



Request for Proposal No 2026-016

Minett Fire Station Design

RFP Closing Date and Time: Tuesday, May 14, 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 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 or the Municipal office before the specified closing date and time of 2:00 p.m. on May 14, 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 May 7, 2026 to: Corey Moore, Manager of Parks, Recreation and Facilities
Email: 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 NINTEY (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 the Director of Community 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 prepare Schematic Design documents with a class D estimate for the new Minett Fire Station.

Background

Upon the recent completion of a [Fire Location Study](#), the Township has approved a new 7-station model for the Fire Service. The first step in the implementation plan is building a new Station 5 in Minett.

The selected consultant will lead a team of professional services including design, engineering, etc., for the design of the new Minett Fire Station 5. The newly designed facility will replace the current Minett Fire Station 5 located at 1131 Juddhaven Rd, Minett ON, on a new site still to be determined. The design shall also set the standard to be used on the building additional new Fire Halls in the future.

Key deliverables include developing cost-effective, highly functional, and aesthetically pleasing design through a consultative process. This consultative process incorporates input from Township representatives, Muskoka Lakes Fire Department personnel, Parks, Facilities, as well as all relevant Authorities Having Jurisdiction (AHJs).

2. SPECIFICATIONS

2.1. Scope of Work

RFP 2026-16 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

Conceptual Design:

- Utilize the [Fire Master Plan](#) and [Fire Location Study](#) to understand the vision, goals and specific requirements for the hall.
- Collaborate with staff to determine specific facility layouts and needs. Workshop with key staff.
- Identify spatial needs, accessibility, layout, and technology integration.
- Create conceptual design drawings, including floor plans, elevations, and potential 3D renderings.
- Present design concept to staff 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.
- Create a detailed schedule/timeline for project completion with identified checkpoints.
- Complete 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 strategy 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.

Evaluation Criteria	Weight
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	\$
TOTAL	\$

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