



## STAFF REPORT ACTION REQUIRED

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

<b>Date:</b>	June 18, 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 employ the services of a General Contractor for the renovation and expansion of the Wychwood Branch as per TPL's drawings and specifications and to close the Wychwood Branch for approximately twenty-six (26) months. 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 compliant bidder, Steelcore Construction Ltd., for the renovation and expansion of the Wychwood Branch, at a cost of \$13,194,940, which includes a contingency of \$1,199,540 (excluding HST); and
2. approves the closure of the Wychwood Branch for approximately twenty-six (26) months for construction.

### FINANCIAL IMPACT

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The contract award of \$13,194,940 is made up of the tender amount of \$11,995,400 plus a contingency of \$1,199,540 (excluding HST), funded by the Wychwood Branch capital budget. The approved capital budget for Wychwood is \$15,796,000.

The Director, Finance & Treasurer, has reviewed this financial impact statement and is in agreement 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 \$10.133 million gross for the Wychwood Branch capital project with cash flows over 2018 to 2020.

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

At its meeting on April 30, 2018, the Toronto Public Library Board approved an increase in the Wychwood Branch capital project budget of \$5.633 million for a total project cost of \$15.796 million.

<https://www.torontopubliclibrary.ca/content/about-the-library/pdfs/board/meetings/2018/apr30/14-2018-2027-capital-budget-adjustments-wychwood.pdf>

## COMMENTS

The project calls for a demolition of the 1978 addition that was added to the original 1916 Wychwood Branch, renovation of the original library and a new addition of 10,691 square feet. The renovation preserves the 1916 building now declared a heritage property. The new branch will increase the public service area by approximately 9,000 square feet.

### Award of Tender Recommendation

For the recommended contract award, the following requirements have been met:

1. The bidder recommended for award, is the lowest compliant bidder, meeting all tender requirements, and was the lowest compliant 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 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 online bid submissions.
4. Written acceptance that the General Contractor and all their sub-contractors will comply with the City of Toronto's Fair Wage Policy.

The recommended bidder has successfully completed a number of Toronto Public Library projects, including Mount Dennis and Agincourt branches. The references were checked by the architect and were satisfactory.

### Branch Closure

The Wychwood Branch will be closed on July 7, 2018. The estimated closure will be for approximately 26 months.

### Alternate Service Plan

The goal of the alternate service delivery plan is to minimize the disruption caused by the closure and to ensure that Wychwood Branch customers continue to receive excellent service from Toronto Public Library.

The alternate service plan for the duration of the closure includes:

- guiding customers to use and pick-up holds at nearby branches. Deer Park; Davenport; and Palmerston branches are located within two kilometers of Wychwood. Dufferin / St. Clair; Forest Hill and Oakwood Village branches are also in the vicinity;
- expanding open hours at Davenport Branch to include Mondays;
- continuing to provide outreach services such as Kindergarten Outreach, promotion for Summer Reading Club, visits to schools, child care centres, after school programs, parent/child programs and outreach to clients of community agencies;
- re-locating programming for all age groups to nearby branches;
- maintaining contact with community groups and agencies identifying service needs and planning for services to be delivered at the re-opening of the branch;
- continuing to participate in key community events, such as City Cider at Spadina Museum, and events at Artscape Wychwood Barns;
- utilizing social media before and throughout the closure to promote library services and keep the community updated on the progress of construction.

Prior to the closure an open house will be held at the branch to raise awareness of the project, upcoming closure, and alternate service plans, answer questions, speak with customers on an individual basis and provide appropriate referrals for library services during the closure. The local Councillor has been informed of the alternate service plan.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian

## **ATTACHMENTS**

Attachment 1: Background: Procurement Process Wychwood Branch – Award of Tender

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

### **Architects for the Project**

Shoalts & Zaback Architects Ltd. were hired to provide architectural services for the renovation and expansion of the existing Wychwood Branch in September 2014, through a competitive request for proposal (RFP) 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 July 17, 2017 an advertisement was placed in the Daily Commercial News for General Contractors interested in bidding on the renovation and expansion of the Wychwood Branch.

General Contractors interested in being pre-qualified to bid on the project had to submit the following:

- Completed CCA Document 11 (R2006) Contractor's Statement of Qualifications, emphasizing projects completed similar to this project (demolition and new construction with zero side yard set-backs with the neighbouring properties)
- Resumes of senior management, the project manager and the site superintendent that would be assigned to this 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 and CAD 7 rating
- Letter from a national 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
- Two references from previously completed and/or presently under construction library facilities or similar projects such as community centres, schools, etc.

The pre-qualification process included an assessment by the Architects and Library staff, based on the submitted documentation and 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 25 compliant submissions were received. Upon evaluation of the bidders' submissions, eight General Contractors were identified as best qualified for the Wychwood Branch project.

The eight Pre-qualified General Contractors on the list were invited to bid on the renovation and expansion 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 April 25, 2018, 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 2, 2018. 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 5, 2018, TPL received tenders from six 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 the bid electronically, 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.