



Request for Tenders (RFT)

Architectural and Engineering Consulting Services for the Proposed Conversion / Renovation of 5 Keppel Street, Dundalk into a Municipal Administration and Services Facility

Instructions to Bidders

Project Information

Sealed tenders clearly marked "**RFT - Architectural and Engineering Consulting Services for 5 Keppel Street**" must be addressed to the following:

Township of Southgate
Attention: Jim Ellis – Chief Administrative Officer
185667 Grey Road 9, Dundalk, Ontario N0C 1B0

Electronic tenders clearly marked "**RFT - Architectural and Engineering Consulting Services for 5 Keppel Street**" are to be emailed to tenders@southgate.ca.

Submission Deadline: July 23, 2026, 1:00pm

Scope of Project

The intent of this RFT is to select a qualified architectural and/or engineering consulting team to provide professional services for the review, planning, design, costing, tender preparation, and construction administration associated with the proposed conversion and/or renovation of the existing property at 5 Keppel Street, Dundalk into a municipal administration and services facility.

The successful Consultant will work with Township staff to assess the existing building and site, confirm space needs, develop concept design options, including any engineering related drawings, prepare cost estimates, support Council decision-making, prepare detailed design, engineering and tender-ready plans or documents, and provide contract administration support during construction.

The Township will accept an Architect Firm and subcontract Engineering Firm submission or an Engineering Firm and subcontract Architect Firm submission.

Project Location

5 Keppel Street, Dundalk, Ontario, Township of Southgate



The property includes two parcels of land and is located within the Geographic Village of Dundalk. The legal description of the lands is contained in the Township's purchase authorization documentation and may be provided as background information or appended to the RFT.

Contact

Any questions or concerns arising out of this RFT should be addressed in writing to:

Jim Ellis – Chief Administrative Officer

Phone: (519) 923-2110 x210

jellis@southgate.ca

Tender Opening

The opening of submissions shall commence on July 23, 2026, at 1:00pm unless the CAO or designate, acting reasonably, postpones the start to a later hour. The opening shall continue once started until the last submission is opened.

The opening will be held virtually or in person as determined by the Township. Details will be provided by addendum or inserted below:

<https://zoom.us/j/96594772632>

Project Timelines

The Township of Southgate approximate project timelines are as follows:

1. RFT issued: July 2, 2026
2. Mandatory site meeting: July 9, 2026
3. Deadline for questions: July 21, 2026
4. RFT closing date: July 23, 2026
5. Commencement of tender evaluations: July 24, 2026
6. Recommendation to Council for approval: August 6, 2026
7. Notification of successful Consultant: August 7, 2026
8. Project kick-off meeting: TBD
9. Building condition review / due diligence completed: September 30, 2026
10. Space needs assessment and concept options completed: November 30, 2027
11. Council presentation / direction: February 3, 2027
12. Detailed design and tender-ready documents completed: February 26, 2027
13. Construction tender release: March 8, 2027
14. Construction tender close: March 26, 2027
15. Construction tender award: April 7, 2027
16. Construction tender support and contract administration: April 2027



Dates are approximate and may be adjusted at the Township's discretion.

Background

The Township of Southgate has approved the purchase of the lands known municipally as 5 Keppel Street, Dundalk, for future municipal services and operations. The property acquisition is intended to support a strategic, phased approach to addressing current and future municipal facility needs.

The property consists of approximately eight acres, three buildings, ample gravelled parking areas, multiple access points, and opportunities for future expansion and community use. The main building was constructed in 1999 and is approximately 36,000 square feet. It includes approximately 6,480 square feet of existing administrative office area and approximately 29,520 square feet of open, on-grade operational space with bay doors, drive-through capability, and approximately 20-foot ceiling heights.

The site also includes an adjacent metal-clad building of approximately 10,000 square feet, described as open-concept space with five bay doors, and a small accessory building with potential for restoration and future use.

Preliminary facility options identified by Township staff include Council Chambers, administration offices, Dundalk Public Works Depot, Dundalk Fire Hall, Southgate Library, recreation / sports uses, outdoor rink and public space opportunities, Emergency Operations Centre, future sand / storage facility, and a medical clinic.

For the purposes of this RFT, the Consultant is expected to focus on the proposed municipal administration and services facility functions, while also considering site-wide phasing, operational adjacencies, shared infrastructure, and future municipal uses identified by the Township.

Available Background Information

The Township may make the following information available to proponents and/or to the successful Consultant:

- Staff Report CAO2026-010 - Land Acquisition - 5 Keppel Street, Dundalk;
- By-law 2026-055 - Authorization of Purchase of 5 Keppel Street, Dundalk;
- Agreement of Purchase and Sale between KPMG Inc. and The Corporation of the Township of Southgate, where appropriate and subject to any confidentiality requirements;
- Township of Southgate Official Plan;
- Township of Southgate Zoning By-law 19-2002, as amended, including the Consolidated Zoning By-law;
- Applicable zoning schedules and mapping, where available.
- Current Township space needs and departmental information, if available; and



- Any other background documents deemed relevant by the Township.

Proponents are responsible for reviewing the available background information and identifying any additional investigations, reports, or studies required to complete the assignment.

Examination of Site

Each proponent is recommended by the Township of Southgate to visit the site of the proposed work before submitting a tender and must be satisfied by personal examination as to the local conditions that may affect the assignment. The Consultant shall determine the complexity, limitations, site conditions, building conditions, accessibility requirements, servicing requirements, code implications, and all other factors that may affect the delivery of the project.

The Consultant shall not claim that there was any misunderstanding of the terms and conditions of the contract relating to site or building conditions at any time after submission of their tender.

Site Meeting: Mandatory – July 9, 10:00am – 5 Keppel Street Dundalk ON

Site Meeting Registration: Proponents wishing to attend the mandatory site meeting must register their attendance with **Sinead Covello at sjudd@southgate.ca** no later than **July 8, 2026, at 12:00 pm**. Registration must include the name of the firm, the name(s) of all attendees, and contact information for the primary representative. Only registered attendees will be included on the attendance list for the site meeting.

Project Specifications / Terms of Reference

Project General

The successful Consultant shall provide a complete multidisciplinary consulting team capable of delivering architectural, design and engineering services for the proposed conversion and/or renovation of an existing commercial / industrial property into a municipal administration and services facility.

The scope shall include all labour, professional expertise, coordination, reporting, drawings, specifications, cost estimates, meetings, presentations, and sub-consultant services required to complete the work described in this RFT.

The Township will accept an Architect Firm and subcontract Engineering Firm submission or an Engineering Firm and subcontract Architect Firm submission.



1. Building Condition Review / Due Diligence

The Consultant shall review the existing building and site conditions to determine the suitability of the building for conversion into municipal administration and services uses. This work shall include, at minimum:

- Review of available drawings, surveys, property information, reports, and background materials;
- General review of building envelope, structure, roofing, foundations, windows, doors, and major building systems;
- Review of existing mechanical, electrical, plumbing, fire alarm, sprinkler, HVAC, and life safety systems;
- Review of existing site conditions, servicing, grading, drainage, parking, pedestrian/road access, and barrier-free access;
- Identification of existing deficiencies, risks, unknowns, and recommended further investigations;
- Identification of required upgrades to support the proposed municipal uses;
- Preliminary assessment of feasibility, phasing, and operational impacts; and
- A written due diligence summary report outlining findings, risks, opportunities, and recommendations.

The Consultant shall clearly identify any additional investigations that may be required, such as hazardous materials assessment, roof assessment, structural testing, servicing capacity review, or other specialty investigations.

2. Building code, Fire and Life Safety, and Accessibility Review

The Consultant shall complete a review of applicable Building Code and regulatory requirements associated with the proposed change of use, renovation, and/or phased redevelopment of the property. The review should include, but is not limited to:

- Ontario Building Code requirements and occupancy classification;
- Change-of-use implications;
- Fire separations, exiting, travel distances, emergency lighting, fire alarm, and sprinkler requirements;
- Washroom requirements and public assembly considerations;
- Barrier-free path of travel, accessible entrances, service counters, and public areas;
- Accessible parking and exterior pedestrian access;
- Accessibility for Ontarians with Disabilities Act considerations;
- Council Chambers and assembly space requirements, if applicable;
- Zoning, permits, approvals, and applicable municipal by-law considerations; and
- Any compliance issues that could affect scope, cost, timing, or feasibility.



3. Space Needs Assessment

The Consultant shall work with Township staff to determine current and future space needs for the proposed municipal administration and services facility. The assessment should consider:

- Current and future staffing levels;
- Public reception and customer service areas;
- Departmental offices and open work areas;
- Confidential meeting rooms;
- Council Chambers, and public meeting areas, if applicable;
- Secure, fire proof records storage, archives, file storage;
- IT/server and network room;
- Printer/copy/mail room, and secure storage needs;
- Staff lunchroom, washrooms, janitorial and building support spaces;
- Emergency Operations Centre or Training room, if applicable;
- Public access, staff-only areas, controlled access, and security requirements;
- Public Works, Fire Services, Library, Outdoor spaces and other operational adjacencies, if included in the phase of work;
- Parking, site circulation, accessible routes, and future expansion needs; and
- Opportunities for phased implementation.

The Consultant shall prepare a space needs summary identifying recommended rooms / areas, approximate square footage, adjacencies, public versus staff access, and operational requirements.

4. Concept Design Options

The Consultant shall prepare concept design options for review by Township staff and Council. At minimum, the Consultant shall provide:

- Existing condition plan review;
- Proposed space plan / layout options;
- Preferred functional adjacencies;
- Public circulation and staff circulation approach;
- Accessibility and security approach;
- Exterior / site improvement considerations;
- Preliminary site plan showing potential parking configurations, including accessible parking spaces, landscaping options, pedestrian circulation, and connections within the site and to adjacent off-site trails and sidewalks.
- High-level mechanical, electrical including network cabling to server room, structural, civil, accessibility, and life safety implications;
- Preliminary finish and material considerations;



- Phasing opportunities, if required;
- Potential cost savings or efficiencies; and
- Pros and cons for each option.

The Consultant shall prepare sufficient drawings, sketches, plans, diagrams, and written summaries to allow Township staff and Council to understand and compare the options.

5. Cost Estimates

The Consultant shall provide project cost estimates at appropriate stages of the project. The estimates shall include:

- Stage 1 estimate at the concept design stage;
- Stage 2 estimate at the preferred concept / schematic design stage;
- Updated estimate at detailed design, if requested;
- Construction costs;
- Soft costs;
- Contingency;
- Permit, approval, and consulting costs;
- Potential escalation;
- Optional items, phasing, cash allowances, provisional items, or separate prices; and
- Risks that could impact project budget.

The Consultant shall provide recommendations for cost control throughout the project.

6. Public and Council Presentation Support

The Consultant shall be available to attend meetings with Township staff, Council, and/or the public, as required. The Consultant may be required to prepare and present:

- Due diligence findings;
- Space needs assessment summary;
- Concept design options;
- Preferred design recommendation;
- Cost estimate summaries;
- Project schedule updates;
- Final design presentation; and
- Tender / construction recommendations.

Presentation materials shall be provided in a format suitable for Council agendas and public review, where applicable.



7. Detailed Design and Construction Drawings

Upon direction from the Township, the Consultant shall proceed with detailed design for the preferred option. Detailed design shall include all architectural and engineering work required to prepare permit-ready and tender-ready construction documents.

The Consultant team shall include, as required:

- Architect;
- Structural engineer;
- Mechanical engineer;
- Electrical engineer;
- Civil engineer;
- Fire and life safety consultant, if required;
- Accessibility consultant, if required;
- Network infrastructure engineer, if required;
- Cost consultant, if required;
- Interior design / finish consultant, if required;
- Landscape / site design consultant, if required; and
- Any other disciplines required to complete the work.

The Consultant shall coordinate all disciplines and ensure the final drawings and specifications are complete, coordinated, and suitable for permitting, tendering, and construction.

8. Structural, Mechanical, Electrical, Civil, Accessibility, and Life Safety Review

The Consultant shall provide a full multidisciplinary review and design response for the proposed renovation and conversion. The review and design shall address, at minimum:

- Structural capacity, building modifications, openings, mezzanine, floors, roof, and framing impacts;
- HVAC capacity, ventilation, plumbing, washrooms, energy efficiency, and controls;
- Electrical service capacity, lighting, emergency lighting, exit signage, fire alarm, power distribution, data, communications, security, and backup power requirements;
- Site access, parking, accessible parking, grading, drainage, servicing, stormwater, snow storage, waste/recycling, pedestrian routes, directional signage and entrances;
- Barrier-free entrances, accessible routes, public counters, washrooms, door clearances, hardware, signage, parking, and exterior paths of travel; and
- Fire separations, exiting, travel distances, fire alarm, sprinkler requirements, emergency lighting, and fire department access.



9. Tender-Ready Documents

The Consultant shall prepare all tender-ready documents required for the Township to issue a construction tender. Documents shall include, but may not be limited to:

- Architectural drawings;
- Structural drawings;
- Mechanical drawings;
- Electrical drawings;
- Civil / site drawings;
- Specifications;
- Schedules and details;
- Phasing requirements, if applicable;
- Construction staging requirements, if applicable;
- Permit requirements;
- General notes and applicable standards;
- Cash allowances, provisional items, or separate prices, if required;
- Bid form items, if required; and
- Any other information required for a complete construction tender package.

The Consultant shall assist the Township with responding to bidder questions, preparing addenda, reviewing construction tender submissions, and providing a recommendation related to construction tender award, if requested.

Construction tender documents prepared by the Consultant shall include, where applicable and as directed by the Township, appropriate procurement language requiring contractors to comply with the Buy Ontario Act (Public Sector Procurement), 2025, applicable municipal Buy Ontario procurement directives, and any Township purchasing policies or project-specific requirements related to the prioritization of Ontario and Canadian goods and services. The Consultant shall identify any proposed specifications, materials, equipment, or procurement requirements that may affect compliance with these requirements for the Township's review before the construction tender is issued.

10. Contract Administration During Construction

The Consultant shall provide contract administration services during the construction phase. Services may include:

- Pre-construction meeting attendance;
- Shop drawing review;
- Site meeting attendance;
- Field review reports;
- Responses to contractor requests for information;



- Review of contemplated change notices and change orders;
- Review of progress draws;
- Review of substantial performance documentation;
- Deficiency reviews;
- Coordination of close-out documents;
- Review of warranties, manuals, and as-built drawings;
- Final inspection; and
- Warranty-period review, if required.

The Consultant shall work with Township staff and the construction contractor to support successful project delivery.

General Conditions

Extent

The Consultant shall be responsible for all costs of providing the professional services described in this RFT, including all labour, professional fees, sub-consultants, travel, equipment, materials, printing, meetings, reports, drawings, specifications, cost estimates, and deliverables required to complete the assignment, unless otherwise specifically identified in the tender and accepted by the Township.

Consultant Responsibility

Upon notification of acceptance and before the commencement of work, the successful Consultant must provide the Township of Southgate with a Certificate of Insurance and all other required documentation. The Consultant shall coordinate the work of all sub-consultants and shall be responsible for the completeness, accuracy, and coordination of all submissions and deliverables.

Personnel substitutions will not be accepted without prior written approval of the Township of Southgate.

Insurance

Upon notification of award and prior to commencement of work, the successful Consultant shall provide the Township with a Certificate of Insurance satisfactory to the Township. Insurance requirements may include:

- Commercial General Liability insurance in an amount not less than \$3,000,000 inclusive;
- Professional Liability / Errors and Omissions insurance in an amount acceptable to the Township;
- Automobile Liability insurance, if applicable;
- WSIB Clearance Certificate or equivalent private insurance, as applicable; and
- Any other insurance deemed necessary by the Township.



The Corporation of the Township of Southgate shall be named as an additional insured where applicable. The Consultant shall provide the Township with confirmation that the insurer will not cancel said policies without thirty days written notice of such cancellation provided to the Township.

Workers' Compensation

The Consultant shall submit a WSIB Clearance Certificate or equivalent documentation before commencing work and at such other intervals as may be requested by the Township during the assignment.

Protection of Property

The Consultant will be responsible for any damage that may occur relative to the execution of all operations arising from this contract. Any damage done to Township property or surrounding property must be made good to the satisfaction of the Township.

Applicable Legislation

The Consultant shall comply with all applicable federal, provincial, and municipal legislation, regulations, standards, and by-laws, including but not limited to:

- Occupational Health and Safety Act;
- Ontario Building Code;
- Ontario Fire Code;
- Planning Act, where applicable;
- Accessibility for Ontarians with Disabilities Act, 2005;
- Municipal Freedom of Information and Protection of Privacy Act;
- Applicable Township of Southgate by-laws and policies;
- **Applicable zoning requirements;**
- Applicable professional standards and regulations.
- Buy Ontario Act (Public Sector Procurement), 2025 and any applicable Buy Ontario / municipal procurement directives, policies, or requirements, including requirements to prioritize Ontario and Canadian goods and services where applicable and as directed by the Township.

Protection

Temporary safeguards and protection shall be provided where required to adequately guard against injuries to the public, Township staff, consultants, contractors, and any other persons around and adjacent to the project site.



Termination

If, at the discretion of the Township of Southgate, there is default by the Consultant of any of the terms contained herein, the Township shall have the right to terminate the contract upon giving the Consultant twenty-one (21) days notice to address the concerns or issues to successfully complete the project. The Township reserves all rights and remedies available at law.

Acceptance or Rejection

- Lowest or any tender is not necessarily accepted;
- All tenders must provide pricing for each required phase of work;
- The Township reserves the right to award the services required to the Consultant with the best tender for the Township of Southgate;
- The Township reserves the right to reject any or all tenders or to award the contract to other than the lowest tender received if, in the Township's opinion, it is in the best interest of the Township; and
- The Township reserves the right not to proceed with all or part of the project without stating reason thereof.

Project Progress Meetings with Consultant

The successful Consultant will be required to hold project meetings at least once every thirty (30) days, or more frequently if required by the Consultant or the Township's project management review team. Meetings may be held in person or virtually at the discretion of the Township.

The Consultant shall prepare agendas, meeting notes, action items, and follow-up documentation as required.

Schedule Compliance

The Consultant shall provide a realistic schedule and identify the resources required to meet the Township's timelines. The Consultant shall notify the Township immediately of any issue that may affect schedule, deliverables, project approvals, or cost. Any proposed schedule changes must be approved by the Township in writing.



Tenders to Include

Each tender shall include the following information:

a) Description of Firm

Firm's brief history with highlights of services provided, office location, municipal experience, and relevant areas of expertise.

b) Curriculum Vitae / Expertise

An outline of qualifications and experience of the team members, including all sub-consultants, to be assigned to each phase of the project. Indicate the names and experience of all personnel involved in architecture, structural, mechanical, electrical, civil, accessibility, fire/life safety, cost estimating, project management, tender preparation, and contract administration. As time may be of the essence in this project, identify team availability.

c) Team Organization

The respective roles and responsibilities team members will take in the project team organization and in the development of due diligence reports, design concepts, tender documents, contract administration, and commissioning / close-out support.

d) Project Experience

Documentation on significant similar projects, with client references, project description, project value, reduced-size design drawings and photographs where available, together with a brief description of all other projects of relevance.

Proponents shall provide a minimum of three examples of similar projects completed by the firm and/or proposed project team. Each example should include the project scope, project cost or budget, consulting services provided, key challenges, project outcomes, and client reference information.

e) Project Understanding and Methodology

A clear description of the Consultant's understanding of the project and proposed approach to due diligence, space needs assessment, concept design, detailed design, cost estimating, tender documents, and contract administration.



f) Project Schedule

An outline of the approach proposed to meet the requested schedule(s) and what resources will be made available by the Consultant and sub-consultants to meet end dates if delays occur during the design process.

g) Cost Control

An outline of the approach proposed to effect cost control. Provide details on demonstrated projects where the respondent met the initial budget and maintained budget through design and construction. Provide steps taken to maintain the initial budget.

h) Deliverables

A list of all deliverables included in the tender, including reports, drawings, estimates, presentations, specifications, tender documents, and meeting materials.

i) Fees

A detailed upset-limit fee tender, excluding HST, broken down by project phase, including all disbursements and sub-consultant fees. Proponents shall also identify hourly rates for additional services.

Evaluation and Selection

Selection Process

Tenders will be assessed based on information provided by the Respondent at the time of submission. The evaluation of tenders will be conducted by an evaluation team comprised of staff members from the Township of Southgate. The Township reserves the right to interview shortlisted firms and request presentations or clarifications in order to gain additional detail outside of the tenders received.

All tenders are to be submitted with the understanding that the selection of a tender for discussion by the Evaluation Committee shall not thereby result in the formation of a contract, nor shall it create any obligation on the Township to enter into further discussions.



Evaluation Criteria

Tenders will be assessed against the following criteria. The Township reserves the right to shortlist firms for further evaluation and interviews, which may alter the final scoring results. Tenders will be scored based on meeting or exceeding the expectations of the established evaluation criteria.

	Evaluation Criteria	Weight Factor
1.	Qualifications and Expertise of Team	15
2.	Experience with Projects of Similar Size and Complexity	20
3.	Project Understanding and Methodology	20
4.	Approach to Building Review, Space Planning, Code / Accessibility, and Design	15
5.	Approach to Timing Control and Schedule	10
6.	Approach to Cost Control	10
7.	Costs	10
	Total	100

The Corporation reserves the right to reject any or all tenders. The Corporation also reserves the right not to proceed with the project without stating reason thereof.

Selection of a tender will be based on all of the above criteria and any other relevant information provided by the Respondent(s).

Evaluation of the project architect, project engineer, project manager, and project support staff will include an assessment of the firm's overall ability to provide multi-disciplinary capabilities and resources to this project and the proposed team's past experience on similar projects.

Respondents shall include a minimum of three (3) project references demonstrating similar experience, preferably in projects of a similar magnitude and complexity to that specified herein.

The project will be awarded to the Respondent who, in the sole judgment of the Township, provides the best overall value. The Township will not be obligated to select the lowest cost or any tender.

The Township reserves the right to conduct references on Respondents, the results of which may affect the award decision. The Township also reserves the right to negotiate terms of reference with the awarded Respondent, which may affect the final tender price.



Consultant Health and Safety Agreement

It is the objective of the Township of Southgate to provide all persons within its workplace the opportunity to work in a safe environment. It is the Municipality's policy to eliminate accidents through health and safety standards. All consultants, contractors, sub-consultants, subcontractors, suppliers, and service providers to Township projects must cooperate and make all reasonable efforts to ensure maximum protection and minimum inconvenience to the general public, occupants, staff, and the environment.

The Township of Southgate believes the following ideals must be accepted and followed in order to ensure safety on Township projects:

1. Any Consultant hired by the Township must ensure that its employees and sub-consultants have safety training and certificates equal to or exceeding the requirements set forth in the current Occupational Health and Safety Act and current regulations.
2. The Consultant must work in conjunction with the Township's appointed Health and Safety representatives and follow Health and Safety policies set forth by the Township.
3. The Consultant must report and investigate all incidents and near misses to the Township's project representative and Health and Safety representatives within 24 hours.
4. Health and Safety issues will be given immediate attention by the Municipality, its representatives, consultants, contractors, and subcontractors.
5. All applicable current environmental legislation and regulations are considered minimum requirements.
6. All employees, consultants, contractors, sub-consultants, subcontractors, suppliers, and visitors must immediately report unsafe conditions, incidents, and accidents to the Township's project representative.

A WSIB Clearance Certificate or equivalent documentation must be attached where applicable.

Consultant Approval: _____

Phone Number: _____

Signature: _____ Dated: _____ 2026



Required Bidder Documents Checklist - Professional Services

Consultant Responsibilities	Municipal Required	Consultant Submitted
WSIB Clearance Certificate or equivalent private insurance	X	
Liability Insurance Certificate - minimum \$3,000,000	X	
Professional Liability / Errors and Omissions Insurance	X	
Health and Safety Policy Statement and Operating Procedures	X	
AODA compliance confirmation / training confirmation	X	
Company profile and statement of qualifications	X	
Project team resumes and sub-consultant list	X	
Project methodology and schedule	X	
Relevant project experience and references	X	
Fee proposal and hourly rates	X	
Confirmation of compliance with all legislation, regulations, and codes	X	
Any assumptions, exclusions, or proposed scope changes	X	

Signature: _____ Dated: _____ 2026



Bid Form

Statement of Qualifications

Experience - Statement of firm's expertise in this business:

Note: Attach any brochures and company profile that would support this section.

Consultant References

Company / Municipality	Contact	Phone / Email	Project Description

Payment Terms

Each tender shall provide a payment term based on the RFT price submitted for the project as work is completed. The Consultant shall provide a progress payment schedule based on project milestones and percentage completion of the work.



Pricing Submission Form

All prices shall be provided before taxes. HST shall be shown separately.

Project Component	Price Before Taxes
Building Condition Review / Due Diligence	\$
Code, Fire and Life Safety, and Accessibility Review	\$
Space Needs Assessment	\$
Concept Design Options	\$
Stage 1 & 2 Estimates	\$
Public / Council Presentation Support	\$
Detailed Design and Construction Drawings	\$
Tender-Ready Documents	\$
Tender Support	\$
Contract Administration During Construction	\$
Disbursements	\$
Optional Services / Additional Services	\$
Subtotal	\$
HST	\$
Total	\$

Hourly Rates for Additional Services:

Role / Discipline	Hourly Rate
Principal / Partner	\$
Project Manager	\$
Architect	\$
Intern Architect / Designer	\$
Structural Engineer	\$
Mechanical Engineer	\$
Electrical Engineer	\$
Civil Engineer	\$
Cost Estimator	\$
Contract Administrator	\$
Administrative / Technical Support	\$



Declaration

I / We hereby submit this tender for Architectural and Engineering Consulting Services for the proposed conversion / renovation of 5 Keppel Street, Dundalk into a municipal administration and services facility and agree to comply with the requirements of this RFT.

Company Name: _____

Authorized Signing Officer: _____

Title: _____

Signature: _____

Date: _____

Appendices

- Appendix A - Staff Report CAO2026-010 - Land Acquisition - 5 Keppel Street, Dundalk;
- Appendix B - By-law 2026-055 - Authorization of Purchase of 5 Keppel Street, Dundalk;