



## STAFF REPORT ACTION REQUIRED

14.

### Richview Branch – Award of Tender

<b>Date:</b>	April 25, 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 employ the services of a General Contractor for the exterior renovation of the Richview Branch, as per Toronto Public Library's (TPL's) drawings and specifications.

### **RECOMMENDATIONS**

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

1. awards the contract to the lowest bidder, TRP Construction General Contracting, for the exterior renovation of the Richview Branch, at a cost of \$621,500.00, which includes a contingency of \$56,500.00 (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 total amount of \$621,500.00, which is made up of the tender amount of \$565,000.00 plus the contingency of \$56,500.00 (excluding HST), is part of the TPL's approved capital budget for the Multi-branch Renovation Program (SOGR).

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

### **ALIGNMENT WITH STRATEGIC PLAN**

The exterior renovation of the Richview Branch helps to achieve strategic plan priority number two: Breaking Down Barriers to Access, Driving Inclusion. The exterior work on the branch achieves the goal to: *Advance State of Good Repair projects to provide welcoming, well-maintained and efficient public space.*

## COMMENTS

The project consists of a major revitalization of the exterior entrance area to the library, including an upgraded barrier free entrance, hard and soft landscaping and a relocation of the existing hydro transformer from the lower level to the Islington Avenue side of Richview Branch.

### Architects for the project

Ward 99 Architects was hired to provide architectural services for the exterior renovation of Richview Branch in June 2015, through a competitive request for quotation (RFQ) 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 May, 29, 2014, an advertisement was placed in the Daily Commercial News for general contractors interested in bidding on the lower level, interior renovation project at Richview Branch.

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 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
- Submissions of the most recent CAD7 – Calculations and Profiles issued by WSIB (the CAD-7 program compares an expected accident cost and expected frequency count to the actual numbers for a firm)
- Indication from the proponent of any pending litigation or dispute involving the pre-qualifying firm
- Current Certificate of Insurance; the Library requires a minimum third-party liability of \$5 million per occurrence and automobile liability insurance of \$5 million
- Written acceptance that the General Contractor will employ one youth for the duration of the construction project
- Three references from previously completed and/or presently under construction library facilities or similar projects such as community centres, schools
- Written acceptance that the General Contractor will comply with the City of Toronto's Fair Wage Policy.

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, 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 submissions were received. Upon evaluation of the bidders' submissions, eight General Contractors were identified as best qualified for the Richview project. The evaluation was conducted by library staff and the Architects.

The eight pre-qualified General Contractors were invited to bid on the Exterior Renovation 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 March 23, 2016, 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 March 29, 2016. 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 April 14, 2016, the TPL received tenders from six 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 information;
3. Library staff have reviewed the submission and found the price to be reasonable and within the available budget;
4. 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 a public opening of bids.

The recommended bidder successfully completed the lower level renovation project at Richview Library, which opened in May of 2015. They are also presently working on the entrance renovation of Goldhawk Park Library. The references were checked by the architect and were satisfactory.

### **CONTACT**

Paul Trumphour; Acting Director, Information Technology & Facilities; Tel: 416-393-7104;  
E-mail: [ptrumphour@torontopubliclibrary.ca](mailto:ptrumphour@torontopubliclibrary.ca)

Gail Rankin; Senior Manager, Facilities; Tel: 416-395-5881;  
E-mail: [grankin@torontopubliclibrary.ca](mailto:grankin@torontopubliclibrary.ca)

### **SIGNATURE**

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Vickery Bowles  
City Librarian