



REQUEST FOR PROPOSAL (RFP)

PROFESSIONAL QUANTITY SURVEYOR FOR THE CURVE LAKE FIRST NATION WATER TREATMENT PROJECT

CURVE LAKE FIRST NATION
22 WINOOKEEDAA ROAD
CURVE LAKE, ONTARIO K0L 1R0

*Issued: June 1, 2017
Request For Proposal: 161- 07-2017*

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND 2
2. PROPOSAL GUIDELINES..... 3
3. PROJECT PURPOSE..... 4
4. PROJECT SCOPE..... 4
5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE..... 5
6. BUDGET 5
7. BIDDER QUALIFICATIONS 6
8. PROPOSAL EVALUATION CRITERIA 6
9. PREPARATION OF SOLICITATION 6
10. PRIVILEGE CLAUSES 6
11. EXCLUSIONARY CLAUSES 7

1. SUMMARY AND BACKGROUND

Curve Lake First Nation (CLFN) is seeking a professional quantity surveyor (PQS) to provide a cost update study on the proposed New Water Treatment Plant and Water Supply Project.

The purpose of this Request for Proposal (RFP) is to solicit proposals from various individuals or organizations, conduct a fair and extensive evaluation based on criteria listed herein, and select the candidate who best represents the knowledge and experience needed to complete the task.

Curve Lake First Nation is located on a peninsula situated between Buckhorn Lake, Harrington Narrows and Chemong Lake. It is affiliated with the Union of Ontario Indians and is one of seven Williams Treaty First Nations.

The total registered population of Curve Lake First Nation is 2260. There are 777 members who live on reserve while 1483 live off of the reserve.

The Council is comprised of one (1) Chief and eight (8) Councilors.

First Nation operations are currently organized into five departments. These are Finance and Administration, Health and Family Services, Education, Economic Development and Public Works. Curve Lake First Nation employs approximately 80 full time employees and 25 short term contracts and sub-staff.

Several Council committees have been established to assist the operating departments. These include Finance, Health & Family Services, Education, Economic Development, Public Works, Housing, Lands and employee Health and Safety. Additional Council Committees include, Gaming Revenue Fund, Claims, Petroglyphs, Pow Wow, Recreation, Rights and Resources and Youth Council.

Curve Lake First Nation delivers a number of essential and non-essential programs and services to both member and non-member residents of the community.

Please refer to the attached:

- “Executive Summary”, *Final Water Feasibility Study*, prepared for Curve Lake First Nation by GENIVAR Consultants LP, December 2010.
- “Appendix H, Table H-1: Cost Estimate for Alternative 1A”, *Final Water Feasibility Study*, prepared for Curve Lake First Nation by GENIVAR Consultants LP, December 2010. (Please note that this estimate does not include the cost for pretreatment.)
- “Appendix I, Table I-1: Annual Operation and Maintenance Cost Estimate for Alternative 1A”, *Final Water Feasibility Study*, prepared for Curve Lake First Nation by GENIVAR Consultants LP, December 2010. (Please note that this estimate does not include pretreatment costs.)
- *New Water Treatment Plant and Water Supply Project: Value Engineering Report*, prepared for Curve Lake First Nation by Faithful+Gould, January 2017.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12 pm (noon) Monday, June 12, 2017. Any proposals received after this date and time will be returned to the sender.

If the individual or organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions may be subject to review by Curve Lake First Nation legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

Proposal Inquiries

All questions, requests for information, instructions or clarifications regarding any part of this proposal document must be set out in writing and directed to:

Showna Smoke, General Manager
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
ShownaS@curvelake.ca

All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than 3 Business Days prior to the closing date of this RFP in order that staff may have sufficient time to respond. Curve Lake reserves the right to extend the deadline for questions, if required, regarding this RFP.

Written answers or clarifications to issues of substance shall be shared with all Proponents and shall be issued as part of the RFP in the form of an Addendum. This proposal document and all addendum(s), if any, shall also be posted on the First Nation's web-site.

Proposal Submissions and Closing Date

The **closing date for proposals is set for Monday, June 12, 2017 at noon.** Only proposals that are mailed or emailed will be accepted. If packages are mailed, please send 3 copies of the proposal. Packages should be clearly marked "**Proposals for Cost Update Services for the New Water Treatment Plant and Water Supply Project - CLFN**".

Proposals should be submitted to the attention of:

Showna Smoke, General Manager
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
ShownaS@curvelake.ca

3. PROJECT PURPOSE

The objectives of this study are:

- To provide a current year, Class ‘C’ cost estimate for the preferred treatment option (traditional slow sand filtration with pretreatment) to allow for future project planning.
- To provide an accurate, current year estimate of the annual operation and maintenance costs for the preferred treatment option (traditional slow sand filtration with pretreatment) to allow for future planning.
- To evaluate the impact of including seasonal cottagers on the hydraulic capacity of the water treatment plant, storage, and distribution system (updated population numbers to be provided).
- To evaluate the impact of including seasonal cottagers on the cost of the water treatment plant, storage, and distribution system (updated population numbers to be provided).
- To ensure that the Curve Lake First Nation water treatment plant will be sufficiently sized to provide potable water and fire protection to all permanent and seasonal residents, and institutional and commercial enterprises over a 20 year period.
- To complete the work within 2 weeks or less, from the date of award, incorporating comments received, and the release of the final report.

The availability of the consultant to provide a Professional Quantity Surveyor will be considered a minimum requirement. The experience of the consultant team with Municipal Water Supply projects and with First Nations infrastructure projects will be considered a major asset. The approach to conducting the cost update study must demonstrate a strong understanding of Curve Lake First Nation project needs.

Payment for these services is expected to be in the form of a fixed fee (lump sum) and in Canadian Dollars.

4. PROJECT SCOPE

The scope of work is to provide an accurate, current year, Class ‘C’ cost estimate for the preferred water treatment scenario (traditional slow sand filtration with pretreatment), along with an updated estimate of the annual operation and maintenance costs. Furthermore, the study will evaluate the impact of including seasonal cottagers on the capacity and cost of the water treatment plant, storage, and distribution system.

The work will consist of conducting one (1) Cost Update Study as described below. The consultant will provide a study team leader, and if required, an assistant study team leader

and specified study team members along with supporting clerical, editing and administrative staff to plan and conduct the Cost Update Study.

The work will include the following individual tasks:

- Reviewing the background documents and other documents about the project provided by Curve Lake First Nation.
- Meeting with the Curve Lake First Nation Project Manager and/or Project Team either in person or by phone to clarify project details.
- Updating the project costs to provide a current year, Class ‘C’ estimate for the preferred treatment scenario (traditional slow sand filtration with pretreatment).
- Providing a current year estimate of the annual operation and maintenance costs for the preferred treatment option (traditional slow sand filtration with pretreatment).
- Evaluating the impact of including seasonal cottagers on the hydraulic capacity of the water treatment plant, storage, and distribution system (updated population numbers to be provided).
- Evaluating the impact of including seasonal cottagers on the cost of the water treatment plant, storage, and distribution system (updated population numbers to be provided).
- Preparing a final study report.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **12:00 pm (noon) EST Monday, June 12, 2017**

The selection decision for the winning bidder will be made no later than June 16, 2017

Notifications to bidders who were not selected will be completed by June 20, 2017.

Project Timeline:

Project must be completed by July 14, 2017.

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time or non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	MRC
Research	NRC	MRC
Compilation of data/report	NRC	MRC
Presentation to Council	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

7. BIDDER QUALIFICATIONS

Proposal packages shall be no more than 30 pages in length, not including covers, or resumes and standard company brochures included in the proposal appendix. Proposals shall provide the following information, at a minimum.

Bidders should provide the following items as part of their proposal for consideration:

- Firm background
- Study approach/methodology
- Qualifications of study team leader
- Qualifications of study team members
- Similar previous experience and First Nations experience
- References
- Timeframe for completion of the project

Note: The Cost of Services shall be provided in an attachment to the cover letter and separate from the bound proposals.

8. PROPOSAL EVALUATION CRITERIA

Curve Lake First Nation will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- Corporate Experience and Project Team Members.
- Methodology
- Schedule Once Approval is Given. (Gantt Chart)
- Costs (This is to be broken down into tasks including a manpower matrix)

9. PREPARATION OF SOLICITATION

If a proposing company, individual, or subcontractor was involved in the preparation of the RFP solicitation that proposal is disqualified.

10. PRIVILEGE CLAUSES

Curve Lake First Nation reserves its right:

- Not to award the contract;
- Not to award the contract necessarily to the lowest priced bidder, but rather to the best “value”;
- To conduct negotiations with one or more bidders in the event the negotiations with the first bidder are unsuccessful;
- To conduct a survey of potential bidders to obtain clarification of their proposals as part of the evaluation process;
- To cancel and reissue the RFP; and
- To extend any deadlines and amend the proposal process.

11. EXCLUSIONARY CLAUSES

The proposal writer shall be liable for all costs associated with preparation and submission of the proposal up to the final award of the contract.

Curve Lake First Nation shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by CLFN of any proposal, or by reason of any delay in acceptance of a proposal, except as provided in the tender documents.