



## STAFF REPORT ACTION REQUIRED

14.

### Guildwood Branch – Award of Tender, Branch Closure and Alternate Service Plan

<b>Date:</b>	October 29, 2018
<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 (TPL) Board approval to close the Guildwood branch for approximately seven (7) months and to employ the services of a General Contractor to renovate and expand the existing branch as per TPL's drawings and specifications. With the additional 1,500 square feet addition, the new branch will be 4,510 square feet. Details of the alternate service plan are included in the report for information.

#### **RECOMMENDATIONS**

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

1. awards the contract to the lowest bidder, BDA Inc. (formerly Brown Daniels Associates) for the construction of the new Guildwood branch, at a cost of \$1,047,200, which includes a contingency of \$95,200 [excluding Harmonized Sales Tax (HST)]; and
2. approves the closure of the Guildwood branch for approximately seven (7) months.

#### **FINANCIAL IMPACT**

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The contract award of \$1,047,200 is made up of the tender amount of \$952,000 plus a contingency of \$95,200 (excluding HST), funded by the Guildwood Capital Project budget.

The renovation will require the construction of a new fire separation wall that will be built by the contractor and paid for by the landlord with a value of approximately \$25,000.

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

## DECISION HISTORY

At its meeting on February 12, 2018, City Council approved the Toronto Public Library capital budget through item EX31.2 (105a.i. and 105b) that included \$1.183 million gross for the Guildwood branch capital project with cash flows over 2018 to 2019.

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2018.EX31.2>

At its meeting on January 25, 2016, the Toronto Public Library Board approved a new lease for the Guildwood branch that included an expansion of approximately 1,500 square feet.

<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2016/jan25/12-guildwood-branch-expansion-new-lease-agreement.pdf>

## COMMENTS

The project is the renovation of both the existing branch and an adjacent 1,500 square foot space. The expansion will result in a new 4,510 square foot Guildwood branch. The renovation will require the construction of a new fire separation wall that will be built by the contractor and paid for by the landlord. The new branch will not only increase the public service area by approximately 1,500 square feet, it includes the following new features that are consistent with 21<sup>st</sup> century library spaces:

- redesign of the branch to include the additional leased square footage
- new flooring and painting
- new library shelving, with the introduction of mobile shelving, where possible
- introduction of a new design for the children's space
- new library furnishing that provide options for seating.

### 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. Library staff have reviewed the submission and found the price to be reasonable in relation to the complexity of the project.
3. The tender process included the use of pre-qualified general contractors, in accordance with the instructions to bidders.
4. Written acceptance by the general contractor and the subcontractors that they will comply with the City's Fair Wage Policy.

The recommended bidder has successfully completed a number of Toronto Public Library projects, including Steeles, Humber Summit, Riverdale, Runnymede, Beeton Hall at TRL, Woodside Square and Mimico branches. The references were checked by the architect and were satisfactory.

## **Branch Closure**

Due to the scope and extent of the construction project, the Guildwood branch will be completely closed for approximately seven months. The closure is scheduled to start on November 24, 2018.

## **Alternate Service Plan**

The following alternate service plan will address the closure:

- Staff will guide users to pick up holds and use nearby branches, such as Cedarbrae, Cliffcrest, Bendale and Morningside.
- Cedarbrae branch will be the default holds pick-up location, where all holds will be taken at the time of the branch closure.
- Arrangements have been made to move the Adult Book Club program to an alternate branch in the vicinity of the Guildwood branch.
- Staff will continue to provide outreach services such as Kindergarten Outreach, visits to schools, child care centres, after school programs, and outreach to clients of local community agencies.
- Staff will maintain contact with community groups and agencies identifying service needs and planning for services to be delivered at the re-opening of the branch.
- During the closure, branch staff will continue to participate in key community events.

The community will be notified of the closure as follows:

- A public open house was held at the branch September 27, 2018, with library staff and the architect, speaking with customers about the renovation and closure.
- A floor plan showing the enhancements has been posted in the library since September 27, 2018; staff will speak with customers on an individual basis and provide appropriate referrals for library services during the closure.
- Customers with Guildwood branch as a home location will be notified of the temporary branch closure by email or automated telephone calls.
- Closure information will be posted in advance of the closing date in the branch and on the Toronto Public Library website.
- Updates on the renovation will be provided through the Library's social media channels and the Library's website.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Background: Procurement Process Guildwood Library – Award of Tender

## **Background: Procurement Process Guildwood Branch – Award of Tender**

### **Architects for the Project**

Paul Dacuhna Architect was hired to provide architectural services for the construction of the new Guildwood branch in March 2018, through a competitive request for quotation (RFQ) process.

### **Prequalified 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 (8) of the most experienced and proven General Contractors were pre-qualified to bid on the project.

### **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 August 29, 2018, the Call for Tenders was issued to the eight (8) 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 September 4, 2018. Seven (7) attended the mandatory site meeting at Guildwood branch. 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 September 27, 2018, TPL received tenders from seven of the pre-qualified General Contractors. The Architects and Library staff analyzed 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 copy of the bid electronically, through Bonfire, which included:

- 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.