

Eglinton Square Branch – Award of Tender

Date:	June 27, 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 interior renovation of Eglinton Square Branch, as per Toronto Public Library's (TPL's) drawings and specifications.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest bidder, DASD Contracting Inc. for the interior renovation of the Eglinton Square Branch, at a cost of \$1,157,000, which includes a contingency of \$45,000 (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 \$1,157,000, which is comprised of the tender amount of \$1,112,000 plus a contingency of \$45,000 (excluding HST), is part of TPL's approved capital budget for the Eglinton Square Branch renovation.

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

ALIGNMENT WITH STRATEGIC PLAN

The renovation of the Eglinton Square 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 e-learning, 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

At the meeting on June 22, 2015, the Board approved a lease for expanded space for the Eglinton Square Branch and an associated capital project. The project is a complete interior renovation of the expanded Eglinton Square Branch.

Architects for the project

Ken Fukushima Architecture was hired to provide architectural services for the interior renovation of the expanded Eglinton Square Branch in July 2015, through a competitive request for quotation (RFQ) process.

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 April 4, 2016, an advertisement was placed in the Daily Commercial News for General Contractors interested in bidding on the interior renovation of Eglinton Square Branch.

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 nationally 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 a 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;
- Written acceptance that the General Contractor will employ one youth for the duration of the construction project;

- Three (3) references from previously completed and/or presently under construction library facilities or similar projects such as community centres, schools, etc., including contact names, positions, telephone numbers and addresses;
- Written acceptance that the General Contractor will comply with the City of Toronto's Fair Wage Policy.

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, and 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 14 submissions were received. Upon evaluation of the bidders' submissions, eight General Contractors were identified as best qualified for the Eglinton Square Branch project.

The eight Pre-qualified General Contractors were invited to bid on the Interior Renovation 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 May 25, 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 May 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 June 14, 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

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;
2. Library staff have reviewed the submission and found the price to be reasonable and within the available budget;
3. The tender process was conducted in accordance with the Board's Procurement Policy, including a public call for pre-qualification of general contractors, a tender process in accordance with instructions to the bidders and a public opening of bids.

The recommended bidder has successfully completed a number of Toronto Public Library projects at Agincourt, Barbara Frum and Bendale branches, North York Central Library and 120 Martin Ross Avenue. The references were checked by the Architects and were satisfactory.

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SIGNATURE

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