



EXPRESSION OF INTEREST

Architectural Consulting Services, Halifax Central Library Project

**EOI NUMBER 09-114**

Closing, Wednesday, September 30<sup>th</sup>, 2009, end of business day, @ 4:30 P.M., Local Time

**\*\*NOTE:** A Mandatory Information session will be held Tuesday, September 1<sup>st</sup>, 2009, 2:00 pm local time, at the Spring Garden Road Memorial Public Library (5381 Spring Garden Road, Halifax, Nova Scotia B3J 1E9) Program Room

Halifax Regional Municipality  
Procurement Section  
P.O. Box 1749, Halifax  
3<sup>rd</sup> Floor, Duke Tower,  
Scotia Square, 5251 Duke Street  
Nova Scotia, Canada  
B3J 3A5

NOTICE

**EXPRESSION OF INTEREST No. 09-114**

Architectural Consulting Services, Halifax Central Library Project

The Halifax Regional Library Board and the Halifax Regional Municipality are seeking Expressions of Interest from qualified architects and/or architectural teams for the development of a new Central Library in Halifax, Nova Scotia.

Sealed Expressions of Interest, Two (2) copies – One (1) in Digital(PDF) format on a CDR or USB Memory Stick and one (1) unbound for **EOI No. 09-114**, Architectural Design Services, Halifax Central Library Project will be received by Halifax Regional Municipality Procurement Office, 3<sup>rd</sup> Floor, Duke Tower, Scotia Square, 5251 Duke Street, P.O. Box 1749, Halifax, Nova Scotia, Canada, B3J 3A5, **until end of business day, Wednesday, 30 September 2009, 4:30 PM, local time.**

A Mandatory Information session will be held Tuesday, September 1<sup>st</sup>, 2009, 2:00pm local time, at the Spring Garden Road Memorial Public Library (5381 Spring Garden Road, Halifax, Nova Scotia B3J 1E9) Program Room.

In order to submit a valid response to this EOI either a member of the lead architect firm or, in the case of partnerships, a member of the partner team as detailed in the resulting Expression of Interest must attend this conference.

All questions concerning this Expression of Interest shall be directed to, Stephen Terry, Senior Procurement Consultant (902) 490-2175 or via e-mail to [terryst@halifax.ca](mailto:terryst@halifax.ca) Monday through Friday, 8:30 A.M. to 4:30 P.M. and those of a technical nature to Terry Gallagher, Manager of Facility Development (902) 476-4067 or via e-mail to [gallagt@halifax.ca](mailto:gallagt@halifax.ca)

Instructions, forms, and specifications may be obtained from the Halifax Regional Municipality Procurement Office, (902) 490-5507, Fax (902) 490-6425, Monday - Friday, 8:30 A.M. to 4:30 P.M. or via download from <http://halifax.ca/procurement/tenders3.asp>

The Halifax Regional Municipality reserves the right to reject any or all expressions of interest (s) in its entirety, or in part, whichever in its opinion best serves the interest of the Halifax Regional Municipality.

Anne Feist  
Operations Manager of Procurement

## INTRODUCTION

Expressions of Interest are invited for Architectural Consulting Services for the new Central Library in Halifax, Nova Scotia.

**TITLE: EOI No. 09-114, Architectural Consulting Services, Halifax Central Library Project**

Expressions of Interest will be received at the Halifax Regional Municipality Procurement Office, 3<sup>rd</sup> Floor, Duke Tower, Scotia Square, 5251 Duke Street, P.O. Box 1749, Halifax, Nova Scotia, Canada, B3J 3A5 until end of business day, 4:30 P.M., Local Time, on **Wednesday, September 30<sup>th</sup>, 2009**. Expressions will be binding for 90 Days: Unless otherwise specified, all formal expressions submitted shall be irrevocable for 90 calendar days following proposal opening date, unless the respondent(s), upon request of the Senior Procurement Consultant, agrees to an extension.

## GENERAL INSTRUCTIONS

1. **INSTRUCTIONS AND FORMS:** The Expression of Interest document may be obtained in person or by mail from, Halifax Regional Municipality Procurement Office, 3<sup>rd</sup> Floor, Duke Tower, Scotia Square, 5251 Duke Street, Halifax, Nova Scotia, Canada, or via download at <http://halifax.ca/procurement/tenders3.asp>
  - (a) All expressions are to be submitted in accordance with Expression of Interest document.
  - (b) All expressions are to be submitted in sealed, plainly marked envelopes.
  - (c) Additional information or clarifications of any of the instructions or information contained herein may be obtained from the Halifax Regional Municipality Procurement Office.
  - (d) Any respondents finding any discrepancy in or omission from the Request for Expressions of Interest, in doubt as to their meaning, or feeling that the Request is discriminatory, shall notify at once the Halifax, Regional Municipality Procurement Office in writing within 5 days of the scheduled opening of proposals. Exceptions as taken in no way obligate the Halifax Regional Municipality to change the Request. The Halifax Regional Municipality Procurement Office will notify all respondents in writing, by addendum duly issued, of any interpretations made of Request for Expressions instructions.
  - (e) The Halifax Regional Municipality will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the proposal should be directed to and will be issued by the Manager of Procurement, Halifax Regional Municipality.
2. **ELIGIBILITY:** Prospective Respondents are not eligible to submit a Expression of Interest if current or past corporate and/or other interests may in the opinion of the Halifax Regional Municipality, give rise to conflict of interest in connection with this EOI. Respondents are to submit with their expression any documents disclosing any issue that may constitute a conflict of interest violation for review by the Halifax Regional Municipality. Halifax Regional Municipality's decision on this matter will be final. Respondents must be licensed or have the capacity to be licensed to practice Architecture in the Province of Nova Scotia
3. **RESERVATIONS:**
  - (a) The Halifax Regional Municipality reserves the right to reject or accept any or all expressions or parts of expressions, when in this reasoned judgment, the public interest will be

served thereby.

(b) The Halifax Regional Municipality may waive formalities or technicalities in responses as the interest of the Halifax Regional Municipality may require.

(c) The Halifax Regional Municipality may waive minor differences in the response provided these differences do not violate the Expression of Interest intent.

4. **DISPUTES:** In cases of dispute as to whether or not a submission delivered meets HRM's requirements, the decision of the Halifax Regional Municipality, or authorized representatives, shall be final and binding on all parties.
5. **RESPONDENTS EXPENSES:** Respondents are solely responsible for their own expenses in preparing, delivering or presenting an Expression of Interest and for subsequent negotiations with the Halifax Regional Municipality, if any.
6.  **GROUNDS FOR DISQUALIFICATION:** The Respondent shall direct all questions regarding this EOI to the individuals identified in section 6 (EOI Administration). Any attempt on the part of the Proponents or any of its employees, agents, or representatives to contact any of the following persons with respect to this EOI may lead to disqualification:
  - (a) any member of the evaluation team (except those mentioned in this document) or any expert advisor to them;
  - (b) any member of the Halifax Regional Library Board
  - (c) any member of Council;
  - (d) Any member of Halifax Regional Library staff: and
  - (e) any member of HRM staff.

## REQUIREMENTS

### 1. INTRODUCTION:

The Halifax Regional Library Board (HRL) and Halifax Regional Municipality (HRM) are soliciting Expressions of Interest from qualified firms to provide architectural consulting services for the HRL's new Central Library. Architectural firms with relevant design experience are encouraged to apply. Consideration will be limited to firms which have demonstrated successful experience in the design of public facilities of a similar scope for a public sector owner.

### 2. BACKGROUND:

A new Central Library is to be constructed on a site occupying the corner of Spring Garden Road and Queen Street in the Halifax downtown retail corridor. The building program calls for a 108,896 square foot facility with additional expansion capacity. In addition, 7,000 square feet of retail space is to be included on the site and parking requires consideration in conjunction with municipal redevelopment of adjacent lands. The new facility will replace the 38,000 square foot Spring Garden Road Memorial Public Library constructed in 1951.

"A *Partnership of Culture and Learning*" is the focus for a new Central Library for Halifax. The direction was the result of extensive public consultations which were conducted in developing the *report Halifax Central Library - Building Program and Space Requirements* in the heart of the Capital District of the Halifax Regional Municipality (HRM). The public consultations made it clear that the community is seeking a library to support, cultivate, and sustain culture and learning in the community as a key community resource and partner.

#### 2.1 Guiding Principles

- ? A civic landmark and a source of pride and inspiration for all residents.
- ? A centerpiece of the Capital District, contributing to the economic revitalization of the downtown and sparking cultural and learning activities.
- ? An accessible, bright, and welcoming destination for adults, youth, families and newcomers providing opportunities for civic and social interaction as well as quiet individual use.
- ? An environmentally friendly, sustainable building.
- ? A rich resource centre for knowledge, learning and personal growth.
- ? An asset to the branch libraries by providing resources which assist them in being more responsive to local community needs.
- ? An adaptable and flexible space that will be able to meet the changing needs of users and accommodate new innovative technologies and new demands

Numerous studies have been commissioned by the Halifax Regional Library Board and the Halifax Regional Municipality. The most current of these studies include:

1997 *Central Library Study (A.J. Diamond, Donald Schmitt and Company)*

- 2004 Needs Assessment and Master Facilities Plan (*Terrain*)
- 2005 Capital District Public Facilities Needs and Opportunities (*HRM*)
- 2006 Spring Garden Road / Queen Street Area Joint Public Lands Plan (*Environmental Design and Management Ltd. in association with Urban Strategics Inc.*)
- 2008 Halifax Central Library Building Program and Space Requirements (*HOK Planning Group*)
- 2009 Economic Impact Assessment, Central Library Project (*Canmac Economics Ltd.*)

## 2.2 Site Description

The location of the proposed Central Library is on the southeast corner of the Spring Garden Road and Queen Street intersection in the heart of the downtown retail corridor. The site is bounded by Dalhousie University to the east and adjacent to the Dalhousie University Faculty of Architecture. The entire west side of the block from Spring Garden Road to Morris Street has been identified as a unique opportunity for urban redevelopment with the intention that the Central Library serve as anchoring cornerstone. Spring Garden Road functions as a main pedestrian, public transit, and traffic corridor encompassing both institutional and retail usage

The location for the proposed Central Library was confirmed through an extensive public consultation process to develop the “Spring Garden Road / Queen Street Area Joint Public Lands Plan” (Environmental Design and Management Ltd. in association with Urban Strategies Inc.). In scenarios for development tested during the plan process, the Spring Garden Road / Queen Street site was the overwhelming choice by the public. The site was previously selected in the “Central Library Project Study” (A.J. Diamond, Donald Schmitt and Company) prepared in 1997.

The Central Library site is centrally located and accessible by residents of peninsular Halifax, university faculty and students, health care workers at nearby medical centres, the financial district of Halifax, retail workers, tourists, and government.

### **3. PROJECT SCOPE**

The objective of the project is to provide Architectural Consulting Services, in accordance with RAIC Document 6 to construct an innovative central library complex which will provide a facility to address the programming and administrative requirements of the Halifax Regional Library. The facility is to be planned and designed in accordance with all current and applicable codes, standards, zoning bylaws and HRM By Design. The selected proponent will need to offer:

- ? A high level of sustainable design – delivering at minimum a building which meets or exceeds LEED Silver certification requirements
- ? At least 116,000 square feet of net floor space, which in addition to meeting the programming requirements of the Library, includes 7000 square feet of ground floor retail space.
- ? A parking solution which takes into account the redevelopment plan for adjacent municipally held lands.
- ? A number of office levels, to be determined.

International design input would be considered an asset.

### **4. SELECTION OF AN ARCHITECT**

Selection of the architect for a project of such architectural significance will be undertaken through a rigorous and transparent process, as follows:

1. Stage 1 Expressions of Interest (EOI) will be sought from eligible architectural practices;
2. The Evaluation Committee will select from the EOI submissions a short-list;
3. Respondents may be invited to make a presentation to the Selection Committee;
4. Respondents may be invited to proceed to Stage 2, a Request for Detailed Proposals;
5. The highest scoring proponent may be offered appointment as architect for the project, subject to successful negotiation of a contract and approval from Halifax Regional Council.

### **5. PROJECT ELIGIBILITY**

Respondents must be licensed or have the capacity to be licensed to practice Architecture in the Province of Nova Scotia. As a cost control measure and to increase the effectiveness of project management, firms from outside the Province of Nova Scotia and/or the Halifax Regional Municipality will be required to partner with a Nova Scotia firm.

### **6. EOI ADMINISTRATION:**

All questions concerning this Expression of Interest shall be directed to, Stephen Terry, Senior Procurement Consultant (902) 490-2175 or via e-mail to [terryst@halifax.ca](mailto:terryst@halifax.ca) Monday through Friday, 8:30 A.M. to 4:30 P.M. and those of a technical nature to Terry Gallagher, Manager of Facility Development (902) 476-4067 or via e-mail to [gallagt@halifax.ca](mailto:gallagt@halifax.ca)

### **7. PRE-SUBMISSION CONFERENCE:**

A Mandatory Information session will be held Tuesday, September 1<sup>st</sup>, 2009, at 2:00 pm local time, at the Spring Garden Road Memorial Public Library (5381 Spring Garden Road, Halifax, Nova Scotia B3J 1E9) Program Room.

In order to submit a valid response to this EOI either a member of the lead architect firm or, in the case of partnerships, a member of the partner team as detailed in the resulting Expression of Interest must attend this conference.

**8. COORDINATION:**

Qualified firms shall designate in writing, a primary contact and all coordination between Halifax Regional Municipality and the short-listed firms shall be the responsibility of the respective managers.

**9. INDEMNITY/INSURANCE:**

Any work to be completed under this REOI will remain at the Respondent's risk.

**10. SUBMISSION OF EXPRESSIONS OF INTEREST:**

The Expression of Interest must include at minimum the following information.

- a) Experience of the firm as lead architect with buildings of similar scale, complexity and budget, emphasizing the firm's record of meeting estimated budgets
- b) Identification and resumes of personnel to be directly involved in the project: principal, project architect, others expected to perform work including those of affiliated firms
- c) Experience of the firm in public library construction
- d) Experience of the proposed personnel with similar facilities
- e) Demonstrated experience in sustainable architectural design
- f) Approach to understanding of HRL and HRM's needs
- g) Description of the firms design and project management philosophy
- h) Reference from recent similar projects, including full contact information, original budget, and final cost.

To assure a uniform review process and to obtain the maximum degree of comparability, each submission is to be presented in the order of the above items (a) to (h)

Two (2) copies of the expression, one (1) unbound and one (1) in digital (PDF) format on CDR or a USB-Memory Stick are to be delivered to the Municipality's Procurement Office, 3<sup>rd</sup> Floor, Duke Tower, Scotia Square, 5251 Duke Street, P.O. Box 1749, Halifax, Nova Scotia, Canada, B3J 3A5

**11. CRITERIA FOR SELECTION**



Throughout the public consultation program, and in previous studies, the expectation of design excellence in the Central Library has been reinforced. The residents of HRM want and need a library that will be:

- ? An active part of daily life in Halifax where people connect with one another and work collaboratively and individually.
- ? A resource supporting lifelong learning, professional development, and personal growth.
- ? A new approach to traditional library services reflecting developments in technology and different learning styles.
- ? A vibrant part of HRM's rich cultural, educational and civic resources.
- ? A welcoming environment where citizens feel empowered and enlightened by the provision of knowledge and their own learning experiences.
- ? An avenue of real-time access to collections and resources.
- ? An asset to the branch libraries in supporting their collections, service development and programming.

Individuals or Firms expressing interest in this project shall be evaluated based on the weighted criteria listed in Appendix A, Evaluation Criteria. Parties not scoring 80% or more on the listed criteria will not proceed to Phase II - Request for Detailed Proposal.

## **12. METHOD OF AWARD:**

### **12.1 Stage 1: EOI Submission**

Stage 1 Expressions of Interest should outline the basic credentials and experience of the practice, and should not attempt to present concepts or solutions for the new building. EOI submissions must: provide details of the background, experience and personnel of the practice who would be involved in the project; give details and illustrations of relevant completed projects, or projects currently in design. Respondents may be invited to make a presentation to the Selection Committee.

### **12.2 Stage 2: Request for Detailed Proposals**

Short-listed Architectural firms may be invited to develop a specific concept proposal for the new Central Library. As well as presenting the design concept, and an acceptable level of design details, final submissions must include indicative cost estimates and an outline of the basis on which the LEED Silver rating will be achieved. Final submission requirements and additional supporting materials will be provided to Stage 2 proponents only.

Stage 2 Proponents who are not selected as Architect will be paid an honorarium of up to 50% of their verified proposal cost to a maximum value of \$50,000 subsequent to the award of a contract to the highest scoring proponent. The honorarium shall only be granted upon receipt by HRM of supporting documentation detailing the unsuccessful firm's true costs.

This Request for Expressions of Interest shall not in any way form a contract, real or implied,

with any respondent.

**13. AWARD OF PROPOSALS:**

HRM reserves the right to modify the terms, or cancel, or reissue the Expression of Interest at any time at its sole discretion. Although Expressions of Interest will be assessed in light of the evaluation criteria, HRM is not bound to accept any expression of interest. HRM reserves the right to reject any or all Expressions of Interest. HRM will not be obligated in any manner to any party until a written contract has been duly executed. Neither acceptance of an Expression of Interest, or Request for Detailed Proposals, nor execution of a contract, will constitute approval of any activity or development contemplated in any proposal that requires any approval, permit or license pursuant to any statute, regulation or by-law. HRM will not be obligated in any manner to any party whatsoever until a written contract has been duly executed. Any damages arising out of a breach by HRM, including damages for any implied duty at law, are limited to the actual costs of preparing the proposal.

Subsequent to the submissions of Expressions of Interest, interviews, may be conducted with some of the proponents, but there will be no obligation to receive further information, whether written or oral from any proponent

**14. PUBLIC INFORMATION/PROPRIETARY INFORMATION:**

The Halifax Regional Municipality is subject to the Freedom of Information and Protection of Privacy legislation, which is part of the Municipal Government Act, Part XX. To review the provisions of this act you may view it at [http://www.gov.ns.ca/legi/legc/bills/57th\\_1st/3rd\\_read/b047\(1\).htm](http://www.gov.ns.ca/legi/legc/bills/57th_1st/3rd_read/b047(1).htm) and go to Part XX FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

**15. ATTACHMENTS:**

Appendix A - Expression of Interest Evaluation Criteria  
Appendix B – List of Available Reference Materials

**APPENDIX A**

Architectural Design Services, Halifax Central Library Project

EVALUATION CRITERIA

| <b>Criteria</b>   | <b>Max. Score</b> | <b>Score</b> |
|---|-------------------|--------------|
| Demonstrated understanding of the client's needs.   | 20                |              |
| Experience with sustainable public facility design and construction in projects of a similar size, complexity, and budget | 20                |              |
| Expertise within the firm and availability throughout the project   | 20                |              |
| Record of effective schedule and budget management for buildings of a similar scale                                       | 20                |              |
| Record of building designs which provide functional excellence  | 20                |              |
| Total   | 100               |              |

**Appendix B**  
**Available Reference Materials**

**1. Available via Internet:**

- 1997 *Central Library Study (A.J. Diamond, Donald Schmitt and Company)*
- 2004 *Halifax Public Libraries Needs Assessment and Master Facilities Plan (Terrain)*
- 2005 *Capital District Public Facilities Needs and Opportunities (HRM)*
- 2008 *Halifax Central Library Building Program and Space Requirements (HOK Planning Group)*
- 2009 *Economic Impact Assessment, Central Library Project (Canmac Economics Ltd.)*  
<http://halifaxcentrallibrary.ca/timeline.html>

**Halifax By Design:**

<http://www.halifax.ca/capitaldistrict/RegionalCentreUrbanDesignStudy.html>

**Halifax Central Library Site Map:**

<http://halifaxcentrallibrary.ca/location.html>

**Spring Garden Road Queen Street Area Joint Public Lands Plan:**

<http://www.halifax.ca/capitaldistrict/springqueen.html>