



March 13, 2024

Commercial Property Roofing replacement Request for Proposals

Summary:

The purpose of this RFP is to secure the services of a qualified roofing contractor to replace roofing on two commercial properties owned by Qalipu Holdings Limited Partnership (QHLP). The successful bidder will replace the roofing on both properties during Spring/Summer 2024.

Prepared By:

Jonathan Strickland
Director of Business Development
Qalipu Holdings Limited Partnership

Disclaimers

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1.0 General Information

Qalipu First Nation is a vibrant Mi'kmaq First Nation established in 2011 as an Indigenous Band under the Indian Act. With a large membership spread across 67 traditional Newfoundland Mi'kmaq communities and abroad, we are one of the largest First Nation groups in Canada.

Newfoundland is part of the traditional Mi'kmaq Nation whose territory extends from Quebec through the Maritime Provinces and into Newfoundland.

Qalipu has no reserve land; it is made up of 67 traditional Mi'kmaq communities, spread out over 9 Electoral Wards. An elected Chief and Council govern the Qalipu First Nation. Ward Councilors are elected to represent each of the nine Wards. Additionally, two Vice-Chiefs represent western and central Newfoundland and the Chief is the official spokesperson and leader of the Qalipu First Nation as a whole.

Qalipu has five satellite offices located in Glenwood, Grand Falls-Windsor, Gander, St. George's, and Stephenville and its central administrative office is in Corner Brook. These offices give representation to the regions of our dispersed Mi'kmaq communities.

Core programs and services are delivered by a growing body of staff. Our service offering includes education and training, tourism development, health benefits and services, employment programs, registration assistance, environmental research and monitoring, culture and heritage and community economic development. Qalipu also conducts a variety of special programs which vary from year to year.

Economic development is led by Qalipu Holdings Limited Partnership (QHLP). QHLP was established by the Chief and Council as an independent, arms-length corporate business entity. It functions as a holding company for all business operations and investments of the Qalipu First Nation. Its primary mandate is to manage the Band's portfolio of existing business operations and seek new investment and joint-venture opportunities to ensure the Band's long term economic growth and overall sustainability.

2.0 Executive Summary

The purpose of this RFP is to secure the services of a qualified roofing contractor to replace roofing on two commercial properties owned by Qalipu Holdings Limited Partnership (QHLP). The successful bidder will replace the roofing on both properties during Spring/Summer 2024.

3.0 Scope of Work

QHLP is currently seeking the services of a highly qualified roofing contractor to undertake this project. The consultant will:

- Replace roofing on 1 Church Street, Corner Brook, NL. Building is approximately 6500 sq ft

with steep pitch.

- Replace roofing on 90 Main, Stephenville, NL. Building is approximately 11,500 sq ft with a flat roof.

The contractor is responsible for the collection of more detailed information on both properties including site visit, detailed measurements, roofing type selection, and safety considerations.

Quotes are being requested for 1 Church Street, Corner Brook for metal roofing as well as standard asphalt shingles.

Roofing must be replaced during Spring/Summer 2024.

Proposals should be inclusive of all costs, including materials, installation, travel, safety, insurance, and other related fees.

Proposals must include separate fees for each property. Properties will be evaluated independently, and the same contractor may not be selected for both properties.

4.0 Selection Criteria

Each proposal will be evaluated on the following criteria. Please note it is extremely important that the bidder clearly demonstrate how it meets the criteria found below in the body of its proposal. Scoring is based on the following maximum values totaling 100%.

Work Outline and Methodology VALUE: 30

The proposal must outline the methods for accomplishing the proposed project, including adequate work plan, schedule and consultation process. Research methods may include quantitative and /or qualitative methods and must show an ability to generate valid and reliable results.

Qualifications and Demonstrated Experience VALUE: 20

The proposal must describe previous projects that the project team has worked on that are related in size and scope of this project. Knowledge of local Mi'kmaq socio-economic and political realities is an asset.

Objectives and Services VALUE: 20

The proposal should demonstrate the comprehension of the objectives and services for the proposed contract. Describe the work to be performed by the individuals you name to perform essential functions and detail specific qualifications and substantive experience directly related to the proposed contract.

Cost and timing of Study VALUE: 20

The proposal shall include a response discussing the proposed budget and its justification.

Quality of Proposal VALUE: 10

Our committee will rate this the proposal based on their perception of the clarity, completeness and presentation of proposal. This criterion is not used to rate color or graphics or other visual techniques but only for content.

*QHLP reserves the right to select the company of its choice and will not necessarily award the contract to the lowest bidder and reserves the right to select any bidder.

5.0 Project Timeline

Below is the approximate project schedule that is expected to be followed for this RFP. This is primarily for guidance purposes, as this may change.

RFP Open:	March 25, 2024
RFP Closes:	April 21, 2024
RFP Award:	May 06, 2024 (PENDING FUNDING)
Final Deliverables Due:	Sept 01, 2024

6.0 Closing Date

All firms responding to this RFP must submit their proposals digitally to Jonathan Strickland by **11:59PM, Sunday April 21, 2024.**

7.0 Contract Award

A review of all submissions will be conducted soon after the closing date, and the successful contractor will be notified as early as **May 06, 2024** (Pending Funding). A written contract for the services outlined in this RFP will be awarded as soon as funding is confirmed.

8.0 Payment Schedule

This is a lump sum contract. A schedule for payment will be negotiated with the successful bidder.

9.0 Proposal Format

All proposals to be submitted electronically in PDF format to Jonathan Strickland at jstrickland@qalipudevelopment.com

Proposals should be inclusive of all costs, including materials, installation, travel, safety, insurance, and other related fees.

Proposals must include separate fees for each property. Properties will be evaluated independently and the same contractor may not be selected for both properties.

10.0 Confidentiality

All records and documentation will be considered strictly confidential as well as information received from QHLP and confidentiality maintains itself for all bidders to this RFP regardless of success in this process.

The successful vendor and its employees/associates may have access to information confidential to QHLP. This information may include, but is not limited to, terms of the agreement, business methods and systems, contractual terms, pricing, personal information etc. subject to disclosure by law, the successful vendor agrees that it and its employees/associates who have access to this information will not either during the term of the agreement or at any time thereafter reveal to any third party any of this confidential information or use in any way, whether on the successful vendor's behalf or on behalf of any third party, any such information. The obligations of this section survive the expiration or termination of this agreement indefinitely.