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Ontario Association of Architects Headquarters  
Landscape Design Competition

# Project Brief + Competition Guidelines



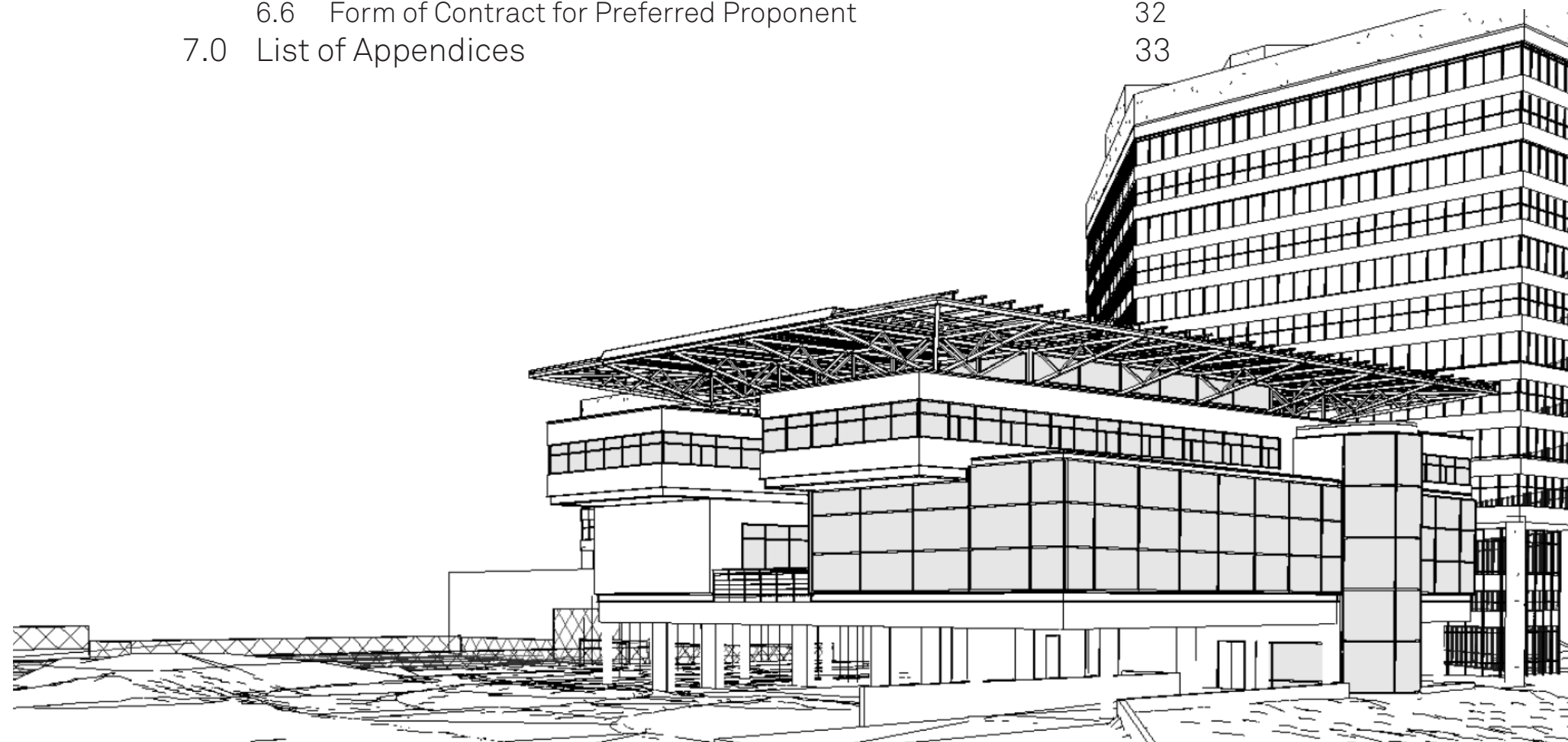
ONTARIO ASSOCIATION  
OF ARCHITECTS  
171 Moorfield Drive

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Founded in 1889, the Ontario Association of Architects (OAA) is a self-regulating, not-for-profit organization that is governed by the [Architects Act](#), a statute of the Government of Ontario. Established under the Act, its principal object is to regulate the practice of architecture in order that the public interest may be served and protected. The Association is dedicated to administering the *Architects Act* while promoting and increasing the knowledge, skill, and proficiency of its members.



# Land Acknowledgment

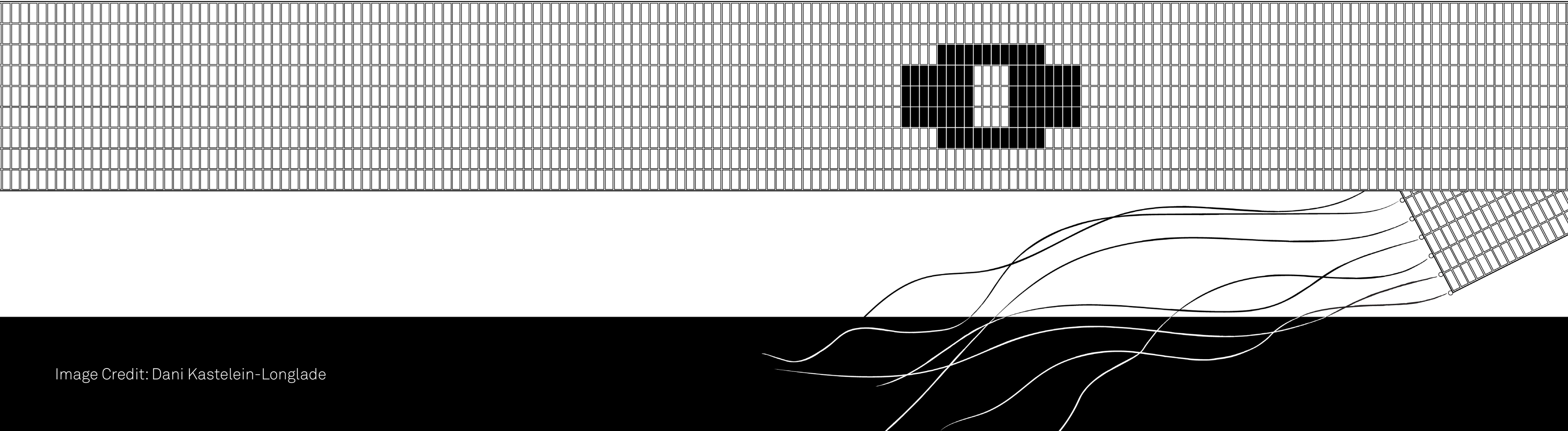
For millennia, the place we call Ontario has been inhabited by Indigenous peoples and nations who have been stewards of the land.

We wish to acknowledge the land on which our Headquarters are built and where our staff and members gather. It has been the traditional territory of the Mississaugas of the Credit, as well as the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat.

We honour the rich cultural and natural landscape our buildings and spaces are a part of and the connection to the land Indigenous peoples have valued since time immemorial.

We are grateful for Indigenous knowledge that guides us and commit to building in harmony with the land and creating sustainable spaces for generations to come.

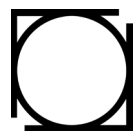
In the spirit of reconciliation, we acknowledge our responsibility to address past and present injustices and provide space for Traditional Knowledge and worldviews to shape the architectural landscape of Turtle Island.



The winning project of this anonymous, juried Landscape Design Competition will be awarded a cash prize alongside the contract to redesign the landscaping at the OAA property at 111 Moatfield Drive.

# 1.0

# Introduction



As the province's regulator for the architecture profession, the Ontario Association of Architects' (OAA) primary mandate is to serve and protect the public interest. Given the substantial societal impact of the construction and operation of the built environment, the Association seeks to take a leadership role in celebrating sensitive, responsible, and innovative design while emphasizing the essential role design professionals play in building for resiliency and inclusivity.

To that end, the OAA enthusiastically welcomes its membership and those from the Ontario Association of Landscape Architects to submit their best ideas for the landscape redesign of the OAA Headquarters. In this first competition since the building's construction in the early 1990s, the OAA aims to further the goals originally behind its recent [Renew + Refresh](#) initiative—an ambitious retrofit project overseen by David Fujiwara Architect, which made the north Toronto building designed by competition-winner Ruth Cawker, a model of net-zero design and an example of how buildings can be adapted to minimize environmental impacts and support a sustainable future.

The headquarters welcomes staff, volunteers, members, and the public alike through its doors on a regular basis. After the completion of the recent building retrofit project, OAA Council—under the guidance of the OAA's Building Committee—determined that the exterior spaces need to reflect the same level of care and attention.

This competition is a key project to action the themes and priorities of the OAA's five-year Strategic Plan—namely its focus on climate action and equity, diversity, inclusion, and reconciliation. It explores how buildings and their site contexts can be designed and adapted sustainably, with consideration to diverse users and the Indigenous communities on whose traditional land the building is situated. In addition to showcasing design excellence, competitors are asked to create a welcoming arrival experience, complement and enhance the modernist-inspired building, incorporate principles of sustainability and consider water use in the health of the environment, and acknowledge the Don River watershed site context.

“This competition is a natural extension and continuation of the ethos underpinning the OAA's Renew + Refresh project. We see this competition as an opportunity to think about how we can take steps to heal our relationship with the land and its original caretakers. The key consideration underpinning all of this is what constitutes responsible landscape interventions in a time of climate change and reconciliation.”

- Lara McKendrick, OAA Vice President and Chair of the OAA Building Committee

# 2.0 Background

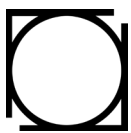


Figure 1: OAA Headquarters, original pre-renovation design

## 2.1 Area History – Moatfield Ossuary

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The OAA Headquarters is located in proximity to a significant discovery of an ancient Indigenous village and burial site. Known as the **Moatfield Ossuary**, the site was discovered during the expansion of a soccer field near the OAA headquarters in north Toronto.

Excerpts from Wikipedia:

*“Upon identifying both [Wyandot](#) artifacts and human remains, a team of archaeologists was contracted by the province to conduct an archaeological investigation and recover the human remains...”*

*“The Moatfield ossuary was discovered in 1997 in North York, [Toronto](#), Ontario, during the redevelopment of a soccer field. Artifacts from the site confirmed it to be a Middle Iroquoian village (AD 1280 – AD 1320). Following consultation with the Six Nations Council of Oshweken, the province contracted Archaeology Services Inc. to undertake an investigation of the ossuary located on the periphery of the site.”*

The site of the Moatfield Ossuary is north and west of the OAA HQ site near the intersection of Leslie Street and the 401 Highway. Links to further information regarding this historic finding can be accessed here: [https://en.wikipedia.org/wiki/Moatfield\\_Ossuary](https://en.wikipedia.org/wiki/Moatfield_Ossuary) and <https://acotoronto.ca/building.php?ID=13723>



Figure 2: Aerial view of existing site conditions (Google Earth)

## 2.2 Development and Existing Site Context

The OAA HQ site is located in North York, Ontario adjacent to the [Don Valley watershed](#), with a ravine to the immediate east and north of the site.

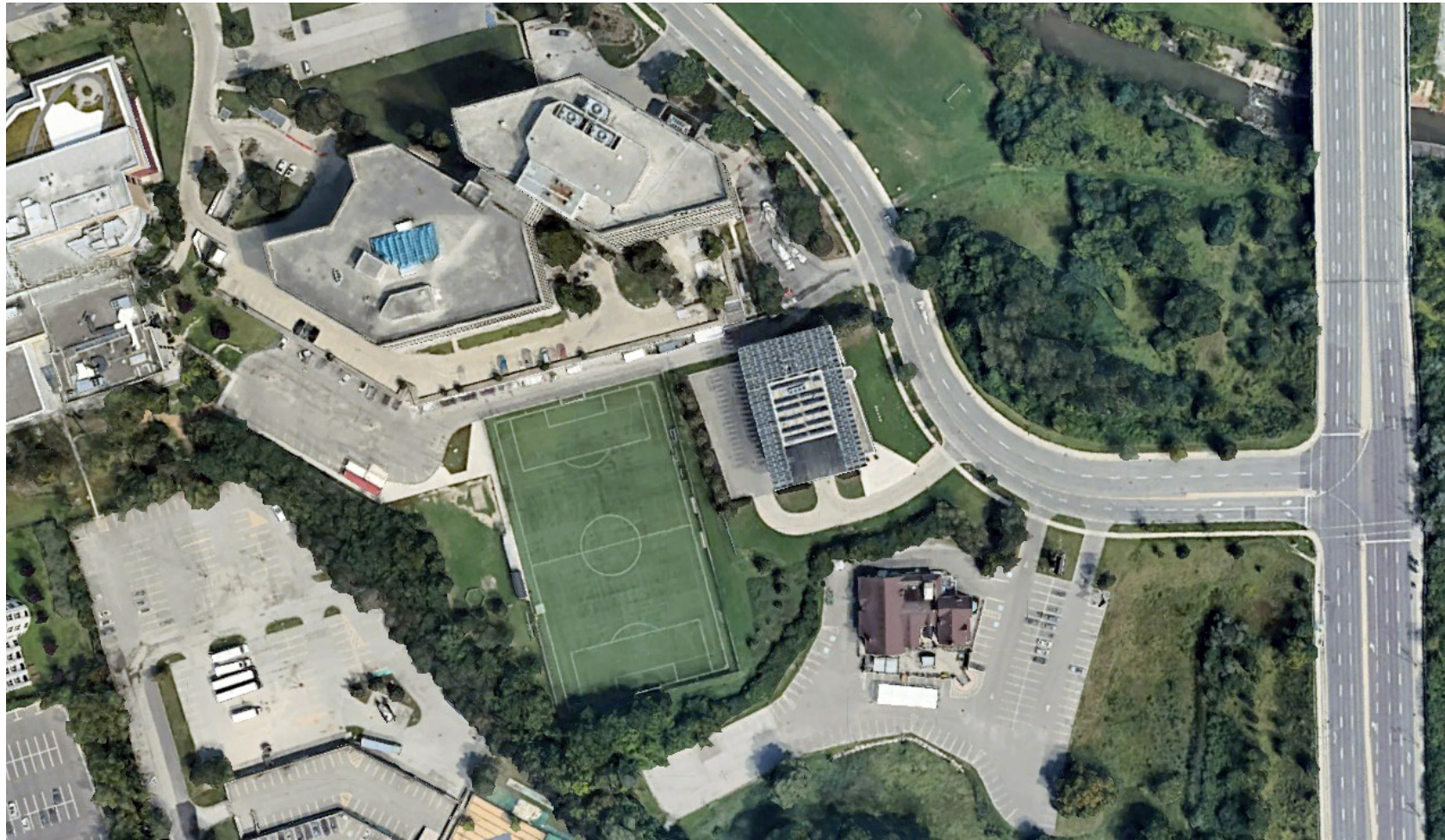


Figure 3: Aerial view of 111 Moatfield and surrounding site context (Google Earth)

The property was gifted to the architectural profession of Ontario by James C. Crang and George E. Boake to provide a new home for the Ontario Association of Architects. The donation spurred an architectural design competition to create a new headquarters facility for the OAA. Of the 64 total submissions, Architect Ruth Cawker won the contract to design the headquarters in November 1989. The building was opened in April 1992 and has been the OAA's home ever since.



Figure 4: Overhead view of OAA Headquarters model

“The new building will be highly visible from Don Mills Road across a parkland valley through which the Don River flows. It is near the Prince Hotel and adjacent to the David Duncan House, a restored century-old farmhouse which has recently been converted to a restaurant. Adjacent to the site on the north is a large prestige office building and its decked parking structure...”

- Excerpt from the 1989 Competition Project Brief prepared by the Professional Advisor James Murray

## 2.3 Existing Site Ownership, Easements, and Rights of Way

It is important to note that the OAA property lines do not extend far beyond the footprint of the building on the north and south sides.

After the development of the OAA building, the Bayview Glen Private School purchased and developed much of the available adjacent lands to the west and north of the OAA site, including the athletic field which currently characterizes the western boundary of the OAA property. Their purchase also included the property immediately to the south of the OAA building. This property had been retained by the previous owners to protect a right of access from Moatfield Drive to the substantial portion of lands to the west of the site gifted to the OAA.

As illustrated on the diagram to the right (Figure 5), access to the OAA site - Parcel A - is provided via an entry drive over Parcel B, now owned by the Bayview Glen Private School.

The OAA has a perpetual right of access over Parcel B with an obligation to maintain this portion of the property. Note that the current stormwater connection to adjacent municipal infrastructure in Moatfield Drive is located on Parcel B, under the entry drive.

**Neither the OAA nor the Bayview Glen School have a right to construct any above-ground structures on Parcel B**, however Bayview Glen preserves the right to potentially access its lands to the west through Parcel B at some point in the future

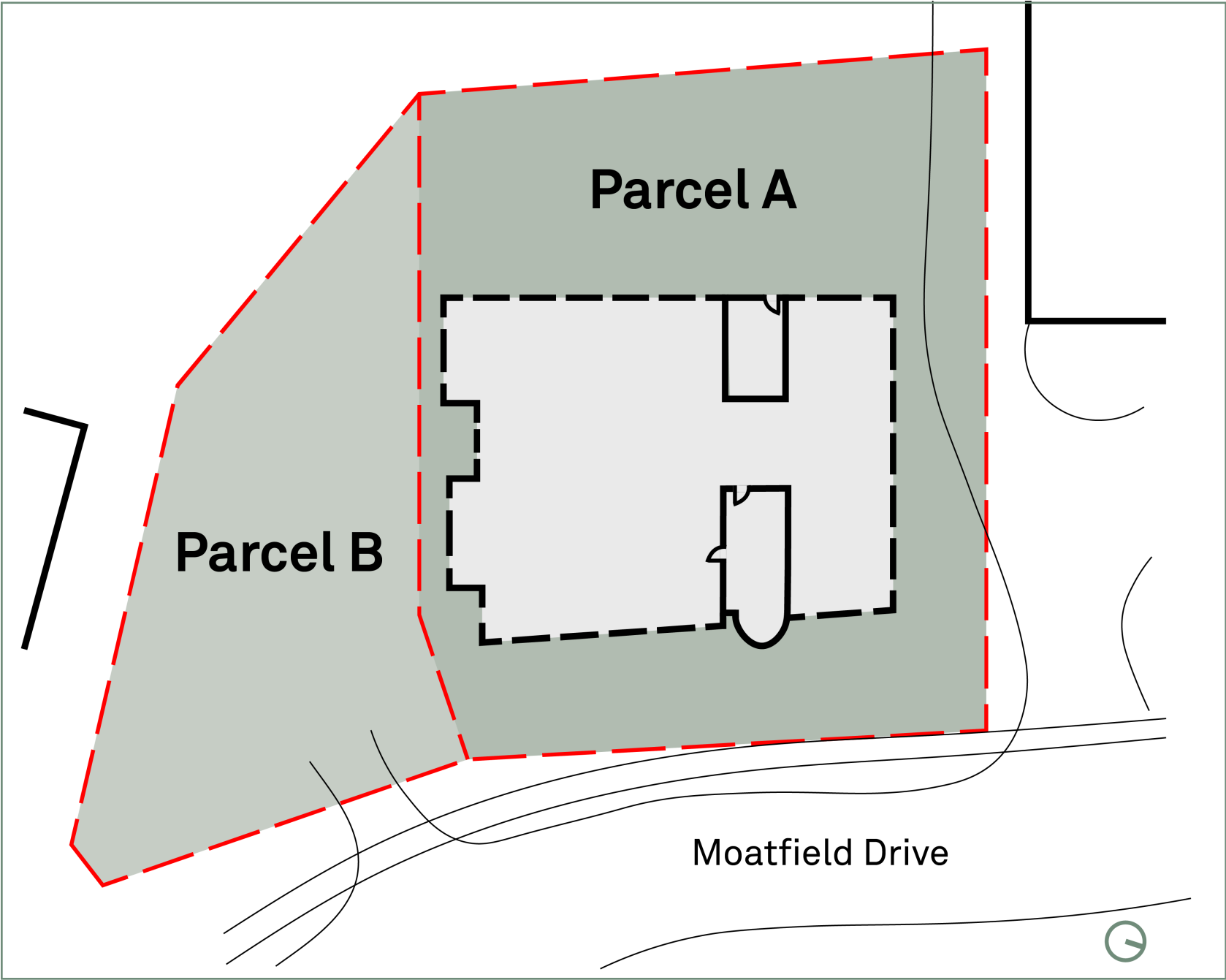


Figure 5: Diagram of Existing Site Conditions showing Parcel A (OAA owned) and Parcel B (Bayview Glen School owned)

# 2.4 Original Design Competition Site Plan

The adjacent illustration (Figure 6 and Appendices 1a-b) shows the original site plan layout of the OAA HQ as designed by architect Ruth Cawker and landscape architects The Lotus Group Inc.

Note that the original site plan drawing illustrates the provision of **39 parking spaces** and a **‘looped circulation’** vehicular movement arrangement allowing vehicles to drive through the entire parking area without a dead-end arrangement. Also note the provision of a wider accessible parking space near-but not immediately adjacent to-the entry door, as is now the case.

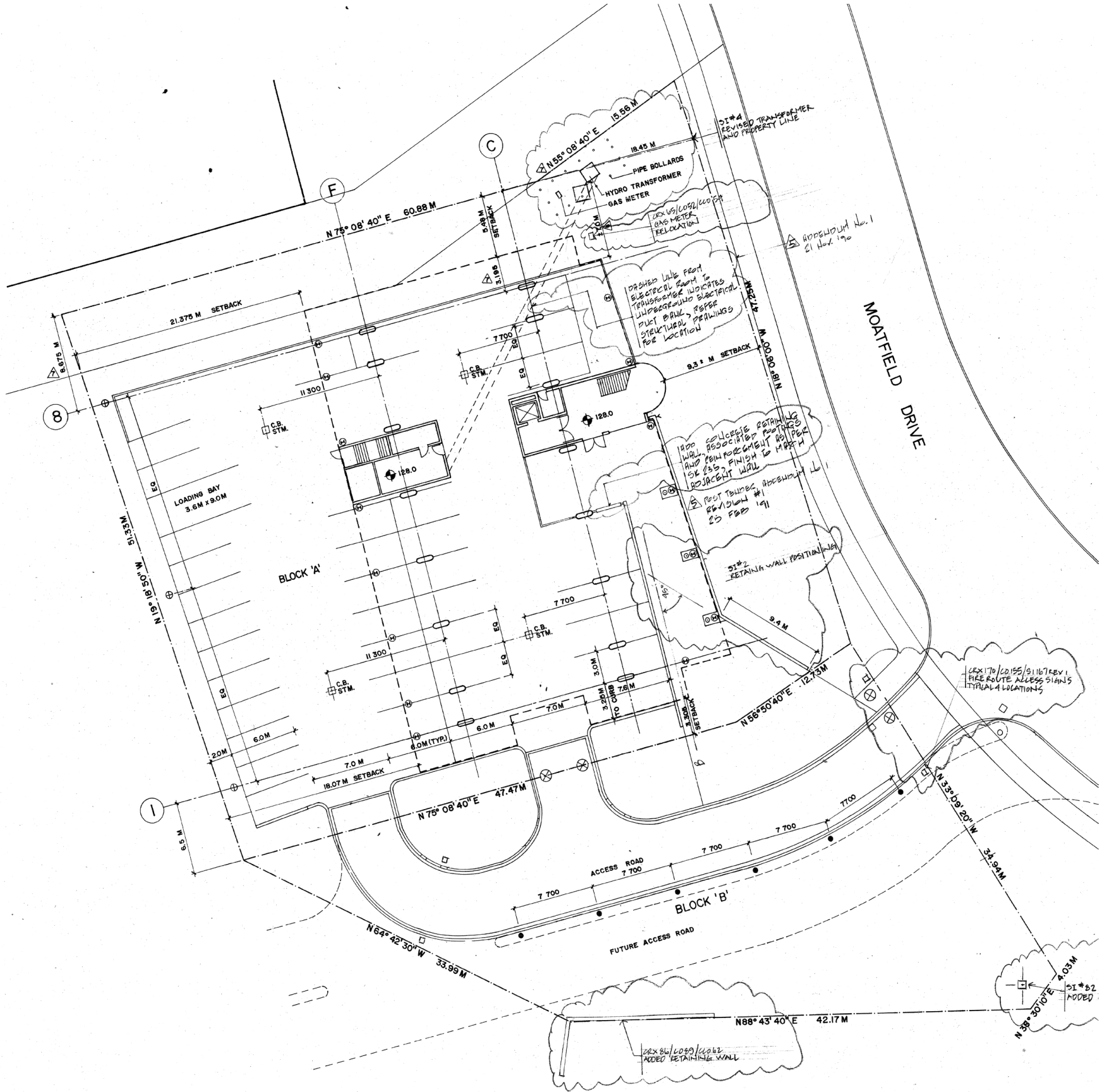


Figure 6: Original site plan layout designed by Ruth Cawker and The Lotus Groups Inc.

# 2.5 Current Site Plan

The current site plan arrangement provides 45 onsite parking spaces, including the location of an accessible parking space in the area immediately adjacent to the front entry door. The current arrangement results in ‘dead-end’ access zones both under and to the west of the building, which is undesirable and prone to safety concerns (Figure 7 and Appendix 2).

**PART OF LOT 11**  
**Concession 3, E.Y. S.**  
**City of North York**  
Municipality of Metropolitan Toronto  
Information for this Site Plan  
taken from a Plan of Survey by  
Douglas Barchan, O. L. S.  
Oct. 30, 1991  
  
and a Topographic Survey by  
Donald E. Roberts, O. L. S.  
Sept. 20, 2017

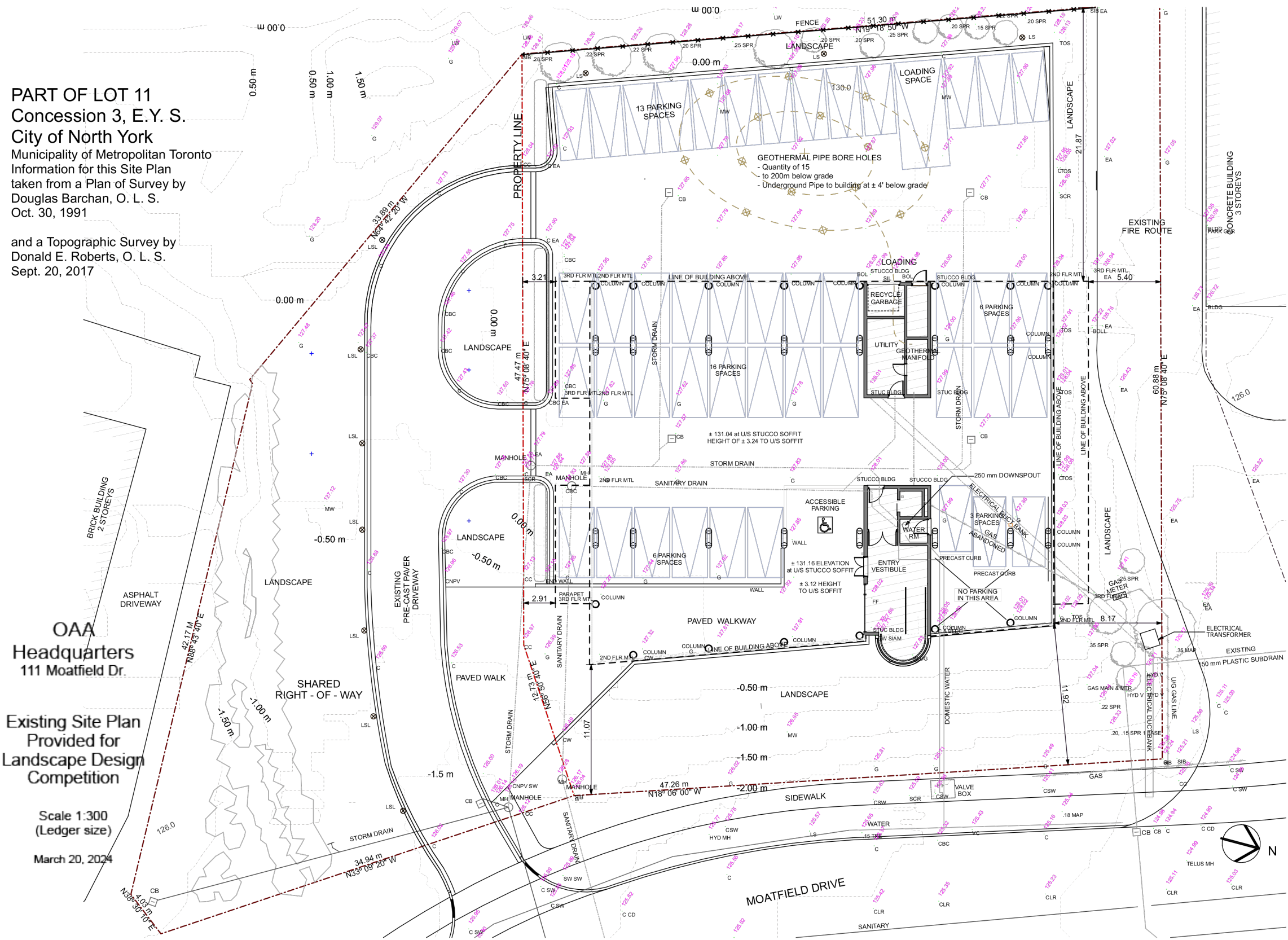


Figure 7: Current site plan layout provided by David Fujiwara Architect

## 2.6 Existing Service Vehicle Arrangement

Waste pick-up occurs on a weekly basis. Service vehicles access the site via the entry drive and move directly to the west parking area to access waste bins stored in a ground floor room immediately adjacent to the drive aisle, as noted on the current site plan in Figure 7/Appendix 2. These service vehicles must then perform a 3-point turn to exit the site as there is not enough clearance under the building to allow for a ‘loop’ drive arrangement, given the height of standard waste removal vehicles (Appendix 3). In addition, other large service vehicles (Appendix 3) require access to this area of the site for deliveries.



This servicing arrangement requires trucks to manage the manoeuvre required to enter and leave the site without impeding or impacting the parking of vehicles on the parking areas adjacent.

Figures 8 + 9: (top) View of west parking lot, looking north; (bottom) view of service truck attempting a 3-point turn

## 2.7 Existing Landscape Features

Existing landscaping on the site is minimal and characterised by a series of coniferous plantings along the west boundary and west parking area, some deciduous plantings along the southern boundary, and a few mature coniferous trees along the north-east corner of the site visible from the second-floor meeting rooms.

Please refer to the two recent arborist reports describing the condition of existing planting on site (Appendices 4a -b). The remainder of the site is characterised by sod, with parking areas surfaced in asphalt, while the entry drive and sloped pedestrian access walk are surfaced in unit pavers.



Figures 10 - 12: (top left) trees on west property line; (top right) view of northern boundary; (bottom) eastern lawn

## 2.8 Existing Soil Conditions

A geotechnical investigation completed in 2015 advanced four boreholes to depths of approximately 8 m over the site. Sandy silt to clayey silt fill materials were encountered below the pavement structure and topsoil, with depths ranging between 0.9 m and 1.7 m. Underlying the fill material is the native clayey silt to sandy clayey silt soil. This is consistent with the original soil investigation completed in 1990, which documented predominantly clay soils below a thin veneer of topsoil. Monitoring wells were installed as part of the 2015 investigation and water levels were measured in March and April 2015. Groundwater levels rose to approximately 2 m below ground in the wells in the western and southern portions of the site, but remained more than 4 m below ground in the well located between the building and Moatfield Drive.

Please refer to the geotechnical reports provided in Appendices 5a-c.

“The site is located on the west side of Moatfield Drive just past the location where the road changes direction from westerly to north westerly. At this location the ground surfaces rise 4 to 5 m to a terrace at approximate EL13 1. According to the attached sections taken from the 1955 and 1977 MTRCA topographical maps this terrace has been in existence for some time and is probably a natural feature left during the gradual erosional development of the East Don River Valley since late glacial times about 12,000 years ago when this area was covered by a glacial lake or extension of glacial Lake Iroquois.”

“The natural soil underlying the site is characteristic of the stratified lacustrine clay deposits that prevail in this general area.”

“The clay is covered by a veneer of variable fill over remnants of alluvium left by the Don River.”

“Very positive underdrainage of the pavement is essential...”

- Excerpts from Trow Geotechnical Ltd. Report for this site dated September 5, 1990.



Figure 13: Geo-thermal wells are drilled into the west parking lot at 111 Moatfield

## 2.9 Existing Geo-Thermal System

A series of 15 geo-thermal well points were installed on the site in 2018 as identified on the current site plan provided (Appendix 6). These geothermal well points provide the building with thermal energy from the earth and support the building’s ability to meet its net zero carbon objectives. The tops of these well points are approximately 4 feet, or 1.2m, below grade; the wellpoints and piping are in the west parking area and enter into the building below the garbage room overhead door. Submissions must ensure that these well points and connecting infrastructure are protected in the designs.

# 2.10 Existing Stormwater Discharge

Stormwater runoff from the OAA Headquarters site is captured in a number of catch basins onsite and conveyed to the existing storm sewer system on Moatfield Drive. Four catch basins capture runoff from the open and covered parking areas, and another catch basin captures runoff from the site entrance before it reaches Moatfield Drive.

Drainage from the building rooftop is collected and conveyed via an internal mechanical system, which connects to the storm sewer below the covered parking area.

Runoff from an external, vegetated area to the west of the site is conveyed overland through the open area to the south of the entrance to a catch basin located at the south-east corner of the site.

There are currently no apparent stormwater management measures on site to treat water quality or control peak flow rates.

The existing storm sewer on Moatfield Drive discharges to the Don River a short distance west of Don Mills Road. Covering an area of approximately 36,000 hectares, the Don River stretches almost 38 km in length, flowing south from its headwaters on the Oak Ridges Moraine to the Keating Channel, where it empties into Lake Ontario.

The Don River is managed by the Toronto and Region Conservation Authority (TRCA). The TRCA's Regulatory Flood Plain associated with the Don River is generally contained at Moatfield Drive but may encroach slightly into the east edge of the site.

Please refer to the original site mechanical site servicing drawing provided in Appendix 1c and existing site plan provided in Appendix 1a.

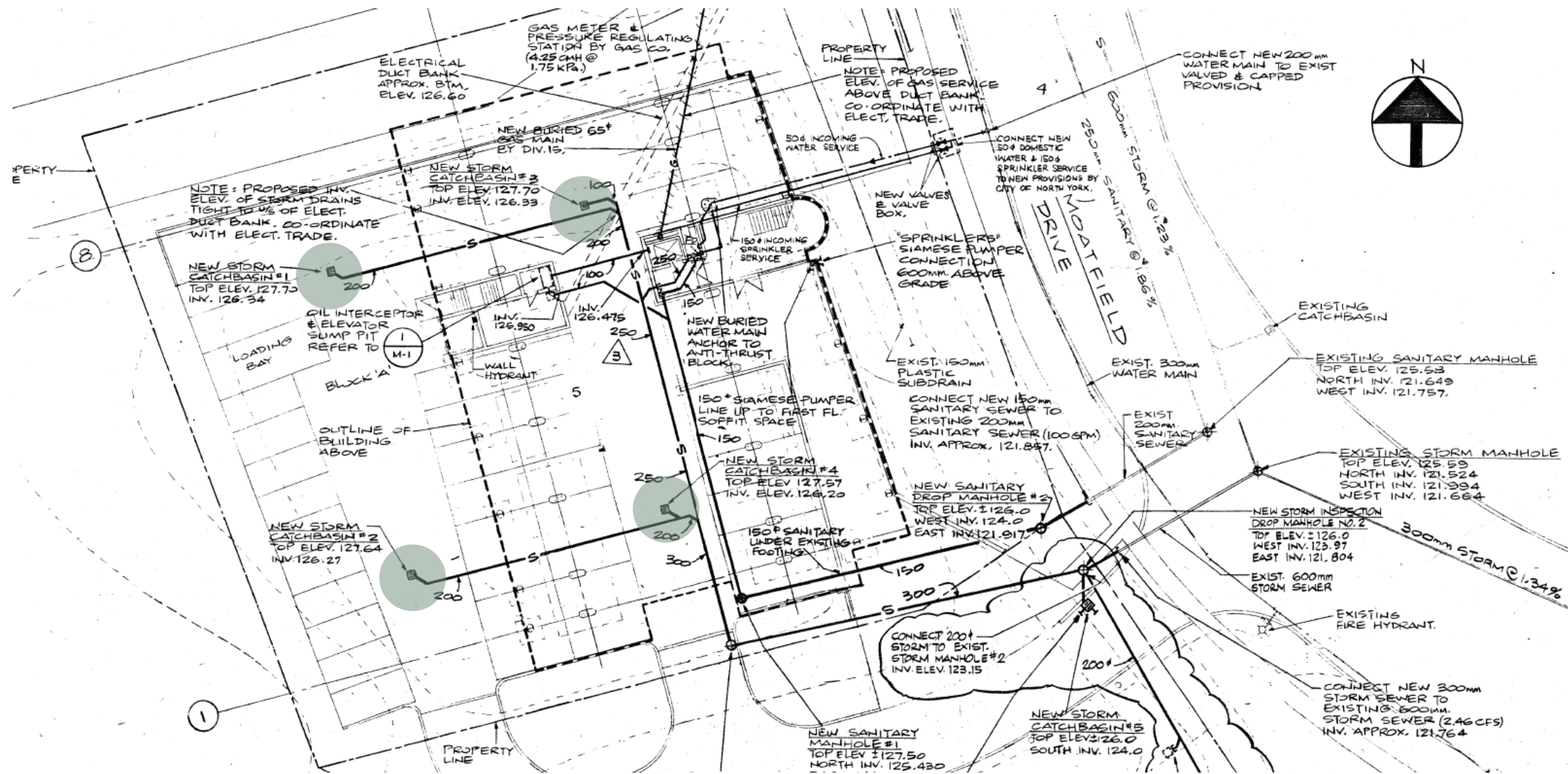


Figure 14: excerpt from original mechanical site plan site servicing drawing (1991) showing the locations of key catch basins

# 2.11 Existing Building Characteristics

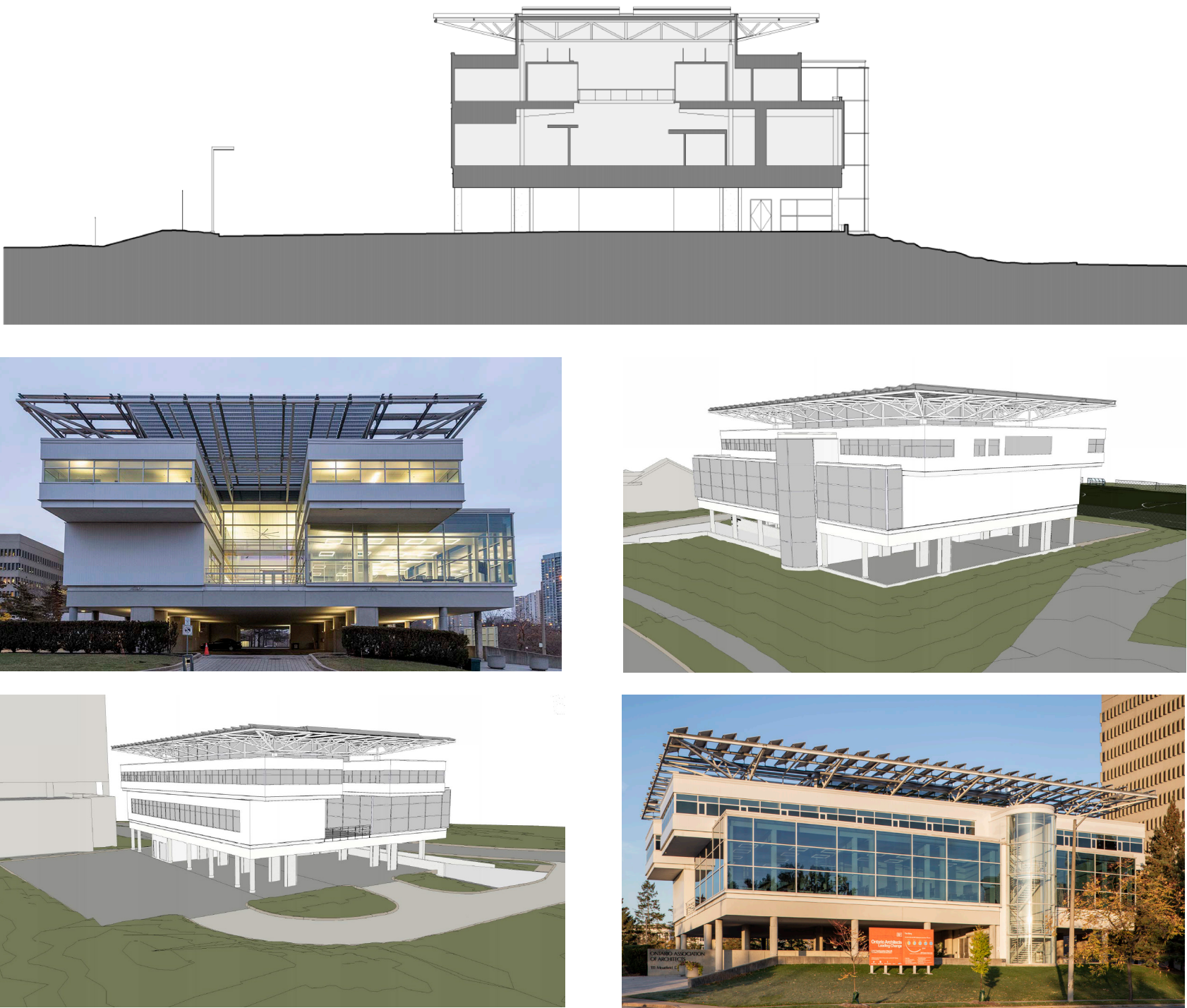
The OAA Headquarters is a three-storey office building characterized by a ground level parking area below a two-storey office space above. At the ground level, occupied spaces include an entry lobby with elevator and stair, and a separate service space for waste storage and mechanical areas. The semi-circular primary stair in the entry area provides a wonderful view over the adjacent Don River watershed to the east of the site, while imparting a distinctive identity to the building visible along Moatfield Drive.

The upper two levels provide accommodation for the administrative function of the OAA, including a variety of meeting and workspaces and a central, double height atrium space. This atrium space is available for social occasions, exhibitions, as well as serving as a day-to-day gathering space for staff and visitors. An accessible outdoor terrace is located immediately adjacent to this atrium space providing occupants a view to the south.

The generously glazed interior spaces enjoy expansive views over the surrounding context, including the Don River watershed, as well as natural heritage areas located to the south and west of the property. Recent building upgrades include the installation of photovoltaic panels on the existing roof area and an extensive interior retrofit. Note that the relatively recent building revitalisation included modifying the soffit of the building which now provides a continuous horizontal surface to the ground level entry area. See the cross section to the right and provided in Appendix 7.

Refer to Appendices 8a and 8b for a review of the original building design by architect Macy Dubois, as well as a description of the design provided by the building architect, Ruth Cawker.

View a time lapse video of the OAA Renew + Refresh project at <https://www.youtube.com/watch?v=Qr7Ueq3waCU>



Figures 15 - 19: (top) cross section of OAA Headquarters; (middle left) view of southern exterior; (middle right) 3D rendering of northeast corner; (bottom left) 3D rendering of southwest corner; (bottom right) view of exterior from Moatfield Drive (photos by Michael Tenaglia; renderings by David Fujiwara Architect)



Figures 20 - 23: photos showing exterior and interior views of revitalized OAA Headquarters (photos by Andrew Grinton)



Figure 24: interior photo showing headquarters cafe/atrium (photo by Steven Evans)

The primary objective of this competition is to take a meaningful step towards healing our relationship with the land and its original caretakers. The key consideration is what constitutes responsible landscape interventions in a time of climate change and reconciliation.

*Create a welcoming arrival experience*

Competitors must consider how the revitalization of the OAA Headquarters site can lead to a more welcoming, accessible, and delightful entry experience that can make both staff and visitors feel welcome, safe, and conscious of the site's context adjacent to the Don Valley.

*Complement and enhance the building*

The OAA Headquarters recently underwent a [Renew + Refresh](#) retrofit that reconsidered the energy consumption, mechanical systems, and interior layout to ensure the improved building met the highest standards in efficiency while providing a comfortable and supportive environment for occupants. This same ethos must now be extended beyond the building envelope.

*Provide a design solution that meets budgetary parameters*

The OAA is a not-for-profit organization that operates on strict budgetary parameters, set annually by its governing Council. Successful designs will respect the constraints of the budget, providing attractive, innovative, yet feasible solutions to meet the stated objectives and program needs.

*Acknowledge the Don River Watershed context*

Ruth Cawker's original design for the OAA Headquarters features large glass windows framing the sweeping views over the Don River Watershed context. Throughout its lifespan, the building has celebrated its natural surroundings. Successful designs will thoughtfully respond to the Don River watershed context, both in terms of its beauty and its biodiversity.

*Acknowledge our relationship with Indigenous Peoples*

The OAA is committed to Indigenous Reconciliation, a commitment cemented as a key theme of diversity, equity, and inclusion in its [Five-Year Strategic Plan](#). As the Association embarks upon a project to amend the land on which its Headquarters are situated, sensitivity to place is essential. Successful designs will responsibly draw on, include, and reflect the building's location on the traditional territory of the Mississaugas of the Credit, as well as the Anishnabeg, the Chippewa, the Haudenosaunee, and the Wendat.

*Deliver sustainable stormwater design solutions*

The OAA recognizes its role in climate action and any interventions undertaken at its headquarters must reflect best practices in sustainability. Given the annual precipitation at the headquarters site, the existing high groundwater level, and proximity to a major watershed, successful designs will consider how to mitigate stormwater runoff, the potential for site stormwater infiltration, and how to minimize negative impacts on the surrounding context.

*Public Education and Awareness*

A key objective for the competition itself is to advance the public's understanding and recognition that architecture and the allied arts and sciences are integral to the quality of life and well-being of our society. This competition process is intended to reinforce these principles and provide a best practice example of how a typical suburban office setting with extensive impervious surface parking in a natural context can be improved and made both more beautiful and sustainable. To meet this objective, the competition submissions must include public-friendly exhibition boards to be shared at the OAA Headquarters for in-person viewing, as well as a condensed digital submission package for an online exhibition on the OAA Website.

*Improve pedestrian and vehicular access to the site and the building*

The OAA seeks to offer a welcoming and pleasurable experience for all visitors to the building, whether arriving on foot, on wheels, or otherwise. Improvements are needed to ensure any path from curb to entry and back again is enjoyable, safe, and secure for all users.

# 3.0

# Project Objectives



# 4.0 Site Program Requirements

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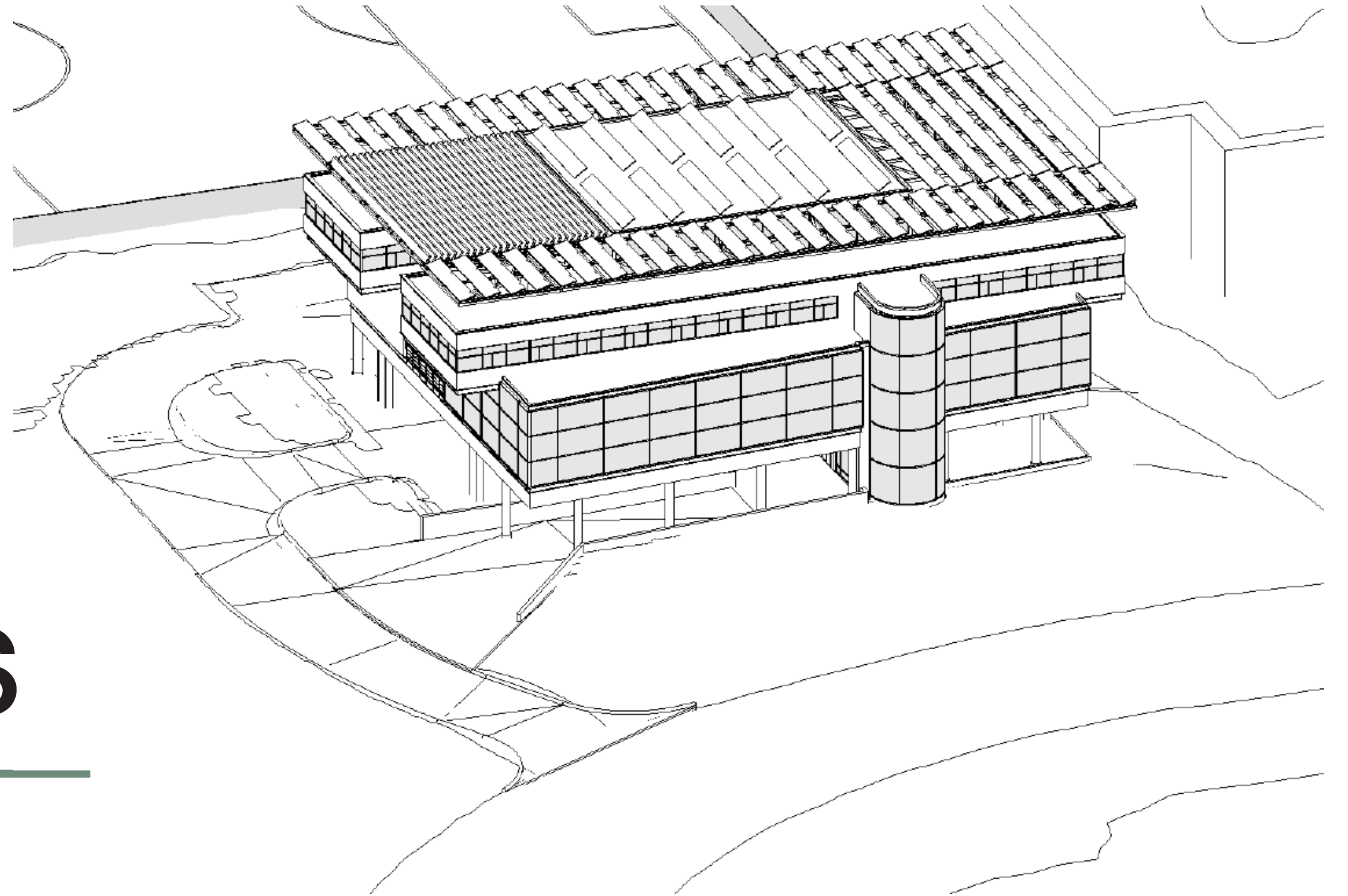
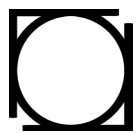


Illustration Credit: David Fujiwara Architect

# 4.1 Limit of Work Area to be Included

Figure 25 identifies the boundaries of the site area to be included in proposed design submissions. Please note that this limit of work extends only to the curb line of the driveway to the north but includes the portion of property owned by the Bayview Glen Private School to the south and extends to the public sidewalk along Moatfield Drive on the east.

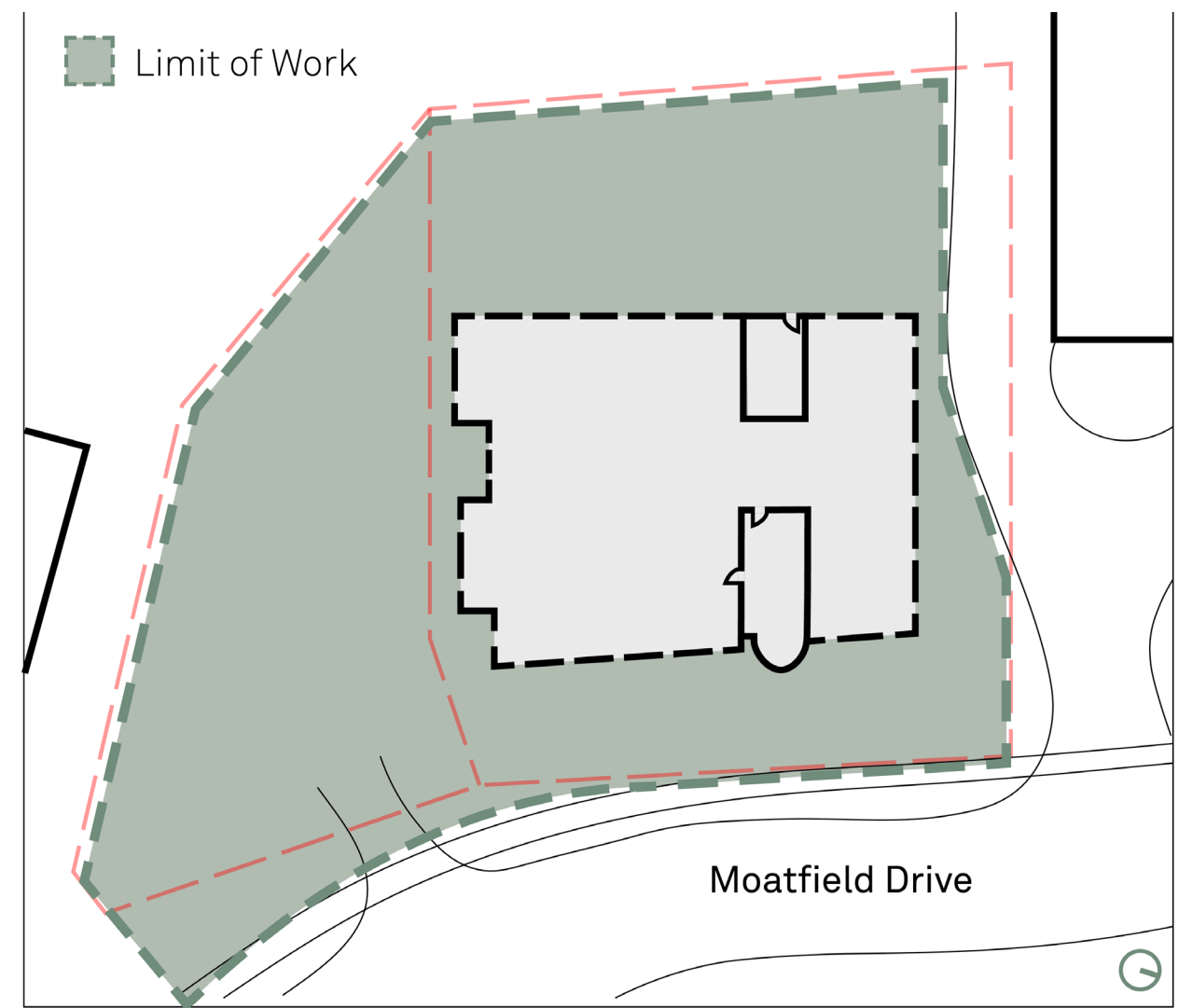


Figure 25: Diagram showing limit of work area to be included (green outline)

# 4.2 All Season Design

Competitors are encouraged to consider the all-season aspect of their design proposals and illustrate solutions that reflect this objective. Submissions should demonstrate how the design of this landscape revitalization might best respond to the changing seasons in our current climate and how the future design might best address the annual maintenance requirements of the site, including snow storage in severe winter conditions.



Figures 26 - 27: (left) OAA Headquarters, winter; (right) OAA Headquarters, summer

# 4.3 Low Maintenance Design Solutions

Competitors are asked to provide design solutions that minimize ongoing maintenance requirements for the site. Submissions must include a brief description of the required annual maintenance expected for the proposed designs.

# 4.4 Parking + Service Vehicle Requirements

In the interest of eliminating the current dead-end arrangements, submissions must accommodate the re-establishment of a circular vehicular transportation loop through the property, while accommodating **39 parking spaces** as indicated in the original 1989 competition design proposal. (Appendix 1a and Figure 28).

Please note that the current drive aisle dimensions provided in the west parking area exceed current City of Toronto requirements. Competitors are encouraged to consider design and planning improvements to the landscape treatment of this area of the site, while continuing to accommodate existing vehicular servicing arrangements.

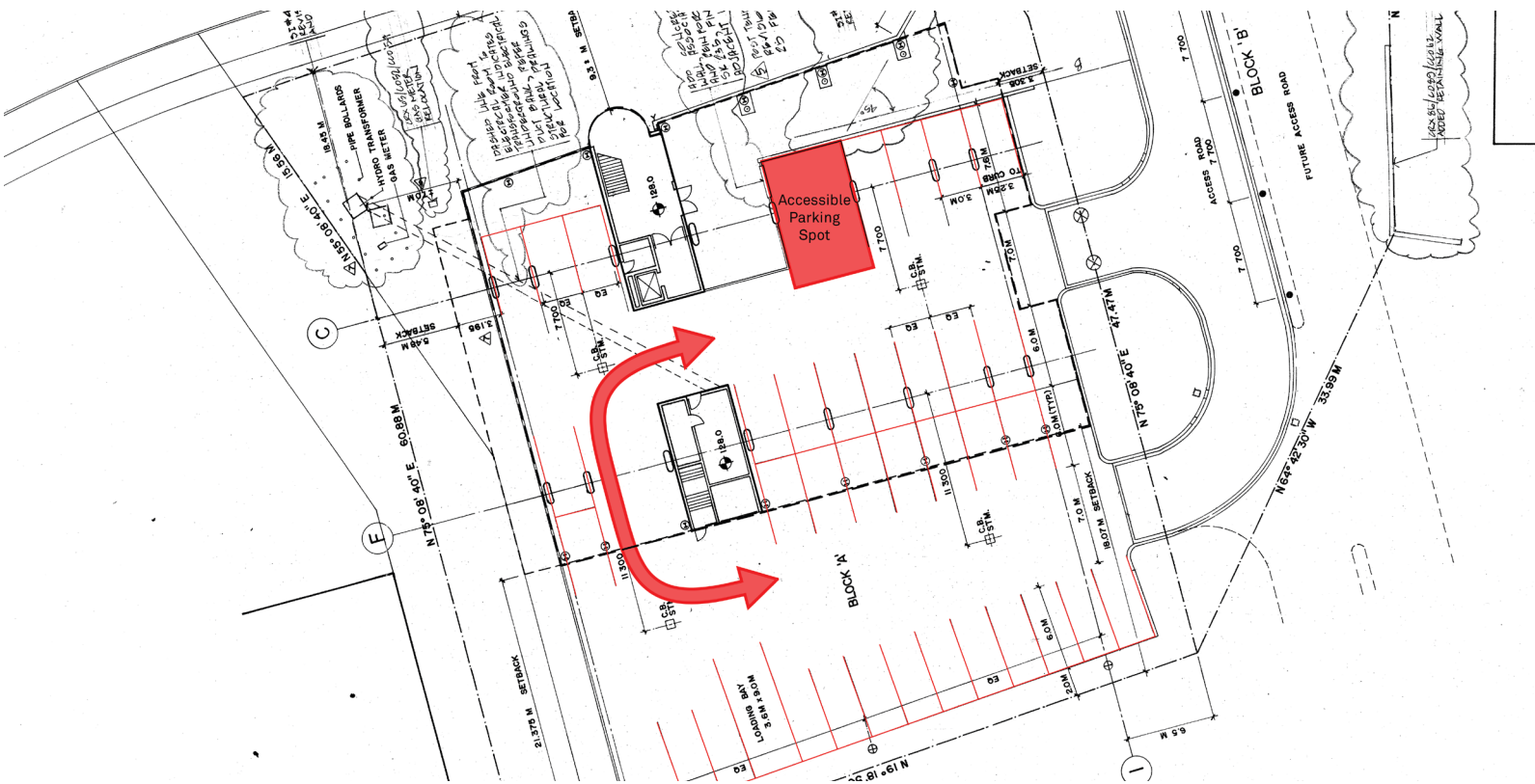


Figure 28: Original site plan showing 39 parking spaces, a circular transportation loop, and relocated accessible parking space

Submissions must include illustrations demonstrating how the required vehicular servicing of the existing facility shall be maintained, including turning radii of service vehicles identified.

The accessible parking space that is currently located immediately adjacent to the front door of the facility should be relocated to the neighbouring space (Figures 28 + 30).

While it is unlikely to occur in the short term, competitors should also consider the potential extension of the existing entry drive (in Parcel B) to the Bayview Glen owned property to the west of the OAA site.



Figure 29 - 31: (top) west parking lot looking south; (bottom left) Current accessible parking space to be relocated to a neighbouring space; (bottom right) covered parking lot looking north

Submissions must also indicate the locations of a minimum of **two (2)** electric vehicle charging stations, and include the costing for the required below grade infrastructure in their construction cost estimates. The specific approach and implementation for this accommodation, including the required above grade infrastructure, will be determined at a later date.

## 4.5 Pedestrian Access

Teams are encouraged to explore unique and creative interventions that provide all pedestrians with an accessible path of travel upon arrival at the OAA Headquarters. Submissions must clearly illustrate how pedestrian access from the sidewalk along Moatfield Drive to the front entry door of the building can meet current accessibility requirements as defined in the Ontario Building Code.

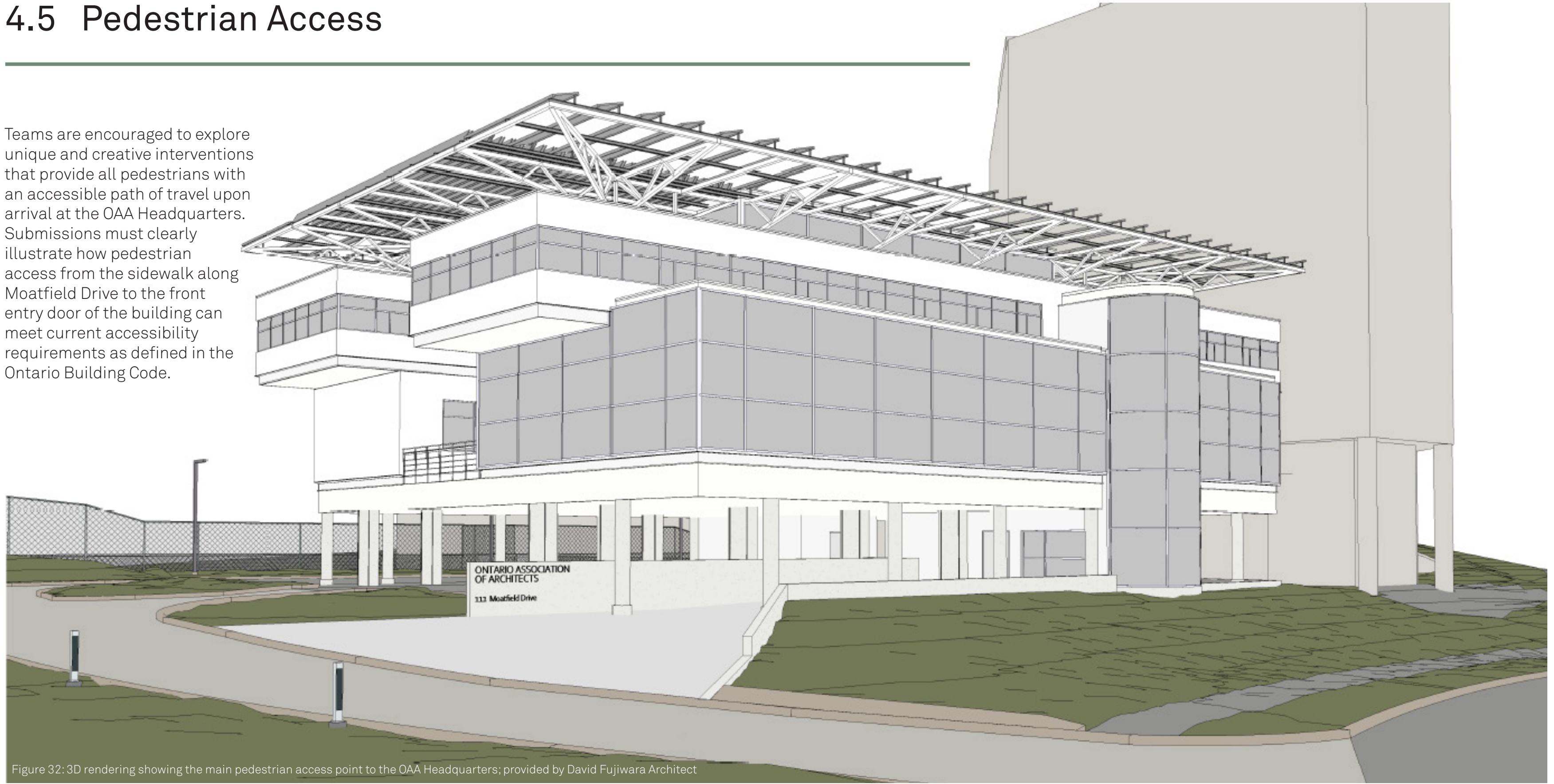


Figure 32: 3D rendering showing the main pedestrian access point to the OAA Headquarters; provided by David Fujiwara Architect

## 4.6 Approach to Landscape and Site Ecology

The OAA Headquarters site is located within a Toronto and Region Conservation Authority (TRCA) Regulation Limit, the City of Toronto Ravine and Natural Feature Protection By-law, and at the edge of a Natural Heritage System and Flood Hazard zone. Submissions must include an approach to overall site ecological restoration with native plant species identified, and with a buffer to the natural heritage system, while also achieving water balance on the site. Please refer to the City of Toronto and TRCA interactive mapping provided in Appendices 9 a-h and 10 a,b and the following regulatory and policy guidelines which will be applicable:

Ravine and Natural Feature Protection By-law

<https://www.toronto.ca/wp-content/uploads/2017/08/96f6-Ravine-and-Natural-Feature-Protection-By-Law-Brocure-Division-Planning-And-Development.pdf>

Owners Guide to Healthy Ravines

<https://www.toronto.ca/data/parks/pdf/property-owners-guide-to-healthy-ravines.pdf>

Southern Ontario – Grow Me Instead

<https://www.ontarioinvasiveplants.ca/wp-content/uploads/2020/04/Southern-Grow-Me-Instead-1.pdf>

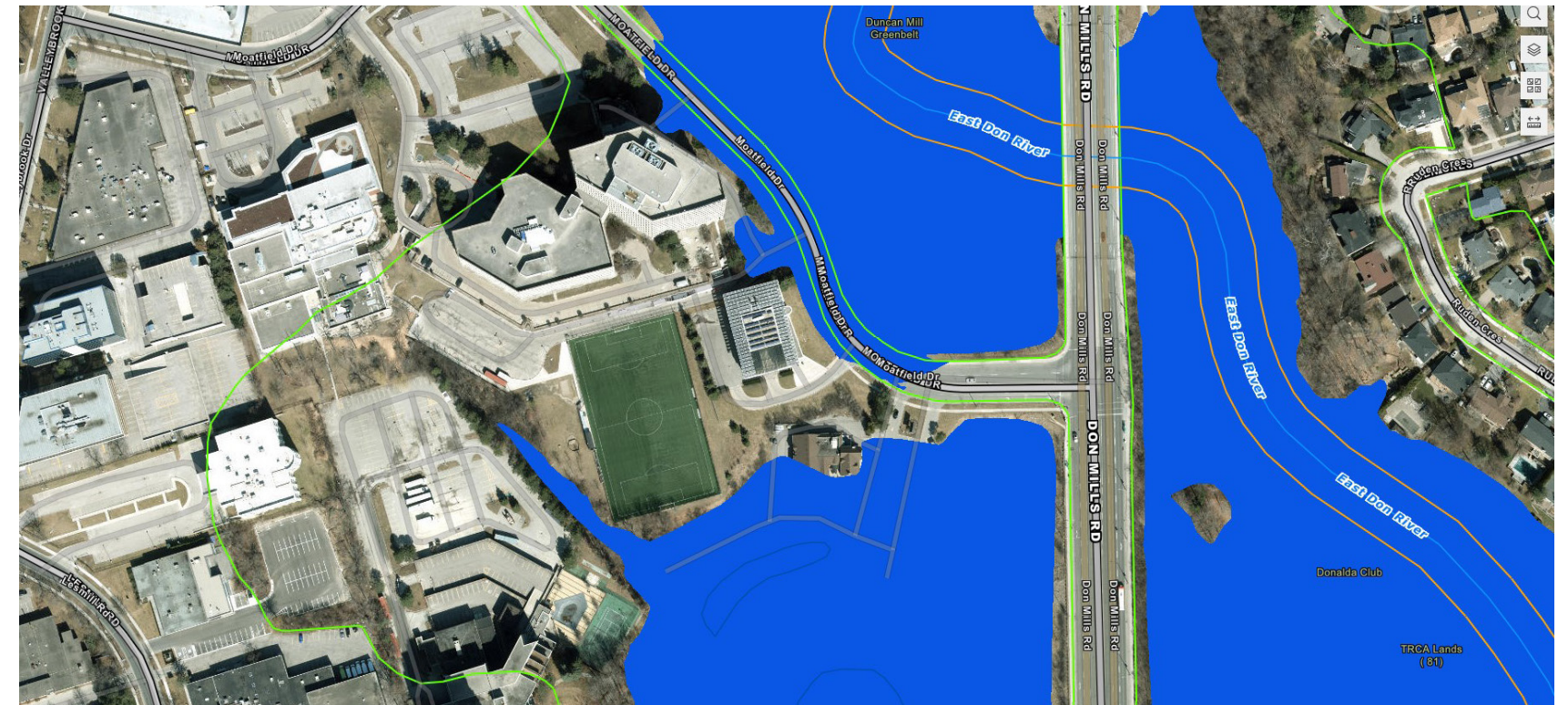


Figure 33 + 34: (top) view of Don Valley (photograph by Matthew Henry); (bottom) TRCA map showing flood hazard zone near the site

## 4.7 Approach to Stormwater Management

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Submissions should demonstrate how the storm drainage systems on site could be improved or reconfigured to achieve the stormwater management requirements set out in the City of Toronto [Wet Weather Flow Management Guidelines \(2006\)](#) and Tier 1 of the Toronto Green Standard ([Non-Residential Version 4](#)).

Competitors should state their assumptions regarding the applicable stormwater management criteria, which are expected to include the following:

- Retaining all runoff from rainfall events up to 5 mm on-site through infiltration, evapotranspiration, and rainwater reuse;
- Provide enhanced water quality treatment of all runoffs through the long-term average removal of 80% of Total Suspended Solids on an annual loading basis; and
- Control post-development peak flow rates to pre-development levels for the two-year through 100-year return period storm events. While the works are not expected to increase the impermeable cover across the site, in accordance with the Wet Weather Flow Management Guidelines, a maximum runoff coefficient of 0.5 shall be used in calculating the pre-development peak runoff rate.

Competitors are encouraged to consider innovative and non-traditional approaches to stormwater management. It is expected that compliance with the above criteria will be achieved using low impact development source and conveyance control practices in combination with traditional stormwater management measures (i.e. pipe storage and oil-grit separator).

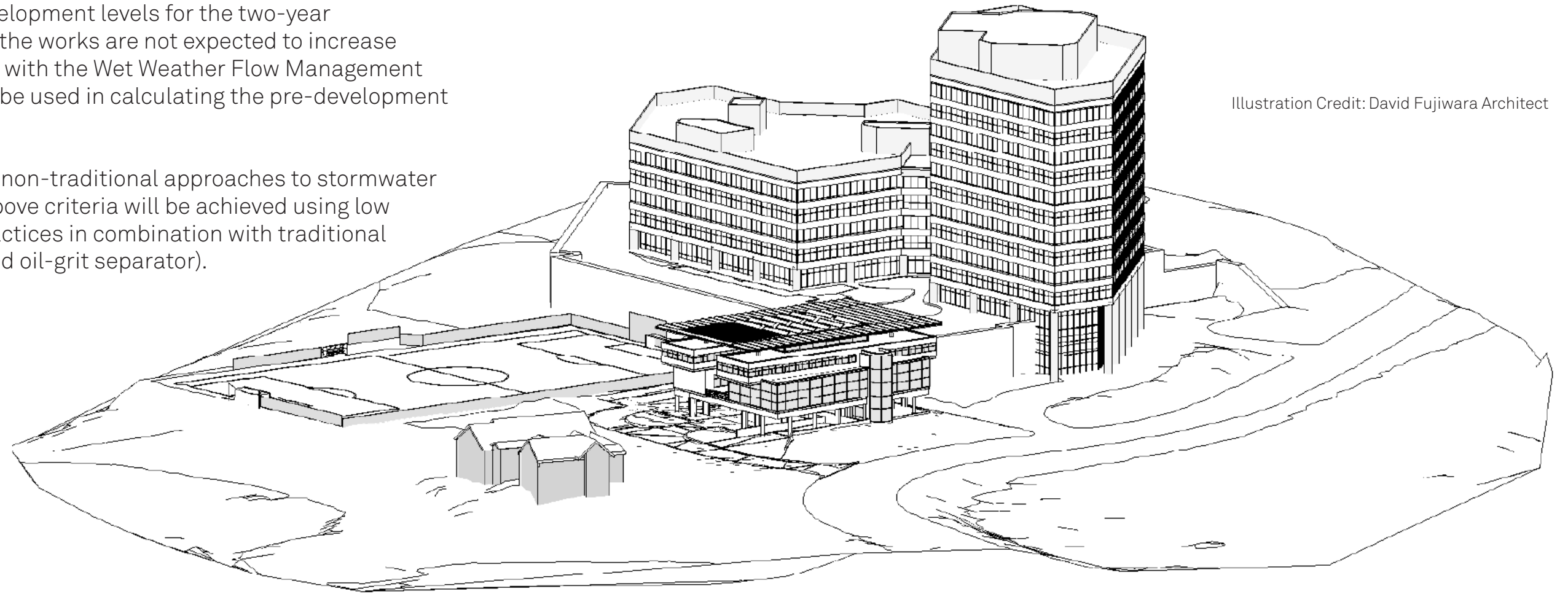


Illustration Credit: David Fujiwara Architect

## 4.8 Public Art and Site Interpretation

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Competitors are encouraged to include a public art component as part of their design submissions, as well as interpretative and wayfinding elements appropriate to this site.

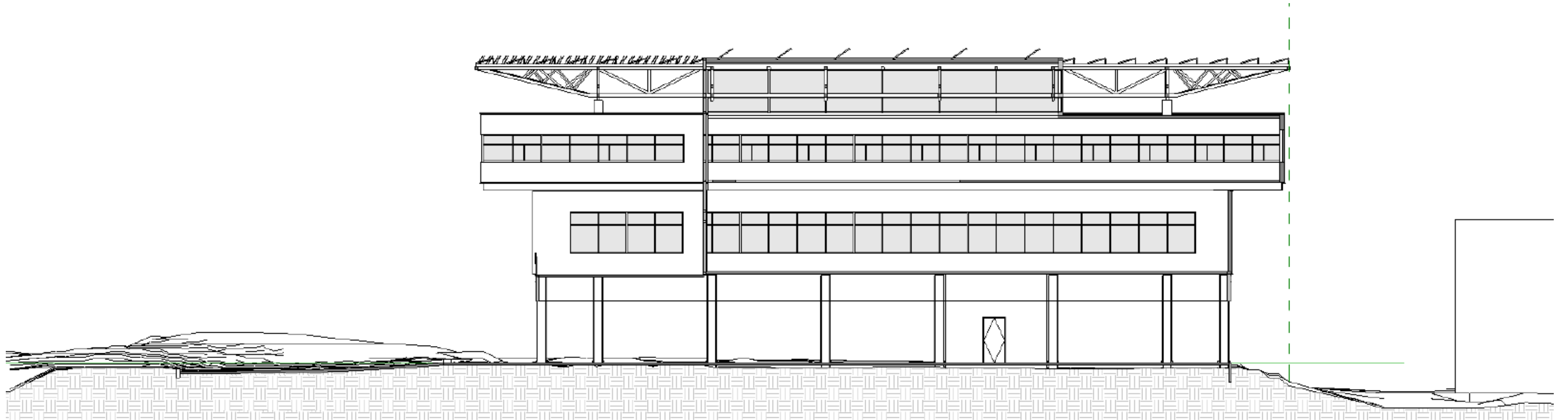


Illustration Credit: North/South site cross section provided by David Fujiwara Architect

# 4.9 Site Security

The safety and security of OAA staff, volunteers, and visitors is a top priority in this competition. The building is equipped with surveillance and alarm systems; designs must not interfere in any way with the proper operation of these systems. There are currently four exterior cameras positioned strategically to capture high-traffic areas, such as the entryway and parking lots; clear visibility in these areas must be maintained at all times.

Submissions must reflect clear consideration for how the landscape interventions will support the safe comings and goings of those using the headquarters, both during regular business hours and after-hours at special events. Consider that reduced daylight hours in the winter months also often means arriving and exiting the building in the dark.



Figure 35 + 36: (left) view of main entryway; (right) view of pedestrian ramp with uplights positioned on columns

# 4.10 Approach to Site Lighting

The revitalization of the OAA Headquarters in 2017-2018 included the installation of extensive new site lighting. These fixtures are to be retained as part of this design competition process.

There are currently three high-level light standards positioned in the west parking area and seven solar powered bollards provided along the entry drive from Moatfield Drive, as identified on the site plan of current conditions provided in Appendix 2. There is also a series of up-lights attached to the building columns throughout the parking area under the building which reflect light off the building soffit (Figure 36). Any suggestions for additional site lighting improvements must be accompanied by commensurate cost estimates.



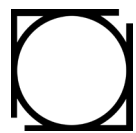
Figure 37: OAA Headquarters after dark (photo by Michael Tenaglia, Michael T Photography)

# 5.0

# Guidelines +

# Procedures

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## 5.1 Eligibility

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Submissions will be accepted from teams led by either:

- Architects in good standing of the Ontario Association of Architects (OAA) with a Certificate of Practice

AND/OR

- Full members in good standing of the Ontario Association of Landscape Architects (OALA) who are able to provide services through a landscape architecture firm.

All teams **must include at minimum** a Full OALA member and Civil Engineer (with expertise in stormwater management). Civil Engineering companies may be included on more than one team, though responsibility for any confidentiality agreements related to the competition process shall remain with each team. Teams are encouraged to include other design professionals and artists.

## 5.2 Competition Prizes

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**Preferred Proponent** - \$20,000 awarded to the preferred proponent as selected by the competition jury, as well as the award of the Contract to execute the work on behalf of the OAA.

**Two Honourable Mentions** - \$5,000 each awarded to two exemplary submissions selected by the competition jury.

## 5.3 Construction Budget

The OAA Council has approved an **overall project budget of \$2 million** to complete the work, including consultant and construction costs, approval fees, as well as contingencies. Please note that HST is not included in this overall budget amount.

The overall consultant fee will represent 15% of the final construction value within this overall estimate.

Competitors must provide a construction cost estimate demonstrating how their design proposals can meet a **tender price target of \$1.5 million** at the onset of construction, which is anticipated to be in the Spring of 2025. Submissions must include the construction cost template provided in Appendix 11, detailed to reflect the specific aspects of their respective complete design proposals. The Cost Consultant on the Technical Advisory Team will review each of the cost submissions and provide the competition jury with a concise report regarding the ability of each submission received to achieve this tender price target.

## 5.4 Evaluation Criteria

Submissions are encouraged to address all stated project objectives and program requirements noted in this brief. Designs will then be evaluated by the Competition Jury based on the following criteria:

- The ability to achieve the proposed design within the stated construction budget is **feasible and clearly articulated**
- Proposed design is **safe and secure** for users and potential users while providing an **accessible, delightful, and welcoming experience for all**
- Proposed landscape revitalization **demonstrates innovative and attractive design** that preserves, complements, and enhances the features of the OAA Headquarters Building
- Proposed design **responds sensitively to the land** of the Don River watershed context, with special consideration given to the integration of local Indigenous values and traditions
- Proposed design **seamlessly incorporates best practices in sustainability** including effective management and mitigation strategies for stormwater
- Design Concept successfully **responds to all required aspects of the Project Brief**

# 5.5 Review Process

The Ontario Association of Architects Headquarters Landscape Design Competition is an anonymous, one stage juried competition.

## Anonymity

During the Registration and Submission Process, each proponent will receive an **anonymous designation** provided by the Professional Advisor and select OAA staff who are not involved in any aspect of the submission review who will protect the identity of each registrant. The Technical Advisory Team and the Jury will not be made aware of the authorship of the submissions received.

## Jury

The selected jury will meet in early June to review each of the submissions received. If any jury member is unable to join the adjudication process, then the Professional Advisor will appoint an alternate. Based on their review, the jury will determine a preferred proponent to be awarded the contract to execute the work. Two honourable mentions will also be selected.

The jury will seek consensus regarding its selections, using the evaluation criteria identified. Should a difference of opinion emerge, then a majority vote will determine the final outcome. The Jury will prepare a Jury Report with the assistance of the Professional Advisor, outlining the reasons for their selections, which will be shared with OAA Council for review prior to being posted on the OAA Website as part of the announcement of the competition results.

## Jury Members

**Susan Speigel, Jury Chair** | BA, B.Arch., (EQ. M.Arch), OAA, FRAIC – Architect and Past President OAA  
**Sheila Boudreau** | OALA, APALA, CSLA, RPP/OPPI, MCIP – Principal Landscape Architect at SpruceLab  
**Michelle Longlade** | Lieutenant Governor-Appointed member of OAA’s Governing Council  
**Marc Ryan** | OALA – Principal Landscape Architect at Public Work  
**Liz Wreford** | B. Env. MALA, OALA, SALA, AALA, CSLA – Principal of Public City

## Professional Advisor

**Joe Lobko** | OAA, Principal of Joe Lobko Architect Inc.

The Professional Advisor will ensure that the interests of both the Sponsor (OAA) and the competitors is safeguarded and respected throughout the design competition. He will review each submission to determine conformance with the requirements of the Project Brief and confirm applicant eligibility. Any submissions that do not meet the minimum requirements of the Project Brief will be disqualified. Please refer to the minimum project submission check list provided in Appendix 12.

The Professional Advisor shall do his utmost to maintain anonymity and ensure that each registered proponent to this competition is placed under uniform conditions throughout the process.

## Technical Advisory Team

**Sibylle von Knobloch** | **Landscape Architect**, OALA, CSLA – Principal Landscape Architect O2  
**Steve Hollingworth** | **Civil Engineer**, P.Eng. – TYLin – Head of Water Resources Team  
**Tom Ingersoll** | **Cost Consultant**, Ingersoll & Associates – Principal

The Technical Advisory Team listed above has assisted in the preparation of this Project Brief and will also provide a concise written report to the Jury summarizing compliance with the Project Brief for each submission. The members of the Technical Advisory Team and their firms are **not** eligible to register as proponents in the competition process.

## Building Retrofit Architect, Documents, and 3D Model Provider

**David Fujiwara** | OAA - Principal at David Fujiwara Architect

David Fujiwara Architect was the renovation architect for the *Renew + Refresh* revitalization of the OAA Headquarters and has generously assisted the competition process with his extensive knowledge of existing conditions, providing a number of supporting documents in this Project Brief, as well as subject matter expertise during the competition. David will not be eligible to participate in this competition process. **Point 3D Commercial Imaging** assisted David in the development of the 3D model provided.

## 5.6 Public Exhibition and Input

In support of its strategic focus on public education, the OAA intends to showcase the submissions publicly and will welcome comments from viewers, which will be captured by the Professional Advisor for the jury's consideration. Exhibitions of the designs will be available both online and in-person at the OAA Headquarters.

The online exhibition can be viewed on the [OAA Website](#) while the in-person exhibition can be viewed Monday to Friday between 9 am and 4 pm at 111 Moatfield Drive, Toronto, from May 25 (Doors Open Toronto Weekend) to June 21, 2024.

## 5.7 Approvals and Contact with Authorities Having Jurisdiction

The successful proponent will identify the project approvals required for implementation subsequent to this design competition process. Given the ambition to improve the approach to stormwater management and to improve the ecology and plant diversity of the existing site, an application and approval process is likely required from both the City of Toronto and the Toronto Regional Conservation Authority.

**Competitors are asked not to contact authorities having jurisdiction with respect to their requirements for approvals during the course of the design competition process.**

## 5.8 Questions, Addenda, and Site Tours

Questions that may arise during the competition process should be addressed to:

**Joe Lobko** | Professional Advisor - [joe@lobkoarchitect.ca](mailto:joe@lobkoarchitect.ca)

and

**Cynthia Mykytyshyn** | OAA Public Outreach Specialist - [CynthiaM@oaa.on.ca](mailto:CynthiaM@oaa.on.ca)

Questions will no longer be accepted after **Thursday May 9, 2024, at 4 pm**. Questions will be responded to as quickly as possible and circulated to all registered proponents via email to the identified primary team contact. Addenda will be issued as questions are received throughout the competition process.

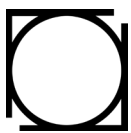
Teams registered for this competition process can make an appointment for a one-hour site tour (including the interiors of the building) exclusive only to their team members by reaching out via email to [CynthiaM@oaa.on.ca](mailto:CynthiaM@oaa.on.ca). This private tour to those competitors interested is intended to provide them with an opportunity to better understand existing site conditions as well as the relationship between the existing building and surrounding site conditions. **The offer of this tour is not intended to provide teams with any exclusive site information regarding existing conditions.** Questions and answers that may arise during these tours may be shared with all competitors at the discretion of the Professional Advisor.

Image Credit: Joe Lobko



# 6.0 Submission Requirements + Timelines

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## 6.1 Team Registration + Submission Portal

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Interested applicants are required to [register for this competition](#) no later than **March 22, 2024 at 4 pm**. Once teams have registered, OAA staff will conduct an initial eligibility screen to ensure team composition meets the minimum requirements.

Registered teams are encouraged to view the recording of the competition information webinar on the [OAA's YouTube channel](#). Registered teams will be given separate online access to a selection of documents and files (listed in the Appendices section), which will be helpful in the submission process.

Registered teams will then be provided access to the **GoCadmium Submission Portal**, where they must create an account no later than **March 29, 2024** and provide key contact information (instructions will be provided to registrants via email). Contact details will only be accessible to select OAA staff and the Professional Advisor who will preserve anonymity throughout the competition process. This contact information will ensure important details can be communicated between the OAA and registrants as appropriate. **An anonymous designation will be provided to each registered team for use in their submissions.**

Once an account has been created, registered teams will use the Submission Portal to upload the required digital components of their Design Package. **Each component of the Design Package must be identified with the anonymous designation provided.** To preserve anonymity, **no identifying images, logos, or other features of the teams or any of their members will be accepted in any visual or written materials submitted as part of the design package. Failure to comply will result in disqualification from jury consideration.**

All complete submissions will be featured anonymously in both the in-person and online exhibitions of entries, using project titles and anonymous designations only.

Please see the following section for complete details on the Design Package requirements.

**The final deadline for submission is May 16, 2024 at 4:00 pm.**

# 6.2 Design Package

Each proponent will be required to submit a Design Package. The assigned **anonymous designation** must be included in all digital file names and displayed in the footer of all components of the Design Package. Teams are also encouraged to give a unique descriptive title to their projects to help distinguish them from other submissions. To preserve anonymity, **no identifying images, logos, or other features of the teams or any of their members will be accepted in any visual or written materials submitted as part of the design package.**

The following must be included in order for a submission to be considered complete. Incomplete or late submissions will not be accepted.

- ✎ Construction cost estimates provided in the format prescribed in Section 5.3 of this Project Brief and provided in Appendix 11.
- ✎ A 20-page maximum (2GB max) digital booklet in 11”x17” ledger size that addresses all of the project objectives and functional site program requirements specified in this Brief. The booklet will be submitted in PDF format and include the following minimum submission requirements:
  - A maximum 1000 word written introductory description of the design concept articulating the overall approach to the revitalization of this site and all key features of the design proposal;
  - A Site Plan at 1:300 scale showing the entire ground plane of the site area and immediate context (as shown on the site plan provided) including the area under the building illustrating all elements of the design proposal. This should include the position of required parking and an outline of movements for the servicing vehicles identified in Section 2.6 of this Project Brief, illustrating how they will enter and exit the site;
  - A Context Plan at 1:1500 scale illustrating the design proposal within its larger site context;
  - An east-west overall site cross-section at 1:200 scale, based on the site/building cross-section provided (Appendix 7);
  - A Planting Plan outlining the approach to soft landscaping areas. This can be included with the overall Site Plan noted above;
  - Illustrations and a concise written description of the proposed approach to stormwater management outlining how this proposal will meet the requirements of the City of Toronto Wet Weather Flow Guidelines, as described in Section 4.7 of this Project Brief; and
  - A brief summary of annual maintenance recommended based on the design submission.

- A minimum of four (4) perspective views of the proposed design must be provided as follows and based on the views provided in the appendix of this document (a 3D digital model of the site and its immediate context, including approximate mandatory view perspectives (Appendix 7a), has been provided in Appendix 13):
  - A view from Moatfield Drive south-east of the site, illustrating the approach to this site from the adjacent public street;
  - An aerial view from the north-west looking south-east providing a view of site area to the west of the building including the interface with the adjacent properties;
  - An aerial view from the south-west providing an overview of the entry drive area as well as the west parking area;
  - A view from the sloped pedestrian walkway leading to the front door of the building;
  - Additional information including both illustrations and text as each competitor deems appropriate to their design submission; and
  - Additional 3D views may be provided at the discretion of each team.
- ✎ A 5-page digital abridged version (max 2GB) of the 20-page pdf booklet submission, in PDF format, providing an overall understanding of the design submission and intended for a public-facing online exhibition of all entries, to be featured on the OAA Website. This abridged version must not include the construction cost information estimate; otherwise, its contents are at the discretion of each competitor.
- ✎ Two panel presentation boards intended for onsite exhibition at the OAA HQ during Doors Open 2024 (36” (horizontal) x 48” (vertical) maximum per panel provided on a rigid surface). These panels will be exhibited on tripods provided by the OAA. Panels must include the following elements at minimum:
  - A maximum 1000 word written description of the design concept provided;
  - A Site Plan at 1:200 scale showing the entire ground plane of the site area and immediate context (as shown on the site plan provided) including the area under the building, which illustrates all elements of the design proposal;
  - A Context Plan at 1:1500 scale illustrating the design proposal within its larger site context;
  - An east-west overall site cross-section at 1:100 scale, based on the site/building cross-section provided (Appendix 7);
  - A Planting Plan outlining the approach to soft landscaping areas identified;
  - Illustrations and a brief written description of the proposed approach to stormwater management outlining how this proposal will meet the requirements of the City of Toronto Wet Weather Flow Guidelines, as described in Section 4.7 of this Project Brief;
  - A minimum of four perspective views of the proposal taken from the viewpoints identified above developed from the 3D model provided and identified in the appendix; and
  - Additional information including both illustrations and text as each competitor deems appropriate to their design submission.

## 6.3 Deadline for Submissions

The final deadline for submission is **May 16, 2024 at 4:00 pm EST**. The digital submission components shall be provided via the online Submission Portal shared with all registrants. The exhibition panels shall be delivered to the OAA HQ **no later than 4:00 pm on May 16, 2024**.

Packages can be addressed to:

Landscape Design Competition  
C/O Ontario Association of Architects  
111 Moatfield Drive  
North York ON  
M3B 3L6

## 6.4 Competition Schedule

Competition Launch (webinar link to be provided to registered proponents)	March 20, 2024
<a href="#">Team Registration</a> Deadline	March 22, 2024   4 pm
Submission Deadline for all components (digital and printed)	May 16, 2024   4 pm
Public Exhibition at OAA HQ and Online	May 25 - June 21
Doors Open Toronto	May 25–26, 2024 10am – 5pm
Jury Adjudication	Week of June 3
OAA Council Review and Confirmation of Jury Recommendation	June 20, 2024
Public Announcement of Competition Results	Late June

## 6.5 Anticipated Project Schedule

Contract Finalization with Winning Team	July 2024
Release Publication showcasing selected projects	July 2024
Start of Design Development Drawing Package by winning team	August 2024
Tender Phase / Award of Construction team – Approvals Applications	December 2024 – January 2025
Construction Phase begins	March/April 2025

*\* Timeline is subject to change at the OAA’s discretion.*

## 6.6 Form of Contract for Preferred Proponent

The design consultant contract to be used for this project will be the *CONTRACT FOR PROFESSIONAL SERVICES BETWEEN LANDSCAPE ARCHITECT AND CLIENT – SHORT FORM* (Appendix 14a) issued by the Ontario Association of Landscape Architects (OALA), accompanied by client-authored project-specific supplementary conditions (Appendix 14b).

The successful design team will be required to carry a minimum of **\$250,000 in professional liability insurance** and have WSIB insurance, and be prepared to confirm that sub-consultants have appropriate insurance in place.

# 7.0 List of Appendices

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1. Original Site Plans
  - a. Site Plan: Building Layout A0.00, Ruth Cawker Architect, March 9, 1990
  - b. Planting Plan, L-3, The Lotus Group Inc., June 1990
  - c. Site Plan and Legends Mechanical, M-1, The Mitchell Partnership, 21 Oct. 1991
2. Site Plan of Current Conditions – David Fujiwara Architect
3. Service Vehicles to be Accommodated – March 15, 2024
4. Arborist Reports
  - a. Arborist Report 17206, Sunarts Design, 28 July, 2017
  - b. Arborist Report 23015, Sunarts Design, 11 September, 2023
5. Geotechnical Reports
  - a. Foundation Investigation, Proposed OAA Headquarters, Trow Geotechnical, Sept 5, 1990
  - b. Borehole Location Plan, Trow Geotechnical, February 1990
  - c. Haddad Geotechnical Inc. Geotechnical Investigation, Proposed Underground Water Storage Tank, 111 Moatfield Drive. April 6, 2015
6. Oval (Geothermal) Borehole Layout. March 27, 2018
7. Renderings from David Fujiwara Architect
  - a. Mandatory views of OAA Headquarters
  - b. Site and Building Cross Section
8. Commentaries on the Original Building Design
  - a. Canadian Architect, November 1992 - OAA Member's view – Macy Dubois, The Architect's view – Ruth Cawker
  - b. Perspectives – Newsletter of the OAA, November 1989, Karen Black, James Murray
9. City of Toronto Interactive Maps – OAA HQ
  - a. Context Plan – 1:1,500 (Ledger Size)
  - b. Property Parcels and Building Polygons
  - c. TRCA Regulation Limit
  - d. Ravine and Natural Feature Protection By-Law
  - e. Natural Heritage System
  - f. Tree Canopy
  - g. Archaeological Potential
  - h. Transportation Context
10. Toronto and Region Conservation Authority Maps – OAA HQ
  - a. TRCA Regulation Limit
  - b. Flood Mapping Limit
11. Construction Cost Estimate Template
12. OAA HQ Landscape Design Competition Submission Check List
13. 3D Digital Model of Existing Site and Immediate Context – David Fujiwara Architect and Point3D Commercial Imaging
14. Form of Contract
  - a. Contract for Professional Service Between Landscape Architect and Client – Short Form
  - b. Client-authored project-specific supplemental conditions
15. Phase 1 Environmental Site Assessment, Pinchin, May 10, 2021
16. OAA HQ Exterior Timelapse Video – March 2018 to February 2020  
<https://www.youtube.com/watch?v=Qr7Ueq3waCU>