



**FOR APPROVAL**

**CONFIDENTIAL**

***IN CAMERA* SESSION**

**TO:** Business Board

**SPONSOR:** Scott Mabury, Vice President, University Operations and Real Estate Partnerships  
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**PRESENTER:** See Sponsor  
**CONTACT INFO:**

**DATE:** November 18, 2019 for November 27, 2019

**AGENDA ITEM:** 16

**ITEM IDENTIFICATION:**

Capital Project: *Report of the Project Planning Committee for 700 University, 17<sup>th</sup> floor: Fit-out for the Faculty of Arts & Science Interim Space Needs - Execution of the Project*

**JURISDICTIONAL INFORMATION:**

Section 5.2 (b) of the *terms of reference* for the Business Board states that the Board is responsible for “approval of capital expenditures for, and the execution of, approved projects, as required by approved policies.”

**GOVERNANCE PATH:**

- 1. Business Board [for approval] (November 27, 2019)**

**PREVIOUS ACTION TAKEN:**

On August 30, 2019, CaPS Executive Committee approval to engage consultants to develop the project through the Construction Documents phase was confirmed. ZAS Architects, who is also designing the 4<sup>th</sup> floor (a project previously allocated to the 4<sup>th</sup> floor, but now located on the 9<sup>th</sup>, through a new lease agreement), was retained in September 2019 and the project is currently in the Schematic Design phase.

## **HIGHLIGHTS:**

700 University is also known as the Ontario Power Generation Building or Ontario Hydro Building. It was built in 1975 and located at the intersection of University Avenue and College Street. Its distinctive modernism style with large floor plates is comprised of 19 floors.

The 17th floor provides 5,238 square metres of rentable space in base building condition.

Leased space on the 17th floor of 700 University presents an opportunity for the Faculty of Arts & Science to fit-out space to serve as interim accommodations for academic and administrative units that need to relocate or need more space while the Faculty continues its work on long term space planned for in new builds.

The space program is developed based on the general needs of the Department of Sociology, the Masters of Mathematics Program and the Faculty's Office of Information & Instructional Technology (IIT). At present, only IIT will move into the space upon completion while the balance of the space will be used to accommodate immediate staging needs within and outside the Faculty.

First created in 2013, IIT was officially launched in summer 2015 and currently provides Divisional IT oversight and varied levels of direct IT solutions and support in partnership with local A&S IT teams, central ITS and other IT partners. With 70+ organizational units across the 33 buildings that make up the Faculty, IIT continues to strengthen technology stabilization and modernization with significant effort on Division-wide roll-outs such as VoIP, Office 365 Mail, Office 365 SharePoint, TAShip/DDAH, Department Web, ITS On-Premises Infrastructure Cloud offering, Research Data Centre and Learning Management Engine.

Having grown to the current complement of 55 full-time, casual, student and contractor positions, the unit needs to have current and growth capacity for approximately 110 staff across 2 locations (primary client and walk-in location: Sidney Smith Hall and team location: 700 University) to achieve its mission, which is to supply select Faculty-wide technology support and continued oversight for supported units administrative, instructional, and research activities. With several years of risk reduction, technology debt reduction, planning/modernization and project work ahead, it is expected that IIT will normalize in size after a period of 8 years of technology stabilization and progression.

IIT's main office space in Sidney Smith Hall room 572 reached its limits in 2016 and the Applications & Development and Infrastructure groups are currently housed in temporary, off-site locations. The Client Services and Teaching Technology Support groups have expanded into the original space on the ground floor of Sidney Smith Hall.

It is anticipated that IIT will occupy the leased space for at least 5 years, and likely 10 years.

### **Secondary Effects**

- Impact on Other Occupants in Building

Refer to relevant section of the document "**Triovest, 700 University Tenant Manual, August 2018**"

- Coordination with other renovation projects in building
- Reallocation of Vacated Space

The space vacated, listed below, will remain within the Faculty and be reallocated to address other pressing space needs. There are no costs for this project in connection to the reallocation.

1. 108 nasms on the 1st floor of the Stewart Building
2. 202 nasms on the 14th floor of the Robarts Building

### **Schedule**

The proposed schedule for the project is as follows:

Project Approval (Interim)	August 2019
Consultant Selection/ Award	September 2, 2019
Schematic Design	September 2019
Cycle 2 2019-20 Governance	October-December 2019
Construction Management RFP Issue and Award	November-December 2019
Design Development	October – November 2019
Construction Documents	December 2019 – February 2020
Tender and Award	February 2020
Construction Start	February 2020
Occupancy	Fall 2020

### **FINANCIAL IMPLICATIONS:**

#### **a) Total Project Cost**

The total estimated project cost for the 700 University, 17<sup>th</sup> floor: Fit-out for the Faculty of Arts & Science Interim Space Needs project is \$18,133,122.

On August 30, 2019, the CaPS Executive Committee approval of \$1,208,094 to engage consultants for the 700 University, 17<sup>th</sup> floor: Fit-out for the Faculty of Arts & Science Interim Space Needs was confirmed.

#### **b) Funding Sources**

The Total Project Cost of \$18,133,122 is to be funded as follows:

Faculty of Arts and Science Divisional Reserves      \$18,133,122

#### **c) Operating Costs**

Operating costs will be paid for by the Faculty of Arts & Science and refined estimates will be developed through the remainder of the design process.

**RECOMMENDATION:**

Be It Resolved:

Subject to Governing Council approval in principle of the project,

THAT the Vice-President, Operations and Real Estate Partnerships be authorized to implement the capital project for the *700 University, 17<sup>th</sup> floor: Fit-out for the Faculty of Arts & Science Interim Space Needs* at a total project cost of \$18,133,122.

**DOCUMENTATION PROVIDED:**

- *Report of the Project Planning Committee for 700 University, 17<sup>th</sup> floor: Fit-out for the Faculty of Arts & Science Interim Space Needs*, dated October 2, 2019

Report of the Project Planning Committee for  
**700 University, 17<sup>th</sup> floor: Fit-out for  
the Faculty of Arts & Science Interim Space Needs**

October 2, 2019

Faculty of Arts & Science Infrastructure Planning

Office of Campus and Facilities Planning - University Planning, Design and Construction



## **Executive Summary**

Leased space on the 17th floor of 700 University presents an opportunity for the Faculty of Arts & Science to fit-out space to serve as interim accommodations for academic and administrative units that need to relocate or need more space while the Faculty continues its work on long term space planned for in new builds.

Exploration of alternative approaches to the planning of academic spaces, access to natural light-filled spaces to the greatest number of people, and design that supports well-being are guiding principles of this project. This site could serve as a test bed for design that offers a variety of flexible work spaces for occupants to use as their activities shift throughout the day as well as through the academic cycle. The Users' willingness to try something different engenders excitement that the space will be energizing and result in an inspiring workplace for all.

The space program is developed based on the general needs of the Department of Sociology and the Faculty's Office of Information & Instructional Technology (IIT). At present, only IIT will move into the space upon completion while the balance of the space will be used to accommodate immediate staging needs within and without the Faculty.

On August 30th, 2019, CaPS Executive Committee approved Arts & Science to engage consultants to develop the project through the Construction Documents phase. ZAS Architects, who is also designing the 9th floor (a project previously allocated to the 4<sup>th</sup> floor, but now located on the 9<sup>th</sup> through a new lease agreement), was retained and the project is currently in the Schematic Design phase.

The total project area is 2,484 nasm (5,238 rentable square metres).

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## **I. Project Background**

### **a) Membership**

Jay Pratt (Committee Chair), Vice-Dean Research and Infrastructure, Faculty of Arts and Science (A&S)  
Sotira Chrisanthidis, Director, Information & Instructional Technology (IIT), A&S  
Kim McLean, Chief Administrative Officer, A&S  
Lucy Chung, Director, Infrastructure Planning, A&S  
Ron Saporta, Chief Operating Officer, Facilities & Services (F&S)  
Gordon Robins, Director, Utilities and Building Operations, F&S  
Costas Catsaros, Director, Project Development, University Planning Design & Construction (UPDC)  
Laragh Halldorson, Manager, Project Development, UPDC  
Lisa Neidrauer, Senior Planner, Campus and Facilities Planning, UPDC

### **b) Terms of Reference**

The Project Planning Committee will:

1. Make recommendations for a space program and functional layout for the 17<sup>th</sup> floor of 700 University.
2. Identify the space program as it relates to existing and approved plans for the Faculty of Arts & Science's Office of Information & Instructional Technology (IIT) and other units.
3. Explore new formats of space including (but not limited to) offices, shared offices, and collaborative spaces, and make recommendations to create a forward-thinking space.
4. Demonstrate that the proposed space program is consistent with the Council of Ontario Universities (COU) space standards and University of Toronto space standards.
5. Make recommendations for space that promotes a collaborative environment and a sense of community.
6. Identify all secondary effects and any related costs.
7. Identify all equipment and moveable furnishings necessary to the project and their estimated costs.
8. Identify all data, networking and communications requirements and their related costs.
9. Identify all security, occupational health and safety and accessibility requirements and their related costs.
10. Identify specific sustainability goals and energy efficiency goals for this project. Recommendations for goals that meet academic and operational aspirations should also be cost effective and incorporate proven best practices.
11. Determine a total project cost estimate [TPC] including costs of implementation in phases if required, identified secondary effects, and any requirements for improvements to services and infrastructure upgrades to the site.
12. Identify all sources of funding for capital and operating costs.
13. Project Planning Report by August 2019.

### **c) Background Information**

Leased space on the 17th floor of 700 University presents an opportunity for the Faculty of Arts & Science to fit-out space to serve as interim accommodations for academic and administrative units that

need to relocate or need more space while the Faculty continues its work on long term space planned for in new builds.

The space program is developed based on the general needs of the Department of Sociology and the Faculty’s Office of Information & Instructional Technology (IIT). At present, only IIT will move into the space upon completion while the balance of the space will be used to accommodate immediate staging needs within and outside the Faculty.

IIT’s move is necessitated by staffing growth to fulfill administrative, academic and research computing needs and with investment in new staff, leadership and facilities, a multi-year plan aims for continued development of Divisional IT services that encompass industry aligned, core IT functions. These are:

1. Client Services Support for 45+ units including AV/VC and Faculty wide e-Token services;
2. Teaching Technology Support including Faculty wide LME services;
3. End User Technology Solutions (Desktop Engineering and Collaborative Technology Support)
4. Applications & Development including Office 365 SharePoint services;
5. IT Infrastructure Services (Systems/Networking) with a VoIP roll-out and new Research Data Centre build;
6. Public Facing Web Services;
7. Product and Delivery Services;
8. Risk and Security functions;
9. IT Business Operations.

On August 30th, 2019, CaPS Executive Committee approved Arts & Science to engage consultants to develop the project through the Construction Documents phase. ZAS Architects, who is also designing the 9th floor (previously allocated to the 4<sup>th</sup> floor), was retained and the project is currently in the Schematic Design phase.

**d) Existing Space**

Table A: Existing Space by Department

<b>Department</b>	<b>Current Inventory (NASM)</b>
<b>Information &amp; Instructional Technology (IIT)</b>	
John P. Robarts Library Building	108
Sidney Smith Hall	234
Stewart Building	202
<i>Total IIT</i>	<b>544</b>
<b>Department of Sociology</b>	
371 Bloor Street West	1484
University College	16
<i>Total Department of Sociology</i>	<b>1500</b>
<i>Total</i>	<b>2044</b>

Table B: Existing Space by Category & Department

Category	IIT Existing Inventory (NASM)	Staging 1 (Sociology) Existing Inventory (NASM)
1.0 Classroom Facilities		110
2.0 Laboratory - Undergraduate		162
3.0 Research Laboratory Space		15
4.1 Academic Offices		552
4.2 Research Office/Project Space		19
4.3 Graduate Student Offices		309
4.4 Dept Admin and Support Staff Offices	417	98
4.5 Office Support Space	127	225
14.1 Student Office and Support		11
Total	<b>544</b>	<b>1500</b>

#### Occupant profile

The COU space standards generate space based on “input measures” - the numbers of faculty, students, staff, etc., applied against “space factors” which indicate the amount of space required by function per input measure.

Table C: Occupant profile

	IIT		Staging 1 (Sociology)
	Profile Current	Profile Projected	Profile
<b>Academic</b>			
Chair/Director			1.0
FTE Tenure Stream			25.0
FTE Teaching Stream			2.0
FTE Term Limited/Non Tenure Stream			
FTE UTM/UTSC			40.0
FTE Approved TBAs - Open&Filled			
FTE Sessionals (budgetary)			1.4
<b>Research Appointments</b>			
Post Doctoral Fellows (Headcount)			3.0
FTE Research Associates			1.0
<b>Graduate Students</b>			
FTE Graduate students			111.0
FTE Prof. Masters			
<b>Admin &amp; Support Staff</b>			
FTE Admin & Support Staff	50.0	110.0	10.0

## II. Project Description

### a) IIT Vision Statement

Leased space on the 17th floor of 700 University presents an opportunity for the Faculty of Arts & Science to accommodate various units in interim space in the context of ongoing planning for new builds and to accommodate the rapid growth of IIT.

Exploration of alternative approaches to the planning of academic spaces, access to natural light-filled spaces to the greatest number of people, and design that supports well-being are guiding principles of this project. This renovation could serve as a test bed for design that offers a variety of flexible work spaces for occupants to use as their activities shift throughout the day as well as through the academic cycle. The Users' willingness to try something different engenders excitement that the space will be energizing and result in an inspiring workplace for all.

The Faculty is investing in the development of professional IT services to meet high standards and service expectations in a Division the size of a mid-sized Ontario university. As new staff and services are added, a shared environment in which all the units can work with one another as a single team is a requirement for the efficiency, knowledge-sharing, and team work that creates excellent service.

The vision for IIT is one that integrates all aspects of technology and support, over the course of several years, for teaching, research, and administration in a cohesive service model. A space and a design that matches this vision will enable end users to obtain professional and personal service in a set of contiguous work spaces where IT staff can identify and resolve issues efficiently while sharing knowledge and best practices. A well-designed space will inspire collaboration, coordinated problem-solving, operational

strength, knowledge exchange, professional development, situational awareness across disciplines, and teamwork in support of the Faculty's mission.

Expected benefits include:

- Efficient management and resolution of in-person and call-in support inquiries as well as major service incidents
- Teaching and learning consultations within easy reach of IIT's main teaching facilities and technical expertise
- Purpose-built work spaces for the various technical units that increase their capabilities
- Improved consultation, collaboration, and sharing values across all units in support of excellent services
- Enhancement of teamwork and professional appreciation among IIT staff of the roles played by each unit in support of the Faculty, thereby enhancing professional development and career opportunities
- A one-stop shop for IT service planning, provision, and maintenance across the Faculty
- Demonstration to staff of their value in the mission of the Faculty

Team logistics: the Infrastructure group manage the networking and servers that support the desktop environment, all applications and the data centre's servers. A great deal of information needs to be exchanged by members of this group throughout the day and in certain cases the data they maintain is confidential. For both reasons, this group's workspace should be securable and functionally separate from the front-of-house activities of the client-facing groups. Nearby, the Applications & Development group should be located in such a way that planning and management of issues with the Infrastructure group can be conducted easily and, where necessary, in real time. Again, the fact that the Applications & Development group deals with sensitive information means that they need a workspace that is securable and functionally separate from the front-of-house client traffic.

The Product and Delivery Services group will execute or guide IIT initiatives, maintain product planning lifecycles and releases and work closely with leads, Managers and team members for fulfillment as well as ensure timely updates to clients. This group will require a collaborative planning zone and most ideally be situated near the Applications & Development team for timely interaction.

## **b) IIT Strategic Plan**

First created in 2013, IIT was officially launched in summer 2015 and currently provides Divisional IT oversight and varied levels of direct IT solutions and support in partnership with local A&S IT teams, central ITS and other IT partners. With 70+ organizational units across the 33 buildings that make up the Faculty, IIT continues to strengthen technology stabilization and modernization with significant effort on Division-wide roll-outs such as VoIP, Office 365 Mail, Office 365 SharePoint, TAShip/DDAH, Department Web, ITS On-Premises Infrastructure Cloud offering, Research Data Centre and Learning Management Engine.

Having grown to the current complement of 55 full-time, casual, student and contractor positions, the unit needs to have current and growth capacity for approximately 110 staff across 2 locations (primary client and walk-in location: Sidney Smith Hall and team location: 700 University) to achieve its mission, which is to supply select Faculty-wide technology support and continued oversight for supported units administrative, instructional, and research activities. With several years of risk reduction, technology debt reduction, planning/modernization and project work ahead, it is expected that IIT will normalize in size after a period of 8 years of technology stabilization and progression. Due to the ever-changing nature of technology fulfillment, IIT must also ensure capacity for any future growth areas in IT.

The main office space in Sidney Smith Hall room 572 reached its limits in 2016 and the Applications & Development and Infrastructure groups are currently housed in the Stewart Building and the Robarts Library. The Client Services and Teaching Technology Support groups have expanded into the original space on the ground floor of Sidney Smith Hall.

Under the leadership of 4 Managers and 1 Director, nine functional units aim to work collaboratively to achieve their mission. A common workspace that houses the teams creates the working relationships, knowledge sharing, and efficiencies that support the integrated service model and service standards the department is striving for.

More details can be found in section 10.5 of the Faculty's 2018-2019 self-study:

<https://www.artsci.utoronto.ca/about/strategic-overview/external-review>.

### c) Space Requirements, Program and Functional Plan

#### Space Requirements

Table D: Space Requirements & COU Calculations Summary

Department	Existing			Hydro 17th Floor Planning			
	Inventory (NASM)	COU Generated (NASM)	% Inventory to COU	Proposed Space Program (NASM)	Space Program remaining in SS	COU Generated Incl Growth (NASM)	% Space Program to COU
IIT	544	750	73%	1,014	234	1,650	76%
Staging 1 (Sociology)	1,500	1,253	120%	1,231		1,253	98%
Staging 2	n/a	n/a		69		150	
Staging 3	n/a	n/a		170		420	
<b>Total</b>	<b>2,044</b>	<b>2,003</b>		<b>2,484</b>		<b>3,473</b>	

\* Total IIT = 1248 NASM comprised of 1014 in 700 University and 234 remaining in Sidney Smith.

It is anticipated that IIT will occupy the leased space for at least 5 years and likely 10 years. To reflect this, the space analysis has been calculated using projected growth numbers 10 years hence. The space program was developed using COU analysis as a benchmark with the following adjustments:

- Offices calculated at 12 nasms but planned at 9 nasms
- Staff in workstations calculated at 12 nasms but planned at 5.5 nasms

The Gross Square Metre (GSM) area for the proposed space is 5,238.

Table E: IIT Detailed Space Requirements Compared to Existing

IIT						
COU Category	EXISTING	Existing Count/FTE	COU Input Nasm	Generated	Existing Inventory	I/G
				Nasm	Nasm	
4.4	Admin Offices	50.0	12	600.0	416.9	
4.4	Admin Workstations					
4.5	Office Support Space	600 sm	0.25	150.0	127.0	
				<b>750.0</b>	<b>543.9</b>	<b>73%</b>
COU Category	PROPOSED	Projected Total Count/FTE	COU input Nasm	Generated	Proposed	P/G
				Nasm	Nasm	
	<b>Hydro</b>					
4.4	Admin Offices	90.0	12	1080.0	54.0	
4.4	Admin Workstations				462.0	
4.5	Office Support Space	1080 sm	0.25	270.0	498.0	
	<b>Subtotal Hydro</b>			<b>1350.0</b>	<b>1014.0</b>	<b>75%</b>
	<b>Sidney Smith</b>				<b>(existing)</b>	
4.4	Admin Offices	20.0	12	240.0	33.0	
4.4	Admin Workstations				115.0	
4.5	Office Support Space	240 sm	0.25	60.0	85.5	
	<b>Subtotal Sidney Smith</b>			<b>300.0</b>	<b>233.5</b>	<b>78%</b>
	<b>Total IIT</b>			<b>1650.0</b>	<b>1247.5</b>	<b>76%</b>

Table F: STAGING (1) based on Sociology Detailed Space Requirements Compared to Existing



Sociology						
COU Category	EXISTING	Existing Count/FTE	COU Input Nasm	Generated	Existing Inventory	I/G
				Nasm	Nasm	
1.0	Classrooms				109.8	
2.0	Teaching Labs	278 WLSCH	0.3	83.4	162.2	
3.0	Research Lab Space	86.9	1	86.9	15.0	
4.1	Faculty Offices	29.4	12	364.8	551.7	
4.2	Research Offices	4.0	12	48.0	19.3	
4.3	Graduate Student Offices	111.0	3	333.0	309.2	
4.4	Non-Academic Offices	10.0	12	120.0	98.1	
4.5	Office Support Space	865.8sm	0.25	216.5	224.6	
14.1	Student Office and Support				10.5	
				<b>1252.6</b>	<b>1500.4</b>	<b>120%</b>
COU Category	PROPOSED	Projected Total	COU input Nasm	Generated	Proposed	P/G
		Count/FTE		Nasm	Nasm	
1.0	Classrooms				184.0	
2.0	Teaching Labs	278 WLSCH	0.3	83.4	81.0	
3.0	Research Lab Space	86.9	1	86.9	48.0	
4.1	Faculty Offices	29.4	12	364.8	379.0	
4.2	Research Offices	4.0	12	48.0	25.0	
4.3	Graduate Student Offices	111.0	3	333.0	303.0	
4.4	Non-Academic Offices	10.0	12	120.0	18.0	
4.4	Non-Academic Workstations	8.0			57.5	
4.5	Office Support Space	865.8sm	0.25	216.5	135.0	
				<b>1252.6</b>	<b>1230.5</b>	<b>98%</b>

Table G: STAGING 2 based on Administrative workstations

Staging 2						
COU Category	PROPOSED	Projected Total	COU input Nasm	Generated	Proposed	P/G
		Count/FTE		Nasm	Nasm	
4.4	Non-academic	10.0	12	120.0	55.0	
4.5	Office Support	120.0 sm	0.25	30.0	14.0	
				<b>150.0</b>	<b>69.0</b>	<b>46%</b>

Table H: STAGING 3 based on Administrative workstations

Staging 3						
COU Category	PROPOSED	Projected Total	COU input Nasm	Generated	Proposed	P/G
		Count/FTE		Nasm	Nasm	
4.4	Non-academic	28.0	12	336.0	154.0	
4.5	Office Support	336.0 sm	0.25	84.0	16.0	
				<b>420.0</b>	<b>170.0</b>	<b>40%</b>

Space Program

Table I: Summary of Space Program by Department

SPACE PROGRAM SUMMARY	
Department and Program Spaces	Proposed Nasm
IIT	1,014
Staging 1 - based on Sociology	1,231
Staging 2	69
Staging 3	170
<b>Total Nasms:</b>	<b>2,484</b>
calculated gross up:	<b>2.1</b>
<b>GSM:</b>	<b>5,238</b>

Table J: Space Program by Category & Department

	IIT NASM	Staging 1 (Sociology) NASM	Staging 2 NASM	Staging 3 NASM	Space Program Total NASM
<b>Departmental/Program Space</b>					
1.0 Classroom Facilities		184			<b>184</b>
2.0 Laboratory - Undergraduate		81			<b>81</b>
3.0 Research Laboratory Space		48			<b>48</b>
4.1 Academic Offices		379			<b>379</b>
4.2 Research Office/Project Space		25			<b>25</b>
4.3 Graduate Student Offices		303			<b>303</b>
4.4 Dept Admin and Support Staff Offices	516	76	55	154	<b>801</b>
4.5 Office Support Space	498	135	14	16	<b>663</b>
<i>Totals</i>	1,014	1,231	69	170	<b>2,484</b>

Table J: Proposed Area (nasm) for IIT by COU Category

IIT						
COU	Space Category	Qty	People	Nasm	Total	Notes
<b>10.1</b>	<b>Office Space</b>					
	<b>Team 1: Client Service</b>					
	Office	1	1	9	9	
	Workstations	22	22	5.5	121	
	<b>Team 2: Teaching Technology Support</b>					
	Workstations	10	10	5.5	55	
	<b>Team 3: Infrastructure</b>					
	Office	1	1	9	9	
	Workstations	12	12	5.5	66	
	<b>Team 4: Application and Development</b>					
	Office	1	1	9	9	
	Workstations	25	25	5.5	138	
	<b>Team 5: Delivery Sevices</b>					
	Office	1	1	9	9	
	Workstations	5	5	5.5	28	
	<b>Public Facing Web</b>					
	Workstations	3	3	5.5	17	
	<b>Risk and Security</b>					
	Office	1	1	9	9	
	Workstations	4	4	5.5	22	
	<b>Business Operations</b>					
	Workstations	2	2	5.5	11	
	<b>Admin</b>					
	Office	1	1	9	9	
	Workstations	1	1	5.5	6	
	<i>Subtotal 10.1 Office Space</i>	90	90		516	
<b>10.2</b>	<b>Office Support Space</b>					
	Reception	1		26	26	Including E-Token checkout
	Showcase area	1		2	2	
	Meeting Rooms	4		17	68	
	Boardroom / Conference rm	1		75	75	
	Lunch room	1		51	51	
	Collaboration areas	8		10	80	
	<b>Team 1: Client Services</b>					
	Storage room for IIT material	1		12	12	
	Storage room for client material	1		13	13	
	Work room - large	1		72	72	
	<b>Team 2: Teaching Technology Support</b>					
	Storage room	1		15		
	<b>Team 3: Infrastructure</b>					
	Work room - small	1		22	22	
	Equipment storage room	1		15	15	
	<b>Team 4: Application and Development</b>					
	Testing lab	1		32	32	
	<b>Team 5: Delivery Sevices</b>					
	Meeting Room	1		10	10	
	Meeting Room	1		20	20	
	<i>Subtotal 10.2 Office Support Space</i>				498	
	<b>Total:</b>				<b>1014</b>	

Table K: Proposed Area (nasm) for STAGING 1 (Sociology) by COU Category

Staging 1 (Sociology)						
COU	Space Category	Qty	People	Nasm	Total	Notes
1.0	Classrooms					
	Seminar Rm	1	43	73	73	
	Seminar Rm	3	24	37	111	ave size
	<i>Subtotal 1.0 Classrooms</i>				184	
2.0	Undergraduate Teaching Lab					
	Computer Lab	1	40	81	81	
	<i>Subtotal 2.0 Undergraduate Labs</i>				81	
3.0	Research Labs					
	Research Lab (CGMP)	2	2	12.5	25	
	Research Office/Project Space	2	2	11.5	23	
	<i>Subtotal 3.0 Research Labs</i>				48	
4.1	Academic Offices					
	Chair's office	1	1	15	15	
	Academic Offices	24	24	9	216	
	Academic Offices (UTM/UTSC shared)	13	40	9	117	
	Academic Offices (Shared Emeriti, Cross, Visitors)	1	6	31	31	
	<i>Subtotal 4.1 Academic Offices</i>				379	
4.2	Research Office/Project Space					
	Post Doc Office/research associate	1	4	25	25	
	<i>Subtotal 4.2 Research Office/Project Space</i>				25	
4.3	Graduate Student Space					
	Graduate Student Stations - Assigned	86	86	3	258	
	Graduate Student Stations - Not Assigned	12	17	3	36	
	Graduate work room	1		9	9	
	<i>Subtotal 4.3 Graduate Student Space</i>				303	
4.4	Departmental Support Staff					
	Reception	1	1	19	19	
	Staff Workstations	7	7	5.5	39	
	Staff offices	2	2	9	18	
	<i>Subtotal 4.4 Departmental Support Staff Offices</i>				76	
4.5	Office Support Space					
	Open Meeting/Study Space	1		58	58	
	Small Meeting Room	1		9	9	
	Storage	1		12	12	
	Lounge/Kitchen	1		43	43	
	Mail/Photocopy	1		7	7	
	Casual Workstations	2		3	6	
	<i>Subtotal 4.5 Office Support Space</i>				135	
	<b>Total:</b>				<b>1231</b>	

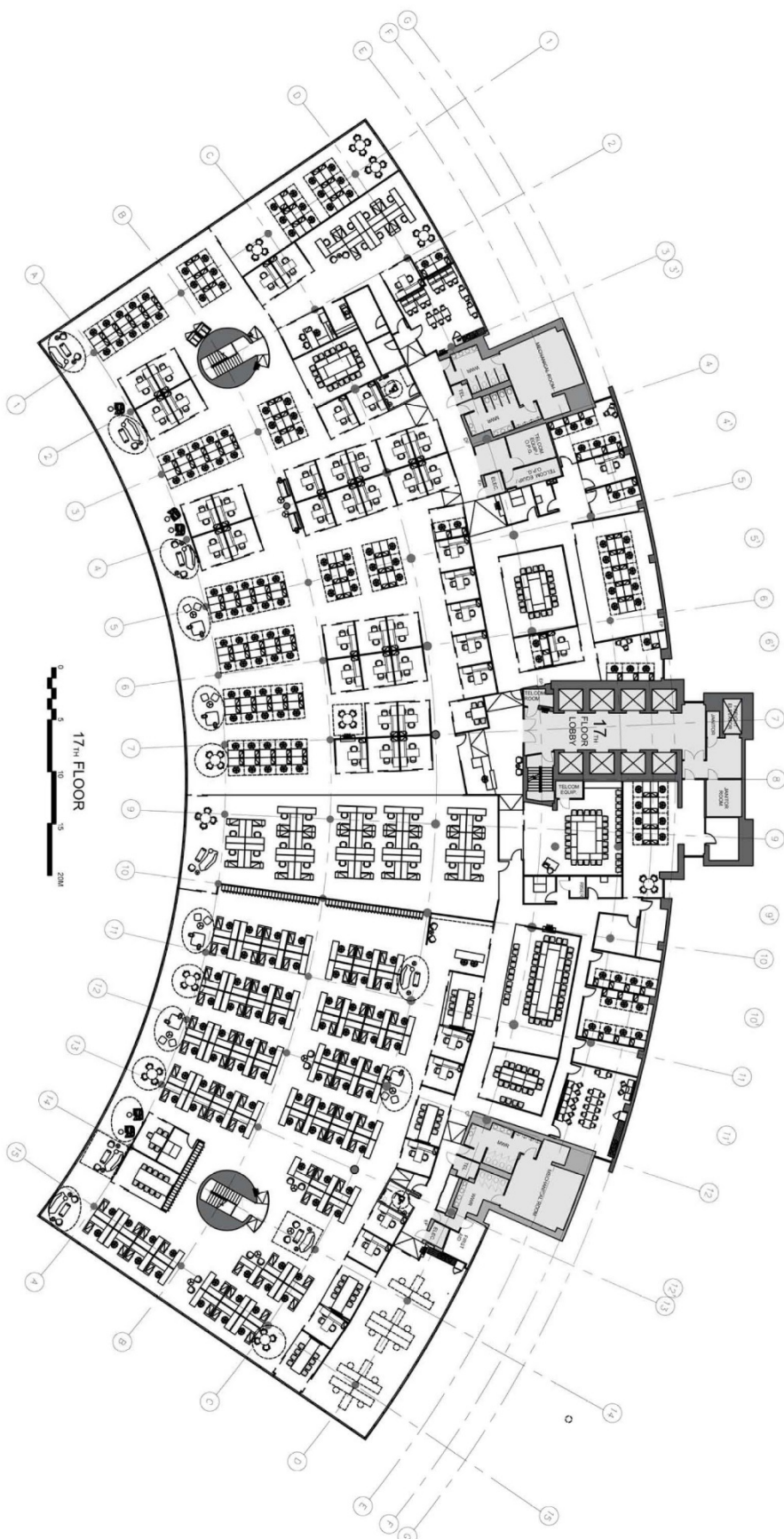
Table L: Proposed Area (nasm) for STAGING 2 by COU Category

Staging 2						
COU	Space Category	Qty	Persons	Nasm	Total	Notes
4.4	Departmental Support Staff					
	Staff workstations	10	10	5.5	55	
	<i>Subtotal 4.4 Departmental Support Staff Offices</i>				55	
4.5	Office Support Space					
	Open Meeting	1		8	8	
	Kitchenette	1		6	6	
	<i>Subtotal 4.5 Office Support Space</i>				14	
	<b>Total:</b>				<b>69</b>	

Table M: Proposed Area (nasm) for STAGING 3 by COU Category

Staging 3						
COU	Space Category	Qty	Persons	Nasm	Total	Notes
4.4	Departmental Support Staff					
	Staff workstations	28	28	5.5	154	
	<i>Subtotal 4.4 Departmental Support Staff Offices</i>				154	
4.5	Office Support Space					
	Open Meeting	2		8	16	
	<i>Subtotal 4.5 Office Support Space</i>				16	
	<b>Total:</b>				<b>170</b>	

**Proposed Layout**





#### **d) Building Considerations**

700 University is also known as the Ontario Power Generation Building or Ontario Hydro Building. It was built in 1975 and located at the intersection of University Avenue and College Street. Its distinctive modernist style with large floor plates is comprised of 19 floors.

The 17th floor provides 5,219 square metres of rentable space in base building condition. With a deep floorplate the planning will be undertaken in such a way as to ensure natural light and views are shared by all in order to provide a healthy place to work.

#### Sustainability and Energy Efficiency

##### **University of Toronto Carbon reduction commitment**

The following is an excerpt from the Tenant Manual, under Environmental Programs:

700 University Avenue will be working towards completing the necessary steps to achieve BOMA BEST status. In order to succeed in obtaining the various levels, we are actively looking for ways to improve the building's management of the following:

- *Energy: consumption, features, management and transportation*
- *Water: water efficiency*
- *Resources: waste reduction and recycling*
- *Emissions, effluents and other Impacts: air emissions, ozone depletion, water effluents, hazardous materials, hazardous products, health and safety, and the Workplace Hazardous Materials Information System (WHMIS)*
- *Indoor environment: indoor air, lighting and noise*
- *Environmental Management: Environmental Management Systems (EMS) documentation, purchasing policy, emergency response and tenant awareness*

BOMA BEST is designed to encourage sustainable best practices throughout our industry. It also empowers company-wide participation in the process and simultaneously works to educate everyone involved. Triovest is proud to be recognized for our efforts within the building and continues to develop action plans for future savings on resource consumption and waste reduction.

#### Accessibility

Interior public spaces (i.e. service counters, fixed queuing guides, and waiting areas), must comply with Part IV.1, Design of Public Spaces Standards (Accessibility Standards for the Built Environment, Integrated Accessibility Standards of the Integrated Accessibility Standards, O.Reg. 191/11, <http://aoda.hrandequity.utoronto.ca/buildings/>). For additional information contact the University of Toronto's AODA Office. <http://aoda.hrandequity.utoronto.ca/>

## Personal safety and security

Personal safety must be taken into consideration in the design of the space. Transparency on the floor and public areas, including stairwells, is desirable, inserting glazing where possible to allow for visual access, mirrors for hidden corners and security camera should be considered if the space is not going to be on 24 hour FOB access; undergrads would be coming to the space to meet with faculty and the entrance(s) to the space would be unlocked during regular office hours. The building has CCTV cameras. The project team will need to determine if the security cameras should be tied to the building or to Campus Police.

With regards to mirrors, the recommendation is that once the space is complete an assessment needs to be done to determine where the mirrors would be best situated.

It is anticipated that outside normal U of T hours, electronic access is to be provided for all perimeter exterior doors, office areas, and elevator(s), and staircases.

The following is an excerpt from the Tenant Manual (Building Security Systems):

Triovest is committed to providing our tenants with a safe and secure work environment in which to conduct their business. At 700 University Avenue, we have a range of security equipment in place to ensure the safety of all building occupants at all times. This includes our building card-access control system, CCTV cameras with video backup on the ground and lower building levels, glass break detectors on the ground floor perimeter and our security personnel.

The building offers 24/7 security service. During regular business hours, guards are available to the ID Office, concierge and various building patrols and response procedures.

Our building is open to the public from 7:00am – 6:30pm daily. After-hours access is restricted to those holding a building access security card only. Building access is to be arranged only by authorized tenant representatives. We request that any staffing changes be communicated so that we may activate or deactivate security cards as required. All **deactivated** cards can be dropped off at the main security desk in the lobby, or at the ID/ Access Office in the lobby.

All after-hours visitors to the building must contact the tenant's employee they are visiting, and the employee is to escort the visitor from the front door of the building.

## Signage

Interior signage will be a required element of the detailed project design to appropriately integrate all new programmable areas into the existing signage program of the building. Signage will also need to be considered in the building lobby to provide the University of Toronto with a presence at 700 University Ave.

## Non-assignable space

Included in the building project are non-assignable elements that are not specifically described in the Space Program, but will be part of the architect's responsibility for design.

Non-assignable spaces include

- Corridors, and public circulation space
- Elevator lobby
- Data & communication closets
- Mechanical and Electrical rooms
- Janitor's closet
- Washrooms: The provision of public washrooms must meet minimum code requirements and should also include an accessible stall, sink, and mirror in gendered washrooms and in separate universal washrooms. Universal washrooms must comply with current AODA standards.

### Networking and Data

U of T fibre required from the main server room in the basement up to this floor.

#### IIT Requirements:

- one rack (48U)
- Cat 6 cabling is sufficient
- 6 strands fibre connection from ITS backbone to network room
- equipment specs per ITS standard
- rack mountable power bar
- UPS
- fibre patch panel
- patch panel for network cable termination

#### Staging 1 (Sociology) Requirements:

- 2 x 48U racks
- 6 strands SM fibre connection
- Fibre Patch Panels
- Patch Panels for network cable termination
- Cat 6 network cabling
- Rack mountable power bar
- UPS

#### Staging 2 and Staging 3 Requirements will be combined and a duplication of IIT Requirements:

- one rack (48U)
- Cat 6 cabling is sufficient
- 6 strands fibre connection from ITS backbone to network room
- equipment specs per ITS standard
- rack mountable power bar
- UPS
- fibre patch panel
- patch panel for network cable termination

## Other Considerations

The following sections of the document “**Triovest, 700 University Tenant Manual, August 2018**” provides key information related to construction:

- “Tenant Construction Overview”
- “GENERAL CONTRACTOR CONSTRUCTION REGULATIONS”

## Secondary Effects

- Impact on Other Occupants in Building

Refer to relevant section of the document “**Triovest, 700 University Tenant Manual, August 2018**”

- Reallocation of Vacated Space

The space vacated, listed below, will remain within the Faculty and be reallocated to address other pressing space needs. There are no costs for this project in connection to the reallocation.

1. 108 nasms on the 1st floor of the Stewart Building
2. 202 nasms on the 14th floor of the Robarts Building

## Schedule

The proposed schedule for the project is as follows:

Project Approval (Interim)	August 2019
Consultant Selection/ Award	September 2, 2019
Schematic Design	September 2019
Cycle 2 2019-20 Governance	October-December 2019
Design Development	October – November 2019
Construction Management RFP Issue and Award	November-December 2019
Construction Documents	December 2019 – February 2020
Tender and Award	February 2020
Construction Start	February 2020
Occupancy	Fall 2020

## **IV. Resource Implications**

### **a) Total Project Cost Estimate**

The total estimated cost for the project includes estimates or allowances for:

- construction costs
- contingencies
- taxes
- secondary effects
- demolition
- hazardous waste removal
- permits and insurance
- Professional fees, architect, engineer, misc. consultants, project management
- computer and telephone terminations
- moving
- furniture and equipment
- miscellaneous costs [signage, security, other]
- commissioning
- escalation

### **b) Operating Costs**

Operating costs will be paid for by the Faculty of Arts & Science and refined estimates will be developed through the remainder of the design process.

### **c) Funding Sources**

The Total Project Cost will be funded through the Faculty of Arts and Science Divisional Reserves.

## **V. APPENDICES**

## Appendix I: Room Data Sheets (on request)

### IIT:

IIT-4.4-01: Office Admin Private  
IIT-4.4-03: Office Admin Workstation  
IIT-4.5-01: Reception Waiting  
IIT-4.5-03: Kitchenette  
IIT-4.5-06: Meeting Conference  
IIT-4.5-07: Meeting Standard  
IIT-T1\_3.1-02: Workroom Large  
IIT-T1\_4.5-04: Storage Client  
IIT-T1\_4.5-05: Storage IIT  
IIT-T2\_4.5-05: Storage IIT  
IIT-T3\_3.1-03: Workroom Small  
IIT-T3\_4.5-05: Storage IIT  
IIT-T4\_3.1-01: Testing Lab  
IIT-T5\_4.5-07: Meeting Standard  
IIT-T5\_4.5-08: Collaboration Area

### STAGING 1:

Staging1-1.2-01\_Classroom\_Large  
Staging1-1.2-02\_Classroom\_Small  
Staging1-2.1-01\_Computer\_Lab  
Staging1-3.1-01\_Lab\_Research\_Dry  
Staging1-4.1-01\_Office\_Academic\_Chair  
Staging1-4.1-01\_Office\_Academic\_Private  
Staging1-4.1-01\_Office\_Academic\_Shared1  
Staging1-4.1-01\_Office\_Academic\_Shared2  
Staging1-4.2-01\_Office\_Research\_Shared  
Staging1-4.3-01\_Office\_Graduate\_Assigned  
Staging1-4.3-02\_Office\_Graduate\_Hoteling  
Staging1-4.4-01\_Office\_Admin\_Private  
Staging1-4.4-03\_OfficeAdmin\_Workstation  
Staging1-4.5-01\_ReceptionWaiting  
Staging1-4.5-02\_Photocopy\_Mail\_Room  
Staging1-4.5-03\_Meeting\_Rooms\_Small  
Staging1-4.5-04\_Meeting\_Study\_Open\_Area  
Staging1-4.5-05\_Storage\_General  
Staging1-4.5-06-01\_Departmental\_Lounge  
Staging1-4.5-06-02\_Kitchenette

**Appendix II: Triovest, 700 University Tenant Manual, August 2018 (on request)**



