



Request for Proposal (RFP) Temporary Commercial Leased Office Space

Various MCA Programs

RFPNo.:2026-02

Issue Date: September 28, 2026

Submission Deadline: Open until filled up to December 31st 2026

PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

The Mohawk Council of Akwesasne (MCA), through its Space Needs Committee (SNC), invites qualified property owners and landlords to submit proposals for temporary leased office space to accommodate select MCA departmental programs, as outlined in this Request for Proposal (RFP).

The purpose of this RFP is to identify office space that provides the best overall value while meeting the operational, functional, and location requirements for MCA's programs.

Proponents are invited to submit proposals demonstrating how their property meets the requirements outlined in this RFP.

The Department of Infrastructure & Housing will receive submissions on behalf of the Space Needs Committee.

1.2 RFP Contact

All communications regarding this RFP must be submitted in writing by email to the RFP Contact identified below. Telephone calls, verbal inquiries, or communications with any other MCA representative regarding this procurement will not be accepted – unless assigned otherwise.

RFP Contact

Leslie Papineau, OAA, MRAIC
Director, Department of Infrastructure, Housing and Environment
Mohawk Council of Akwesasne
101 Tewesateni Road
Akwesasne, ON K6H 0G5
Office: 613-936-1548 ext. 1005
Email: Leslie.Papineau@akwesasne.ca

Commented [DS1]: potential location should meeting min. AODA requirements, or is able to be made compliant by landlord

1.3 Contract for Deliverables

1.3.1 Type of Agreement

The successful proponent will be invited to enter into negotiations with the Mohawk Council of Akwesasne to finalize a commercial lease agreement for the leased office space described in this RFP. Execution of a lease agreement is subject to successful negotiations and approval by the Mohawk Council of Akwesasne.

1.3.2 Lease Term

The proposed lease shall be for an initial term of three (3) years, with an option at the sole discretion of the Mohawk Council of Akwesasne, to renew the lease for one additional term of two (2) years under the same or mutually agreed-upon terms and conditions.

1.4 Proposal Submission

1.4.1 Submission Requirements

Proposals may be submitted electronically by email or delivered in person to the address below and

Titled: RFP No. 2026-02

Proposal – Leased Office Space for the Mohawk Council of Akwesasne Various MCA Programs

Submission Address

Department of Infrastructure, Housing and Environment

Mohawk Council of Akwesasne

101 Tewesateni Road

Akwesasne, ON K6H 0G5

Attention:

Leslie Papineau, OAA, MRAIC

Director, Department of Infrastructure, Housing and Environment

Electronic submissions shall be emailed to: Leslie.Papineau@akwesasne.ca

If submitting a hard copy, proponents shall provide one (1) signed original proposal, together with any supporting documentation.

End of Part 1

PART 2

PART 2 – TERMS AND CONDITIONS OF THE RFP PROCESS

2.1 General Information

2.1.1 Proposal Format

Proponents are encouraged to organize their proposals in the same order as the requirements set out in this Request for Proposal (RFP). Proposals should address all requested information and provide sufficient detail to allow the Mohawk Council of Akwesasne (MCA) to properly evaluate the submission.

Failure to provide all requested information may result in the proposal being considered incomplete.

2.1.2 Addenda

This RFP may only be amended by written addendum issued by the Space Needs Committee (SNC), Department of Infrastructure, Housing and Environment (DIHE).

Any addenda will be posted on the Mohawk Council of Akwesasne website under Request for Proposals and form part of this RFP. Proponents are responsible for monitoring the website, reviewing all addenda, and incorporating them into their proposals.

2.1.3 Proposal Pricing

Pricing shall remain firm and irrevocable for **ninety (90) calendar days** following the Proposal Submission Deadline and shall not be binding on the Mohawk Council of Akwesasne until a written lease agreement is executed.

Proponents shall provide competitive lease rates and clearly identify the base lease rate, additional rent, and all other applicable costs. MCA reserves the right to negotiate the lease rates and terms with the successful proponent.

An annual **2.5% base rent increase** should be anticipated.

2.1.4 Cancellation of the RFP

The Mohawk Council of Akwesasne reserves the right to cancel, suspend, amend, or terminate this RFP process at any time, without liability or obligation to any proponent.

2.1.5 Prohibited Conduct

The lease shall require both the Landlord and Tenant to ensure that no unlawful activity, nuisance, material disturbance, violence, threats, harassment, intimidation, or conduct that poses a serious risk to health or safety occurs at or in connection with the Premises.

Each party shall take reasonable steps to ensure compliance by its employees, agents, contractors, and other persons under its responsibility and, upon becoming aware of prohibited conduct, take reasonable steps to stop and prevent its recurrence. These obligations shall apply equally to the Landlord and those acting on the Landlord's behalf.

2.1.6 Timeline of the Proposal Bid Process: This call for proposals will remain open until further notice or until formally closed by MCA. Proposals may be submitted at any time while the call remains open. MCA will review and evaluate proposals as they are received and may proceed with a successful proponent prior to the formal closing of the call.

2.1.7 Notification of Applicants:

All applicants will be notified in writing by the MCA Executive Director after the evaluation process is completed.

We thank all applicants for their interest and look forward to finding a space that supports our Dept. of Community & Social Services Program

**APPENDIX A
RFP PARTICULARS**

A. Project Overview

Invitation

The Mohawk Council of Akwesasne (MCA) invites proposals from community members, property owners, and commercial landlords with available turn-key office space located within the Canadian portion of Akwesasne.

MCA is expanding its service delivery capacity and requires approximately 1,800 to 2,000 square feet of leased office space to accommodate selected MCA programs.

MCA welcomes proposals for existing facilities that currently meet, or can be reasonably renovated or modified to meet, the requirements outlined in this Request for Proposals (RFP).

B. The Program's "Rental Requirements"

The purpose of this RFP is to secure leased office space that supports the efficient delivery of community services while providing a welcoming, safe, and accessible environment for clients, families, employees, and visitors and designed to support children and families by providing appropriate environments for assessment, therapy, programming, and service delivery. Preference will be given to proposals that demonstrate flexibility, suitability, and the ability to accommodate operational needs.

Proposed design requirements include the following:

- To comfortably accommodate approximately 8 full-time employees and frequent public visitors to a maximum of 12 occupancy at one time.
- Approximately 1,800 to 2,000 square feet of office space,
- Location of property: Preferably situated in a natural setting within the three districts of Akwesasne, that allows for easy access to outdoor spaces for children and families,
- Flexible, multi-functional spaces that can accommodate changing program needs.
- Secure and confidential meeting areas.
- Compliance with applicable accessibility, life safety, and building code requirements.
- Reception and public waiting area
- Private offices for management and confidential meetings
- Open office area with staff workstations
- Secure records storage and filing area
- IT/communications room or designated equipment room (preferred)
- Lunchroom or kitchenette
- Staff washroom
- Fully accessible barrier-free public washroom
- Exterior tenant signage must be allowable.

Parking Requirements

The property should provide adequate parking for staff and visitors, including:

- Parking for a minimum of eight (8) staff vehicles
- Additional visitor parking of 4 spaces
- Designated accessible parking spaces – 1 or 2 needed
- Safe pedestrian access

Building Requirements

Preference will be given to buildings that provide:

- Commercial occupancy or the ability to be upgraded to meet applicable commercial building standards, including, but not limited to handicap access, fire alarms / fire detection and prevention services, emergency lighting, and all current building code standards to suit the office fit-up.
- Barrier-free access throughout the building, including entrances and washrooms, in accordance with applicable accessibility legislation and building codes
- Good overall building condition
- Heating and air conditioning, and proper ventilation.
- The building must be able to accommodate the electrical needs of office equipment and adequate power distribution. Provision for uninterrupted power supply and backup in the event of power failure.
- Availability of high-speed internet service
- Secure public and staff entrances
- Adequate interior and exterior lighting
- Smoke and carbon monoxide detection systems

Note: If some of the items require modifications to the building, it is the owner's responsibility to complete these renovations

Commented [DS2]: comment above on AODA covered here as well, so maybe can disregard my comment above

C. Lease Requirements

- MCA will provide its own lease agreements that meet the functions and operations at hand and will work with the building owner through this process.
- Competitive lease rates
- Flexibility to accommodate minor renovations or tenant improvements where required

D. Landlord Responsibilities

The Landlord shall be responsible for:

Building and Site Maintenance:

- Maintaining the building exterior, driveway, parking areas, entrances, sidewalks, and landscaped areas in a safe, clean, and tenantable condition.
- Performing and funding routine exterior maintenance, including:
 - Grass cutting
 - Landscaping
 - Parking lot grading and maintenance
 - Keeping all entrances, exits, sidewalks, and accessible routes free of snow and ice.
 - Waste and recycling services

- Ensuring uninterrupted access to the premises throughout the lease term.

Building Repairs:

The Landlord shall:

- Be responsible for all structural and non-structural repairs to the building, whether ordinary or extraordinary, except where damage results from the negligence or willful misconduct of the Tenant.
- Maintain all building systems and equipment, including HVAC, plumbing, electrical, roofing, and building envelope, in safe and operational condition throughout the lease term.
- The building owner must always maintain proper insurance during the term of the lease.

E. Tenant Responsibilities: The Tenant shall be responsible for:

- Electricity and heating costs associated with the leased premises.
- Interior housekeeping will be provided through the Mohawk Council of Akwesasne due to the operational requirements of the programs.
- MCA will provide specific services to the building that will require changes to allow department services to operate and function. This will include Network installations, Copier connections, IP phones, Information Technology / Switches and security that may include cameras and door hardware access changes.
- Specific lease responsibilities may be further negotiated / discussed prior to execution of the lease agreement.

F. Evaluation Criteria:

Proposals will be evaluated by selected department representatives from the following: The Departments requesting office space, the Department of Infrastructure, Housing and Environment, and MCA Space Needs Committee. Each proposal will be evaluated and discussed to see if they meet the criteria set forth in this proposal. The evaluation team will then provide a recommendation to the Executive Director for final approval. Occupancy will begin when all required processes and documentation along with the lease agreement and MCR are signed. However, MCA reserves the right to reject all proposals if not in compliance or request changes.

All proposals must meet the “Rental Requirements” described in section (C) above. If the bidder cannot accommodate the identified line items, the bidder must explain / provide justification for any omissions. All proposals will be carefully reviewed and will be evaluated using a point system process explained below under this evaluation criteria and must include all phased sections including forms that must be printed, signed, and included with your proposal submission.

Proposals that meet minimum requirements (outlined in phase 1 pre-qualification and compliance) will be considered complete, will then move to Suitability of Proposed Premises – and will be then rated by the evaluation team utilizing the rating system outlined in phase 2 site visit context below. The Lease Costs and Overall values will then be reviewed at the end and

evaluated accordingly. The proposal must reach a total of 85% to be considered. Each proposal will be scored on a 100-point scale based on the following factors and criteria:

Evaluation Criteria Phase Sections	Maximum Points
Pre-Qualification & Compliance	25
Suitability of Proposed Premises	50
Lease Cost and Overall Value	25
Total	100

RECEIPT OF PROPOSALS

Proposals shall not be opened publicly.

PHASE ONE: Pre-qualification and Compliance (25 points)

Bidders must provide the following documents with your initial submission:

- Each submitted proposal must include the full legal name of the bidder (Owner) and will be signed by the person(s) legally authorized to bind the bidder (Owner) to a contract.
- Proposal Cover Sheet
- Floor plan of the proposed building, building address, lot size, building interior square footage and building age.
- Provide photos of building and property. Exterior and Interior photos
- Proof of landownership with a copy of the certificate of possession (CP).**
- Copy of insurance for property.
- Date available of the property
- Is it barrier-free accessible
- Readiness of the facility (including any schedule of work to be completed prior to tenant occupancy and other applicable deadlines to ensure space availability).
- A completed and signed Submission Form (Appendix B).**
- A completed Pricing Form (Appendix C).**
- Provide a statement in the proposal that the bidder (owner) acknowledges and accepts to make renovations / retrofit to accommodate office space needs.

PHASE TWO: Site Visit Suitability of Proposed Premises-(50 points)

In this evaluation phase, the MCA building review team will evaluate the building and site based on the following criteria and identify if changes are needed to suit the new office fit-up for the requested department. The MCA will also review current building code requirements as it relates to commercial needs, health, and safety, etc.

Values: 0=poor, 1- Below Average, 2= Average, 3= Good, 4 = Very Good, 5 = Excellent

No.	SITE VISIT CRITERIA / RENTAL PROPERTY INSPECTION	POINT	VALUE 0 to 5	COMMENTS
1	Site location – Does it meet the needs of the MCA Program? Central location, proximity to	5		

	routes of access & is there enough parking to accommodate needs?			
2	Is this commercial accommodation or does this need moderate or extensive work to make changes to suit requirements? Does the floor plan permit design flexibility?	5		
3	Is this a standalone building or low-rise multi-tenanted building?	5		
4	Does the building comply with Accessible Canada Act (ACA) –barrier-free requirements. (barrier-free ramps, etc.)	5		
5	Electrical Requirements – can it accommodate needs?	5		
6	Fire Alarm / prevention services / Health and Safety Needs	5		
7	Air Condition / ventilation / How is it heated?	5		
8	Amenities - appearance, base finishes, and Quality – functional spaces, clean, good appearance, natural lighting, kitchenette facilities, efficiencies. Good exposure and visibility. Are the interior features of the building, such as the paint, flooring, fixtures, etc. in good condition. Readiness for occupancy	5		
9	Building Structure & Infrastructure - including the roof, walls, floors, windows, doors, and foundations including insulation, ventilation, and drainage systems.	5		
10	Are the exterior features of the property, such as landscaping, signage, and parking in good condition? Are there deficiencies?	5		
	Total:			

PHASE THREE Cost Reasonableness Lease Costs & Overall Value -(25 points)

1. This criterion includes the costs per square foot. The bidder (Owner) is to provide a budgetary overview with a brief description of his/her proposal. MCA will review proposals in a fair and equitable manner. The bidder (Owner) is responsible for any and all costs incurred by themselves and / or their designee in responding to this request for proposal. Fees/costs quoted must remain firm throughout this process.

PRICING FORM

Instructions for Completing the Pricing Form

Pricing must be submitted in Canadian dollars.

1. Unless otherwise specified, all prices quoted by the Proponent must be all-inclusive and include all costs, fees, charges, and expenses required to provide the Leased Premises in accordance with the requirements of this RFP.
2. The pricing submission must state the Proponent's total rent for the three (3)-year lease term in accordance with the Deliverables set out in the rent table to be filled out by proponent.
3. All costs must be based on comparable existing buildings of similar size, age, and operating characteristics.
4. Explain in your submission any additional fees or charges not mentioned.

PROPOSED COSTS TO BE FILLED OUT BY BIDDER (OWNER) - To be included in proposal submission.

Square Footage, Building Details and Gross Rental Space

Description	Sq. Footage	Rate per sq. ft.	Total Cost
Useable Space			
Property size			

RENT TABLE FOR LEASE SPACE

Period Term	Cost Per Sq/Ft	Annual Rent	Monthly Rent
1st year of the term 2026-2027			
2nd year of the term 2027-2028			
3rd year of the term 2028-2029			

Explain your breakdown of costs: Attach additional documents if needed in your proposal.

APPENDIX B

SUBMISSION FORM

Acceptance of Proposal Form

(To be included with the Proposal Submission)

Disclosure of Information

The Proponent consents to the disclosure of its Proposal, to the Mohawk Council of Akwesasne (MCA) Space Needs Committee (SNC), and the Department of Infrastructure, Housing and Environment (DIHE), to assist with the Request for Proposals (RFP) process, including the evaluation of Proposals.

Proposal Acceptance

If this Proposal is accepted, the undersigned agrees to enter into and execute a lease agreement with the Mohawk Council of Akwesasne (MCA) for the provision of the leased office space described in this RFP, subject to the terms and conditions of the RFP and any resulting lease agreement. Written notice of acceptance may be provided by MCA at any time following the Proposal Closing Date in accordance with the terms of this RFP.

Declaration

- The undersigned certifies that: all information contained in this Proposal is true, accurate, and complete to the best of their knowledge;

- they are duly authorized to submit this Proposal on behalf of the Proponent; and
- the Proponent agrees to be bound by the terms and conditions of this Proposal and the RFP, if selected.

Bidder (Owner) Business Name (If applicable)	
Address	
Phone	
Email	
Date	
Authorized Bidder (Owner) Name	
Authorized Bidder (Owner) Signature	