

## **Request For Proposals (RFP) 2025-2026**

### **RE: Indigenous Services Canada's Extended Asset Condition Reporting System Inspections (E-ACRS Inspections)**

#### **Introduction**

This Request for Proposal (RFP) is being issued by the **Mohawk Council of Akwesasne (MCA), Department of Housing, Infrastructure and Environment (DIHE)**, to conduct extended inspections under the Extended Asset Condition Reporting System (E-ACRS). The E-ACRS provides a more detailed assessment than the standard Asset Condition Reporting System (ACRS), including evaluation of individual asset components and lifecycle costing over 35 years for all ISC-funded assets, including those funded under the Capital Facilities and Maintenance Program (CFMP) and the Health Facilities Program (HFP).

E-ACRS inspections will support the **Mohawk Council of Akwesasne** in its Asset Management Planning by forecasting long-term needs through the assessment of the main and major components of each asset. In addition to identifying current deficiencies, life expectancy, and estimated remaining life, the inspections will provide a 35-year forecast of component replacement needs.

To that end, the **Mohawk Council of Akwesasne** is seeking the services of a qualified consultant to conduct inspections of all on-reserve buildings, roads, bridges, water systems, wastewater systems, and vehicles funded by Indigenous Services Canada (ISC). A total of 161 assets, listed in the annex to this RFP, located within the Territory of Akwesasne (Ontario Region), are to be physically inspected.

Deliverables include:

- Signed and sealed final E-ACRS Reports
- Completed Export/Import Compact Inspection Excel Workbook
- Export/Import Asset Replacement and Valuation Tool (ARV Tool) with the 35-year Chart
- Export/Import Fire Protection Questionnaire

All final reports and workbooks must be submitted to the Program Administrator and ISC Regional Contact Officer by the deadline provided in this RFP.

The information provided in this RFP may be confidential and must only be used for the preparation of a proposal for E-ACRS inspections on behalf of the **Mohawk Council of Akwesasne**.

## **Program Administration**

### **Working Agreement:**

The E-ACRS inspections will be administered by the **Mohawk Council of Akwesasne – Department of Housing, Infrastructure and Environment**. The Consultant will enter into a contract for services with the **Mohawk Council of Akwesasne- DIHE**.

### **Program Administrator (MCA-DIHE):**

The Program Administrator will act as the primary point of contact for the administration of any resulting contract, including payment of invoices, and coordinating site visits for the physical inspection of assets, among other responsibilities.

#### **The Program Administrator:**

Phone:  
613-936-1548 ext. 1005

Email:  
[leslie.papineau@akwesasne.ca](mailto:leslie.papineau@akwesasne.ca)

Name Leslie Papineau  
Title: Director, Dept. of Infrastructure, Housing and Environment

Address:  
101 Tewesateni Road  
Akwesasne, ON  
K6H 0G5

### **ISC Regional Contact Officer**

The Regional Contact Officer will be responsible for all matters concerning the technical content of the departmental documentation provided, with this RFP, and for recommending payment of invoices. The ISC Regional Contact Officer will be available for the provision of E-ACRS advice and assistance, as required.

#### **The ISC Regional Contact Officer:**

Phone:  
  
1 (647) 355 - 9659

E-mail:  
[shazad.chaudhary@sac-isc.gc.ca](mailto:shazad.chaudhary@sac-isc.gc.ca)

Name Shazad Chaudhary  
(Pronouns: He/Him)

Title  
Database Officer, Assets and Northern Roads  
Community Infrastructure Directorate  
Indigenous Services Canada – Ontario Region

Address

## **Submission Details**

Submit one (1) hard copy by mail or e-mail a PDF, of your proposal to the Program Administrator **date and time stamped by 4:00pm, Local Time, on August 14, 2025..**

One electronic copy (PDF format) will be submitted to the ISC Regional Contact Officer by the Program Administrator.

This Request for Proposal (RFP) package, includes; the E-ACRS Terms of Reference, the E-ACRS Manual, the Consultant's Personnel and Hourly Rate Template and a List of Assets to be inspected, for each community. The package may contain confidential and privileged information and should not be used for purposes other than preparing a proposal.

If you are not submitting a proposal for the **Extended Asset Condition Reporting System (E-ACRS) Inspection**, please notify the Program Administrator in writing and destroy these documents and any copies. Any dissemination or use of this information for any purpose other than the intended purpose is unauthorized.

The **Mohawk Council of Akwesasne** reserves the right to cancel this Request for Proposal (RFP) for any reason, without liability to any proponent, or to waive irregularities at its sole discretion.

**Proposals shall be irrevocable and valid for a period of 60 days from the closing date.**

Any interpretation of, additions to, deletions from, or other corrections to the proposal documents will be issued as written addenda by the **Mohawk Council of Akwesasne**. All consultants receiving copies of the RFP will be provided with addenda via email and/or fax. It is the sole responsibility of the consultants to contact the Program Administrator or ISC Regional Contact Officer to confirm that all available information has been received prior to submitting a proposal.

## **Enquiries:**

Requests for technical clarification should be directed to the ISC Regional Contact Officer. ISC will not be responsible for any information provided verbally. Any questions received by the **Mohawk Council of Akwesasne**, the First Nation, or ISC that may affect the proposal process will be addressed through formal addenda issued by the **Mohawk Council of Akwesasne**.

## **General Requirements:**

Completed E-ACRS Final Reports must be submitted under the seal of a Professional Engineer registered in the province where the First Nation community is located. The seal signifies the engineer's professional responsibility for the information contained in the final E-ACRS report. The seal must appear on both the cover page and the Executive Summary of the final report.

Only technically qualified inspectors may conduct assessments of asset condition, Maintenance Management Plans (MMPs), special-purpose municipal vehicles, life safety and fire protection features of public-access buildings, operations and maintenance performance, and asset replacement and valuation calculations. Inspectors must have proven experience in condition assessment, asset evaluation, and asset management. **Experience working with First Nations organizations is considered an asset.**

The Consultant must declare any existing consultancy arrangement between the Consultant and the **Mohawk Council of Akwesasne – Department of Housing, Infrastructure and Environment (DIHE)** administering the RFP process.

### **Scope of Work**

As outlined in the attached **E-ACRS Terms of Reference**.

### **Consultant Proposal**

The proposal must include the following:

- an **“Introduction”** giving a description of the Consultant’s relevant experience, the overall approach to the project and identification of any sub-consultants.
- a **“Work Plan”** demonstrating how the requirements of the scope of work will be met. The assignment of team members to tasks and the number of person-hours that each team member will spend on each task should also be indicated (see attached template for costing of person-hours). The use of specialized services should also be shown.
- a **“Project Management”** section that includes a project team organization chart identifying all the members of the project team and their roles/responsibilities; a Gantt Chart of how the work is to be undertaken; and a description of the Consultant’s quality assurance process for the E-ACRS inspection(s).
- a **“Study Cost”** section showing the estimated costs based on the person-hours and corresponding charge-out rate for each member of the study team plus the cost of disbursements **(costing template attached)**. Fees and Disbursement costs for each Asset Category/Asset Class (i.e. "Public Buildings", "Water", "Wastewater", "Roads", "Bridges", "Vehicles", etc.) listed in Appendix of the E-ACRS Manual, must be provided in the format exemplified in the Template: Consultant Personnel and Hourly Rates (attached). An estimated ceiling cost must be quoted for the work.
- an **Appendix** showing the Curricula Vitae of the professional staff of the Consultant and any sub-consultants

## **Project Deliverables**

**For certainty, reference should be made to the E-ACRS Terms of Reference attached to this Request for Proposal.**

Submit a schedule of visits within two weeks of notification of award of contract to the ISC Regional Contact Officer and the Program Administrator.

### **Schedule of Visits**

Draft and Final E-ACRS Reports will have a hard copy component and digital data.

### **Draft and Final Reports presentation**

- i) E-ACRS Final Report in PDF format, with all documentation and organized per the "Table of Content" as outlined in the E-ACRS Manual
- ii) The 35 Years Asset Replacement Chart in excel format that is generated as a separate excel file from the ARV Tool
- iii) The ICMS Workbooks (Compact Inspection, ARV Tool and Fire Protection Questionnaire) in electronic format – completed for import to ISC's ICMS database
- iv) A hard-copy of the E-ACRS Final Report to be send to the First Nation and an electronic (PDF) version
- v) All photos

All draft reports must be transmitted to the First Nations within 2 weeks following the completion of each inspection, and no later than **Sept. 15, 2025**. These draft reports will assist First Nations to update their annual First Nation Infrastructure Investment Plan.

### **Draft E-ACRS Report**

Submit one (1) pdf draft copy of the E-ACRS report to the ISC Regional Contact Officer and the Program Administrator not more than 2 weeks after completion of each community inspection. This draft submission, organized in the same manner as the requirements for the final report, can be in the form of a digital document unless otherwise specified.

Submit one (1) pdf or hard draft copy of the E-ACRS report to the First Nation with an accompanying letter indicating their opportunity to review and comment on the report. Provide the ISC Regional Contact Officer and the Program Administrator with a copy of the transmittal. Comments on the report provided by the First Nation must be recorded and attached to the final E-ACRS report.

Final reports must be signed and sealed by a Professional Engineer.

### **Final E-ACRS Report**

Submit one (1) bound colour hardcopy of each of the final reports to the Regional Contact Officer and one to the Program Administrator no later than **December 15, 2025**

Submit one (1) bound colour hardcopy with digital data to the applicable First Nation and provide the ISC Regional Contact Officer with a copy of the transmittal.

Submit one (1) final sealed copy of the E-ACRS report in PDF together with digital data attached, to the **Mohawk Council of Akwesasne-DIHE**.

Submit all final sealed E-ACRS reports in Adobe PDF format with digital data attached under the paper clip icon to the ISC Regional Contact Officer. This document should be formatted and organized in the same manner as the hardcopy report.

If agreed to by the Program Administrator and the First Nation, bound coloured copies can be replaced by electronic coloured copies of the reports. For ISC, check with the Regional Contact Officer to determine if an electronic version with no hard-copy requirements is acceptable.

Final sealed E-ACRS reports in Adobe PDF format with digital data attached to the ISC Regional Contact Officer. This document should be formatted and organized in the same manner as the hardcopy report.

Submit the ICMS Workbooks (Compact Inspection, ARV Tool and Fire Protection Questionnaire) in Excel format once finalized for uploading to the department's ICMS database.

**Deliverables in digital format to the Regional Contact Officer**

## **Certifications**

- The Consultant certifies that all project personnel have the language capability required to perform the Work as stipulated in the Statement of Work.
- The Consultant certifies that all information provided in the resumes and supporting material submitted with their proposal, particularly the information pertaining to education, achievements, experience, and work history has been verified by the Consultant to be true and accurate. Furthermore, the Consultant warrants that every individual proposed by the Consultant for the requirement is capable of performing the Work described in the resulting contract.
- The Consultant certifies that their proposed team members performing the asset inspections have work experience in the water, wastewater, schools, buildings, or the infrastructure fields identified. A minimum of ten (10) years of work experience in at least one or a combination of the above fields is preferred.
- The Consultant certifies that their proposed team members performing the inspection of the vehicles are qualified and have work experience in evaluating fire trucks, if applicable.

- It is expected that an inspector hired to perform the inspection of Public-Access Building assets has knowledge of the National and Provincial Building Code and Fire Code, and that their qualifications enable them to develop:
  - Recommendations and plans to address physical deficiencies related to the integrity of the asset; and
  - Recommendations and plans to address a combination of management, operational, and performance deficiencies related to the operation of the facility or system.
- The Consultant certifies that, should they be awarded a contract as a result of their proposal, every individual proposed will be able to perform the Work as required by the Terms of Reference and within the specified time-frame. If for reasons beyond their control, the Consultant is unable to provide the services of an individual named in the proposal, the Consultant may propose a substitute with similar qualifications and experience. The Consultant must advise the Contracting Authority (TC or FN) of the reason for the substitution and provide the name, qualifications, and experience of the proposed replacement. For the purpose of this clause, only the following reasons will be considered as beyond the control of the Consultant: death, sickness, retirement, resignation, dismissal for cause or termination of an agreement for default.
- If the Consultant has proposed any individual who is not an employee of the Consultant, the Consultant certifies that they have the permission from that individual to propose their services in relation to the Work to be performed and to submit his/her resume to the Contracting Authority. The Consultant must, upon request of the Contracting Authority, provide written confirmation, signed by the individual, of the permission given to the Consultant and of his/her availability.

### **Evidence of Insurance**

- Copies of Liability Insurance and Incorporation papers are to be submitted as part of the proposal. The Consultant must maintain throughout the duration of the Contract a minimum of One Million Dollars (\$1,000,000) of general liability insurance covering claims for injuries to members of the public or damage to property of others arising out of any covered negligent act or omission of the Consultant of their respective directors, officers, shareholders, employees, agents or sub-contractors.
- The Consultant must carry a minimum of Two Million Dollars (\$2,000,000) of third-party liability insurance for vehicles.
- The Consultant will ensure compliance on his/her part and on the part of all his/her employees and sub-contractors with the Worker's Compensation Act and Regulations. The Consultant shall be designated as the prime contractor with overall responsibilities for the health and safety of the Consultant's staff, sub-contractors and any persons invited onto the Consultant's worksite by the Consultant. The Consultant shall undertake to work in a safe manner using suitably trained and experienced personnel. The Consultant shall fully comply with their Health and Safety Plan and all relevant safety standards (federal and provincial and any specific requirements of the Band). The Consultant is responsible for all costs associated with their Health and Safety Plan. *The Consultant shall provide proof of Worker's Compensation Act coverage.*

- Valid insurance must be in place before any work on the resultant contract can begin. The Consultant will provide the Program Administrator and the ISC Regional Contact Officer with evidence of the required insurance in the form of a detailed Certificate of Insurance supported by certified copies of the policies.

## **Terms of Payment**

Payments will be based on the earned value and the hourly rates and disbursements as established in the contract. No payment will be made regarding the cost of work incurred to remedy errors or omissions for which the Consultant is responsible. Invoices are to be sent to the Program Administrator on agreed upon format and time frame and copied to the ISC Regional Contact Officer for review and to make payment recommendations.

As a minimum, invoices must include a breakdown of charges for labour (example: 10 hours P. Eng. 5 hours Admin, etc.), travel (by mode), per diem costs (accommodation and meals) and incidental expenses. A project status report must accompany the invoice.

## **Cost Control**

At no time will the contractor fee be exceeded without an approved written change order from the Program Administrator.

If extra costs are anticipated as a result of changes to the Terms of Reference, during the course of the project, the Consultant shall immediately propose amendments to the contract to the Program Administrator with complete details of the cost elements involved.

## **Enclosures:**

- 1) List of Assets for Inspection (CFMP & HFP Assets)
- 2) Generic Contractor Non-Construction Purposes, First Nation or Tribal Council
- 3) Consultant's Proposal Costing Template - Excel
- 4) E-ACRS Terms of Reference
- 5) E-ACRS Manual