



REQUEST FOR QUOTATION

CURVE LAKE FIRST NATION

**DUPLEX LANDSCAPING
5, 6 and 10 Mekyaak Miikan
Sagaconce Subdivision**

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

*Issued: June 2, 2023
Request For Quotation*

TABLE OF CONTENTS

1.	SUMMARY AND BACKGROUND	2
2.	PROPOSAL GUIDELINES.....	2
3.	PROPOSAL INQUIRIES	3
4.	PROJECT PURPOSE AND DESCRIPTION.....	4
5.	REQUEST FOR QUOTATION AND PROJECT TIMELINE	4
6.	BUDGET	6
7.	MANDATORY CRITERIA	6
8.	EVALUATION CRITERIA	6

1. SUMMARY AND BACKGROUND

Curve Lake First Nation is requesting quotations for final grade and landscaping for six (6) residential lots located within the Sagaconce Subdivision, 5, 6 and 10 Mekyaak Miikan, Curve Lake First Nation. We require the lots to be leveled and prepare the driveways for paving, add driveway and culvert to topsoil pile, move topsoil from another site to each site and create a 2 percent slope away from the buildings as well as hydro seed each property. Also required are raised garden beds 20 feet long by 6 feet wide with armor stone boarder between the entries of each duplex and plant trees that will be provided by Curve Lake First Nation.

The purpose of this Request for Quotation (RFQ) is to solicit costs and schedules 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 (7) Williams Treaties First Nations and is part of the Mississauga Nation.

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

2. PROPOSAL GUIDELINES

This Request for Quotation represents the requirements for an open and competitive process. Quotations will be accepted until **12:00 pm on June 16th, 2023**. Any proposals received after this date and time will be returned to the sender unopened.

If the individual or organization submitting a quotation 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.

3. 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:

**Mindy Knott,
A/Chief Operating Officer
22 Winookeedaa Street
Curve Lake, ON, K0L 1R0
705-657-8045 Ext. 227
MindyK@curvelake.ca**

All questions related to this Request for Quotation or any clarification with respect to this RFQ must be made no later than three (3) business days prior to the closing date of this RFQ 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 RFQ.

If you require a site visit, please contact Mindy Knott, A/Chief Operating Officer, Curve Lake First Nation.

Written answers or clarifications to issues of substance shall be shared with all proponents and shall be issued as part of the RFQ in the form of an Addendum.

Quotation Submissions and Closing Date

The closing date is **June 16th, 2023 at 12:00pm.**

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: **“Quotation for Finish Grade Duplexes.”**

4. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

The purpose is to complete final grade and landscaping for 5, 6 and 10 Mekyaak Miikan, which are residential lots. We require the lots to be level and prepare driveways for paving, add driveway and culvert to topsoil pile from another site to each duplex site and create a 2 percent slope away from the buildings, as well as hydro seed each property. Additionally, we require raised garden beds, 20 feet long by 6 feet wide with armor stone border between the entry of each duplex and plant trees that will be provided by Curve Lake First Nation.

All related OPSS govern this project including traffic safety, safe operation of equipment, environmental requirements, materials, etc.

All relative Federal and Provincial requirements are included in this project, from materials, equipment, safety, environmental protection, and operation, and effective completion of the work.

Current WSIB is required, for this project and to be updated upon request. A statutory holdback will occur until the project is accepted as complete by Curve Lake First Nation.

5. PROJECT SCOPE:

1. The project includes the clearing and grubbing of all vegetation within the area as shown on the attached site plan.
2. The topsoil is to be stripped and stockpiled on site in a location to be determined. Rocks and roots larger than 2.5 inches (6 cm) must be removed.
3. Provide 20 feet by 6 feet raised garden beds with armor stone boarder between the entry of each duplex.
4. There is no burning of vegetation.
5. Create a 2 percent slope away from the buildings.
6. The contractor is responsible for the site during the entire contract term.
7. The contractor is to have current adequate insurance (minimum \$2,000,000 liability, vehicle, and all risk insurance), WSIB and all workers appropriately trained with current certification for the work being completed.
8. Please provide a detailed schedule of the proposed work as the work is to be completed by August 11, 2023.

6. REQUEST FOR QUOTATION AND PROJECT TIMELINE

Request for Quotation Timeline:

All proposals in response to this RFQ are due no later than **12:00 p.m. on June 16th, 2023.**

Evaluation of quotations will be conducted upon the submission by **June 23rd, 2023.** 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 winning bidder will be made no later than **June 30th, 2023.** Contract negotiations will be completed by **July 7th, 2023.**

Notifications to bidders who were not selected will be completed by **June 30th, 2023.**

Project Timeline:

Project must be completed by **August 11th, 2023.**

7. BUDGET

Payment bill be based on the following Criteria:

1. 10 % of the total cost upon mobilization

2. 40 % of the total cost once 50 % of the work is completed.
3. 40 % of the total cost upon successful completion of 100 % of the work.
4. Release of the final 10 %, Statutory Hold Back, a minimum of 60 days after the successful completion of the work as inspected by the Housing Department with no disputes brought forward.

8. MANDATORY CRITERIA

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
- Detailed work schedule
- Proof of WSIB and Liability Insurance as noted in the RFQ
- Must be in good standing with Curve Lake First Nation

9. 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 market research, collection development, and conducting feasibility studies.
- 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

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 RFQ; and
6. To extend any deadlines and amend the proposal process.

11.EXCLUSIONARY CLAUSES

The proponent 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 proponent 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.