



Potlotek First Nation

REQUEST FOR PROPOSALS (RFP)

August 29, 2023

PROJECT TITLE: Potlotek Community Complex Design Build

PROPOSAL DUE DATE: August 31, 2023 – 12 pm Atlantic

E-mailed bids will be accepted.

CONTACT PERSON: Tahirih Paul; Email: Tpaul@potlotek.ca

CONSULTANT ELIGIBILITY: This procurement is open to those consultants that satisfy the minimum qualifications stated herein and that are available for work in CANADA.

CONTENTS OF THE REQUEST FOR PROPOSALS:

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3. Proposal Contents
4. Evaluation and Award



1. INTRODUCTION

1.1 Purpose

Potlotek First Nation is embarking on an exciting endeavor and is seeking a dedicated and qualified partner to bring this vision to life. As part of this initiative, the First Nation aims to construct the Potlotek Community Complex—a vibrant and inclusive space that will serve as a pivotal gathering place for the community, fostering economic growth, promoting cultural values, and supporting local businesses. The Potlotek First Nation now invites proposals from experienced design-build teams to undertake this transformative project and contribute to the realization of their vision.

We invite qualified and experienced design-build firms to submit proposals for the design and construction of the Potlotek Community Complex. We are seeking a partner who shares our vision for a vibrant, inclusive, and sustainable community complex that will serve as a catalyst for economic development and social well-being in Potlotek and beyond.

The RFP outlines a comprehensive scope of work and milestones that will guide the successful bidder through the project's various stages. We look forward to receiving creative, practical, and cost-effective solutions that meet our needs and align with our values. Thank you for your interest in this important initiative, and we welcome your proposals.

1.2 Background: About Potlotek First Nation

Nestled in Cape Breton Island along Highway 104, the Potlotek First Nation embodies a rich history and commitment to community well-being. Spanning 1,464 acres and encompassing Chapel Island within the Bras d'Or Lakes, Potlotek is a sacred site and a historical centre for the Mi'kmaq. Potlotek is dedicated to sustainable growth, cultural preservation, and economic diversification.

The Potlotek Community Complex embodies the First Nation's vision to create a space that not only honors tradition but also propels the community forward. This complex is poised to amplify local businesses, strengthen communal bonds, and provide residents and visitors with a focal point for connection. As a testament to Potlotek's resilience and unity, the community complex project presents an exciting opportunity for a collaborative design-build team to contribute to the realization of this significant milestone.

Through this request for proposals, the Potlotek First Nation seeks like-minded partners who can co-create a lasting legacy that encapsulates the essence of their heritage and aspirations.



1.3 Objectives and Scope

We invite proposals from skilled design-build teams to oversee all aspects of the Potlotek Community Complex construction project. This encompasses comprehensive design, efficient construction, and essential site work. The goal is to manifest a functional, aesthetically pleasing, and sustainable space that meets the diverse needs of our community and local enterprises, all while adhering to budget parameters.

The road map for the project will include the following stages:

Initial Planning and Scoping: Define project requirements, create a detailed project plan, and establish a preliminary budget.

Design Development: Progress through concept design, schematic design, and design development phases. This includes crafting accurate cost estimates and selecting appropriate materials.

Construction Documentation: Formulate construction documents and finalize precise project cost projections.

Bidding and Procurement: Issue Requests for Proposals (RFPs), choose contractors, and attain essential permits and authorizations.

Construction: Oversee construction activities, manage subcontractor coordination, ensure quality control, and prioritize safety.

Commissioning and Handover: Execute commissioning procedures, address any remaining tasks, and provide training and guidance to facility operators.

Key to the proposal will be the provision of an initial budget that captures the estimated costs associated with the construction of the Potlotek Community Complex. This budget will facilitate an early understanding of financial expectations and contribute to a well-informed decision-making process

The subject site details will include all relevant information about the project site, including geo-technical reports, site surveys, and any other relevant information that will inform the design and construction process.



1.4 Milestones + High-Level Deliverables

Milestone 1: Build Context

1. Review existing County and community studies, reports, and strategic plans to understand the local context and identify any relevant information that can inform the design of the Potlotek Community Complex.
2. Understand the guiding documents that will inform the design process, including any regulations, codes, and standards that must be followed.

Milestone 2: Facility and Site Assessment

1. Conduct a site survey
2. Develop site plans, including sections and elevations, to reflect the project requirements and goals
3. Prepare a lifecycle cost estimate for capital renewal and maintenance of the facility, which will inform options and decisions on the design and materials used.

Milestone 3: Draft Solutions

This milestone involves the development of potential design solutions for the Potlotek Community Complex. Key deliverables for this stage include:

1. Floor plans: Based on our concept sketches, develop floor plans for the proposed facility that take into account the functional requirements of the different tenants and programs within the complex. Floor plans should reflect the site assessment, the Feasibility and Usage Study, and take into account any structural or code compliance requirements.
2. Diagrams, renderings, models: Create visual representations of the proposed designs to help stakeholders better understand the proposed solutions. This could include 3D renderings, diagrams, and models that provide an accurate representation of the final design.
3. Detailed building code compliance: Ensure that the proposed designs meet all relevant building codes and regulations. Provide detailed documentation of the code requirements and how the design meets those requirements.
4. Recommend best solution: Based on the site assessment, market analysis, proposed design, and other factors, recommend the best design solution for the Potlotek Community Complex. The recommended solution should be feasible, cost-effective, and meet the needs of the various stakeholders involved in the project. It should reflect the previous Feasibility & Usage Study recommendations to the extent possible.



Milestone 4: Operational and Financial Analysis of Preferred Solution

1. Develop detailed construction drawings and specifications for the preferred solution.
2. Create life-cycle technical reports for selected main systems such as mechanical, electrical, plumbing, and other building systems.
3. Identify the lifecycle cost for the maintenance of the facility including the cost of utilities, repairs, and other related expenses.
4. Provide cost of construction
5. Review the project budget and timeline to ensure alignment with the preferred solution.
6. Develop a project management plan outlining roles, responsibilities, and timelines for executing the preferred solution..

Milestone 5: Final Design

1. Finalize construction drawings and specifications
2. Present final design for approval by decision-makers
3. Provide a detailed cost estimate and schedule for construction
4. Obtain all necessary permits and approvals from relevant authorities
5. Prepare and execute a construction contract with a builder or construction team
6. Begin construction of the Potlotek Community Complex according to the approved design and schedule.

1.5 Qualifications

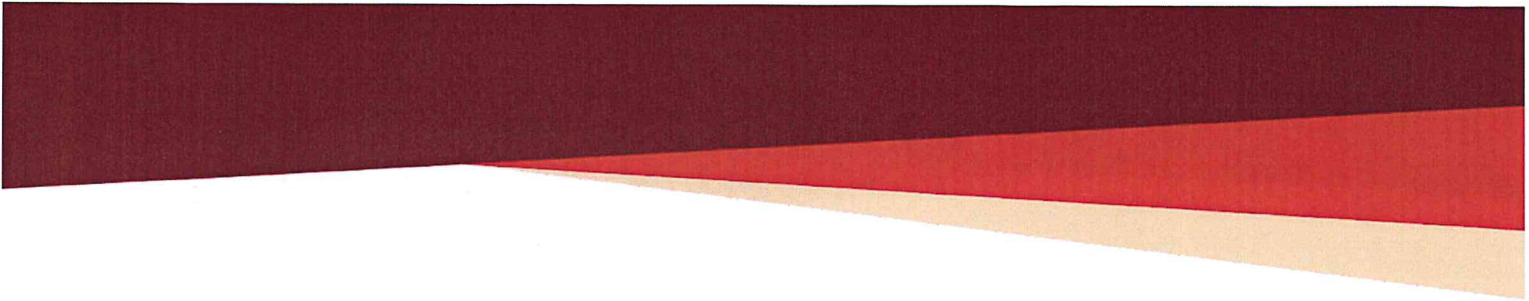
1. **Experience:** The design-build team should have a proven track record of successfully executing similar projects in the field of community infrastructure, commercial spaces, or cultural centers. Demonstrated experience in delivering projects that align with the values and vision of Indigenous communities will be highly regarded.
2. **Expertise:** The team should comprise professionals with expertise in architecture, engineering, construction management, and related fields. These experts should possess a deep understanding of sustainable design, cultural sensitivity, and community-oriented development.
3. **Cultural Sensitivity:** Demonstrated cultural competency and a respectful approach to Indigenous cultural values and protocols are essential. The team should have experience working with Indigenous communities and a commitment to incorporating traditional knowledge and practices into the design and construction process.

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4. **Innovation:** The team should showcase innovative approaches to design, construction, and sustainability. Emphasis should be placed on incorporating energy-efficient technologies, green building practices, and solutions that align with the community's long-term vision.
 5. **Financial Management:** A proven ability to manage budgets and costs effectively is essential. The team should be capable of providing accurate cost estimates, transparent budget management, and adherence to financial constraints throughout the project lifecycle.
 6. **Quality Assurance:** The team should have a strong commitment to delivering high-quality work, including attention to detail, compliance with building codes and regulations, and adherence to project schedules.
 7. **Project Management:** Demonstrated project management skills, including effective communication, coordination of multidisciplinary teams, and robust project planning, are necessary to ensure the successful execution of the Potlotek Community Complex.
 8. **References:** The team should provide references and case studies of similar projects that highlight successful collaborations with Indigenous communities, innovative design solutions, and timely project delivery.
 9. **Local Expertise:** Familiarity with the local regulatory environment, building codes, and permitting processes within Cape Breton Island is advantageous. Local partnerships and relationships with suppliers, contractors, and community resources will enhance the team's ability to execute the project seamlessly.
 10. **Sustainability:** A commitment to sustainable practices and eco-friendly design is expected. The team should be well-versed in incorporating renewable energy sources, minimizing environmental impact, and promoting long-term community resilience.
 11. **Diversity and Inclusion:** The team should embrace diversity and promote inclusive practices throughout the project, ensuring equal opportunities for all stakeholders and engaging underrepresented groups when feasible.
 12. **Legal Compliance:** The team must comply with all applicable laws, regulations, and licensing requirements for design, construction, and project management within Nova Scotia.

Qualified design-build teams are encouraged to submit comprehensive proposals that demonstrate their alignment with these qualifications and their ability to bring the Potlotek Community Complex project to fruition.

1.6 Funding

Any contract awarded as a result of this procurement is contingent upon Potlotek's ability to secure funding for this project.





2 GENERAL INFORMATION FOR CONSULTANTS

All communication between the Consultant and Potlotek upon release of this RFP shall be with the Economic Development Officer as follows:

| | |
|-------------------------------|-------------------------------------|
| Name | Tahirih Paul |
| Email Address | tpaul@potlotek.ca |
| Mailing Address | 12004 NS-4, St. Peter's, NS B0E 3B0 |
| Physical Address for Delivery | Potlotek Band Office |
| Phone Number | (902) 623-0372 / (902) 631-5850 |

Any other communication will be considered unofficial and non-binding on Potlotek.

2.1 Submission of Proposals

Consultants are required to submit two (2) copies of their proposals. The proposal, whether emailed, mailed, or hand-delivered, must arrive at Potlotek no later than 12 pm Atlantic on August 31, 2023.

E-mail attachments shall be in Microsoft Word format or PDF.

Late proposals will not be accepted and will automatically be disqualified from further consideration. All proposals and any accompanying documentation become the property of Potlotek and will not be returned.

Consultants should allow sufficient time to ensure timely receipt of the proposal. Late proposals will not be accepted and will automatically be disqualified from further consideration.

2.2 Costs to Propose

Potlotek First Nation will not be liable for any costs incurred by the Consultant in the preparation of a proposal submitted in response to this RFP, in the conduct of a presentation, or in any other activities related to responding to this RFP.

2.3 No Obligation to Contract

This RFP does not obligate Potlotek First Nation to contract for services specified herein.



2.4 Rejection of Proposals

The Potlotek First Nation reserves the right at its sole discretion to reject any proposals received without penalty and not to issue a contract due to this RFP.

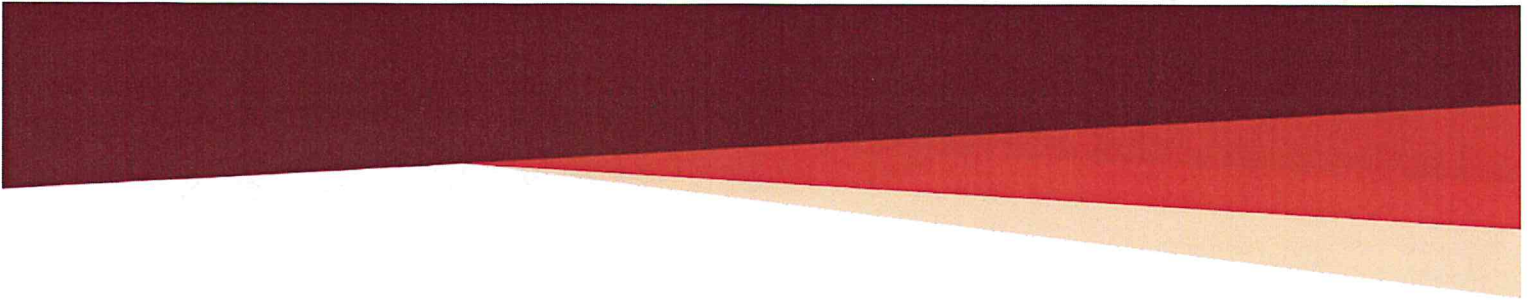
2.10 Commitment of Funds

No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

3 PROPOSAL CONTENTS

3.1 The Proposal must contain the following elements:

- A. **Design Build Experience:** Provide a comprehensive description of the Consultant's experience in design-build projects, particularly those related to community infrastructure and commercial facilities.
- B. **Work Plan:** Detail all design-build deliverables, proposed tasks, services, activities, and other necessary components to accomplish the project scope as defined in this RFP. This section should provide ample detail to convey the Consultant's expertise in architecture, construction, and project management. Outline any anticipated involvement of Potlotek First Nation's representatives or staff.
- C. **Project Schedule:** Present a project schedule indicating the timeline for completing each phase of the design-build process. The schedule should ensure that all requested deliverables and construction milestones are met as specified.
- D. **Design Concept and Vision:** Describe the proposed design concept and vision for the Potlotek Community Complex. Highlight how the design aligns with the cultural values and objectives of Potlotek First Nation, while also meeting functional and aesthetic requirements.
- E. **Sustainability and Environmental Considerations:** Detail how the design-build approach will incorporate sustainable and environmentally conscious practices throughout the project. Outline any green building standards, energy efficiency measures, or other initiatives aimed at minimizing the environmental footprint.
- F. **Budget and Cost Control:** Provide a transparent breakdown of the budget for the design-build project. Include estimated costs for each phase, materials, labor, equipment, and any other relevant expenses. Explain how cost control measures will be implemented to ensure adherence to the budget.
- G. **Project Management and Coordination:**

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- a. **Project Team Structure/Internal Controls:** Provide a detailed description of the proposed project team structure, including key team members, roles, and responsibilities. Highlight any subcontractors or partners that will be engaged in the design-build process.
 - b. **Communication and Collaboration:** Describe the communication and collaboration strategies that will be employed to ensure effective coordination among all project stakeholders, including Potlotek First Nation, contractors, and relevant authorities.
 - c. **Progress Reporting:** Outline how progress will be tracked, documented, and reported throughout the design-build process. Explain the frequency and format of project updates to Potlotek First Nation.
- H. **Timeline and Milestones:** Present a clear timeline with milestones for each phase of the design-build process. Ensure that the timeline aligns with the project's overall schedule and objectives.
- I. **Conclusion:** Summarize the proposal, highlighting key strengths and the Consultant's commitment to delivering a successful design-build project for the Potlotek Community Complex.

3.2 Staff Qualifications/Experience:

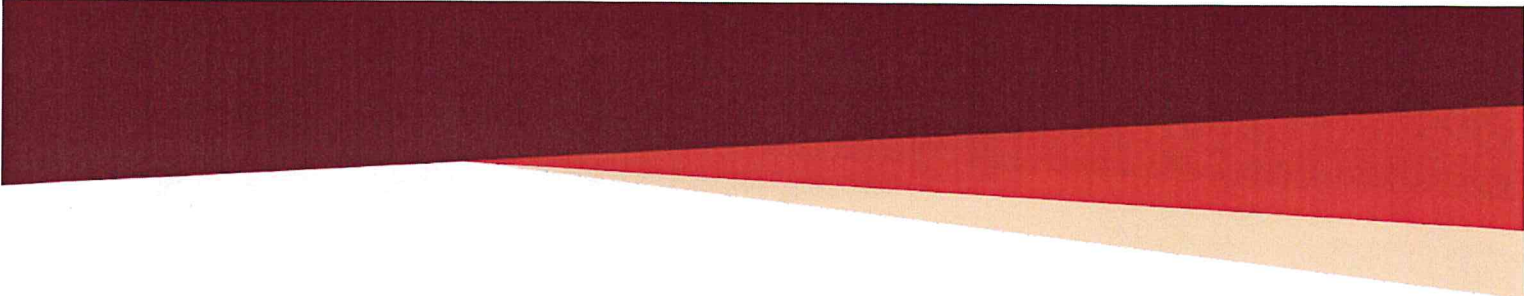
Identify the personnel, including subcontractors, who will be engaged in the potential contract. Clearly state the roles, responsibilities, and qualifications of each individual. Provide detailed resumes for the named staff, including information about their relevant skills, education, experience, significant accomplishments, and any other pertinent credentials.

The Consultant must confirm that the staff listed in the proposal will be directly involved in the execution of the assigned tasks. Any proposed staff substitutions must obtain prior approval from Potlotek First Nation.

3.2.1 Experience of the Contractor:

Design and Build Expertise:

1. **Design and Build Projects:** Describe the Contractor's experience in successfully executing design and build projects, emphasizing their ability to manage all aspects of construction from conceptualization to completion. Highlight examples of completed projects that showcase the Contractor's capability to deliver comprehensive design and build solutions.
2. **Relevant Project Experience:** Provide detailed insights into other relevant projects that demonstrate the Contractor's qualifications for handling the tasks outlined in this RFP.



Illustrate how the Contractor's prior experiences are applicable to the challenges and goals of the Potlotek Community Complex project.

3. **Contractual Track Record:** Present a list of contracts that the Contractor has successfully completed within the past five years. Highlight projects similar in scope, complexity, or objectives to the Potlotek Community Complex, emphasizing the Contractor's ability to deliver the services specified in this RFP. Include essential contract details such as duration, key contacts, telephone numbers, email addresses, and notable achievements or contributions made during each contract.

The provided contract history should offer a clear overview of the Contractor's capabilities and their capacity to meet the specific requirements of the Potlotek Community Complex design and build project.

3.3 References

List a total of three (3) business references for both the Consultant and the lead staff person. Provide names, addresses, telephone numbers, and email addresses of these references. Briefly describe the nature of the services provided for each reference. Do not include references from current Potlotek First Nation staff. By submitting a proposal, the Consultant and team members grant Potlotek First Nation permission to contact the listed references and any others who may have pertinent information. Potlotek First Nation reserves the right to exercise discretion in contacting references during the evaluation process.

3.4 Identification of Costs

Detail all costs in Canadian dollars (CND), encompassing expenses required for the successful execution of the contract's objectives. The Consultant is required to submit a comprehensive budget that encompasses staff costs and any necessary expenses associated with accomplishing the specified tasks and producing the contract's deliverables.



4. EVALUATION AND CONTRACT AWARD

4.1. EVALUATION PROCESS

Proposals that meet the established criteria outlined in this solicitation and any associated addenda will undergo a thorough evaluation process in strict accordance with the provided requirements. An evaluation team, designated by Potlotek First Nation, will be responsible for assessing the received proposals and determining their respective rankings based on the evaluation criteria outlined in this RFP.

4.2. NOTIFICATION TO PROPOSERS

Upon the completion of the evaluation process, Potlotek First Nation will formally communicate the selection of the Successful Contractor through written notification. The chosen Contractor will receive written confirmation of their selection. Proposers whose submissions were not selected for further negotiation or award will receive individual notifications via email or facsimile.