



Request for Proposals (RFP)

RFP NO. 2025-10

CONSULTING SERVICES FOR BUILDING CONDITION ASSESSMENT AND CONCEPTUAL DESIGN SERVICES FOR NEW BUILDING ADDITION

Proposals will be received at:

Dauphin Fire Department
c/o Cameron (Cam) Abrey
121-2nd Street Northwest
Dauphin, MB R7N 1G6

On or before 12:00 p.m. CDT Time on October 27, 2025

Electronically submitted or faxed proposals will be accepted on or before the closing date and time if sent to email: cam.abrey@dauphin.ca or fax: 204-622-3139.

RFP documents may be obtained from the City of Dauphin's website (<https://dauphin.ca>)

ADDENDA

Proponents are required to check the City's website for any updated information and addenda before the closing date at the following website addresses:
<http://www.dauphin.ca>.

The City reserves the right to accept or reject any or all proposals and will not be responsible for any costs incurred by the Proponents in preparing a proposal. Proposals may be selected in part or in their entirety from the bidder. The lowest proposal will not necessarily be accepted.

Should there be any discrepancy in the information provided, the City's original file copy shall prevail. Proposals will not be opened in public.

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1. SUMMARY AND BACKGROUND

The City of Dauphin is accepting proposals for consulting services for building condition assessment and conceptual design services for a new building addition to the fire station in Dauphin, Manitoba.

History of the Building

The Dauphin Fire Station, located at 121-2nd Street Northwest in the City of Dauphin was first constructed in 1970. It is a concrete block building construction with a steel truss frame for the roof, built on a concrete foundation with a crawl space containing plumbing, electrical and ventilation. The facility originally housed the RCMP Municipal Detachment (approximately 2,000 sq. ft.) and the Dauphin Fire Department (1,000 sq. ft. classroom/office/workshop and 2,000 sq. ft. apparatus bays). The RCMP Detachment and the fire department were separated by a shared fire-rated wall within the same building.

In 1985, there was an approximate 800 sq. ft. addition constructed onto the original building. This consisted of a new workshop space and hose-drying tower for the fire department. During this addition, the kitchen was moved from the original north wall of the 1,000 sq. ft. classroom to the former workshop space.

In 1987, another approximate 2,000 sq. ft. addition was constructed on the west side of the original apparatus bays to accommodate the increasing needs of the fire department. During this same timeframe, a portable building was added to the building to house the RCMP's additional needs. As part of this, there was an unheated wood frame addition added between the main building and the portable acting as a hallway to and from the two buildings.

In 1998, the RCMP vacated the building to move to a new location. The fire department then assumed occupancy of the entire building, renovating the former RCMP Detachment into a classroom space for the fire department. This renovation included opening the shared wall to create an open concept between the two former spaces, the removal of the jail cells, etc. Following a severe hailstorm in August 2007, a new sealed membrane roof was installed on the building and in 2018 a portion of the exterior cladding was replaced on the south wall due to water damage. During the winter of 2024/25, a leak was discovered along the south wall of the building due to an ice damming situation at the scuppers from the roof; this has since been repaired.

Mechanical / Ventilation / Electrical

The electrical service to the building is three-phase. The majority of the electrical panels in the service room are located off the existing classroom with two sub-panels located in the existing kitchen. Also located in the service room are two separate natural gas furnaces, one (Lennox ML296DFV) which serves the former RCMP side of the building and the other (Trane XR90) which serves the original fire station classroom (these two items are approximately 15-20 years old). and a 75 imperial gallon natural gas hot water tank that serves the entire building (installed approximately 25 years old). The apparatus floor is heated by two natural gas Ducane ceiling mounted furnaces (installed approximately 5 years ago) while the workshop is heated by a natural gas Lennox ceiling mounted furnace (approximately 15 years old). There is a rooftop air conditioning unit that is original to the building which only serves the former RCMP side of the building.

Future Planning

The current location of the Dauphin Fire Department is ideal for responding to emergencies, situated at the intersection of 2nd Street Northwest and 2nd Avenue Northwest, allowing for a rapid response to both urban, rural and highway responses. Due to the ever-increasing call volumes, the changes in the size of firefighting apparatus and the needs of the community, we would like to have a complete building assessment completed which addresses any current items requiring attention taking into consideration the mechanical/ventilation, electrical, structural and building envelope.

As the size of firefighting apparatus has increased and the types of response apparatus required have changed since the original construction of the building, we would also like to explore the possibility of building a new addition onto the northwest corner of the existing structure, removing the portable building and wood frame hallway building and fenced compound to accommodate the new building (Drawing in Appendix "A"). This new addition would house the smaller response apparatus of the Command Unit (1/2 ton/SUV), two water rescue crafts (Zodiac rescue boats/trailers) and Wildland Response (1-ton truck with flat deck trailer and equipment). Within this space we would also like to explore the option of a space to accommodate a functional workout room/gym and kitchen facilities for preparing and serving meals.

The facility serves as a meeting and training facility for not only the Dauphin Fire Department, but also for many other agencies. The current classroom has been utilized for first aid training for multiple organizations (Red Cross, St. John Ambulance, etc.), emergency measures training (MB Emergency Measures Organization, MB Association of Municipal Emergency Coordinators, etc.), workplace safety and health training (SafeWork

MB, Elite Safety Services, etc.) as well as emergency services training opportunities (MB Emergency Services College, Riding Mountain Mutual Aid District, etc.). If there is an opportunity to expand the classroom space, we would be willing to explore that option to accommodate the wide variety of training options offered. We would also like to ensure that there are sufficient washroom facilities available for those using the space and that accessibility requirements are met.

The smaller, original classroom is currently used as a meeting space and dining area off the existing kitchen. In the future, we would like to see this space redesigned as a storage room for the fire fighter's turnout gear and a decontamination room, with the existing kitchen converted into a space to accommodate a gear extractor (Washing machine specific for turnout gear) and equipment dryer.

We also envision the entire building becoming more energy efficient when it comes to heating/cooling requirements, in replacing the existing heating and cooling units for all areas other than the apparatus bays into one unit. We would like to address the building envelope with consideration for insulating and cladding the exterior to enhance the durability, aesthetics and energy efficiency. Our heat loss is so significant that it causes a large amount of ice-damming on our roof scuppers. The windows are dual pane and were replaced in 2006.

Along with the planning for the future, we would like to explore the option of an emergency generator and to have the capability for the fire station to maintain functionality in the event of a power failure.

We would also like to consider improving our communications capabilities by having a 100-foot self-supporting telecom tower and any ancillary equipment for full functionality installed on the property applying good engineering practices, including structural adequacy during construction to CSA Standards.

2. PROPOSAL GUIDELINES

This Request for Proposals represents the requirements for an open and competitive process.

Proposals must be delivered to:

Cameron (Cam) Abrey; Fire Chief
Dauphin Fire Department

121-2nd Street Northwest
Dauphin, MB R7N 1G6
Telephone: 204-622-3100
Email: cam.abrey@dauphin.ca
Fax: 204-622-3139

Proposals will be accepted until **12:00 p.m. CDT Time on October 27, 2025**. Any proposals received after this date and time will be returned to the sender and not accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, then this must be clearly stated in the proposal.

Additionally, all costs included in proposals must be all-inclusive of any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder(s) for this RFP. All contract terms and conditions will be subject to review by the City of Dauphin's solicitor and may include scope, budget, schedule, and other necessary items pertaining to the project.

NO CLAIM

Except as expressly and specifically permitted in this Request for Proposals, no Proponent shall have any claim for any compensation of any kind whatsoever relating to this RFP, including accepting a non-compliant bid, and by submitting a proposal, each Proponent shall be deemed to have agreed that it has no claim.

This is a Request for Proposals and not a tender call or call for quotations. No contractual, tort, or other legal obligations are created or imposed on the City or any other individual, officer, or employee of the City by the Request for Proposals documentation or by submission or consideration of any proposal by the City.

PRICE AND FREE ON BOARD (FOB) POINT

All prices submitted shall be in Canadian funds for the entire scope of work in the specifications with options shown separately, where permitted. Price shall be shown in the Proponents Proposal before GST and PST. All other taxes and duties shall be included in

the price. The lowest price or any proposal will not necessarily be accepted. Proposals are to remain open for acceptance for a minimum of 30 days after closing date.

FOB DAUPHIN, MB: Constructed at Dauphin Fire Station (121-2nd Street Northwest, Dauphin, MB, Canada, R7N 1G6)

INTERPRETATION OF DOCUMENTS AND QUESTIONS/CLARIFICATIONS

Proponents shall review the RFP documents and shall promptly report and request clarification of any discrepancy, deficiency, ambiguity, error, inconsistency, or omission contained therein. Any such request must be submitted in writing electronically at least three business days before the closing date. Where such request results in a change or a clarification to the requirements of the RFP, the City will prepare and issue an addendum to this RFP. All inquiries are to be directed in writing by email, quoting the RFP name and number to: cam.abrey@dauphin.ca.

The City will determine at their sole discretion which enquiries require a response.

SITE VISITS

Proponents are invited to tour the facility to review building layouts and existing infrastructure to determine the suitability of proposed solutions. There will be a mandatory site tour date scheduled for **Thursday, October 2nd at 1:00 PM CDT Time**.

You can confirm you will be present at this visit by contacting:

Cameron (Cam) Abrey; Fire Chief
Dauphin Fire Department
121-2nd Street Northwest
Dauphin, MB R7N 1G6
Telephone: 204-622-3100
Email: cam.abrey@dauphin.ca
Fax: 204-622-3139

ADDENDA

Written addenda are the only means of varying, clarifying, or otherwise changing any of the information contained in this RFP. The City reserves the right to issue addenda up to two days prior to the closing date. The date set for submitting proposals may be changed if, in the City's opinion, more time is necessary to enable Proponents to revise their proposals. Addenda will state any changes to the proposal closing date and time. Proponents should

acknowledge receipt of all addenda in their proposals. It is the sole responsibility of each Proponent to check the City of Dauphin's website for any updated information and addenda before the closing date at the following website addresses:

<http://www.dauphin.ca>

Upon submitting a proposal, Proponents will be deemed to have received notice of all addenda that are posted on the City's website, and deemed to have considered the information of inclusion in the proposal submitted.

COSTS OF PREPARATION OF PROPOSAL

All proposals shall be prepared and submitted at the expense of the Proponent.

LAW

This proposal and any resultant award shall be governed by and construed in accordance with the laws of the Province of Manitoba, Canada, which shall be deemed the proper law hereof.

3. PROJECT SPECIFICATIONS

GENERAL

Proponents must provide a cost for the original specifications in this RFP, and if, in addition, an alternate scope is provided, then the Proponent shall clearly indicate any variances from the City's specifications or conditions and attach descriptive literature. The City is not obligated to accept any alternatives. The City will determine what constitutes allowable variations and overall best value.

Proponents are encouraged to submit multiple options as they see fit.

PROJECT DESCRIPTION

The Dauphin Fire Department wishes to have a building condition assessment of the existing electrical, mechanical and structural status of the fire station completed, as well as conceptual design services for improvements to the existing space plus a conceptual design for a new building addition to be constructed in the future on the existing fire station. The new building addition would include (but not be limited to) apparatus parking, equipment storage, kitchen, and physical fitness area.

We will require a highly efficient, sustainability focus for the pertinent elements of conceptual design (building envelope, windows, HVAC components, etc.)

The Dauphin Fire Department has a budget of \$55,000 plus GST for this consulting work.

Please note the provided additional information:

- Appendix “A” – Existing site CAD drawing with proposed addition
- Pictures of the Fire Department (available by [clicking here](#))

Project requirements:

- Existing building condition assessment of electrical, mechanical and structural items.
- Feasibility assessment for a new building addition onto existing fire station.
 - o Approximately 65’ x 60’ on the northwest side of the existing building to include (but not limited to) apparatus parking, equipment storage and physical fitness area.
- Conceptual design for renovations required to existing fire station, and, if feasible, addition.
 - o Any required alterations to meet existing laws, codes and regulations.
 - o The conceptual design shall be accompanied by a class “C” estimate.

Scope of Works

The proponent will be responsible for the feasibility assessment/conceptual design of the new building addition and required renovations of the existing building in accordance with all laws, codes, and regulations and will be responsible for obtaining any licenses, permits, or registrations that are required by law.

4. WARRANTY

At a minimum, a one (1) year warranty shall be provided on all deliverables provided from the date of final invoice/holdback release.

5. SUBMISSION REQUIREMENTS

GENERAL

Costs should be clearly identified as a capital cost or ongoing costs. Frequency of payment and terms shall be included for all ongoing costs.

Proponents shall provide a minimum of two references from existing customers.

A Proposal Submission Form (see Schedule “A”) must accompany each proposal. Multiple options may be submitted as a single proposal with a single Proposal Submission Form or as individual proposals with a Proposal Submission Form with each.

SIGNATURES

Proposals must be signed by an authorized representative of the Proponent.

CLOSING DATE AND TIME FOR SUBMISSIONS

Proposals must be received by the Dauphin Fire Department on or before **12:00 p.m. CDT Time on October 27, 2025**, the “Closing Date and Time”. Proposals are to be submitted electronically at email: cam.abrey@dauphin.ca.

Electronically submitted proposals shall be deemed to be successfully received when displayed as new email. The Dauphin Fire Department will not be liable for any delay for any reason, including technical delays, spam filters, firewalls, job queue, file size limitations, etc., and late receipt of proposals will be cause for rejection of a proposal.

6. PROPOSAL EVALUATION CRITERIA

The City of Dauphin will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposals, your proposal should be complete and should include all of the following criteria:

1. Overall proposal suitability (50%): Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.
2. Schedule (15%): Proponents will be evaluated on their ability to complete the project in a short and timely manner.
3. Service quality and reputation (10%): Proponents will be evaluated on their service quality, company reputation, and customer references as it pertains to the scope of this project.
4. Value and cost (25%): Proponents will be evaluated on the cost of their proposal in relation to the suitability, and any proposed additional funding solutions.

No totals, weights, prices, or scores will be provided to any Proponent.

The City may elect to short-list some of the Proponents and require short-listed Proponents to provide additional information or details, including making a presentation and/or additional technical information.

The City may elect to enter into negotiations with the Proponent or with any other Proponents concurrently. In no event will the City be required to offer any modified terms to any Proponent prior to entering into a contract, and the City will not be liable to any Proponent as a result of such negotiations.

The City will notify unsuccessful proponents via email.

SCHEDULE A - PROPOSAL SUBMISSION FORM

RFP No. 2025-10

CONSULTING SERVICES FOR BUILDING CONDITION ASSESSMENT AND DESIGN SERVICES FOR NEW BUILDING ADDITION

DAUPHIN FIRE DEPARTMENT

CAMERON (CAM) ABREY; FIRE CHIEF

121-2ND STREET NORTH WEST

DAUPHIN, MB R7N 1G6

Submitted by: _____
(company name)

PERIOD FOR ACCEPTANCE OF PROPOSAL

The City of Dauphin requests Proposals to remain open for acceptance for a minimum of 30 days.
Our Proposal will remain open for acceptance by the City for a period of _____ days from the Closing Date and Time.

REPORT DELIVERY SCHEDULE

The report on the building condition assessment will be delivered on or before _____, 202__.

Documents regarding the proposed new building addition will be delivered on or before _____, 202__.

VALUE ADDED

Proponents are to provide information on what makes your firm innovative, what is your competitive advantage, and what other services your firm provides that would assist or would be of benefit to the Dauphin Fire Department:

ADDENDA

We acknowledge the receipt of the following Addenda related to this Request for Proposals and have incorporated the information received in preparing this Proposal:

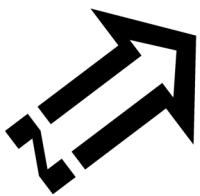
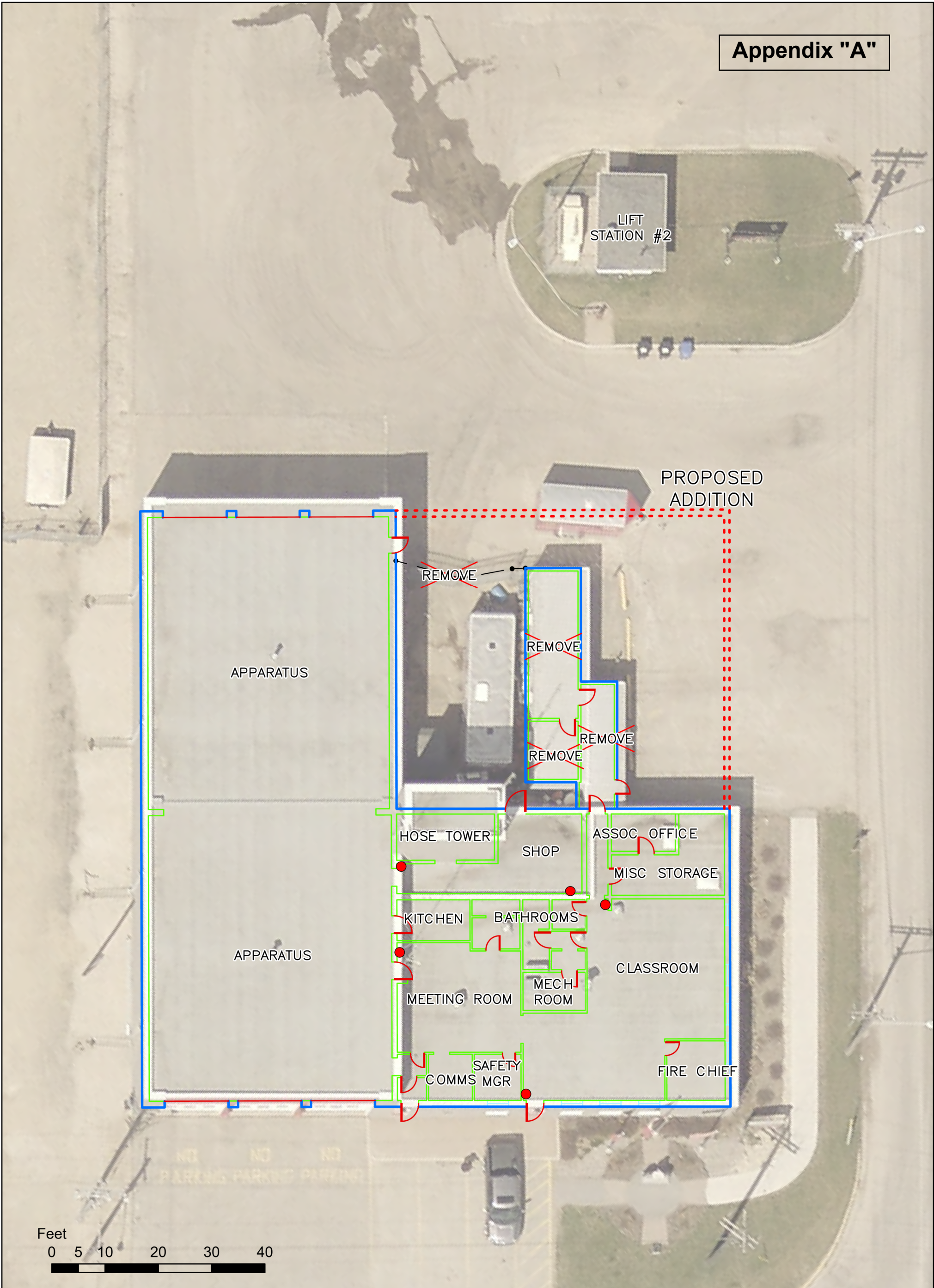
Addendum No.	Date Issued	Date Received

AUTHORIZATION

We hereby submit our proposal for the consulting services for building condition assessment and design services for new building addition for the Dauphin Fire Station as described in this RFP and confirm that price and other information contained in this proposal are correct, and that the signature(s) below are those of duly authorized officer(s) of the Proponent having the authority necessary to make this proposal.

Company Name	
Street Address	
City, Province & Postal Code	
Tel No.	
Fax No.	
Email	
GST/HST Registration No.	
Name and Title (please print)	
Signature:	
Date:	

- End of Proposal Submission Form –



FIRE STATION
FLOOR PLAN

LEVEL: FIRST

SCALE: 1:200
DATE: 2025-09-18
DWN BY: leeo
PROJECT: COFD Properties

Path: C:\Users\leeo\Documents\ArcGIS\Projects\COFD
Properties\COFD Properties.aprx

Legend

- Emergency Exit Route
- Fire Extinguisher
- Pull Station
- Door
- Exterior
- Interior
- Window
- Stairs/Ramp
- Railing
- Fence