

AROLAND FIRST NATION

REQUEST FOR PROPOSAL

BUSINESS FEASIBILITY STUDY for a MULTIPURPOSE FACILITY

September 2021

REQUEST FOR PROPOSAL

Part 1

1.0 Objective

The intent of this request for proposal (RFP) is to invite you to submit a proposal for a project to:

- (1) Determine the feasibility and business case for the development of a financially sustainable multifunction facility at Aroland First Nation; and
- (2) Assist the First Nation's building designer prepare a preliminary facility design for the preferred option identified in the feasibility process.

The anticipated outcomes of this RFP process will include a Quote and Work Plan detailing targets, timelines, and costs for completing the feasibility study.

2.0 Profile

Aroland First Nation is located approximately 60 km north of Geraldton and 20 km west of Nakina Ontario on the southwest shore of Wawong Lake. It has a membership of over 730 with 450 on reserve.

3.0 Context

The community is in need of a central multifunction facility to serve both the needs of the local inhabitants and transient personnel. Potential services include: meeting & training space, community gatherings, workshops, fitness, business centre, daycare and short-term overnight accommodations.

4.0 Product

(1) Feasibility Study

The goal of this project is to determine a viable mix of tenant opportunities that Aroland First Nation could pursue in building a multifunction facility.

(2) Preliminary Facility Design

This will be based upon the preferred option identified in the feasibility stage.

REQUEST FOR PROPOSAL

Part 2

1.0 Process – Terms of Reference

For a copy of the Terms of Reference, please contact: Sam Kashkeesh.

2.0 Lead Contact

Sam Kashkeesh

807.329.5970 (band office)
samkashkeesh@gmail.com

Box 10
Aroland ON P0T 1B0

3.0 Project Management

Dan Ugray, DG & Associates

807.628.3156
dugray@tbaytel.net

Part 3

1.0 Submittals

Consultants are requested to submit a letter of intent to Aroland First Nation regarding their interest in pursuing this proposal. Consultants are encouraged to submit a core proposal that addresses the Terms of Reference and may also propose additional services to the Terms of Reference that would significantly improve the development of the study.

All proposals should include a clear description of the Terms of Reference. Consultants should be familiar and have had work experience with First Nations and with business case development.

To be considered, a proposal should respond to each item in the Terms of Reference and include all of the items listed below. The proposal shall be limited to no more than 25 pages (excluding covers and blank dividers) and a minimum text font size of 12 point. Graphics, resumes, or references may accompany the proposal as attached appendices and will not be considered part of the 25 page limit.

At a minimum, the proposal should have the following sections and information:

1. **Table of Contents.**
2. **Cover Letter.** Provide tax identification number and describe consultants' ability to complete the project given current workload, and guarantee proposal terms.
3. **Project Team and Qualifications.** Describe the principal firm, its qualifications and relevant experience. Describe the project team's technical and managerial capabilities. List any subcontractors with their qualifications and proposed work assignments. Include a description of experience in working successfully with similar organizations. Include an organizational chart illustrating key personnel, their project assignments and management flow.
4. **References.** Provide at least three (3) references. First Nation project references would be an asset. Each reference listed should include the organization, contact name, telephone number, e-mail address, and description and outcome of the work performed.
5. **Approach.** Most importantly, provide a statement of understanding, an outline of the work plan, and consultants approach to the project, including timeframes for the interim and final feasibility study, major milestones and a detailed schedule that shows all phases of work being completed.
6. **Budget.** Provide an upset limit cost proposal for all work described under Statement of Work, broken down by project element.
7. **Contact Person.** Provide the name, postal address, e-mail address, telephone and fax number of the lead person authorized to enter into contractual agreement and answer questions related to the proposal.
8. **Appendices.** Resumes of key consultant staff members that will be assigned to the project and the percentage of their time that will be allocated to the project. This is not part of the 25 page proposal limit.

2.0 Consultant Selection Process

The evaluation process will be based on the quality of the response to this request for proposal, consulting team make-up and specialties represented, creative approach, overall problem solving abilities, experience with corporation development plans and structures, creative approach to public finance, economic development and market analysis, ability to meet deadlines, price, and overall experience. The decision of the selection committee will be final and without appeal.

The award will be offered to the most responsible firm or team whose proposal is most advantageous to the project, with price and other factors listed above considered.

The lowest bid or any proposal will not necessarily be accepted. Aroland First Nation reserves the right to reject any or all proposals.

3.0 Authority

The Selection Committee will recommend a consultant to Chief and Council, the authority responsible for the contract.

4.0 Other

All work carried out as a result of this RFP will be the exclusive property of Aroland First Nation. Aroland First Nation will own all rights, title, and interest in the project.

The feasibility study and preliminary facility design will be funded through approved grants from FedNor and NOHFC. The award and performance of this contract shall be in accordance with all Federal, Provincial, and local laws and regulations, as may be applicable.

Part 4

1.0 Reporting Structure

The selected consulting firm will report to the Project Management Team.

The consulting firm will conduct an initial consultation meeting with the Project Management Team to engage all stakeholders in the process, to identify project roles and review the project time frame and goals within 2 weeks time of the award of the contract.

2.0 Presentations and Reports

Submit six (6) printed copies and one electronic copy of each presentation/report.

Part 5

1.0 Submission Deadline

Tenders will close on Friday October 22/21, at 1600hrs EST. The selection process will be completed within three weeks of closing.

2.0 Submission Format

Submit electronic copies of the proposal to:

Sam Kashkeesh samkashkeesh@gmail.com