

REQUEST FOR INFORMATION (RFI)

MARKSTAY COMMUNITY HUB

Project Validation, Construction Readiness, Funding and Long-Term Operations

Project Location	8 Church Street, Markstay, Ontario
Current Estimated Project Cost	\$1,473,531 – or less
FedNor Funding Requested	\$350,000 - Build Communities Strong Fund, Local Impact Stream in Northern Ontario
Municipality of Markstay-Warren	\$200,000
Caisse Alliance Project Financing	\$923,531 - confirmed in current FedNor portal entry
Target Construction Start	September / October 2026, subject to approvals, funding and procurement
Target Completion	June 2027

RFI No.: TMW 2026-14

Issue Date: Monday, August 24, 2026

Response Deadline: Tuesday, September 8, 2026 at 2:00 p.m. (ET)

Municipality of Markstay-Warren
21 Main Street South, P.O. Box 79
Markstay, Ontario P0M 2G0

This RFI is an information-gathering and project-validation exercise only. It is not a tender, request for proposal, or commitment to award a contract.



1. Purpose of this Request for Information

The Municipality of Markstay-Warren is advancing the proposed Markstay Community Hub at 8 Church Street in Markstay. The Municipality is issuing this Request for Information to consolidate and validate the information required to support final municipal due diligence, Council decision-making, funding and financing approvals, procurement planning, construction readiness, and the long-term operating model for the facility.

This RFI is intended to obtain information from organizations and professionals with direct knowledge of the project or relevant expertise, including design and engineering consultants, construction and project-management professionals, financing partners, library and community-service partners, and other organizations that may contribute to the project's successful implementation.

The Municipality is not seeking a binding bid through this RFI. Where costs, schedules or financing information are requested, respondents should provide current budgetary, indicative or validated information sufficient to allow the Municipality to assess project feasibility and readiness.

2. Project Background

The Markstay Community Hub is envisioned as a fully public, accessible, multi-purpose community facility that will centralize important rural services and create a long-term community asset for residents of Markstay-Warren and the surrounding area.

The facility is intended to secure the long-term continuity of library services in Markstay while expanding access to seniors' programming, public technology and learning resources, wellness activities, meeting and community-programming space, volunteer-led initiatives, and services delivered by community and partner organizations.

2.1 Intended Community Functions

- Permanent and accessible library services.
- Seniors' programming and healthy-aging initiatives.
- Public access to computers, internet, digital technology and learning resources.
- Community learning, literacy and lifelong-learning opportunities.
- Wellness, recreation and social programming.
- Flexible meeting and community-programming space.
- Space for volunteers, community groups and local organizations.
- Opportunities for partner organizations and service providers to deliver services locally.



- A centralized gathering place that reduces social isolation and strengthens community connection.

2.2 Community and Economic Benefits

- Strengthen rural service delivery and community infrastructure.
- Improve accessibility to services for residents of all ages.
- Support healthy aging and aging in place.
- Reduce social isolation and increase social connectedness.
- Support volunteerism, civic participation and community engagement.
- Improve quality of life and help retain and attract residents, families and workers.
- Generate construction-related employment and local economic activity.
- Create a long-term municipal asset that supports future growth, investment and community resilience.

3. Current Working Project Assumptions

For the purpose of this RFI, respondents should use the following current working assumptions unless they have newer, documented information. Where a respondent believes an assumption should be revised, the response should clearly identify the recommended change, the basis for the change, and any financial or schedule implications.

Project	Markstay Community Hub
Location	8 Church Street, Markstay, Ontario
Asset Access	Public; not restricted to members
Current Estimated Cost	\$1,473,531, based on current FedNor detailed application costs
Construction Period	Approximately 8 months
Target Start	October 2026, subject to final funding, approvals and procurement
Target Completion	June 2027



3.1 Current Project Cost and Financing Plan

The following amounts reflect the current FedNor Detailed Application - Costs and Funding entry provided to the Municipality.

Project Cost Category	Amount
New Building Construction	\$1,269,965
Architect / Engineering / Geotechnical / OLS Survey	\$178,080
HST - municipal amount after 1.76% rebate treatment	\$25,486
Total Project Costs	\$1,473,531

Funding Sources

Funding Source	Amount	% of Project	Current Status	RFI Confirmation Required
FedNor - Build Communities Strong Fund, Local Impact Stream	\$350,000	23.8%	Requested	Confirm funding decision, eligible costs, timing and conditions
Municipality of Markstay-Warren	\$200,000	13.6%	Confirmed in FedNor portal	Confirm Council authorization and source of municipal funds
Caisse Alliance project financing	\$923,531	62.7%	Confirmed in FedNor portal	Confirm final financing terms, debt service, security and conditions

3.2 Current Readiness Information

- Site selection completed.
- Community need identified and overall project scope established.
- Preliminary facility design and concept plans prepared.
- Class D cost estimate prepared.
- Financing strategy developed.
- Caisse Alliance financing commitment identified.
- Municipal project-management capacity identified.
- Preliminary community planning and consultation undertaken.

Remaining work is expected to include final design refinement, Council approvals and supporting resolutions, tender/procurement documentation, contractor availability confirmation, final financing arrangements, site and building approvals, utility and servicing confirmation, and completion of the operational and lifecycle-cost model.



4. Information Requested from Respondents

Respondents should provide clear, concise and evidence-based information under each of the five sections below. Where information is not yet available, identify what remains outstanding, who is responsible, the expected completion date, and whether the outstanding item could affect project cost, funding eligibility, procurement or the construction schedule.

Respondents are required to address only those items that fall within their professional discipline, contractual role or direct knowledge. The Municipality will consolidate responses from its design consultants, technical specialists, construction or project-management professionals, financing partners, municipal staff and operating partners. For items outside a respondent's scope, state "Not applicable to this respondent" and, where known, identify the party best positioned to respond.

4.1 Project Scope, Design and Community Programming

- 1.1. Confirm the proposed size, floor area, number of storeys and overall building configuration.
- 1.2. Provide or reference the most current concept drawings, floor plans, site plans and architectural renderings.
- 1.3. Confirm the functional program for the facility, including the space allocated to library services, seniors' programming, community programming, technology access, meeting areas, storage, washrooms, mechanical/electrical systems and partner-service space.
- 1.4. Identify any design elements that remain unresolved or require Council direction.
- 1.5. Confirm how the design will support universal accessibility, flexible use of space, community safety, security and public access.
- 1.6. Identify opportunities for energy efficiency, reduced operating costs, climate resilience and future expansion.
- 1.7. Confirm any site improvements included in the project, including parking, entrances, sidewalks, landscaping, exterior lighting, signage, drainage and accessibility routes.
- 1.8. Identify any equipment, furnishings, technology or fit-up items that are included in the project budget and any that are currently excluded.



-
- 1.9. Provide a design-basis summary identifying the applicable editions of the Ontario Building Code, Ontario Fire Code, municipal standards, referenced CSA standards and other codes or standards used for the current design.
 - 1.10. Confirm the intended major occupancy classification, occupant load, construction type, building area and height, fire separations, exiting strategy, spatial-separation assumptions, barrier-free path of travel and any alternative solutions or code interpretations requiring approval.
 - 1.11. Confirm the current design stage and percentage completion for architectural, civil, structural, mechanical, electrical, fire-protection, landscape and interior/fit-up disciplines. Identify the drawings, specifications, schedules and calculations still required for permit and tender.
 - 1.12. Provide a room-by-room functional program and area schedule showing net and gross floor areas, intended occupancy, capacity, furniture/equipment needs, storage, acoustical and privacy requirements, technology needs and after-hours access arrangements.
 - 1.13. Confirm site circulation and accessibility, including pedestrian and vehicle movements, accessible parking and drop-off, fire-route access, snow storage, waste collection, deliveries, bicycle parking, exterior gathering areas and safe connections to the public road and sidewalk network.
 - 1.14. Confirm the civil design approach for grading, drainage, stormwater management, erosion and sediment control, water supply, sanitary or septic servicing, utility connections and site restoration. Identify design criteria, capacity constraints and off-site works, easements or agency approvals that may be required.
 - 1.15. Confirm available geotechnical and survey information and identify any remaining boreholes, soil testing, groundwater assessment, topographic or legal survey work. Describe foundation, slab, frost-protection, excavation, dewatering and unsuitable-soil assumptions that could affect cost or schedule.
 - 1.16. Describe the proposed structural system and design criteria, including foundations, roof and floor systems, snow and wind loads, equipment loads, future expansion allowances, durability and any specialty structural elements.
 - 1.17. Describe the proposed mechanical systems, including heating, cooling, ventilation, controls, plumbing, domestic hot water, water treatment where applicable, fire protection



and freeze protection. Provide preliminary equipment capacities, zoning, ventilation criteria, redundancy, maintainability and energy-performance assumptions.

1.18. Describe the proposed electrical and communications systems, including service capacity, normal and emergency power, lighting and controls, fire alarm, security and access control, CCTV, data and Wi-Fi, public-address requirements, electric-vehicle readiness and any utility upgrades or long-lead equipment.

1.19. Confirm the envelope strategy for roof, walls, windows, doors, air/vapour barriers, insulation, thermal bridging, moisture management and durability. Identify energy targets, modelling completed or required, and measures to reduce lifecycle cost and improve climate resilience.

1.20. Confirm requirements for acoustics, daylighting, indoor air quality, thermal comfort, glare control, privacy, universal washrooms, wayfinding, signage and inclusive design beyond minimum code compliance.

1.21. Provide a multidisciplinary coordination summary identifying conflicts, incomplete interfaces or owner decisions among architectural, structural, civil, mechanical, electrical, technology, furniture/equipment and site work.

1.22. Provide a constructability review addressing site access, laydown and staging, temporary services, winter construction, protection of adjacent properties and ongoing public operations, sequencing, labour availability, prefabrication opportunities and anticipated site constraints.

1.23. Identify proposed commissioning, testing, balancing, training, close-out and handover requirements, including record drawings, operation and maintenance manuals, warranties, equipment inventories, controls documentation and seasonal or deferred testing.

1.24. Provide a design risk and decision log listing each unresolved technical issue, required owner or Council decision, responsible party, target resolution date, and potential capital-cost, operating-cost or schedule impact.

4.2 Capital Cost, Funding and Financing

2.1. Confirm the current total project cost of \$1,473,531 and identify any changes expected before tender or contract award.



-
- 2.2. Validate the current cost breakdown: \$1,269,965 for new building construction; \$178,080 for architect/engineering/geotechnical/OLS survey; and \$25,486 for the municipal HST amount after the 1.76% rebate treatment. Identify any additional cost categories, contingencies, escalation or exclusions not captured in these amounts.
 - 2.3. Confirm the basis and date of the current estimate and the level of estimate accuracy (for example, Class D, C, B or A, if applicable).
 - 2.4. Identify the contingency included in the project budget and whether it is sufficient for the current stage of design.
 - 2.5. Identify any anticipated cost escalation, supply-chain risk, long-lead items or contractor-capacity issues that could affect the final cost.
 - 2.6. Confirm the status and conditions of each funding source: \$350,000 requested from FedNor, \$200,000 from the Municipality of Markstay-Warren, and \$923,531 in Caisse Alliance project financing. The current FedNor portal entry identifies the municipal and Caisse Alliance sources as confirmed.
 - 2.7. Provide the final or current Caisse Alliance financing terms, including interest rate assumptions, amortization, annual principal and interest payments, security requirements, conditions precedent and any other material financing conditions.
 - 2.8. Identify the municipal borrowing authority and approvals required before the financing may be finalized.
 - 2.9. Identify any funding-stacking restrictions, eligible/ineligible costs, timing requirements, recognition/signage obligations, procurement conditions or reporting requirements that may affect the project.
 - 2.10. Identify practical value-engineering options that could reduce capital cost or operating cost without undermining the project's core community objectives.
- 4.3 Procurement, Project Management and Construction Schedule
- 3.1. Provide the recommended procurement and project-delivery model and explain why it is appropriate for this project.
 - 3.2. Confirm the project-management structure, including the roles of the Municipality, architect, engineer, project manager, contractor and other consultants.



-
- 3.3. Provide a detailed critical-path schedule from final funding approval through design completion, tendering, contract award, construction, commissioning and occupancy.
- 3.4. Confirm whether a October 2026 construction start remains achievable and identify the latest practical award date required to maintain the schedule.
- 3.5. Identify any long-lead materials or equipment that must be ordered early to protect the schedule.
- 3.6. Assess current contractor and trade availability in Northern Ontario and identify any market-capacity risks.
- 3.7. Confirm the anticipated construction duration and whether completion by June 2027 remains realistic.
- 3.8. Identify inspection, testing, commissioning, deficiency and occupancy milestones that must be included in the schedule.
- 3.9. Identify the principal schedule risks and recommended mitigation measures.
- 3.10. Confirm what procurement documentation is complete, what remains to be prepared, and the estimated time required before tender issuance.
- 4.4 Approvals and Construction Readiness
- 4.1. Confirm the current status of site-plan approval and identify any remaining planning or zoning requirements.
- 4.2. Confirm the status of building-permit drawings and the anticipated timing for building-permit submission and issuance.
- 4.3. Identify any environmental reviews or approvals that are required or recommended, including any site, soil, designated-substance, archaeological, drainage, stormwater or conservation-authority requirements that may apply.
- 4.4. Confirm all utility and servicing requirements, including water, wastewater/septic, stormwater, hydro, telecommunications, fire protection and any required upgrades or new connections.
- 4.5. Confirm compliance requirements relating to accessibility, including applicable Ontario Building Code barrier-free requirements and Accessibility for Ontarians with Disabilities Act obligations.
-



4.6. Identify any fire-code, emergency-access, fire-flow, life-safety or public-occupancy requirements that could affect design or cost.

4.7. Confirm whether title, easements, rights-of-way, encroachments or other property matters could affect construction.

4.8. Identify every approval, permit, clearance or third-party decision still required before construction can begin, the party responsible, and the expected completion date.

4.9. Provide a clear assessment of whether the project can reasonably be described as shovel-ready and, if not, identify the specific steps and timeframe required to reach full construction readiness.

4.5 Operations, Sustainability and Lifecycle Planning

5.1. Describe the proposed long-term operating model for the Markstay Community Hub, including municipal, library, community-partner and service-provider responsibilities.

5.2. Provide an estimated annual operating budget for the completed facility, including staffing, utilities, insurance, custodial services, snow removal/grounds, security, technology, programming, repairs and maintenance.

5.3. Identify expected annual revenues or cost recoveries, if any, including rentals, user fees, leases, partner contributions, sponsorships, grants or other revenues.

5.4. Confirm responsibility for building maintenance, preventative maintenance, capital renewal and lifecycle costs.

5.5. Provide a recommended annual lifecycle reserve contribution and, if available, a 10-year or 20-year capital-renewal forecast.

5.6. Confirm how library services will be funded and staffed and identify any incremental staffing or operating costs resulting from the new facility.

5.7. Describe how the Municipality can sustain seniors' programming, community programming, technology access and partner-service delivery after construction funding ends.

5.8. Identify opportunities for shared-service arrangements, partnerships, volunteer involvement and revenue generation that could improve long-term sustainability.



- 5.9. Identify energy-efficiency measures or building systems that may reduce annual operating costs and provide estimated savings where available.
- 5.10. Describe how the facility should be incorporated into the Municipality's Asset Management Plan, annual capital planning, reserves strategy and long-term financial plan.
- 5.11. Identify the principal long-term operating and financial risks and recommended mitigation measures.
- 5.12. Provide an overall assessment of whether the proposed facility can be operated sustainably within the Municipality's financial and organizational capacity.

5. Requested Supporting Documentation

Where available and applicable, respondents should provide or reference the following supporting information:

- Current site plan, floor plans, elevations and architectural renderings.
- Design-basis report and applicable code matrix.
- Current architectural, civil, structural, mechanical and electrical drawing/specification list, showing issue date and design-completion status.
- Room data sheets, functional area schedule, equipment/furniture schedule and technology requirements.
- Current survey, geotechnical information, grading/drainage concept and servicing calculations or confirmation letters.
- Preliminary energy model or energy-performance summary and building-envelope design criteria.
- Multidisciplinary coordination, constructability and value-engineering review.
- Commissioning plan, testing requirements and proposed close-out deliverables.
- Design decision log identifying outstanding owner and Council decisions.
- Current Class D/C/B/A cost estimate or quantity-surveyor estimate.
- Project schedule / critical-path schedule.
- Site servicing plan and utility correspondence.
- Planning, zoning and site-plan status documentation.
- Building-permit status and permit drawing list.
- Accessibility review or compliance summary.
- Environmental, geotechnical, drainage or other technical reports.
- Financing commitment letter and current financing terms.



- Funding approval letters or application-status confirmations.
- Draft operating budget and lifecycle-cost forecast.
- Risk register identifying cost, schedule, funding, approvals and operational risks.
- Any other document that materially supports the respondent's assessment of project readiness.

6. Response Format

Responses may be submitted in memorandum, report or letter format. To facilitate consolidation by the Municipality, responses should follow the section numbering in this RFI and identify any assumptions, qualifications or outstanding information.

Each response should include: (a) the respondent information in the form provided; (b) a completed response to each applicable numbered item; (c) a list of assumptions, exclusions and information relied upon; (d) a schedule of outstanding decisions and deliverables; and (e) supporting documents clearly cross-referenced to the applicable RFI item. Drawings should identify revision number, issue date, design status and responsible professional.

Organization / Respondent	
Primary Contact	
Title / Role	
Email / Phone	
Relationship to Project	
Date of Response	

7. Submission and Questions

Responses should be submitted to:

Marc Serre, CAO/Clerk
Municipality of Markstay-Warren
21 Main Street South, P.O. Box 79
Markstay, Ontario P0M 2G0

Email: info@markstay-warren.ca

Email subject line: Response - Markstay Community Hub RFI. Electronic submissions should be provided in searchable PDF format, with supporting drawings or schedules attached separately where appropriate.



RFI response deadline: Tuesday, September 8, 2026 at 2:00 p.m. (ET)

Questions / clarification deadline: Tuesday, September 1, 2026 at 2:00 p.m. (ET)

8. Use of Information and Municipal Rights

- This RFI is issued for information gathering, project validation and due diligence only.
- This RFI does not constitute a call for tenders, a request for proposals, an offer to enter into a contract, or a commitment by the Municipality to proceed with the project.
- The Municipality may use information received through this RFI to refine project scope, funding applications, financing, budgets, Council reports, procurement documents, implementation plans and operating assumptions.
- The Municipality may seek clarification or additional information from any respondent.
- The Municipality is not responsible for any costs incurred by a respondent in preparing or submitting a response.
- All future procurement, if any, will be undertaken in accordance with applicable municipal procurement requirements, legislation, trade obligations and Council authority.
- Information submitted to the Municipality may be subject to the Municipal Freedom of Information and Protection of Privacy Act and other applicable law.



Appendix A - Federal Program Alignment and Project Positioning

The Municipality is positioning the Markstay Community Hub as a community-resilience and rural-service-delivery project under the Government of Canada's Build Communities Strong Fund - Local Impact Stream in Northern Ontario, administered by FedNor.

The current \$350,000 FedNor request represents approximately 23.8% of the \$1,473,531 total project cost. The project is being positioned under the Build Communities Strong Fund - Local Impact Stream in Northern Ontario. The requested federal contribution remains below 50% of the total project cost.

The strongest project positioning is not simply the construction of a building. The Hub should be presented as a long-term investment in rural service delivery, healthy aging, community capacity, digital inclusion, volunteerism, social connection, population retention and local economic resilience.

Priority Outcomes to Demonstrate

- A shovel-ready project with clearly documented approvals, design, costing, financing and procurement readiness.
- Strong public benefit and year-round community use.
- A permanent solution for library and community-service delivery in Markstay.
- Measurable benefits for seniors, families, youth, volunteers and community organizations.
- Improved access to learning, digital services and local supports.
- A credible long-term operating plan that demonstrates municipal sustainability after construction.
- Leveraged non-federal funding and manageable long-term municipal debt.
- A facility design that is accessible, energy efficient, adaptable and incorporated into municipal asset-management planning.



Appendix B - Municipal Pre-Submission Readiness Checklist

Readiness Item	Status
Project scope and final floor area confirmed	☐
Final concept / design approved	☐
Updated cost estimate validated	☐
Construction contingency confirmed	☐
Federal funding request finalized	☐
Municipal contribution authorized by Council	☐
Caisse financing terms approved	☐
Borrowing authority and debt impact confirmed	☐
Site plan / zoning status confirmed	☐
Building permit path confirmed	☐
Environmental / technical requirements confirmed	☐
Utility servicing confirmed	☐
Accessibility review completed	☐
Procurement documents substantially complete	☐
Contractor / market availability assessed	☐
Construction schedule validated	☐
Operating budget prepared	☐
Applicable-code matrix and occupancy analysis completed	☐
Room program / area schedule confirmed	☐
Civil, structural, mechanical and electrical design basis confirmed	☐
Geotechnical, survey, grading, drainage and servicing information confirmed	☐
Multidisciplinary coordination and constructability review completed	☐
Commissioning, training and close-out requirements defined	☐
Design decision log completed	☐
Lifecycle-cost / reserve plan prepared	☐
Asset-management integration confirmed	☐
Risk register completed	☐
Council report and final resolution prepared	☐



Appendix C - Current FedNor Portal Costs and Funding Snapshot

Current FedNor Detailed Application - Costs and Funding screen provided August 12, 2026. The figures shown below are incorporated into Sections 3.1 and 4.2 of this RFI.

Canada.ca > FedNor > FedNor Portal > Applications > Detailed application

Organization Profile Contact Project Management Economic benefits **Costs and funding** Attachments
Review Certification

Application type: Detailed application

Application #: 901171 | Draft

If you exit, return to the Manage my applications section of the Portal to retrieve and complete your application.

COSTS AND FUNDING

Project costs

Review and update (if required), the eligible project costs including all incremental expenses directly related to the project that are deemed reasonable and necessary for its execution (e.g. equipment, professional fees, etc.)

Cost description	Amount (\$)
New Building Construction	1,269,965
Architect / Engineering / Geotechnical / OLS Survey	178,080
HST (municipality rebate of 1.76 percent)	25,486
Total costs (\$)	1,473,531

Add New Row

Calculate

Project funding sources

Funding source	Funding source details	Amount (\$)	Confirmed
FedNor		350,000	Requested
Other			
Recipient	Municipality of Markstay-Warren Municipal Con	200,000	☒ Yes ☐ No
Financial institution	Caisse Alliance Project Financing	923,531	☒ Yes ☐ No
Total funding (\$)		1,473,531	

Add New Row

Calculate

☒ Project costs must equal project funding sources.

Current portal figures: total project costs \$1,473,531; FedNor requested \$350,000; Municipality of Markstay-Warren \$200,000 confirmed; Caisse Alliance project financing \$923,531 confirmed.



Appendix D - Concept Design Drawings (July 8, 2026)

Exterior concept rendering - 8 Church Street, Markstay



Markstay Community Hub

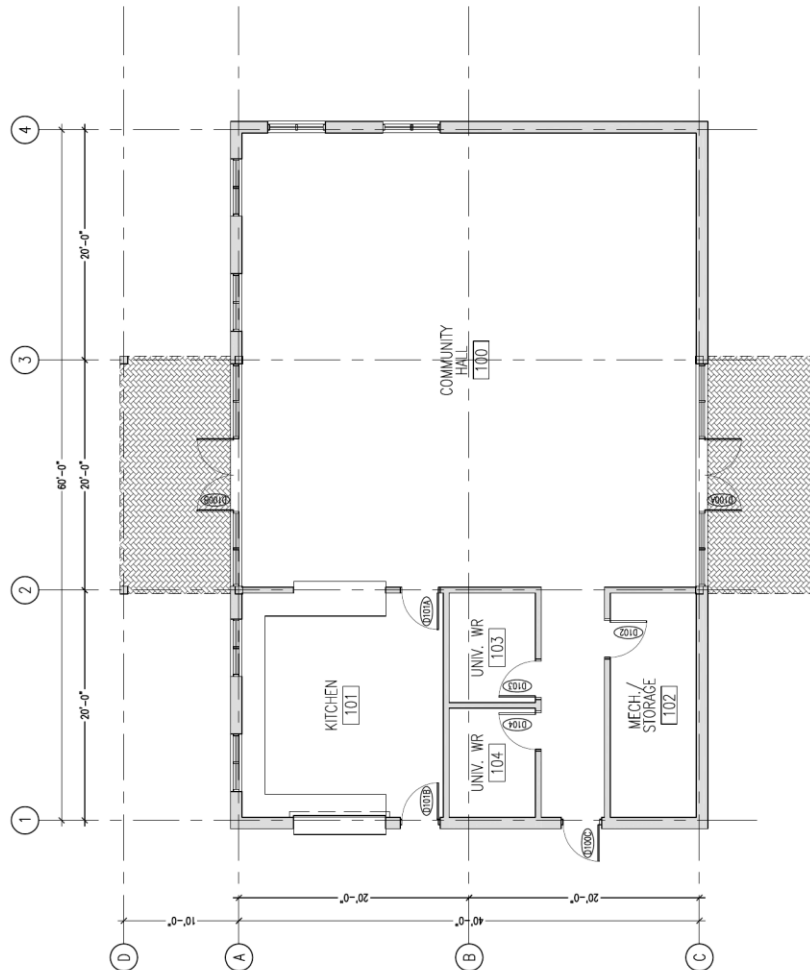
8 Church Street, Markstay, ON

July 8, 2026



Appendix D - Concept Design Drawings (July 8, 2026)

First-floor concept plan - 8 Church Street, Markstay



First Floor Plan Markstay Community Hub

8 Church Street, Markstay, ON

July 8, 2026