Request for Proposals

For

Public Art Consultant – TPL Centre for Democracy Public Art Commission
Toronto Public Library

Request for Proposals No.: 191-26-TPL-RFP

Issued: Wednesday, July 22, 2026

Submission Deadline**: Displayed on the Library's Online Procurement System**

TABLE OF CONTENTS

PART 1 – INTRODUCTION 3
1.1 Invitation to Proponents 3
1.2 Type of Contract for Deliverables 3
1.3 No Guarantee of Volume of Work or Exclusivity of Contract 3
1.4 Canadian Free Trade Agreement 3
PART 2 – THE DELIVERABLES 4
2.1 Description of Deliverables 4
2.2 Material Disclosures 4
PART 3 – EVALUATION OF PROPOSALS 5
3.1. Timetable and Submission Instructions 5
3.2 Stages of Proposal Evaluation 7
3.3 Stage I – Mandatory Requirements, Submission and Rectification 8
3.4. Tie Score 9
PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS 10
4.1 General Information and Instructions 10
4.2 Communication after Issuance of RFP 10
4.3 Negotiations, Notification and Debriefing 11
4.4 Prohibited Communications and Confidential Information 13
4.5 Procurement Process Non-binding 14
4.6 Governing Law and Interpretation 15
APPENDIX A – FORM OF AGREEMENT 16
APPENDIX B – SUBMISSION FORM 17
APPENDIX C – RATE BID FORM 20
APPENDIX D – REFERENCE FORM 22
APPENDIX E – RFP PARTICULARS 23

PART 1 – INTRODUCTION

1.1 Invitation to Proponents

This Request for Proposals ("RFP") is an invitation by Toronto Public Library ("the Library") to interested Proponents to submit proposals for **Public Art Consultant – TPL Centre for Democracy Public Art Commission Toronto Public Library**, as further described in Part 2 – The Deliverables (the "Deliverables").

For the purposes of this procurement process, the "Toronto Public Library Contact" shall be: **Priscilla Bhagwat, Purchasing Agent.**

1.2 Type of Contract for Deliverables

The selected Proponent will be requested to enter into negotiations for an agreement with the Library for the provision of the Deliverables in the form attached as Appendix A to the RFP. It is the Library's intention to enter into the Form of Agreement based on that attached as Appendix A to the RFP with only **one (1) legal entity**.

It is anticipated that the agreement will be executed on or around **September 2026**

1.3 No Guarantee of Volume of Work or Exclusivity of Contract

The Library makes no guarantee of the value or volume of work to be assigned to the successful Proponent. The Agreement to be negotiated with the selected Proponent will not be an exclusive contract for the provision of the described Deliverables. The Library may contract with others for the same or similar Deliverables to those described in the RFP or may obtain the same or similar Deliverables internally.

1.4 Canadian Free Trade Agreement

Respondents should note that procurements falling within the scope of Chapter 5 of the Canadian Free Trade Agreement are subject to that chapter but that the rights and obligations of the parties shall be governed by the specific terms of each particular tender call. For further reference please see the Internal Trade Secretariat website at https://www.cfta-alec.ca/.

[End of Part 1]

PART 2 – THE DELIVERABLES

2.1 Description of Deliverables

The RFP is an invitation to submit offers for the provision of **Public Art Consultant – TPL Centre for Democracy Public Art Commission Toronto Public Library**, as further described in Appendix E – RFP Particulars – Section A (The Deliverables).

2.2 Material Disclosures

Proponents should refer to Appendix E – RFP Particulars – Section B (Material Disclosures).

[End of Part 2]

PART 3 – EVALUATION OF PROPOSALS

3.1. Timetable and Submission Instructions

Proponents should submit their proposals according to the following timetable and instructions.

3.1.1 Timetable

Issue Date of RFP	**Wednesday, July 22, 2026**
Deadline for Questions	Displayed on the Library's Online Procurement System
Deadline for Issuing Addenda	Two (2) business days before Submission Deadline
Submission Deadline	Displayed on the Library's Online Procurement System
Rectification Period	Five (5) business days

The RFP timetable is tentative only and may be changed by the Library at any time.

3.1.2 Proposals Should Be Submitted in Prescribed Manner

Proposals should be submitted at:
Project Details - Toronto Public Library

1. The RFP is available only through the Library's online procurement system, managed by Euna Procurement ("Online Procurement System"). For further information about Euna Procurement, visit their website at: https://eunasolutions.com/solutions/procurement/
2. Suppliers that intend to respond to the RFP must ensure that they have the necessary hardware and software to access the RFP through the Online Procurement System. Suppliers that intend to respond to the RFP must check the Online Procurement System from time to time for the addition, deletion or amendment of any documents related to the RFP, Addenda and the posting of responses to Questions. Suppliers at all times must keep themselves informed of and take into account the most current version of the RFP and other Library Materials available on the Online Procurement System.
3. It is recommended that Suppliers monitor their spam/ clutter/ junk filters to ensure they do not miss automatically generated messages sent by the Online Procurement System that relate to this RFP.
4. It is the sole responsibility of the Supplier to ensure that its Proposal is received by the Library on or before the Submission Deadline. It is the sole responsibility of the Supplier when submitting a Proposal to ensure that it is submitted correctly and in accordance with the Online Procurement System's rules and

requirements. For assistance with registration, login credentials, subscription information, fees and general use of the Online Procurement System, Suppliers are advised to contact Euna Procurement directly at https://procurement-help.eunasolutions.com/hc/en-us.

5. The Library will not assume any risk, responsibility or liability whatsoever to any Supplier for ensuring that the Online Procurement System is in good working order or that the Suppliers are able to download or upload documents or other material from or to such system, including delays caused by the Online Procurement System when responding to Suppliers' requests for technical and product support. The Library makes no representation, warranty or condition that the Online Procurement System's system will be uninterrupted, timely, secure, or error-free.
6. Each Supplier is solely responsible for accessing the RFP through the Online Procurement System in sufficient time prior to the Submission Deadline to enable the Supplier to submit a Proposal.

3.1.3 Submission of Proposals

Proposals should be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected.

1. the Online Procurement System will not accept any Proposals that are attempted to be submitted after the Submission Deadline. The expiry of the Submission Deadline and submission time of a Proposal shall be determined by the Online Procurement System.
2. It is the Supplier's sole responsibility to ensure its Proposal is received by the Submission Deadline in accordance with the requirements of this RFP. The receipt of Proposals can be delayed due to a number of factors including "internet traffic", file transfer size and transmission speed. The Supplier should allow sufficient time to download, complete and upload, as applicable, the submission forms comprising its Bid and any attachments.
3. A Bid will only be considered to be submitted once it has been received by the Library in the Online Procurement System. The time of such receipt is reflected by the time stamped acknowledgement of receipt generated by the Online Procurement System, regardless of when the Bid was submitted by the Supplier. A Supplier may access such time stamped acknowledgement of receipt using the response history function of the Online Procurement System to confirm the submission time of its Proposal.
4. Suppliers should submit the Proposal in the format presented, prescribed and compatible with the requirements of the RFP and the Online Procurement System and must include all attachments required by the Online Procurement System. Failure to fully complete the forms presented, or uploading documents

in non-prescribed locations of the Online Procurement System, as applicable, may effect the Library's ability to accurately evaluate the Proposal.

5. The forms, documents and other items outlined in the Requested Information section of the Online Procurement System must be completed in their entirety and submitted in the format presented and prescribed by the Online Procurement System and in accordance with the requirements of the RFP. Proposals cannot be submitted at the Submission Deadline until all of the conditions listed in the Online Procurement System's Requested Information section are met.
6. Any documents forming part of a Proposal uploaded to the Online Procurement System by the Supplier must:
    a. not have a security password; and
    b. not be defective, corrupted or blank.
7. If there is any discrepancy whatsoever between:
    a. the information input directly by Suppliers into the interface of the Online Procurement System and the electronic copy of any documentation uploaded to the Online Procurement System, information input directly by Suppliers into the interface of the Online Procurement System shall govern; or
    b. any documentation physically delivered by Suppliers and the electronic version of such documentation uploaded to the Online Procurement System, such electronic version shall govern.
8. All Suppliers should exercise extreme care when completing their Proposal submissions, as failure to complete the Proposal fully or to comply with the requirements of this RFP may effect the Proposal evaluation, including refusal by the Library to evaluate the Proposal.

3.1.4 Withdrawing Proposals

At any time throughout the RFP process, a Proponent may withdraw a submitted proposal. To effect a withdrawal, a notice of withdrawal must be sent to the Library's Contact and must be signed by an authorized representative. The Library is under no obligation to return withdrawn proposals.

3.2 Stages of Proposal Evaluation

The Library will conduct the evaluation of proposals in the following three (3) stages:

3.2.1 Stage I

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements. Proposals failing to satisfy the mandatory requirements as of the Submission Deadline will be provided an opportunity to rectify any deficiencies. Proposals failing to satisfy the mandatory requirements within the Rectification Period will be excluded from further consideration. The Rectification Period will begin to run from the date and time that the Library issues its rectification notice to the Proponent.

3.2.2 Stage II

Stage II will consist of a scoring by the Library of each qualified proposal on the basis of the rated criteria.

3.2.3 Stage III

Stage III will consist of a scoring of the pricing submitted. The evaluation of price will be undertaken after the evaluation of rated criteria has been completed.

3.2.4 Cumulative Score

At the conclusion of Stage III, all scores from Stage II and Stage III will be added and the highest ranking Proponent will be selected for contract negotiations in accordance with Part 4.

3.2.5 Presentations, Interviews, Demonstrations

The Library may request presentations, interviews and/or demonstrations from a shortlisted group of Proponents at the conclusion of 3.2.4. Proponents should refer to Appendix E – RFP Particulars – Section C (Rated Criteria) for the details of this process.

3.3 Stage I – Mandatory Requirements, Submission and Rectification

3.3.1 Submission and Rectification Period

Other than inserting the information requested on the mandatory submission forms set out in the RFP, a Proponent may not make any changes to any of the forms. Proponents submitting proposals that do not meet the mandatory requirements will be provided an opportunity within the Rectification Period to rectify any deficiencies.

3.3.2 Submission Form (Appendix B)

Each proposal must include a Submission Form (Appendix B) completed and signed by an authorized representative of the Proponent.

3.3.3 Rate Bid Form (Appendix C)

Each Proponent must include a Rate Bid Form (Appendix C) completed according to the instructions contained in the form as well as the following instructions:

(a) rates shall be provided in Canadian funds, inclusive of all applicable duties and taxes except for Harmonized Sales Tax (HST), which should be itemized separately; and

(b) rates quoted by the Proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Library, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

3.3.4 Reference Form (Appendix D)

Each Proponent must complete the Reference Form (Appendix D) and include it with its proposal.

3.3.5 Other Mandatory Requirements

N/A

3.3.6 Rectification Period

Proposals satisfying the mandatory requirements during the Rectification Period will proceed to Stage II. Proposals failing to satisfy the mandatory requirements will be excluded from further consideration.

3.4 Stage II – Evaluation of Rated Criteria

Proponents should refer to Appendix E – RFP Particulars – Section C (Rated Criteria) for a breakdown of the Rated Criteria.

3.5 Stage III – Evaluation of Pricing

Proponents should refer to the Rate Bid Form at Appendix C and Appendix E – RFP Particulars – Section D (Evaluation of Pricing).

3.6 Cumulative Score and Selection of Highest Scoring Proponent

At the conclusion of Stage III, all scores from Stage II and Stage III will be added together and the highest ranked proponent will be selected for negotiations in accordance with Part 4 – Terms and Conditions of the RFP Process.

3.7 Presentations, Interviews and/or Demonstrations

The Library may request presentations, interviews and/or demonstrations from a shortlisted group of proponents at the conclusion of 3.2.4. Proponents should refer to Appendix E – RFP Particulars – Section C (Rated Criteria) for the details of this process, if applicable.

3.8 Tie Score

In the event of a tie score, the selected proponent will the proponent with the highest technical score based on the rated criteria.

[End of Part 3]

PART 4 – TERMS AND CONDITIONS OF THE RFP PROCESS

4.1 General Information and Instructions

4.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in the RFP. Where information is requested in the RFP, any response made in a proposal should reference the applicable section numbers of the RFP where that request was made.

4.1.2 Proposals in English

All proposals are to be in English only.

4.1.3 The Library's Information in RFP Only an Estimate

The Library and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the RFP or issued by way of addenda. Any quantities shown or data contained in the RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general size of the work. It is the Proponent's responsibility to avail itself of all the necessary information to prepare a proposal in response to the RFP.

4.1.4 Proponents Shall Bear Their Own Costs

The Proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

4.2 Communication after Issuance of RFP

4.2.1 Proponents to Review RFP

Proponents shall promptly examine all of the documents comprising the RFP, and

(a) shall report any errors, omissions or ambiguities; and
(b) may direct questions or seek additional information

through the Library's Online Procurement System on or before the Deadline for Questions. No such communications are to be directed to anyone other than the Library Contact.

It is the responsibility of the Proponent to seek clarification from the Library Contact on any matter it considers to be unclear. The Library shall not be responsible for any misunderstanding on the part of the Proponent concerning the RFP or its process.

4.2.2 All New Information to Proponents by Way of Addenda

The RFP may be amended only by an addendum in accordance with this section. If the Library, for any reason, determines that it is necessary to provide additional information relating to the RFP, such information will be communicated to all Proponents by addenda. Each addendum forms an integral part of the RFP.

Such addenda may contain important information, including significant changes to the RFP. Proponents are responsible for obtaining all addenda issued by the Library. In the Submission Form (Appendix B), Proponents should confirm their receipt of all addenda by setting out the number of each addendum in the space provided.

4.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If any addendum is issued after the Deadline for Issuing Addenda, the Library may at its discretion extend the Submission Deadline for a reasonable amount of time.

4.2.4 Verify, Clarify and Supplement

When evaluating responses, the Library may request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in the Proponent's proposal. Library may revisit and re-evaluate the Proponent's response or ranking on the basis of any such information.

4.2.5 No Incorporation by Reference

The entire content of the Proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's proposal will not be considered to form part of its proposal.

4.2.6 Proposal to Be Retained by the Library

The Library will not return the proposal or any accompanying documentation submitted by a Proponent.

4.3 Negotiations, Notification and Debriefing

4.3.1 Selection of Top-Ranked Proponent

The top-ranked Proponent, as established under Part 3 – Evaluation of Proposals, will receive a written invitation to enter into direct contract negotiations with the Library.

4.3.2 Timeframe for Negotiations

The Library intends to conclude negotiations with the top-ranked Proponent within thirty (30) days commencing from the date the Library invites the top-ranked Proponent to enter negotiations. A Proponent invited to enter into direct contract negotiations should therefore be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.

4.3.3 Process Rules for Negotiations

Any negotiations will be subject to the process rules contained in this Part 4 – Terms and Conditions of the RFP Process and the Submission Form (Appendix B) and will not constitute a legally binding offer to enter into a contract on the part of the Library or the Proponent. Negotiations may include requests by the Library for supplementary information from the Proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation, and may include requests by the Library for improved pricing from the Proponent.

4.3.4 Terms and Conditions

The terms and conditions found in the Form of Agreement (Appendix A) are to form the starting point for negotiations between the Library and the selected Proponent.

4.3.5 Failure to Enter Into Agreement

Proponents should note that if the parties cannot execute a contract within the allotted thirty (30) days, the Library may invite the next-best-ranked Proponent to enter into negotiations. In accordance with the process rules in this Part 4 – Terms and Conditions of the RFP Process and the Submission Form (Appendix B), there will be no legally binding relationship created with any Proponent prior to the execution of a written agreement. Once the above-noted timeframe lapses, the Library may discontinue further negotiations with the top-ranked Proponent and begin negotiations with the next-best-ranked Proponent. This process shall continue until a contract is formalized, until there are no more Proponents remaining that are eligible for negotiations or until the Library elects to cancel the RFP process.

4.3.6 Notification to Other Proponents

Other Proponents that may become eligible for contract negotiations will be so notified at the commencement of the negotiation process. Once a contract is executed between the Library and a Proponent, the other Proponents may be notified directly in writing and shall be notified by public posting in the same manner that the RFP was originally posted of the outcome of the procurement process and the award of the contract.

4.3.7 Debriefing

Proponents may request a debriefing after receipt of a notification of award. All requests must be in writing to the Library Contact and must be made within sixty (60) days of notification of award. The intent of the debriefing information session is to aid the Proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process.

4.3.8 Bid Protest Procedure

Any dispute, complaint, or protest in respect of this RFP by a Proponent, including prior to and subsequent to the acceptance of a response by the Library shall be addressed in accordance with the Pre-Award Bid Dispute and Post-Award Bid Dispute process under Article 9 of the Library's Purchasing Policy, which can be found on the Library's website at: https://tpl.ca/policies-and-terms-of-use/purchasing-policy/.

4.4 Prohibited Communications and Confidential Information

4.4.1 Prohibited Proponent Communications

The Proponent shall not engage in any Conflict of Interest communications and should take note of the Conflict of Interest declaration set out in the Submission Form (Appendix B). For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

4.4.2 Proponent Not to Communicate with Media

A Proponent may not at any time directly or indirectly communicate with the media in relation to the RFP or any contract awarded pursuant to the RFP without first obtaining the written permission of the Library Contact.

4.4.3 Confidential Information of the Library

All information provided by or obtained from the Library in any form in connection with the RFP either before or after the issuance of the RFP

(a) is the sole property of the Library and must be treated as confidential;

(b) is not to be used for any purpose other than replying to the RFP and the performance of any subsequent Contract;

(c) must not be disclosed without prior written authorization from the Library; and

(d) shall be returned by the Proponents to the Library immediately upon the request of the Library.

4.4.4 Confidential Information of Proponent

A Proponent should identify any information in its proposal or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by the Library. The confidentiality of such information will be maintained by the Library, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis, to the Library's advisers retained for the purpose of evaluating or participating in the evaluation of their proposals. If a Proponent has any questions about the collection and use of personal information pursuant to the RFP, questions are to be submitted to the Library Contact.

4.4.5 Inappropriate Conduct

The Library may prohibit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process, and such inappropriate conduct shall include but not be limited to the following: (a) the submission of quotations containing misrepresentations or any other inaccurate, misleading or incomplete information; (b) the refusal of the supplier to honour its pricing or other commitments made in its proposal; or (c) any other conduct, situation or circumstance, as solely determined by the Library, that constitutes a Conflict of Interest. The Library may also disqualify a Proponent for any conduct, situation or circumstance that constitutes a Conflict of Interest in respect of this RFP process, as solely determined by the Library. For the purposes of this Section, "Conflict of Interest" shall have the meaning ascribed to it in the Submission Form (Appendix B).

4.5 Procurement Process Non-binding

4.5.1 No Contract A and No Claims

The procurement process is not intended to create and shall not create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation: (a) the RFP shall not give rise to any Contract A-based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and (b) neither the Proponent nor the Library shall have the right to make any claims (in contract, tort, or otherwise) against the other with respect to the award of a contract, failure to award a contract or failure to honour a response to the RFP.

4.5.2 No Contract until Execution of Written Agreement

The RFP process is intended to identify prospective vendors for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service shall be created between the Proponent and the Library by the RFP process until the successful negotiation and execution of a written agreement for the acquisition of such goods and/or services.

4.5.3 Non-binding Price Estimates

While the pricing information provided in responses will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the responses and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation, ranking or contract award.

4.5.4 Disqualification for Misrepresentation

The Library may disqualify the Proponent or rescind a contract subsequently entered into if the response contains misrepresentations or any other inaccurate, misleading

or incomplete information, if Proponent fails to submit the necessary performance security, or insurance certificates. The Library may then may invite the next-best-ranked Proponent to enter into negotiations to finalize an agreement or the Library may elect to cancel the RFP process.

4.5.5 References and Past Performance

The Library's evaluation may include information provided by the Proponent's references and may also consider the Proponent's past performance on previous contracts with the Library, the City of Toronto, or other City of Toronto divisions or boards.

4.5.6. Cancellation

The Library may cancel or amend the RFP process without liability at any time.

4.6 Governing Law and Interpretation

4.6.1 Governing Law

The terms and conditions in this Part 4 – Terms and Conditions of the RFP Process (a) are included for greater certainty and are intended to be interpreted broadly and separately (with no particular provision intended to limit the scope of any other provision); (b) are non-exhaustive (and shall not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations); and (c) are to be governed by and construed in accordance with the laws of the province of Ontario and the federal laws of Canada applicable therein.

[End of Part 4]

APPENDIX A – FORM OF AGREEMENT

Appendix A, Form of Agreement is attached as a separate PDF document.

[End of Appendix A]

APPENDIX B – SUBMISSION FORM

1. Proponent Information

Please fill out the following form, naming one (1) person to be the Proponent's contact for the Process and for any clarifications or communication that might be necessary.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business:	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Contact Name and Title:	
Contact Phone:	
Contact Email:	

2. Acknowledgment of Non-Binding Procurement Process

The Proponent acknowledges that the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal legally binding bidding process, and that there will be no legal relationship or obligations created until the Library and the selected Proponent have executed a written contract.

3. Ability to Provide Deliverables

The Proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. The Proponent represents and warrants its ability to provide the Deliverables required under the RFP in accordance the all of the requirements of the RFP, including, without limitation, those performance standards set out in Appendix D.

4. Addenda

The Proponent is deemed to have read and taken into account all addenda issued by the Library prior to the Deadline for Issuing Addenda. The onus remains on Proponents to make any necessary amendments to their response based on the

addenda. The Proponent confirms that it has received all addenda issued by the Library during the RFP period.

5. Compliance with Policies

By completing this Submission Form, the Supplier declares that the Supplier and its proposed Subcontractors agree to comply with Library's and City's policies:

a) Financial Control Policy
b) Procurement Processes Policy
c) Municipal Freedom of Information and Protection of Privacy Act
d) City of Toronto's Fair Wage Policy
e) Occupational Health and Safety Act

Copies of the above policies are available on request.

By signing this Submission Form, the Proponent agrees to be bound by the policies listed above, whether the Proponent has obtained copies of the policies or not. Without limiting the Proponent's acknowledgement of the Library's policies, the Proponent agrees to provide the Library with ongoing disclosure of any changes to compliance with any polices during the Process or the term of any contract.

6. Declarations

By signing and submitting this form the Proponent declares the following:

- It has read and understands its obligations under the Library's Supplier Code of Conduct and further certifies that the Proponent, and any of its proposed subcontractors, shall agree to provide the services in compliance with the Library's Supplier Code of Conduct. The Library's Supplier Code of Conduct can be viewed at the link below: https://tpl.ca/policies-and-terms-of-use/purchasing-policy/
- That (a) there was no Conflict of Interest in connection with preparing its response; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in this RFP process. For these purposes a Conflict of Interest is described in the Library's Purchasing Policy.
- that it has no affiliation or other relationships with other Proponents that might be seen to compromise the principle of fair competition, including any proposed subcontracting relationships.

7. Disclosure of Information

The Proponent hereby agrees that any information provided in this response, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The Proponent hereby consents to the disclosure by the Library of this response, on a confidential basis, to the advisers retained by the Library to advise or assist with the RFP process, including with respect to the evaluation of this response.

I/we hereby submit my/our response for the provision of the goods and/or services as described within the RFP Document.

Signature of Proponent Representative	Signature of Proponent Representative
Name of Proponent Representative	Name of Proponent Representative
Title of Proponent Representative	Title of Proponent Representative
Date I have the authority to bind the Proponent.	Date I have the authority to bind the Proponent.

THIS MANDATORY FORM MUST BE COMPLETED, SIGNED AND SUBMITTED WITH THE RESPONSE OR THE SUBMISSION MAY BE DECLARED INVALID.

[End of Appendix B]

APPENDIX C – RATE BID FORM (BT-58CU)

Proponents are to refer to the Library's Online Procurement System for the BidTable to be completed and submitted with their proposals.

Rates shall be provided in Canadian funds exclusive of taxes. Rates quoted by the proponent shall be all-inclusive and shall include all labour and material costs, all travel and carriage costs, all insurance costs, all costs of delivery to the Library, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law.

All prices must be stated in Canadian currency. The Proponent shall assume any currency risk.
The Library shall not be responsible for any additional costs, resulting from errors or omissions in the Proposals.

All invoices delivered pursuant to the Contract must clearly show HST as a separate value and the HST registration number.

Without restricting the generality of the foregoing, the Proponent acknowledges that, if it is a non-resident person, payments to the Proponent, as a non-resident person, may be subject to withholding taxes under the Income Tax Act (Canada). Further, unless the Proponent, as a non-resident person, provides the Library with an official letter from Canadian Customs and Revenue Agency waiving the withholding requirements, the Library will withhold the taxes it determines are required under the Income Tax Act (Canada).

The proponent's final fee will be determined based on the approved total cost of the art project. Proponents should note that any adjustments to the overall project budget may result in a corresponding adjustment to the final fee.

Proponents shall complete the following bid table on Bonfire:

1. 191-26-TPL-RFP Public Art Consultant - TPL Centre for Democracy Public Art Commission BidTable (BT-58CU)

Proponents will not include HST. Disbursements, such as printing of documents, couriers, telephone charges, mileage, parking etc. must be included in the price.

Pricing will be evaluated based on the lowest total stipulated sum set out in Bid Table BT-58CU for Proponents that have passed the minimum threshold in Appendix E, Rated Criteria, Stage II.

The Bid Tables must be completed on the Library's Online Procurement system at the link below:

Opportunity View - Toronto Public Library

[End of Appendix C]

APPENDIX D – REFERENCE FORM

Each proponent is to provide two (2) references from clients who have obtained similar goods or services to those requested in the RFP from the proponent in the last **ten (10) years** by completing Reference Form Questionnaire **(Q-28FZ)** and including it with their Proposal. **Note:** The Library prefers references that are similar to the requirements being proposed in response to this RFP. For example, references for the municipal/public or library sector, using the same or similar products and/or services proposed, projects of comparable size, scope, scale and complexity.

The Relevant Projects and References Questionnaire (**Q-28FZ)** must be downloaded from the Library's Online Procurement System at the link below:
https://torontopubliclibrary.bonfirehub.ca/projects/108738/questionnaires

In providing references, proponents agree that, as part of the evaluation process, the Library can contact each reference.

Proponents should endeavour to select referees who will be responsive to requests for information from the Library.

The Library employs an online survey system to assist with reference checking, called www.checkmarket.com. If the Library decides to use this tool during its evaluation process, the Library will notify Proponents, to allow Proponents to subsequently notify their references if they choose to do so.

Referees will be given five (5) business days to respond to a request for a reference check. Unchecked references will be scored as if no reference were provided.

Selection of a reference should be prioritized based on the owner of the project, NOT the owner's representative/contact (e.g. the contact person no longer is employed by the Owner) for the project.

A proponent's responses to the Reference Form Questionnaire are to be as comprehensive, complete and accurate as possible. Please note that all responses are subject to further clarification by the Library if required. Proposals will be evaluated based on their completeness and quality as it relates to the RFP requirements. The Library reserves the right, in its sole discretion, to disqualify any proponent in accordance with section 4.5.4. Any unsolicited supporting documentation provided by the proponent will not be evaluated.

[End of Appendix D]

APPENDIX E – RFP PARTICULARS

Proponents shall refer to the following attachments:

1. Attachment 1- Services Agreement

THE DELIVERABLES

1.0 Budget & Compensation

- **Total Public Art Budget:** $300,000 CAD
- **Consultant Fee:** 20% of total budget (**$60,000 CAD**)
- Consultant fee is **inclusive of all expenses** and is paid from within the total public art budget
- Remaining funds will support juror fees, shortlisted artist fees, selected artist fees, fabrication, installation, and related costs.

TORONTO PUBLIC LIBRARY OVERVIEW

Toronto Public Library is North America's busiest urban public library systems. The Library employs approximately 2,200 staff who provide high quality library services to Torontonians across a network of 100 branches, including research and reference libraries, district and neighborhood branches, mobile library services with two (2) Bookmobiles and through the virtual branch services on the Library's website. Every year more than 17 million people visit our 100 branches, more than 29 million visit our website and over 30 million items are borrowed.

To learn more about the Library, visit our website at www.tpl.ca or call our Answerline at (416) 397-5981-7131.

1. 1 Overview

Toronto Public Library (TPL) is seeking a qualified **Public Art Consultant** to lead and manage an open call public art competition for a unique landmark Canadian-made artwork to be integrated into the new **TPL Centre for Democracy** at the Toronto Reference Library (TRL).

The Public Art Consultant will manage the full lifecycle of the public art commission, including competition planning, artist selection, design development, fabrication oversight, installation coordination, and project completion. All final decisions will be determined by TPL staff and all stages of the public art process will be aligned with the process for the design, consultation and construction of the TPL Centre for Democracy.

2.0 Descriptions of Deliverables

2.1 The TPL Centre for Democracy

The TPL Centre for Democracy will be a welcoming, inclusive space where people come together to build, strengthen, and practice the knowledge and skills needed for meaningful participation in everyday democracy, and to foster civic health.

2.1.1 Its work will create impact both for the people of Toronto and for the broader civic ecosystem across Canada. For Torontonians, the Centre will serve as the heart of democratic culture by offering free, accessible programs that:

- build social connection
- strengthen civic skills and confidence
- cultivate trust in each other and in public institutions
- enhance information and media literacy
- create opportunities to collaboratively address local issues

2.1.2 As a national and global model for how public libraries can bolster democratic life, the Centre will:

- convene and connect democracy-focused organizations
- provide a home for their public-facing work
- and share tools, approaches, and insights that advance civic engagement across Canada and beyond.

The Centre will be located on the second floor of the Toronto Reference Library, next to the Bram and Bluma Appel Salon.

2.2 Public Art Vision and Goals

The TPL Centre for Democracy is committed to including a unique landmark Canadian-made artwork, made possible with seed funding from Councillor Dianne Saxe who has secured Section 37 Community Benefits Charge funds for this purpose. The artwork will serve as a defining feature of the new space and a visible expression of TPL's commitment to democratic values.
The commissioned artwork should:

- **Invite customers into the space**, signaling a public welcome and reducing intimidation
- **Set a tone of beauty and joy**
- **Embody democratic values**, including pluralism, diversity, and shared civic identity
- **Be accessible and aligned** with Toronto Public Library's Vision, Mission & Values and statements on TPL Equity, Intellectual Freedom and Reconciliation.

2.3 Design & Logistics Considerations

- The artwork should be **visible from the first floor** of the Toronto Reference Library.
- A **ceiling-mounted installation** within the Centre for Democracy is a likely location.
- The artwork must be **durable**, maintainable by TPL staff, and suitable for a high-traffic public environment.
- Sound elements are **not permitted.**
- Any technological components (e.g., lighting) must be feasible within the building's infrastructure, coordinated with the architectural team, and controllable by TPL staff.

2.4 Integration with Construction Project

The public art commission is directly tied to the construction of the Centre for Democracy.
The consultant will:

- Work closely with the **architectural/design firm and the TPL Project Manager** throughout the project

- Align the competition, artist selection, design and installation with construction timelines
- Ensure feasibility of installation within structural, mechanical, and safety constraints
- Coordinate site visits, technical reviews, and integration discussions

3.0 Scope of Work

3.1 Collaborative Planning

- Work closely with TPL staff and the architectural/design team throughout the project
- Participate in project meetings and provide expert guidance on public art integration
- Advise on site opportunities, constraints, and technical considerations

3.2 Open Call & Artist Selection

- Prepare the two-stage artist call, including eligibility, submission requirements, and evaluation criteria
- Manage the open call and shortlist process, including promotion, inquiries, and submission intake
- Provide expertise in local and international art practices, public art programs, and contemporary curatorial approaches
- Advise on jury composition to ensure a balanced, diverse, and qualified panel
- Manage all jury logistics, including:
    - Briefing materials
    - Conflict of interest/non-disclosure declarations
    - Scheduling and facilitation
    - Circulation of submissions
    - Collection and organization of evaluation forms
    - Compensation and contracting
- Support the jury in carrying out a fair, transparent decision-making process
- Organize a final technical/feasibility review with the project team
- Notify the selected artist and unsuccessful applicants
- NOTE: Final composition of the jury will be determined by TPL.

3.3 Artist Support: Design, Fabrication, and Installation

- Assist the selected artist in developing detailed design proposals
- Facilitate project reviews at concept, design development, and fabrication stages
- Coordinate with TPL, the architect, engineers, and other stakeholders to ensure feasibility
- Assist with scopes of work and legal agreements for the artist and fabricators
- Oversee fabrication progress, including site visits and quality assurance
- Coordinate installation logistics with contractors, trades, and TPL staff
- Ensure documentation of the artwork throughout fabrication and installation
- Support inauguration, launch events, and public communications as required

3.4 Maintenance Planning

- Work with the artist and TPL to develop a **maintenance and conservation plan**
- Ensure materials and fabrication methods meet long-term durability requirements
- Provide recommendations for ongoing care by TPL staff

3.5 Stakeholder Coordination

- Liaise with subcontractors, trades, City staff, artists, curators, and external agencies, as needed and under direction from TPL
- Coordinate with civic departments, cultural institutions, and community groups to identify opportunities and ensure alignment with broader public art and civic engagement goals, as relevant

3.6 Contract Administration

- Manage project documentation, schedules, and deliverables
- Coordinate project reviews at all major milestones
- Oversee completion, inspection, acceptance, ownership transfer, and final documentation

4.0 Deliverables

- Artist Call (draft + final)
- Jury briefing package
- Summary of jury deliberations
- Artist contract and scope of work support
- Design development review materials
- Fabrication oversight reports
- Installation coordination plan
- Maintenance and conservation plan
- Final project documentation

5.0 Consultant Qualifications

The successful proponent must demonstrate:

- Extensive experience managing public art commissions from concept through installation
- Expertise in contemporary art, curatorial practice, and public art program development
- Knowledge of Canadian and international public art practices
- Experience working with architects, engineers, and construction teams
- Strong project management and stakeholder coordination skills
- Experience preparing artist calls, managing selection processes, and facilitating jury deliberations
- Experience overseeing fabrication, installation, and maintenance planning for public artworks
- Strong communication skills

6.0 Project Timeline

Approximate schedule (subject to timelines and review with selected consultant):

Description	**Anticipated Timeline**
Application Deadline	August, 2026
Interviews for Selected Candidates	August-September 2026
Contract Awarded	September 2026
Contract Start	October 2026

Artist Call Launch	November 2026
Jury Review Stage 1	January 2027
Artist Proposals Deadline, Stage 2	March 2027
Proposal Review and Artist Selection	April 2027
Design Development	May– September 2027
Fabrication	October 2027, January 2028
Installation	February 2028

2.0. MATERIAL DISCLOSURES

2.1 Additional Requirements

In addition to the Submission Form (Appendix B), Rate Bid Form (Appendix C) and Reference Projects Form (Appendix D) proponent(s) must submit the following general requirements proposal content in the form of electronic submission by the Submission Deadline.

2.2 Insurance Requirements - Mandatory Disclosures

Refer to Appendix A Form of Agreement, Schedule 2, Article A.3: Insurance Requirements.

C. RATED CRITERIA

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to Stage III of the evaluation process.

Rated Criteria Category	Description	Weighting (Points)
Technical Evaluation - Proponent Profile and Qualifications	2.4 Evaluation based on the quality and relevancy of the information provided by proponents requested in Appendix E – Section 2.4	70 points
	2.5 Proponent(s) Profile (22 Points)	
	2.6 Project Plan (16 points)	
	2.7 Proposed Project Team & Qualifications (20 Points)	
	2.8 Project Experience (6 points per project) (12 Points)	
Reference Form/Past Project Experience	A minimum of two (2) references from relevant clients served within the last ten (10) years requested in Appendix D. (Q-28FZ)	10 Points
Technical Evaluation (Total Technical Score)		**80 points**
Pricing	Proponent pricing as described in Appendix C. (BT-59HM)	20 points
Total Points		**100 points**

Rating	Rating Definition
0-1	No or unacceptable response
2-4	Response is minimal
5-6	Response partially meets requirements
7	Meets minimum requirements
8-10	Exceeds minimum requirements

2.3 Workplace Safety and Insurance Act (Ontario)

The successful proponent(s) shall, upon request and as a condition of contract award and throughout the term of the Agreement, provide and maintain a valid and current **Workplace Safety and Insurance Board (WSIB) Clearance Certificate**.

The WSIB Clearance Certificate must confirm that the proponent is in good standing with the WSIB and has satisfied all applicable obligations under the **Workplace Safety and Insurance Act (Ontario)**.

2.4 Proponent(s) Proposal (70 points)

To permit the Proponent(s) to be evaluated fully as a viable and sound enterprise, include the following information with respect to the Proponent(s) and, if applicable, for each consortium member.

2.5 Proponent(s) Profile (22 Points)

Understanding of Goals and Objectives

Proponents are to clearly articulate their understanding of the goals and objectives for this project by providing the following information. Proponents should note how their approach will be tailored to TPL's environment, the objectives of the project and their working style.

- A statement of the proponent's understanding of the goals and objectives of the project.
- A statement of the proponent's philosophy and approach that conveys personal understanding of the proposed project and required services.
- Please provide a brief statement describing your company's culture and values.
- Sample Materials - Proponents are to provide the following documents (or similar)
    - Past artist calls
    - Competition reports
    - Public art project documentation

The Proposed Profile section is to contain no more than five (5) total pages single-sided.

2.6 Project Plan (16 points)

Please describe your approach to project management, including any frameworks that your team follows. In addition, provide a detailed project plan that **describes a timeline** for completing the Services (i.e. actions, responsibilities, time frames, and individuals required to perform and complete the requested Services) in accordance with the timelines identified in section 6.0 Project Timeline.

2.7 Proposed Project Team & Qualifications (20 Points)

It is important that the Services be undertaken by staff that can demonstrate specific knowledge of, and experience in performing work for projects of similar size and complexity. The Library is looking to assess the Proponent(s) ability and capacity to perform the work. In particular, the Proponent(s) should provide the following in their Proposal:

- Brief resume(s) for proposed staff team member(s) who would be responsible for managing the provision of this service, an indication of their duties and responsibilities on this particular project and an outline of their relevant experience and expertise, particularly as it relates to this type of work.
- Identify plans and individuals that can fulfill the roles and responsibilities for any unforeseen events requiring replacement of proposed staff team members.
- Identify the staff that will deliver the service and their relevant qualifications.
- Cover Letter
- CV / Company Profile

2.8 Project Experience (12 points, 6 points per project)

It is important that the work be undertaken by a Proponent with experience in performing similar work for projects of comparable nature, size and scope.

Proponents are to provide two (2) examples of Canadian public sector, municipal, or library organization projects (or similar), completed within the last ten (10) years, of similar scale and scope and relevant to the requirements outlined in this RFP. **Past project examples must correspond to references provided on Appendix D Reference Form.**

Include the following details for each of the example project:

- Description of the project, including an overview of the size and scale of the client
- Client's project manager, including email and phone number
- Role of the Proponent, including if any of the proposed project team members participated in the project
- Outline the approach used to deliver the project
- Project cost
- Duration of project
- Project outcome

D. EVALUATION OF PRICING

Proponents should review and complete the Rate Bid Forms at Appendix C.

Pricing

Total Points **20 points**

Pricing will be scored based on a relative pricing formula using the rates set out in the Rate Bid Form.

Each Proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on by dividing that Proponent's price for that category into the lowest bid price in that category. For example, if a Proponent bids $120.00 for a particular category and that is the lowest bid price in that category, that Proponent receives 100% of the possible points for that category (120/120 = 100%). A Proponent who bids $150.00 receives 80% of the possible points for that category (120/150 = 80%), and a Proponent who bids $240.00 receives 50% of the possible points for that category (120/240 = 50%).

Lowest rate
---------- x Total available points = Score for proposal with second-lowest rate
Second-lowest rate

Lowest rate
---------- x Total available points = Score for proposal with third-lowest rate
Third-lowest rate

And so on, for each proposal.

E. PRESENTATIONS, INTERVIEWS, AND/OR DEMONSTRATIONS

The Library may shortlist up to 3 highest-ranked Proponents based on the total cumulative score achieved through Stage II and Stage III.

The purpose of the interview will be to allow the Proponent to make a presentation to the evaluators and to allow the evaluators to ask questions of the Proponent.

Shortlisted Proponents will be provided with an agenda and evaluation guide no later than seven (7) calendar days before to their presentation date.

The evaluation of shortlisted Proponents will repeat the stages of evaluation detailed in Part 3 of this RFP, as follows:

Evaluation Stage	**Agenda Item Equivalent**	**Available Points**
Stage II – Evaluation of Rated Criteria	Presentation of business requirements	80
Stage III – Evaluation of Pricing	Relative pricing formula to be applied to final pricing provided by shortlisted proponents only.	20
Cumulative Score	At the end of the presentation, interview and/or demonstration, all scores will be added together to determine the highest-ranked proponent.	100

[End of Appendix E]