

# **Request for Proposal**

## **Bear Island Access Study, Temagami First Nation**

### **1. Overview**

Temagami First Nation is seeking proposals from qualified consulting firms or independent consultants to conduct a Community Access Study. This study will assess and document the current state of access to the community of Temagami, located in Northern Ontario. The purpose of the study is to identify gaps in access and provide actionable recommendations to improve accessibility for community members, especially in terms of transportation.

### **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. Access to Bear Island is by boat in the summer and by ice road in the winter. Warmer seasonal temperatures have shortened the ice road season, creating a challenge for accessing the community during extended freeze up and break up periods and during mild winters when an ice road may not be possible.

The main objectives of the Community Access Study are to:

- ❖ Assess the current transportation options for community members, including accessibility challenges.
- ❖ Provide actionable recommendations on transportation access for community members.
- ❖ Gather input and feedback from community members through consultations, surveys, or focus groups to ensure that the study reflects the community's needs.

#### 5. Approach to community consultation

Temagami First Nation recognizes the importance of community outreach and consultation within our Bear Island Access Study. 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 unpack 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

## 6. Scope of work

The selected consultant or consulting firm will be expected to:

### 1. **Conduct a Community Consultation:**

- Engage with community members, leadership, and key stakeholders to understand current access challenges.
- Use surveys, interviews, or focus groups to gather both qualitative and quantitative data.
- Ensure culturally appropriate and respectful methods for data collection, reflecting the community's values.

### 2. **Access Assessment:**

- Analyze current transportation infrastructure and identify barriers to mobility, including road conditions, seasonal limitations, and accessibility challenges.
- Review of Environmental factors related to the project and include any requirements for permits, regulatory requirements and environmental approvals that may be required for the options incorporated in the study.  
Review of current and historical data i.e. freezing degree days, temperatures and winter road opening and closing.

### 3. **Gap Identification:**

- Identify key gaps in access, prioritize the most critical needs, and document the impact of these gaps on the community's wellbeing.

### 4. **Recommendations for Improvement:**

- Develop and present a set of actionable recommendations, including short-term and long-term solutions.
- Provide capital cost estimates, potential funding sources, and implementation strategies for the recommended actions.
- Provide operations and maintenance costs of recommended improvements.
- Provide transportation options i.e. boat, barge, airboat or other watercraft or other potential options.

### 5. **Physical and Financial Reports:**

- Regular project updates shall be provided to the Project Team on the status of the project and is to include the extent of the work completed to that period, and milestones achieved to date
- A physical accounting of work completed is to accompany any invoices and request for payment
- A Final Physical and Financial report shall be submitted to the Project Team and is due 30 days after project completion

### 6. **Final Report:**

- Compile a comprehensive report that includes findings, analyses, community feedback, and the full set of recommendations including operation and maintenance funding requirements of options.
- Present the report to the leadership of Temagami First Nation and other relevant stakeholders.

## 7. 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:

- A detailed work plan and timeline for the project.
- A summary of proposed community consultations and stakeholder engagement activities.
- Names, qualifications and experience of staff and sub-consultants assigned to the project and identify the project lead. Specifically outline the consultants' knowledge understanding and experience working with First Nation communities.
- Examples of past projects of a similar nature successfully completed by the consultant including references from projects. References from First Nation communities are considered an asset.
- Maximum total cost of the project, broken down by phases and tasks, with fees and disbursement costs listed separately; along with suggested payment schedule related to tasks completed.
- Per diem rates for key personnel involved in the project, with an estimate of the number of days that the project staff will spend on the project.
- Identify any other costs that may be considered necessary for the completion of the project.
- Include a time-task matrix that identifies tasks, unit rates and subtotals/totals by staff and by task/category.

## 8. Proposal submission

Proposal submissions shall be a maximum of 20 pages including 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 **July 4, 2025, at 11:59 pm** to

Megan Douglas, Acting Interim Executive Director

[Megan.Douglas@temagamifirstnation.ca](mailto:Megan.Douglas@temagamifirstnation.ca)

Proposal submission shall include:

- Proposal in accordance with Section 7 – Proposal Content
- References in accordance with Section 9 – References
- Project budget in accordance with Section 7 – 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

## **9. References**

The consultant will provide a minimum of three (3) references for consulting services for similar services. 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.

## **10. 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.

## **11. 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.

## **12. 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.

### 13. 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 reserves 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.

### 14. Communications

Inquiries regarding the interpretation or scope of the Request for Proposals shall be submitted by email only, prior to **June 27, 2025**, to:

**Megan Douglas, Interim Acting Executive Director**

Email: [Megan.Douglas@temagamifirstnation.ca](mailto:Megan.Douglas@temagamifirstnation.ca)

All inquiries must reference: **Bear Island Access Study 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.

## **15.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/employment/> and scroll to Request for Proposals, Bear Island Access Study. 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.

## **16.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.

## **17.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.

## **18.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.

## **19.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**