

AROLAND FIRST NATION

TERMS OF REFERENCE

BUSINESS FEASIBILITY STUDY for a MULTI-PURPOSE FACILITY

September 2021

TERMS OF REFERENCE

Business Feasibility Study for a Multi-purpose Facility

1.0 Objective

As outlined in the Request for Proposal (RFP):

Determine the most feasible options for the development of a financially sustainable multi-purpose facility at Aroland First Nation and provide a business case for the preferred option.

(1) Business Feasibility Study

The feasibility study will address the following:

- i) Identify and analyze a mix of tenant options for a multi-purpose facility at Aroland First Nation.
- ii) Identify all options that provide for a mix of tenants that generates adequate revenue to support the long-term operation of the facility.
- iii) For the preferred option, identify capital requirements and operating projections, based on 3-year pro-forma statements.
- iv) For the preferred option, identify potential financing sources for building and start-up of the multi-purpose facility complete with supporting documentation and correspondence.
- v) Include letters of intent or Agreements from proposed tenants complete with proposed annual rent/lease rates.
- vi) Include a preliminary building design, site plan and class D cost estimate.

2.0 First Nation Awareness and Engagement

- 2.1 Hold an initial community meeting with members of the Project Team to solicit background information on previous plans and alternatives.
- 2.2 Hold a series of meetings with the Project Team to monitor progress and decide next steps.

2.3 Undergo a community consultation process, using varied approaches to gather information, ie interviews, surveys, social media, workshops and meetings pursuant to Covid-19 guidelines. At this time Aroland's Covid-19 Protocol consists of:

- a negative test result no more than 72hrs prior to arrival
- normal social distance, masking and hand sanitizing practices
- limited group sizes for any meetings

2.4 Conduct research examinations for the various sectors/tenants identified in the consultations with the community and the Project Team including and not limited to:

| | | |
|-------------|----------------------------|-------------------|
| • Economic | • Health | • Housing |
| • Education | • Community Infrastructure | • Social Services |

Hold at least the equivalent of two complete community meetings with members of Aroland First Nation to present the draft facility feasibility analysis and the draft facility design concept.

2.0 Anticipated Project Timing

The project is expected to be completed in eight months.

3.0 Context

Under the jurisdiction of the Band Council of Aroland First Nation and the direction of the Project Team, the consultant will conduct the required research and produce the report identified in the above objective and in accordance with the consultant's response to the advertised RFP. The Study will include a preliminary design developed by the First Nation's architect. Therefore the consultant will provide space allocation determinations in a timeframe that allows the architect to develop preliminary plans within the existing schedule.

The selected consulting firm will report to the Project Team.

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

4.0 Billing

Direct material expenses will be billed monthly to the First Nation and submitted to the designated Project Management personnel for payment within thirty days.

5.0 Holdback

A holdback of 10% of the approved budget will be retained, subject to receipt of the final report, final billing, and approval by the Project Team.

6.0 Status Reports

Progress reports and short-term plans will be submitted electronically by the consultant to the Project Team on a semi-monthly basis.

7.0 Draft Reports

The draft feasibility study will be presented to the Project Team at least one month prior to the end of the contract.

8.0 Good Faith

The contractor and the client (Aroland First Nation) jointly and severally agree to conduct this project in good faith.

Signatories

Client _____

Consultant _____

Aroland First Nation

Date: _____

Date: _____