

REPORT TO THE LIBRARY BOARD

AUGUST 21, 2025

SUBJECT: Facilities Master Plan Contract
PURPOSE: For Approval
PREPARED BY: Michael Ciccone – CEO
Lakshay Gaur – Director Financial and Facility Services
PRESENTED BY: Michael Ciccone

RECOMMENDATION

It is recommended that the Library Board approve the awarding of a contract to Monteith Brown Planning Consultants for the development a Facilities Master Plan (FMP) for the Library that supports its purpose, values and strategic plan and aligns with the strategic direction and legislated requirements of the City of London and Province of Ontario.

BACKGROUND

To effectively manage and plan for capital projects, the Library requires a FMP that will identify and prioritize investments in Library facilities based on the Library's current asset management plan, development charges study, strategic priorities and the need to maintain equitable access to Library services across the City of London. Currently, the Library does not have a FMP in place.

The FMP will inform both our capital and operating budgets, and will include, first and foremost, capital needs for our facilities infrastructure. It will also provide a roadmap for current and future based requirements and allow the Library to articulate requirements to the City through the capital and operating budget processes and development charges background study process.

PROCUREMENT

The RFP was posted to Bids & Tenders on May 1, 2025 and closed on May 19, 2025. The following 8 firms were plan takers, but no bid was submitted:

- CGS/Curran Gacesa Slote Architects Inc.
- DPAI Architecture Inc.
- HEGXA GROUP INC.
- Lord Cultural Resources
- Projekt Essentials

- Quasar Consulting Group
- Sierra Planning and Management
- WSP Canada Inc.

In accordance with the Library's Procurement of Goods & Services Policy, Section 14.4 (a), a purchase may be considered single source if "an attempt to acquire the required goods and/or services by soliciting competitive bids has been made in good faith but has failed to identify more than one willing and compliant supplier." In this case, there were none.

Our next step was to contact City of London staff for recommendation and Monteith Brown was suggested.

Section 14.5 of said Policy requires Board approval of single source purchases over \$50,000.

MONTEITH BROWN

Monteith Brown is a multi-disciplinary consulting firm established in 1977 specializing in libraries, arts and culture, parks and recreation, land use planning, project management, and community engagement. They offer a broad range of planning consulting services to all levels of government, as well as not-for-profit organizations and other consultants.

Based in London, Ontario, they've prepared more than 450 strategic plans, master plans and studies across Ontario and North America. Within this portfolio includes 80 plans and studies with a specific focus on libraries including Vaughan, Milton, Oakville, Ajax, Brampton, and Mississauga.

For this project, Cornerstone Architecture will provide consultation to Monteith Brown on design and conceptualization. Also based in London, Ontario, Cornerstone is a leading firm in our region regarding sustainable design.

COST

The 6-month comprehensive workplan, which includes data collection & analysis, community & staff engagement, and board participation and engagement, is being offered for \$110,400 (not including taxes). A more detailed breakdown of the cost is included in Appendix A.

According to Monteith Brown, projects of this nature typically fall within a range of \$80,000 to \$125,000 depending on the size of a library system, study scope, and degree of engagement.

FUNDING

We are seeking the allocation of \$125,000, including contingency, from our Lifecycle Capital budget to cover the cost.

NEXT STEPS

Pending Board approval, we will move forward with the plan proposed by Monteith Brown.

APPENDIX A

| Phase 1: Project Initiation, Data Gathering and Analysis | |
|---|------------------|
| Project Team Meeting #1 | \$1,320 |
| Background Review | \$4,510 |
| Community Demographic Analysis | \$2,060 |
| Library Trends & Best Practices | \$4,130 |
| Library Branch Tours | \$11,760 |
| Project Team Meeting #2 | \$720 |
| Phase 2: Community & Staff Engagement | |
| Community Awareness Supports | \$1,050 |
| Community Survey | \$4,060 |
| In-Branch Open Houses (5) | \$3,790 |
| Executive Team, Management & Front-line Staff Roundtables (3) | \$3,290 |
| Library Staff Survey | \$4,200 |
| City Council Input Opportunity | \$2,960 |
| City Staff & YMCA Interviews (2) | \$1,450 |
| Library Board Presentation #1 & Workshop | \$1,280 |
| Project Team Meeting #3 | \$720 |
| Phase 3: Developing the Draft Master Plan | |
| Library Space Needs Assessment | \$8,920 |
| Existing Library Branch Assessments | \$8,720 |
| Operating & Usage Review | \$5,520 |
| First Draft Master Plan | \$9,600 |
| Project Team Meeting #4 & Executive Team Meeting #1 | \$1,670 |
| Conceptual Plans | \$4,580 |
| Facilities Implementation Strategy | \$6,710 |
| Second Draft Master Plan | \$6,280 |
| Project Team Meeting #5 & Executive Team Meeting #2 | \$2,450 |
| Library Board Presentation #2 | \$1,110 |
| Phase 4: Finalizing the Master Plan | |
| Public Review & Feedback Form | \$2,350 |
| Final Plan Revisions | \$2,400 |
| Project Team Meeting #6 & Executive Team Meeting #3 | \$1,840 |
| Library Board Presentation #3 | \$950 |
| Total Fees | \$110,400 |