



REQUEST FOR PROPOSAL (RFP)

FUTURE LAND DEVELOPMENT STRATEGY – KIDD FARM

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

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1. SUMMARY AND INTRODUCTION

Curve Lake First Nation is currently accepting proposals from qualified consultants specializing in Rural planning, future land development planning, stakeholder engagement and land economics to create a development strategy and coordinate a business case for one hundred and eighty-three acres of land at, 2754 & 2758 Buckhorn Road within the Township of Selwyn, in the County of Peterborough, Ontario.

The property is owned by Curve Lake First Nation. Curve Lake First Nation recognizes that agricultural land is a vital resource which must be conserved, and that progressive environmental stewardship in the farming/agricultural sector will be a requirement. This will include community vision and values, efficient and effective use of the land that will encompass the best interests of the community. The land is designated as a Rural Zone, and an Environmental Protection zone. There are currently 5 acres being used for Oshkiigamong Gitigan (Curve Lake First Nation Community Garden). The property has two dwellings currently occupied by tenants as well as 3 outbuildings, a large cattle barn, a storage barn, and a building that is currently being used for Oshkiigamong Gitigan.

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 (WTFN).

The total registered population of Curve Lake First Nation is 2700. There are 1000 members who live on reserve while 1700 live off of the reserve.

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

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, Rights and Resources, Consultation and Culture and Youth Committee.

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

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 12:00 p.m. (noon) Friday January 7, 2022. 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 successful 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:

Brandon Jacobs
Economic Development Department
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
BrandonJ@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 website.

Proposal Submissions and Closing Date

The closing date for proposals is set for Friday January 7, 2022, at 12:00 pm (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 Proposal for Land Development Strategy.

Proposals should be submitted to the attention of:

Brandon Jacobs
Economic Development Department
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
BrandonJ@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The purpose of this proposal is to retain a consultant to research and develop a Future Land Development Strategy for Curve Lake First Nation Economic Development. This strategy will encompass a document that will support Leadership, Economic Development and Tourism department, and the community.

Project Description:

The Curve Lake Economic Development Department requires a Future Land Development Strategy that will provide a business case for Curve Lake First Nation. The successful candidate will create a Development Strategy and coordinate community input. The finished product will provide the Economic Development department and Committee, Council and Community with a strategic plan for the successful implementation of the future use of the property disclosed herein.

The report needs to be easy to follow with clear concise information on all aspects financially and will move the First Nation forward in making a decision. A presentation to Council on the completed report will be mandatory as Council will have questions and points that may need clarification.

4. PROJECT SCOPE

The scope of this project includes all research and development.

The selected bidder will provide the following deliverables:

- a) The Development Strategy will be a document including (but not limited to) the following components:
 - Background information on site history and constraints;
 - Provide practical and implementable guidance to decision makers when considering investment opportunities, infrastructure and, setting the pattern of future development;

- Provide greater long-term certainty to the members of Curve Lake, the development community, and other partners and stakeholders for this property
 - A detailed future land development strategy;
 - A detailed and realistic Action Plan
- b) Provide a final presentation to Chief & Council, and present at a community meeting outing the report finding, recommendations, and the completed development strategy;
- c) Provide digital copies of all relevant plan documents and mapping files (GIS, 3D model and/or CAD or other acceptable formats).

Community engagement – The consultant and the CLFN project team will arrange a community engagement session where the project gets discussed and presented at length for further community support and buy in. A survey/questionnaire will be conducted both on-line and in-person (pending pandemic situation).

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 January 7, 2022**

Evaluation of proposals will be conducted from January 10-14, 2022. If additional information or discussions are needed with any bidders during this one-week window, the bidder(s) will be notified.

The selection decision for the successful bidder will be made no later than January 19, 2022
Contract negotiations will be completed by January 28, 2022.

Notifications to bidders who were not selected will be completed by January 20, 2022.

Project Timeline:

Project must be completed within 6 months of contract signature.

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:

Consultant work	NRC	MRC
Community Engagement sessions	NRC	MRC
Presentation to Committee and 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 research and report writing.
- List of how many full-time, part-time, and contractor staff in your organization
- Examples of other research reports or feasibility studies completed.
- Testimonials from past clients
- Anticipated resources you will assign to this project (total number, role, title, experience)
- Timeframe for completion of the project
- Project management methodology

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:

- Experience:
100 points for three to five years' Experience in Land Development Strategies.
200 points for three to five years' Experience in Land Development Strategies.
300 points for three to five years' Experience in Land Development Strategies.
- Experience working with FNs (in relation to other bidders):
50 points for doing work with 3 different First Nations in the past 3 years
75 points for doing work with 5 different First Nations in the past 3 years
100 points for doing work with 7 different First Nations in the past 3 years
- Lowest cost receives maximum points, and all other bids are evaluated according to the formula below.
$$\frac{\text{Lowest cost}}{\text{Cost being evaluated}} \times 300 \text{ points} = \text{awarded points}$$
- Project Understanding and Proposed Methodology.
20 points for proposed approach to research, develop and implement a land development strategy.
20 points for identification of risks and suggested mitigation
20 points for provide deliverables.
20 points for identification of proven methodologies or technique successfully employed on similar past projects.
Possible total 80 points

- Testimonials
 - 10 Points provided from one relevant source (similar scope)
 - 30 Point provided from 2 relevant sources (similar scope) and at least one First Nation.
 - 50 Points provided from 3 relevant sources (similar scope) and at least 2 First Nations.

- Qualifications of Project Lead (Education specific to this project)
 - 20 points for relevant certificate
 - 40 points for relevant diploma
 - 60 points for relevant degree or above

- Work Plan and Project Schedule
 - 100 points for proposed work plan and schedule identifying key tasks, milestones, and project deliverables.
 - 50 points for allocation of tasks and resources in the proposed work plan.
 - Possible total 150 points

9. PREPARATION OF SOLICITATION

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

10. 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 “value”;
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.

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.