



October 5th, 2026

REQUEST FOR PROPOSALS (RFPs) TO CONDUCT A FEASIBILITY STUDY

GIIWE (She Goes Home) SERVICES HUB
COMMERCIAL FACILITY IN TEMISKAMING SHORES, ON

1. Executive Summary & Project Background

Issuing Entity: Keepers of the Circle (KOTC)

Submission Deadline: November 2nd, 2026

Keepers of the Circle is an Indigenous Hub operated by the Temiskaming Native Women's Support Group, a non-profit organization established in 1997 to support the political, social, health, and economic equity of Indigenous women. It was also mandated to develop and deliver culturally safe programming for Indigenous women and their families. We service Indigenous women, girls and 2SLGBTQQIA+ peoples across Northern Ontario. Our programs and services have increased over time, which has pushed our organization beyond our current space and capacity to accommodate. As part of our strategic priorities for the next five years, KOTC is seeking to increase physical capacity and presence in Ontario for Indigenous-led training and social services through the establishment of additional Indigenous hub centres. These centres will serve as multifunctional spaces to deliver training programs, cultural supports and front-line services along with dedicated office space for KOTC staff.

There is a preferred site location in the City of Temiskaming Shores, located in Timiskaming District in Northeastern Ontario on a greenfield site partitioned from existing municipal property. The design will be a new build and must prioritize low maintenance overhead, high durability, sustainable building materials and maximum space utility for program delivery. The feasibility study will assist KOTC in determining if our preferred site is suitable for a new build, identify potential risks and considerations and will be utilized as a basis for future capital funding applications.

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Matachewan First Nation, ON
House 37, Box 10
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Temiskaming Shores, ON
121 Scott Street, Box 1414
P0J 1P0
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2. Project Scope & Specifications

Proposals received are not to exceed **\$60,000.00** in total for completion of described work. Proposals will be weighed based on cost effectiveness for total service delivery as shown in the matrix below.

Proposals must include the applicants fee breakdown for the preparation of a feasibility study on the design of a commercial office building/ services hub. The building shall be approximately 15-20,000 square feet and will prioritize sustainable building options that uphold Canada's Green Buildings Strategy for Net-Zero, where any proposed designs must consider climate resiliency and can/could be LEED certified where feasible, cost effective and appropriate.

The breakdown of work should include a minimum of 4 (virtual) engagement sessions for KOTC staff and locally serviced peoples; creation of program space and concept designs; a schematic package including building code analysis and architectural outline specifications; Engineering narrative descriptions for recommended systems that would be suitable for a Class C Estimate. All of the information shall be included in a feasibility report which is the principal deliverable of this request. Proposals should include a timeline with milestone deliverables and reporting schedule, all work must be completed by **March 15th, 2026**.

3. Submission & Procurement Timeline

Proposals will be accepted from the date of posting until midnight on **November 2nd, 2026**. Submissions can be emailed to a.bridges@keepersofthecircle.com. Proposals will be reviewed as they are received by our Executive Director Bertha Cormier and KOTC Board of Directors, proposal(s) will be selected by no later than November 6, 2026, and invited to an interview, all submitters will be notified of the status of their application at that time.

4. Proposal Submission Requirements

Proposals must include the following information:

Scope of work: Proposed milestones clearly defined

Schedule: Proposals should include a tentative schedule of when the work will be completed and a brief description of a schedule of work

Company Profile: A brief overview of the company

Relevant Experience: Portfolios accepted - completed work designing sustainable building types; studies completed for First Nation; Inuit or Metis organizations are an asset

Project Team: Resumes and fees structures of the Project Manager and other personnel working on the project

Terms and conditions: Any conditions which may affect the project, applicant relationship or other factors to be considered during the project.

6. Evaluation Criteria

Proposals will be scored using a weighted evaluation matrix. Weighing will be based primarily on total projected costs. Preference will be given to Indigenous owned/operated firms as directed by our organizational policy.

PROPOSALS WILL BE SCORED ON THE FOLLOWING COMPONENTS:

CONSULTING FEES/ COSTS (15%)	a) Proposal demonstrates a good balance of value of deliverables with cost effectiveness b) Cost breakdowns of hourly rates and potential fees associated with the work
QUALIFICATIONS AND TECHNICAL EXPERTISE (30%)	a) Demonstrates building science expertise b) Capable of energy modelling for building scenarios c) Any potential limitations to the feasibility study are identified d) Relevant portfolio with details given on highlighted projects completed within the last 5 years e) Local expertise with zoning and municipal processes in Northern Ontario f) References available
TEAM COMPOSITION (25%)	a) Resumes of lead consultants working on the project b) Identification of any sub-consultants and their experience
PROPOSED SCHEDULE: (15%)	a) Deliverables have regular updates to KOTC b) Able to complete work within the timeline constraints identified
INDIGENOUS-LED BUSINESS OR PROJECTS (15%)	a) Proposal identifies as Indigenous Led (BOD/ Ownership/ executive leadership) b) Proposal highlights past projects that have been in partnership with Indigenous communities or organizations c) Business meets preference criteria of 1) Indigenous women-led; 2) Indigenous-led; 3) Women-led; and/or 4) Northern-based.

7. Points of Contact & Clarifications

All formal communication, requests for clarification, or questions regarding this file must be submitted via email to a.bridges@keepersofthecircle.com