



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

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| <b>Date:</b> | September 25 , 2017          |
| <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 employ the services of a General Contractor for the interior renovation of the second floor of Richview Branch, as per Toronto Public Library’s (TPL’s) drawings and specifications.

Board approval is also required for the closure of the library for six weeks because of asbestos abatement, and the alternative service plan.

### RECOMMENDATIONS

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

1. awards the contract to the lowest bidder, Pre-Eng Contracting Ltd, for the interior renovation of the second floor of Richview Branch, at a cost of \$1,839,200, which includes a contingency of \$167,200 (excluding HST);
2. approves the closure of the Richview Branch for approximately six weeks;
3. approves the alternate service plan for the duration of the construction.

### FINANCIAL IMPACT

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The total amount of \$1,839,200, which is made up of the tender amount of \$1,672,000 plus the contingency of \$167,200 (excluding HST), is part of the 2017 Multi-Branch component of the capital budget that includes \$296,258 of funding from the Canada 150 Community Infrastructure Program.

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

## **ALIGNMENT WITH STRATEGIC PLAN**

The interior renovation of the second floor of Richview Branch helps to achieve strategic plan priorities to *Advance State of Good Repair projects to provide welcoming, well-maintained and efficient public space.*

## **COMMENTS**

Richview Library District Library opened in 1966. Renovations to the main and lower level floors of the library were completed in 2015. In 2016, renovations to the north exterior entrance area, complete with a new electrical transformer on Islington Avenue, were completed.

The second floor renovation project consists of a public barrier-free universal washroom, new learning center, digital innovation hub, new skylights, new windows on the north and south elevation and new energy efficient LED lighting.

### **Pre-qualified general contractors**

Eight (8) pre-qualified of the most experienced and previously approved General Contractors were invited to bid on the project. Six (6) attended the mandatory site meeting at Richview Branch on September 7, 2017.

### **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 September 1, 2017, 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 September 7, 2017. 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 18, 2017, the TPL received tenders from 5 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, and was the lowest bid received;
2. The Director, Finance and Treasurer agrees with the financial impact statement;
3. Library staff have reviewed the submission and found the price to be reasonable and within the available budget;
4. The tender process included the use of pre-qualified general contractors, in accordance with instructions to the bidders and a public opening of the bids.

The recommended bidder has successfully completed two major library projects, the Morningside and Bloor/Gladstone branches. The references were checked by the architect and were satisfactory.

### **Branch Closure and Alternate Service Plan**

The Richview Branch will be closed for approximately six weeks at the start of construction while demolition and asbestos abatement is underway. It is anticipated that the branch will close as of October 16, 2017. When this disruptive work is complete, the main floor and lower level children's department will reopen while the remainder of the construction is completed in approximately five months. During this final phase of the renovation, levels of service will be reduced with no access to materials from the second floor, the computers in the Learning Centre, the small program room, or the Local History room.

### **Plan for Alternate Service**

Richview Branch staff will work with customers and community groups to ensure a smooth transition. The local Councillor has been informed and consulted on the closure and the 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 Eatonville, Brentwood, Elmbrook Park, and Jane/Dundas, and the bookmobile stops at Mabelle (Dundas and Islington), Chetta Place (Kipling and Dixon), Martinway Plaza (Westway and Martingrove); Eatonville Branch will be the default holds pickup location;
- Prior to the closure, a floor plan showing the enhancements will be posted in the library, and staff will speak with customers on an individual basis and provide appropriate referrals for library services during the closure;
- Customers with Richview Branch as a home location will be notified of the temporary branch closure through email blasts 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.
- Staff will continue to provide outreach services such as Kindergarten Outreach, visits to schools, child care centres, after school programs, parent/child 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;
- Staff are investigating the possible use of the decommissioned bookmobile stationed in the parking lot at Richview to supplement service for the Richview Branch. This will only be possible if the new bookmobile is operational by the time of Richview's closure.

The following alternate service plan will address the reopening of the main and lower levels:

- After the closure, construction will continue on the second floor for approximately five months, with the two lower levels reopening;
- Customers with Richview Branch as a home location will be notified of the reopening of the two lower levels through email blasts or automated telephone calls;
- Customers will be able to access the collections and services on the main and lower levels of the branch, programming will resume, holds pickup will return to Richview;
- During the final three months of work, there will reduced seating for individuals and small groups, no access to materials from the second floor, and fewer public computers;
- During the period of reduced services, staff will provide referrals to library services and work with community groups to provide access to the auditorium, when possible.

## **CONTACT**

Moe Hosseini-Ari; Director, Branch Operations and Customer Experience;

Tel: 416-397-5944; Email [mhoss@torontopubliclibrary.ca](mailto:mhoss@torontopubliclibrary.ca)

Paul Trumphour; Director, Transitional Projects; Tel: 416-395-5541;

Email: [ptrumphour@torontopubliclibrary.ca](mailto:ptrumphour@torontopubliclibrary.ca)

Gail Rankin; Senior Manager, Facilities Management; Tel: 416-395-5881;

Email: [grankin@torontopubliclibrary.ca](mailto:grankin@torontopubliclibrary.ca)

## SIGNATURE

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Vickery Bowles  
City Librarian