



## Request for Proposal No 2026-018

### Port Carling Arena Rehabilitation Project

### Site Fit and Design Documents

**RFP Closing Date and Time:** Tuesday, March 31, 2026 at 2pm local time.

**Contact Person:** Corey Moore  
Manager of Parks, Recreation and Facilities  
(705) 765-3156 ext. 215

Township of Muskoka Lakes  
1 Bailey St  
P.O. Box 129  
Port Carling, ON  
P0B 1J0

This is a Request for Proposal (RFP) and not a call for tender or request for binding offers. No contractual obligations will arise between the Township and any Proponent until, and unless, the Township and a Proponent enter into a formal, written contract to provide the required services.

Please note: Lowest or any RFP not necessarily accepted.

## 1. INSTRUCTIONS TO PROPONENTS

### 1.1. Submission

1.1.1. Responses to this RFP can be submitted electronically to: [cmoore@muskokalakes.ca](mailto:cmoore@muskokalakes.ca) or delivered in person to the Municipal Office at the following address:

Township of Muskoka Lakes  
1 Bailey St  
P.O. Box 129  
Port Carling, ON  
P0B 1J0  
Attention: Corey Moore

The envelope should be marked with the name of the company submitting the Proposal (the Proponent) and the Quotation Title, Number, Closing Date and Time.

1.1.2. The Proposal must be received at [cmoore@muskokalakes.ca](mailto:cmoore@muskokalakes.ca) or the Municipal office before the specified closing date and time of 2:00 p.m. on March 31, 2026. Proposals received after the closing date and time will not be considered and will be returned unopened to the Proponent.

### 1.2. Proposal

1.2.1. The lowest bid, or any Proposal, will not necessarily be the one to be awarded.

1.2.2. The Township reserves the right to award this order in part or in full, based on Proposals received, unless the Proponent specifies that its Proposal is valid only for the complete order.

### 1.3. Enquiries

1.3.1. Enquiries regarding submission requirements should be submitted prior to March 20, 2026 to: Corey Moore, Manager of Parks, Recreation and Facilities  
Email: [cmoore@muskokalakes.ca](mailto:cmoore@muskokalakes.ca)  
Phone: 705-765-3156 ext 215

1.3.2. The Township, its agents and employees shall not be responsible for any information given by way of verbal communication.

1.3.3. Any questions that are received by the Township affecting this Proposal may be issued by the Township as addenda to this document.

### 1.4. Awards

In the event that only one eligible Proposal is received, and/or Proposal(s) are in excess of the estimated budget, or if pricing is considered to be an unacceptable increase over the previous

rates charged for the same or similar products and/or services, this RFP may be cancelled or re-issued without any change to the specifications.

### **1.5. Acceptance**

Costs and prices quoted in all proposals received by the Township are subject to acceptance by the Township within NINETY (90) days after Closing Date.

### **1.6. Quality of Goods or Services**

The Township reserves the right to cancel any purchase order(s) placed as a result of this RFP, if in the Townships' opinion, products and/or services are unsatisfactory.

### **1.7. Solicitation**

If any director, officer, employee, agent or other representative of a Proponent makes any representation or solicitation to any Mayor, Councillor, officer or employee of the Township with respect to the Proposal, whether before or after the submission of the Proposal, the Township shall be entitled to reject or not accept the Proposal.

### **1.8. No Claim for Compensation**

Except as expressly and specifically permitted in these Instructions to Proponents, no Proponent shall have any claim for any compensation of any kind whatsoever, as a result of participating in this RFP, and by submitting a Proposal each Proponent shall be deemed to have agreed that it has no claim.

### **1.9. Conflict of Interest**

The Proponent warrants that the Proponent is not employed by the Township, nor is an immediate relative of such an employee, if the products and/or services to be supplied under this RFP are intended to be supplied to the department in which such employee works. If the Proponent is a company, the Proponent warrants that none of its officers, directors or employees with authority to bind the company are employees of the Township or immediate relatives of employees of the Township, if the products and/or services to be supplied under this RFP are intended to be supplied to the department in which such employee works. In this section, "Immediate Relative" means a spouse, parent, child, brother, sister, brother-in-law, or sister-in-law of a Township employee.

### **1.10. Addendums**

1.10.1. All addendums to this RFP opportunity will be posted on the Township website. It is the sole responsibility of the Proponent to make sure that they are in receipt of all addendums prior to the Closing Date and Time.

1.10.2. To acknowledge receipt of each addendum, each addendum number issued should be noted below with a signature of an authorized representative of the organization, as being received.

### **1.11. Freedom of Information**

Upon submission, all Proposals become the property of the Township and will not be returned to the Proponents. Proponents must be aware that the Township is a public body subject to the

provisions of the Freedom of Information and Protection of Privacy Act. Proposals will be held in confidence by the Township, subject to the provisions of the Freedom of Information and Protection of Privacy Act, or unless otherwise required by law.

### **1.12. Cancellation**

1.12.1. The Township reserves the right to cancel this RFP at any time and for any reason, and will not be responsible for any loss, damage, cost or expense incurred or suffered by a Proponent as a result of that cancellation.

1.12.2. The Township reserves the right to cancel the Contract, at its sole and absolute discretion, with 30 days' written notice to the Contractor, and the Contractor will have no rights or claims against the Township. The Contractor will be entitled to be paid for all authorized work and expenses accrued up until the termination date. Cancellation would not, in any manner whatsoever, limit the Township's right to bring action against the Contractor for damages for breach of Contract.

### **1.13. Other Requirements**

The successful Proponent (Contractor) shall meet the following requirements when providing labour and/or delivery:

1.14.1. All materials delivered and services provided must be in accordance with all laws, regulations and requirements and Occupational Health and Safety Legislation.

#### **1.14.2. Indemnification**

The Contractor shall indemnify and hold harmless the Township, its elected and other officials, officers, employees, agents, servants, representatives, and volunteers from and against any and all liability, loss, claims, demands, legal proceedings, expenses, including but not limited to legal expenses (hereinafter collectively referred to as the "Claims"), when the Claims arise wholly or in part, directly or indirectly, as a result of any wrongful, blameworthy, or negligent acts or omissions, or breach of any terms of this Agreement by the Contractor, the Contractor's officers, directors, employees, subcontractors, agents, representatives or volunteers in the course of providing services pursuant to this Agreement.

This indemnity shall survive the termination, completion, or expiry of this Agreement, and in particular any risk that further Claims against the Township are made after the termination, completion, or expiry of this Agreement, such risk is assumed entirely by the Contractor. The Contractor shall indemnify and pay to the Township promptly, on demand for any loss or damage to the Township's property and facilities arising either directly or indirectly as a result of the use of the property or facilities under the terms of this Contract. The Contractor shall waive all rights of subrogation or recourse against the Township as a result of the granting of this Contract or the use of the Township's property of facilities.

### **1.14. Insurance**

1.15.1. The Contractor shall provide and maintain Commercial or Comprehensive General Liability Insurance with a minimum limit of \$2,000,000 inclusive per occurrence, for bodily injury, death and property damage. Such policy shall include:

- The Township and its officers, employees, officials, agents, representatives and volunteers as Additional Insured;
- Cross liability and waiver of subrogation or recourse against the Township; and, • Thirty (30) days prior written notice of cancellation or reduction in coverage in favour of the Township, to be delivered by registered mail to the attention of the Director of Operational Services to the address of the Township.

1.14.2. The Contractor shall be responsible for any deductibles or reimbursement clauses within the policy.

1.14.3. The Contractor shall provide the Township with a Certificate of Insurance prior to the commencement of work and within two weeks of the expiry date of the policy to evidence renewal of the policy and continuous coverage.

1.14.4. The Township shall be under no obligation to verify that the Insurance coverage outlined is adequate for the needs of the Contractor.

### **General**

The Township of Muskoka Lakes seeks to hire an architectural/engineering design firm to conduct a Site Fit Planning exercise and preparation of Schematic Design documents with a class D estimate for the Port Carling Arena rehabilitation project.

### **Background**

The Port Carling Arena was constructed in 1973 with the help of Wintario funding. Over the past 52 years, the arena has seen minor upgrades such as additional dressing rooms, plant room equipment, boards, etc. Moving forward, the arena requires additional infrastructure upgrades such as a new concrete floor, roof, etc.

Through the [Arena Action Plan](#), the Township has decided to rehabilitate the arena as opposed to new construction and shall consider functional improvements based on public feedback received from a previously completed [Arena Feasibility Study](#).

## **2. SPECIFICATIONS**

### **2.1. Examination of Site Conditions**

It is the responsibility of the bidder before submitting a proposal to carefully examine the site of the proposed work. Bidders shall fully inform themselves as to the existing site conditions and limitations to determine all factors relating to the proposed project.

### **2.2. Scope of Work**

RFP 2026-18 will be awarded as a single contract, encompassing three project phases. The initial award is limited to Phase I of the project only. Progression to Phase II and Phase III will be contingent upon separate Council endorsements.

- Phase I – Schematic Design and Class D Construction Cost Estimate
- Phase II – Design Development, Construction Documents, and Tender-Ready Designs
- Phase III – Construction Administration

## **Phase I: Schematic Design & Class D Construction Cost Estimate**

### Site Fit Planning:

- Utilize feedback & statistics garnered through the Parks & Recreation Master Plan and Arena Feasibility Study to understand the vision, goals and specific requirements for the arena.
- Collaborate with staff to determine specific site fit layouts. At a minimum, the arena requires a new roof and arena floor.
- Identify spatial needs, accessibility, layout, and technology integration.
- Explore 3-4 different layout concepts/spatial configurations with high level cost estimates. Consideration shall be given to new entranceway, expanded Zamboni room, possible program rooms and potential hall.
- Present site options to Council and select a preferred alternative.

### Conceptual Design:

- Develop initial design concept based on preferred alternative.
- Create conceptual design drawings, including floor plans, elevations, and potential 3D renderings.
- Create a detailed schedule/timeline for project completion with identified checkpoints.
- Present design concept for review and feedback.
- Refine design based on feedback.

### Schematic Design Development

- Develop more detailed schematic design based on the approved conceptual design.
- Produce detailed architectural drawings, including floor plans, elevations, sections and key details. Specifies materials, finishes and fixtures.
- Coordinate with engineering consultants (structural, mechanical, electrical plumbing, acoustics, IT) to integrate systems into the design.
- Thorough Class D Cost Estimate, encompassing essential details for informed capital decision-making in the advancement of the rehabilitation project.
- Present schematic design package for Council approval.
- Feasibility assessment of the schematic design recommendations, identifying project necessities and possible scope exclusions for cost savings to better align the project with resources available.

### **Phase II: Design Development, Construction Documents, and Tender-Ready Designs**

Upon Council approval and after Phase 1, the consultant will advance the schematic designs into detailed architectural, civil, structural, mechanical, and electrical drawings, ready for permit and tender construction documents.

### **Phase III: Construction Administration**

Upon receiving an updated construction budget from the detail design phase, Council will be presented a financial plan during the capital budget process and approval to proceed to Phase 3. Phase 3 will encompass the oversight and administration of the construction phase, ensuring the project is executed in accordance with approved designs, budgets, and schedules.

## 2.4. SUBMISSION AND EVALUATION PROCESS

### Process

The evaluation of Proposals will be conducted by a committee formed by staff. All evaluators will be bound by the same standards of confidentiality. The Township's intent is to enter a Contract with a Proponent that meets the requirements. This section details the evaluation process for selecting the best-qualified Proponent(s). Proponents should ensure that they fully respond to all criteria in their submission in order to receive full consideration during the evaluation process.

### Evaluation Criteria

The following weighting and minimum score(s) have been assigned by the Township and will be used during the evaluation process. Evaluators are only able to evaluate information that has been included in a Proponent's Proposal. Information that is known to evaluator(s) or information that is available on the internet or from other public sources cannot be considered during the evaluation process. Details for each criteria are provided below.

<b>Evaluation Criteria</b>	<b>Weight</b>
Team	15
Past Performance	15
Methodology & Proposed Schedule	30
Fees & Resource Allocation	40
Total	100

#### **Team – 15 Points**

The Team will be evaluated based on the following components:

- Qualifications of the key staff members that will be included in the team to complete the scope of work, describing their capabilities, respective roles and qualifications.
- Expertise and experience with projects that have a similar scope of work as described herein.
- Familiarity with green/sustainable practices.

#### **Past Performance – 15 Points**

Evaluation will be based on the following:

- Experience in leading similar projects is a significant consideration in this Criteria section
- Experience in projects that cover the key themes and subject matter outlined in this RFP
- Knowledge of municipal processes
- Reference Checks - The references of the preferred Proponent may be contacted to validate any part of the Proposal. The Township reserves the right to conduct such independent reference checks or verifications as are deemed necessary by it to clarify, test, or verify the information contained in the Proposal and confirm suitability of the Proponent.

**Methodology & Proposed Schedule – 30 Points**

The consulting team must demonstrate a good understanding of project requirements, and Proposals must be clear, concise and consistent. Evaluation will be based on the following:

- Description of the team's approach to the project tasks, demonstrating an understanding of the anticipated deliverables to ensure that the project objectives are met
- Presentation of proposed methodologies and processes to achieve goals
- Quality control processes to ensure project remains on time and on budget
- Realistic work plan and schedule for completion of all works
- Identification of major issues, challenges and risks associated with the deliverables

**Fees - 40 Points Criteria:**

- Points will be awarded where efficiencies are identified to reduce overall project costs.

## Form of Proposal

Having carefully examined the site and all conditions affecting the proposed work as well as the specifications, all addenda and the instruction to bidders, I/we, undersigned, hereby submit this proposal for the stipulated sum of:

Phase I – Schematic Design and Class D Construction Cost Estimate	\$
Phase II – Design Development, Construction Documents, and Tender-Ready Designs	\$
Phase III – Construction Administration	\$
HST	\$
<b>TOTAL</b>	<b>\$</b>

\_\_\_\_\_  
Name/Company

\_\_\_\_\_  
Address

\_\_\_\_\_ City/Province Postal Code

\_\_\_\_\_ Phone Number Email

I/we agree to commence work within \_\_\_\_\_ weeks from the acceptance of the proposal and to complete work in \_\_\_\_\_ weeks from the acceptance of the proposal.

Title: \_\_\_\_\_

\_\_\_\_\_ Signature of Authorized Person Date