



REQUEST FOR PROPOSAL (RFP)

DETAILED DRAWINGS, CURVE LAKE COMMERCIAL CENTRE

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

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1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently accepting proposals to develop detailed drawings for a new commercial centre to be located on Farm Lot 14, in Curve Lake First Nation. A feasibility study with proposed sizes and design has been completed. This study identifies a need for an 18,360 square foot facility. The building would be two floors, with an elevator. The top floor would be dedicated office space, while the main floor would be commercial space. The potential tenants for the office space are currently tenants of Curve Lake First Nation, located in existing commercial buildings. These tenants would need to be consulted with to ensure that the new space suits their needs.

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 2347 There are 785 members who live on reserve while 1562 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.

Currently, Curve Lake First Nation operates the Small Business Centre located at 1024 Mississauga Street. The Small Business Centre is home to the National Aboriginal Land Managers Association (NALMA), the Curve Lake Cultural Centre, the Employment Resource Centre, The Anishinabek Police Service, the Union of Ontario Indians and a CIBC bank machine. With the exception of the Cultural Centre, it is likely that all of our tenants will be moving to the new commercial centre.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12 pm (noon) Friday November 23rd, 2018. 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:

Katie Young-Haddlesey
Economic Development Officer
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
KatieYH@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 Friday November 23rd, 2018**. 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 Proposal for Commercial Centre Detailed Drawings. Any packages received after the submission deadline will be returned unopened.

Proposals should be submitted to the attention of:

Katie Young-Haddlesey
Economic Development Officer
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
KatieYH@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The CLFN Economic Development Department has recently completed a feasibility study to determine the viability and need of a new commercial centre in Curve Lake. This study, combined with our Economic Development Strategic Plan and our Economic Leakage Study have shown that there is a great deal of potential for a centre of this kind in the community.

At this time, we are completing our environmental due diligence on the lot to ensure that little to no mediation is required. We are also drilling test wells and looking at options for water and septic.

Project Description:

The Curve Lake Economic Development department is seeking quotes from qualified architects to prepare detailed drawings for the proposed commercial centre. Drawings will need to provide consideration to our existing tenants and therefore, meetings and interviews will be required. Offices and commercial spaces will need to be built to suit needs. Parking areas and road access will also need to be designed. The feasibility study with square footage needs will be supplied to bidders who request a copy.

4. PROJECT SCOPE

The selected bidder will be responsible for planning and conducting a thorough design portfolio including architectural, mechanical, structural and electrical drawings, a complete terms of reference and request for proposal/tender package for the build, with consideration to the potential light industrial development adjacent to the commercial development.

The following criteria must be met to achieve a successful project:

- Thorough understanding of issues related to building on First Nation Territory
- Thorough consultation with community members regarding design elements
- Thorough consultation with existing tenants regarding their needs
- Incorporation of knowledge and ideas from staff

- Final document preparation
- Presentation(s) to Chief and Council as needed

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 Friday November 23rd, 2018.**

Evaluation of proposals will be conducted from November 26, 2018 until November 30, 2018. If additional information or discussions are needed with any bidders during this two week window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than November 30, 2018. Contract negotiations will be completed by December 5th, 2018.

Notifications to bidders who were not selected will be completed by November 30, 2018.

Project Timeline:

Project initiation phase must be completed by December 15, 2018.

Project must be completed by March 15, 2019.

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 Initial Meetings	NRC	MRC
Research/Consultation/Community Meetings	NRC	MRC
Meetings and Administration	NRC	MRC
Draft drawings and recommendations	NRC	MRC
Final drawings and recommendations	NRC	MRC
Presentation to Council	NRC	MRC

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

7. BIDDER QUALIFICATIONS

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

- Description of experience in First Nation design projects
- Description of all experience, with images and examples to support
- List of how many full time, part time, and contractor staff in your organization

- Testimonials or references from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe and schedule for completion of the project
- Project management methodology
- Proof of insurance

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:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to Consultation in the area of Indigenous Architecture
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project. A sliding scale point system will be used during evaluation.

9. PRIVILEGE CLAUSES

Curve Lake First Nation reserves its right:

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

10. 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.

All proposals submitted by the closing deadline become property of Curve Lake First Nation.

Please note that OCAP standards apply to this proposal.

The First Nations principles of OCAP® are a set of standards that establish how First Nations data should be collected, protected, used, or shared. They are the de facto standard for how to conduct research with First Nations.

Standing for ownership, control, access and possession, OCAP® asserts that First Nations have control over data collection processes in their communities, and that they own and control how this information can be used.