

# **Request for Proposal**

## **Update of Temagami First Nation Capital Planning Study**

### **1. Overview**

Temagami First Nation is seeking proposals from qualified firms or consultants to update its existing capital planning study. The purpose of this study update is to assess the current state of infrastructure, evaluate long-term needs, and provide a comprehensive capital plan for the community's growth and development over the next 10 years. The goal is to support sustainable community development through informed decision-making for both current and future capital projects.

### **2. Temagami First Nation Vision, Mission, and Values Statement**

#### **Vison statement**

All Temagami People want to build something that is good where we live. We will work to do right by the land.

#### **Mission statement**

Good leadership and we will tell everyone what we are doing.

#### **Values statement**

We will be of strong heart when we make decisions. We will remember all long ago who lived and who will be born.

### **3. Background**

The Teme-Augama Anishnabai and Temagami First Nation represent the Original People of N'dakimenan (Our Land) [Unceded]. Our creation story tells us that eight thousand years ago, the Creator placed us at Ishpatina Ridge, the highest point of land in what is now called Ontario. This timeline corresponds to the receding glaciers. Six thousand of those years have been corroborated by science, showing our continuous occupation.

N'dakimenan encompasses approximately 10,000 square kilometers of land, adjacent to what is now known as Quebec border and approximately four hundred kilometers north of the city of Toronto. Neighbouring Indigenous Peoples and First Nations do not dispute our boundary. Further, the boundary of N'dakimenan was accepted by the Supreme Court of Canada in Ontario (Attorney General v Bear Island Foundation,[1991]2 SCR 570).

We have maintained a distinct territory, laws, governing authority, social organization, and culture since time immemorial.

## 4. Purpose

Temagami First Nation is a northern Ontario First Nation community with a population of approximately 300 people, located on Bear Island in the middle of Lake Temagami, approximately 85 kilometres north of North Bay. The community has grown significantly in the past 15 years, and infrastructure demands have evolved. An earlier capital planning study was conducted in 2011, but the needs, priorities, and available resources have changed since that time. The updated capital planning study will reflect these changes and will provide a strategic roadmap to address the community's infrastructure needs.

## 5. Objectives

The key objectives of this capital planning study update are:

1. **Review and Assessment:** Review the existing capital planning study and assess the current condition of all community infrastructure, including roads, water systems, buildings, energy systems, and any other relevant infrastructure.
2. **Needs Assessment:** Identify emerging capital needs and project future growth, considering factors such as population projections and demographic trends, community priorities, environmental factors, and economic development opportunities.
3. **Prioritization:** Develop a prioritized list of capital projects based on urgency, cost, and community impact that consider the timing and scale of planned housing, health and educational facilities
4. **Financial Planning:** Recommend funding strategies and potential sources of financing, including grants, loans, and partnerships with federal, provincial, or private sector organizations.
5. **Community Engagement:** Engage with community members, leadership, and stakeholders to ensure that the capital plan reflects the needs and priorities of the community.
6. **Action Plan:** Provide a detailed implementation plan, including timelines, cost estimates, and recommendations for project management.
7. Create a comprehensive capital document that can be used to justify proposed capital works and secure funding.

## 6. Approach to Community Engagement

Temagami First Nation recognizes the importance of community outreach and consultation within our Capital Planning Study project. Consultants when preparing their community consultation segment of their proposal should consider the following:

- ❖ Ensuring a human-centred approach to consultation and engagement. The approach ensures that members from the community are at the centre of engagement that relates to them, and their perspectives are impactful in the planning process
- ❖ Consultation is carried out in a manner that is respectful, empathetic, compassionate, productive, constructive, and culturally appropriate

- ❖ Support safe participation conducive for participants to understand sensitive and complex issues
- ❖ Involve listening, sharing ideas, considering issues together, and seeking feedback in a way that allows participants to keep their authentic voices and feel safe to share their valuable lived and living experiences
- ❖ Work towards achieving common goals while making each person feel supported
- ❖ Identify core contextual and historical elements, including understanding and identifying barriers that may have been experienced by those involved
- ❖ Equip those leading our activities with an understanding of the broader local context to carry out activities that are community-competent
- ❖ Ensuring appropriate time, adequate spaces including technology platforms and other supporting resources such as translation, and mental health support

## 7. Scope of work

The selected consultant's responsibilities will include, but are not limited to:

- Reviewing the existing 2011 capital planning study and conducting a gap analysis.
- Evaluating the condition and capacity of all relevant community infrastructure, including transportation networks, utilities, housing, health and education facilities, and other critical infrastructure.
- Collaborating with community leadership, band members, and other stakeholders to gather input on needs and priorities.
- Preparing and presenting a draft updated capital planning study for review by the community and leadership.
- Finalizing the capital planning study, including prioritized projects, timelines, financial strategies, and a detailed action plan.
- Providing recommendations for ongoing monitoring and updates to the capital plan.

## 8. Proposal content

The consultant will prepare a proposal that clearly indicates how the consultant will carry out the work set out in this Request for Proposal. The consultant's proposal will contain, but not be limited to:

1. **Company Profile:** A description of the firm, its qualifications, and experience, including previous work related to capital planning for Indigenous communities or similar projects.
2. **Team Members:** Resumes of key team members who will be involved in the project, detailing relevant experience and qualifications.
3. **Subconsultants/Subcontractors:** Identify any and all project partners that the consultant will be working with on the project. Any changes to subcontractors will need to be approved by Temagami First Nation.
4. **Approach and Methodology:** A detailed description of the proposed approach and methodology for completing the study update, including timelines and milestones.

5. **Community Engagement Plan:** A description of how the consultant plans to engage with community members, leadership, and other stakeholders throughout the process.
6. **Past Project Examples:** Examples of similar capital planning studies or projects, including references from previous clients.
7. **Budget and Fees:** A detailed cost proposal, including a breakdown of fees and any additional expenses.
8. **Timeline:** A proposed timeline for the completion of the study update, including key deliverables and milestones.

## 9. Proposal submission

Proposal submissions shall include all supporting documentation.

Given the difficulty of delivering proposals by personal service, courier or mail to the remote community of Bear Island, all proposals shall be submitted by email only on or before **May 16, 2025, at 11:59 pm** to

David McKenzie, Executive Director

[ed@temagamifirstnation.ca](mailto:ed@temagamifirstnation.ca)

Proposal submission shall include:

- Proposal in accordance with Section 8 – Proposal Content
- References in accordance with Section 10 – References
- Project budget in accordance with Section 8 – Proposal Content
- Statement of Acknowledgement of Addenda in accordance with Section 15 - Addenda
- Declaration of conflict of interest if applicable in accordance with Section 17 – Conflict of Interest
- Letter requesting non-disclosure of documents if applicable, in accordance with Section 18 – Ownership of Proposals and Disclosure

## 10. References

Ideally, the consultant will provide references for consulting services for similar projects. Temagami First Nation reserves the right to contact any or all references. Temagami First Nation defines a reference as any reference supplied with a proposal submission, in addition to any other reference known to Temagami First Nation.

## **11. Project budget**

All prices shall be FIRM and in Canadian Dollars for the project and shall include, without limitation, all required labour, materials and other services required to complete the project. Temagami First Nation is exempt from paying HST therefore, price should be without HST.

## **12. Incurred costs**

All costs incurred by the consultant in carrying out research, investigation or otherwise as may be necessary for the preparation of a response to this Request for Proposal shall be borne by the consultant and not chargeable in any way to Temagami First Nation.

Temagami First Nation reserve the right to change the scope of this project to bring the price within approved budget limits. Temagami First Nation reserve the right to waive formalities and enter negotiations with the successful consultant, all consultants, or any consultant to bring the project within the budget available. Should it be deemed that the changes in the scope of the project are of sufficient magnitude Temagami First Nation may cancel the Request for Proposals and at its sole discretion may commence a new process to complete the project within the budget available.

Temagami First Nation shall not be responsible for any liabilities, costs, expenses, loss or damage incurred, sustained or suffered by any consultant(s) prior to or after or by reason of the acceptance or non-acceptance or delay related to this proposal.

## **13. Errors and Omissions**

Temagami First Nation shall not be held liable for any errors or omissions in any part of this Request for Proposal. The information in this Request for Proposal has been provided solely as a guideline for consultants. The information is not guaranteed or warranted to be accurate by Temagami First Nation nor is it necessarily comprehensive or exhaustive. Consultants are to form their own opinions and conclusions with respect to the matters addressed in the Request for Proposal.

## **14. Evaluation**

The following selection criteria outline the areas of importance that will be considered in project award. Proposal submissions should satisfy all criteria points wherever possible. Temagami First Nation will review all qualified proposals received and score the proposals in relation to the following criteria:

- a) Project understanding, methodology and workplan

15%

b) Community engagement strategies	25%
c) Consultants' qualifications and experience on similar projects	15%
d) Project schedule	15%
e) Project price	25%
f) Quality of submission	5%

Temagami First Nation will accept the proposal that is deemed to be the best value to Temagami First Nation and reserve the right to accept other than the lowest priced proposal. All qualified proposals will be reviewed and evaluated. Additional information may be requested from one, more than one, or all consultants if required for evaluation of the proposals.

## 15. Communications

Inquiries regarding the interpretation or scope of the Request for Proposals shall be submitted by email only, prior to **May 9, 2025**, to:

**David McKenzie, Executive Director**

Email: [ed@temagamifirstnation.ca](mailto:ed@temagamifirstnation.ca)

All inquiries must reference: **Capital Planning Study Update RFP** in the subject line.

In submitting a proposal, the consultant acknowledges that they have read, understood, and accepted the terms and conditions of the Request for Proposals in full. Temagami First Nation is not responsible for any misunderstanding of the Request for Proposals.

Under no circumstances shall the consultant rely upon any information or instruction from Temagami First Nation, its employees, or agents unless in writing by the Executive Director.

## 16. Addenda

Consultants will be advised by addenda of any required additions, deletions, or alterations in the requirements of the Request for Proposals. Addenda will be posted on the Temagami First Nation Website at: <https://www.temagamifirstnation.ca> under the Request for Proposals – Capital Planning Study Update. It is the consultant's sole responsibility to check for addenda issued.

Acknowledgement of Addenda is a mandatory requirement. Failure to acknowledge addenda will result in the Proposal being deemed non-compliant and not eligible for award.

**17. Right to reject or not open**

Temagami First Nation reserves the right to reject any or all proposals, and the lowest or highest as the case may be will not necessarily be accepted. The right is reserved to accept the whole or any part of the proposal. Temagami First Nation reserves the right to NOT open a proposal should an inadequate number of proposals be received. Unopened bids shall be returned to all consultants who responded.

**18. Conflict of Interest**

Temagami First Nation reserves the right to disqualify a proposal where they believe a conflict of interest or potential conflict of interest exists in regard to the consultant and the project.

The successful consultant will work solely and exclusively in the interests of Temagami First Nation at all times to ensure that the project is successfully completed. The consultant must identify current and potential situations of conflict of interest or perceived conflict of interest that they may have in the service area, if any. This information will be considered by the Temagami First Nation in their evaluation of the proposal.

**19. Ownership of Proposal and Disclosure**

All documents, including proposals, submitted to Temagami First Nation will become the property of Temagami First Nation. If the consultant wishes any or all of the documents that they submit to the Temagami First Nation as part of this proposal to be protected from disclosure to third parties, the consultant must provide a signed letter enclosed with their proposal outlining the parts of the proposal to be protected. This letter will not guarantee that there will never be disclosure, but it does lay the groundwork for overseeing an application for disclosure by a third party.

**20. Indemnification**

The successful consultant shall indemnify and save harmless Temagami First Nation and their employees from all actions, suits, claims and demands whatsoever which may arise directly or indirectly by reason of a requirement of the contract, save and except for damage caused by the negligence of the Temagami First Nation or their employees.

**End of Request for Proposal**