



STAFF REPORT ACTION REQUIRED

14.

Albion Branch – Architect Award of Contract

Date:	June 24, 2013
To:	Toronto Public Library Board
From:	City Librarian

SUMMARY

To request Toronto Public Library Board approval to award the contract for architectural services, as per the Library's Request for Expression of Interest (RFEOI) for Pre-Qualification of Architects for the Albion Branch capital project.

It is recommended that the contract for architectural services for the Albion Branch be awarded to Perkins + Will Canada Inc., having achieved the highest total score in the evaluation.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards a contract to Perkins + Will Canada Inc. to provide architectural services for the Albion Branch capital project at a rate of 7.0% of construction cost estimated at \$12.4 million, for a contract value estimated at \$0.868 million, excluding Harmonized Sales Tax.
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 Albion project is \$15,007,000 of which the construction budget, including contingencies, is approximately \$12,400,000, excluding Harmonized Sales Tax (HST). The contract for architectural services with Perkins + Will Canada Inc. is based on a fee of 7.0% of construction cost for a contract value of approximately \$0.868 million, which is also part of the approved capital funding.

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

COMMENTS

The Albion Branch is one of the approved capital projects for Toronto Public Library. The project provides for the architectural design and construction at the Albion District Branch. The current branch layout does not maximize the use of space resulting in a branch that is under-equipped for the high daily traffic and activity levels. Major building deficiencies were identified in building condition assessment studies and no major work has been undertaken at this facility since the building opened in 1973. The redesigned branch will incorporate flexible design features with an open floor plan, and barrier-free access for the public, zoned spaces for adults, teens and children, including an early literacy centre, quiet and collaborative study spaces, lounge seating, multipurpose programming space for branch and community use, self-service circulation, including automated sorting, protective security systems, including intrusion alarms, fire and bibliographic anti-theft systems and sustainable design features. 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.

Procurement Process and Results

A Request for Expression of Interest for Pre-Qualification of Architects was issued on April 5, 2013 and was advertised on the Toronto Public Library and Biddingo web sites. Individual firms were also contacted to make them aware of the project. A total of 22 submissions were received.

The RFEOI process is a two-phase process as the nature and complexity of the work required warrants the establishment of a short list of qualified architects, followed by a phase-two interview process of short-listed firms. Architects interested in being short listed were required to submit an irrevocable Letter of Interest, including the following documents and information:

- Mandatory Submission Form acknowledging receipt and review of all pertinent documents and binding covenant to provide services in accordance with RFEOI documents and letter of interest;
- Price Detail Form;
- Firm's experience with projects of a similar nature, scope and scale;
- Architect's ability and capacity to perform the work;
- Person(s) in firm responsible for this project and on project team, including relevant experience, expertise and role;
- Sub-consultants firm proposes to use, including expertise and experience of each firm and coordination techniques to be used;
- Experience in working with public sector or not for profit clients;
- Proven track record in public consultation;
- Proven reputation in the design of functional interiors that encompass all current design concepts to respond in a dynamic and meaningful way to the requirements of the public;
- Expertise with Toronto Green Development Standard;
- Contract administration, including ability to meet project schedule and supervise a contract while project is under construction;
- Architect's experience and methods used for budgeting and financial controls;

- Three client references.

A short list of the six highest scoring firms was established based on an evaluation of the phase-one submissions. The evaluation criteria included submission presentation; qualifications; contract administration; experience in working with public sector or not-for-profit clients, public consultation, design of interiors, multiple stakeholder projects and Toronto Green Development Standard; references; price.

The short-listed proponents were invited to attend an interview and make a presentation in accordance with the provisions of the RFEOL. Each firm was required to address the following in their presentation:

- Personnel who would be involved in the project, and their roles;
- Vision for this district library project;
- How the firm would ensure that the building design would meet the needs of the various stakeholders;
- How the firm would ensure that project schedules and budgets are met;
- Strategies employed by firm when difficulties arise in the course of a project with examples.

The recommended architect Perkins + Will Canada Inc. achieved the highest total score in the evaluation. The references were checked by the Library and were satisfactory. Perkins + Will Canada Inc. is an established firm of award-winning architects and designers with a broad range of experience, including library design, sustainable construction and community-based projects. They recently completed successful major library projects in Markham, Whitby and Orillia and at University of Toronto Mississauga.

CONCLUSION

With the selection of Perkins + Will Canada Inc. architect, work on the Albion Branch capital project will begin in earnest over the summer months, starting with public consultations, detailed building assessment and design development. The local councillor is apprised of the project and has updated constituents through his community newsletter. It is hoped to complete the design by the end of 2013 with a view to completing working drawings and tender by summer 2014 and starting construction in fall 2014.

CONTACT

Anne Bailey; Director, Branch Libraries; Tel: 416-397-5944; Fax: 416-393-7083;
Email: abailey@torontopubliclibrary.ca

Gail Rankin; Senior Manager, Facilities; Tel: 416-395-5881; Fax: 416-395-5916;
Email: grankin@torontopubliclibrary.ca

SIGNATURE

Jane Pyper
City Librarian