



Qalipu
FIRST NATION

Request for Proposals
K'Taqmkuk Mi'kmaw Heritage Museum Development

Deadline for Submission:

Oct 2nd, 2018

Section 1: Terms and Conditions

1.1 Issuing Department or Division

Department of Community Development

1.2 Synopsis or Service Requirement

Through this Request for Proposals, The Qalipu First Nation (QFN) invites interested and qualified consultants to submit a proposal for detailed design, fabrication and installation of enhancements to the K'Taqmkuk Mi'kmaq Heritage Museum in St. George's, NL.

The objective of this proposal request is:

- Research be conducted to determine the best design concept to enhance the basement, making it an experiential tourism product
- To identify and make recommendations for a theme or themes that builds on the heritage and culture(s) of both the Mi'kmaq People and the building itself
- To make recommendations for interpretative content that will recognize the heritage and culture(s) of both the Mi'kmaq People and the building itself

1.3 Terms of Submission

1.3.1 A copy of this RFP may be obtained by emailing the following person:

Tara Saunders
tsaunders@qalipu.ca

1.3.2 In this document

(a) bidder and consultant are used interchangeably. Both, however, refer to a person who has or intends to submit a proposal in response to this RFP.

(b) *advertisement period* refers to the period this RFP is publicly advertised on Qalipu.ca and proposals are solicited from consultants.

(c) *successful consultant* refers to the consultant who has been selected by the Band and to complete the project.

(d) *contracted consultant* refers to the consultant who has entered into a contract with the Band to complete the project and becomes the prime consultant.

1.3.3 Bidders, at their own expense, must provide one (1) bound copy and one (1) unbound copy of their proposals by mail, personal delivery or by courier to CONTACT before the end of the advertisement period.

CONTACT: Tara Saunders
3 Church St.
Corner Brook, NL
A2H 2Z4

1.3.4 Consultant proposals must be structured in the same manner as this RFP. For greater certainty, the consultant is required to use the same headings, subheadings, and numbering system as presented in this RFP. Where a term or condition does not require the consultant to provide a response or document, the consultant may leave the heading/subheading from the proposal.

1.3.5 In addition to the requirements under s. 1.3.4, proposals must include the following:

- (a) A cover letter briefly summarizing the qualifications of the project manager, team members, sub-contractors, statement of work, methodology, and total fees (inclusive of all costs and taxes). The cover letter will be used to provide a preliminary evaluation of proposals when there is a large response.
- (b) Identification of project manager and team members along with a description of their respective roles and qualifications. The consultant must assure the Band that the project manager identified in the proposal will remain on the project until completion. In cases where the project manager changes due to circumstances beyond the contracted consultant's control, the contracted consultant must advise the Band immediately and enter into discussions with the Band to replace the project manager with someone of similar qualifications and qualities.
- (c) Description of the project organization and management system in addition to company profiles of the primary consultant and sub-contractors.
- (d) Methodology.
- (e) A minimum of three reference letters from any applicable projects involving similar scope and scale.
- (f) Time and task allocation of team members.
- (g) A schedule of project activities in chronological order that shows each activity and its duration.
- (h) Itemized project costs including fee structure, staff cost, overhead and other related expenses, including HST, as well as a suggested/preferred payment schedule. The proposal must include a statement signed by the most senior consultant with signing authority or, in the case of a firm/company/corporation, the president/CEO verifying that the consultant is capable of completing the work outlined in the consultant's proposal for the price/fees quoted. The statement must be located in the proposal immediately following the cover page.

1.3.6 Late, incomplete or partial proposals or submissions, including those sent by fax or e-mail, will not be accepted under any circumstances. The Band will ensure that all proposals or submissions submitted before the deadline will remain sealed until the evaluation process begins.

1.3.7 The deadline for questions relating to the RFP is four (4) business days before the close of the advertisement period. Questions received after that deadline will not be considered. Where a question seeks to clarify a point in the RFP, the Band will distribute its response, via email, to all consultants who expressed an interest in the project at the point and time the response is generated. In cases where a response to a consultant's question would provide the consultant with an unfair advantage, in the Band's judgment, the Band will provide the consultant with the opportunity to withdraw the comment. If the consultant decides to pursue the question further, the response provided by the Band will be distributed, via email, to all consultants who expressed an interest in the project at the point and time the response is generated. Questions regarding this RFP must be directed, by email, to the following person:

Tara Saunders
tsaunders@qalipu.ca

Section 2: Terms and Conditions

2.1 The Band requires knowing the identity of all the sub-contractors, their experience, personnel and knowledge levels, and their relationship and experience with the primary bidder. This information must be explicitly stated in the proposal submitted by the primary bidder. Sub-contractors will be evaluated as part of the selection process and the Band must approve any changes in sub-contractors other than those specified in the submission.

2.2 The consultant is required to submit three reference letters from persons that received similar services from the consultant within the past five (5) years.

2.3 The contracted consultant is required to provide the CONTACT, with biweekly email updates regarding the project's progress.

CONTACT: Tara Saunders

Section 3: Terms and Conditions

3.1 The Band is not bound to accept the lowest priced bid and may exercise the right not to select any of the proposals submitted under the RFP.

3.2 Preference will be given first to Band members and businesses fully or majority owned by Indigenous peoples.

3.3 The consultant submitting a proposal under this RFP is considered to be responsible, on behalf of it and all its sub-contractors, for all undertakings and deliverables related to the provision of services as specified in this RFP to the Band.

3.4 This RFP is the primary document and should a dispute arise between the RFP and the bidder's proposal then the RFP will supersede the bidder's proposal in any legal dispute.

3.5 The Band will be responsible to administer this RFP, award the contract to the successful bidder, and for the general supervision of the project's implementation.

3.6 Proposals submitted through this RFP must be valid for 90 calendar days after the advertisement period.

3.7 Consultants should strive to provide clear responses to issues and questions raised in the RFP in a language that is clear and not subject to differing interpretations.

3.8 The contract executed by the Band and the successful consultant to complete this project will be governed by the laws of Newfoundland and Labrador.

3.9 All data, specifications, concept plans, designs, rationales, presentation materials, economic and technical reports and related information produced by the consultants during this project shall be the property of the Band.

3.10 All potential bidders who have requested or are known to have obtained copies of this RFP will be notified of any changes, via email, should they occur after its publication.

3.11 The contract for this project, where awarded, will be granted by the Band based upon the results of the evaluation of submitted proposals. The Band will notify the successful consultant in writing. Those who are not successful will receive written notification within approximately ten (10) business days following the execution of the contract with the successful bidder.

3.12 The contract with the successful consultant will commence immediately upon the execution of the contract by the Band and the successful consultant. Ten (10) business days will be provided after the successful bidder has been notified to conclude final negotiations and execute the contract. Where a contract is not executed before the expiration of the aforementioned ten (10) business days, the Band reserves the right to commence negotiations and enter into a contract with another consultant.

3.13 Bidders may raise issues with this project and RFP that have been overlooked by the Band but are nonetheless crucial to the successful completion of the project. In such cases, the bidder may tender a recommended change to the CONTACT by email. The Band shall take the recommendation under advisement and issue, if deemed necessary, an amendment to this RFP. This RFP may be amended up to three (3) business days before the conclusion of the advertisement period.

3.14 The Band may, at its discretion, determine if a bidders' conference is necessary. A bidders' conference must take place at least 10 days before the closing of the RFP.

3.15 Before a contract is awarded, the Band will negotiate the final details of a contract to be signed by the Band and the successful consultant. The Band will enter into a contract with the successful consultant only. There will be no contracts entered into between the Band and any sub-contractors.

3.16 The contracted consultant shall designate a senior project manager who shall receive all communications from the Band on behalf of the contracted consultant. The contracted consultant shall also furnish the address, telephone and fax numbers and email address for the senior project manager.

3.17 All communications from the contracted consultant to the Band should be directed to the following person:

Tara Saunders
tsaunders@qalipu.ca
709.634.5972

Section 4: Statement of Work

4.1 Background

The Qalipu First Nation ("QFN") was officially formed September 22nd, 2011 through an agreement between the Government of Canada and the Federation of Newfoundland Indians. This agreement officially recognizes QFN as a band under the Indian Act. Currently, QFN has more than 23,000 members.

Since its creation, the leadership of QFN has focused its efforts on establishing a strong foundation upon which to build a prosperous and progressive Band. Its aim is to be a community that cherishes and shares its heritage, holds the overall health and education of its members as its highest priority and faces its future and faces the future with confidence.

Within the Band's Economic Development Strategy, Tourism was identified as one of the sectors that offered the most promise and opportunity to The Band and its members. In 2014 Qalipu commissioned a study entitled "Experience Qalipu – Tourism Strategy and Five-Year Plan for the Qalipu First Nation", which has been accepted by The Band as their Five-Year Tourism Strategy. Implementation of year one of the Tourism plan began in Fall 2016.

The K'Taqmkuk Mi'kmaw Museum in St. George's, NL is one of the key tourism assets within Experience Qalipu. Currently 100% owned and operated by the St. George's Indian Band, the museum is the first and only official Mi'kmaq cultural historic museum for the island of Newfoundland. Not only does the building house an array of stunning Mi'kmaq interpretation, the structure itself has registered heritage status, having served as a courthouse, jail, police station, post office, medical clinic, and public health facility. The building has been a focal point of St. George's and the surrounding area since the 19th century, and today is a true reflection of the rich history of the area.

The St. George's Indian Band is a non-profit Mi'kmaq organization and all money made by the museum currently goes towards maintenance of the building, community events and cultural celebrations.

The goal of Experience Qalipu is to foster a strategic, scalable and sustainable Tourism Industry by measurably contributing to the Band's community development priorities. Within the five-year strategy, it was recommended that Qalipu, "Fish where the fish are" and focus on the development of existing assets within our Indigenous Tourism Industry. As the official museum of our people; the official place for people to go to hear our story, we feel as though community development could start in a no more suitable place than the K'Taqmkuk Mi'kmaw Museum.

The museum project will include upgrades to the existing basement and the development of a new exhibit in the main museum area.

Basement upgrades will include construction ready designs and cost estimations for the development of a gathering/performance space, the establishment of an experiential exhibit within the basement jail cells and any infrastructure enhancements needed to make the space visitor ready.

The new main museum exhibit will provide the visitor with a continuation of the current story presented within the museum's current offering. Currently, the interpretation within the Mi'kmaq Museum only tells the story of the Newfoundland Mi'kmaq up to the creation of the Federation of Newfoundland Indians. The recognition gained from the Federal Government and the establishment of the Qalipu First Nation does not yet have a place within the museum storyline. The successful proponent will be responsible for identifying the most suitable exhibit design for the space and prepare detailed design and cost estimates for fabrication.

***A walkthrough of the facility will be conducted for interested consultants on Monday, Oct 24th at 11:00am. To register for the walkthrough, please contact Tara Saunders at tsaunders@qalipu.ca. A digital version of the walkthrough will be made available after the date. Please contact for the weblink.**

4.2 Mandatory Requirements

All project deliverables must be completed by **March 31st, 2019**.

4.3 Scope of Work

The successful consultant will be responsible for the following:

New Upstairs Exhibit

- Designing a new exhibit that will be integrated within the existing offering of the museum

- Collecting research and content development for a new upstairs exhibit that highlights the formation of the Qalipu Band in 2011. This will serve as a continuation of the current story line presented in the facility
- Gathering of all required interpretive material for the new exhibit
- Detailed design and fabrication/installation estimates for new exhibit
- Translation of new exhibit into English, -French and Mi'kmaq languages
- Fabrication and installation of new exhibit

Basement Enhancements

- Assessment of current facility basement to determine needed infrastructure and interpretive enhancements (space is roughly 58' by 33')
- Interpretation plan for basement facility
- Gathering of all required interpretive material for basement interpretation
- French and Mi'kmaq translation
- Construction ready design and cost estimation of basement design concepts, including required infrastructure enhancements and gathering space
- Design details for basement exhibits including Jail Cell, Warden's Desk/Lobby, and Guard's Room/Coal Storage
- Completion of all required basement infrastructure upgrades and renovations. It is anticipated that all upgrades will be minor
- Procurement of all required goods for basement exhibits (including furniture/props, etc.)
- Fabrication and installation of all interpretative material for basement design

Façade Signage

- Creation of a new logo for facility
- Design, Fabrication and installation of new signage on building façade (2 required) and on edge of facility property (1 required)

The successful bidder must meet with the project steering committee at the facility a minimum of three(3) times; firstly, at the commencement of the project, secondly, to present a draft of proposed design and thirdly, to present the completed project deliverables

Section 5: Consultant Qualifications

The consultant must also demonstrate that it has the following attributes:

- Sufficient resources to complete all tasks prior to March 31st, 2019
- Knowledge of provincial and national tourism strategies and priorities, as well as knowledge of experiential tourism principles

Section 6: Consultant Methodology

6.2 General Statements

The project must be completed prior to **March 31st, 2019**

Section 7: Budget

The maximum budget for this project is \$177,000

Section 8: Evaluation and Selection Framework

8.1 The grading of the proposals is an integral part of the RFP process. The Band has decided to describe the selection criteria so that all bidders/consultants can evaluate their chances of success, within reason, given the current competitive market conditions in the industry.

8.2 Figure 1 (attached) forms the basis of what the evaluation sheet will look like, subject to possible changes. There are 10 attributes that will be judged and graded. Each attribute was weighed in terms of its importance to the objectives of the RFP.

8.3 All proposals will be evaluated using specific criteria, attributes and characteristics that have been generated by the Band. Criteria are based upon the detailed specifications of the scope of work, work schedules, technical specifications, quality standards, consultant qualifications and other desirable features and benefits contained in this RFP.

FIGURE 1

EVALUATION SHEET

Primary Consultant:

Cost of Bid:

Rating of the Proposal: For each of the components, please provide rating 1-10 where 10 represents the best.

Component	Rate X (1-10)	Weight	Total	Comments regarding strengths and weaknesses of this component, rationale for the score and general notes
Experience of Consultant Team: key personnel, experience, references, qualifications, commitment to assignment		1.5		
Experience of Project Manager; experience, position in the firm, qualifications, commitment to assignment		1.5		
Management of sub-contractors and their commitment to assignment		0.5		
Experience as a team		0.5		
Proven competence in similar work		1		
Sufficient Human Resources		1		
Clarity of tasks and responsibilities		1		
Proposed liaison with client		1		
Proof that the specifics of the RFP are understood and addressed including the proposed methodology, approach, receivables, schedule		2.5		
Indigenous Knowledge – Experience working with Indigenous groups.		0.5		
Cost		1		
Total Score:				