Submission Deadline requesting clarification, interpretation or explanation in writing to the City Contact.

B5.3 If the Respondent finds errors, discrepancies or omissions in the document, or is unsure of the meaning or intent of any provision therein, the Respondent shall promptly notify the City Contact of the error, discrepancy or omission at least five (5) Business Days prior to the Submission Deadline.

B5.4 If the Respondent is unsure of the meaning or intent of any provision therein, the Respondent should request clarification as to the meaning or intent prior to the Submission Deadline.

B5.5 Responses to enquiries which, in the sole judgment of the City Contact, require a correction to or a clarification of the EOI will be provided by the City Contact to all Respondents by issuing an addendum.

B5.6 Responses to enquiries which, in the sole judgment of the City Contact, do not require a correction to or a clarification of the EOI will be provided by the City Contact only to the Respondent who made the enquiry.

B5.7 The Respondent shall not be entitled to rely on any response or interpretation received pursuant to B5 unless that response or interpretation is provided by the City Contact in writing.

B5.8 Any enquiries concerning submitting through MERX should be addressed to:

MERX Customer Support
Phone: 1-800-964-6379
Email: merx@merx.com

B6. CITY CONTACT

B6.1 The City Contact is:

Charles Osondu
Senior Leasing Officer
Telephone No. 204- 330-510
Email: cosondu@winnipeg.ca

B7. ADDENDA

B7.1 The City Contact may, at any time prior to the Submission Deadline, issue addenda correcting errors, discrepancies or omissions in the EOI, or clarifying the meaning or intent of any provision therein.

B7.2 The City Contact will issue each addendum at least two (2) Business Days prior to the Submission Deadline, or provide at least two (2) Business Days by extending the Submission Deadline.

B7.3 Addenda will be available on the MERX website at www.merx.com.

B7.3.1 The Respondent is responsible for ensuring that they have received all addenda and is advised to check the MERX website for addenda regularly and shortly before the Submission Deadline, as may be amended by addendum.

B7.4 The Respondent should acknowledge receipt of each addendum on Form A: Expression of Interest Application.

B8. CONFLICT OF INTEREST AND GOOD FAITH

B8.1 Respondents must not include among their team, any business entity or individual who is, or is associated with, in any way, any consultant retained by the City in relation to the Project, including but not limited to consultants providing engineering, architectural, legal, process, finance or financial capacity advice or any Person likely to create a conflict of interest or a perception of conflict of interest.

B8.2 If a Respondent considers that a particular relationship or association does not create a conflict of interest and will not create a perception of conflict of interest, but is concerned that the City could arrive at a different conclusion, the Respondent should fully disclose the circumstances to the City at the earliest possible date, and request that the City provide an advance interpretation as to whether the relationship or association will be likely to create a conflict of interest or a perception of conflict of interest.

B8.3 The Respondent declares that in submitting their response to this EOI, it does so in good faith and will disclose to the best of their knowledge, whether there are any circumstances whereby any member of Council or any officer or employee of the City would gain any pecuniary interest, direct or indirect, as a result of the Respondents participation in this Project.

B8.4 Failure to comply with this provision may result in disqualification of your Submission from the EOI process or, if the City becomes aware of your breach of this provision after the EOI has been issued, disqualification from the subsequent procurement process.

B9. CONFIDENTIALITY

B9.1 Information provided to a Respondent by the City or acquired by a Respondent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Contract Administrator. The use and disclosure of the confidential information shall not apply to information which:

- (a) was known to the Respondent before receipt hereof; or
- (b) becomes publicly known other than through the Respondent; or
- (c) is disclosed pursuant to the requirements of a governmental authority or judicial order.

B9.2 The Respondent shall not make any statement of fact or opinion regarding any aspect of the EOI to the media or any member of the public without the prior written authorization of the City Contact.

B10. NON-DISCLOSURE

B10.1 Respondents must not disclose any details pertaining to their EOI in whole or in part to anyone not specifically involved in their Submission, without the prior written approval of the City. Respondents shall not issue a news release or other public announcement pertaining to details of their Information Submission without the prior written approval of the City.

B10.2 Respondents are advised that an attempt on the part of any Respondent or any of their employees, agents, contractors or representatives to contact any members of City Council or their staff or any member of City Administration other than the City Contact with respect to this EOI solicitation, may lead to disqualification in any subsequent procurement process.

B11. RESPONDENT'S COSTS AND EXPENSES

B11.1 Respondents are solely responsible for their own costs and expenses in preparing and submitting an Information Submission and participating in the EOI, including the provision of any additional information or attendance at meetings or demonstrations of the product(s).

B12. NEGOTIATIONS

B12.1 The City reserves the right to negotiate details of the Contract with any Proponent. Proponents are advised to present their best offer, not a starting point for negotiations in their Proposal Submission.

B12.2 The City may only engage with one or more Proponent, and in which in the City's opinion are the most advantageous Proposals. The City may enter into negotiations with one or more Proponent without being obligated to offer the same opportunity to any other Proponents. Negotiations may be concurrent and will involve each Proponent individually. The City shall incur no liability to any Proponent as a result of such negotiations.

B12.3 If, in the course of negotiations pursuant to B12.2, the Proponent amends or modifies a Proposal after the Submission Deadline, the City may consider the amended Proposal as an alternative to the Proposal already submitted without releasing the Proponent from the Proposal as originally submitted.

B13. NO CONTRACT

B13.1 By submitting an Information Submission and participating in the process as outlined in this document, Respondents expressly agree that no contract of any kind is formed under, or arises from this EOI, and that no legal obligations will arise. The City will have no obligation to enter into negotiations or a Contract with a Respondent.

B13.2 Without limiting the generality of the foregoing, the City reserves the right and the full power to amend or cancel this EOI at any time.

SUBMISSION INSTRUCTIONS

B14. SUBMISSION DEADLINE

B14.1 The Submission Deadline is 12:00 noon. Winnipeg time, August 30, 2024

B14.2 The City Contact or the Manager of Purchasing may extend the Submission Deadline by issuing an addendum at any time prior to the time and date specified in B14.1.

B14.3 The Information Submission shall be submitted electronically through MERX.

B14.3.1 Information Submissions will **only** be accepted electronically through MERX.

B14.4 Any cost or expense incurred by the Respondent that is associated with the preparation of the Information Submission shall be borne solely by the Respondent.

B15. OPENING OF SUBMISSION AND RELEASE OF INFORMATION

B15.1 Information Submissions will not be opened publicly.

B16. INFORMATION SUBMISSION

- B16.1 The Information Submission shall consist of the following components:
- (a) Form A: Expression of Interest Application (Section A) as outlined in B17;
- B16.2 The Information Submission should consist of the following components:
- (a) Product Functionality, Specifications, Features and Technical Details (Section B) as set forth in B18;
 - (b) Property (“Subject Site”) Location (Section C) should include details describing how the address and location of the property location adheres with the any or all requirements as set forth in B19;
 - (c) Financial Components, Terms or Assumptions (Section D) should include any and all relevant details as set forth in B20; and
 - (d) Proposed Lease Term and Available Possession (Section E) should include any and all relevant details as set forth in B21.
- B16.3 All requirements of the EOI should be fully completed or provided, and submitted by the Respondent no later than the Submission Deadline, with all required entries made clearly and completely.
- B16.4 All Submissions received in response to this EOI will be kept in confidence with the sole purposes of evaluating and developing the best possible strategic option for the City.
- B16.5 Submissions and the information they contain will be the property of the City upon receipt. No Submissions will be returned.
- B16.6 The Respondent is advised any information contained in any Submission may be released if required by The Freedom of Information and Protection of Privacy Act (Manitoba), by other authorities having jurisdiction, or by law or by City policy or procedures (which may include access by members of City Council).
- B16.6.1 To the extent permitted, the City shall treat as confidential information, those aspects of a Proposal Submission identified by the Respondent as such in accordance with and by reference to Part 2, Section 17 or Section 18 or Section 26 of The Freedom of Information and Protection of Privacy Act (Manitoba), as amended.

B17. FORM A: EXPRESSION OF INTEREST APPLICATION (SECTION A)

- B17.1 Further to B16.1(a), the Respondent should complete Form A: Expression of Interest Application, making all required entries.
- B17.2 Paragraph 2 of Form A: Expression of Interest Application shall be completed in accordance with the following requirements:
- (a) if the Respondent is a sole proprietor carrying on business in their own name, their name shall be inserted;
 - (b) if the Respondent is a partnership, the full name of the partnership shall be inserted;
 - (c) if the Respondent is a corporation, the full name of the corporation shall be inserted;
 - (d) if the Respondent is carrying on business under a name other than their own, the business name and the name of every partner or corporation who is the owner of such business name shall be inserted.
- B17.2.1 If the Submission is submitted jointly by two or more persons, each and all such persons shall identify themselves in accordance with B17.2.
- B17.3 In Paragraph 3 of Form A: Expression of Interest Application, the Respondent shall identify a contact person who is authorized to represent the Respondent for purposes of this EOI.

- B17.4 Paragraph 6 of Form A: Expression of Interest Application should be signed in accordance with the following requirements:
- (a) if the Respondent is sole proprietor carrying of business in their own name, it shall be signed by the Respondent;
 - (b) if the Respondent is a partnership, it shall be signed by the partner or partners who have authority to sign for the partnership;
 - (c) if the Respondent is a corporation, it shall be signed by their duly authorized officer or officers and the corporate seal, if the corporation has one, should be affixed;
 - (d) if the Respondent is carrying on business under a name other than their own, it shall be signed by the registered owner of the business name or by the registered owner's authorized officials if the owner is a partnership or a corporation.
- B17.5 The name and official capacity of all individuals signing Form A: Expression of Interest Application should be entered below such signatures.
- B17.6 If a Submission is submitted jointly by two or more persons, the word "Respondent" shall mean each and all such persons, and the undertakings, covenants and obligations of such joint Respondents in the Submission, shall be both jointly and several.
- B18. PRODUCT FUNCTIONALITY, SPECIFICATIONS, FEATURES, AND TECHNICAL DETAILS (SECTION B)**
- B18.1 The Property ("Subject Site") shall adhere to the following:
- (a) The City of Winnipeg Program Requirements (attached herein as Appendix A).
- B19. THE PROPERTY ("SUBJECT SITE") LOCATION (SECTION C)**
- B19.1 The Property ("Subject Site") shall adhere to the following:
- (a) Be located within the boundary of Templeton Avenue to the North, Sinclair Street to the East, Inkster Boulevard to the South, and Mandalay Drive / Strasbourg Drive to the West in Winnipeg, Manitoba.
- B20. FINANCIAL COMPONENTS, TERMS OR ASSUMPTIONS (SECTION D)**
- B20.1 Financial components and any other relevant terms or assumptions should include, but not limited to:
- (a) Proposed Base Rent, Common Area Maintenance Costs; Utility Costs, Property Taxes and Operating Costs per square foot, per month, per annum;
 - (b) Any Tenant Inducement or Contribution toward Tenant Improvements;
 - (c) An estimate of Tenant Improvement costs based on the Program of Requirements, including the provision of all finishes, excluding chattels; and
 - (d) Any other financial terms or assumptions the Proponent deems applicable.
- B20.2 Notwithstanding B20.1 the City is willing to negotiate and contribute up to \$2,400,000 toward leasehold improvements for the proposed lease.
- B21. PROPOSED LEASE TERM AND AVAILABLE POSSESSION (SECTION E)**
- B21.1 Lease term and available possession should include, but not limited to:
- (a) Identify whether single or multi use facility. If multi-use, identify other building components / tenants to ensure appropriate synergy with the co-location of a City of Winnipeg Public Library facility;
 - (b) Identify whether the facility is existing or a potential new building; and

- (c) Provide the name and contact information (address, phone, fax, and email) of the individual who will act as the Proponent's principal contact throughout the EOI process.

C1. APPENDIX A – PRODUCT FUNCTIONALITY, SPECIFICATIONS, FEATURES AND TECHNICAL DETAILS

Introduction

- C1.1 This Program of Requirements is the directive of the City of Winnipeg to the contractor/developer to provide the facilities described herein.
- C1.2 The site for the new Northwest Library is not yet determined. The new library should be located in a high-visibility, readily accessible location that provides pedestrian access to public sidewalks and is on a regular transit route, ideally within 600m of a bus stop, along with street access and available parking for library customers.
- C1.3 The facility is expected to be developed as a leased property, serving a population of approximately 53,545 in the Old Kildonan ward (2021 Census population).
- C1.4 The requirements are written in terms of functions, space allocations, requirements and constraints to achieve an integrated, fully functional facility.
- C1.5 The Contractor is expected to adhere to the area assignments. Any deviation from the individual area assignments, gross area requirements or allocated funds must be approved in advance by the City of Winnipeg.
- C1.6 In all cases, the Work will be executed in accordance with all provincial and federal statutes, City of Winnipeg by-laws and regulations pursuant to any of the foregoing. It is incumbent upon the Contractor to follow all applicable codes, bylaws, and regulations and obtain the necessary approvals from appropriate authorities.
- C1.7 The location of this facility in close proximity to other services within the community is preferred.

Instructions

- C1.8** All items listed are to be provided by the Contractor/Developer unless it is indicated that they are provided by the Library/City Services.

Requirements

- C1.9 The library facility will require approximately 14,000 square feet of floor area. The entire library is to be built on one level on a structural floor that must support itself. Library parking for up to 40 public vehicles including 5 staff vehicles is required. The library must be designed in such a way as to allow for easy pedestrian connection to public sidewalks and public transit as well as other services and amenities.
- C1.10 The following principles must form the basis of this project:
- (a) The building design must be fully integrated with the library's interior design to create a functional, accessible, energy efficient and welcoming public facility with access to natural light that meets the needs of the community. The Contractor/Developer's Interior Designer is expected to be a key participant throughout the design process.
 - (b) Interior and exterior aesthetics are important elements of the overall design concept, in keeping with this facility's high-profile in the local community. The building should convey a unique expression that is representative of the Old Kildonan community.
 - (c) The proposed structure must be designed with interior and exterior finishes compatible with a modern public library setting. The quality and standard of both interior and exterior finish materials must meet commercial requirements of high durability.
 - (d) The Northwest Library building design and location must take into consideration OurWinnipeg's Complete Communities strategy.

- C1.11 All drawings and specifications are subject to approval by the City of Winnipeg prior to finalization and the beginning of construction.

General Requirements

- C1.12 All furniture and equipment is part of the library design, unless specified to be purchased by the Contract Administrator. There is a specific budget line within the overall project budget for the purchase of these items. This furniture and equipment will be purchased through a Bid Opportunity which will require detailed product/product type specifications.
- C1.13** The library entrance should be easily accessible for customers and daily delivery of materials. If within a multi-tenanted building, a direct external access from outside, will be preferable.
- C1.14 The facility shall be consistent with Council adopted policies; at minimum, be in accordance with the City of Winnipeg Green Building Policy and City of Winnipeg Accessibility Design Standards. The desired outcome is to design the building to LEED Silver or Green Globes level 3 standards and employ an integrated design process (IDP). The successful proponent and their design team will work with the City to explore options for a low carbon or net zero carbon facility that may include opportunities for additional project funding from the Government of Canada.
- C1.15 As a City-operated public library, the entire facility must be compliant with the latest edition of the City of Winnipeg Accessibility Design Standards (WADS). The Contractor/Developer shall be solely responsible to ensure compliance with the City's Universal Design Policy and all relevant WADS requirements. As part of the project deliverables provided to the City, the Contractor/Developer's design consultant will produce a comprehensive WADS Compliance Document that summarizes analysis, application, limitations & challenges introduced by existing conditions (if applicable), and implementation of solutions; complete with signed statement of WADS compliance by the professional taking responsibility for the work. It is expected that this document will be maintained and updated throughout the design process, including illustrations as necessary. The document shall be included with each drawing review submission. The complete document shall be submitted prior to the drawings issued for construction.
- C1.16 The proposed structure must be designed with interior and exterior finishes that are high quality, durable and low maintenance. The finish schedule must reflect the facility's high-profile in the community.
- C1.17 The entire Library facility must be equipped with a sprinkler system if required by the Manitoba Building Code.
- C1.18 Lighting systems must be designed to meet the highest energy efficient standards possible and should be adjustable to natural daylight conditions.
- C1.19 The interior design, furniture and finish selection must be prepared in conjunction with the Contract Administrator, library and other civic staff as part of the IDP.
- C1.20 All door widths must be a minimum of 1000mm.
- C1.21 The interior design must incorporate flexible public space to meet future library requirements for changing customer priorities.
- C1.22 The design of the facility will be suitable and adaptable to technological change. The Contractor/Developer is responsible to ensure all computer network cabling and electrical wiring necessary for computer work station installation is provided to the Library Services Division specifications, working closely with Library IT staff. This includes CCTV, phones, WIFI, Metasys, Pegasus and door access card readers which must work with City of Winnipeg systems.
- C1.23 A Public Address (PA) system should be installed throughout the building in all staff and public locations to ensure the public and staff can hear messages at all times.

Description of Components

C1.24 The building components are numerically listed and described by function, requirements to achieve fully functional areas, and any constraints which may influence the design of the components. The total building is 14,000 sq. ft. plus Reading Garden (outdoor space permitting). An outdoor amenity is a desirable feature. If proposed location can include this outdoor space, the Contractor/Developer shall separately identify the associated costs.

Number	Component Description	Square Feet
BC-01	Lobby / Main Entrance	250
BC-02	Library Services Counter & Area	700
BC-03	Library Services Workroom	700
BC-04	Tutorial Room (2 @ 150 sq ft each)	300
BC-05	Staff Room	250
BC-06	Staff Washroom (UTR?)	100
BC-07	Branch Head Office	150
BC-08	Multi-Purpose Program Room	1200
BC-09	Program Room Storage / Gen. Storage	250
BC-10	Children's Area	2500
BC-11	Main Library Area	6500
BC-12	Public Washrooms	500
BC-13	Universal Toilet Room	100
BC-14	Equipment / Electrical Room	100
BC-15	Mechanical Room	200
BC-16	Janitor's Room	100
BC-17	Assistant Branch Head Office	100
BC-18	Circulation	Included in above figures

- (a) BC-01 Lobby/Main Entrance (approximately 250 sq. ft.)
- (i) Function:
1. To provide a staging area for the public and prevent cold air from directly entering the library.
- (ii) Requirements:
1. High quality, slip-resistant flooring that reduces tracking of dirt into library must be provided in this area;
 2. Each set of double doors (exterior and interior) in the vestibule must have the clear width available to allow motorized wheelchair access to meet City of Winnipeg Accessibility Design Standards;
 3. Both sets of doors must be on a motion sensor opener;
 4. Both sets of doors must be lockable with a key;
 5. Doors must be street level for ease of accessibility;
 6. Doors must have proper signage indicating sliding doors (preferred - but must meet code requirements for exiting) and standard disabled signage/wording/labelling;
 7. There must be a library people counter camera adjacent to the main entrance area to track public traffic entering and leaving the library (device supplied by library);
 8. Suitable heating and ventilation must be built into the vestibule;
 9. Electrical / communication wiring for cameras and/or people counter device, and for an Open/Close sign to be hung in the area;
 10. Accessible seating in this area available to patrons waiting to be picked up at the main entrance; and
 11. Ideally an exterior loading area should be provided to facilitate the return of library materials.
- (iii) Constraints:
1. This area must be located at the front entrance to the library and adjacent to the Library Service Workroom; and
 2. An exterior book return, ideally sheltered from the weather, should be located near the front entrance and allow the materials to go into the Workroom.
- (b) BC-02 Library Service Counter & Surrounding Area (approximately 700 sq. ft.)
- (i) Function:
1. To provide a universally accessible, two-level counter where the public will seek assistance from staff on all library services.
- (ii) Requirements:
1. Hard surface, slip-resistant flooring;
 2. One two-level service counter. Size and shape of counter and drawer/filing requirements to be determined in consultation with the Contract Administrator and library staff;
 3. This is the single service-point in the building and should provide good sightlines to the rest of the library facility, especially to the computer and children's areas;
 4. The surrounding area must be large enough to accommodate up to 4 automated self-checkout work stations;
 5. Electrical and cabling for 4 self-checkout units (units supplied by the library) in the surrounding area. All cabling and electrical for the self-checkout equipment to be designed in consultation with the Contract Administrator and library staff;

6. All cabling, telephones (telephones supplied by the library), debit machine (library supplied) and electrical required for counter to be installed in consultation with the Contract Administrator and library staff;
 7. Cabling for 2 VoIP phones, one at either end of the counter and 1 MTS line that services the debit machine on the service counter and the fax/copier/printer located in the staff workroom;
 8. Space and required electrical and network for a large public monitor to display information about library programs, etc. (monitor and software provided by the library); and
 9. An interior book return (a metal clad opening 20 inches wide by 12 inches high) must be on a wall shared with the Workroom for customers and employees to put materials through.
- (iii) Constraints:
1. This area must be located adjacent to the Lobby/Main Entrance Area and immediately adjacent to the Library Services Workroom and be visible to as much of the main library area as possible.
- (c) BC-03 Library Services Work Room (approximately 700 sq. ft.)
- (i) Function:
1. To provide an area where material is returned by library customers through the 24-hour book return and the interior book return;
 2. This area will be shared by three work units – Circulation, Children’s and Information staff and be used for receiving and sorting material from the public and via the delivery system; preparing for programs; and performing other collection maintenance functions; and
 3. Space for at least 16 book trucks (library provided).
- (ii) Requirements:
1. Good quality hard surface slip-resistant flooring that is durable and low-maintenance;
 2. Cabling and electrical for 5 computers;
 3. Cabling and electrical for 4 telephones including 2 VoIP + 2 MTS lines, one for an analog phone and a second for the fax/copier/printer shared with the debit machine on the Service Counter;
 4. Windows with at least one that opens with screens;
 5. Corner wall guards to be located on corners and a durable wall material on specific walls in this area to prevent book cart damage in consultation with the Contract Administrator and library staff;
 6. Motion sensor lighting;
 7. This area must include a microphone wired to the Public Address System equipment located on the Electrical Room wiring rack.
- (iii) Constraints:
1. This area must be connected to the Library Service Counter and Surrounding Area;
 2. This area must be adjacent to the Lobby/Main Entrance Area;
 3. There must be sufficient space behind the book return wall to support an automated check-in/book return/sorter system in the future;
 4. The design of this area must be done in cooperation with the library staff for workflow concerns;
 5. There should be a visible opening to the front counter area so that workroom staff can see and assist at busy times; and
 6. There should be an open-door way at a minimum of 1000 mm to easily move book carts through.

- (d) BC-04 Tutorial Rooms (2) (approximately 150 sq. ft. for each, for a total of 300 sq. ft.)
- (i) Function:
 - 1. Two small rooms for one-on-one tutorial sessions, small group meetings or student project work.
 - (ii) Requirements:
 - 2. Carpet tile with 4" rubber baseboards to match other parts of library;
 - 1. Room should provide effective acoustic separation from exterior noise;
 - 2. Floor to ceiling glazed wall for front of room;
 - 3. Motion sensor energy efficient lighting;
 - 4. Door to be solid core with passage set only;
 - 5. Must have power operated door opener for universal access;
 - 6. 4' x 6' magnetic whiteboard on one wall; and
 - 7. Table with minimum 4 chairs.
 - (iii) Constraints:
 - 1. This space should ideally be visible from the Library Services Counter.
- (e) BC-05 Staff Room (approximately 250 sq. ft.)
- (i) Function:
 - 1. To provide an area where staff can take coffee and meal breaks and store their personal belongings in lockers.
 - (ii) Requirements:
 - 1. Quality hard surface, slip-resistant flooring;
 - 2. Millwork cupboards, drawers, counter top (solid surface) and sink;
 - 3. Keypad (e.g. Unican) lock and power operated door for universal access;
 - 4. Motion sensor lighting;
 - 5. Window(s) and at least one that opens with screen;
 - 6. Sufficient power & electrical outlets to allow for use of kitchen appliances (fridge, microwave, coffee maker, toaster oven – supplied by Library);
 - 7. Must have sufficient counter top (solid surface) - space to be confirmed with library staff;
 - 8. Counter must allow for wheelchair access and have front mounted electrical;
 - 9. Lighting should be controlled by motion sensor;
 - 10. 18 half lockers for staff;
 - 11. Coat rack and space for shoe/boot trays;
 - 12. Lounge chair with nearby electrical outlet for charging personal devices; and
 - 13. Table with minimum 4 chairs.
 - (iii) Constraints:
 - 1. This room will be used by up to 15 staff but not more than 4 at one time; and
 - 2. This component must be in an area that is close to the Library Services Counter and Library Services Workroom.
- (f) BC-06 Staff Washroom (approximately 100 sq. ft.)
- (i) Function:
 - 1. To provide one staff (male/female/non-gender), fully accessible washroom.
 - (ii) Requirements:
 - 1. Quality hard surface, slip-resistant flooring;
 - 2. All equipment necessary to provide fully accessible washroom fixtures including toilet and quiet hand dryer;

3. Lever-operated faucets;
4. Push soap dispensers (not battery operated);
5. Paper towel dispenser;
6. Toilets should include grab bars and washroom should have accessible design standards for sink with counter top (solid surface);
7. Motion sensor lighting;
8. Door to be solid core with keypad locks (e.g. Unican), but must have power operated door opener for universal access; and
9. Height adjustable change table.

Note that this is not an exhaustive list and that all washrooms must be WADS compliant.

(iii) Constraints:

1. In close proximity to Staff Room but not located in staff room and be sound proof.

(g) BC-07 Branch Head Office (approximately 150 sq. ft.)

(i) Function:

1. To provide a private office for the Branch Head, as well as a space for the Branch Head to hold small meetings with staff.

(ii) Requirements:

1. Carpet tile with 4" rubber baseboards;
2. Swipe card access;
3. Cabling and electrical for computer workstation;
4. Cabling for VoIP telephone;
5. Swipe card access or Unican lock – to be determined based on location of office;
6. Carpet tile with 4" rubber baseboards;
7. Solid core door with sidelight and window to view public area;
8. Motion sensor lighting; and
9. Power operated door opener for universal access.

(iii) Constraints:

1. Must be adjacent to and accessible from the public area; and
2. Operable exterior window with screen.

(h) BC-08 Multi-Purpose Program Room (approximately 1,200 sq. ft.)

(i) Function:

1. To provide a public space where library staff and citizens may hold programs for adults and children, makerspace programs, meetings, workshops and other group activities.

(ii) Requirements:

1. Carpet tile with 4" rubber baseboards;
2. This room must accommodate up to 60 people seated lecture style;
3. The main entrance to this room should include double-lockable doors that can stay open when required with power operated openers;
4. P.A. system speakers with volume control;
5. Minimum 10 electrical outlets located in room for access when used as study hall. Locations of electrical outlets will be determined in consultation with the Contract Administrator and library staff;

6. Depending on the location of this room, daylighting or motion sensor lighting is required to control light levels;
 7. Must include electrical wiring & cabling for ceiling-installed LCD (or as-specified projector) including VGA, HDMI compatibility. Specific location of wiring and controls to be determined in consultation with the Contract Administrator and library staff (projector and automated screen provided by library);
 8. An audible technology system that meets City of Winnipeg 2021-22 Accessibility Design Standards specifications;
 9. Windows including some operable units with screens; and
 10. The room may be used to host smudging ceremonies. As such, there is the potential to activate conventional smoke detection devices. Dedicated fresh air and exhaust will be required.
- (iii) Constraints:
1. This room must be adjacent to and accessible from the Main Library Area; and
 2. Partitions, ceilings, doors and interior finishes should be carefully designed/selected to ensure effective acoustic separation from the Main Library and Children's area.
- (i) BC-09 Program Room Storage (approximately 250 sq. ft.)
- (i) Function:
1. To provide storage space for furniture and supplies used in the program room.
- (ii) Requirements:
1. Carpet tile with 4" rubber baseboards;
 2. Double door access to storage room;
 3. Motion Sensor Lighting; and
 4. Keypad (e.g. Unican) lock.
- (iii) Constraints:
1. This room must be attached to the Multi-Purpose Program Room.
- (j) BC-10 Children's Area (approximately 2,500 sq. ft.)
- (i) Function:
1. To provide a specially designated area for children and their parents or care-givers.
- (ii) Requirements:
1. Carpet tile with 4" rubber baseboards;
 2. This area must accommodate up to 15,000 books and other library materials, study tables, chairs, lounge furniture, shelving and an interactive literacy playground;
 3. Library materials to be supplied by the City of Winnipeg;
 4. This area will ideally include a structural or design feature that highlights the nature of this space and creates a sense of welcome and safety for children and their parents/caregivers (to be developed in consultation with the Contract Administrator and library staff);
 5. There must be natural light from windows in this area. 20% of the windows in this area are to be operable with insect screens;
 6. Lighting must be energy efficient and adjust automatically to natural daylight conditions; and
 7. Cabling and electrical requirements for 2 public computers whose locations will be determined in consultation with the Contract Administrator and library staff.

- (iii) Constraints:
 - 1. This area must be located near the Multi-Purpose Program Room, and adjacent to the Main Library Area; and
 - 2. There must be good site lines to this area for staff from the Library Services Counter.

 - (k) BC-11 Main Library Area (approximately 6,500 sq. ft.)
 - (i) Function:
 - 1. To provide a large open area for the main adult and teen book and other material collections of the library.
 - (ii) Requirements:
 - 1. Carpet tile with 4" rubber baseboards;
 - 2. The layout of shelving and study furniture must be designed in consultation with the Contract Administrator and library staff;
 - 3. This area must be able to accommodate at a minimum 30,000 library materials, study tables with chairs, lounge chairs and public computer tables (library materials and computers supplied by library, number of tables and chairs TBD);
 - 4. Cabling and electrical for 10 computers in a central hub, and 2 computers at the end of shelving units to access the library catalogue only (locations to be determined on site with the Contract Administrator and library staff);
 - 5. There should be a feature wall in this area for the installation of green wall technology to be researched and incorporated as part of the design process;
 - 6. Study tables will require access to electrical outlets for customer devices, etc.; and
 - 7. There must be natural light from windows. 20% of windows in this area are to be operable with insect screens.
 - (iii) Constraints:
 - 1. This area should be located near the Multi-Purpose Program Room, and adjacent to the Children's Area; and
 - 2. A floor plan of the space should be developed in consultation with the library to ensure optimum accessibility and functionality of the area.

 - (l) BC-12 Public Washrooms (approximately 500 sq. ft.)
 - (i) Function:
 - 1. To provide the required public washroom facility for library customers. Gender inclusive washrooms are encouraged. Barrier-free and WADS compliance are mandatory.
 - (ii) Requirements:
 - 1. Ceramic tile floor and on walls to a minimum of 7' high;
 - 2. All fixtures necessary to provide fully accessible washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers;
 - 3. Baby change table and refuse containers;
 - 4. Emergency Lighting required in washrooms;
 - 5. Water fountain for drinking and filling water bottles to be located near the washrooms; and
 - 6. All requirements outlined in C1.6.12 Fixtures and Fittings.
- Note that this is not an exhaustive list and that all washrooms must be WADS compliant.**

- (iii) Constraints:
 - 1. To be located in close proximity to the Main Library Area;
 - 2. Washrooms are to be designed so that the entrance way (minimum 100mm) into washroom area does not require doors; and
 - 3. Universal Toilet Room to include height adjustable change table.

- (m) BC-13 Universal Toilet Room (UTR) (approximately 100 sq. ft.)
 - (i) Function:
 - 1. To provide required universal toilet room for library customers.
 - (ii) Requirements:
 - 1. Ceramic tile floor and on walls to a minimum of 7' high;
 - 2. All fixtures necessary to provide fully accessible washroom including wheelchair accessible sink, soap dispenser, toilet, and quiet hand dryer;
 - 3. Baby change table and refuse containers; and
 - 4. Emergency Lighting required in washrooms.
 - (iii) Constraints:
 - 1. The UTR should be located in close proximity to or part of the Public Washrooms (BC-12).

- (n) BC-14 Equipment / Electrical Room (approximate 100 sq. ft.)
 - (i) Function:
 - 1. To provide required space to accommodate computer network equipment, wiring rack, electrical and telephone panels, etc.
 - (ii) Requirements:
 - 1. Painted concrete floor;
 - 2. Solid Core door with swipe card access; and
 - 3. All interior walls to 8' AFF must have painted 3/4" plywood covered over gypsum board.
 - (iii) Constraints:
 - 1. Must be close to Library Service Counter;
 - 2. All cable, telephone, PA system and electrical to terminate at this room; and
 - 3. Fibre-optic cable to enter this room from outside building (to be designed with input from library/city staff).

- (o) BC-15 Mechanical Room (approximately 200 sq. ft.)
 - (i) Function:
 - 1. To provide space to accommodate building mechanical systems that need to be inside the building.
 - (ii) Requirements:
 - 1. Painted concrete floor;
 - 2. Solid-core door with swipe card access; and
 - 3. Water heater located in this room.
 - (iii) Constraints:
 - 1. Should be located away from public and main staff work areas; and
 - 2. No roof-mounted HVAC equipment unless specified, including AC condensers.

- (p) BC-16 Janitor's Closet (approximately 100 sq. ft.)
 - (i) Function:

1. To provide required space for janitorial services and storage for contract cleaner's equipment and supplies.
- (ii) Requirements:
 1. Painted concrete floor;
 2. Solid-core door with swipe card access;
 3. Floor mounted slop sink;
 4. Storage shelving for cleaning supplies, toilet paper, soap, brooms, mops, etc.; and
 5. Protective water proof type finish around floor mounted slop sink.
- (iii) Constraints:
 1. Must be located near plumbing and water supply lines.
- (q) BC-17 Assistant Branch Head Office (approximately 100 sq. ft.)
 - (i) Function:
 1. To provide a private office for the Assistant Branch Head.
 - (ii) Requirements:
 1. Carpet tile with 4" rubber baseboards;
 2. Cabling and electrical for computer workstation;
 3. Cabling for VoIP telephone;
 4. Swipe card access or Ucan lock – to be determined based on location of office;
 5. Solid core door with sidelight and window to view public area; and
 6. Motion sensor lighting.
 - (iii) Constraints:
 1. Must be adjacent to and accessible from the public area; and
 2. Operable exterior window with screen.
- (r) BC-18 Circulation (approximate sq. ft. – gross-up factor included in above numbers)
 - (i) Function:
 1. Required space to allow pathways and corridors throughout the library building.
 - (ii) Requirements:
 1. Durable, high quality, slip-resistant flooring.
 - (iii) Constraints:
 1. Located throughout the library building.

Additional Design Criteria

C1.25 Environmental:

- (a) The following guiding principles should be incorporated into the design of the facility:
 - (i) Maximized use of daylighting technology to reduce the amount of electricity needed to light the space;
 - (ii) Incorporate the most energy efficient method of heating/cooling the space;
 - (iii) All paints, sealants and adhesives used to have low or no volatile organic compounds (VOC's);
 - (iv) Low flow fixtures used throughout the building;
 - (v) Carpet tile and other flooring to be made from recyclable materials;
 - (vi) Landscape with native plants adapted to our climate that require less maintenance and watering (in consultation with City of Winnipeg);

- (vii) Use local materials wherever possible to reduce greenhouse gas emissions by reduced shipping distances;
 - (viii) Southern exposure for maximum light exposure;
 - (ix) Extensive use of windows, with some that open, required;
 - (x) Energy efficient to a LEED Silver standard or Green Globe level 3 standard;
 - (xi) Exploration of options for a low carbon or net zero facility is the expectation, with the understanding that project funding may be available in the form of federal funding incentives;
 - (xii) High performance mechanical systems;
 - (xiii) Design must consider Crime Prevention Through Environmental Design (CPTED) principles to provide a safe space for library users. The Library Code of Conduct (<https://wpl.winnipeg.ca/library/ourlibrary/librarpolicies.asp>) informs appropriate customer use of the space as well as consequences of violating behaviour, including that which is disruptive or abusive:
 - (i) Respondents proposing space within multi-tenant buildings are encouraged to consider how library patrons otherwise not permitted on the property would be dealt with.
 - (xiv) Bike racks provided to promote alternate transportation and active transportation.
- (b) Parking for Cars and Bicycles:**
- (i) The site must provide up to 40 public parking stalls and 5 staff stalls. Staff stalls must have dedicated separate circuit receptacles with timer control from the electrical room in the library. Staff stalls must be signed as staff stalls only and numbered individually;
 - (ii) Staff and public parking must be well lit for safety with appropriate drainage. Parking lot must have curbs to contain the parking lot and have appropriate markings on parking lot pavement to identify stalls, disabled stalls, and traffic direction arrows;
 - (iii) Parking lot must be paved. The surrounding areas must be landscaped;
 - (iv) Provide a minimum of 2 designated parking stalls for persons with disabilities. Ideally immediately adjacent to the building. Signage must be designated by paint on stall as well as free standing upright signage for visibility;
 - (v) Design consideration for ease of snow clearing to limit curb and landscape damage;
 - (vi) Provide space for and easy access to a possible exterior bicycle shelter to be provided by the City / Public Works Active Transportation if it is determined to be needed at that location; and
 - (vii) Up to 10 individual bicycle posts for parking/lock up at the front of the library; ideally visible by customers inside the library to discourage theft.
- (c) Foundation and Floors:**
- (i) Floors will be structurally capable of library floor loadings for all components. 150 per square foot design live load in library stack areas and open library areas.
- (d) Fenestration:**
- (i) Located in those areas where it would promote the appearance, functionality, and most energy efficient results. Use good quality glazing specified for the rigors of the local climate, and installed in a manner that will minimize the effects of potential vandalism;
 - (ii) All window coverings (blinds, drapes, etc.) to be as required, in consultation with the Contract Administrator;
 - (iii) A minimum of 30% of windows should be operable. In addition to specific rooms identified above, at least 20% of windows in the Main Library Area are to be equipped with operators and insect screens. Locations to be determined in consultation with Contract Administrator and library staff and as identified in program; and

- (iv) All new windows must be triple glazed with low e-coatings for addressing sunward side issues.
- (e) Interior Partitions and Walls:**
 - (i) Interior partitions and walls must be located to provide accommodations for the various functions and must be low maintenance finishes;
 - (ii) A minimum finished ceiling height of 3.0 M at suspended ceilings and 3.6 meters open ceilings is required unless noted otherwise;
 - (iii) All partition walls must be full height;
 - (iv) The design and layout must maximize sound separation, with sound insulation being provided in walls around the Tutorial room, Multipurpose Program Room, and Staff and Public Washrooms;
 - (v) Washroom walls must be covered with a durable ceramic wall tile; and
 - (vi) The design of fire rated partitions as required by Code is the responsibility of the contractor/developer and its design consultant.
- (f) Ceiling Finishes and Acoustics:**
 - (i) The ceiling must have a finished appearance in all areas and rooms unless otherwise stated; and
 - (ii) Acoustic treatment must be considered in all cases, unless otherwise stated. If exposed ceilings are proposed, acoustic absorption must be included.
- (g) Floor Finishes:**
 - (i) Good quality ceramic/porcelain tile or acceptable alternative must be provided in the public washrooms;
 - (ii) Durable, high quality, slip resistant flooring to be used in selected areas as outlined in program; and
 - (iii) High quality carpet tile in all areas except where specifically excluded.
- (h) Signage and Security / Emergency Equipment:**
 - (i) An illuminated, vandal-resistant overhead sign identifying the name of the library and the City logo are to be designed and installed above the front entrance of the library building and/or other suitable location for maximum exposure and identification of the library. Specific location to be confirmed on site in consultation with the Contract Administrator;
 - (ii) Suitable lights meeting building code and CPTED requirements must be installed at all entrances and egress points of the building for maximum safety of staff and patrons;
 - (iii) Building to have sprinkler system throughout as required by code;
 - (iv) Library Building Security system including motion detectors, door contacts, CCTV cameras etc. for the building intrusion system with communication link to the City's Pegasus and Metasys systems to be designed and located to meet City Specifications, and in consultation with the Contract Administrator;
 - (v) Municipal Accommodations monitors the Pegasus security from City Hall Central Control Office, including the building Fire Alarm system (as determined). The BAS system will monitor fire alarm, mechanical equipment failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures and building security intrusion. This system must be installed in the new library. The designer will work with the Municipal Accommodations Division in creating the BAS system for incorporation into the new layout;
 - (vi) Ensure fire detection, fire alarm monitoring and Building Security intrusion monitoring systems are all connected, operational and tested prior to changeover of responsibility to the City;
 - (vii) The facility will have a Public Address (P.A.) system in the wiring rack and microphone located in the Library Services Workroom with speakers located throughout the library;

- (viii) The PA system to be installed must be located in all rooms noted in program of requirements. The controls for the system will be located in the wiring closet, with the microphone in the Library Services Workroom and be located in consultation with the Contract Administrator;
 - (ix) Emergency equipment including emergency lighting, fire detection, alarm and suppression including portable fire extinguishers, standpipes, fire hydrants, etc. must be provided and installed in accordance with all local fire and building code regulations;
 - (x) Appropriate identification signage, labels, etc. must be posted as required;
 - (xi) Signs must use internationally accepted symbols;
 - (xii) Fire alarm system must incorporate strobe system for persons with hearing disability;
 - (xiii) Fire Department Direct Access;
 - (xiv) Alarm systems need to include visual alarm and assistive listening systems; and
 - (xv) Interior signage to identify collections, services, and rooms, as well as wayfinding signage, is the responsibility of the City.
- (i) Illumination:**
- (i) All lighting in the library must be energy efficient LED lighting;
 - (ii) Lighting must be installed in a manner to eliminate the possibility of glare or shadows;
 - (iii) Daylighting levels must be automatically adjustable to natural lighting levels;
 - (iv) Provide suspended LED fixtures throughout open areas and recessed fixtures in suspended ceiling areas of the library, unless otherwise specified; and
 - (v) Lighting style and pattern of layout to be developed by interior designer in consultation with the Contract Administrator and designed to be esthetically attractive and enhance the overall facility while providing proper lighting levels.
- (j) Building Services:**
- (i) Essential building services such as sewer, water, heating and electrical will be required and must be of sufficient quality, size and distribution to provide a fully functioning operational facility for its intended purpose. These services must meet all relevant regulation requirements and as far as possible, be underground installations from the Utility connection points.
- (k) Telephones:**
- (i) Provide conduit, boxes and electrical for telephones as outlined in the Program of Requirements at service points and work/staff areas as designated in program of requirements. Cost of the telephones and installation of same is the responsibility of the City; and
 - (ii) The facility will incorporate the City of Winnipeg's VoIP telephone system as well as 2 MTS lines: a dedicated fax/interact line and an emergency SRST line.
- (l) Fixtures and Fittings:**
- (i) The basis for selection of fixtures and fittings in washrooms must be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics. Selection must meet the approval of the Municipal Accommodations Division Operations Branch. Washrooms fixtures, equipment and dimensions to meet the City's Accessibility Design Standards. Additionally:
 - (i) Low flush toilets should be installed throughout all washrooms. Toilets will be touchless operation; and
 - (ii) Toilet partitions will be selected as an integral part of the overall interior design colour scheme, in consultation with the Contract Administrator. Toilet partitioning system will be durable, graffiti resistant, and complete with barrier free hook, lockable toilet paper dispenser and palm operable latch and indicators for vacant or in use.

- (ii) All hardware and fittings must be of sufficient quality to ensure prolonged, maintenance-free operations;
 - (iii) Main library entrance should be automatic sliding doors that operate with motion sensors; and
 - (iv) Locking mechanisms (keys, keypads and swipe cards) to be determined in consultation with the Contract Administrator. Exterior doors to be B.E.S.T. core Locksets.
- (m) Colour and Selection:**
- (i) All colour schemes, millwork, and finishing materials, both interior and exterior, to be developed, designed and approved in consultation with the Contract Administrator.
- (n) Universal Access and Facilities:**
- (i) The building design must adhere to the most recent edition of the City of Winnipeg Accessibility Design Standard, including conceptual drawings, shop drawings, and final drawings. Documentation of compliance in accordance with C1.4.4; and
 - (ii) Incorporate universal access requirements for both staff and the public.
- (o) Automation and Computer Systems:**
- (i) Computer cabling, electrical, required wiring conduit and connectors, and all grommet locations must be supplied and installed by the Contractor to the City of Winnipeg Specifications; and
 - (ii) The termination points of all cabling and electrical connections to library public and staff computers will be done in consultation with library IT staff.
- (p) Mechanical:**
- (i) Central HVAC air conditioning must be provided to all rooms and areas, and must be energy efficient.
 - (i) All rooms and spaces will be properly ventilated and conditioned for heating and cooling adhering to ASHRAE 62.1 "Ventilation for Acceptable Indoor Air Quality" standard.
 - (ii) All Zone controls must be new digital and installed to control heating, ventilating and air conditioning, HVAC equipment;
 - (iii) Controls must include thermostat function indicating space temperature;
 - (iv) Controls located in public areas must have clear plastic lockable covers or other option to prevent unauthorized use;
 - (v) Zone configuration and definition must be approved in consultation with library staff;
 - (vi) All heating units must be commercial type of sufficient size and adequate digital controls to suit the conditions of the various new rooms and areas. All units must be high energy efficiency;
 - (vii) Consideration must be given to: conservation of energy, location of units in proximity to service counter and workstations, quietness of operation, and low air velocity to avoid drafts;
 - (viii) Provisions must be made for the introduction of fresh air to the HVAC system;
 - (ix) Heating units must not be located on walls in a manner to interfere with library shelving;
 - (x) Consideration must be given to ease of equipment maintenance when locating equipment - i.e. - heating, purifying equipment;
 - (xi) Adequate space for maintenance must be provided around all equipment;
 - (xii) Contractor will conform to the requirements and recommendations of the latest edition of all local, municipal, provincial and federal by-laws and ordinances, codes or standards and make application and pay for all necessary permits;
 - (xiii) Upon completion of all construction, all duct work and ventilation equipment must be serviced with a power vacuum system to ensure cleanliness before substantial completion and turnover of building to owner;

- (xiv) Throughout the facility, the temperature will be controlled by strategically placed thermostats to be located in consultation with library staff. In open areas, the thermostats will be centrally located within the zone;
- (xv) Minimum one (1) thermostat for each HVAC unit; and
- (xvi) All new air conditioning systems that are installed will utilize an HFC refrigerant. No CFC or HCFC equipment acceptable.

(q) Electrical:

- (i) Provide 25% more electrical power system capacity for future service needs;
- (ii) Exact number, type and location of electrical outlets to be confirmed with the Contract Administrator at the time working drawings are developed. Work to be designed and installed in consultation with the Contract Administrator;
- (iii) All work must be done in conjunction with the Contract Administrator to their specifications; and
- (iv) It is preferred that all electrical will be run in walls where possible, however, where unavoidable, all electrical and communications equipment will be run in the ceiling space. Floor outlets to be run below floor or in crawlspace where necessary. Style of floor outlets to be confirmed with City. Power poles will not be used. Electrical and computer cables will not be run in concrete floor slab unless in adequate dedicated raceways.