

Agincourt Branch – Award of Tender

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| Date: | March 21, 2016 |
| To: | Toronto Public Library Board |
| From: | City Librarian |

SUMMARY

The purpose of this report is to request Toronto Public Library Board approval to employ the services of a General Contractor for the renovation of the Agincourt Branch, as per Toronto Public Library's (TPL's) drawings and specifications, commencing April 2016.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest bidder, Steelcore Construction Ltd., for the renovation of the Agincourt Branch, at a cost of \$1,410,200, which includes a contingency of \$128,200 (excluding 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 \$1,410,200, which is made up of the tender amount of \$1,282,000 plus the contingency of \$128,200 (excluding HST), is part of the TPL's approved capital budget of \$2,297,000 for the Agincourt Branch renovation project.

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

ALIGNMENT WITH STRATEGIC PLAN

The renovation of the Agincourt Branch helps to achieve strategic plan priority number five: Creating Community Connections through Cultural Experiences. The renovated branch achieves the goal to: *Create in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation.*

The renovation project also aligns with:

Advance State of Good Repair projects to provide welcoming, well-maintained and efficient public space.

COMMENTS

The Agincourt Branch renovation is an approved project in the Library's capital program and provides for the complete renovation of the 2nd floor, including a new floor area, above the existing auditorium, and will increase the amount of available programming space on the second floor.

Architects for the project

Ward 99 Architects were hired to provide architectural services for the Agincourt Branch renovation project through a competitive request for quotation. Staff have worked extensively with the architect in order to design the renovation that meets community needs with available funding.

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 September 21, 2015, 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 policies will be followed for the duration of the project
- Submission of valid WSIB clearance form
- Letter from a nationally-recognized insurance company, stating ability to acquire commercial general liability insurance with a limit of \$5,000,000 per occurrence and automobile liability insurance of \$5,000,000
- Three references from previously completed and/or presently under construction library facilities or similar projects such as community centres, schools
- Written acceptance the General Contractor and all sub-contractors will abide by the Toronto Public Library's Fair Wage Policy

- 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 library 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. Contractors with a negative assessment of submission requirements or previous performance were not recommended as pre-qualified. A total of 23 submissions were received. Upon evaluation of the bidders' submissions, eight General Contractors were identified as best qualified for the Agincourt Branch 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 February 18, 2016, 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 February 25, 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 March 4, 2016, 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 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

The tender documentation submitted by the recommended bidder, Steelcore Construction Ltd, was found to be in conformance with all tender requirements, and was the lowest bid received. Steelcore Construction Ltd. successfully completed the renovation of the Mount Dennis Library.

CONTACT

Paul Trumphour; Acting Director, Information Technology & Facilities; Tel: 416-393-7104;
E-mail: ptrumphour@torontopubliclibrary.ca

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

SIGNATURE

Vickery Bowles
City Librarian