



## STAFF REPORT ACTION REQUIRED

16.

### Albert Campbell Branch – Architect – Award of Contract

<b>Date:</b>	June 27, 2016
<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 Board approval to award the contract for architectural services, as per the Library's Request for Proposal (RFP) for the Albert Campbell Branch capital project.

The contract for architectural services for the Albert Campbell Branch project is being awarded to LGA Architectural Partners Ltd., having achieved the highest total score in the evaluation.

### RECOMMENDATIONS

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

1. awards the contract to LGA Architectural Partners Ltd., for architectural services for the Albert Campbell Branch capital project based on a fee of 6.9% of the estimated construction budget of \$9,750,000 resulting in a cost of \$672,750 (excluding HST); and
2. authorizes and directs the appropriate library staff to take the necessary action to give effect thereto.

### FINANCIAL IMPACT

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The Council-approved capital budget for the Albert Campbell Branch project is \$12,165,000. The current estimated construction portion of the capital budget is approximately \$9,750,000.

The award is based on the fee of 6.9% applied to the estimated construction budget of \$9,750,000 resulting in a cost of \$672,750, which is part of the approved capital budget.

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 Albert Campbell Branch helps to achieve various strategic plan priorities and goals including:

- *increase access to in-branch services and spaces through responsive service hours 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.*

## COMMENTS

The Albert Campbell Branch (ACD) is one of the approved capital projects for Toronto Public Library. The project provides for the architectural design and renovation of the ACD, which is one of 17 district branches. ACD is a three-storey 26,100 square-foot facility, which opened in 1971. The branch provides district library services to the immediate community and district neighbourhoods. Use of the branch is stable and will 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 45 years will support efficient operations and deliver 21<sup>st</sup> century library services.

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, barrier free access throughout and interior renovation on all three floors to reconfigure public service areas to meet new and evolving service demands and uses. Future flexibility will be ensured by incorporating adaptable and easily convertible spaces.

### Procurement Process and Results

A Request for Proposals (RFP) for Architectural Services was issued on April 5, 2016 and was advertised on the TPL website, and Biddingo and MERX online bid posting sites. A total of ten 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 three (3) 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 proposal.

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 the ACD 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 LGA Architectural Partners Ltd., achieved the highest total score in the evaluation. References were checked by the Library and were satisfactory. LGA Architectural Partners Ltd. is a leading Canadian full-service practice with 27 years of experience. They have significant expertise in library planning and construction of state-of-the-art facilities throughout Canada and worldwide. They designed the award-winning Scarborough Civic Centre Branch. The firm is recognized for design excellence.

The approved capital budget is \$12,165,000, and the project is at a very early stage. As work proceeds on the planning and scope, the project will be further refined and additional reports brought forward to the Board, as required. If the construction costs increase, or other work is

required, such as furniture, shelving or millwork, the fee paid to LGA Architectural Partners Ltd. would not exceed 6.9%.

## **CONCLUSION**

With the selection of LGA Architectural Partners Ltd., work on the ACD Branch capital project will begin immediately, starting with public consultations, detailed building assessments and design development. This project will be a multi-year project, with the branch being closed during the construction period. The plan is to complete the design this summer/fall with a view to completing working drawings and tender by the fall of 2017 and starting construction early in 2018.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian