



# Request for Proposal

## Sale of Albert Branch Property

Issued by:  
Regina Public Library  
P.O. Box 2311  
2311 – 12<sup>th</sup> Avenue  
Regina, Saskatchewan  
S4P 3Z5

Issue Date: May 25, 2017  
Closing Date: August 16, 2017, 2:00 p.m.

## Table of Contents

1.	Intent.....	3
2.	Background .....	3
3.	Submission Deadline.....	4
4.	Project Contact.....	4
5.	General Information and Requirements.....	5
6.	Schedule of Events .....	7
7.	Branch Walk-through .....	8
8.	Sale Considerations.....	8
9.	Proposal Format.....	9
10.	Evaluation of Proposals.....	11
11.	Award .....	12
12.	Appendix A .....	13

## 1. Intent

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Regina Public Library (RPL) will be relocating its Albert Branch Library from its current location at 1401 Robinson Street to the new Mâdawêyatitân Centre in the summer of 2017.

The intent of this Request for Proposal (RFP) is to seek offers to purchase the current Albert Branch property, including the land and building.

The Albert Branch building is a designated heritage building and therefore the purchaser(s) must be prepared to accept the restrictions associated with its heritage designation.

## 2. Background

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Albert Library was built in 1927 and in 1959, a lower addition was added to the east side of the building. Architecturally, the original building is significant for its Gothic style architecture with a Romanesque arch over the main entrance doors.

It was designated a heritage building in 1984 pursuant to the Heritage Property Act. In the case of the Albert Branch building, the heritage value of the site is the 1927 structure. While the entire property, including the 1959 addition, is listed in the bylaw, it is only the original 1927 building that is of heritage significance. The bylaw designating Albert Library as a heritage property does not reference interior elements. However, certain elements may have heritage value, like a plaque inside the building, and potential purchasers would be encouraged to retain these elements where possible.

The City of Regina offers a Heritage Building Rehabilitation Program. This program provides one-time assistance to rehabilitate heritage properties. A tax exemption may be granted to a maximum equivalent to:

- 50% of eligible work cost; or
- The total property taxes payable over 10 years, whichever is lesser.

Please refer to the city's website for more information:

<http://www.regina.ca/residents/heritage-history/preserve-heritage-property/heritage-building-rehabilitation/>

Appendix A contains more detailed background about the history, general building conditions, property tax, utility costs, and the building's heritage status.

### **3. Submission Deadline**

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To receive consideration, responses to this RFP must be received no later than 2:00 p.m. Regina time on Wednesday, August 16, 2017.

One unbound original, four copies and one electronic copy (on USB drive) of the proposal should be delivered to:

Library Director's Office  
2<sup>nd</sup> Floor  
Regina Public Library  
P.O. Box 2311  
2311 12<sup>th</sup> Avenue  
Regina, Saskatchewan  
S4P 3Z5

Attention: Gail Kruger, Head of Finance and Administration

Facsimile or electronic proposals (other than that which accompanies the proposals as set out above) will not be accepted. Courier or hand delivered proposals should be dropped off at the Director's Office on the 2<sup>nd</sup> floor of the Central Library.

Proposals will remain sealed until 2:00 pm on the opening date. Late proposals will not be considered and will be returned unopened. There will not be a public opening.

Prior to the submission deadline, the RPL may amend or clarify the RFP in the case of any discrepancies or omissions. Any changes will be posted to SaskTenders as a formal written addendum and to the RPL website. In the event RPL revises the RFP after the closing date, Proponents will then have an opportunity to refine, submit or resubmit their proposals.

### **4. Project Contact**

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Proponents are encouraged to obtain a clear understanding of the proposal requirements prior to submission.

At all times, the Proponent has the responsibility to notify RPL, in writing, of any error or omission contained within the document; or request a clarification which may be required to prepare their proposal. RPL will provide written responses to all queries received from Proponents. The responses will be posted to the Sasktenders and RPL websites (<https://reginalibrary.ca/about/public-tenders>). Please access either of these sites to check for questions and answers posted, prior to the submission deadline.

Inquiries, arrangements for site visits and review of available building information and existing drawings, interpretations and questions regarding the building and this RFP process are to be directed to:

Gail Kruger  
Head of Finance and Administration  
Regina Public Library  
P.O. Box 2311  
2311 12<sup>th</sup> Avenue  
Regina, Saskatchewan  
S4P 3Z5  
Phone: 306-777-6060  
Email: [gkruger@reginalibrary.ca](mailto:gkruger@reginalibrary.ca)

All responses to any inquiry are not binding on either party. Contacts are restricted to the person identified above. Contact with individuals other than those listed above may result in proposal disqualification.

## **5. General Information and Requirements**

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### **1. Incurred Costs**

RPL will not be liable in any way for costs incurred by Proponents in replying to this RFP.

### **2. Innovative Proposals**

Proponents are required to base their proposal submission, and all pricing contained therein, on the requirements set out in this RFP. Notwithstanding these requirements, Proponents are encouraged to provide innovative ideas and suggestions which they feel will make the best use of the Albert Branch property and/or maximize value to the RPL and the community.

### **3. Reservations**

RPL reserves the right to:

- Reject any or all proposals received in response to this RFP;
- Seek clarification from Proponents who respond to this RFP;
- Verify the validity of the information supplied in any proposal;
- Waive or modify procedural and administrative irregularities due to honest or unintentional mistakes as identified in proposals received, after discussion with the Proponent;

- Negotiate with the Proponent(s) responding to this RFP, consistent with the objectives stated;
- Cancel this RFP at any time for any or no reason. If cancelled, RPL is not responsible for any costs incurred by the Proponent(s); and
- Accept the proposal that appears, at RPL's sole discretion, to be in the best interest of RPL and the community.

4. Proposals are the Property of RPL

Once opened, proposals and accompanying documentation become the property of RPL and will not be returned.

5. Proposal Acceptance Period

By submitting a proposal, each Proponent agrees that their proposal may be subject to acceptance by RPL any time prior to sixty (60) days after the due date for submitting proposals.

6. News Release

Proponents must not make public announcements or news releases regarding this RFP or any subsequent award of contract without the prior written approval of RPL.

7. Conflict of Interest

Each Proponent must make full disclosure of any relationship with any Board member or employee of RPL who may reasonably be considered a party to this RFP process.

8. Proposal Prices

All prices proposed must be in Canadian currency. If not stated otherwise, RPL will assume prices quoted are in Canadian funds.

9. Execution of Sales Agreement

The successful Proponent shall enter into a formal, written agreement(s) with RPL in such form as may be acceptable to RPL, in its sole discretion.

RPL and the successful Proponent will endeavour in good faith and in a timely manner to finalize and execute the agreement(s).

In the event that RPL and the successful Proponent are unable to successfully negotiate an agreement(s), RPL reserves the right, in its sole discretion, to disqualify the Proponent and to commence negotiations with the next highest ranked Proponent who provided a response to this RFP. All Proponents acknowledge and agree that RPL is not obligated to enter into any agreement unless, in the sole discretion of RPL, a satisfactory agreement can be reached.

## 10. Applicable Laws

The Proponent is responsible for adhering to all applicable laws that may impact their Proposal.

## 11. Confidentiality

RPL anticipates the Proponents may wish to treat certain elements of their submissions as confidential or proprietary. Proponents are advised, however, that freedom of information requirements in force in the Province of Saskatchewan may afford rights of production or inspection at the application of third parties. Further, the contract entered into by the successful Proponent will, by law, be available for inspection by members of the public.

## 12. Governing Law

This RFP process shall be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

## 13. Terms and Conditions

Any terms and conditions proposed by the Proponent inconsistent with, or in addition to, this RFP or the schedules and appendices attached shall be void and have no effect. All terms and conditions of this RFP are deemed to be accepted by the Proponent and incorporated by reference in their proposal, except for those that are expressly challenged by the Proponent in their proposal.

## 6. Schedule of Events

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The following is a schedule of events and project milestones, which is subject to change. All bidders will be provided with noticed of any change to these scheduled dates.

- Thursday, May 25, 2017 RFP issued
- Wednesday, June 14, 2017, 10:00 a.m. Albert Branch walk through
- Wednesday, August 16, 2017, 2:00 p.m. Proposals due
- Week of August 28, 2017 Short-list presentation(s) (if required)
- October 2017 Completion of sale

RPL reserves the right to modify this schedule by providing notice to Proponents.

## **7. Branch Walk-through**

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To facilitate Proponent's understanding of the Albert Branch building and property conditions, as well as the provisions and requirements of this RFP, RPL has scheduled a walk-through of the branch. While this walk-through is not mandatory for Proponents, RPL strongly suggests that all Proponents attend. A representative from the City of Regina Planning Branch will be in attendance to answer questions regarding zoning and heritage.

The walk-through is scheduled for Wednesday, June 14, 2017 at 10:00 a.m. Registered attendees are asked to meet in front of RPL's Albert branch and sign in prior to 10:00 a.m.

Registration is required to participate in the walk-through. Please indicate your intent to participate, providing the names and contact info of those planned to attend, to:

Liela Ferraton  
Regina Public Library  
306-777-6099  
[lferraton@reginalibrary.ca](mailto:lferraton@reginalibrary.ca)

## **8. Sale Considerations**

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The RPL will consider all proposals, including those from community-based organizations that demonstrate an ability to use the property to support and/or deliver programs that benefit the community.

Joint submissions from a mixture of community-based organizations or from a combination of commercial and community-based organizations are welcome.

All proposals must demonstrate that the proponent has fully considered the heritage status of the building and describe the intended use of the building and property, along with the Proponents' plans for maintenance, modification or other such construction on the site.

If there are proposals from community organizations, commercial firms, and any combination of community organizations and commercial firms, RPL will evaluate all proposals and select the proposal which it believes to provide the highest value for RPL and the community.



## 9. Proposal Format

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Proponents must follow the proposal format outlined below. Additional information thought to be relevant, other than the categories listed below, should be provided as an appendix to the proposal.

Failure to comply with these requirements may result in a rejected proposal.

### 1. Letter of Transmittal

Provide a Letter of Transmittal or covering letter, dated and signed by an official authorized to negotiate and make commitments on behalf of the company. The letter should indicate the following:

- Proponent name
- contact name & title
- contact email address
- contact office/mailing address
- contact telephone number
- company/organization website (if appropriate)
- Proponent description (e.g. individual, company, organization)
- Summary of intent for future use of the Albert Branch property

### 2. Proponent Description

Provide background information about yourself and/or your organization.

If you are making a joint proposal involving more than one organization, descriptions must be provided for each organization as well as details regarding the relationship(s) between the organizations. Contact information for each organization should be included.

### 3. Intended Use and Community Benefit

Describe how you plan to use the property, providing details regarding the nature of occupation (e.g. retail sales, residence, office) and how you will operate the property/facility. If appropriate, please include a detailed description of the community benefits such use of the property will provide, including any program(s) and/or services that will be offered in or from the property.

Proponents are encouraged to share any information they believe will support RPL's understanding and assurance of their ability to use/operate the property in the way described, and their ability to deliver the planned community benefits.

#### **4. Intended Property Modifications**

Provide a plan outlining any work you plan to carry out on the property and facility, along with a general timeline for the work and your expected occupancy.

Describe how you plan to address any legal requirements including the City of Regina's Zoning Bylaw No. 9250, which regulates land use, the National Building Code and related City of Regina Building Bylaw, which regulate the design, construction and modification of all buildings, and the City of Regina's Municipal Heritage Property Bylaw No. 7716, which regulates any exterior alterations. It is recommended that you contact the City of Regina's Current Planning Branch at 306-777-7551 to discuss your proposal with a Development Control Officer.

Describe your qualifications and experience related to the proposed work.

Please provide three professional references who can speak to your ability to carry out such work, as well as two examples of successfully completed projects including:

- Project name and location
- Overall project plan drawing and relevant construction photos
- Start and completion dates
- Project price and final cost, and
- Client reference (Client Firm name, contact name, phone number, email)

#### **5. Financial**

Provide your proposed purchase price, exclusive of any taxes, for the building and property.

Proposals involving community-based organizations must include a financial plan for their purchase, modification and ongoing maintenance of the facility/property. A copy of your most recent financial statements should be included to demonstrate your financial ability to fund this plan.

Proposals for commercial or personal use of the property must include a high level financial plan for the purchase and modification of the property as well as a financial viability projection.

Proponents are encouraged to share any information they believe will support RPL's understanding and assurance of their ability to afford the purchase, modification and operation of the facility for its intended use as described in

their proposal.

## 10. Evaluation of Proposals

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All proposals must follow the proposal format described above and address all requirements and the terms and conditions stated in this RFP. RPL will evaluate the proposals and will select the proposal that, at its sole discretion, best meets the interests of RPL and the community.

RPL reserves the right to seek clarification from any Proponent, conduct short list presentations/interviews and carry out reference checks to support its evaluation and final selection.

RPL shall be the sole judge of the best interests of RPL and the community (as it relates to the future disposition of the Albert Branch property), the proposals, and the resulting sales agreement. RPL's decision is final.

The decision to request clarifications, or to request interviews/presentations is at RPL's discretion. The intent of the interviews/presentations, if held, will be to allow RPL an opportunity to clarify information in the proposal(s) and ask questions resulting from an initial evaluation. Proponents are advised not to prepare their proposal submission in anticipation they will be granted an interview/presentation; please respond fully to the RFP in your proposal submission.

Proposal evaluation results are the property of RPL. RPL does not intend to disclose the evaluation results before, during, or after the RFP process.

Submissions will be evaluated based on the following criteria and point system:

Selection Criteria	Maximum Points
Financial Value <ul style="list-style-type: none"><li>Purchase price offered</li></ul>	30
Community Value <ul style="list-style-type: none"><li>Benefits provided to the community through the intended use of the property, including potential programs and/or services that will be made available to the community.</li></ul>	50
Demonstrated Ability to Meet Objectives <ul style="list-style-type: none"><li>Financial means to fund renovations, repairs and operations</li><li>Operational means to operate the facility, provide programs and deliver expected community benefits on an ongoing basis</li></ul>	20

## **11. Award**

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RPL will either award or will announce that no award will be made. There is no implicit or explicit guarantee that the Albert Branch property will be sold. RPL reserves the right to accept or reject any or all proposals.

The successful Proponent's proposal will form part of the sale agreement and may be incorporated by reference. Claims made in the proposal or in any subsequent verbal presentation shall constitute contractual warranties.

## Appendix A

### **Regina Public Library – Albert Branch**

#### **History**

Albert Library was built in 1927 with a square footage of 4,400. In 1959, a 1,560 square foot lower addition was added to the east of the building. The site area is 9,375 square feet. Architecturally, the building is significant for its design and history and was thus designated a heritage property in 1984.

The original bi-level library was constructed of good quality materials such as concrete, brick and tyndall stone and generally, the building has held up well over time. The 1959 addition was constructed of 12" concrete block walls with no insulation.

#### **General Building Condition**

The most recent comprehensive information available is from a building assessment done in 2005 by PSW Architecture. Here is a summary of the issues found with the building at that time:

- The building is a split level design and not accessible;
- The foundations are continuous footings, which are subject to movement;
- The movement of the foundation has caused cracks in the walls and ceiling;
- The insulation values in the walls and ceiling are well below current standards;
- The heating system is old (original boiler installed in 1927), the piping is uninsulated, and the system is without proper control. A ventilation system is required to meet code requirements and the air conditioning is inadequate;
- Exit and emergency lights need to be upgraded; and
- Other code requirements.

Since 2005, little has been undertaken to upgrade the building as recommended in the report, in part because the new centre was already in the planning stages. There have been cosmetic upgrades such as rugs and painting and also some bathroom upgrades. Two new window type air conditioners have been installed in recent years, one in 2015, and one in 2016.

There have been two insurance claims at Albert in the last ten years. The first, in 2010, was due to roof issues and water damage to the library. Total cost of the claim was \$20,400. The second, in 2013 was due to ice damming on the roof and water damage to the library. Total cost of the claim was \$31,300.

## Property Tax Implications

The Regina Public Library is exempt from paying property taxes through *The Cities Act*.

In 2016, The Assessment Department at the City of Regina estimated the annual taxes for a new owner would be approximately \$7,500 per year.

## Utility Costs

Because the building is old and has relatively little insulation compared to modern standards, utility costs must be considered by any prospective buyer of the building and property.

### Albert Library Branch Utility Costs

	Power	Energy	Water	Total
	\$	\$	\$	\$
2016	6,460	3,870	1,180	11,510
2015	7,527	3,927	1,087	12,541
2014	7,203	7,008	1,027	15,238
2013	5,191	7,817	913	13,920
2012	4,693	7,862	768	13,323
2011	4,362	8,752	646	13,759

Note: a new natural gas agreement came into effect November 1, 2014, resulting in significant natural gas savings.

## Heritage Status

As noted, Albert Branch has been formally designated a municipal heritage property pursuant to the *Heritage Property Act*. This means that the property has part or all of its land and building(s) legislatively protected against alternation or demolition, subject to prior government approval. A heritage property is considered protected when a municipal bylaw has been passed naming it as such and the City of Regina has registered an “interest” on the property title to record the property’s heritage designation.

The purpose of the “interest” is to serve as a legal reminder to anyone purchasing the property that it is protected by the municipality. If and when the property is sold, the “interest” and municipal designation stay attached to the property.

In the case of Albert Library, the buildings and structures on lots 1, 2, and 3 in block 211 are registered. The heritage value of the site, as described in the bylaw, is the 1927 structure. So, while the entire property including the 1959 addition is listed in the bylaw, it is only the original 1927 building that is of heritage significance. The bylaw does not reference interior elements. However, certain elements may have heritage value, like a plaque inside the building, and potential purchasers would be encouraged to retain these elements where possible.

It is recognized that maintaining a property’s original or long term historic use may not be feasible. However, when selecting new use(s) for heritage properties, there must be assurance that the new use requires minimal change to the property’s character-defining elements.

### **Heritage Building Rehabilitation Program**

The Heritage Building Rehabilitation Program operated by the City of Regina operates one-time financial assistance to rehabilitate heritage properties. A tax exemption may be granted to a maximum value equivalent to:

- 50% of eligible work cost; or
- The total property taxes payable over 10 years, whichever is lesser.

For example, if a new owner were to spend \$150,000 on alterations and renovations to the Albert Library, they could potentially have their \$7,500 of annual taxes exempted for a period of ten years. This is based on the \$7,500 estimate of annual property taxes for a period of ten years for a total of \$75,000.

### **Albert Library Building Assessment**

While no recent building assessments have been completed of the Albert Library Branch, there is a building assessment available from August 2005. This is available as a separate pdf attachment to the RFP.

