

PART 3 – RFP SPECIFICATIONS
SCHEDULE 3-A-1
SCOPE OF WORK

1. Introduction

ONTC is seeking proposals from qualified contractors to deliver the required services as indicated in the RFP document to complete the interior building upgrades at the North Bay Station Building, located at 100 Station Rd, North Bay, Ontario.

The following is a General Description of the work to be Ready-for-Takeover by December 5, 2025. The work to be completed is detailed in the drawings and attached to this RFP at Schedule 3-A-3.

2. Background

Constructed in 1990, the North Bay Station Building currently consists of offices, storage, meeting room, hallways and corridors, passenger waiting area and changing and restroom. It is a single Storey structure with a basement. The station is located east of downtown near the Trans-Canada Highway (Ontario Highways 11 & 17) and directly southeast of the Northgate Shopping Centre, where the train platform is located, and the trains are in operation.

With the Northlander passenger train service returning, ONTC is upgrading the North Bay Station buildings to comply with the accessibility requirements identified in the AODA Act and Buildings Codes.

The North Bay project site is located at the coordinates below:

GPS - [46.31396827333393, -79.43852623558236](https://www.google.com/maps/place/46.31396827333393,-79.43852623558236/@46.31396827333393,-79.43852623558236,15z)



Figure 1 Site Map: North Bay Station

3. Summary of Project Requirements:

The following list of items is to be used as a guideline only and may not include all the items to complete the work.

North Bay

- Construct a new bathroom layout (consisting of 5 unisex washrooms and one universal washroom).
- New floor, wall, and ceiling finishes.
- Installation of new interior doors.
- New Plumbing fixtures and piping.
- New Furniture for waiting room.
- New Ticket Counter and BPX counter.
- New interior light fixtures.
- New handrail.
- Installation of TVs purchased and provided by ONTC.
- Reinstallation of the existing camera(s). All existing cameras are to be reused.
- Reinstallation of existing Public Address (PA) systems. If the PA system is no longer functioning, ONTC to provide and purchase the new PA system.
- Purchase and install furniture following ONTC specs.
- ONTC plans on shutting down the lobby area during the construction phase. The contractor is responsible for providing temporary space for ONTC to run its operations (counter service desk and train ticketing desk). The space shall be heated, air-conditioned and provide a waiting area for passengers, three workstations, 4 washrooms and shall be accessible (ramp). Connection to hydro, water, gas, sewage, and IT communications shall be the contractor's responsibility. Exterior signage will be provided by ONTC.
- The power to feed the temporary trailer can be withdrawn from the ONTC Station building.
- Construction activities shall only start once the new temporary space is readily available to be used by ONTC.
- The work to be completed is detailed under Schedule 3-A-2 – Technical Specifications.

General Responsibilities:

1. The Contractor is expected to provide turnkey construction activities for this project, resulting in a finished, fully functional, usable facility that satisfies all project requirements and contract terms.
2. Building and zoning permits are not required. Any other required permits will be the Contractor's responsibility.
3. Coordination with utility providers, Municipalities, Authorities Having Jurisdiction (AHJ) and Fire Department is the contractor's responsibility.
4. Note that any deviation(s) must be first agreed to and approved by ONTC.

3.1 Qualifications and Quality Requirements:

1. The contractor to provide quality management plan. The Plan should describe in detail proposed quality control practices that identify times of Work which will be subject to controls, and list particular checks and tests that are to be performed for each item of work, indicate frequency of checks or tests, milestones at which they are to be carried out, and provide for reports on results of these activities, with reports submitted to The ONTC.
2. The Contractor shall appoint and pay for services of Testing Agents & Laboratories.
3. Materials and assemblies installed in the work shall be inspected and found to be in compliance with industry standards and the Design specifications prior to acceptance of the work. Items found not to be in compliance should be removed, or corrective measures taken to ensure compliance with standards.

3.2 Schedule of services:

1. North Bay: Construction activities shall commence on August 25, 2025, and be completed by December 5, 2025.

3.3 Pricing:

1. The contractor to carry cash allowance for the signage. In the amount of CA \$5,000 for the supply and install of “**Ticket/Billet**” and “**I**” signs on top of counter desk.