



REQUEST FOR PROPOSAL (RFP)

CURVE LAKE FIRST NATION DESIGN AND CONSTRUCTION OF HONOURING OUR CHILDREN MONUMENT

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

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1. SUMMARY AND BACKGROUND

This Request for Proposals (RFP) is tailored specifically for Curve Lake First Nation with the explicit aim of initiating a competitive process to engage consulting firms and individuals equipped with specialized skills in design and construction. Interested parties are invited to submit proposals outlining their expertise in this area. The primary goal is to identify an ideal partner to collaborate with Curve Lake First Nation in building a permanent monument in honour of Every Child Matters.

The objective of this Request for Proposal (RFP) is to solicit detailed proposals from qualified contractors for the design and construction of the "Honouring Our Children Monument" for Curve Lake First Nation. This monument will honor the legacy of Every Child Matters, providing a space for healing, reflection, prayer, and ceremonies. The project emphasizes community engagement in the design process and includes the installation of two plaques at former day school sites within the community. The contractor will collaborate with the community to ensure the monument reflects their collective vision and cultural values.

The RFP process emphasizes the importance of administrative and community engagement, ensuring that the selected consulting firm aligns closely with the community's goals and values. This review process aims to promote long-term sustainability and adaptability in communication practices, effectively addressing the evolving priorities and aspirations of the Curve Lake First Nation community.

As Curve Lake First Nation continues to evolve and grow economically, it acknowledges the necessity of periodically evaluating its administrative and organizational practices to ensure they remain aligned with the evolving needs and aspirations of its community.

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 **12:00pm (EST) on November 1, 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: CLFN Honouring Our Children Monument
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 November 1, 2024 at 12:00pm (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 – CFLN HONOURING OUR CHILDREN MONUMENT”**.

Proposals should be submitted to the attention of:

Curve Lake First Nation
re: CLFN Honouring Our Children Monument
22 Winookeedaa Street
Curve Lake, ON K0L 1R0
705-657-8045
Procurement@curvelake.ca

3. PROJECT PURPOSE AND DESCRIPTION

The purpose of the "Honouring Our Children Monument" project is to create a permanent and meaningful tribute that honors the legacy of Every Child Matters. This monument will serve as a space for healing, reflection, prayer, and ceremonies, fostering awareness and knowledge sharing among both Curve Lake First Nation community members and visitors. By commemorating the children affected by the residential school system, the project aims to support the community's healing process and ensure the stories and histories are preserved and acknowledged.

Curve Lake First Nation seeks to design and construct a permanent monument located at the north entrance of Lot 14, set back from Curve Lake Road. The monument will provide a serene environment where community members and visitors can engage in quiet reflection, prayer, and ceremonies. The project involves several key components:

1. Main Monument:
 - a. Design: The monument will be thoughtfully designed to reflect the cultural heritage and values of the Curve Lake First Nation. It will serve as a central focal point for the community, embodying the significance of Every Child Matters.
 - b. Construction: Using durable and culturally significant materials, the monument will be constructed to stand the test of time while providing a peaceful space for reflection and ceremony.
2. Plaques Installation:
 - a. Design and Placement: Two plaques will be designed and installed at the sites of the former day schools within the community. These plaques will be private

memorials, accessible only to community members, providing a historical context and honoring those who attended these schools.

- b. Engagement: The design of the plaques will involve input from residential school survivors and community members to ensure they accurately reflect the collective memory and significance of these sites.
3. Community Engagement:
 - a. Survey and Feedback Collection: A community survey has been developed and distributed to gather input on the monument design. Consultations with the Kinoomaage Waapkong & Culture Committee, Cultural Advisory Circle, and residential school survivors also provide initial diverse perspectives for the initial design concepts. This feedback will be provided to inform initial design concepts.
 - b. Meetings and Presentations: A community meeting will be held to present initial design concepts and gather additional feedback, ensuring the final design reflects the community's vision and values.
 4. Construction and Unveiling:
 - a. Site Preparation and Construction: The site at the north entrance of Lot 14 will be prepared for the installation of the monument, ensuring accessibility and safety. The construction phase will involve building the monument according to the finalized design.
 - b. Unveiling Ceremony: Upon completion, a ceremony will be organized to unveil the monument and plaques, providing an opportunity for the community to come together and commemorate the project's significance.

The project emphasizes the importance of cultural sensitivity, community involvement, and creating a lasting tribute that supports the ongoing healing process for Curve Lake First Nation. By engaging the community in the design and development process, the monument will serve as a meaningful and inclusive space for all.

4. PROJECT SCOPE

The project scope for the "Honouring Our Children Monument" includes the following key components:

Design and Development:

- Monument Design: Create a permanent monument that honors the legacy of Every Child Matters. The design should incorporate cultural and historical elements significant to the Curve Lake First Nation community.
- Plaques Installation: Design and install two plaques at the sites of the former day schools within the community. These plaques will serve as private memorials accessible only to community members.

Community Engagement:

- Committee Meetings: Meet with the Kinoomaage Waapkong & Culture Committee and Cultural Advisory Circle to gather feedback on initial design concepts.
- Residential Survivors: Consult with residential school survivors for their input on the design.
- Community Meeting: Host a community meeting to present initial design concepts and gather additional feedback. Ensure continuous engagement with the community throughout the design process.

Design Phases:

- Conceptual Designs: Develop three initial design concepts for the monument and draft the plaques based on initial community feedback.
- Final Design: Refine and finalize the design of the monument and plaques after further consultation with community committees.

Construction:

- Site Preparation: Prepare the site at the north entrance of Lot 14, ensuring it is suitable for the installation of the monument.
- Monument Construction: Construct the monument according to the finalized design, ensuring it meets all safety and accessibility standards.
- Plaques Installation: Install the plaques at the designated former day school sites within the community.

Completion:

- Accessibility: Ensure the monument site is accessible and safe for community members and visitors.
- Unveiling Ceremony: Plan and execute a ceremony to unveil the monument and plaques, involving the community in the event.

Project Management:

- Timeline: Develop and adhere to a timeline for the design, construction, and installation phases, ensuring timely completion of the project.
- Budget Management: Manage the project budget of \$70,000, ensuring cost-effective use of resources while maintaining high-quality standards.

Additional Requirements:

- Cultural Sensitivity: Ensure all aspects of the project respect and reflect the cultural values and historical significance of the Curve Lake First Nation community.
- Reporting: Provide regular updates to Curve Lake First Nation on the progress of the project, including design iterations, construction milestones, and community engagement activities.

The selected contractor will work closely with the Curve Lake First Nation community to ensure the monument and plaques accurately reflect their vision and cultural heritage, creating a meaningful and lasting tribute to Every Child Matters.

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 (EST) on November 1, 2024.**

Evaluation of proposals will be conducted by **November 12, 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 **November 15, 2024.** Contract negotiations will be completed by **November 20, 2024.**

Notifications to bidders who were not selected will be completed by **November 19, 2024.**

Project Timeline:

Project must be completed by **March 31, 2025.**

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:

1. Letter of Introduction: A formal letter introducing the bidding company 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 in the review.
3. Testimonials from Past Clients: References or testimonials from previous clients or projects that demonstrate the bidding company's competence and effectiveness.
4. Outline of Experience: An overview of the bidding company's relevant experience.
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.

These components will help Curve Lake First Nation evaluate and select a qualified and experienced bidder for the project, ensuring that the chosen firm can effectively meet the project's objectives and requirements.

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 similar projects.
- 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: Honouring our Children Monument	Date RFP's Evaluated:
Proponents Name:	
	Proponent A
	Proponent B
	Proponent C
	Proponent D
	Proponent E
Department: Economic Development & Culture	
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: Nov 1, 2024					
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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 					
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Yes, to all mandatory criteria? If yes, proceed to disqualifying criteria. If no, the bid CANNOT be further evaluated.					
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Disqualifying criteria					
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History of non-performing contracts within past five years from date of proposal submission deadline					
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History of litigation within past five years from date of proposal submission deadline					
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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 design, construction, development, and working with First Nations 200 points for five to seven years' experience in design, construction, development, and working with First Nations 300 points for seven+ years' experience in design, 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 & Experience/Certificates specific to Construction & Development) 20 points for relevant certificate 40 points for relevant diploma 60 points for relevant degree or above					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.
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					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
Points Total out of total 710. Highest points total is the successful proposal.					
	710	710	710	710	710