



REQUEST FOR PROPOSALS

The Parry Sound Public Library Board invites proposals from qualified individuals or firms for the delivery of professional services related to the provision of a plan for the renewal of the Parry Sound Public Library Building in the Town of Parry Sound.

This invitation is open until **12:00 p.m. noon E.S.T., on Friday December 16, 2011.**

Any proposal received after the above date will be returned unopened. Faxed proposals will not be accepted.

The specifications and submission package may be obtained from the Parry Sound Public Library or at www.pspl.on.ca .

Site visits may be scheduled with the Library CEO prior to 5 p.m. E.S.T. on Monday, December 5, 2011. The Library CEO may be contacted by phone 705-746-9601 or by email administration@vianet.ca .

The Library reserves the right to disqualify proposals not submitted in accordance with the requirements of the invitation.

The Library is governed by the Ontario Freedom of Information and Protection of Privacy Act, therefore proposal contents may be made public as a condition of the process.

Proposals shall be submitted in sealed envelopes clearly marked "**RFP Parry Sound Public Library Building Renewal Plan**".

Submit one hard copy of your proposal to:
Parry Sound Public Library
29 Mary Street
Parry Sound, Ontario
P2A 1E3

The Library reserves the right to reject any or all proposals, to waive irregularities and informalities therein, and to award the project proposal in the best interest of the Library in its sole and unfettered discretion.

If you wish clarification regarding this invitation, please contact the Library CEO by telephone at 705-746-9601 prior to noon on Monday, December 12, 2011.

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Request for Proposals

PARRY SOUND PUBLIC LIBRARY BUILDING RENEWAL PLAN

1) BACKGROUND

The Parry Sound Public Library is a vital community organization that provides a full range of programs and services to 10,000 residents of The Town of Parry Sound, The Township of the Archipelago, The Township of Carling, and The Municipality of McDougall. The area's seasonal population rises to 60,000 plus.

The Library is governed by an eight member Board of Trustees appointed by the Parry Sound Town Council. Currently, there are two full-time and four part-time employees. In addition, the Friends of the Library and numerous volunteers lend their support.

The Library has over 48,000 books and other non-print items. The extensive local history collection comprises items in a variety of formats requiring specialized storage. There are 5 staff computer workstations, 9 public computer stations, 2 early literacy computers, 1 Reader Printer / local history computer, wireless Internet access, and a Wii gaming console. The library auditorium and storage are located on the lower level.

The present Parry Sound Public Library building was completed in 1964. The building is a stand-alone two-floor structure overlooking the Town's historic Market Square. The building size is 716.932 square metres. The Library Board seeks a detailed plan, including options and cost estimates, for the renewal of the Parry Sound Public Library building.

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2) SITE VISITATION

Site visits, at which time proponents may ask questions or have clarified concerns about the project, may be scheduled by contacting the Library CEO by phone at 705-746-9601 or by email administration@vianet.ca prior to 5 p.m. E.S.T on Monday, December 5, 2011.

3) DELIVERY AND OPENING OF PROPOSALS

Proposals, sealed in an envelope and clearly marked “**RFP Parry Sound Public Library Building Renewal Plan**”, will be received by the Parry Sound Public Library, 29 Mary Street, Parry Sound, Ontario P2A 1E3, until 12 p.m. noon E.S.T. on the advertised closing date for receipt of proposals, which is Friday, December 16, 2011. The use of the mail for delivery of a proposal will be at the risk of the proponent. On the closing day, commencing at 1:15 p.m. local time, the envelopes will be opened and the proposals will be read and recorded by the Library CEO or his designate in the library auditorium. Proposals will then be checked and analyzed during the evaluation period of thirty (30) business days following the closing. Proponents agree to hold their price during this evaluation period.

4) DISQUALIFICATION OF PROPOSALS

Under no circumstances will proposals be considered which:

- a) are received after 12 p.m. noon E.S.T. on the above noted closing date.
- b) are sent by fax.

5) WITHDRAWAL OR QUALIFYING OF PROPOSALS

A proponent who has already submitted a proposal may submit further proposals at any time up to the official closing time. The last proposal received shall supersede and invalidate all proposals previously submitted by the proponent. A proponent may withdraw his/her proposal at any time up to the official closing time by submitting a letter bearing his/her signature to the Parry Sound Public Library, 29 Mary Street, Parry Sound, Ontario P2A 1E3. Such a submission must be received in sufficient time to be marked before 12 p.m. noon E.S.T. on or prior to the closing date. The proponent will show his/her name and the project title on the envelope containing such letter. No faxes or telephone calls will be considered.

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6) INFORMAL PROPOSALS

All proposals shall be made by typewriter or printer. Uninitialled entries or changes made in pencil are deemed invalid. Proposals which are incomplete, illegible or obscure, or that contain additions not called for, erasures, alterations (unless properly and clearly made and initialled by the proposer's signing officer), or irregularities of any kind, may be rejected. The Library reserves the right to waive formalities at its discretion. Proponents who have submitted proposals rejected by the Library because of informalities will be notified of the reasons for the rejection within ten (ten) working days after the closing date for proposals.

7) CONTRACT ADMINISTRATOR

The contract arising from this proposal call will be administered by the Library CEO or his designate.

8) PROPOSAL

Each proposal should be addressed to the Parry Sound Public Library Board. Each proposal should clearly describe the proponent's intention to provide professional services relating to a plan for the renewal of the Parry Sound Public Library. Each proposal must clearly identify the price of the plan for the project including sub-contractor costs and applicable Ontario Harmonized Sales Tax.

9) OMISSIONS, DISCREPANCIES AND INTERPRETATIONS

Should a proponent find omissions from or discrepancies in any of the proposal documents or should he/she be in doubt as to the meaning of any part of such documents, he/she shall notify the contract administrator, preferably in writing and not later than 5:00 pm on Monday, December 5, 2011. If the contract administrator considers that a correction, explanation or interpretation is necessary or desirable, he/she will issue an addendum to all who have taken out proposal documents. No oral examination or interpretation shall modify any of the requirements or provisions of the proposal documents.

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10) SCOPE OF WORK

A scope for the work required is enclosed. A proponent may include with their proposal a document to amend any schedule, where the proponent sees opportunity to provide better service or lower cost to the Library. Such a document must include a statement regarding revision of the price, even if the change in price is zero. Prices submitted must be for the work described in the proposal documents.

11) RIGHT TO ACCEPT OR REJECT PROPOSALS

The Library shall not be responsible for any liabilities, costs, expenses, loss or damages incurred, sustained or suffered by any proponent prior or subsequent to or by reason of the acceptance or the non-acceptance by the Library of any proposal or by reason of any delay in the acceptance of a contract being prepared and executed. The Library reserves the right to reject any or all proposals and to waive formalities, as the interests of the Library may require, without stating the reasons and the lowest or any proposal will not necessarily be accepted, even if it is the only proposal submitted.

12) DEPOSIT

Not applicable to this proposal.

13) AGREEMENT AND CONTRACT EXECUTION

After reviewing proposals received, the Library will notify the preferred proponent that it desires to enter into a contract. If the successful proponent fails to provide the Library, within the ten day period, the executed agreement (in duplicate), together with requirements as specified within, the Library may accept another proposal, advertise for new proposals, negotiate a contract, or not accept any proposal, as the Library may deem advisable.

14) PROOF OF ABILITY AND SUB-CONTRACTORS

In order to aid the Library in determining the responsibility of each proponent, the proponent shall complete the following statements:

Statement "A" stating the proponent's experience in similar work which he/she has successfully completed.

Statement "B" stating the work and equipment the proponent proposes to use to perform the work.

Statement "C" giving a list of any sub-contractors who will be carrying out any part of this contract. This list shall show the names of the proposed sub-contractors and for what work each sub-contractor will be responsible. The Library has the right to reject any of the sub-contractors so named. In this event, the proponent shall arrange to have the proposed work done by such sub-contractor as may be approved by the Library. The proponent or the contractor shall not be allowed to substitute sub-contractors in place of those named in the proposal without written approval from the contract administrator.

15) HARMONIZED SALES TAX

The price quoted shall include Ontario Harmonized Sales Tax.

16) INQUIRIES PRIOR TO CLOSING DATE

Proponents are advised that inquiries regarding the interpretation of the proposal documents, plans or specifications, shall be directed to the contract administrator identified at section 7 above.

17) METHOD OF PAYMENT

The Contractor shall invoice the Parry Sound Public Library Board. The Library will make payment to the contractor within 30 working days of receiving a valid invoice.

18) ADDITIONAL WORK

All unforeseen and/or additional work to be performed by the Proponent/Contractor must be approved by the contract administrator prior to commencement of the work.

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Parry Sound Public Library Building Renewal

RFP Scope of Work

2012 - 2014

Action

1	<p>Building Assessment: issues to be considered</p> <ul style="list-style-type: none"> Status of building envelope Foundation Drainage Roof HVAC Electrical Plumbing Energy Efficiency considerations Ceiling Interior Walls Windows Entrances Washrooms Storage Parking Other Recommendations 	<p>Retain professional to conduct study and report on building status with options and priorities</p>
2	<p>Develop action plan to correct building deficiencies</p>	<p>Prepare plans to correct deficiencies with cost estimates</p>
3	<p>Develop accessibility plan to make building fully accessible and in accordance with requirements under the Accessibility for Ontarians with Disabilities Act, 2005</p>	<p>Retain professional to conduct review, prepare plans and provide a cost estimate</p>
4	<p>Review interior layout at each level and develop plans to make adjustments in view of current and future programs and services - both short and long term</p>	<p>Retain professional to conduct review, prepare plans and provide a cost estimate</p>
5	<p>Develop and adopt a comprehensive capital plan</p>	<p>Assess plans and potential cost, review, revise, consult, etc.</p>
6	<p>Hazardous Material Study</p>	
7	<p>Town Council and Contracting Municipalities consultation and support</p>	<p>Discuss all components of plans, revise as required, provide a full cost estimate</p>
8	<p>Capital Funding Plan</p>	<p>Develop a marketing plan to raise required funds</p>

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