



**STAFF REPORT  
ACTION  
REQUIRED**

**15.**

**Centennial Branch – Architect – Award of Contract**

<b>Date:</b>	February 25, 2019
<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) TPL 092-2018 for the Centennial Branch (CE) capital project.

It is recommended that the contract for architectural services for the CE project be awarded to Ken Fukushima Architecture jointly with McCallum Sather Architects Inc., having achieved the highest total score in the evaluation for a fee of 6.93% of the estimated construction budget.

**RECOMMENDATIONS**

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

1. awards the contract to Ken Fukushima Architecture jointly with McCallum Sather Architects Inc., for architectural services for the Centennial Library capital project based on fees of 6.93% of the estimated construction budget of \$8,954,000 resulting in a cost of \$620,512 excluding Harmonized Sales Tax (HST).

**FINANCIAL IMPACT**

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The Council-approved capital budget for the CE project is \$11,340,000. The current estimated construction portion of the capital budget is approximately \$8,954,000.

The total contract of \$620,512 for architectural services is also part of the approved capital budget. The award is based on the fee of 6.93% applied to the estimated construction budget of \$8,954,000 resulting in a cost of \$620,512, plus \$22,035 for interiors.

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

## **ALIGNMENT WITH STRATEGIC PLAN**

The renovation of the Centennial branch helps to achieve various strategic plan priorities and goals including:

- increasing access to in-branch services and spaces through responsive service hours and new options to expand public and community space;
- advancing State of Good Repair projects to provide welcoming, well-maintained and efficient public space;
- creating in-branch environments that connect neighbourhoods and communities, offering opportunities for partnerships, civic engagement and resident participation;
- building community connections through cultural experiences;
- offering 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.

## **BACKGROUND**

CE is a single story neighbourhood branch that is 6,866 square feet. The branch serves a community of 45,793, including the former Bathurst Finch priority community. CE is a busy branch with a circulation of 307,111 items and 177,412 visitors in 2017. Use of the branch continues to increase largely due to recent residential development, a high proportion of newcomers and children and youth in the area, and a growing demand for new and innovative library services.

No renovation has taken place since 1997. Building deficiencies were identified in a property condition assessment undertaken in 2014. The project is a necessary means to upgrade branch mechanicals and cabling capacity so that the neighbourhood branch can continue achieving its services objectives. The expanded new building will conform to Toronto Green Standards.

## **COMMENTS**

CE is a capital project included in the approved 2018-2027 capital budget and plan. The project provides for the architectural design and construction of this neighbourhood library. The Centennial Reconstruction and Expansion project will address deficiencies of the building envelope, including foundations, roofing and other structural deficiencies and will also address electrical components and lighting, plumbing, exterior surfaces, energy efficiency of the heating, and ventilating and air conditioning system. The project will address barrier free requirements as well as the new and evolving requirements for connectivity and service delivery. The renovation and expansion will include a complete redesign of the current space, making for a more efficient layout, a revitalization of all public service areas, quiet study spaces and computers with internet access. The size of the branch will increase to 15,000 sq. ft. and will be consistent with neighbourhood branch size standards.

## **Procurement Process and Results**

A Request for Proposals (RFP) for Architectural Services was issued on October 23, 2018 and was advertised on the TPL website, and the Biddingo and MERX online bid posting sites. A total of 18 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 six (6) 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 CE neighbourhood branch project;
- how the firm would ensure that the building design would meet the needs of the various project stakeholders and how the firm will manage the impact of the construction on the other partners at this location;
- how does the firm ensure it meets projected schedules and budget: what strategy does the firm employ when difficulties or delays arise in the course of a project?

The recommended architects Ken Fukushima Architecture and McCallum Sather Architects Inc., achieved the highest total score in the evaluation. References were checked by the Library and were satisfactory. Ken Fukushima Architecture and McCallum Sather have extensive Library experience. Together they present a strong architectural and interior design partner for TPL as they develop and construction the new Centennial branch.

The approved capital budget is \$11,340,000, but the project is at a very early stage, and as work proceeds on the planning and scoping, the project will be further refined, and additional reports brought forward to the Board for approval, as required. If the construction costs increase, or other work is required, the fee paid to Ken Fukushima Architecture and McCallum Sather Architects Inc. would not exceed 6.93%.

## **CONCLUSION**

With the selection of Ken Fukushima Architecture and McCallum Sather Architects Inc., work on the CE capital project will begin immediately, starting with public consultations, detailed building and site 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 schematic design by the fall 2019, design development and contract documents will be completed by the fall of 2020, approvals by review authorities completed in 2020, with construction starting in 2021.

## **CONTACT**

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## **SIGNATURE**

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Vickery Bowles  
City Librarian