



ʔakisq̓nuk First Nation
 3050 Highway 93/95
 Windermere, BC V0B 2L2

250-342-6301
www.akisq̓nuk.org

Request for Proposals

Scope of Service	
RFP Issued By	
Issue Date	
Closing Date & Time	

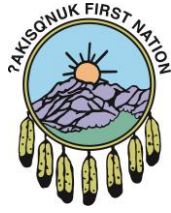
AFN Contact Information & Questions	All enquiries related to this RFP including any requests for information, questions, and clarification, are to be directed to: lisa.cannady@akisq̓nuk.org ʔakisq̓nuk First Nation will respond if time permits. Information obtained from any other source is not official and should not be relied upon.	
Delivery of Proposals	Submissions will be accepted in the following formats: 1. Emailed to lisa.cannady@akisq̓nuk.org	
Short Listed Proponents	For those proponents which have not been contacted by end of business day on January 10, 2024, will serve as notice that their proposal submission was unsuccessful.	
Successful Proponents Notified	Expected Proposal Acceptance Date: January 31, 2024	Expected Proposal End Date: (Delivery) March 31, 2024
Proponent's Submissions	Only an individual with sufficient signatory authorization may sign on behalf of the proponent in the Proponent Section below, leaving the rest of this page otherwise unaltered and include the originally-signed and completed page with the first copy of the proposal.	

Proponent Section

To be completed by proponent and include as the "cover page" of the proponents response.

The enclosed proposal is submitted in response to the above-referenced RFP including any addenda. Through submission of this proposal we agree to all of the terms and conditions of the RFP and agree that any inconsistencies in our proposal will not be considered. We have carefully read and examined the RFP and have conducted such other investigations as were prudent as reasonable in preparing the proposal. We agree to be bound by the statements and representations made in our proposal.

Signature of Authorized Representative:	Legal Name of Proponent:
Printed Name of Authorized Representative:	Address of Proponent:
Title:	City: Province: Postal Code:
Date:	Phone:
Authorized Representative Email Address:	Fax:



Akisqnuq First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisqnuq.org

Table of Contents

1. Summary of the Requirement	3
2. Deliverables.....	3
3. Invoicing	4
4. Responsibility and Work Performed by AFN Staff	4
5. Proposal Format.....	5
6. Mandatory Items in the Proposal.....	5
7. Desired Items in the Proposal.....	5
8. Evaluation	6
9. Short Listed Proponents.....	6
10. Additional RFP Terms and Conditions	6



ʔakisq̓nuk First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisq̓nuk.org

1. Summary of the Requirement

The ʔakisq̓nuk First Nation (AFN) invites proposals for the following:

SCOPE:

ʔakisq̓nuk First Nation Master Plan of Specific Lands

Description of the Scope of Work:

The objective of this project is to complete a master plan for approximately 66 acres of commercial, residential, industrial, agriculture and conservation land on ʔakisq̓nuk First Nation land. This land currently holds two 3-plexes, a daycare, health centre, Band Hall with office and health centre, and a Recreation Centre. Fourteen (14) acres have been legally designated for commercial leasing purposes.

Due to the complexity of the current infrastructure and the potential of the land, AFN seeks to determine the appropriate future development of these lands in a cohesive manner.

The successful proponent shall provide the following information for this proposal:

- a) Best use for commercial lands
- b) Best organization for residential lands
- c) Appropriate infrastructure to connect all properties
- d) Advantages of the site for certain uses
- e) Disadvantages of the site for certain uses
- f) Other use limiting aspects of the site (ie: access, adjacent uses, existing uses, etc.)
- g) Neighbourhood compatibility including the impact on and from adjacent land uses due to activities, lighting, traffic, noise and/or aesthetic characteristics

2. Deliverables

The successful proponent shall provide the following deliverable(s) to the ʔakisq̓nuk First Nation;

- a) Provide a description and prioritization of the community needs and uses for the site, previous planning work and, if applicable, needs assessment;
- b) List the commercial, residential, industrial, agricultural and conservation uses and facilities proposed to be developed, maintained, or enhanced on the site and to be included on the site plan drawing.
- c) List the support facilities required for the proposed commercial, residential, industrial, agricultural and conservation and facilities uses. Depending on the site and proposed uses, support facilities would normally



Akisqnuq First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisqnuq.org

include roads, parking, access paths, comfort facilities, maintenance facilities, storm water management system and structures, utility installations, signage, site furniture, ACA compliance, etc.

3. Design Cost Estimates

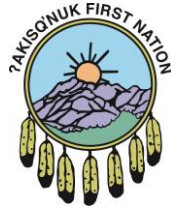
- a) Development (construction) costs. Provide, by area and facility, a current detailed cost estimate for the development of the proposed areas and facilities. The cost estimate should include: engineering and other professional services cost; construction and materials cost; project administration cost; and, a contingency of at least 10% of the construction cost estimate. 2. Phased capital development program. If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).
- b) Phased capital development program. If the proposed development cannot realistically be carried out in one to three years as one project, develop a phased and prioritized multi-year capital development program. This should explain the strategy for the phasing, identify which areas and facilities are to be developed in which years, and provide the costs associated with each phase. Implementation strategies to financing this capital plan should also be addressed (bonds, grants, fund-raising, etc.).

4. Invoicing

It is understood that the successful proponent shall submit invoicing in the following format:

- a) A covering statement which will include the following:
 - i) The legal name and address of successful proponent
 - ii) The agreement number and financial code provided by AFN, if successful
 - iii) The date of the statement of account and the billing period covered by the statement of account
 - iv) GST registration number
 - v) A listing of all invoice numbers for that billing period, including the respective dollar amount for each invoice. (sub-total, plus applicable taxes)
 - vi) A total dollar amount of all invoices being submitted in the billing period
- b) All invoices described in the covering statement; attaching all supporting documentation
- c) Any other billing information reasonable requested by AFN.

5. Responsibility and Work Performed by AFN Staff



ʔakisq̓nuk First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisq̓nuk.org

The successful proponent will:

- a) Have the full cooperation of ʔakisq̓nuk First Nation staff and access to information necessary to meet the accountabilities set out in this request for proposal and respond to reasonable inquiries.

AFN will:

- a) Provide a mutually agreed upon level of resources (human and financial resources) to the successful proponent to meet the accountabilities set out in this request for proposal.
- b) The following mutually agreed upon resources will be provided by AFN:
 - Provide feedback to the successful proponent(s) in a timely fashion; and
 - Be available for meetings during duration of agreement period.

6. Proposal Format

The following format, sequence, and instructions should be followed in order to provide consistency in Proponent response and to ensure that each proposal receives full consideration. All pages should be consecutively numbered, and as follows:

- a) One (1) unaltered and completed Request for Proposals cover page, including Proponent Section completed in original form as per instructions;
- b) A short (one or two page) summary of the key features of the proposal;
- c) The body of the proposal, including pricing, i.e. the “Proponent Response”; and
- d) A detailed description of all costs associated with the requirements listed in this RFP.
- e) Proponents shall submit their submissions via email at: lisa.cannady@akisq̓nuk.org

7. Mandatory Items in the Proposal

Proponent responses must clearly demonstrate that they meet the following mandatory criteria or they will be excluded from further consideration during the evaluation process:

- a) The Proponent’s proposal must be received before the specified closing time;
 - b) The Proponent’s proposal must be in English.
 - d) Proponents must submit one (1) Request for Quote cover page, with the Proponent Section in its original form, unaltered, fully completed and signed;
 - b) Evidence of expertise and experience in:
-



Akisqnuq First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisqnuq.org

Documentation will include the team names of personnel and all subcontractors and their education, skills, experience, and professional designations. Such management experience must lay out both technical and business skills and ability.

- c) Fee for Service
 - Labour before GST
 - Materials and Supplies
- d) The name and address of the person in your firm who will be the official contact person for your bid.

e) Description of the Proponent's organization, size and structure. Indicate if appropriate, if the Proponent is a small or minority-owned business or First Nations owned.

8. Desired Items in the Proposal

Capability of the Organization and/or Team, including:

- a) Location;
- b) Years and types of experience. Please also provide a description of prior experience, including the following:
 - i. Names;
 - ii. Addresses;
 - iii. Contact persons;
 - iv. Telephone numbers;
- c) The type of assistance that will be required from AFN staff;
- d) Price. A detailed breakdown description of Goods/Services, GST, and any additional taxes, freight quote (if applicable) to the identified location.
- e) AFN procurement activities will be governed to ensure all vendors are treated fairly and have equal access to procurement activities;
- f) Preference may be given to proponent who can demonstrate previous experience working with a First Nation.

9. Evaluation

An evaluation committee will be formed by AFN. All personnel will be bound by the same standards of confidentiality. The mandatory and desirable criteria against which proposals will be evaluated are identified below. Proponents should ensure that they fully respond to all criteria in order to be comprehensively evaluated. AFN may request and receive clarification from any Proponent when evaluating a proposal. The evaluation committee may invite some or all of the



ʔakisq̓nuk First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisqnuk.org

Proponents to appear before the committee in order to clarify their proposals. In such event, the evaluation committee may consider such clarifications in evaluating proposals.

Price may or may not be the determining factor in the proponent selection process.

Evaluation and acceptance of any proposal shall be subject to purchase authorization.

AFN reserves the right to reject any and all proposals after evaluation.

10. Short Listed Proponents

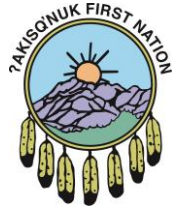
The short-list will comprise the three highest-ranked Proponents. Proponents which are short listed may be requested to interview in person, and/or teleconference, with the assessment panel to discuss certain aspects of their submitted proposal.

Short listed bidders will be required to provide:

1. Proof of liability insurance, WCB # and GST # (where applicable)

11. Additional RFP Terms and Conditions

- a. The proponent's response to this RFP must be sent to AFN via email, as specified above.
- b. Proponents may provide additional information beyond that requested in the RFP, which AFN may consider in its sole discretion.
- c. Proponents may be asked to submit additional information pertaining to their past experience, qualifications, and other information that AFN might reasonably require.
- d. Any questions or changes requested by a Proponent must be answered by an addendum going out to all Proponents.
- e. All responses and materials submitted in response to the RFP will become the property of AFN.
- f. AFN may, in its sole discretion, allow additional time for the proponents to submit a proposal.
- g. Proposals and accompanying documentation provided to AFN in response to this RFP will not be returned.
- h. Prices are in Canadian dollars.
- i. GST is applicable and should be included in any quotes. We are not tax exempt.
- j. Price may or may not be the determining factor in Proponent selection process. The award may be made to the Proponent whose proposal is determined to be of highest value in terms of quality and price.



Akisqnuq First Nation
3050 Highway 93/95
Windermere, BC V0B 2L2

250-342-6301
www.akisqnuq.org

- k. Proponent's proposal shall be valid for sixty (60) days from the date of proponent's submission.
- l. Any costs or fees incurred by the proponent to submit a proposal are the sole responsibility of the proponent.
- m. No contract or agreement is created by the submissions of a proposal.
- n. AFN has the right to refuse any and all submissions, at its sole discretion.