

Richview Branch – Award of Tender

Date:	October 20, 2014
To:	Toronto Public Library Board
From:	Acting City Librarian

SUMMARY

To request Toronto Public Library Board approval to employ the services of a General Contractor for the renovation of the Richview Branch, as per Toronto Public Library's (TPL's) drawings and specifications.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest bidder, TRP Construction General Contractors, for the renovation of the Richview Branch, at a cost of \$1,271,600, which includes a contingency of \$115,600 [excluding Harmonized Sales Tax (HST)]; and
2. authorizes and directs the appropriate Library staff to take the necessary action to give effect thereto.

FINANCIAL IMPACT

The total amount of \$1,271,600, which is made up of the tender amount of \$1,156,000 plus the contingency of \$115,600 (excluding HST), is part of the TPL's approved capital budgets for the Multi-branch Renovation Program (SOG) (\$1,000,000) and proceeds from the insurance claim for flood damage in July 2013 (\$290,000).

The Director, Finance & Treasurer, has reviewed this financial impact statement and is in agreement with it.

COMMENTS

Richview Branch is a busy district branch and which opened in 1964. The branch has undergone several renovations over the years, the most recent of which was the main floor, completed in April 2011. Due to major flooding in July 2013, the lower level of the branch, where the children's department is located, has been closed to the public since that time. The

extent of the damage required that the entire floor be emptied, cleaned and prepared for the major renovation. In order to continue to provide children's services and access to materials, a portion of the children's collection has been made available to the public on the 2nd floor at Richview, and staff continue to retrieve stored items from the Children's collection upon public request.

The Library is undertaking a renovation to the lower level which includes:

- Complete re-design of interior space with logical entrance and exits and layout of collection and equipment, programming space and staff work areas;
- Replacement shelving and furniture;
- Barrier free access to all public and staff areas including accessible separate washroom for the public;
- Library environment that supports technology;
- Zoned spaces for children: middle childhood (ages 6 – 12); early years (ages 0 – 5).

Key interior features include:

- A dynamic and refreshed children's department;
- Good sightlines and traffic flow throughout;
- Large Multi-use program room with kitchen facilities;
- Storage space for collections and other material;
- Updated family washroom.

Construction is to start in the fall of 2014 with fittings and furnishings to be installed in early 2015. The children's department is being prepared for the future installation of a KidsStop and a middle years discovery pod, when funding is available.

Architects for the project

Ward 99 Architects was hired to provide architectural services for the Richview renovation project in April 2014, through a competitive request for quotation (RFQ) process.

Pre-qualification of general contractors

The pre-qualification process precedes the call for tender where the nature and complexity of the work involved warrants the effort to pre-select the most experienced and qualified general contractors. On May 29, 2014 an advertisement was placed in the Daily Commercial News for general contractors interested in bidding on this project.

General contractors interested in being pre-qualified to bid on the project had to submit the following:

- Completed CCA Document no. 11, Contractor's Qualification Statement (a standard form for obtaining information on capacity, skill and experience of contractors bidding on building construction projects);
- Resumes of management to be assigned to the project;
- Letter from a nationally recognized surety company stating total bonding limit, current bonding committed, and confirming availability of required bonding for this project: 50% performance bond and 50% labour & material payment bond;

- Detailed description of the contractor's health and safety policy and written confirmation that all health and safety policies will be followed for the duration of the project;
- Submissions of the most recent CAD7 – Calculations and Profiles issued by WSIB (the CAD-7 program compares an expected accident cost and expected frequency count to the actual numbers for a firm);
- Indication from the proponent of any pending litigation or dispute involving the pre-qualifying firm;
- Current Certificate of Insurance; the Library requires a minimum third-party liability of \$5 million per occurrence and automobile liability insurance of \$5,000,000;
- Written acceptance that the General Contractor will employ one youth for the duration of the construction project;
- Three references from previously completed and/or presently under construction library facilities or similar projects such as community centres, schools;
- Written acceptance that the General Contractor will comply with the City of Toronto's Fair Wage Policy.

The pre-qualification process included an assessment by the Architects and Library staff, based on the submitted documentation and library experience of previous performance in a number of areas, including but not limited to: similar work, scheduling, construction management, workmanship, and final completion, correction of deficiencies and health and safety. Contractors with a negative assessment of submission requirements or previous performance were not recommended as pre-qualified. A total of 25 submissions were received. Upon evaluation of the bidders' submissions, eight General Contractors were identified as best qualified for the Richview project. The evaluation was conducted by Library staff and the Architects.

Call for Tenders

A Call for Tenders is used to obtain bids for construction, whenever the requirements can be precisely defined and the expectation is that the lowest bid meeting the requirements specified in the Call will be accepted. On September 25, 2014 the Call for Tenders was issued to the eight pre-qualified bidders. The bid documents, prepared by the Architects, were supplied to all prequalified bidders. All bidders had to attend a mandatory information meeting on September 29, 2014. The bid documents comprised the following documents:

- List of Prequalified Bidders;
- Instruction to Bidders;
- Available Project Information;
- Stipulated Price Bid Form;
- Unit Prices Bid Form Supplement;
- Alternative Prices Bid Form Supplement;
- List of Subcontractors Bid Form Supplement;
- Addenda issued prior to Bid Closing Time;
- Agreement between Owner and Contractor;
- Definitions given in the agreement;
- General Conditions of the agreement;
- Amendments to the agreement;

- Specifications as listed in the project manual for this project;
- Schedules as listed in the project manual and as listed in the list of drawings;
- Drawings as listed in the list of drawings.

On October 9, 2014, the TPL received tenders from eight of the pre-qualified General Contractors; seven tenders were compliant, one tender was declared non-compliant. The Architects and Library staff analysed the three lowest bids (three in case the lowest bid did not meet all requirements) to ensure that all requirements were met:

- Pre-qualified bidder;
- Attended mandatory meeting;
- Submitted a hard copy of the bid in a sealed envelope, which included:
 - a bid bond form, for 10% of bid price, valid for 60 days;
 - an agreement to bond issued by bonding company (performance and labour & material bond);
 - unconditional bid;
 - completed & sealed stipulated price bid form;
 - acknowledges all addenda issued as part of the call for tenders;
 - completed & dated unit prices bid form supplement;
 - completed & dated alternative prices bid form supplement;
 - completed & dated list of subcontractors bid form supplement;
 - confirmation of pre-qualified subcontractors, where required.

Award of tender recommendation

For the recommended contract award, the following requirements have been met:

1. The bidder recommended for award, is the lowest bidder, meeting all tender requirements, and was the lowest bid received;
2. The Director, Finance and Treasurer agrees with the financial impact information;
3. Library staff have reviewed the submission and found the price to be reasonable and within the available budget;
4. The tender process was conducted in accordance with the Board's Procurement Policy, including a public call for pre-qualification of general contractors, a tender process in accordance with instructions to the bidders and a public opening of bids.

The references for the recommended bidder were checked by the architect and were satisfactory.

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SIGNATURE

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