



## STAFF REPORT ACTION REQUIRED

12.

### Runnymede Branch – Award of Tender

<b>Date:</b>	November 21, 2016
<b>To:</b>	Toronto Public Library Board
<b>From:</b>	City Librarian

### **SUMMARY**

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The purpose of this report is to request Toronto Public Library Board approval to employ the services of a General Contractor for the interior renovation of Runnymede Branch, as per Toronto Public Library's (TPL's) drawings and specifications.

### **RECOMMENDATIONS**

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**The City Librarian recommends that the Toronto Public Library Board:**

1. awards the contract to the lowest bidder, Brown Daniels Associates, for the interior renovation of the Runnymede Branch, at a cost of \$543,147, which includes a contingency of \$49,377 [excluding Harmonized Sales Tax (HST)].

### **FINANCIAL IMPACT**

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The total amount of \$543,147, which is made up of the tender amount of \$493,770 plus the contingency of \$49,377 (excluding HST), is included as part of the Multi-Branch Renovation State of Good Repair (SOGR) Project of the approved 2016 capital budget.

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

### **ALIGNMENT WITH STRATEGIC PLAN**

The interior renovation of the Runnymede Branch helps to achieve various strategic plan priorities and goals, including:

- *increase access to in-branch services and spaces and new options to expand public and community space;*
- *advance State of Good Repair projects to provide welcoming, well-maintained and efficient public space;*
- *create in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation;*

- *build capacity to deliver elearning, and interactive distance learning services;*
- *offer broad access to experiential, collaborative, mentored and networking learning opportunities in response to the different ways people learn and the unique needs of local communities;*
- *offer access to new and emerging technologies to support innovation, entrepreneurship and creativity.*

## COMMENTS

Runnymede is a 12,034 sq. ft. neighbourhood branch. In 2015 Runnymede was the third busiest branch in the Toronto Public Library system in terms of visits and the busiest branch in terms of holds pick-up. The branch opened in 1928 and is listed on Toronto Historical Board's Inventory of Heritage Properties. It has undergone several renovations over the years.

A renovation and expansion of Runnymede Branch was completed and successfully opened to the public in 2005. Eleven years have passed and library service has changed. With introduction of self-service and more collaborative work spaces, the existing large service desk is no longer required. Moreover, the high level of traffic creates congestion in the branch. The proposed renovation to the main floor of the library will resolve these issues. In addition to the installation of a new smaller service desk, the renovation will involve a re-design of the computer areas, new flooring, new window coverings, and collections merchandizing. The second floor of the branch will be opened up to improve security through increased visibility and allow for greater flexibility in the use of the public space.

### Architects for the project

Building Arts Architects Inc. was hired to provide architectural services for the Runnymede Branch renovation project in April 2016, through a competitive request for quotation (RFQ) process.

### Pre-qualified 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. Eight of the most experienced and previously proved General Contractors were pre-qualified and invited to bid on the project. All eight (8) attended the mandatory site meeting at Runnymede Branch on October 4, 2016.

### Call for Tenders

On September 30, 2016, the Call for Tenders was issued to the eight pre-qualified bidders. 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. The bid documents, prepared by the Architects, were supplied to all prequalified bidders. All bidders had to attend a mandatory information meeting on October 4, 2016. 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 20, 2016, TPL received tenders from seven of the pre-qualified General Contractors. The Architects and library staff analysed the three lowest bids to ensure that all requirements of the bidding process were met as follows:

- 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 120 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 to Brown Daniels Associates, the following requirements have been met:

1. The bidder is in conformance with all tender requirements, and was the lowest bid received;
2. Library staff have reviewed the submission and found the price to be reasonable and within the available budget;
3. The tender process included the use of pre-qualified General Contractors, in accordance with instructions to the bidders and a public opening of the bids.

The recommended bidder has successfully completed a number of Toronto Public Library projects, including Woodside Square, Mimico, and Ellesmere Branches; North York Central Library, and the recent Beeton Hall renovation at the Toronto Reference Library. The references were checked by the architect and were satisfactory.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian