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Corporate Services

**REPORT TO THE ELECTORAL AREA SERVICES COMMITTEE  
MEETING OF WEDNESDAY, MAY 6, 2009**

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**SUBJECT:**

**Award of Consulting Services for the proposed new Salt Spring Island Public Library Building**

**PURPOSE/ISSUE:**

The purpose of the report is to obtain approval to award the contract for the provision of consulting services for the proposed new library. The contract will include the conceptual design and cost estimates to provide a total budget suitable for referendum purposes and for post referendum building design and construction supervision, if a referendum is successful.

**HISTORY/BACKGROUND:**

The Salt Spring Island Public Library Association (the Association) owns and operates a library in Ganges village on Salt Spring Island. The Association is working to replace the library with a new building on a lot owned by the Capital Regional District (CRD) next to the existing library.

The Association has determined that the existing library is too small, is old and has significant structural deficiencies. As the funding for construction would be primarily by tax levy, the CRD would own the building and administer the project. The Association will participate fully in decisions, particularly those relating to design, costing and operation.

Pursuant to the *Local Government Act*, participating area approval is required to establish a borrowing bylaw for the capital funds required and shall be obtained by assent of the electors on the Island. The planned timing for a referendum is the fall of 2009. If the referendum is successful, and approval of the Inspector of Municipalities is obtained, the library will be operated in its present location until the new building is ready for occupancy. Title to the existing building and lot will be transferred to the CRD in due course and the building will likely be demolished. The projected cost for construction of a proposed 12,000 square foot, two story building is up to \$5 million.

The CRD issued a Call for Credentials in February for the consulting services noted above and asked the three short listed firms from the Call to submit detailed proposals in response to a Request for Proposals. The Request for Proposal was for conceptual design and cost estimates to provide a total budget suitable for referendum purposes and for post referendum building design and construction supervision, if a referendum is successful.

**ALTERNATIVES:**

The joint Association board/CRD staff evaluation committee received three proposals, one of which was disqualified as a result of not being submitted by the deadline. The committee reviewed the remaining proposals in accordance with CRD Policy and Procedure for Engaging Consultants based on combined technical and financial components and have the following recommendations:

- 1) That Contract 09-1623, Provision of Consulting Services for the New Salt Spring Public Library Building, be awarded to the firm of Chang Holovsky Architects Inc, in the amount of \$474,270 (plus GST).
- 2) That Contract 09-1623, Provision of Consulting Services for the New Salt Spring Public Library Building, be awarded to the firm of Warner James Architects, in the amount of \$446,655 (plus GST).

**IMPLICATIONS:**

The committee assessed the technical component of the proposals based on the experience of the lead firm and the personnel assigned, generally and specifically with respect to libraries of the proposed size, the project specialists (structural, mechanical, etc), local knowledge, the work plan and methodology employed and availability. The committee rated Chang Holovsky Architects Inc. higher in combined technical and financial score as a result of a higher score on several technical components, including specific library experience, approach and professional component.

The Association has a building fund of \$150,000, sufficient to finance the costs for CRD administration of the proposal and referendum process and the architect's fees for conceptual design and costing up to referendum stage. The annual debt charges, if the full \$5 million is borrowed over a term of 15 years at 5 % with a 4 % sinking fund factor, are \$499,700 or \$78 per average 2009 residential assessment.

The building design is to follow LEED principles as much as possible, without adding undue capital cost. Both proponents are Leed accredited.

**SUMMARY/CONCLUSIONS:**

The Salt Spring Island Public Library Association has recommended the construction of a new library to replace the existing public library which has many deficiencies. The CRD, in cooperation with Association, has selected a consulting firm to provide conceptual design and cost estimates sufficient to hold a referendum to borrow funds for construction of the new library. The cost of all services necessary to referendum stage is being funded by the Association. The consulting firm will provide design and construction supervision services for construction of the library, if the referendum is successful.

**RECOMMENDATION(S):**

That Contract 09-1623, Provision of Consulting Services for the New Salt Spring Public Library Building, be awarded to the firm of Chang Holovsky Architects Inc, in the amount of \$474,270 (plus GST).

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COMMENTS: