



REQUEST FOR PROPOSAL (RFP)

COMMUNITY CENTER WASHROOM RETROFIT

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

Issued: May 28, 2024
Request For Proposal-Community Center Washroom Retrofit

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1. SUMMARY AND BACKGROUND

Curve Lake First Nation is currently accepting proposals to retrofit the washrooms at our Community Center to improve accessibility.

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 2,821. There are roughly 810 members who live on reserve while 2,011 live off of the reserve.

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 12 pm (noon) June 11, 2024. 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:

Audrey Pearson
22 Winookeedaa Street
Curve Lake First Nation, ON, K0L 1R0
705-657-8045
Email: 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 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 June 11, 2024 at 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 Community Center Washroom Retrofit.

Proposals should be submitted to the attention of:

Audrey Pearson
Curve Lake First Nation
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8045
Email: procurement@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of this project is as follows:

Accessibility Compliance: Renovations must comply with and exceed the standards for accessibility as per the relevant building codes and accessibility guidelines.

Enhanced Safety: Implement design features that enhance safety and usability for all users, particularly individuals with disabilities or mobility challenges.

Improved Functionality: Optimize washroom layouts to better utilize space and enhance user comfort in a high-traffic community center.

Aesthetic Enhancements: Incorporate design elements that foster a welcoming and inclusive environment, appealing to the diverse needs of our community.

Energy Efficiency: Implement energy-efficient lighting systems to reduce energy consumption and environmental impact.

4. PROJECT SCOPE

Structural Modifications:

- Install grab bars near toilets and sinks.
- Widen doorways to allow wheelchair access.
- Adjust sink heights and ensure knee clearance to accommodate for accessibility.
- Replace door and faucet handles with lever-style models for easier operation.
- Maximize maneuverability within the washroom spaces for high traffic use.
- Dispose and replace all drywall in the washrooms.
- Assess the expenses and effects of implementing automatic doors for washroom entrances.

Fixture Upgrades:

- Replace toilets with AODA-compliant models appropriate for commercial use.
- Install accessible sinks with lever-operated faucets and adjustable mirrors, as well as countertops, automatic soap dispensers and hand dryers/paper towel dispenser.
- Replace partitions and doors within washroom.
- Upgrade to energy-efficient lighting fixtures that provide adequate illumination while minimizing power usage.

Flooring and Surfaces:

- Install durable, non-slip flooring suitable for heavy use in commercial settings.

- Ensure transitions between different flooring surfaces are smooth for easy wheelchair access.

Aesthetic Improvements:

- Select visually appealing color schemes and finishes.
- Incorporate high-quality, durable materials that complement the overall design of the community center while ensuring long-term usability and maintenance ease.

Curve Lake requires the dismantling, removal, and safe disposal of all waste. This successful proponent is responsible to supply, deliver, and install all materials and fixtures needed.

5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE

Request for Proposal Timeline:

All proposals in response to this RFP are due no later than June 11, 2024.

Evaluation of proposals will be conducted by June 14, 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 June 17, 2024. Contract negotiations will be completed by June 24, 2024.

Notifications to bidders who were not selected will be completed by June 17, 2024

Project Timeline:

Project must be completed by October 1, 2024.

6. BUDGET

- All proposals must include detailed 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). A detailed budget including time/labour/materials costs and methodology for change orders or other unplanned costs.

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:

- Letter of introduction
- Qualifications of project team
- Testimonials from past clients
- Outline of experience

- Outline of any past work with First Nation communities
- Project scope and methodology
- 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

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 the following criteria:

- Number of Curve Lake First Nation members and members children employed in the organization
- Number of status First Nation members employed in the organization if not the same as above
- Number of total employees in the organization
- Price
- Experience completing similar projects of similar scope (Must add what that means per project)
- Other evaluation criteria

9. PREPARATION OF SOLICITATION

If a proposing company, individual, or subcontractor participated 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.