



REQUEST FOR EXPRESSIONS OF INTEREST (EOI) NO. 91-2013 (LONG FORM)

LEASED ACCOMMODATIONS FOR A NEW CHARLESWOOD LIBRARY

1. BACKGROUND

- 1.1. On January 29, 2013 City of Winnipeg Council adopted the 2013 Capital Budget which includes funding of the Library Redevelopment Strategy as referred by the Standing Policy Committee on Protection and Community Services on July 5, 2012.
- 1.2. The Charleswood Library Branch is currently located at 5014 Roblin Boulevard.
- 1.3. The new Charleswood Library facility is to provide a community level of service for a population of approximately 35,000.
- 1.4. To be within the Charleswood-Tuxedo Ward, close to the existing library or within a 2.5 km radius of the existing Charleswood Library, as shown on the CATCHMENT AREA map - refer to Appendix B; which is easily accessible by all modes of transportation and has parking for up to 40 vehicles.

2. FACILITY REQUIREMENTS

- 2.1. Site and facility criteria for Charleswood Library are identified within FACILITY REQUIREMENTS comprising four categories:

PROGRAM OF REQUIREMENTS - refer to APPENDIX A

CATCHMENT AREA MAP - refer to APPENDIX B

GREEN BUILDING POLICY - refer to APPENDIX C

UNIVERSAL DESIGN POLICY - refer to APPENDIX D

3. SITE DEVELOPMENT

- 3.1. The EOI Submission shall identify location/address of proposed site.
- 3.2. The site shall be, at a minimum, of sufficient size to accommodate the Charleswood Library facility requirements and, if in a mixed use development, any associated amenities together with suitable parking.
- 3.3. The EOI submission should identify and quantify all costs associated with leasing space which accommodate the Program of Requirements for the Charleswood Library.

4. SUBMISSION REQUIREMENTS (TO BE PROVIDED BY PROPONENTS)

4.1. The EOI submission should include the following:

A business plan including:

1. Program of Requirements (submission evaluation - 25 points):
 - A description of an existing building or proposed site with information related to its potential for development including location, square footage, existing zoning and use, etc.;
 - Building floor assemblies shall have minimum specified live load capacities of:
 - i. 7.2 kPa (150 psf) - Stack areas;
 - ii. 2.9 kPa (60 psf) - Reading & Study areasin compliance with Article 4.1.5, Part 4, of the National Building Code of Canada.
 - Site location – high traffic, high visibility, within catchment area;
 - Easy access by bus, on foot or by car (with parking for up to 40 vehicles);
2. Financial Components (submission evaluation - 40 points):
 - Provide Base Rent, Common Area Maintenance Costs; Utility Costs, Property Taxes and Operating Costs per square foot, per month, per annum;
 - Identify any Tenant Inducement or Contribution toward Tenant Improvements;
 - Provide an estimate of Tenant Improvement costs based on the Program of Requirements, including the provision of all finishes, excluding chattels.
3. Term, Site & Occupancy (submission evaluation - 15 points):
 - Terms of Lease for a 10 year period with two five-year renewal options.
 - Occupancy date is to be no later than December 31, 2013;
 - Provide estimated occupancy date;
 - A design concept with sketches of a floor plan and an exterior perspective at a minimum, including a site plan;
 - Identify whether single or multi use facility. If multi-use, identify other building components / tenants to ensure appropriate synergy with the co-location of a City of Winnipeg Public Library facility;
 - Identify whether the facility is existing or a potential new building.
 - The name and contact information (address, phone, fax, and email) of the individual who will act as the Proponent's principal contact throughout the EOI process.
4. Meets City of Winnipeg Policies (submission evaluation - 10 points):
 - Design meets the City of Winnipeg Green Building Policy – identify whether LEED or Green Globe, or incorporates 'green building' or 'green construction' elements identified within the Program of Requirements.
 - Design meets City of Winnipeg Universal Design Policy
5. Building Management/Reporting and Management Experience (submission evaluation - 10 Points)
 - Identify experience on similar projects or with the City of Winnipeg, as Property Manager, Developer or owner;
 - If potential site is existing provide a current report on the building systems (i.e. VFA Facility Condition Assessment or equivalent).

5. SUBMISSION INFORMATION

5.1 The Deadline for submissions in response to this EOI is:

4:00 p.m. Winnipeg time, April 8, 2013.

5.2. The Proponent should submit 1 unbound original and 5 bound copies of the EOI.

5.3. The Proponent's name and contact information and "EOI No. 91-2013 – LEASED ACCOMMODATIONS FOR A NEW CHARLESWOOD LIBRARY" clearly visible on the front cover of each copy of the EOI Submission.

5.4. The EOI shall be delivered to:

City of Winnipeg
Corporate Finance Department
Materials Management Division
185 King Street, Winnipeg MB R3B 1J1

6. ENQUIRIES

6.1. All enquiries shall be directed to:

Brent Piniuta, P. Eng., Project Manager
Planning Property and Development Department
Municipal Accommodations Division
3rd Floor – 65 Garry Street Winnipeg MB R3C 4K4

bpiniuta@winnipeg.ca

6.2. If the Proponent finds errors, discrepancies or omissions in the EOI, the Proponent shall promptly notify the Project Manager of the error, discrepancy or omission at least ten (10) calendar days prior to the Submission Deadline.

6.3. If the Proponent is unsure of the meaning or intent of any provision therein, the Proponent should request clarification from the Project Manager as to the meaning or intent prior to the Submission Deadline.

6.4. Proponent's questions will be placed in two different categories:

- a) General Questions;
- b) Confidential Questions.

6.5. Proponents must submit their questions by e-mail to the City's representative. Questions not marked "Confidential" will be considered as "General".

6.6. As a general rule, all responses and corresponding questions will be issued to all Proponents by Addendum. However, the City reserves the right to not issue a response at all, or to issue a particular response only to a particular Proponent in the event that the City deems the exchange an appropriate one to regard as confidential to the particular Proponent.

- 6.7. Should a Proponent wish to ask a question that it considers to be confidential (i.e., the response is to be directed only to the Proponent asking the question), the Proponent may request such a question be kept confidential. If the City finds that the question is in fact confidential, it will direct the response only to the Proponent that has asked the question, and not to the other Proponents. If the City finds that the question is not confidential, it will advise the Proponent of its view, and the Proponent can decide whether to withdraw the question prior to any other response issuing.
- 6.8. The City reserves the right in its sole discretion to determine whether a question is confidential or not, and anticipates that only in exceptional circumstances will it deem a question to be confidential.
- 6.9. General Questions will be answered by Addendum. Confidential Questions will be answered, in writing, to the Proponent that submitted the Question.
- 6.10. Proponents shall submit questions to the City's representative at least five (5) calendar days prior to the submission Deadline.
- 6.11. The Project Manager will issue each Addendum or answer the question considering the time required in relation to the subject contained in the Addendum, but in any event, at least two (2) business days prior to the submission Deadline, or provide at least two (2) business days by extending the submission Deadline.

7. EVALUATION OF EOI SUBMISSIONS

- 7.1. EOI submissions will be evaluated according to the criteria outlined in 4.1, and:
 - 7.1.1 Completeness of the EOI submission, that is, responsiveness to the requirements stated herein, provision of Terms of Lease, and conformance to the facility Program of Requirements.
 - 7.1.2 Reference checks to confirm information provided may not be restricted to only those submitted by the Proponent, and may include organizations known to have done business with the Proponent.
- 7.2. The EOI submissions will be reviewed and analyzed by an Evaluation Committee comprised of members of the Winnipeg Public Service.

8. SUBMISSION CLARIFICATIONS

- 8.1. The City may request that a Proponent clarify any portion of its EOI Submission. Requests and responses to such requests shall be in writing and shall become part of the EOI submission.

9. NO CONTRACT

9.1. By responding to this EOI with a written submission or otherwise participating in the process as outlined in this EOI, each Proponent expressly agrees that no contract of any kind is formed under, or arises from this EOI and that no legal obligations as between any one or more of the Proponents and the City of Winnipeg will arise.

10. PROPONENTS COSTS AND EXPENSES

10.1. Each Proponent is solely responsible for its own costs and expenses in preparing and submitting a response to this EOI and participating in the EOI including the provision of any additional information or attendance at meetings or interviews.

11. OWNERSHIP OF SUBMISSIONS

11.1. The City will be entitled to retain all EOI submissions received in response to this EOI without pay or compensation. Proponents are advised that the City of Winnipeg is subject to The Freedom of Information and Protection of Privacy Act (Manitoba) and that any documents or other records provided to the City may, by law, be subject to disclosure.

12. RIGHT TO ALTER

12.1. Prior to the submission Deadline, the City of Winnipeg reserves the right to alter any of the conditions and criteria outlined in this EOI, including the deadline for submissions, by posting an Addendum on the City of Winnipeg website at:

<http://www.winnipeg.ca/matmgt/bidopp.asp>.

12.2. It is the responsibility of each Proponent to ensure that any possible Addenda have been reviewed.

12.3. The Project Manager will issue each addendum at least two (2) business days prior to the Submission Deadline, or provide at least two (2) business days by extending the Submission Deadline.

13. GOOD FAITH DECLARATION

13.1. The Proponent declares that, in submitting its EOI submission, it does so in good faith and that to the best of its knowledge, no member of City Council or any officer or employee of the City would have any pecuniary interest, direct or indirect, should the Proponent be successful in this EOI.

14. NO LOBBYING

14.1. Any form of political or other lobbying whatsoever in relation to the Project or with a view to influencing the outcome of this EOI process is strictly prohibited. Failure to comply with this provision may result in disqualification from the EOI process or, if the

City becomes aware of your breach of this provision during evaluation, disqualification from the evaluation process or if a contract is subsequently entered into, violation of this provision may be determined to be a breach of that contract.

15. CONFIDENTIALITY

- 15.1. Information provided to the Proponent by the City or acquired by a Proponent by way of further enquiries or through investigation is confidential. Such information shall not be used or disclosed in any way without the prior written authorization of the Project Manager.
- 15.2. The Proponent shall not make any statement of fact or opinion regarding any aspect of the EOI to the media or any member of the public without the prior written authorization of the Project Manager.
- 15.3. Failure to comply with these provisions may result in disqualification from the EOI process or, if the City becomes aware of your breach of this provision during evaluation, disqualification from the evaluation process or if a contract is subsequently entered into, violation of this provision may be determined to be a breach of that contract.

APPENDIX "A" CHARLESWOOD LIBRARY – PROGRAM OF REQUIREMENTS

PROGRAM OF REQUIREMENTS

Library Facilities Project Charleswood Library

Revised: January 25, 2013

PROGRAM OF REQUIREMENTS-R1

PART I - INTRODUCTION

This Program of Requirements is the directive of the City of Winnipeg to the contractor/developer to provide the facilities described herein.

The facility will be at the community level of service in the City of Winnipeg hierarchy of service and will serve a population of approximately 35,000 and be capable of holding approximately 50,000 items.

The requirements are written in terms of functions, space allocations, facility accessories and constraints to achieve an integrated, fully functional facility.

The contractor/developer is expected to adhere to the area assignments. However, if deviations from individual area assignments, gross area requirements or allocated funds are necessary, approval for such changes must be obtained from the City of Winnipeg in advance.

In all cases, the work will be executed in accordance with all provincial and federal statutes, bylaws of the City of Winnipeg and regulations pursuant to any of the foregoing. It is incumbent upon the contractor to follow current, applicable codes, bylaws, and regulations and obtain the necessary approvals from appropriate authorities.

INSTRUCTIONS

1. Under the heading Facility Accessories use of the * indicates items to be provided by the Contractor/ Developer. Other items are provided for information purposes only and will be provided by the City of Winnipeg.

GENERAL REQUIREMENTS

1. All furniture is outside the construction contract, unless specified and purchased under separate contract by Library staff.
2. The proposed structure must be designed with interior and exterior finishes that are high quality, durable and low maintenance. The finish schedule must reflect the signature nature of the facility.
3. The library facility must be equipped with a sprinkler system where required.
4. Wherever it specifies Carpet tile, 4" high rubber baseboards are required.
5. Wherever hard surfaces are specified the composition to be determined in consultation with designer and Library staff.
6. 42" corner wall guards, or an acceptable alternative, to be strategically located throughout library on corners, pillars, etc. Locations to be confirmed in consultation with Library staff.
7. Lighting systems must be designed to meet the highest energy efficient standards possible and should be adjustable to natural daylight conditions. Parabolic lenses should be used throughout the facility.
8. The overall approach must be to construct a facility which is functional, attractive, universally accessible and conforms to the City of Winnipeg Universal Design Policy and Green Building Policy.
9. The interior design proposal must be prepared in conjunction with civic staff, as well as library staff.
10. The design of the facility will be suitable and adaptable to technological change. The contractor/developer is required to install all computer cabling and electrical wiring necessary for computer work station installation to the Library Services Division specifications and work closely with Library IT staff.
11. A Public Address system must be installed throughout the facility in all staff and public locations to ensure the public and staff can hear messages at all times.

PART II - DESCRIPTION OF COMPONENTS

The components of this project have been numerically listed and described in terms of function to be served, facility accessories required to achieve fully functional areas, and any constraints which may influence the design of the components. The building components are as follows:

BC-01	Vestibule/Main Entrance
BC-02	Library Services Counter & Surrounding Area
BC-03	Library Services Workroom
BC-04	Tutorial Room
BC-05	Staff Room
BC-06	Staff Washrooms (2)
BC-07	Branch Head Office
BC-08	Multi-Purpose Program Room
BC-09	Program Room Storage
BC-10	Children's Area
BC-11	Main Library Area
BC-12	Public Washrooms (2)
BC-13	Electrical Room
BC-14	Mechanical Room (if necessary)
BC-15	Janitor's Closet
BC-16	Universal Toilet Room
BC-17	Corridor
BC-18	Building Exterior

BC-01 VESTIBULE/MAIN ENTRANCE**Approx. 150 Sq. Ft.**

- 1 Function - To provide an area that serves as a staging area for the public and stops the cold air from coming directly into the library. This area is where the public will return their materials through an automated self-check style sorting unit (purchased separately by the library, but installed by contractor/developer).

- 2 Facility Accessories –
 - * Each set of double doors (exterior and interior) in the vestibule must have 39” width of clearance for a motorized wheelchair to meet City of Winnipeg Accessibility Design Standards.
 - * Both sets of doors must be on a motion sensor opener.
 - * Doors must be street level for ease of accessibility.
 - * Doors must have proper signage indicating sliding doors and standard disabled signage/wording/labelling.
 - * The two exterior doors must be equipped with swipe card locking mechanism as per City system and direction.
 - * There must be a library patron counter device adjacent to the main entrance area to track public traffic coming into/leaving the library.
 - * High quality, slip resistant flooring that reduces tracking of dirt into library must be provided in this area.
 - * Suitable heating and ventilation must be built into the vestibule.
 - * Energy Efficient T5 lighting must be built into vestibule.
 - * Wiring for a Pay Telephone (provided by MTS).

- 3 Constraints - This area must be located at the front entrance to the library and adjacent to the Library Service Workroom. On one wall of the building outside the vestibule area on the exterior of the building there must be wall space for an automated/self-check-in return of library materials (purchased separately by the library, but installed by contractor/developer).

Requirement	Quote to include (Y/N)	Additional Cost
HVAC	Y	
Motion sensor to open both sets of doors	Y	
Double Doors (exterior &interior) that are 39” wide	Y	
Library Patron Counter	Y	
Swipe card locking mechanism as per City standards	Y	
Hard Surface, High quality, slip resistant flooring	Y	
Energy efficient lighting	Y	
Wiring for Pay telephone	Y	
	BC-01 Total	

BC-02 LIBRARY SERVICE COUNTER & SURROUNDING AREA**Approx. 700 Sq. Ft.**

- 1 Function - To provide a universally accessible, two-tiered counter where the public will seek assistance from staff on circulation, information and children’s services. The surrounding area must be large enough to accommodate up to 4 automated self-checkout work stations and a self-pickup of holds shelving unit. All branch staff will work out of this one service point.

2 Facility Accessories

- * One service counter, solid surface (approx. 40 linear feet) to be purchased by Library.
 - * All cabling, telephones (2) (library supplied), debit machine (library supplied) and electrical required for counter to be installed in consultation with library staff.
 - * Electrical and cabling for 4 self-checkout units (library supplied) in the surrounding area. All cabling and electrical for the self-check out equipment to be designed in consultation with library staff. Library to provide self-checkout units and furniture.
 - * Flooring in the area behind the service counter must be cushioned for staff standing.
 - Flooring in front of counter and in the surrounding area must be hard surface, slip resistant flooring.
 - * counter must also contain the branch’s Public Address System equipment; including electrical, all speaker control equipment and a microphone.
- 3 Constraints - This area must be located near the Vestibule/Main Entrance Area and immediately adjacent to the Library Services Workroom and be visible to as much of the main library area as possible.

Requirement	Quote to include (Y/N)	Additional Cost
Cushioned flooring behind counter and hard surface, slip resistant flooring in front	Y	
Cable and electrical for 4 self-checkout units in immediate area	Y	
Cabling for 2 telephone and 1 debit line at the service counter	Y	
Public Address System equipment; including electrical, all speaker control equipment and a microphone.	Y	
	BC-02 Total	

BC-03 LIBRARY SERVICES WORK ROOM

Approx. 700 Sq. Ft.

- 1 Function - To provide an area where material returned by library patrons will be collected via an automated self-check in/sorter system (purchased separately by the library, but installed by contractor/developer). This area will be shared by three work units – Circulation, Children’s and Information staff and be used for receiving and sorting material from the public and via the delivery system; preparing for children’s programs; responding to patron information questions; and performing other collection maintenance functions. Space for at least 16 book trucks (library provided) must be provided.
- 2 Facility Accessories:
- * Good quality hard surface flooring, slip resistant throughout the Library Services Workroom area that is durable and low maintenance.
 - * Cabling and electrical for 5 computers
 - * Cabling and electrical for 3 telephones, 1 photocopier/printer/fax station
 - * Windows with at least one that opens
 - * Wall finishing in this area must be designed to prevent book cart damage.
 - * Motion sensor lighting

Requirement	Quote to include (Y/N)	Additional Cost
Quality hard surface flooring, slip resistant	Y	
Cable, telephone and electrical for 5 computer	Y	
Exterior windows with one that opens	Y	
Wall finishing to prevent damage by book carts	Y	
Motion sensor lighting	Y	
	BC-03 Total	

- 3 Constraints - This area must be connected to the Library Service Counter and Surrounding Area. This area must be adjacent to the Vestibule/Main Entrance Area. There must be sufficient space behind the book return wall to support an automated book return/sorter system (purchased separately by the library, but installed by contractor/developer). The design of this area must be done in cooperation with the Library staff. There should be a visible pass thru window to the front counter area so that workroom staff can see and assist at busy times. There should be an open door way into this area. The doorway must be a minimum of 39" to easily move book carts back and forth from the front service counter.

BC-04 TUTORIAL ROOM

Approx. 250 sq. ft.

- 1 Function - To provide a small room where one-on-one tutoring with new Canadians and students can occur in a small group setting.
- 2 Facility Accessories –
- * Room should be sound proof from exterior noise.
 - * Carpet Tile to match other parts of library.
 - * Floor to ceiling glazed wall for front of room.
 - * Motion sensor energy efficient lighting.
 - * Door to be solid core with passage set only. Must have power operated door opener for universal access.
- 3 Constraints - This space should be visible from the Library Services Counter.

Requirement	Quote to include (Y/N)	Additional Cost
Sound proof room	Y	
Carpet tile	Y	
Floor to ceiling glazed wall for front of room	Y	
Motion sensor energy efficient lighting	Y	
Solid core door with passage set only	Y	
Power Operated door opener for universal access	Y	
	BC-04 Total	

- 1 Function -To provide a space where staff can take coffee and meal breaks, and store personal belongings in lockers (provided by library).

- 2 Facility Accessories:
 - * Quality hard surface, slip resistant flooring
 - * Millwork cupboards, drawers, counter top (solid surface) and sink
 - * Swipe card access
 - * Motion sensor lighting
 - * Cabling for one telephone
 - * Window(s) and at least one that opens, with screen.
 - * Power to allow for use of kitchen appliances
 - i. Must have sufficient laminate counter top space for microwave oven, coffee maker and other staff room utensils (approx. 6 linear feet). To be confirmed with library staff.
 - ii. Ensure there is sufficient power in kitchen area to operate kitchen appliances.
 - iii. Special lighting considerations –Recessed incandescent down-lighting.
 - iv. T-5 desirable.
 - v. Lighting should be controlled by motion sensor to reduce energy consumption when not in use. Door to be solid core with swipe card access, but must have power operated door opener for universal access. Furniture and appliances provided by Library.

- 3 Constraints – This room will be used by up to 20 staff and must have space for lockers to serve this staffing level. This component must be in an area that is and close to the Library Services Counter and Library Services Workroom.

Requirement	Quote to include (Y/N)	Additional Cost
Special lighting considerations – Recessed incandescent down-lighting. T-5 desirable. Lighting should be controlled by motion sensor	Y	
Quality hard surface, slip resistant flooring	Y	
Millwork cupboards, drawers, laminate countertop (solid surface) and sink (6 linear feet)	Y	
Swipe card access	Y	
Cabling for telephone	Y	
Exterior windows w/ one that opens, with screen	Y	
Power operated door opener for universal access	Y	
Sufficient power for appliances	Y	
	BC-05 Total	

BC-06 STAFF WASHROOM (2)**Approx. 75 Sq. Ft. each room (150 Sq. ft. Total)**

- 1 Function - To provide separate staff (male/female), fully accessible washrooms.
- 2 Facility Accessories - All equipment necessary to provide fully accessible, “touch less/hands free”; battery operated washroom including sinks, toilet, urinals, soap dispenser and quiet hand dryers. Toilets should include grab bars and washrooms should have accessible design standards for sink with counter top (solid surface).
 - * Quality hard surface flooring, slip resistant
 - * Motion sensor lighting
 - * Door to be solid core with privacy locks, but must have power operated door opener for universal access.
- 3 Constraints - In close proximity to Staff Room.

Requirement	Quote to include (Y/N)	Additional Cost
Battery operated Touch less/Hands free fixtures for universal access	Y	
Quality hard surface flooring, slip resistant	Y	
Accessible design standards for sink with counter top (solid surface)	Y	
Motion sensor lighting	Y	
Door to be solid core with privacy locks, but must have power operated door opener for universal access	Y	
	BC-06 Total	

BC-07 BRANCH HEAD OFFICE**Approx. 150 Sq. ft.**

- 1 Function - To provide a private office for use by the Branch Head, as well as space for the Branch Head to hold small meetings with staff.
- 2 Facility Accessories:
 - * Swipe card access
 - * Cabling and electrical for computer workstation
 - * Cabling for telephone
 - * Carpet tile with 4” rubber baseboards
 - * Cabling and electrical for a computer
 - * Motion sensor lighting
 - * Solid core door with sidelight and swipe card access, but must have power operated door opener for universal access
- 3 Constraints - Must be adjacent to the public area. Exterior window with screen that opens would be preferable, but not mandatory.

Requirement	Quote to include (Y/N)	Additional Cost
Swipe Card Access	Y	
Carpet tile w/ 4” rubber baseboards	Y	
Cabling for computer and telephone	Y	
Door with sidelight	Y	
Motion sensor lighting	Y	
Power operated door opener for universal access	Y	
	BC-07 Total	

BC-08 MULTI-PURPOSE PROGRAM ROOM**Approx. 1,100 Sq. Ft.**

- 1 Function - To provide a public space where library staff and members of the public hold programs for adults and children, meetings, workshops and other group activities. This room must be able to accommodate up to 60 people. Retractable glass wall allows for the space to be opened into the Main Library Area as additional study space.
- 2 Facility Accessories:
 - * The main entrance and front wall of this area must be a glass wall that retracts so that the room is open to the main area of the library for added study space
 - * P.A. system speakers with volume control
 - * Minimum 10 electrical outlets located in room for laptop access when used as study hall (to be determined in consultation with library IT staff)
 - * Carpet tile with 4” rubber baseboards
 - * Dimmable Compact Florescent Lighting
- 3 Constraints – This room is adjacent to Main Library Area.

Requirement	Quote to include (Y/N)	Additional Cost
PA Speaker with volume control	Y	
Main entrance and front wall of this area a glass wall that retracts for additional study space.	Y	
Dimmable compact florescent lighting	Y	
Minimum 10 electrical outlets located in room for laptop access when used as study hall (Location to be determined in consultation with Library Staff)	Y	
Power Assisted door opener for Universal access	Y	
Carpet tile w/ 4” rubber baseboards	Y	
	BC-08 Total	

BC-09 PROGRAM ROOM STORAGE**100 Sq. Ft.**

- 1 Function – To provide storage space for furniture and supplies used in the program room.
- 2 Facility Accessories:
 - * Carpet Tile with 4” rubber baseboards
 - * Motion Sensor Lighting
 - * Solid door to storage room. Lockable by Unican lock.
- 3 Constraints – This room must be attached to the Multi-purpose Program Room

Requirement	Quote to include (Y/N)	Additional Cost
Solid Door with sidelight. Lockable by Unican lock.	Y	
Motion Sensor Lighting	Y	
Carpet tile w/ 4” rubber baseboards	Y	
	BC-09 Total	

BC-10 CHILDREN'S AREA**Approx. 2,200 Sq. Ft.**

- 1 Function - To provide an area where children, accompanied by parents or providers, may select children's books and other material. This area must be able to accommodate up to 20,000 books, 2 study tables, 8 chairs, 4 lounge chairs and an interactive literacy playground all to be provided by library.
- 2 Facility Accessories:
 - * There must be natural light from windows in this area.
 - * Lighting must be energy efficient and adjust to natural daylight conditions.
 - * Carpet tile with 4" rubber baseboards
 - * Cabling and electrical requirements for 6 computers whose locations will be determined in consultation with library IT staff
- 3 Constraints - This area must be located near to the Multi-purpose Program Room, and adjacent to the Main Library Area.

Requirement	Quote to include (Y/N)	Additional Cost
There must be natural light from windows in this area.	Y	
Cabling & electrical for 6 computer TBD in consultation with library IT staff	Y	
Carpet tile with 4" rubber baseboards	Y	
Lighting must be energy efficient and adjust to natural daylight conditions.	Y	
	BC-11 Total	

BC-11 MAIN LIBRARY AREA**Approx. 7,000 Square Feet**

- 1 Function - To provide a large area for the main adult collection of the library. The layout of shelving and study furniture (provided by library) must be designed in consultation with library staff. This area must be able to accommodate up to 30,000 books, 10 study tables, 40 chairs and 8 lounge chairs.
- 2 Facility Accessories:
 - * Carpet tile with 4" rubber baseboards
 - * Cabling and electrical for 6 computers in a central hub and 2 computers at the end of shelving units (Locations to be determined on site with staff)
- 3 Constraints – This area should be located near the Multi-Purpose Program Room, and adjacent to the Children's Area. A floor plan of the space should be developed in consultation with the library and contractor to ensure optimum accessibility and functionality of the area. Shelving and furniture are to be purchased by library.

Requirement	Quote to include (Y/N)	Additional Cost
Carpet tile with 4" rubber baseboards	Y	
Cabling and electrical for 8 computers	Y	
	BC-12 Total	

BC-12 PUBLIC WASHROOMS (2)**Approx. 250 Sq. Ft. each (500 sq. ft Total)**

- 1 Function - To provide required washroom facilities for male and female members of the public.
- 2 Facility Accessories:
 - * All fixtures necessary to provide fully accessible, battery operated, touch less washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers. Baby change table and refuse containers to be provided by library.
 - * Flooring should be a good quality hard surface
 - * HDPE Partitions to be floor mounted, high quality, vandal resistant finish
 - * Tile floor and tile on walls to a minimum 7' AFF
 - * Emergency Lighting required in washrooms

Requirement	Quote to include (Y/N)	Additional Cost
All fixtures necessary to provide fully accessible, battery operated, touch less washroom for universal access	Y	
HDPE Partitions to be floor mounted, high quality vandal resistant finish	Y	
Emergency Lighting	Y	
Ceramic tile floor and partial on walls to a minimum 7' AFF	Y	
Flooring, good quality hard surface	Y	
	BC-13Total	

- 3 Constraints – The public washrooms are to be located in close proximity to the Main Library Area. Washrooms are to be designed so that the entrance way (minimum 39”) into washroom does not require doors. Washrooms must meet City of Winnipeg Accessibility Design Standards.

BC-13EQUIPMENT/ELECTRICAL ROOM**Approx. 100 Sq. Ft.**

- 1 Function - To provide the required space to accommodate computer network equipment, electrical panels, telephone panels, etc.
- 2 Facility Accessories:
 - * Solid Core door with swipe card access
 - * All interior walls to 8' AFF must have painted ¾” plywood covered over gypsum board
 - * Painted concrete floor

Requirement	Quote to include (Y/N)	Additional Cost
Solid core door with swipe card access	Y	
All interior walls to 8' AFF must have painted ¾” plywood covered over gypsum board	Y	
Painted concrete floor	Y	
	BC-14 Total	

- 3 Constraints – Must be close to Library Service Counter. All cable, telephone and electrical to terminate at this room. Fibre-optic cable to enter this room from street (to be designed with input from library IT staff).

BC-14 MECHANICAL ROOM

Approx. 200 Sq. Ft.

- 1 Function – A room designed to accommodate mechanical systems for the library.
- 2 Facility Accessories
- * Tankless Water Heater
 - * Painted concrete floor

Requirement	Quote to include (Y/N)	Additional Cost
Tankless Water Heater	Y	
Painted concrete floor	Y	
	BC-15 Total	

- 3 Constraints – Should be located away from public and main staff work areas. No roof mounted HVAC equipment unless approved otherwise, including AC condensers.

BC-15 JANITOR’S CLOSET

Approx. 100 Sq. Ft.

- 1 Function – A room designed for janitorial services and storage of contract cleaner’s equipment and supplies.
- 2 Facility Accessories
- * Floor mounted slop sink
 - * Storage shelving for necessary cleaning supplies, toilet paper, soap, brooms, mops, etc.
 - * Protective water proof type finish around floor mounted slop sink
 - * Solid core door with key lockset
 - * Good quality flooring

Requirement	Quote to include (Y/N)	Additional Cost
Floor mounted slop sink	Y	
Room for supply cupboard and/or shelving for supplies	Y	
Solid core door with key lockset	Y	
Protective water proof type finish around floor mounted slop sink	Y	
Flooring, good quality	Y	
	BC-16 Total	

- 3 Constraints - Must be near other plumbing and sources of water.

BC-16 UNIVERSAL TOILET ROOM**APPROX. 125 sq. ft**

- 1 Function – As per new code amendments there is a requirement for a Universal Toilet Room on each level of a facility.
- 2 Facility Accessories
 - * All fixtures necessary to provide fully accessible, touch less washroom including wheelchair accessible sink, urinals, soap dispenser, toilets, and quiet hand dryers. Baby change table and refuse containers to be provided by library.
 - * Tile floor and tile on walls to a minimum 7' AFF
 - * Emergency Lighting required in washrooms

Requirement	Quote to include (Y/N)	Additional Cost
All fixtures necessary to provide fully accessible, touch less washroom for universal access	Y	
Ceramic tile floor and partial on walls to a minimum 7' AFF	Y	
Emergency Lighting	Y	
	BC-17 Total	

- 3 Constraints – Should be located in close proximity to Public Washrooms.

BC-17CORRIDOR**250 Sq. Ft.**

- 1 Function – Extra space to account for pathways and corridors throughout the building.
- 2 Facility Accessories
 - * Durable, high quality, slip resistant flooring

Requirement	Quote to include (Y/N)	Additional Cost
Durable, high quality, slip resistant flooring	Y	
	BC-18 Total	

- 3 Constraints – Located throughout the library.

BC - 18 BUILDING EXTERIOR

- 1 Function – An area that defines the space around the exterior of the library. Includes parking, landscaping, and signage.
- 2 Facility Accessories –
 - * Paved public parking for up to 40 vehicles including 5 staff parking stalls that includes curbs, tire bumpers, and lighting for evening illumination and security of parking lot.
 - * Provide a minimum of 2 designated parking stalls for persons with disabilities.
 - * Signage must be designated by paint on stall as well as free standing upright signage for visibility.
 - * Staff parking stalls must have dedicated separate circuit receptacles
 - * Provide illuminated signage on the building exterior identifying library by name and with City of

Winnipeg logo. Signage should be over/near the front entrance of the library and/or other parts of the exterior of the library to maximize the identification of the library via various street directions; and be designed in cooperation with library staff.

- * up to 10 individual bicycle posts at the front of the library.
Provide attractive landscaping to enhance the overall building.

Requirement	Quote to include (Y/N)	Additional Cost
Up to 40 paved public parking stalls, including 5 staff stalls on separate dedicated receptacles, curbs, tire bumpers and pole mounted lighting	Y	
Illuminated exterior signage	Y	
Bike posts for 10 bikes	Y	
Landscaping	Y	
Durable, low maintenance exterior building finishes	Y	
	BC-20Total	

- 3 Constraints - Signage must be located over/near the front entrance of the library and/or other areas to maximize the identification of the library via various street directions. Durable, low maintenance building finishes must be used on exterior of building. Design consideration for ease of snow clearing to limit curb and landscape damage.

PART III - DESIGN CRITERIA

1 SCOPE

- 1.1. The proposed structure must be designed with interior and exterior finishes compatible with a contemporary public library setting. The quality and standard of both interior and exterior finish materials must meet commercial requirements of high durability.
- 1.2. The optimal location will be one that places the new community library within the vicinity of the existing Charleswood Library (5014 Roblin Boulevard) that it is replacing; and is easily accessible by all modes of transportation for the community currently served by the existing library.
- 1.3. The library facility will require approximately 14,000 square feet of contiguous space on the main floor of the tenancy. In addition, parking for up to 40 public vehicles including 5 staff vehicles is required.
- 1.4. The overall approach must be to construct a facility which is functional, attractive, universally accessible and conforms to the City of Winnipeg Universal Design Policy and Green Building Policy.
- 1.5. This should be a signature destination in the Charleswood area of the city.

2 ENVIRONMENTAL

The following are guiding principles that should be incorporated into the design of the facility;

- a. Maximized use of daylighting to reduce the amount of electricity needed to light the space
- b. Design must incorporate the most energy efficient method of heating/cooling the space
- c. High-efficiency light fixtures with sensors to “read” light levels and adjust when more light is needed and turn off when artificial light is not needed.
- d. All paints, sealants and adhesives used to have low or no volatile organic compounds (VOC’s)
- e. Low flow fixtures used in washrooms and sinks
- f. Carpet tile backing to be made from recyclable materials
- g. Windows w/ screens that open
- h. Bike racks provided to promote alternate transportation and active transportation

3 SITE

- 3.1. Entrance to the library must be on one continuous level from the parking lot into the library to allow for easy accessibility for persons with disabilities. There must be a vestibule before entering the library.

4 PARKING

- 4.1. The site must provide for up to 40 public parking stalls including 5 staff stalls. Staff stalls must have dedicated separate circuit receptacles with timer control from the electrical room in the library. Staff stalls must be signed as staff stalls only and individually numbered.
- 4.2. Staff and public parking must be well lit for safety with appropriate drainage. Parking lot must have appropriate curbing and markings on parking lot pavement to identify stalls, disabled stalls, and traffic direction arrows.

4.3. Parking lot must be paved.

4.4. Provide a minimum of 2 designated parking stalls for persons with disabilities. Signage must be designated by paint on stall as well as free standing upright signage for visibility.

5 FLOORS

5.1. Building floor assemblies in the following areas shall have minimum specified live load capacities of:

iii. 7.2 kPa (150 psf) - Stack areas;

iv. 2.9 kPa (60 psf) - Reading & Study areas

in compliance with Article 4.1.5, Part 4, of the National Building Code of Canada.

6 FENESTRATION

6.1. Located in those areas where it would promote the appearance, functionality, and most energy efficient results. Glazing that is used must be of good quality, taking into consideration the rigors of the local climate, and be installed in a manner that will minimize the effects of potential vandalism.

6.2. Some windows w/ screens to open. To be determined in consultation with library staff or as identified in program.

6.3. All window coverings (blinds, drapes, etc.) to be provided by the City, unless otherwise stated in the program

6.4. All new windows must be triple glazed.

7 INTERIOR PARTITIONS AND WALLS

7.1. Interior partitions and walls must be located to provide accommodations for the various functions and must be low maintenance finishes.

7.2. A minimum finished ceiling height of 3.0 metres at suspended ceilings and 3.6 metres at open ceilings is provided unless noted otherwise.

7.3. All partition walls must be full height.

7.4. The design and layout must maximize sound separation, with sound insulation being provided in walls around the Tutorial room, and Staff and Public Washrooms.

7.5. Washroom walls must be covered with a durable ceramic wall tile.

8 CEILING FINISHES AND ACOUSTICS

- 8.1. The ceiling must have a finished appearance in all areas and rooms unless otherwise stated.
- 8.2. Acoustic treatment must be considered in all cases, unless otherwise stated.

9 FLOOR FINISHES

- 9.1. Good quality ceramic/porcelain tile or acceptable alternative must be provided in the public washrooms.
- 9.2. Durable, high quality, slip resistant flooring to be used in selected areas as outlined in program.
- 9.3. High quality carpet tile in all areas except where specifically excluded.

10 SIGNS AND EMERGENCY EQUIPMENT

- 10.1. An illuminated, vandal-resistant overhead sign identifying the name of the library and the City logo are to be designed and installed above the front entrance of the library and/or other suitable location for maximum exposure and identification of the library. *
- 10.2. Location and style of sign to be confirmed on site in consultation with library staff.
- 10.3. Suitable lights required under the building code must be provided at all entrances and egress points of the building for maximum safety of staff and patrons.
- 10.4. Building to have sprinkler system if required by code.
- 10.5. Library Building Security system including motion detectors, door contacts etc. for the building intrusion system with communication link to the City Hall Pegasus System to be designed and located to meet City Specifications, and in consultation with City staff.
- 10.6. The facility will have a Public Address P.A. system with control panel and microphone located at the Library Services Counter with speakers located throughout the library.
- 10.7. Emergency equipment including emergency lighting, fire detection, alarm and suppression including portable fire extinguishers, standpipes, fire hydrants, etc. must be provided and installed in accordance with all local fire and building code regulations.
- 10.8. Appropriate identification signage, labels, etc. must be posted as required.
- 10.9. Signs must be internationally accepted symbols.
- 10.10. Fire alarm system must incorporate strobe system for persons with hearing disability.
- 10.11. Fire Department Direct Access. Alarm systems need to include visual alarm and assistive listening systems.
- 10.12. Interior signage to identify collections, services, and rooms, as well as wayfinding signage, is the responsibility of the City.

11 ILLUMINATION

- 11.1. All lighting in the library must be the most energy efficient lighting T-5 fluorescent lamps and compact fluorescent available.
- 11.2. Lighting must be fixture type and installed in a manner, to eliminate the possibility of glare or shadows. Lighting levels must be automatically adjustable to natural lighting levels.
- 11.3. Emergency lighting must be provided per building code requirements and, in all occupied assembly spaces where there are no exterior windows.
- 11.4. Provide suspended fluorescent fixtures throughout open areas and recessed fixtures in suspended ceiling areas of the library, unless otherwise specified.
- 11.5. Lighting style and pattern of layout to be developed by interior designer in consultation with Library staff and designed to be esthetically attractive and enhance the overall facility while providing proper lighting levels.

12 BUILDING SERVICES

- 12.1. Essential services such as sewer, water, heating and electrical will be required and must be of sufficient quality, size and distribution to provide a fully functioning operational facility for its intended purpose.
- 12.2. These services must meet all relevant regulation requirements and as far as possible, be underground installations from the Utility connection points.

13 TELEPHONES

- 13.1. Provide conduit, boxes and electrical for telephones as outlined in the Program of Requirements at service points and work/staff areas as designated in program of requirements. Cost of the telephones and installation of same is the responsibility of the City.

14 FIXTURES AND FITTINGS

- 14.1. The basis for selection of fixtures and fittings in washrooms must be their ability to withstand heavy use while providing easy cleaning and maintenance characteristics. Selection must meet the approval of the Municipal Accommodations Division Operations Branch. Washrooms fixtures, equipment and dimensions to meet the City's Accessibility Design Standards. Additionally;
- 14.2. Low flush toilets should be installed throughout all washrooms. Toilets will be touchless operation.
- 14.3. Toilet partitions will be selected as an integral part of the overall interior design colour scheme, in consultation with Library staff. Toilet partitioning system will be durable, graffiti resistant, and complete with barrier free hook, lockable toilet paper dispenser and palm operable latch.
- 14.4. All hardware and fittings must be of sufficient quality to ensure prolonged, maintenance-free operations.
- 14.5. All sinks in all public washrooms shall be touchless operations.

- 14.6. Urinals should be equipped with motion sensor, touchless operation flushing.
- 14.7. Main entrance must include automatic power door operators that operate on motion sensor system.
- 14.8. Locking mechanisms (keys and swipe cards) to be determined in consultation with city staff.
Exterior doors to be B.E.S.T. core Locksets
- 14.9. Touchless, quiet hand dryers and soap dispensers in washrooms required.

15 COLOUR AND SELECTION

- 15.1. All colour schemes, millwork, and finishing materials, both interior and exterior, to be developed, designed and approved in consultation with library staff.

16 UNIVERSAL ACCESS AND FACILITIES

- 16.1. The facility design must conform to The City of Winnipeg Universal Design Policy and associated criteria shall be identified in conceptual drawings, shop drawings, and final drawings.
- 16.2. Incorporate universal access requirements for both staff and the public.

17 AUTOMATION AND COMPUTER SYSTEMS

- 17.1. Automation cabling, electrical, required wiring conduit and connectors, and all grommet locations must be supplied and installed by the Contractor to the City of Winnipeg Specifications.
- 17.2. The termination points of all cabling and electrical connections to library public and staff computers will be done in consultation with library IT staff.
- 17.3. The PA (Public Address) system to be installed must be located in all rooms and areas unless otherwise noted. The controls for the system will be located at the Library Service Counter and be located in consultation with Library IT Staff.

18 SECURITY SYSTEMS

- 18.1. Municipal Accommodations manages the City's Pegasus Building Services System from City Hall. This system must be installed in the new library. The designer will work with the Municipal Accommodations Division in creating the BAS system for incorporation into the new layout.
- 18.2. Ensure fire detection, fire alarm monitoring and Building Security intrusion monitoring systems are all connected, operational and tested prior to changeover of responsibility to the City.
- 18.3. Provide all electronic security including motion detectors, door alarms, etc.
- 18.4. Municipal Accommodations monitors the Pegasus security from City Hall Central Control Office, including the building Fire Alarm system. The BAS system will monitor fire alarm, mechanical equipment failure, electrical supply and power failure, standby generator plant, H.V.A.C. (as determined), space temperatures and building security intrusion.

19 MECHANICAL

- 19.1. Central HVAC air conditioning must be provided to all rooms and areas, and must be energy efficient.
- 19.2. All rooms and spaces will be properly ventilated and conditioned for heating and cooling adhering to ANSI/ASHRAE 62.1-2010 "Ventilation for Acceptable Indoor Air Quality" standard.
- 19.3. All Zone controls must be new digital and installed to control heating, ventilating and air conditioning, HVAC equipment.
- 19.4. Controls must include thermostat function indicating space temperature.
- 19.5. Controls must have clear plastic lockable covers in public areas.
- 19.6. Zone configuration must be approved in consultation with library staff to determine which areas are controlled on zone controls.
- 19.7. All heating units must be commercial type of sufficient size and adequate digital controls to suit the conditions of the various new rooms and areas. All units must be high energy efficiency.
- 19.8. Consideration must be given to: conservation of energy, location of units in proximity to service counter and workstations, quietness of operation, and low air velocity to avoid drafts.
- 19.9. Provisions must be made for the introduction of fresh air to the HVAC system. Heating units must not be located on walls in a manner to interfere with library shelving.
- 19.10. Consideration must be given to ease of equipment maintenance when locating equipment - i.e. - heating, purifying equipment.
- 19.11. Adequate space for maintenance must be provided around all equipment.
- 19.12. Contractor will conform to the requirements and recommendations of the latest edition of all local, municipal, provincial and federal by-laws and ordinances, codes or standards and make application and pay for all necessary permits.

- 19.13. Upon completion of all construction, all duct work and ventilation equipment must be serviced with a power vacuum system to ensure cleanliness before substantial completion and turnover of building to owner.
- 19.14. Throughout the facility, the temperature will be controlled by strategically placed thermostats to be located in consultation with library staff. In open areas, the thermostats will be centrally located within the zone. Minimum 1 thermostat for each HVAC unit.
- 19.15. All thermostats in public areas of the library will come with lockable clear plastic covers.
- 19.16. All new air conditioning systems that are installed will utilize an HFC refrigerant. No CFC or HCFC equipment acceptable.

20 ELECTRICAL

- 20.1. Provide 25% more capacity for future service needs in electrical power system.
- 20.2. Exact number, type and location of electrical outlets to be confirmed with City staff at the time working drawings are developed. Work to be designed and installed in consultation with Library IT staff.
- 20.3. All work must be done in conjunction with City staff to their specifications.
- 20.4. It is preferred that all electrical will be run in walls where possible, however, where unavoidable, all electrical and communications equipment will be run in the ceiling space. Floor outlets to be run below floor or in crawlspace where necessary. All floor outlets (electrical and data) must have protective covers to keep dust and dirt out when not in use. Power poles will not be used. Electrical and computer cables will not be run in concrete floor slab unless in adequate dedicated raceways.
- 20.5. Study tables (provided by the City) will require access to electrical outlets for patron laptops, etc.

PART IV - SUMMARY OF SPACE REQUIREMENTS

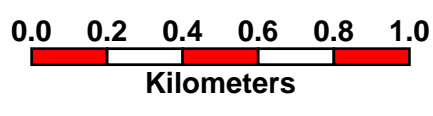
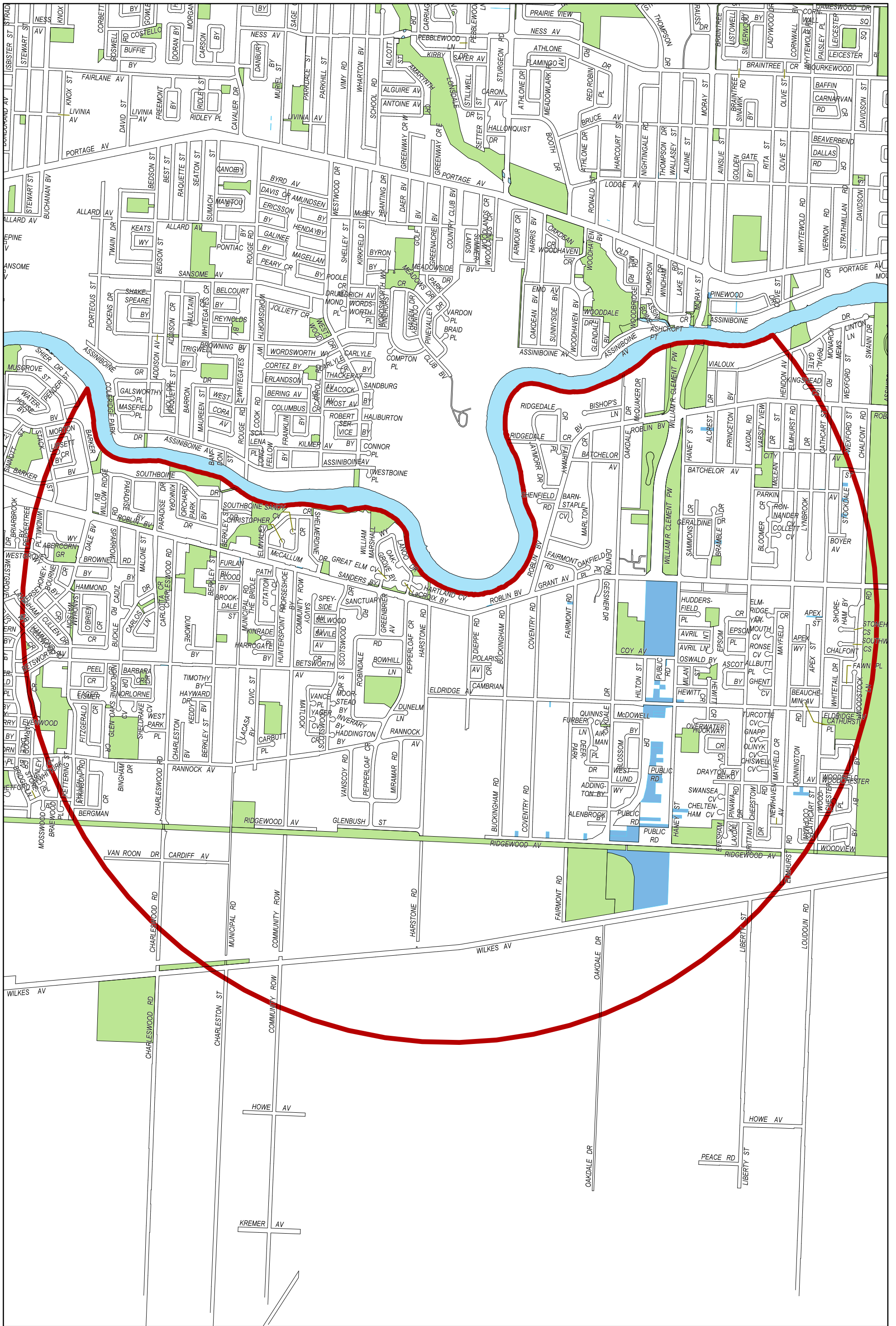
BUILDING COMPONENTS

***AREA (SQ. FT.)**

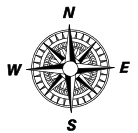
BC-01	Vestibule/Main Entrance	150 sq. ft.
BC-02	Library Services Counter & Surrounding Area	700 sq. ft.
BC-03	Library Services Workroom	700 sq. ft.
BC-04	Tutorial Room	250 sq. ft.
BC-05	Staff Room	250 sq. ft.
BC-06	Staff Washroom (2)	150 sq. ft.
BC-07	Branch Head Office	150 sq. ft.
BC-08	Multipurpose Program Room	1,100 sq. ft.
BC-09	Program Room Storage	100 sq. ft.
BC-10	Children's Area	2,200 sq. ft.
BC-11	Main Library Area	7,000 sq. ft.
BC-12	Public Washrooms (2)	500 sq. ft.
BC-13	Equipment/Electrical Room	100 sq. ft.
BC -14	Mechanical Room (if required)	200 sq. ft.
BC-15	Janitor's Closet	100 sq. ft.
BC-16	Universal Toilet Room	125 sq. ft.
BC-17	Corridor	225 sq. ft.
TOTAL BUILDING AREA		14,000 SQ. FT.

NOTE: Square foot areas indicated are approximate gross areas.

**APPENDIX "B" CHARLESWOOD LIBRARY – PROGRAM OF REQUIREMENTS
CATCHMENT AREA**



- 2.5 km area
- Parks & Open Space
- Public Works-Streets



APPENDIX “C” GREEN BUILDING POLICY

The City of Winnipeg Green Building Policy is posted on the City of Winnipeg - Greenspace webpage:

<http://www.winnipeg.ca/greenspace/>

City of Winnipeg Green Building Policy document - direct link:

<http://www.winnipeg.ca/greenspace/pdfs/Green%20Building%20Policy.pdf>

APPENDIX “D” UNIVERSAL DESIGN POLICY

The City of Winnipeg Universal Design Policy is posted on the City of Winnipeg, Planning, Property & Development Department - Universal Design webpage:

http://winnipeg.ca/ppd/Universal_Design.stm

City of Winnipeg Universal Design Policy document - direct link:

http://winnipeg.ca/ppd/planning/pdf_folder/EPC_UnivDesign.pdf