

# 18.



## STAFF REPORT ACTION REQUIRED

### Locke Branch Renovation – Award of Contract

**Date:** January 29, 2024

**To:** Toronto Public Library Board

**From:** City Librarian

#### **SUMMARY**

---

The purpose of this report is to seek Toronto Public Library Board approval to award a construction tender to Rossclair Contractors Inc. for the renovation of the Locke Branch.

The total value of the commitment is \$5,154,600, excluding Harmonized Sale Tax (HST), which will be funded by the capital budget.

The branch will be closed for approximately 12-18 months, starting in the winter of 2024.

## RECOMMENDATIONS

---

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

1. approves a commitment with Rossclair Contractors Inc., for the renovation of the Locke Branch with a total value of \$5,154,600. [excluding Harmonized Sales Tax (HST)], comprised of:
  - a. an award of construction tender, being the lowest bid, at a cost of \$4,686,000; and
  - b. a contingency of \$468,600.

## FINANCIAL IMPACT

---

The total value of the commitment with Rossclair Contractors Inc. is \$5,154,600, which is comprised of the tender amount including cash allowances of \$4,686,000, plus a contingency of \$468,600, which brings the total commitment to \$5,154,600, excluding HST.

Funding for the award is available in the Capital Budget within the Multi-Branch Renovation Program project.

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

## ALIGNMENT WITH STRATEGIC PLAN

- The renovation of branches supports many strategic plan priorities and goals including:
  - Advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space;
  - Creating branch improvements that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation; and
  - Increasing access to public and community spaces

## DECISION HISTORY

Toronto Public Library's (TPL's) Facilities Master Plan (FPM) identified the Locke Branch as a candidate for State of Good Repair (SOGR) renovation in 2019 in the Horizon A timeline of 2019 – 2029. The branch has a large backlog of SOGR deficiencies, requires energy upgrades through the replacement of large single glazed windows and is not barrier free. It was added to the SOGR project list in 2021.

## COMMENTS

Locke Library is a single storey building constructed in 1947 and is an approximately 11,647 sq. ft. neighbourhood branch. There is a basement and a small mezzanine level, both are staff only spaces. The branch was last renovated in 1995. The parapets and high level stone work were restored in 2019.

The Locke branch is located in Ward 22 and serves a population of 105,540. The population has increased 1.0% since the 2016 Census Data and largely consists of adults (52%), followed by seniors (21%), children ages 0-15 yrs. (14%) and youth ages 16-24 yrs. (12%). At 8,000 sq. ft., the current branch size underserves the local community.

TPL's Service Delivery Model is a framework to envision the possibilities that result from an investment in library infrastructure and service delivery. Neighbourhood branches provide collections and services that meet many of the needs of the immediate community. The Service Delivery Model identifies 10,000–20,000 square feet as the optimum size for a neighbourhood branch. At its current size, the Locke branch does not meet the minimum standard size, but there are no plans to expand the branch at this time.

This project will also resolve all outstanding accessibility issues as outlined in the Access for Ontarians with Disabilities Act (AODA) and state of good repair issues for this branch identified in the 2019 Property Condition Assessment Report.

The proposed renovated Locke branch will include:

- Redesigned open flexible, floor plan and barrier free access for the public, options for study and seating, and functional programming space for branch and community use;
- Improved zoned areas for teens in particular, as well as areas for children, adults and seniors will be created, including an interactive early literacy centre for children aged 0-5 and their caregivers;
- Public washroom upgrades and the addition of a new universal washroom
- Replacement of the large single glazed windows with new double glazed windows that have been approved by the City of Toronto Heritage Planning, Urban Design;
- Access to Wi-Fi connectivity and device charging in furniture throughout the branch;
- Redesigned service delivery space, staff work areas and lunch room;
- Refreshed Library signage with new brand identity; and
- Exterior landscaping enhancements to complement the refreshed branch

An invitational request for tender was issued to the Library's eight pre-qualified general contractors on November 15, 2023 and the closing date was December 18, 2023. Three bids were received. The lowest compliant bid was from Rossclair Contractors Inc.

The branch will close in February 2024 with construction to be completed and the branch re-opening in 2025.

### **Construction Tender Award**

For the award to Rossclair Contractors Inc. the following requirements have been met:

1. An open procurement was issued on February 5, 2021 as a Request for Supplier Qualification for the Roster for General Contractors for projects in the range of \$2,500,000 - \$9,100,000.
2. Eight shortlisted construction firms were invited to tender the project 257-23-TPL\_RFT on November 15, 2023.
3. Seven bidders attended the mandatory site walk through on November 24, 2023
4. Three compliant bids were received on December 18, 2023.

5. Rossclair Contractors Inc. was the lowest bidder meeting all requirements and was the lowest bid received;
6. Library staff and consultants have reviewed the submission from Rossclair Contractors Inc. and found the price to be reasonable in relation to the complexity of the project;
7. The procurement process was conducted in accordance with the Board's Purchasing Policy, with a request for tender process in accordance with instructions to the bidders and bids were received electronically using Bonfire; and
8. Written acceptance was received 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 other TPL construction projects, including the renovation of North York Central Library Phase 2. The references provided by Rossclair Contractors Inc. were checked by TPL staff and were satisfactory.

## **CONTACT**

Alyssa van Graft; Director, Enterprise Projects and Facilities Management; Tel: 416-395; Email: [avangraft@tpl.ca](mailto:avangraft@tpl.ca)

Howard Balter; Director, Finance & Treasurer; Tel: 416-397-5946; Email: [hbalter@tpl.ca](mailto:hbalter@tpl.ca)

## **SIGNATURE**

---

Vickery Bowles  
City Librarian