



Scarborough Civic Centre Branch – Award of Tender

Date:	February 25, 2013
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

To request Toronto Public Library Board approval to employ the services of a General Contractor for the construction of the Scarborough Civic Centre 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, Aquicon Construction Co. Ltd., for the construction of the Scarborough Civic Centre Branch, at a cost of \$7,386,000 which includes a contingency of \$610,000 [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 Council-approved capital budget for the project is \$8,797,000.

The total contract award amount of \$7,386,000, comprised of the construction tender amount of \$6,776,000 plus the contingency of \$610,000 (excluding Harmonized Sales Taxes), is part of the TPL’s approved capital budget.

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

COMMENTS

The Scarborough Civic Centre Branch is one of the two new approved branches for Toronto Public Library. Levitt Goodman Architects in joint venture with Phillip H. Carter Architect was awarded the contract to provide architectural services for the Scarborough Civic Centre Branch construction project in December 2009, through a competitive request for proposal. Throughout the design process, the Library has worked with the architects and cost consultants to refine the scope of the project within the funding envelope.

The project provides for architectural design and construction of a 14,500 square foot neighbourhood branch facility. The Scarborough Civic Centre area has experienced significant increases in multi-family residential development. A neighbourhood branch in this community will provide informational and recreational collections and services for a projected population base of 40,000 adults, children and workers and will serve users as a gateway to the resources of the entire Library system. Continued growth is anticipated in the area that has been specifically targeted for high density, mixed use development.

The branch will incorporate flexible design features with an open floor plan, raised flooring and barrier free access for the public, zoned spaces for adults, teens and children, quiet and collaborative study spaces, lounge seating, multi-purpose programming space for branch and community use, self-service circulation, protective security systems including intrusion alarms, fire and bibliographic anti-theft systems, and environmentally friendly features including a green roof. Interior and exterior signage will ensure visibility of the branch and easy access to its collections. Wireless internet access, computer workstations with opportunities for computer and media learning will be included. A collection of 50,000 items is planned.

Enhancements to the project have been discussed with the City of Toronto's Planning Division and the local Councillor, and may be funded by the City's Land Acquisition Reserve Fund. These enhancements would improve library services and would support the Scarborough Centre Public Space and Streetscape Master Plan adopted by Council on July 11, 2012. Items under consideration include enhancements to the outdoor reading garden; a *KidsStop* early literacy centre; computer and media service enhancements; green enhancements; Borough Drive streetscape lighting upgrades; acoustical upgrades to mechanical equipment. If additional funding becomes available during the year, capital budget adjustments will be presented to the Board for approval.

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 June 25, 2012, 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 national 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 polices will be followed for the duration of the project;
- Submissions of the most recent CAD7 – Calculations and Profiles issued by WSIB and CSA (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 3rd party liability of \$2 million;
- Three references from previously completed and/or presently under construction library facilities or similar projects such as community centres or schools;
- Written acceptance that the General Contractor, if awarded the construction contract, will employ one pre-selected youth, selected by the City of Toronto's Youth Programs Coordinator, on the Library Construction site, for the entire duration of the construction project.

The pre-qualification process included an assessment by the architects and Library staff, based on the submitted documentation and the Library's experience of previous performance in a number of areas, including but not limited to: similar work, scheduling, construction management, workmanship, final completion, correction of deficiencies and health and safety. Thirty-four submissions were received and upon evaluation of the bidders' submissions, eight general contractors were short-listed as best qualified for the Scarborough Civic Centre Branch project. The evaluation was conducted by the architects and reviewed and approved by Library staff.

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 October 25, 2012 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 November 2, 2012. 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 December 5, 2012, the TPL received tenders from eight of the pre-qualified General Contractors. 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 90 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 recommended bidder has not worked on past TPL projects, but did satisfy pre-qualification criteria through previous institutional construction work with school board and other library projects. The references were checked by the architect and were satisfactory.

CONTACT

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SIGNATURE

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