

REQUEST FOR PROPOSAL

TC-015-25

**Lease of Dedicated Space
at the FlightExec Centre**

December 2025

2066 Dorchester Rd., Dorchester, ON Canada N0L 1G2

thamescentre.on.ca

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1 Introduction

The Municipality of Thames Centre, via this Request for Proposal, is accepting applications whereby two rooms at the FlightExec Centre (located at 2066 Dorchester Road, Dorchester) may be leased to third parties.

The two rooms that may be made available for a third party to lease are:

- second-floor room labelled “Community Room 1” and formerly used as the Creative Art Studio
- second-floor room labelled “Smitty’s Lounge”

Both of these rooms are on the second floor of the south side of the building, alongside the walking track that circles around the APC ice rink. This south portion of the second floor is accessible by an elevator and a staircase, both located at the far end of the main lobby, and accessible via multiple smaller staircases found within the stadium seating around the APC ice rink. Reaching this room requires traveling along the second-level walking track, which is open for public use during all hours when the facility is open. Full details for each of these spaces are available further below in this document.

Interested individuals, groups/clubs/associations and businesses are encouraged to submit a Proposal (following the guidelines of this RFP) to explain your proposed use for either of these spaces.

The intention is to enter into a lease agreement with any selected Proponent(s), awarding a lease to each successful Proponent within 2 months of the submission deadline for this RFP, with the earliest possession date for any of these spaces likely to come in March or April of 2026.

The Municipality reserves the right to accept and/or refuse any or all Proposals. There is no guarantee that any of the Proposals will be accepted, which could then result in a new process to consider additional proposals and/or the Municipality deciding to retain one of both of these spaces for other uses. As a result, there is no guarantee that these spaces will be awarded to any Proponents.

Description of Potential Lease Spaces

> **Space 1 – Community Room #1** – formerly housing our “Creative Art Studio”, this room is on the south side of the building, on the second floor. This room has an entrance door at each end, and windows on opposite walls (windows facing the walking track & APC rink and other windows facing the CANUSA ice rink). This room has a drop-down ceiling along with drywalled bulkheads, with walls that are a combination of cinderblock and drywall, wood laminate flooring and a small countertop with a one-basin kitchen sink. This room measures approximately 16.5’ x 55’, totaling **908 square feet**.

> **Space 2 – Smitty’s Lounge** – this room has a single entrance door, and windows facing the walking track & APC rink. This room has a drop-down ceiling, with walls that are a combination of cinderblock and drywall and wood laminate flooring. This room also comes with a gas fireplace and wall mounted TV, both in “as is” condition. This room measures approximately 16.5’ x 13.5’, totaling **223 square feet**.

Refer to the Appendix for the location of both spaces within the facility. Please note that this floor plan is not exact.

NOTE - All room measurements provided in this document are approximate, with Proponents responsible to verify all measurements. Per square foot lease rates will be based on measurements in this document.

Lease Terms

> Municipal Responsibilities

- Initial agreement will be for one year, providing the opportunity for any changes and adjustments to the agreement before considering a longer-term extension.
- Provision/payment of the following utilities: electricity, gas & water (where applicable).
- Maintenance/repairs to the outer walls and roof, exterior windows, exterior doors, plumbing, HVAC and electrical. This does not include interior windows & walls, ceiling, or flooring (except when maintenance is required due to external water damage).
- The Municipality has the right to terminate a lease agreement, for any reason, with 60-days notice, with the leaser responsible to cover all costs in order to leave the space in the condition they found it, with any/all furniture, window coverings, equipment and/or appliances included in the agreement left in satisfactory working condition.

> Responsibilities of Renters

- The rental payment rates will be reviewed/adjusted on an annual basis, as of January 1.
- First month rent will be required in advance, at time of entering into agreement.
- Any/all furniture and equipment is not included, except for those items specified in this document (fireplace and TV in Smitty's Lounge).
- Moving expenses.
- Regular cleaning and keeping the space tidy and presentable.
- No use of any space outside of the room (ie. nothing alongside the walking track).
- All related internet costs (connection, service, etc.).
- Insurance requirements (see 2.12, below, for more details)
- All costs related to any renovations or upgrades to the space, with such work subject to approval from the Municipality in advance. The Municipality has the right to reject any renovation requests. If your Proposal is contingent on any renovations then such details must be included in your submission.
- Any required permits (to operate the business, for approved renovations, etc.).
- "Equipment Conditions" within the agreement will include that the renter, upon end of lease agreement, will be responsible to have any/all furniture, equipment and/or appliances that were included in the agreement to be in satisfactory working condition or replaced with similar quality items (to be pre-approved by Municipality) that are comparable and in good working condition. Likewise, during

the lease agreement, the renter will be responsible for any repairs or replacement of any of these items.

- Allowing Municipal staff to enter the space at any time, as required, to deal with maintenance, etc. The Municipality will provide notice, whenever possible.
- Must ensure the space is locked and secure at all times when not in use.
- Not to permit the use of any portable signage, of any kind, on the site without the express written permission of the Municipality, with applicable by-laws applying.
- Not permitted to lease or sublet this space without the advanced express written consent of the Municipality.
- Space is only available for use and access during the scheduled operating hours of the FlightExec Centre.
- Complete and submit annual Progress Report issued by the Municipality.

2 RFP Rules and Procedures

- 2.1. This is not a call for tender. This is a request for proposals to identify one or more preferred Proponents and to initiate negotiations which, if mutually satisfactory, would lead to one or more Facility Usage Agreements (leases) for spaces that are available for use at the FlightExec Centre.
- 2.2. The Municipality will select the preferred Proponent(s), which in the opinion of the Municipality, submits the most advantageous proposal(s). If an agreement cannot be reached with the preferred Proponent, the Municipality may, at its sole discretion, initiate negotiations with the Proponent with the next most attractive proposal.
- 2.3. The Proponent agrees that the submission of a proposal is acknowledgement of their understanding and acceptance of all information contained within this RFP and with any addenda that follow.
- 2.4. Proposals will be considered revocable.
- 2.5. The Municipality reserves the right to waive any irregularities in submitted proposals.
- 2.6. The Municipality reserves the right to request additional information or seek clarification from multiple parties.
- 2.7. The Municipality reserves the right to reject any or all proposals and the right to re-advertise or re-commence the RFP process, if it so desires.
- 2.8. The Municipality reserves the right to ultimately not enter into lease agreements for one or more of the three spaces being made available for proposals.
- 2.9. Submissions are made at the sole expense of the Proponent. The Municipality takes no responsibility for any expense incurred by a Proponent in preparing or submitting its proposal.
- 2.10. Withdrawal or Qualifying of Proposal - a bidder, who has already submitted a Proposal, may submit a further Proposal or amending Proposal at any time up to

closing date and time. The last Proposal received shall supersede any previous submissions.

A bidder may withdraw the Proposal at any time up to the closing date and time by submitting a letter with their signature to the Municipality, addressed to the attention of The Municipality Thames Centre's contact provided in Section 3.6 of this document.

- 2.11. Indemnification** - the successful Proponent(s) agrees it will indemnify and hold harmless the Municipality, its employees and agents against any and all liability, loss, costs, damages and expenses which the Municipality, its employees and agents may hereafter sustain, incur or be required to pay arising out of the negligent or willful acts or omissions of the successful Proponent in the performance of this agreement.
- 2.12. Insurance** – the Municipality will require a Certificate of Liability Insurance from any selected proposal(s). This must be issued by your insurer on a standard CSIO form and be signed by an authorized representative. In this Certificate, the Municipality will require the following:
- Your full name and address with contact name and phone number
 - Description of your business operation
 - Commercial General Liability with a limit of not less than \$5,000,000.00
 - Non-owned automobile with a limit of not less than \$5,000,000
 - Cross Liability clause
 - The Municipality is to be added and shown as an Additional Insured with 30 days notification of cancellation
 - Depending on the operations of the successful proponent the Municipality reserves the right to request additional appropriate insurance coverage.
- 2.13. Workplace Safety and Insurance** - it is the obligation of any successful bidder to comply with all requirements of the workplace safety and insurance board act. Bidder must certify that all employees, officers and agents are covered under the act and submit this information when requested.
- 2.14. Terms and Conditions** - The Proposal, including the Rent Proposal (Section 4) must be honoured once the contract is awarded.

3 RFP Submission Process

1. **Site Visit** - all interested parties are encouraged to attend an optional site visit (date provided in Section 6 below). At this time, municipal staff will tour everyone in attendance through both rooms. Attendees are to meet in the lobby at the entrance on the south side of the FlightExec Centre (this entrance has a "Home of Boone Jenner" sign over the door).
2. Proponents shall submit proposals in a sealed package. **Absolutely no emailed submissions will be accepted.** The package shall contain: two hard copies of the proposal in addition to one digital copy in PDF format, on a USB drive (for Sections 1 through 3), with Section 4 (Rent Proposal) submitted only as one hard copy in a separate sealed envelope as described further below. The package should be clearly marked and stated as:

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Each proposal shall be divided into the following four sections and be clearly marked as such:

Section 1: Introduction Letter

Section 2: Business Plan

Section 3: Fit with Community and/or Facility

Section 4: Rent Proposal - this Section **MUST** be submitted as one hard copy only, **in a separate sealed envelope**, labeled "Rent Proposal."

Any additional supporting documentation shall be included in the applicable section.

On the Closing Date, commencing at 2:01 p.m., the Proposal envelopes will be opened and the names of the Proponents that have submitted proposals will be recorded by Municipal staff. The enclosed second sealed envelope (Section 4: Rent Proposal) will not be opened until such time as the Evaluation Committee has reviewed and evaluated Sections 1 through 3 for all proposals.

- a. Sealed proposals will be received by the Municipality, until the submission deadline, at:

Municipality of Thames Centre
4305 Hamilton Road, Dorchester
Ontario
N0L 1G3

Proposals received after the submission deadline will be sent back unopened.

- b. RFP questions will be received until the date outlined in Section 6 of this document. Responses will be emailed to ALL Proponents.

- c. All parties considering submitting a proposal MUST register, in order to ensure they receive any/all RFP updates (addenda). Refer to Section 6 for deadline date to register. All RFP questions AND registering to receive RFP updates (addenda) must be done by emailing:

Steve MacDonald, Director of Community Services & Facilities
smacdonald@thamescentre.on.ca

- d. Addenda, if required, shall hereby form part of the RFP documents. All addenda shall be emailed to all registered Proponents as detailed above. This will be completed by the date outlined in Section 6 of this document. It is the responsibility of the Proponent to review all addenda that have been emailed. No oral explanations or interpretations will modify any of the requirements or provisions of the RFP documents. The Proponent shall acknowledge receipt of addenda, if any, within their introduction letter (Section 1 of your Proposal).

- e. All submitted proposals shall become the property of the Municipality and will not be returned to Proponents.

- f. A bid security will not be required.

3. Since the Rent Proposals will not be viewed until a later date, not until after Sections 1 through 3 are reviewed and evaluated, there will not be a public opening of submitted Proposals.

4 RFP Evaluation Process

1. The evaluation process will be carried out by a committee, who will review and score all the submissions. Sections 1 through 3 will be reviewed and evaluated before Section 4 - Rent Proposals will be opened/reviewed/scored.
2. Evaluation results of submitted proposals and the ranking of proposals will not be disclosed by the Municipality after the evaluation process.
3. The Municipality will not necessarily accept the highest Rent Proposal nor any Proposal. Any implication that the most financially beneficial proposal(s) will be accepted is hereby expressly negated. As you will see by the evaluation criteria, further below, price is only one aspect of the decision process.
4. The Municipality reserves the right to seek clarification of any one or more proposals. As a result, bidders may be requested to:
 - i. Provide additional information
 - ii. Clarify their submission(s)
 - iii. Address specific requirements not adequately covered in their Proposal

5 RFP Evaluation Criteria

Proposals should demonstrate how the Proponent meets the requirements outlined in this RFP, and should further expand on their organizations qualities and any other relevant information to the extent the Proponent deems beneficial to support their Proposal. Proponents should also demonstrate why their Proposal should be preferred by the Municipality and how they will bring added value to the community by being selected to lease one of the available spaces.

The Municipality will evaluate and score proposals based on the following criteria:

1. Introduction Letter	5%
2. Business Plan	30%
3. Fit with Community and/or Facility	50%
4. Rent Proposal	15%
	100%

6 RFP Schedule

Task	Date
Release of RFP	December 19, 2025
Optional Site Visit (refer to 3-1 above)	9:30am January 5, 2026
Final date for Proponent questions	January 9, 2026
Deadline to Register – Mandatory (refer to Section 3-2 c) above)	January 9, 2026
Final date for addenda/clarifications from the Municipality	January 12, 2026
RFP submission deadline	2:00 PM Local Time January 14, 2026
Award of Potential Agreement(s)	January 27, 2026
Earliest Tentative Move-In/Possession Date	February 10, 2026

7 Confidentiality

All correspondence, documentation and information provided by the Municipality to Proponents in connection with this proposal:

- a. Are and shall remain the property of the Municipality
- b. Shall be treated by the Proponents as confidential, and
- c. Shall not be used for any purpose other than for replying to this RFP.

The Municipality will not disclose a Proponent's submission to a third party, save and except the legal compulsion to do so.

8 Governing Law

- a. The successful Proponent will be expected to comply with all existing Federal, Provincial, and Municipal Regulations, guidelines and standards, and any other authorities having jurisdiction.
- b. Any subsequent lease resulting from this RFP will be governed by the laws of the Province of Ontario.
- c. Accessibility – In accordance with Ontario Regulation 429/07, Accessibility Standards for Customer Service and Ontario Regulation 191/11, the Integrated Accessibility Standards Regulation, the Municipality of Thames Centre is required to ensure all third parties or persons who provide goods, services or facilities on behalf of the organization are properly trained.

The successful Proponent shall comply with the Municipality's Accessibility Policy. A sign off form shall be completed and submitted to the Municipality prior to any lease

agreement being entered into. The following links provide further information on the Accessibility Policy and sign off form:

https://www.thamescentre.on.ca/sites/default/files/2019-04/AccessibilityPolicyProcedures-2017%20%282%29_0.pdf

<https://www.thamescentre.on.ca/sites/default/files/2019-04/ContractorSignOff-2013%20%281%29.pdf>

d. Freedom of Information - the information collected in response to this Request for Proposal is collected under the authority of the Municipality's Purchasing By-law No. 46-2021, as amended. The information collected will be used solely for the purpose stated herein. Questions about the collection of information should be directed to the contact listed under item 3.2 c) above.

9 Proposal Content

Section 1 - INTRODUCTION LETTER

Each proposal shall begin with an introductory letter. The letter shall summarize the proposal by discussing key features, such as the nature of the Proponents plans for leased space, a summary of similar experience to date, and any other key details the Proponent wishes to highlight. This letter must also acknowledge receipt and review of any/all addenda that were issued.

Section 2 – BUSINESS PLAN

This section must include:

1. Executive Summary
2. Company/Organizational Information:
 - a. Legal name of Business, or of Individual who would be named in the Lease
 - b. Corporate Structure (if applicable)
 - c. Years of experience and education/training in related field
 - d. Name, contact information and experience of key people involved with this business (owner, staff, etc.)
3. Market Analysis
4. Competitive Analysis
5. Description of your Products/Services
6. Marketing Plan
7. Target Audience and Number of Existing Customers/Clients
8. Financial Plan & Projections
9. Funding Sources
10. Proposed Hours of Operation
11. Advise whether you would be willing to consider sharing one of these spaces with one or more other parties. For instance, if one Proponent is looking for space during traditional business hours (ie, weekdays between 8am and 4pm) and another wants to use that space on weeknights and weekends, then there may be potential for these two groups to jointly lease the space. Such opportunities may prove more attractive to the Municipality, in that this such an arrangement can

expand the services available at this facility. There is no need for Proponents to find another group to share the space with, simply explain whether or not you are open to such an arrangement.

12. Specify which of the two spaces you are interested in, ranking in order of preference if both rooms would meet your needs.
13. Schedule/Timing – provide your proposed schedule, including preferred date to take possession, along with any flexibility you may or may not have with regards to your preferred date of possession.
14. Advise if renovations will be wanted/needed for the space to meet your needs.
15. Proponents are welcome to include any/all additional information that they feel is relevant and would be helpful in supporting your Proposal.

Section 3 – FIT WITH COMMUNITY AND/OR FACILITY

In this section Proponents are encouraged to provide details on how this Proposal will be a good match/fit for the Municipality. This can include being a good fit/match with:

- the Municipality's Community Services and Facilities Master Plan – 2023, which is available for viewing on the "Parks and Recreation" page of the Municipality of Thames Centre website:
<https://www.thamescentre.on.ca/services/residents/parks-and-recreation>
- being a good match with this facility and the various programs, activities and services currently being offered at the FlightExec Centre
- being a good match by meeting a community need that you believe is not currently being met in Thames Centre
- any other consideration which you feel makes your Proposal an ideal fit

Section 4 – RENT PROPOSAL

The standard 2025 rental rate for non-storage spaces at the Municipality is **\$0.58** per square foot per month, plus HST. This rental rate is reviewed annually and adjusted by the Municipality, as of January 1.

First month rent will be required in advance, at time of entering into agreement.

In this Section of your Proposal you must confirm, in writing, whether you are:

1 - in agreement to pay this standard rental rate **\$0.58** per square foot per month + HST), or are you requesting a discount from this rental rate. If requesting a discount, you must specify what you are willing to pay on a monthly basis, before HST. This can be explained with the per square foot rate you are willing to pay, or the total amount you are willing to pay each month (specifying whether the rate you provide is before or includes HST).

2 – in agreement to provide first month's rent, in advance, at time of being awarded a rental agreement? (or a \$500 damage deposit if requesting a monthly rental rate under \$500.00).

REMINDER – Section 4 – Rent Proposal **must** be submitted in a separate sealed envelope labeled "Step 4 – Rent Proposal"

APPENDIX
FlightExec Centre – Level 2 Floor Plan (partial)

