



Township of Muskoka Lakes

Request for Proposal

P-2026-16

Minett Fire Station Design

ADDENDUM # 2

May 11, 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 # 2

The RFP shall be Amended as follows to ensure clarity.

QUESTIONS

1. Is there an age limit on reference projects?
 - A. Preference to past 10 years.
2. Will the municipality be paying for the building permit?
 - A. Yes.
3. Referring to the Schematic Design Development Scope of work, an acoustic consultant is mentioned. Is there a list of required studies to develop the lot?
 - A. Please remove acoustic consultant.
4. Is a certified cost consultant required for the cost estimates?
 - A. No.
5. Is the owner responsible for the drilling and testing of a new well?
 - A. The hired contractor will (if required).
6. Will the municipality require on-site fire protection water storage?
 - A. No.
7. Is the ability to fill tankers on-site required?
 - A. Yes.
8. Will this building be designed to any high-performance building standards (LEED, Passive House, Net-Zero, etc.)?
 - A. No. Built per Ontario Building Code.
9. Will building energy modelling be used for energy efficiency compliance?
 - A. See above.

10. Recognizing that Phase's 2 and 3 are contingent on the outcome and council decision based on Phase 1, and that budget assumes a 2027 construction can you please identify the approximate timeline for the Phase 1 deliverables (contract award – feasibility assessment) as this will impact how we prepare our price.
- A. Completion is expected by end of 2026.
11. Under Evaluation Criteria, Past Performance, (15 Points) Reference Checks – is there a limit or expectation for the number of references to be included for potential evaluation by the township?
- A. Three (3).
12. Under Evaluation Criteria, Fees (40 Points) the only point of explanation is "Points will be awarded where efficiencies are identified to reduce overall project costs." This suggests that the Township is looking for a technical section on fee with suggestions for potential efficiencies in the process for evaluation and that this is the only aspect of fee being evaluated. Please clarify.

Under Evaluation Criteria, Fees (40 Points) Can you please clarify how the fee's for the three phases as requested in the schedule on page 8 are to be evaluated in the points distribution?

A. The Township will use a weighted scoring model and evaluate the three-phase fee schedule using a combination of a formula and a qualitative review. Here is how those 40 points are distributed:

Quantitative Score

30 Points determined by a standard mathematical ratio.

- Pricing: Is the Lowest price/proponents price x weighting = Proponents pricing points

Qualitative Score

10 Points reserved for the "efficiencies" mentioned in the criteria.

- Phase Distribution: Is the fee front-loaded, does it accurately reflect the work in each phase, etc.
- Value-Add: Where was value added.
- Realism: If your fee is significantly lower than others? Use this section to determine to proponent found an efficiency or if you simply misunderstood the scope.

13. Can the Township please clarify if they will be able to confirm the address of the proposed Fire Station site prior to the deadline for submissions responding to this RFP?

- A. No, we will not be able to.
14. The proposed fire station should be designated as a post-disaster building under the application of Parts 3, 4, 5 and 6 with respect to changes now in force under the most recent Building Code (O.Reg. 163/24 as amended).
- A. Yes. This is correct.
15. Subject to the described layout and use of the building, and with respect to the relationship between architects and professional engineers, an architect is not specifically required for the scoped services where a professional engineer (or vis versa) is licensed to operate under the application of Rule 2, subsection 12.(6) of the Professional Engineers Act (or subsection 11.(4) of the Architects Act). Where the RFP is for “an architectural/engineering design firm”, please confirm if the Township specifically requires both a licensed architect and professional engineer under this RFP.
- A. Yes.
16. Further to Addendum # 1 (and the answer to question 2), where the selected prime consultant is not a licensed architect, an ACEC/MEA 4.0 Agreement would be employed in lieu of similar OAA documents. Please confirm.
- A. Yes.
17. Please confirm if and, if so, to what extent, the successful proponent will be required to engage in the Township’s site selection process. If not, when will the final site information be provided?
- A. No. Site to be selected during Phase 1.
18. Section 5 of the Fire Station Location report includes a list of requirements for new fire stations. These are not fully represented under either the “Additional Details” provided in Addendum # 1 or the most recent issuance of Ontario Building Code. Please clarify which items listed in Section 5 are specific project requirements, which may be applicable to “Hub” locations only, and which are not specific requirements for the proposed design phases.
- A. Follow those identified in Addendum 1.
19. Are all of the new fire halls within the scope of this project expected to remain as volunteer fire halls, or is there the possibility that they will be operated by career firefighters and occupied as 24/7 facilities at some point in the future?
- A. Volunteer.

20. Is any site plan approval process anticipated? The RFP indicates only a building permit submission.
- A. Yes.
21. The RFP states the design "shall also set the standard to be used on building additional new Fire Halls in the future." Does the Township expect the successful proponent to develop a reusable design standard or template as a distinct deliverable, or is this simply an aspiration for the design quality?
- A. Yes. Reusable design.
22. Approximately how long after Phase I completion does the Township anticipate seeking Council endorsement to proceed to Phase II? Is there an overall project target date for construction completion?
- A. Current Capital Plan has construction in 2027.
23. Phase I references collaboration with Township representatives, Fire Department personnel, Parks and Facilities staff, and AHJs. How many stakeholder workshops, staff meetings, and Council presentations should we assume are to be included in the Phase I scope? Will these be in-person or virtual?
- A. This should be determined and included in the proposal from the proponent.
24. Addendum 1 confirms that the Township will provide the geotechnical report. Please confirm if this investigation has already been undertaken, or will the successful proponent have the opportunity to advise the Township of any specific requirements for inclusion in the investigation and report? For example, will this include hydrogeology and shear wave velocity reports?
- A. Still to be completed.
25. Addendum 1 confirms this design will serve as the prototype for Foot's Bay Station 1 (2031) and Milford Bay Station 9 (2035). What are the Township's expectations regarding the consultant's involvement - if any - in adapting the design for those future stations?
- A. Will be determined at such time of consideration.
26. Addendum 1 confirms a \$6M construction budget, and states that geotechnical, survey, and environmental costs are excluded. Does the \$6M include furniture, fixtures and equipment (FF&E), technology/IT systems, dispatch communications/radio systems, site servicing (water, septic), and

any site preparation or demolition costs? What is the Township's expectation for the Class D estimate - should it reflect the full project cost or only base building construction?

A. Full project cost.

27. Addendum 1 describes a 'compact, functional footprint' for satellite stations while also listing six distinct program spaces plus specialized unserviced site systems. Does the Township have a target gross floor area (GFA) in mind for the facility?

A. No.

28. Addendum 1 lists a hose tower as a required design element. Does the Township have a preferred height or configuration for the hose tower? This could be a substantial structural element; will it be a standalone structure or integrated into the building? Are there any site constraints (e.g., height restrictions, zoning) at the candidate site that might affect this?

A. Hose Tower not required. Please eliminate.

29. Addendum 1 references "specialized septic solutions for "hot zone" runoff". What specialized treatment does the Township anticipate being required for this before discharge to the septic field? Or would a holding tank for later removal and offsite treatment be acceptable?

A. Yes.

30. Regarding Phase II and Phase III, we understand that initial budgetary values (only) are to be provided in proposals, to be confirmed as the project progresses. For Phase III, could the Township please set/confirm the following for budgetary pricing purposes:
- Total construction period of 52 weeks, commencing May 2027.
 - Bi-weekly construction progress meetings required, on-site (not virtual).
 - Contract administration as per typical CCDC-2 2020 Stipulated Sum contract requirements.

A. Correct.

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

Signature

Date