



Township of Muskoka Lakes

Request for Proposal

P-2026-16

Minett Fire Station Design

ADDENDUM # 1

May 1, 2026

The following addendum shall now form part of the contract documents and amends the applicable information contained in the original contract tendering documents.

All other information contained in the original tendering documents remains unchanged.

P-2026-16
ADDENDUM # 1

The RFP shall be Amended as follows to ensure clarity.

CHANGES

1. Submission Deadline

Proposals must be received at this location NO LATER THAN 2:00 p.m. on **May 28th, 2026**. Vendors may choose, at their sole risk, to email their bid to cmoore@muskokalakes.ca.

QUESTIONS

1. Will the project be required to be designed as one tender package with phased construction defined, or will separate tender packages be required for each phase?

A. One package with the phases clearly defined.

2. Will the Township be signing a standard OAA Document 600 -2021 Contract with the successful architecture team?

A. Yes.

3. Will the general contractor's construction contract be the standard CCDC 2 (2020)?

A. Yes.

4. Pricing for Phase II and III is just for budgetary purposes at this stage. Upon beginning those phases, the Township will seek quotations. Will another RFP be issued for Phase II and III pricing? Or is the intent that only the successful bidder of Phase I will be requested to revisit their fee for Phase II and III based on the net value of the cost increase?

A. Pricing for Phase II and Phase III is just for budgetary purposes at this stage (provisional). Intent would be to revisit the fees provided by the selected consultant only. Fees should be issued for all phases and be based on the \$6M construction budget as confirmed in Addendum 1.

ADDITIONAL DETAILS

MUSKOKA LAKES EMERGENCY SERVICES

The Muskoka Lakes Fire Department is dedicated to serving the community with pride and professionalism. Our administrative office is located at the Port Carling Fire Station, 1 Lee Valley Dr, Port Carling, ON.

Our team includes four full-time staff members: the Fire Chief, Deputy Fire Chief, Fire Prevention Officer, and Administrative Assistant. In addition, 130 part-time firefighters work across 10 stations throughout the Township of Muskoka Lakes.

Our firefighters provide a wide range of essential services, including interior fire suppression, fire suppression from 4 fireboats, wildfire suppression, passenger and commercial vehicle rescue, swift water rescue, watercraft rescue, surface water rescue, ice rescue, elevator rescue, and medical first response.

STATIONS

There are ten fire stations located in the Township of Muskoka Lakes. Volunteer firefighters are prepared to respond 24 hours per day.

- Foot's Bay | Station 1
- Glen Orchard | Station 1
- Bala | Station 3 (HUB)
- Torrance | Station 4
- Walker's Point | Station 4
- Minett | Station 5
- Port Carling | Station 6 (HUB)
- Raymond | Station 7
- Windermere | Station 7
- Milford Bay | Station 9

ADDITIONAL BACKGROUND INFORMATION

Following the recent completion of the Fire Location Study, the Township has officially transitioned to a seven-station operational model. This strategic realignment ensures optimized response times and resource allocation across the region.

Hub vs. Satellite Framework

The service delivery is divided into two distinct facility tiers:

- Hub Stations (Bala and Port Carling): These existing facilities serve as the primary anchors for the Fire Service. They house comprehensive administrative, training, and specialized equipment resources.

- **Satellite Stations (5 Locations):** The remaining five halls, including the new Minett Fire Station 5, are designated as satellite locations. They should be equipped for a maximum of 20 volunteer firefighters.

As satellite facilities, these stations are designed for high-efficiency response and localized coverage. Consequently, they do not require the full suite of amenities found at the Hub locations. The consultant should focus on a compact, functional footprint that prioritizes:

- **Rapid Deployment:** Streamlined apparatus bays and essential decontamination.
- **Essential Crew Support:** Vital administrative and hygienic facilities without redundant communal or heavy-training spaces.
- **Standardization:** As previously noted, the Minett design will serve as the prototype for all future satellite builds to ensure operational consistency and cost-effectiveness.

BUDGET

The current budget has approximately \$6 Million allocated to a new Fire Station in 2027. This is subject to change based on the final design approved. That fee would exclude costs for geotechnical, surveys and environmental reports which shall be provided by client. 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.

BUILDING DETAILS

The consultant is required to adhere to all applicable Ontario Building Code (OBC) regulations. To ensure that Minett Fire Station 5 serves as a modern, high-functioning prototype, the following specifications—informed by FEMA/USFA Design Guides—shall be integrated into the Phase I Schematic Design:

1. Apparatus Bay (Engine Bay)

The facility shall feature a primary bay designed to house three (3) fire apparatus and one (1) ATV/Boat/Trailer. The bay must include integrated floor drains to facilitate vehicle maintenance and cleaning. Design should prioritize clear spans and adequate clearance for modern emergency vehicle dimensions.

2. Decontamination (Decon) & Gear Locker Room

To prioritize firefighter health and safety, a dedicated space for Personal Protective Equipment (PPE) is required. This area should be situated within the "Hot Zone" to prevent cross-contamination into living or administrative quarters. The room must accommodate specialized gear lockers and high-capacity cleaning equipment for turnout gear.

3. Administrative Office/Area

Centralized office space shall be provided to support the following functions:

- Administrative tasks and incident reporting.
- Small-group training sessions.
- Secure storage for station records.

4. Hose Tower & Drying Room

The design must include a dedicated structure or climate-controlled room specifically for the hanging and drying of hoses. This feature is critical for maintaining the longevity of the equipment and ensuring rapid turnaround after incidents.

5. Inclusive Bathrooms & Showers

In alignment with modern workplace standards, the facility shall incorporate individual/private restroom and shower facilities. This approach ensures gender inclusion, enhances privacy, and provides a comfortable environment for all personnel.

6. General Storage Room

Dedicated room for general storage for equipment, supplies, etc.

LOCATION(S)

The specific site for Minett Fire Station 5, located at 1131 Juddhaven Rd, Minett, ON, is currently under final evaluation.

This project serves as the architectural benchmark for the Township. The design established for Station 5 will function as the prototype standard for all subsequent satellite fire halls, including:

- Foot's Bay Station 1 (Scheduled for replacement in 2031)
- Milford Bay Station 9 (Scheduled for replacement in 2035)

To ensure scalability and long-term operational efficiency, all designs must adhere to the following criteria:

- **Standardization:** The layout and structural specifications must be replicable across multiple locations to ensure consistency in training and maintenance.
- **Unserviced Compatibility:** Engineering and site services must be designed for unserviced lands, incorporating independent systems for water supply, waste

management, and utilities.

- Operational Readiness: Facilities must meet the specific needs of rural emergency response while maintaining a cost-effective footprint.

As this facility is located on unserviced land, the schematic design must account for self-contained potable water systems, specialized septic solutions for "hot zone" runoff, and robust HVAC systems to manage air quality in the apparatus bays.

The Bidder Shall: Sign this Addendum in the space provided below and submit this Addendum as part of the RFQ package.

Signature

Date