



TOWN OF STEPHENVILLE

REQUEST FOR PROPOSALS

RFP 2025-09

**Modular Construction
Design, Delivery & Installation**

Issue Date: August 21, 2025

Closing Date: August 28, 2025 at 2:30 pm (14:30) NST

Public Opening: August 28, 2025, at 2:31 pm (14:31) NST

Contents

Purpose	3
Development Compliance and Implementation.....	3
Responsibilities and Costs	3
Management Requirements	3
Corporate Information	3
Corporate Profile.	3
Eligibility Requirements	4
Project Objectives	4
Project Scope	4
Financial Proposal	4
Basis for Selection and Evaluation Criteria	5
Proponent Response.....	5
Submission	5
Proposal Acceptance.....	7
Warranty	9
Terms and Conditions.....	10

Purpose

The Town of Stephenville invites proposals for the design, delivery, and installation of a complete, modular or prefabricated building within a 2–3-month timeframe. This structure will serve as a Garage / Living Quarters, meeting immediate operational needs within the region.

Development Compliance and Implementation

All proposals must adhere to applicable Federal, Provincial, and Municipal regulations. The successful proponent will be responsible for ensuring full regulatory compliance throughout all phases of the project: design, permitting, installation, and occupancy.

The successful Proponent will be responsible for all aspects of the project including but not limited to:

- Design, permitting and engineering
- Site preparation, delivery and installation
- Utility connections (power, water, sewer, storm drainage, and communication)
- Construction and all development approvals
- Warranty coverage on all components
- Furniture, finishes, and turn-key operational readiness
- Legal and administrative fees associated with project execution

Management Requirements

The proposal must include the following elements:

Corporate Information

- Company name, mailing address, list of directors (if applicable), phone number, primary contact name, and email.

Corporate Profile

- Description of services offered, qualifications, and relevant experience.
- Project team, including key personnel and roles.

Eligibility Requirements

The Request for Proposal (RFP) must Include, but not be limited to, the following key components:

1. Project Objectives:
Proposals must demonstrate the proponent's capacity to complete the full scope within 2–3 months. Experience with similar modular/prefabricated projects is essential.
2. Project Scope
The required building must be a single structure of at least 3,200 sq ft, designed as either:
 - Single story or Two story unit. Proponents are invited to submit designs for both.

Garage Requirements must include:

- A four (4) bay commercial garage with a minimum 14 foot ceilings. Garage doors must be at least 12 feet wide by 12 feet high.
- Electric Heat supplemented by Heat pump(s) for heating and cooling
- CO detection system tied to HRV exhaust system
- Concrete Flooring with trench drains
- Oil interceptor required
- Locker Room
- Easy to clean and mold-resistant finishes

Living Quarters must include:

- 10 foot Ceilings
- Four (4) Bedrooms
- Kitchen and Dining area
- Living Room
- Laundry Room
- Three (3) Storage rooms; In a two-story build, at least two must be in the living area and one of those must be a secured storage room.
- Two (2) Unisex bathrooms; In a two-story build, one must be located upstairs and one downstairs
- Two (2) Office Spaces
- 400 Amp Electrical

Codes and Standards:

- National Building Code of Canada: 2020
- CSA Z317.2 and ASHRAE Standard 170 for HVAC systems in healthcare facilities
- CSA Z8000 for healthcare facility design, sustainability, and climate resilience

Cost Requirements:

- Proposals must be one total amount that includes all design, materials, engineering, construction, and furniture costs.
- No buy-back amounts or contingent payments will be considered as part of the bid

Financial Proposal

- Full project budget including all costs associated with the design, fabrication, transport, delivery, installation, permitting, fees, and administrative costs

Basis for Selection and Evaluation Criteria

All proposals will be evaluated by an evaluation committee and analyzed to identify the following significant factors:

Evaluation Criteria

Each proposal will be evaluated on the following basis:

Corporate Profile & Experience	30%
Project Scope & Delivery Timeline	40%
Price & Budget Clarity	20%
Completeness and Professionalism	10%

Proponent Response

Responses should be clear, complete, and concise. Innovative features or value-added elements that improve performance or efficiency are encouraged.

Submission

In preparing the response, the proponent is requested to be concise and to supply all the requested information. The proponent should feel free to provide any pertinent information on additional features of their project that are not otherwise requested/identified.

RFP's are to be clearly marked and addressed to:

Town of Stephenville
RFP 2025-09 Modular Construction
Attn: Candace Simon, Deputy CAO
125 Carolina Avenue
Stephenville, NL
A2N 2S6

E-mail submissions to: candace.simon@stephenville.ca

Responses must be received on or before the exact closing time and date indicated, and responses received after that time will not be considered.

Proposals may be submitted electronically through the MERX system, by courier, by hand delivery, or by e-mail.

Where a proposal has been submitted prior to the Closing Time, amendments to the proposal may be faxed or e-mailed before the closing date or must be clearly labelled in sealed envelope on the front with "RFP 2025-09 Modular Construction" with the proponent's name and address, provided that such amendments are received at the location specified above prior to the Closing Time.

All proposals and accompanying documentation submitted by a respondent prior to the closing time are considered to be the property of the Town of Stephenville and will not be returned.

Proposals may be withdrawn by submitting a written withdrawal request to the same address to which the proposal was submitted, prior to closing time. The proposal will be returned to the proponent unopened.

All costs relating to the work and material supplied by the proponent in responding to this RFP must be borne by the proponent. Without limitation to the foregoing, proponents shall be solely responsible for conducting their own due diligence in respect of the Property and the costs thereof.

Communication During the RFP Process

All communications with The Town of Stephenville with respect to this RFP whether verbal or written, must be directed to:

Candace Simon
Deputy Chief Administrative Officer
P.O Box 420
125 Carolina Avenue
Stephenville, NL
A2N 2S6

Email: candace.simon@stephenville.ca

Fax: 709-643-2770

Phone: 709-649-7754

Questions submitted in writing will be accepted up to 48 hours prior to the deadline and will be answered and distributed to all proponents, where possible, without compromising the quality or fairness of the RFP process. The Town shall endeavor to exclude confidential or proprietary information from the distributed material. Verbal responses to any inquiry are NOT binding on either party.

Information pertaining to the Town obtained by the proponent as a result of its participation in relation to this RFP is confidential and must not be disclosed except as authorized by the Town.

If any portion of a proposal is to be kept confidential or if a proposal is to include any terms in the acquisition agreement dealing with confidentiality, then such provisions must be identified in the proposal. The Town reserves the right to identify such confidential provisions that for any reason the Town cannot keep confidential.

The Town may, during the assessment period, request meetings with proponents to clarify points in the proposal. No changes by the proponent(s) will be permitted after initial receipt of the proposal.

All additional costs that are not stated in proponents' response to the RFP are in no way the responsibility of the Town. Any additional costs required to fulfill the requirements of the RFP are the sole responsibility of the successful proponent to the RFP.

Proposal Acceptance

The Town reserves the right to accept or reject any proposal, in whole or in part. The highest-scoring proposal may not necessarily be selected. Proposals must be signed by an authorized company officer, and the proposal will form part of the acquisition agreement. Any claims made within the proposal will constitute contractual warranties. The acquisition agreement will contain terms as prescribed by the Town, and in the case of inconsistencies, the agreement supersedes proposal documents.

Proposal Conditions

Notwithstanding anything contained elsewhere in this Request for Proposals ("RFP"), this RFP is subject to the following terms and conditions, all of which the proponent is deemed to accept without qualification by the proponent's submission of a proposal in response to this RFP:

The Town does not intend to and does not assume or owe any contractual or other duties or obligations as a result of the issuance of the RFP, the preparation or submission of a proposal by a proponent, the receipt, opening and consideration of a proposal, the evaluation of proposals, provision of additional information or conduct of presentations, the proponent's participation in any discussions or negotiations, or on any other basis whatsoever arising out of this RFP. Without limiting the generality of the foregoing and for certainty, no contract is formed by the submission of a proposal in response to this RFP.

The costs associated with preparing and submitting a proposal are the sole responsibility of the submitting proponent.

In its sole and absolute discretion, and without limiting the generality of the Town of Stephenville's discretion under this RFP, the Town:

- may modify or amend this RFP including the schedule, requirements, or any other terms, whether material or not, and may cancel or suspend this RFP;
- may reject a proposal which fails to meet the requirements of this RFP, whether substantially or otherwise, or take such failure or any qualifications of the RFP requirements set forth in the proposal into account in evaluation of the proposal;
- may assess any proposal on the basis of any one or more of the

evaluation criteria set forth in this RFP, which criteria are not intended to be exhaustive, and/or any other criterion or factor considered appropriate by the Town of Stephenville at its sole discretion, and select one or more proposals which the Town considers to offer the best value and to be in its best interests and to then enter into negotiations with the proponent(s) in an effort to finalize a contract;

- reserves the rights to reject all proposals and/or not award a contract pursuant to this RFP;
- reserves the right to cancel the RFP process at any stage and to issue a new RFP for the same project.

The proponent shall not hold the Town or any of its officers, employees, assigns, independent contractors, subcontractors, agents, or representatives liable for any error or omission in any part of this RFP. While considerable effort has been made to ensure that all information contained in the RFP is accurate, the Town does not represent or warrant that the information contained in this RFP or any supplemental documents is accurate, comprehensive or exhaustive. Nothing contained in this RFP is intended to relieve the proponent from forming its own opinions and conclusions with respect to the matters addressed in this RFP.

The Town of Stephenville and any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives shall not be liable to the proponent or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives for any losses (including damage for loss of anticipated profit), expenses, costs, claims, damages, including incidental, indirect, special or consequential damages, or liabilities arising out of or by reason of or attributable to this RFP or arising out of submitting a proposal, requesting clarification, the communication on any information contained in the proposal to any party, including the public, or due to the Town of Stephenville's acceptance or non-acceptance of the proposal received, or as a result of the termination of this RFP.

Warranty

A disclosure of financial resources may be required to assure that the applicant has sufficient resources and stability to complete the project. Once the town approves accepting a proposal this will result in negotiations towards a formal agreement with the successful proposer in a form acceptable to the Town in its sole discretion and as agreed between the Town Council and the successful proposer.

The formal agreement to be entered into between the Town and the successful proposer will provide, inter alia, that failure of the successful proposer to complete the project as proposed by the proposer, in response to this RFP, shall result in the forfeiture of the Property to the Town and termination of the agreement between the parties without liability to the Town.

Ownership of the Property shall return and revert to the Town and the purchase price returned to the successful proposer less remediation and legal costs.

Notwithstanding the foregoing, the Town reserves the right to retain legal title to the Property until the agreed upon project is successfully completed by the successful proposer to the satisfaction of the Town.

The formal agreement to be entered into shall also provide that the property and all structures situated on the property are to be sold on an "as is, where is", without representation or warranty by the Town, including, but not limited to, as to its condition, potential use, or the environmental condition of the Property and structure thereon.

Terms and Conditions

This RFP is subject to the Atlantic Provinces Standard Terms and Conditions Goods and Services, Effective 01/31/2013, excluding Newfoundland and Labrador supplements, where applicable. [Standard Terms and Conditions – The Council of Atlantic Premiers \(cap-cpma.ca\)](http://cap-cpma.ca)

Mandatory Requirements Checklist

Proponent Name: _____

Contact Name: _____

Date: _____

Please confirm compliance with the following mandatory requirements by checking “Yes” or “No” and providing details as needed.

Requirement Details	Yes	No	Comments
Building Size: Single modular building, minimum 3,200 sq ft	<input type="checkbox"/>	<input type="checkbox"/>	
Building Configuration: May be one-story or two-story	<input type="checkbox"/>	<input type="checkbox"/>	
Garage Bays: 4 commercial bays	<input type="checkbox"/>	<input type="checkbox"/>	
Garage Ceiling Height: 14’	<input type="checkbox"/>	<input type="checkbox"/>	
Garage Doors: 12’ wide x 12’ high	<input type="checkbox"/>	<input type="checkbox"/>	
Garage Depth: Minimum 30’	<input type="checkbox"/>	<input type="checkbox"/>	
Heating/Cooling: Electric heat + heat pumps	<input type="checkbox"/>	<input type="checkbox"/>	
CO Detection / Exhaust: Integrated HRV system with CO sensors	<input type="checkbox"/>	<input type="checkbox"/>	
Concrete Flooring	<input type="checkbox"/>	<input type="checkbox"/>	
Drainage: Wet space for ambulance washing, trench drains preferred	<input type="checkbox"/>	<input type="checkbox"/>	
Oil Interceptor	<input type="checkbox"/>	<input type="checkbox"/>	
Mold-resistant membrane (garage)	<input type="checkbox"/>	<input type="checkbox"/>	
Locker room (garage)	<input type="checkbox"/>	<input type="checkbox"/>	
Shoe wash (garage)	<input type="checkbox"/>	<input type="checkbox"/>	
Living Quarters Ceilings: 10’	<input type="checkbox"/>	<input type="checkbox"/>	
Bedrooms: 4	<input type="checkbox"/>	<input type="checkbox"/>	

Requirement Details	Yes	No	Comments
Kitchen and dining area	<input type="checkbox"/>	<input type="checkbox"/>	
Living room	<input type="checkbox"/>	<input type="checkbox"/>	
Laundry room	<input type="checkbox"/>	<input type="checkbox"/>	
Storage rooms: 3 total; in two-story build, at least 2 in living area and 1 secured	<input type="checkbox"/>	<input type="checkbox"/>	
Bathrooms: 2 unisex; in two-story build, one upstairs and one downstairs	<input type="checkbox"/>	<input type="checkbox"/>	
Office Spaces: 2	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Service: Minimum 400 Amp	<input type="checkbox"/>	<input type="checkbox"/>	
Furnishings: Move-in ready; list included	<input type="checkbox"/>	<input type="checkbox"/>	
Codes & Standards: National Building Code 2020, CSA Z317.2, ASHRAE 170, CSA Z8000	<input type="checkbox"/>	<input type="checkbox"/>	
Turnkey Costs: All design, materials, engineering, construction, and furniture included in final price; no buy-back amounts	<input type="checkbox"/>	<input type="checkbox"/>	
Permitting Compliance: Proposal demonstrates compliance with applicable Town and Service NL permitting requirements	<input type="checkbox"/>	<input type="checkbox"/>	
Submission Deadline: August 28, 2025, 2:30 pm (14:30) NST	<input type="checkbox"/>	<input type="checkbox"/>	

Proponent Declaration:

I hereby certify that all the information provided is accurate and that our proposal meets the mandatory requirements outlined above, including adherence to applicable codes, standards, and permitting requirements.

Name / Title: _____

Signature: _____