



REQUEST FOR PROPOSAL (RFP)

CURVE LAKE FIRST NATION COMPREHENSIVE PROJECT MANAGEMENT, ARCHITECTURAL, ENGINEERING, AND GRANT WRITING SERVICES

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

Issued: December 20, 2023

Request For Proposal: Comprehensive Project Management, Architectural, Engineering, and Grant Writing Services

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1. SUMMARY AND BACKGROUND

The primary purpose of this Request for Proposal (RFP) is to engage a qualified and experienced firm to provide Comprehensive Project Management, Architectural, Engineering, and Grant Writing Services, with a specific emphasis on expertise or knowledge related to CHRT Decision 41 and Jordan's Principle. The project aims to address the evolving needs of our organization and community by ensuring that all aspects of our initiatives align with the highest standards of quality, cultural sensitivity, and compliance with relevant guidelines, including CHRT Decision 41 and Jordan's Principle. By seeking a comprehensive range of services, we intend to streamline and optimize our project processes, from conceptualization to implementation, fostering a holistic and integrated approach that enhances our ability to serve the community effectively.

The project encompasses a broad spectrum of services, including project management, architectural design, engineering solutions, and grant writing. The selected firm will be expected to demonstrate proficiency and experience in each of these areas. Furthermore, the firm should exhibit a nuanced understanding of CHRT Decision 41 and Jordan's Principle, incorporating this knowledge into the planning and execution of our initiatives. Project management expertise is crucial for seamless coordination, timely delivery, and effective communication. The architectural component involves designing spaces that are not only functional and aesthetically pleasing but also culturally relevant and accessible. The engineering services should align with sustainable and innovative practices, ensuring the longevity and efficiency of our projects, while grant writing skills will be essential for securing necessary funding to support our endeavors. The successful proposal will articulate a comprehensive strategy for integrating these services, demonstrating an understanding of the unique challenges and opportunities within our community and addressing the specific requirements outlined in CHRT Decision 41 and Jordan's Principle.

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 member population of Curve Lake First Nation is approximately 2,821. There are roughly 810 members who live on-territory while approximately 2,011 live off-territory.

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

First Nation operations are currently organized into eight (8) departments - Finance and Administration, Consultation, Health & Family Services, Education, Justice, Economic Development, Employment & Culture, 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 and Kinomaagewapkong & Culture. Additional Council Committees include the Gaming Revenue Fund, Recreation, and Youth Council Advisory Group.

2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **1:00 p.m. (EST) January 12, 2024**. 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 the 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 subcontracting 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 and include a detailed 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:

Curve Lake First Nation
re: Comprehensive Project
Management Architectural, Engineering, and Grant Writing Services
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8045
Procurement@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.

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 Friday, January 12, 2024 at 1:00 p.m. (EST). Only proposals that are received by the closing date and time will be accepted. If packages are mailed, they must arrive before the closing date and time. Packages should be clearly marked: “Request for Proposal – Comprehensive Project Management, Architectural, Engineering, and Grant Writing Services”.

Proposals should be submitted to the attention of:

Curve Lake First Nation
re: Comprehensive Project
Management Architectural, Engineering, and Grant Writing Services
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8045
Procurement@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

1. **Establish Strategic Partnership:** The primary objective is to form a strategic partnership with a qualified and experienced firm.
2. **Multifaceted Needs Address:** The project aims to comprehensively address the diverse and multifaceted needs of both our organization and community.
3. **Integrated and Culturally Sensitive Approach:** The overarching goal is to adopt an integrated and culturally sensitive approach in all project aspects.
4. **Alignment of Initiatives:** The project seeks to align various initiatives, including architectural and engineering design, project management, and grant writing, to ensure a cohesive and unified strategy.
5. **Focus on Compliance:** There is a specific emphasis on compliance with CHRT Decision 41 and Jordan's Principle, ensuring that all activities adhere to relevant guidelines and regulations.
6. **Quality Enhancement:** By aligning with CHRT Decision 41 and Jordan's Principle, the project aims to elevate the quality of services and initiatives.
7. **Efficiency Improvement:** An objective is to improve the efficiency of project processes, from conceptualization to implementation.
8. **Cultural Relevance:** The project emphasizes the importance of cultural relevance in architectural design and other project components.

9. **Effective Service to Community:** Through these initiatives, the project intends to ensure that services effectively meet the evolving needs of the community.
10. **Holistic Development:** The overall initiative reflects a commitment to holistic development, considering all aspects of the projects and their impact on the community.
11. **Sustainability:** The project places importance on sustainable practices in architectural, engineering, and project management aspects.
12. **Principles of Equity and Inclusivity:** In line with CHRT Decision 41 and Jordan's Principle, the project is committed to upholding principles of equity and inclusivity in its implementation.

4. PROJECT SCOPE

The selected firm will provide:

- **Project Management:** Emphasize comprehensive oversight of capital development projects from inception to completion, including coordination with stakeholders, budget, and timeline management.
- **Architectural Services:** Focus on planning, design, and consultation specifically for capital development projects in our infrastructure and community sectors. This should also consider compliance with initiatives like CHRT 41 and Jordan's Principle.
- **Engineering Services:** Highlight that the engineering services will include civil, structural, environmental, and other relevant fields, ensuring they are tailored to the specific needs of capital development.
- **Grant Writing:** Clarify that our grant writing efforts will be directed towards identifying and securing funding specifically for capital development projects.

Objectives include:

- Effective project management adhering to timelines and budgets.
- Capacity to compete needs assessments and feasibility studies, as needed.
- Development that is culturally sensitive, sustainable, and compliant with relevant initiatives like CHRT 41, Jordan's Principle, etc.
- Strategic capital and infrastructure enhancement.
- Knowledge regarding protocols for Indigenous Services Canada funded infrastructure, would be an asset.

Proposals should include:

- **Firm's Profile:** Experience in similar services, highlighting CHRT 41, Jordan's Principle, etc.
- **Methodology:** Approach to management, design, engineering, and grant writing.
- **Portfolio:** Similar projects, especially with First Nations communities.
- **Team Qualifications:** Details of key personnel.
- **References:** From similar projects.

- **Cost Structure:** Detailed fee structure.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than **1:00 p.m. (EST) on Friday, January 12, 2024.**

Evaluation of proposals will be conducted by **Friday, January 19, 2024.** 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 **Friday, January 26, 2024.** Contract negotiations will be completed by **Wednesday, January 31, 2024.**

Notifications to bidders who were not selected will be completed by **Friday, January 26, 2024.**

Project Timeline:

Project must be completed by **December 31, 2024, with possibility of extension.**

6. BUDGET

All proposals must include proposed costs to complete the tasks described in the project scope. These costs shall be itemized to include costs associated with travel, accommodations, workshops, production of reports as well as the overarching cost for conducting the work itemized above.

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

7. BIDDER QUALIFICATIONS

Bidders are **required** to include the following components in their proposal for consideration when conducting an administrative organizational review:

1. Letter of Introduction: A formal letter introducing the bidding firm and expressing their interest in the project.
2. Qualifications of Project Team: Detailed information about the qualifications, expertise, and experience of the proposed project team members who will be involved.
3. Testimonials from Past Clients: Testimonials from previous clients or projects that demonstrate the bidding firm's competence and effectiveness.

4. Outline of Experience: An overview of the bidding firm's relevant experience in similar projects.
5. Past Work with First Nation Communities: Details of any prior work or collaborations with First Nation communities, highlighting relevant experience.
6. List of Sub-Contractors: An inventory of all sub-contractors or partners who will be involved in the project, along with their qualifications and roles.
7. Detailed Budget: A comprehensive and transparent budget outline, with no exclusions or hidden costs, for the entire project.
8. Work Schedule: A detailed work schedule outlining the project timeline, milestones, and key deliverables to ensure clarity on project progress and deadlines.

8. PROPOSAL EVALUATION CRITERIA

Proposals evaluated based on:

- Relevant experience and past performance.
- Quality and feasibility of the proposed methodology.
- Team qualifications.
- Expertise in grant writing.
- Cost-effectiveness.
- Understanding of First Nations cultural values, community needs, and specific initiatives like CHRT 41, Jordan's Principle, etc.

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: Comprehensive Project Management Architectural, Engineering, and Grant Writing Services	Date RFP's Evaluated:
Proponents Name:	
	Proponent A
	Proponent B
	Proponent C
	Proponent D
	Proponent E
Department: Administration	
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>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.</p>	

All suppliers must resolve any conflicts of interest at the direction of CLFN.

Contractual Obligations

The following requirements will be included in any contract between the successful proponent and CLFN:

Proof of WSIB

Proof of Insurance

Work Schedule

Work done in accordance with Ontario constructions standards

Warranty phase

Mandatory Requirements					Yes	No
	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: January 12, 2024						
Administrative requirements: Submitted substantially in form requested: <ul style="list-style-type: none"> - Letter of Introduction: A formal letter introducing the bidding firm and expressing their interest in the project. - Qualifications of Project Team: Detailed information about the qualifications, expertise, and experience of the proposed project team members who will be involved. - Testimonials from Past Clients: Testimonials 						

<p>from previous clients or projects that demonstrate the bidding firm's competence and effectiveness.</p> <ul style="list-style-type: none">- Outline of Experience: An overview of the bidding firm's relevant experience in similar projects.- Past Work with First Nation Communities: Details of any prior work or collaborations with First Nation communities, highlighting relevant experience.- List of Sub-Contractors: An inventory of all sub-contractors or partners who will be involved in the project, along with their qualifications and roles.- Detailed Budget: A comprehensive and transparent budget outline, with no exclusions or hidden					
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costs, for the entire project. - Work Schedule: A detailed work schedule outlining the project timeline, milestones, and key deliverables to ensure clarity on project progress and deadlines.					
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 vexatious or frivolous litigation within past five years from date of proposal submission deadline					
Pending vexatious or frivolous litigation					
No to all disqualifying criteria? If no, proceed to weighted criteria.					
Weighted Criteria					
Experience Similar and related experience of proponent.					300 points

Proponents should have five (5) or more years' experience within the past ten (10) years of the closing date of the RFP delivering services of a similar scope and complexity (ex. Expertise in grant writing, understanding of First Nations cultural values, community needs, and specific initiatives like CHRT 41, Jordan's Principle, etc.).						
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.	
CLFN members employed and/or subcontracted by contractor:						50 points
Highest percentage of workforce as CLFN members is 50 points						
Percentage being evaluated _____ X 50= awarded points						
Highest percentage of workforce as members						
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.	
Budget:						300 points
Lowest cost receives maximum points and all other bids are evaluated according to the formula below.						
Lowest cost _____ X 300 points= awarded points						
Cost being evaluated						
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E	
Points Total:						
Maximum Points allowed - 650.						
Highest point total is the successful proposal.						
	Prop. A	Prop. B	Prop. C	Prop D.	Prop. E	