



---

**RFP – Temporary Garage / Living Quarters**  
**Town of Stephenville**  
**Pre-Proposal Submission Meeting – July 24, 2025**  
**Modular Build RFP 2025-07**

---

**ADDENDUM NO. 6**

Location: Town of Stephenville/Virtual Teams link provided

Meeting commenced: 1:31 p.m. NST

**Purpose of Meeting:**

The purpose of the meeting was to address questions from potential proponents regarding RFP 2025-07 for the design, delivery, and installation of a temporary modular building for emergency operations.

**Discussion Summary:**

**Questions**

**1. Setback from Minnesota Drive**

It was clarified the required setback is 37 meters from the road's edge. There is flexibility in placement; for example, the SPCA building sits at 35 meters. The Town owns all surrounding land.

**2. COR Certification Requirement**

Bidders are strongly advised to hold COR certification. While not a formal exclusion, lack of COR certification may disadvantage non-certified proponents. This will be documented and clarified in the meeting minutes.

### **3. Use of Fabric Building**

Acceptable if it meets all required codes and specifications.

### **4. Ambulance Washing/Wet Space Requirements**

There was confirmation that it will be a wet space with appropriate drainage. A waterproof wall membrane is not required.

### **5. Flooring Preference**

Concrete flooring is required.

### **6. Furnishings**

Further clarification will be provided post-meeting regarding what constitutes adequate furnishing.

### **7. Exhaust System**

A CO exhaust system will be required. Specifics to be provided in a future addendum.

### **8. Bonding Requirements**

The Town follows provincial standards: either a bond or a 10% cash deposit is required.

### **9. Additional Requirements from NLHS**

Any further requirements received from Newfoundland and Labrador Health Services will be shared as they become available.

### **10. Pressure Washer Setup**

No definitive requirement was stated. Question was noted.

### **11. Long-Term Use of Structure**

The Town does not yet have definitive plans for the structure beyond the temporary use. Repurposing is possible.

### **12. Extension Deadline**

Requests for extensions will be evaluated on or before the deadline, depending on the volume and validity of requests.

### **13. Contractor's Responsibility for Furnishing**

The expectation is a turnkey project including all necessary furnishings for immediate operational use.

### **14. Evaluation Criteria**

Evaluation criteria are outlined in the RFP document.

### **15. Project Timeline Feasibility**

Concern expressed about the tight November 1 deadline. The Town acknowledged the challenge but emphasized its commitment to working diligently toward completion.

### **Closing Remarks:**

The Town of Stephenville thanks all participants for their engagement. Further clarifications and any required addenda will be issued as appropriate through the official RFP communication channels.

Meeting adjourned at 2:13pm NST