



**Qalipu**  
FIRST NATION

**Request for Proposals**  
**MMIWG Commemoration Garden**

**Deadline for Submission:**

**Monday, April 27th, 2020**

**4:00pm NDT**

## **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 the design, fabrication and installation of a commemorative structure on the Majestic Lawn, Corner Brook

### **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, subcontractors, 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 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.

The development of a cultural, ceremonial space that brings our communities together to honor the lives of missing and murdered Indigenous women and girls is at the heart of this project. Guided by the needs of our people, from concept design to ceremonial use, this commemorative space will foster a sense of connection among our people, provide a supportive environment for those who have been affected and encourage a shared sense of responsibility to ensure a brighter tomorrow.

Visually, the artistic engraving in the center of the circle's medicine wheel design represents the women and children whose lives are honored in this space. Cultural gatherings within this circle can bring awareness to the impacts of violence and, through ceremony, spiritual healing can take place.

This project intends to provide a shared, inclusive space to be used by individuals throughout Corner Brook and surrounding areas for ceremonial, commemorative and educational gatherings.

Currently, the use of City of Corner Brook owned land has been approved for this project, and the City of Corner Brook will prove to be an important partner throughout development and implementation.

## **4.2 Mandatory Requirements**

**All work must be completed by September 30<sup>th</sup>, 2020**

## **4.3 Scope of Work**

The successful consultant will be responsible for;

- Working with QFN's planning committee to develop final conceptual design based on community feedback. Please see current conceptual design attached in Appendix A. Meetings between consultant and planning committee will take place once every 4-6 weeks. Video conferencing will be available for these meetings.
- Facilitation of a formal partnership agreement between QFN and the City of Corner Brook
- Development of fabrication ready design for commemorative circle and garden and working with the City of Corner Brook on location approval and all city regulation requirements
- Development, fabrication and installation of all site interpretation. Interpretation must be developed with community input. Consultant will be responsible for consolidating feedback from community engagement sessions completed in Dec 2019 and Jan 2020.

- Procurement and fabrication of commemorative circle structure
- Installation of the commemorative circle structure (please note that all structures implemented must sit above ground).
- Purchasing and instillation of garden elements
- Landscape design and implementation
- Development of a maintenance plan for site

## **Section 5: Consultant Qualifications**

The consultant must demonstrate that it has the following attributes:

- Experience working with Indigenous communities
- Cultural sensitivity awareness
- Experience with interpretation and landscape design work

## **Section 6: Consultant Methodology**

### **6.2 General Statements**

## **Section 7: Budget**

The maximum budget for this project is \$172,000

## **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 nine 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

### EVALUTATION SHEET

Primary Consultant:

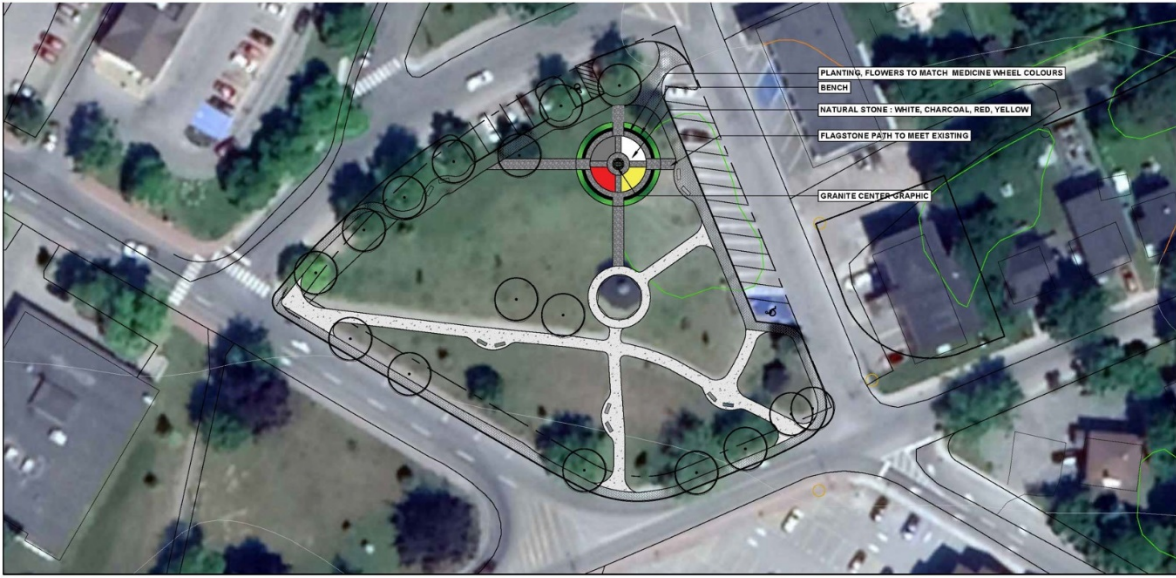
Cost of Bid:

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		1.0		
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		.5		
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.		1.5		
Cost		1		
Total Score:				

**Appendix A: Concept Design**

# LANDSCAPE SITE PLAN



<p>199 LEMARCHANT RD. ST. JOHN'S, NL CANADA A1C 2H2 TEL (709) 738-2500 FAX (709) 738-2406</p>	CLIENT	PROJECT	DRAWING	DATE	SCALE
	QALIPU FIRST NATION	QPU-1917 HEALING CIRCLE CONCEPT DESIGN	LANDSCAPE SITE PLAN	MARCH 2019	1:500
				DESIGNED	SHEET
				MC	L-1
	A	ISSUED FOR PROPOSAL	03/28/19	DESIGNED	
	NO.	REVISION	MM/DD/YYYY	MC	

Missing and Murdered Indigenous Women and Girls Commemoration Fund - Healing Garden  
Qalipu First Nation

TRACT CONSULTING 2

# CONCEPT PLAN



Missing and Murdered Indigenous Women and Girls Commemoration Fund - Healing Garden  
Qalipu First Nation

TRACT CONSULTING 3

CONCEPT RENDERINGS



Missing and Murdered Indigenous Women and Girls Commemoration Fund - Healing Garden  
Qalipu First Nation

TRACT CONSULTING  
4

CONCEPT RENDERINGS



Missing and Murdered Indigenous Women and Girls Commemoration Fund - Healing Garden  
Qalipu First Nation

TRACT CONSULTING  
5