



Municipalité de
RUSSELL
Township

Call of Expression of Interest

for

**rental of commercial space for
relocating the Embrun Library
before the end of 2020**

or

**for sale of land for a future
construction project of the
Embrun Public Library Branch**

December 13th 2017

INTRODUCTION

Municipal context

- The Township of Russell must find a new location in order to move the Embrun Public Library Branch before the end of 2020.
- A sub-committee has been mandated to prepare a report for Municipal Council and to the Russell Library Board, before February 28, 2018, in order to present options for either a construction, rental or partnership that would allow for the relocation of the Embrun Branch.

Object

- The Township is consequently inviting interested promoters of commercial space or owners of property/land to submit their lease proposal or sale of land that will accommodate a future move of the Library within the boundaries of the Village of Embrun.
- Promoters and owners are to submit proposals that attempt to meet stipulations and criteria listed in Appendix A.

Confidentiality

- The Township considers this Expression of Interest as confidential information, which shall strictly be used in the context of this project.

Information to interested promoters and/or owners

- Promoters or owners may contact the Chief Administrative Officer, up to 2 calendar days before the submission deadline, in order to have their questions addressed. A registry of questions and answers may be available from the CAO for information/consultation purposes.

Any question regarding this Expression of Interest shall be directed via email or by fax to:

Jean Leduc
Chief Administrative Officer
Township of Russell
717, Notre-Dame Street, Embrun, Ontario, K0A 1W1
Email: jeanleduc@russell.ca
Fax: (613) 443-1042
Voice box: (613) 443-3066 (2336)

Proposal deadline of the Expression of Interest

- **The Township of Russell shall accept owners' and/or promoters' proposals until 3 :00 p.m. on Friday January, 19th, 2018.** Proposals are to be submitted in a printed format and placed in a sealed envelop addressed to :
 - Joanne Camiré Laflamme
 - Clerk
 - Township of Russell
 - 717, Notre-Dame Street, Embrun, Ontario, K0A 1W1
 - Email : joannecamirelaflamme@russell.ca
 - Fax : (613) 443-1042
 - Voice box : (613) 443-3066 (2310)

- Any proposal submitted after the deadline shall not be opened and will be returned to sender if the address is indicated on the envelop. Promotors and/or owners are responsible of submitting their proposal to the Clerk.

SPECIFICATIONS OF THE EXPRESSION OF INTEREST

- a. The transmission letter shall indicate:
 - i. Name, Title, Name of business and complete address of the proponent.
- b. A clear confirmation of the availability of the property or confirmation of ownership, without privileges, of the property on which the Library shall be built.
- c. A clear confirmation that the site is physically capable of supporting this building and free of any environmental issues.
- d. Sufficient information confirming the technical and financial capabilities of the promotor or owner and a propose timeline to build a commercial space for rental which is either under construction or currently non-existent.
- e. Owners who wish to sell an adequate parcel of land for the construction of the Library and which has been selected, shall be responsible of any Official Plan or Zoning amendments as required.
- f. Proponents shall present rental fees or sale of land price and indicate proposed financing options or deferral payment plans.
- g. A rental proposal shall indicate a start date and duration of lease proposal and any mid to long-term lease options, which could include a lease to own option.

MANDATORY STIPULATIONS

- a. Provide (10) printed copies of the proposal.
- b. No one is allowed to make verbal submissions or to contact library staff, Members of Council or Members of the Library Board, and municipal staff other than the CAO.
- c. Every proponent shall complete and submit the attached Declaration of interest form (Appendix B).

- d. Every proposal must be presented in Canadian dollars and exclude the H.S.T.

EVALUATION PROCESS AND CRITERIA

- a. The Township reserves the right to hold public consultations on the proposed projects.
- b. Every rental proposal shall be assessed on the following criteria :
 - General conception and functionality as per Appendix A.
 - Location
 - Cost/benefit
 - Timeline for occupation
- c. Some proponents may be invited to present their proposal. If applicable, they shall be informed of a time and location for such presentation.

GENERAL CONDITIONS

- a. Every proposal submitted in response to this Expression of Interest is IRREVOCABLE for 90 days. Any proposal, including the lowest bidder, may not necessarily be accepted. Furthermore, the Township reserves the right to refuse any, part or all proposals, with or without justification without accepting any responsibility, before the award of any contract.
- b. Proponents shall be responsible of any costs incurred in the preparation of his proposal.
- c. The Township reserves the right to cancel, at his discretion, before or after the submission deadline, whole or part of this Expression of Interest without having awarded a contract. In addition, it cannot be held responsible for expenses, costs, losses or damages.
- d. The Township assumes that the proponent accepts the conditions of this Expression of Interest and such is included in its proposal.
- e. Although the Municipality has made considerable efforts to ensure the accuracy of the information contained in this Expression of Interest, this information is strictly intended as a guide for proponents. The Municipality does not guarantee the accuracy of this information nor its completeness. The content of this tender should not prevent the proponent from formulating an opinion and drawing its own conclusions regarding the topics covered in this document.
- f. Proponents accept not to disclose any information in this Expression of Interest to any other third parties.

- g. The Municipality reserves the right to reject and eliminate, at its discretion, any proposal that does not strictly comply with the provisions, procedures and stipulations of this Expression of Interest or that is incomplete or ambiguous or contains errors, changes, misleading information, omissions or irregularities.
- h. Proponents agree to provide, at their own expense, any additional information required as long as this information does not affect the pricing and other estimates submitted in their original proposals or does not alter or add to the original options proposed.
- i. More than one proposal from a proponent may be submitted as long as it is a proposal for different sites.
- j. Should a proposal contain a mathematical error in the calculation of costs, the unit costs will be retained as to determine the proponent's intent and the Municipality will accept the proposal and subsequently correct.
- k. No changes can be made after the official opening of the envelope.
- l. Proposals must be legible and completed in ink or printed by a computer. Any incomplete, conditional or unsigned submission will not be accepted. Any corrections will not be subject to automatic rejections as long as these corrections are legible and initialized by the proponent or its designate.
- m. A proposal may be withdrawn before the deadline following a request in person or in writing to the Clerk.
- n. The Municipality reserves the right to negotiate minor changes or variations with the selected proponent where such changes would have no impact on the classification or evaluation of the proponents or do not prejudice them.
- o. By submitting a proposal, the proponent declares that it is not bind to any other proposal and is presented without any collusion or fraud.

EXPRESSION OF INTEREST CALENDAR

- 1) Issue date : December 15, 2018
- 2) Deadline to submit proposal : January 19, 2018
- 3) First evaluation to confirm eligibility of proposals: February 9th, 2018
- 4) Final revision to be completed by: March 2nd, 2018
- 5) Presentation to the committee at a Special Joint Meeting with Municipal Council and the Library Board after March 2, 2018

- 6) Negotiation of agreement with the successful proponent: to be determined
- 7) Approval of the agreement with Municipal Council : to be determined

APPENDIX A

JOINT SUB-COMMITTEE FOR THE RELOCATION OF THE EMBRUN BRANCH LIBRARY

Embrun Branch Public Library : General Specifications, Standards and Guidelines November, 2017

LOCATION

- The site should be located in one of the two following general locations:
 1. in the eastern part of the village of Embrun near the schools and expanding residential areas;
 2. in the western part of the village of Embrun, near the intersection of Notre-Dame Street and St-Guillaume Road as it is the main commercial area and on the commuting corridor.
- In the case of a new construction project, a minimum of .5 acres is required.
- The site should be located where it will be most visible and accessible to all members of the community.
- The building should offer direct outside door access to the library.
- The building should offer direct front-street visibility to the library.
- A location close to the New York Central fitness trail and a site encouraging walkable communities could be an asset.
- Convenient and free parking should be available at all times for library users and staff.
- The minimum parking space requirement is 23 including 3 spaces for staff, 2 parking spaces for expectant mothers or families with infants, 2 barrier-free spaces and 1 parking with a rechargeable station for electric vehicles.
- The building could be surrounded by fencing depending on the proposed project and by practical and suitable landscaping.

TIMELINE

- The project should be completed before the end of 2020. Timing is an important element so priority may be given to projects with closer deadlines.

BUILDING REQUIREMENTS

- The total area of the library should be approximately 7,500 sq. ft. excluding ancillary spaces (mechanical/electrical/plumbing/janitorial storage rooms, computer room (network access), storage space - minimum 175 sq. ft. - and washrooms).
- The library should be on one ground level floor (no basement or second level).
- The most appropriate and flexible space layout is a rectangle, based on a 5X7 ratio with the least number of structural columns inside.

- The building should be designed with some public areas inside the library visible from the outside to make the building inviting and interesting and outside surroundings visible from the inside.
- The structural floor loading standard is 150 pounds per square foot for all public and staff work areas including areas bearing shelving (no compact shelving will be used).
- The contractor must respect all public building-related and construction-related municipal, provincial and federal legislation and regulations.
- Main access to the library should be independent from any other buildings, institutions or organizations.
- The library must have only one main public entrance.
- The library should be fully accessible and should be located where public patrons, including people with physical disabilities, can easily access it from the parking lot.
- Final layout, disposition of lighting and windows, flooring and interior finishes will be subject to review by senior library and municipal staff.
- Three washrooms should be provided: men's, women's, universal (gender-free)/family. At least one of the washrooms should be wheelchair-accessible. The family washroom should offer facilities for changing babies.
- An accessible drinking fountain should be available close to the washrooms.
- Sound-absorbent walls, ceilings and floor finishes are important in the open public areas for quiet study and concentration. Walls between rooms that necessitate activity and noise (i.e. office area) should be acoustically well insulated.
- Floor covering should be high quality, non-slip, allergy-safe and wheelchair friendly.
- There should be sufficient electrical and telephone outlets to provide efficient service. Senior library and municipal staff will be consulted at the design and construction stages on the exact number and location of outlets as well as on the necessary telecommunications wiring.
- Light switches should be located close to the circulation desk and not in public areas.
- Lighting should be adapted to the floor layout of the library. Natural light should be used as much as possible. If windows are oriented towards the south, measures will have to be taken (ex.: treated glass, blinds) to prevent sunlight from reflecting on computer screens and to reduce heat/sun damage to documents. The 2005 ESNA standards for illumination in libraries range between 20 to 50 foot candles for lighting in "active shelves". These requirements may be adjusted based on materials used and height of shelving as well as other criteria. Artificial lighting is traditionally placed parallel to shelving (fixtures positioned in aisles between shelving and running parallel to the shelving), but with advances in technology, perpendicular and indirect lighting may not necessarily be ruled out. Senior

library and municipal staff will be consulted on the disposition of windows and lighting fixtures.

- The library should have a proper ventilation, heating and air conditioning system, complete with an efficient humidity control (between 40-50% humidity).
- Proper fire protection is required.
- Space should be provided for the after-hours book return chute (accessible from the outside close to the front entrance) and for the dump trolley (dump trolley should not be accessible in public areas).
- All public areas should be visible from the circulation desk area.

OTHER SPACE REQUIREMENTS

- The height of the ceiling should be a minimum of 2.7 meters.
 - Interior windows should be installed at 96.5 centimeters from the floor in the Branch Head's office to help ensure that staff have a good view of the library at all times.
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