

Albion Branch – Award of Tender

Date:	June 22, 2015
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 construction of the new Albion Branch, as per Toronto Public Library's (TPL's) drawings and specifications, commencing July 2015.

RECOMMENDATIONS

The City Librarian recommends that the Toronto Public Library Board:

1. awards the contract to the lowest bidder, Aquicon Construction Co. Ltd, for the construction of the new Albion Branch, at a cost of \$12,966,800, which includes a contingency of \$1,178,800 [excluding Harmonized Sales Tax (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 \$12,966,800, which is made up of the tender amount of \$11,788,000, plus the contingency of \$1,178,800 (excluding HST), is part of the TPL's approved capital budget of \$15,007,000 for the Albion Branch project.

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

COMMENTS

The Albion Branch is an approved project in the Library's capital program and provides for the construction of a new 29,000 square foot library in the existing parking lot, the demolition of the existing Albion branch and site work, which includes replacing the old building with a new parking lot / event space and landscaping. The new Albion branch

will be built in phase 1, in the existing parking lot, in order to keep the existing branch open during construction of the new library, which was an important consideration for the community. Upon completion of the new Albion Branch, the existing Albion branch will be demolished in phase 2, and the area will be converted to parking and landscaping for the new branch.

Architects for the project

Perkins + Will Canada Inc. were hired to provide architectural services for the Albion Branch project through a competitive request for proposal that was approved by the Board at the June 24, 2013 meeting. Staff have worked extensively with the architect in order to design a branch that meets community needs with available funding.

The new building will revitalize library service and provide increased programming and community meeting space, expanded flexible spaces to support literacy services for adults and children, including an interactive early literacy centre, middle childhood area, digital innovation and creation spaces, computer learning centre, customer service improvements, quiet study space, improved public washrooms and barrier free access for the public. This project will improve space layout to address increased demands for information, literacy and resources to support employment and training. There will also be flexible space for performances and events. The project will include new and evolving technological requirements for connectivity. Toronto Green Standards have been incorporated into this project.

The library is located within the City of Toronto's Jamestown/ REXDALE Neighbourhood Improvement Area. It serves a culturally diverse, high need/low income and underserved community. Renovation will advance the North Etobicoke Revitalization Project goals to build a safe community, encourage community pride and ownership and foster local culture. Albion Branch serves an immediate community of 48,697 and a growing district population of over 138,000. Programs are well attended and one of the few free resources available to this community, serving to educate and aid the integration of newcomers. In the current branch study, areas are often standing room only, with little or no quiet study space. Computer workstation use is at capacity. All community meeting rooms are oversubscribed, and the library cannot accommodate the demand for community space and provide all necessary library-related programming within the current building.

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 December 12, 2014, 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 your 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 City of Toronto'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 27 submissions were received. Upon evaluation of the bidders' submissions, eight General Contractors were identified as best qualified for the Albion 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 May 11, 2015, 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 14, 2015. 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 11, 2015, 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, Aquicon Construction Co. Ltd, was found to be in conformance with all tender requirements, and was the lowest bid received. Aquicon Construction Co. Ltd successfully completed the construction of TPL's 100th library, the Scarborough Civic Centre Branch.

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SIGNATURE

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