



REQUEST FOR PROPOSAL (RFP)

CURVE LAKE FIRST NATION OUTDOOR RECREATIONAL HUB

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

Issued: February 13, 2023
Request For Proposal: Outdoor Recreational Hub

TABLE OF CONTENTS

1. SUMMARY AND BACKGROUND.....2
2. PROPOSAL GUIDELINES2
3. PROJECT PURPOSE AND DESCRIPTION4
4. PROJECT SCOPE.....4
5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE6
6. BUDGET7
7. BIDDER QUALIFICATIONS7
8. PROPOSAL EVALUATION CRITERIA8
10. PRIVILEGE CLAUSES.....8
11. EXCLUSIONARY CLAUSES.....8

1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal “RFP”. is to solicit proposals to complete the successful site preparation, installation, and construction to reinvent an existing, baseball diamond into a multi-purpose outdoor recreational hub. The planned retrofit will promote positive community health, reduce reliance on larger cities for recreational needs and create opportunities to host consistent recreational programming within Curve Lake First Nation. The successful proponent will be responsible for the turnkey construction of the project, from start to finish, ensuring that all necessary steps are taken to successfully complete the project.

Additionally, the objective is to solicit costs and schedules from various companies or individuals, to conduct a fair and extensive evaluation based on criteria listed herein, and select a successful candidate who best represents the capacity and ability needed to complete the project.

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 (1) of seven (7) Williams Treaties First Nations.

The total population of Curve Lake First Nation is approximately 2,770 registered. There are roughly 809 members who live on-territory while approximately 1,968 live off-territory.

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

First Nation operations are currently organized into six (7) departments - Economic Development, Employment & Culture, Education, Finance & Administration, Health and Family Services, Justice, Lands & Environment, Capital & Public Works. Curve Lake First Nation employs approximately 100 full time employees and 35 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/Tourism & Employment, Public Works & Capital, Housing, Consultation, Lands, Environment and /Rights & Resources, Governance & Nation Building, Kinomaagewapkong and Culture. Additional Council Committees include Gaming Revenue Fund, Recreation, and Youth Council Advisory Group.

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 **12:00pm (noon) March 6, 2023**. Any proposals received after this date and time will be returned to the sender unopened.

If the individual or organization submitting a proposal must outsource or sub-contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in quotation must be all-inclusive to include any outsourced or sub-contracted work. The project cannot be totally outsourced, and the submitting firm must take total responsibility for all the work completed. Any quotation which calls for outsourcing or sub-contracting work must include a name and description of the organizations being contracted along with the percentage of the work they will be completing.

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

Contract terms and conditions will be negotiated upon selection of a successful quotation. All contractual terms and conditions may be subject to review by Curve Lake First Nation's selection panel 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
Manager of Economic Development and Tourism
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
249-357-9286
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 three (3) business days prior to the closing date of this RFP in order for staff to have sufficient time to respond. Curve Lake First Nation reserves the right to extend the deadline for questions, if required, regarding this RFP.

If you require a site visit, please contact Brandon Jacobs, Manager of Economic Development and Tourism, via email BrandonJ@curvelake.ca or (249)-357-9286.

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.

Quotation Submissions and Closing Date

The closing date for proposals is set for Monday, March 6, 2023, at 12:00pm (noon). Only quotations that are received by the closing time and date will be accepted. If packages are mailed, they must arrive before the closing time and date. Packages should be clearly marked: **“Request for Proposal – Outdoor Recreational Hub”**.

Proposals should be submitted to the attention of:

Brandon Jacobs
Manager of Economic Development and Tourism
Curve Lake First Nation
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
249-357-9286
BrandonJ@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Curve Lake First Nation is seeking proposals for the total cost of purchase, delivery, installation, and construction along with all other services required to provide Curve Lake First Nation with one (1) outdoor refrigerated ice rink, one (1) Multi-sport court, and a field suitable for soccer or lacrosse intended for an outdoor recreational hub.

Project Description:

The successful bidder will provide, deliver, facilitate the site preparation, delivery of all component's, installation process and all other applicable services necessary to provide Curve Lake First Nation with the appropriate applications and areas for a complete outdoor recreational hub. Curve Lake First Nation has included a preliminary site plan for the purposes of this process, the final plans will be provided to the successful bidder.

4. PROJECT SCOPE

The scope of this project includes providing Curve Lake First Nation with a detailed quote to outline the development of an outdoor recreational hub, site preparation, delivery of goods, and all other services including installation to complete the project.

Proposals at a minimum shall address the following criteria:

Design - Design shall include details on storm water management, fencing, playing surfaces, multi-purpose multi-Sport Court layout (elevation and dimensions) outdoor ice rink layout (elevation and dimensions) outdoor ice rink, an outdoor sports field and all specifications used to design and construct the facilities. It is clearly understood that the successful Proponent shall be required to ensure that the foundations and storm water management is designed by a professional engineer registered in Ontario and all applicable engineering drawings are stamped.

- a. **As-Built Drawings** - A minimum of two (2) hard copy sets of the as-built drawings shall be supplied to Curve Lake First Nation Economic Development Department in PDF format.
- b. **Construction** - The project will require:
- **Survey on Layout**
 - **Foundation (Multi-Sport Court & Refrigerated Outdoor Ice Rink)** - The successful proponent will be responsible to:
 - strip the organics and removal of any trees deemed necessary
 - design and supply geotextiles
 - design and supply and place granular subbase material
 - design and supply and place granular base material
 - design, supply and place subsurface structures which will support the multi sport court and outdoor ice rink surface
 - supply and install root barrier
 - supply and install multi sport court/ ice rink playing surfaces
 - Removal of existing fence that will be salvaged for relocation and repurposed for further use

Multi-Sport Court Size – The court will be approximately 18.59m x 37.19m in size.

Storm Water – The entire space for the recreational hub will be designed to address surface rainwater or runoff. No water can pond on the playing surfaces of the court/ice rink surface or adjacent playing field areas.

Perimeter Fencing and Lighting - The entire perimeter of the Multi-Sport Court facility will be fenced.

Court Fencing and Lighting – Fencing and lighting installed around the court for safety and game optimization.

Nets & support system - The Proponent will be responsible to design, supply and install a 18.59m x 37.19m multi-sport court including nets and all net support systems.

Top Playing Surface –The surface of the multi sport court will be one that supports the ability to play multiple sports such as, tennis, pickleball, volleyball, basketball, lacrosse, etc. colours of courts and lines to be determined.

Refrigerated Outdoor Ice Rink Size - The outdoor ice rink will 31.3m x 61.3m in size.

Refrigerated Outdoor Ice Rink Lighting - All lighting must be commercial LED and meet or exceed energy efficiency requirements.

- i. All equipment & fixtures must be rated – SUITABLE FOR WET LOCATIONS.
- ii. All equipment & fixtures must be rated for commercial use (not residential lighting).
- iii. All exposed wiring to be run in conduit.
- iv. Electrical drawing package to include arena lighting layout, one-line diagrams, legend and electrical lighting schedules, and exterior lighting.
- v. Proposed lighting schedule draft must be submitted with proposal.
- vi. All equipment must have spares/replacements available at local suppliers.
- vii. Exposed arena equipment & fixtures must be protected from stray pucks with durable housings or cages.
- viii. All equipment & fixtures must be approved for arena ice in and ice out conditions (cold, warm, humid, and excessive cycling).
- ix. All permits, inspection fees, electrical equipment, cable tray, conduit, fasteners, cable, wiring, supports, penetrations, fireproofing and labor must be included in submitted proposal.
- x. All equipment & fixture manuals, service requirements, asset information (cost and life span), lighting schedules must be included in a detailed turnover binder at project completion for final payment processing.

Sports field - The field will be 35.1m x 50.8m in size. The goals should be located at the center of each end line and must be regulation size. A safety buffer zone should surround the field.

Utilities Building - The design and construction of an outbuilding 7.31m x 12.19m in size to house refrigeration and chilling components for refrigerated ice rink. Zamboni storage.

Health and Safety – The Proponent will be responsible for meeting all the “employer” obligations under the *Occupational Health and Safety Act (OHS Act)* and shall ensure that all work is carried out in accordance with the *OHS Act* and all applicable regulations.

Warranty Period - Proposals shall clearly indicate the guarantee/warranty on all components of the facility.

The following information must be included to achieve a successful project:

- Complete quote package to facilitate the project
- General services including cost estimates
- Functional design including engineered drawings
- Ensure that work meets Ontario Building codes
- All coordination with necessary third parties, and contractors
- Completed on-time and on-budget unless otherwise agreed upon in writing

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 March 10, 2023.**

Evaluation of proposals will be conducted from, March 7, 2023, until March 10, 2023. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Monday March 13, 2023. Contract negotiations will be completed by March 27, 2023.

Notifications to bidders who were not selected will be completed by March 27, 2023.

Project Timeline:

Project initiation phase must be completed by May 1, 2023.

Project must be completed by November 1, 2023.

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
Delivery	NRC	MRC
Construction	NRC	MRC
Completed Installation	NRC	MRC

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

7. BIDDER QUALIFICATIONS

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

- Letter of introduction
- Qualifications of project team
- Testimonials from past clients
- Outline of experience
- Outline of any past work with First Nation communities
- List of all sub-contractors
- Detailed budget outlined, no exclusions
- Proof of WSIB
- Proof of insurance
- Work Schedule
- Work conducted in accordance with Ontario construction standards

- Warranty phase

8. PROPOSAL EVALUATION CRITERIA

To ensure consideration for this RFP, your proposal should be complete and include all the following criteria to be considered by Curve Lake First Nation:

- 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 Civil Engineering
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project
- Experience working on projects for First Nation Communities

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:

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.

Project Name: Outdoor Recreational Hub	Date RFP's Evaluated:
Proponents Name:	
	Proponent A
	Proponent B
	Proponent C
	Proponent D
	Proponent E
Department: Economic Development	
Evaluation team name and signatures:	
<p>All members of the evaluation team are responsible for the integrity of the process, however it is the Chair's responsibility to ensure all processes are followed.</p> <p>Evaluation team</p> <p>Conflict of Interest All persons participating in the RFP evaluation process must ensure they are strictly compliant with the conflict-of-interest policy. All persons participating must sign the conflict-of-interest policy before participating. All persons participating in the RFP evaluation process must disclose any interests they or immediate family members (parent, parent in-law, spouse, common law partner, sibling, sibling-in-law, child) have in any sole proprietorship, corporation, or partnership that has submitted a bid. That includes if any of the above persons are the lead, an employee, a subcontractor, or any other pecuniary interest. If there is a real, or perceived conflict of interest this will be disclosed to the relevant department manager in writing.</p> <p>All suppliers must disclose real or perceived conflicts of interest. All suppliers must resolve any conflicts of interest at the direction of CLFN.</p> <p>Contractual Obligations The following requirements will be included in any contract between the successful proponent and CLFN: Proof of WSIB Proof of insurance</p>	

Work schedule
 Work done in accordance with Ontario construction standards
 Warranty phase

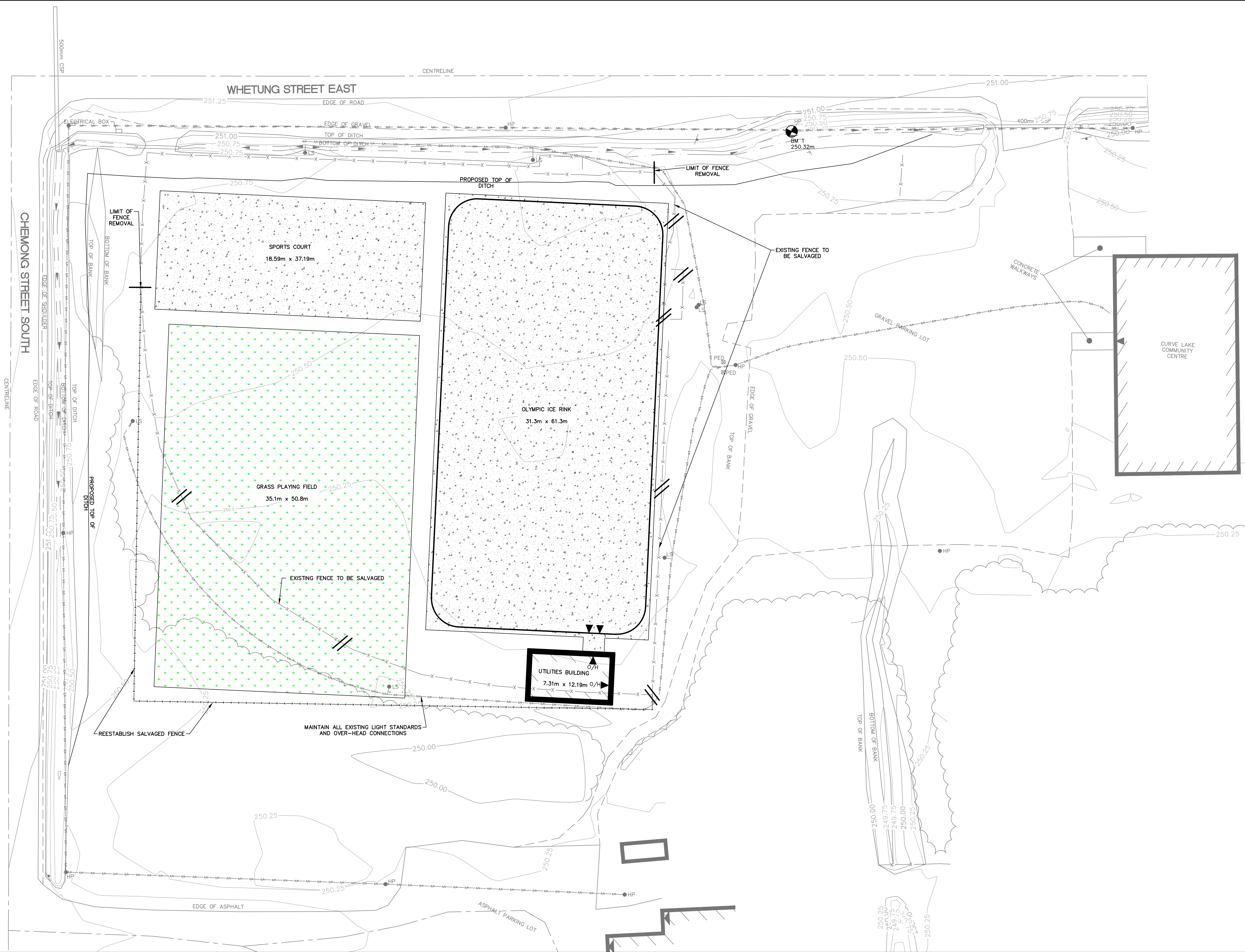
Mandatory Requirements	Yes	No
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	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No
Proposal submitted by due date: 06/03/2023					
Administrative requirements: <ul style="list-style-type: none"> • Letter of introduction • Qualifications of project team • Testimonials from past clients • Outline of experience • Outline of any past work with First Nation communities • List of all sub-contractors • Detailed budget outlined, no exclusions 					
Yes, to all mandatory criteria? If yes, proceed to disqualifying criteria. If no, the bid CANNOT be further evaluated.					
Disqualifying criteria					
History of non-performing contracts within past five years from date of proposal submission deadline					

History of litigation within past five years from date of proposal submission deadline					
Pending litigation					
No to all disqualifying criteria? If no, proceed to weighted criteria.					
Weighted Criteria					
Experience 100 points for three to five years' experience in construction, development, and working with First Nations 200 points for five to seven years' experience in construction, development, and working with First Nations 300 points for seven+ years' experience in construction, development, and working with First Nations					300 points
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
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					
Budget	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E.
Lowest cost receives maximum points and all other bids are evaluated according to the formula below. <u>Lowest cost</u> _____ X 300 points = awarded points <u>Second lowest cost</u> x 200 points <u>Third lowest cost</u> x 100 points					300 points

	Prop. A	Prop. B	Prop. C	Prop D.	Prop. E
Qualifications of project lead: (Education specific to Construction and Development) 20 points for relevant certificate 40 points for relevant diploma 60 points for relevant degree or above					
Testimonials 10 points Provided from one relevant source (similar scope) 30 points 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					
Points Total out of total 710. Highest points total is the successful proposal.					
	710	710	710	710	710

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 on: 202302-20230220 - curve lake outdoor recreational hub_02 drawings\current drawings\20220 - sp.dwg



BM1 - ELEV.
 NORTHEAST SIDE OF BASEBALL
 DIAMOND; NAIL IN THE BASE
 OF A HYDROPOLE

BM2 - ELEV.
 NORTHEAST CORNER OF
 PUBLIC WORKS YARD; NAIL
 IN BASE OF A TREE

TRUE NORTH

KEY PLAN

REVISIONS

No.	Description	Date

METRIC
 Dimensions are in METRES and/or
 MILLIMETRES unless otherwise shown
 TO BE READ IN CONJUNCTION
 WITH OPSD 100 SERIES

LEGEND

- PROPOSED GRASS/LANDSCAPED
- PROPOSED CONCRETE
- TYPICAL ILLUSTRATION FOR REMOVAL
- TYPICAL ILLUSTRATION FOR EX./PR. BUILDING
- EX./PR. EDGE OF PAVEMENT
- EX./PR. CURB
- EX./PR. ROAD CENTERLINE
- EX./PR. EDGE OF SHOULDER/GRAVEL
- EXISTING LIGHT STANDARD
- EXISTING HYDRO POLE
- EXISTING BELL POLE
- EXISTING UTILITIES PEDESTAL
- EXISTING POLE ANCHOR
- EXISTING GASMAIN
- EX. OVERHEAD BELL
- EX. UNDERGROUND BELL
- EX. OVERHEAD HYDRO
- EX. UNDERGROUND HYDRO
- EX. UNDERGROUND CABLE
- EX./PR. CULVERT
- EX./PR. DITCH
- EX./PR. FENCE
- R.O.W
- PROPERTY LINE
- EXISTING VEGETATION
- EX./PR. SIGN
- EXISTING SHRUB
- BENCHMARK

WILLS

D.M. Wills Associates Limited
 150 Jameson Drive
 Peterborough, Ontario
 Canada K9J 0B9
 P. 705.742.2297
 F. 705.748.9944
 E. wills@dmwills.com

Project Name/Location
CURVE LAKE OUTDOOR RECREATIONAL HUB
 20 WHETUNG STREET EAST, CURVE LAKE

Drawing Title
CONCEPTUAL SITE PLAN

Drawn By: CM SCALE: Horz. 1:250 Vert. N/A
 Designed By: CM Issue Date: February 13, 2023
 Checked By: --- Project No.: 20220 Sht. No.:
 Engineer: --- Dwg. File No.: 20220 - SP ###

NOT FOR CONSTRUCTION