



REQUEST FOR PROPOSALS COMMERCIAL OFFICE SPACE CONTRACT #: M/D/Y

The Mohawk Council of Akwesasne (MCA) invites proposals for the provision for leasing temporary office space to house the functions of the Department of Community and Social Services. This annually renewed lease will extend over a three (3) year period.

This space will serve as a hub for various educational programs, workshops, and office space for the Department of Community and Social Services, focusing on meeting space for community members involved with DCSS programs such as Akwesasne Child and Family Services and the Community Support Program.

Proposals must be submitted in a sealed envelope that is clearly marked, “*Contract #: M/D/Y, Temporary Commercial Office Space for the Department of Community and Social Services*” and submitted at the office of the Executive Director at Administration 1 Building, 12 Akwesasne Street, Akwesasne Quebec, H0M 1A0.

The deadline for submitting proposals is 2:00 p.m. on July 26, 2024. Proposals received after this time will not be considered.

Proposals will be evaluated by selected department representatives from the following: Department of Community and Social Services, the Department of Infrastructure, Housing and Environment, and MCA Executive Services. 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. Occupancy will begin when all required processes and documentation along with the lease agreement are signed. MCA reserves the right to reject all proposals.

All proposals must meet the “Rental Requirements” shown in section 1.0 below. If the bidder cannot accommodate one of 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 in section 2.0 in this document. Section 2.3 and 3.0 include forms that must be printed, signed, and included with your proposal submission. MCA prefers to have all utilities and maintenance (including inside custodial-housekeeping and outside grounds and parking lots) to be provided by the landlord. The lease agreement will define exact requirements.

Lease Term: Open to negotiation, but a minimum of a 3-year lease is preferred to ensure stability for the program.



1.0 RENTAL REQUIREMENTS

1. A minimum of 1500 Gross Square Feet in building area.
2. Location of property: Situated within the three districts of Akwesasne.
3. The parking lot provided for a minimum of 6 vehicles.
4. Garage Storage site on property to accommodate outside and inside equipment that range from various outdoor items such as canoes, kayaks, promotional items, programming materials, etc.
5. 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.
6. 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.
7. The building must meet all applicable codes for a public building, 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.
8. The office accommodation must be fully air-conditioned and properly ventilated, abide by current Health and Safety Standards and emergency evacuation process compliance measures.
9. Is the owner willing to make changes to the floor plan to accommodate occupancy? The request to accommodate 2 private meeting rooms (1:1 meeting room, family meeting room, a large multi-purpose room for docking stations/work pods and a kitchenette.
10. Exterior tenant signage must be allowable.
11. 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.
12. The building owner must always maintain proper insurance during the term of the lease.
13. The successful building owner must open the designated spaces within three to six months of the targeted agreed upon opening date. If the owner is unable to open the designated spaces within the agreed upon timeframe, changes may be submitted in writing to the Executive Director for consideration



BID EVALUATION

The review and selection process are based on the full description of the nature of the services to be performed, the quality customer service, reliability, and fee structure. Proposals that meet minimum requirements (outlined in phase 1 pre-qualification and compliance) will be considered complete. All complete proposals will be rated by the evaluation team utilizing the rating system outlined in phase 2 site visit context below. The proposal which rates highest will be selected for contract negotiations. Each proposal will be scored on a 100-point scale based on the following factors and criteria:

2.0 Phase One: Pre-qualification and Compliance (25 points)

Bidders must provide the following documents:

1. 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.
2. Proposal Cover Sheet
3. Floor plan of the proposed building, include lot size and building age.
4. Provide photos of building and property.
5. Proof of land ownership with a copy of the certificate of possession (CP).
6. Copy of insurance for property.
7. Provide a statement in the proposal that the bidder (owner) acknowledges and accepts to make renovations / retrofit to accommodate office space needs. MCA building review team will complete a site visit and walkthrough and identify changes required to suit new office fit up. The MCA will also review current building code requirements as it relates to commercial needs, health, and safety, etc. These changes will need to be completed and leased signed before occupancy.
8. Readiness of the facility (including any schedule of work to be completed prior to tenant occupancy and other applicable deadlines to ensure space availability).

2.1 Phase Two: Site Visit (50 points)

In this evaluation phase, the MCA building review team will evaluate the building and site based on the following criteria.

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



No.	SITE VISIT CRITERIA/RENTAL PROPERTY INSPECTION	VALUES 0 to 5
1	Site location – Does it meet the needs of the MCA Program	
2	Is there enough parking to accommodate needs ?	
3	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?	
4	Is this a standalone building or low-rise multi-tenanted building?	
5	Does the building comply with Accessible Canada Act (ACA) – barrier-free requirements. (barrier-free ramps, etc.)	
6	Modern office space. Is there a need to make changes to suit.	
7	Fire Alarm / prevention services / Health and Safety Needs	
8	Air Condition / ventilation	
9	Amenities, base finishes, and Quality – functional spaces, clean, good appearance, natural lighting, kitchenette facilities, efficiencies. Good exposure and visibility.	
10	Building Structure including the roof, walls, floors, windows, doors, and foundations including insulation, ventilation, and drainage systems.	
11	Utilities and services that the property provides, such as electricity, water, heating, cooling, internet, phone, and security. Inspect to ensure they are all connected and functioning well, and no leaks detected etc.	
12	Are the interior features of the building, such as the paint, flooring, fixtures, etc. in good condition. These features can affect the appeal, comfort, and convenience of the property.	
13	Are the exterior features of the property, such as the landscaping, signage, and parking in good condition? The landscape must be appealing and within a serene and natural setting.	
14	Access to waterways is an asset.	
15	Space on the property for a sweat lodge is required.	
	Total:	

2.2 Cost Reasonableness (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 through this project and must include all expenses for this project.



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

Total Square Feet of Lease Space	Amount
Total lease costs for Sept 1, 2024 – May 1, 2025 (to include all known or approximate monthly expenses, maintenance fees and other associated costs) Cost per square foot: \$	The Tenant (MCA) shall pay to the landlord during the initial term rental of \$ _____ per year, payable in installments of \$ _____ per month.
Total lease costs for May 1, 2025 – May 1, 2026 (to include all known or approximate monthly expenses, maintenance fees and other associated costs) Cost per square foot: \$	Year Two rent shall be \$ _____ per year, payable in installments of \$ _____ per month.
Total lease costs for May 1, 2026 – May 1, 2027 (to include all known or approximate monthly expenses, maintenance fees and other associated costs) Cost per square foot: \$	Year Three rent shall be \$ _____ per year, payable in installments of \$ _____ per month.

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

3.0

ACCEPTANCE OF PROPOSAL FORM



(To be included in your proposal submission)

The undersigned agrees to execute a contract for leased office space with MCA covered by this proposal and RFP (request for proposal), if he/she is notified of its acceptance within the 30 consecutive days after the proposal due date.

The undersigned affirms that the bid was developed without collusion, undertaking or agreement either directly or indirectly with any other bidders (s) to maintain lease cost(s) of indicated space requirements or information or to prevent any other bidders(s) from bidding.

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

4.0 Pre-Proposal Questions:

All inquiries must be submitted in writing and directed to the Department of Community and Social Services at alicia.thompson@akwesasne.ca or (613) 575-2341 by July 22, 2024, at 5:00pm. Any questions received after this deadline will not be considered. Responses will be provided through an addendum to all bidders before the proposal closing date.

5.0 Timeline of the Proposal Bid Process:

The period of validity of the proposal bid and the withdrawal of offers after the closing date and time is

30 consecutive days after the closing date. The anticipated timeframes of the proposal evaluation process are set out below:



STAGE	DESCRIPTION OF STAGE	ESTIMATED DATES
1	Advertisement call-out issued	July 9, 2024
2	Questions relating to proposal bid deadline	July 22, 2024
3	MCA's Response back to bidder's deadline	July 23, 2024
4	Proposal bid closing date submission	July 26, 2024
5	Proposal evaluation	Aug 5, 2024
6	Site visit & Report	Aug 9, 2024
7	Proposal evaluation final discussion & decision	Aug 16, 2024
8	Notification of the outcome to bidders	Aug 19, 2024
9	Discussion with finalist and review of lease agreement	Aug 19, 2024

Any time or date in this RFP is subject to change at the discretion of MCA. The establishment of a time or date in this RFP does not create an obligation on the part of MCA to take any action or create any right in any way for any bidder to demand that any action be taken on the date established.

6.0 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 mission to heal and strengthen our community through connection to the land.