



STAFF REPORT ACTION REQUIRED

14.

North York Central Library – Architect – Award of Contract

Date:	March 23, 2015
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 Proposal (RFP) TPL 061-2014 for the North York Central Library capital project.

It is recommended that the contract for architectural services for the North York Central Library project be awarded to Diamond and Schmitt Architects Inc., having achieved the highest total score in the evaluation.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to Diamond and Schmitt Architects Inc., for architectural services for the North York Central Library capital project based on fees of 6.85% of the estimated construction budget of \$11,000,000 resulting in a cost of approximately \$753,500 plus \$75,000 for specialized consulting services for a total cost of approximately \$828,500 [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 North York Central Library project is \$15,974,000. The current estimated construction portion of the budget is approximately \$11,000,000.

The total contract of \$828,500 for architectural services is also part of the approved capital budget. The award is based on the fee of 6.85% applied to the estimated construction budget of \$11,000,000 resulting in a cost of \$753,500, plus a cost of \$75,000 for specialized consulting services. All respondents were instructed in an addendum to the RFP to carry an

allowance of \$75,000 for specialized consulting services not typically included in an architect's services (e.g., audio-visual engineering).

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

COMMENTS

The North York Central Library (NYCL) is one of the approved capital projects for Toronto Public Library. The project provides for the architectural design and construction at NYCL, which is one of the two Research and Reference libraries. NYCL is a seven-storey 168,022 square-foot facility, which opened in 1987. The primary focus of the renovation will be the revitalization of the facility's interior and reprogramming of space to support the delivery of new services to meet the changing needs and expectations of library users. State of good repair issues will also be addressed. NYCL will remain open for service during the course of the multi-year project.

NYCL is a high-use circulating library with 1.6 million items circulated and 1.56 million visitors in 2014, which provides service to the local community. As a Research and Reference library, NYCL provides in-depth research and reference services and collections to the entire city. Heavy use of the library continues to increase largely due to recent residential development, a high proportion of newcomers and children in the area, close proximity to the subway system and a growing demand for new and innovative library services. Revitalization and reprogramming of interior spaces that have been heavily used over the last 30 years will continue to support efficient operations and deliver 21st century library services.

Non-public service departments, including Collection Development, Planning, e-Services, City-Wide Services and Facilities Management are also located throughout the building. Space requirements for these departments will need to be considered and incorporated into the renovation program plans as appropriate. Book Ends, a store for withdrawn library materials, operated by the Friends of the Library and that raises funds for the Toronto Public Library Foundation, is also located in the building.

The project will complete a retrofit and upgrade to building systems and infrastructure, addressing state of good repair needs identified in the 2014 Property Condition Assessment, interior renovation on all seven floors and the shipping areas to reconfigure public service, stacks and administrative space to meet new service demands and uses. Future flexibility will be ensured by incorporating adaptable and easily convertible space that supports progressive library service and offers the opportunity to build community capacity such as incubation and business development spaces, newcomer services, co-sponsored programs and partnerships.

Procurement Process and Results

A Request for Proposals (RFP) for Architectural Services was issued on December 19, 2014 and was advertised on the TPL website, and the Biddingo and MERX online bid posting sites. A total of 13 submissions were received.

The RFP process was a two-phase process as the nature and complexity of the work that is required warrants the establishment of a short list of qualified architects in Phase 1, followed by interviewing the short-listed firms in Phase 2. Architects who responded to the RFP included the following documentation in their responses:

- Mandatory Submission Form acknowledging receipt and review of all pertinent documents and binding covenant to provide services in accordance with RFP documents;
- Price Detail Form;
- Firm's experience with at least three (3) projects of a similar nature, scope and scale in the last seven years;
- Architect's ability and capacity to perform the work;
- Person(s) in firm responsible for this project and on the 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; and
- Three (3) client references.

A short list of the five (5) highest scoring firms was established based on the evaluation of the submissions in Phase 1. 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, the Toronto Green Development Standard, references and fee.

The short-listed proponents were invited to attend a confidential interview and make a presentation in accordance with the provisions of the RFP. 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 Research and Reference Library renovation project;
- How the firm would ensure that the building design would meet the needs of the various project stakeholders;
- How the firm would approach assessing the building's potential for renovation; and
- Strategies employed by the firm to ensure that schedules are realistic and budget and schedules are met.

The recommended architect, Diamond Schmitt Architects Inc., achieved the highest total score in the evaluation. References were checked by the Library and were satisfactory. Diamond Schmitt Architects Inc. is a leading Canadian full-service practice with 35 years of

experience and a current staff level of 150 members. They have significant expertise in library planning and construction of state-of-the-art facilities throughout Canada and world wide. They completed the planning and major reconstruction of the Brentwood District Library for TPL in November 2012. The firm is recognized for design excellence and responsibly managing complex institutional projects within schedule and cost constraints.

The approved budget is \$15,974,000, but the project is at a very early stage, and as work proceeds on the planning and scoping, the project will be further refined, and additional reports brought forward to the Board for approval, as required. If the construction costs increase, or other work is required, such as furniture, shelving or millwork, the fee paid to Diamond Schmitt Architects Inc. would not exceed 6.85%.

CONCLUSION

With the selection of Diamond Schmitt Architects Inc., work and master planning on the North York Central Library capital project will begin immediately, starting with public consultations, detailed building assessments and design development. This project will be a multi-year phased project, with the branch continuing operations during the construction period. The plan is to complete the design this summer with a view to completing working drawings and tender by the fall of 2015 and starting construction early in 2016.

CONTACT

Linda Mackenzie; Director, Research & Reference Libraries; Tel: 416-393-7133;
E-mail: lmackenzie@torontopubliclibrary.ca

Ron Dyck, Director, Information Technology and Facilities; Tel: 416-393-7104;
E-mail: rdyck@torontopubliclibrary.ca

Gail Rankin; Senior Manager, Facilities; Tel: 416-395-5881;
E-mail: grankin@torontopubliclibrary.ca

SIGNATURE

Vickery Bowles
City Librarian