

Request for Proposal for Chiefswood Park Revitalization

**This Request for Proposal Closes at
Tourism Building: 4:00 p.m. (local EST time)
on June 7,2017**

Issued: May 16, 2017

Table of Contents

A GENERAL INSTRUCTIONS

- A.1 Invitation
- A.2 Contracting Authority
- A.3 Project Authority
- A.4 Terms and Conditions
- A.5 Form of Contract
- A.6 Insurance
- A.7 Submission Format
- A.8 Closing Location, Date and Time
- A.9 Security Clearance Requirements

B PROJECT DESCRIPTION

- B.1 Project Background
- B.2 Project Budget
- B.3 Project Schedule

C SCOPE OF SERVICES

- C.1 Project Description and Defined Scope of Work
- C.2 Scope of Services
- C.3 Contract Delivery Method

D SUBMISSION REQUIREMENTS

- D.1 Proposal Requirements
- D.2 Understanding of the Requirement
- D.3 Consultant Team
- D.4 Approach and methodology
- D.5 Project Plan and Schedule
- D.6 Overall Quality of Proposal

E EVALUATION PROCESS

- E.1 Technical Evaluation of Proposals
- E.2 Evaluation Committee
- E.3 Evaluation Criteria Table
- E.4 Evaluation Process
- E.5 Interview
- E.6 References

APPENDIX A – RFP Submission Form

Addendum “A” – Question Sheet

APPENDIX B – Master Plan

A GENERAL INSTRUCTIONS

A.1 Invitation

Six Nations of the Grand River Development Corporation is inviting qualified proponents to make proposals for Architectural services.

The purpose of the RFP is to enable Six Nations of the Grand River Development Corporation to identify the Proponent that achieves the best score to carry out the work.

This Request for Proposal (RFP) document sets out the requirements for the Proponent's proposal and specifies the evaluation criteria and Consultant selection process for this phase. Consultants must be able to demonstrate a thorough understanding of the requirement, provide their approach and methodology, project plan and schedule.

A.2 Contracting Authority

The Contracting Authority for this Request for Proposal is:

Constance Jamieson cjamieson@sntourism.ca

Six Nations Tourism

2498 Chiefswood Rd. P.O. Box 569 Ohsweken, ON N0A 1M0

A.3 Project Authority

The Project Authority for this Request for Proposal is:

Steven Morton

2498 Chiefswood Rd. P.O. Box 569 Ohsweken, ON N0A 1M0

A.4 Terms and Conditions

A.4.1 Glossary of Terms

Proponent: The prime Consultant entity who submits a proposal. The entity that will execute the contract with Six Nations of the Grand River Development Corporation and will have full contractual responsibility for the delivery of the required services

Consultant Team: The prime Consultant and its team of architects, engineers, Key Personnel, sub-consultants, as applicable who are proposed for the services required.

Key Personnel: Key Personnel are the critical management and senior resources that carry the responsibility for project delivery. They are individuals that will have a direct and substantial involvement in the work and whose roles and responsibilities will be crucial to the successful completion of the project.

Request for Statement of Qualifications: Six Nations of the Grand River Development Corporation's initial solicitation document setting out the rules, procedures and qualification requirements for the prequalification stage.

Request for Proposal: the second stage procurement open to prequalified consultants to compete for the contract.

A.4.2 Mandatory and Advisory Clauses

Mandatory clauses during the procurement are those containing the word “must”, “will” or “shall”. These clauses must be observed at all times, unless otherwise authorized by Six Nations of the Grand River Development Corporation. Proponents not respecting these clauses will be disqualified and their proposals will not receive any further consideration. Advisory clauses during the procurement are those containing the word “may” or “should”. Proponents not respecting these clauses may be scored lower.

A.4.3 Licencing Requirements

The Proponent assumes responsibility for compliance with all laws and regulations concerning its eligibility to provide a Submission and to perform the Services in the Province of Ontario and is aware that this RFP is governed by the laws of the Province of Ontario.

Proponents are required to hold a valid Certificate of Practice (CofP) from the OAA.

By virtue of making a submission:

The Proponent certifies that the Proponent has satisfied itself that it is in compliance with the requirements of Item A.4.3.

The Proponent acknowledges that Six Nations of the Grand River Development Corporation has the right to verify any information in respect of Item A.4.3. after contract award and that false, erroneous, or inadequate certification may require that the Proponent provide substitute personnel, at the Proponent’s own expense, for the approval of Six Nations of the Grand River Development Corporation.

A.4.4 Integrity of Consultant Team Key Personnel Maintained

Proponents are advised that the Key Personnel named in the SofQ submission shall remain in their designated roles throughout the RFP period and for the duration of the project.

If the Key Personnel named in a Proponent’s proposal leave or become unavailable or unable to perform their duties for circumstances beyond the Proponent’s reasonable control, the Proponent shall promptly notify the Contract Officer and submit resumes of proposed replacement personnel. Proposed replacement personnel should possess professional and/or technical qualifications and comparable experience equivalent to the Key Personnel being replaced.

Should any of the Proponent’s replacement personnel be considered in any respect unsatisfactory, alternative replacement personnel shall be proposed by the Proponent within three (3) days of receipt of the notice of dissatisfaction from Six Nations of the Grand River Development Corporation.

No payment shall be made for fees incurred by Consultant Team members who were not approved by Six Nations of the Grand River Development Corporation prior to work taking place.

Failure to honour these requirements may result in rejection of the proposal.

A.4.5 Queries During the RFP

The Proponent will base their proposal on the Six Nations of the Grand River Development Corporation RFP documents. It is the responsibility of the Proponent to obtain clarification of any terms, conditions or technical requirements contained in the RFP.

Any questions or requests for clarification during the solicitation period must be submitted in writing by the primary contact of the Proponent to the Contracting Officer identified on the front page of this RFP document. Inquiries relating to this solicitation are to be directed ONLY to the Contracting Officer. Non-compliance with this condition during the solicitation period may, for that reason alone, result in the disqualification of the Proponent.

Questions and requests for clarifications will be answered if received in writing by the Contracting Authority at least three (3) calendar days prior to the date stipulated for making the proposal.

Six Nations of the Grand River Development Corporation will only respond to the prime contact of the Proponent, who will be responsible for further internal distribution as required.

A.4.6 Amendments to the RFP

The answer to all questions or requests will be responded to by an addendum which will be issued to all Proponents.

Proponents are advised that only the written information issued by Six Nations of the Grand River Development Corporation in this RFP document, and any appended documents and any associated Amendments shall be contractually binding.

A.4.7 Right to Initiate or to Terminate Negotiations

Six Nations of the Grand River Development Corporation shall have the sole right to initiate or to terminate negotiations.

A.4.8 Right to Request Clarifications / Confirmations

Six Nations of the Grand River Development Corporation reserves the right to request clarifications and/or confirmations from any or all Proponents regarding any aspect of the proposal. In the event, such clarifications and/or confirmations are requested, the Contracting Officer will make the request. The request for clarification and/or confirmation will be directed to the individual named as the Proponent's contact in their proposal. A written response to each such communication is required from the Proponent.

A.4.9 Payment for Proposal

There will be no direct payment by Six Nations of the Grand River Development Corporation for the document preparation and submission in response to this RFP.

A.4.10 Privacy and Access Legislation

Proponents are advised that Six Nations of the Grand River Development Corporation is subject to the provisions of all applicable privacy and access to information legislation. Information submitted may be eligible for disclosure in accordance with the

corresponding legislation. Information is not released without consultation with the Proponents, unless there is an order made under the applicable act.

A.4.11 Debriefing

A debriefing will be provided to Proponents that are not successful in this competition, if requested in writing to the Contracting Officer within ten (10) days of the notification. The debriefing will include an outline of the reasons the proposal was not successful, making reference to the evaluation criteria. The confidentiality of information relating to all other proposals will be protected. Debriefing elements will include identification of the strengths and weaknesses of the proposal along with the overall and individual requirement scores. It will not include any information about other proposals.

Six Nations of the Grand River Development Corporation will, however, destroy all unsuccessful proposals twenty (20) days after the notification of the result unless the Proponent in question has requested in writing a debriefing or the return of the proposal to the Proponent's office at the Proponent's cost.

A.4.12 Order of Precedence of Documents

In the event of conflicts between the documents, the following will be the order of precedence:

- RFP (and amendments).
- SofQ (and amendments).

A.4.13 Copyright and Use of Documents

Six Nations of the Grand River Development Corporation will be guided by the Royal Architectural Institute of Canada's Practice Builder titled Electronic Documents which sets out the parameters for copyright and use of documents.

A.4.14 Selection of Successful Proponent

During the RFP phase of this procurement the basis of selection will be a technical proposal.

A.4.15 Financial Letter of Good Standing

The Proponent must provide a Letter of Good Standing from the Proponent's financial institution.

A.5 Form of Contract

The Contract will be set by SNGRDC.

A.6 Insurance

The proponent agrees to purchase and maintain in force for the duration of this Agreement, the following policies of insurance:

A.6.1 Professional Liability Insurance:

Holders of certificates of practice or temporary licences (Proponent) unless exempted, are required by the *Architects Act* and its regulations to be insured for errors and omissions arising out of the performance or non-performance of architectural services under a professional liability policy through Pro-Demnity Insurance Company with a

minimum liability limit of not less than \$250,000 for each claim, and \$500,000 in the annual aggregate in respect of any one project.

Holders of certificates of practice and temporary licences (Proponent) exempted by the regulations must purchase and maintain in force professional liability insurance from other insurance companies for similar limits.

Should the client wish to increase the amount of insurance that the proponent currently carries or obtain special insurance coverage, then the proponent shall cooperate with the client to obtain such increased amount or special insurance at the client's expense, at such time as the identity of the successful proponent is determined.

A.6.2 Commercial General Liability Insurance:

Liability Limit required \$2,000,000.

The insurance shall include but not be limited to the following:

Commercial general liability form IBC 2100 or as amended, with

- i) The client added as an additional insured;
- ii) Provision for cross liability and severability of interest as between the proponent and the client;
- iii) Be insured with an insurance company licensed in the Province of Ontario;
- iv) Not less than thirty (30) days' prior written notice to the client of cancellation or termination of insurance, reduction of liability limits, or revision of coverage.

A.7 Submission Format

A.7.1 Number of Copies

Five (5) complete copies of the Proponent's proposal are to be provided. Each copy of the Proponent's proposal must include a completed and signed copy of Appendix A of this RFP document.

A.7.2 Proposal Signature Requirements

The Proponent's proposal is to be signed by the firm's signing authority.

A.7.3 Proposal Format

Documents must be formatted as follows:

- Paper size - 8.5" x 11" (metric equivalent A4) OR as indicated. A 11X17 page may be used to present a plan or schedule. Each 11X17 page will be counted as one page.
- Point size - 11 point ARIAL or equal
- Margins - 25mm (1") left, 19mm (3/4") top, 12mm (1/2") right and bottom

Double-sided pages will be counted as two (2) pages

The Proposal cover, letter of introduction and tab dividers will not be counted.

Appendix A may be reproduced by Proponents in their own format provided that the order of the items and content remains unchanged.

Proposals will be evaluated solely on the contents of the material as requested in this RFP. Supplementary material in the form of company brochures etc., if submitted, will not be forwarded to evaluators.

Proposals exceeding the page counts will be considered as non-compliant and will be disqualified. Refer to E.3 for maximum number of pages.

A.8 Closing Location, Date and Time

A.8.1 Closing Location

Hardcopy proposals shall be received at the following location. Faxed or e-mailed proposals will NOT be accepted.

Tourism Building
2498 Chiefswood Rd. P.O. Box 569
Ohsweken, ON N0A 1M0

A.8.2 Closing Date and Time

Proposals shall be received at the closing location by June 7, 2017 at 4:00pm EST.

A.8.3 Late Proposals

It is the responsibility of Proponents to allow sufficient time to ensure delivery of their proposals to the designated location prior to the stipulated closing time and date. Late proposals will not be accepted.

A.9 Security Clearance Requirements

Not Required.

B PROJECT DESCRIPTION

B.1 Project Background

This architectural project is to design and assist The Six Nations of the Grand River Development Corporation - Tourism Division in its efforts to invest in the creation of an integrated and authentic Iroquoian experience. The objective is to increase the number of visitors to the region, educate visitors on our culture, create a positive visitor experience, and increase the economic impact of tourism activities for the community.

Design elements to include construction of an Phase 1 Orientation and Visitors Centre (5,500 sq.ft. steel and glass) and 20 high-end luxury camping (glamping) sites (log cabin) each with private washroom facilities. The development will also feature a full size gathering place devoted to communal dining and authentic Six Nations experiences along the Grand River (see Long House Design – Phase 2). Special focus and attention will be given to off grid infrastructure support systems to demonstrate the capability of blending modern era development practices with traditional values (see attached Appendix B).

B.2 Project Budget

The budget (excluding soft costs) for this project is in the order of \$2,000,000. This amount excludes all taxes.

B.3 Project Schedule

The following major milestones are anticipated for the delivery of this project:

This will be project specific; it should not be a detailed schedule in the RFP). If there are project specific target dates that must be met (due to funding source) this should be stated.

<i>Milestone</i>	<i>Date / Duration</i>
▪ Consultant Selection	June 8-16, 2017 (7 day)
▪ Architectural Design Phase	June 19, 2017 (six weeks)
▪ Tender Contract Documents	July 5, 2017 (Phase 1 four weeks)
▪ Award Construction Contract	August 7, 2017
▪ Construction Start	September 1, 2017
▪ Construction Completion	March 31, 2017

C SCOPE OF SERVICES TO BE PROVIDED

C.1 Project Description and Defined Scope of Services

The required services are as follows:

- General services required: Architectural Design and Project Planning.
- Project Phasing / Staging – working within the archeological and environmental findings.
- Project Planning – working with Project Manager in scope and definition.
- Design Phase - working with Project Manager in scope and definition.
- Construction Phase – working with local contractors, trades, and community members.
- Project Demarcations – working with Project Manager and Six Nations Elected Council.
- Project Control and reporting – Project Manager
- Documentation Protocols – digital copies and one physical copy.
- Services to be provided by others – Archeological, Environmental, and Business Plan Consultants.
- Critical Success factors – On Time, Budget, and the creation of an integrated and authentic Iroquoian experience.

C.2 Scope of Services – RAIC Checklist

The required work includes the services detailed on the following Royal Architectural Institute of Canada's (RAIC) "*Checklist: Scope of Services*". Note that the services with the solid black bullets are Required Services.

C.3 Contract Delivery Method

Design-Build is the preferred method of contract delivery.

The design-builder is responsible to design and construct the project to meet the performance standards set forth by the owner in the contract.

With respect to any prescriptive designs or specifications, the design-builder is responsible for discovering any inconsistency between the prescriptive requirements and the performance standards and the owner remains responsible for the cost to reconcile the inconsistent standards.

C.2 Scope of Services - RIAC

Checklist:

Project Inception	Project Assessment	Concept Approval	Approvals from Authorities	Awards of Construction Contract	Substantial Performance of Construction/Occupancy Permit	
1.0 PRE-DESIGN	2.0 SCHEMATIC DESIGN	3.0 DESIGN DEVELOPMENT	4.0 CONSTRUCTION DOCUMENTS	5.0 BIDDING OR NEGOTIATION	6.0 CONSTRUCTION – CONTRACT ADMINISTRATION	7.0 POST-CONSTRUCTION
ARCHITECT'S SERVICES <ul style="list-style-type: none"> <input type="radio"/> Facility Programming <input type="radio"/> Space Relationships/ Flow Diagrams <input type="radio"/> Project Development Scheduling <input type="radio"/> Project Budgeting <input type="radio"/> Life Cycle Cost Studies <input type="radio"/> Economic Feasibility Studies <input type="radio"/> Agency Consulting/ Review/Approval <input type="radio"/> Site Selection/Analysis Utilization <input type="radio"/> Environmental Studies <input type="radio"/> Energy Studies <input type="radio"/> Existing Facilities Surveys <input type="radio"/> Client-Supplied Data Coordination <input type="radio"/> Services Related to Project Management <input type="radio"/> Presentations <input type="radio"/> Marketing Studies <input type="radio"/> Special Studies <input type="radio"/> Re-Zoning Assistance <input type="radio"/> Project Promotion SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input type="radio"/> Legal Survey <input type="radio"/> Geotechnical Analysis <input type="radio"/> Project Financing 	ARCHITECT'S SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Client-supplied Data Coordination <input checked="" type="radio"/> Program and Budget Evaluation <input checked="" type="radio"/> Review of Alternative Design Approaches <input checked="" type="radio"/> Architectural Schematic Design <input checked="" type="radio"/> Schematic Design Drawings and Documents <input checked="" type="radio"/> Statement of Probable Construction Costs <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Interior Design Development <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Interior Design Concepts <input checked="" type="radio"/> Special Studies (Future Facilities, Environmental Impact, etc.) <input checked="" type="radio"/> Special Submissions or Promotional Presentations <input checked="" type="radio"/> Special Models, Perspectives or Computer Presentations <input checked="" type="radio"/> Project Management <input checked="" type="radio"/> Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Structural Design Concepts <input checked="" type="radio"/> Mechanical Design Concepts <input checked="" type="radio"/> Electrical Design Concepts <input checked="" type="radio"/> Statements of Probable Costs SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Civil Engineering Design Development <input checked="" type="radio"/> Landscape Development <input checked="" type="radio"/> Detailed Construction Cost Estimates or Quantity Surveys 	ARCHITECT'S SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Client-supplied Data Coordination <input checked="" type="radio"/> Design Coordination <input checked="" type="radio"/> Architectural Design Development <input checked="" type="radio"/> Design Development Drawings and Documents <input checked="" type="radio"/> Statement of Probable Construction Costs <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Interior Design Development <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Special Studies/Reports (Planning Tenant or Rental Spaces, etc.) <input checked="" type="radio"/> Promotional Presentations <input checked="" type="radio"/> Models, Perspectives or Computer Presentations <input checked="" type="radio"/> Project Management <input checked="" type="radio"/> Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Structural Design Development <input checked="" type="radio"/> Mechanical Design Development <input checked="" type="radio"/> Electrical Design Development <input checked="" type="radio"/> Statements of Probable Costs SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Civil Engineering Construction Documents <input checked="" type="radio"/> Landscape Documents <input checked="" type="radio"/> Detailed Construction Cost Estimates or Quantity Surveys 	ARCHITECT'S SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Client-supplied Data Coordination <input checked="" type="radio"/> Project Coordination <input checked="" type="radio"/> Architectural Construction Documents (Working Drawings, Form of Construction Contract and Specifications) <input checked="" type="radio"/> Document Checking and Coordination <input checked="" type="radio"/> Statement of Probable Construction Costs <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Interior Construction Documents <input checked="" type="radio"/> Alternative Bid Details and Special Bid Documents <input checked="" type="radio"/> Project Management <input checked="" type="radio"/> Agency Consultation CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Structural Construction Documents <input checked="" type="radio"/> Mechanical Construction Documents <input checked="" type="radio"/> Electrical Construction Documents <input checked="" type="radio"/> Statements of Probable Costs SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Issue Bidding Documents <input checked="" type="radio"/> Issue Addenda <input checked="" type="radio"/> Bid Evaluation 	ARCHITECT'S SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Field Review <input checked="" type="radio"/> Progress Reports/ Evaluation <input checked="" type="radio"/> Project Coordination <input checked="" type="radio"/> Issue Bidding Documents <input checked="" type="radio"/> Issue Addenda <input checked="" type="radio"/> Bid Evaluation <input checked="" type="radio"/> Construction Contract <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Separate Bids or Negotiated Bids <input checked="" type="radio"/> Services Related to Bidders' Proposals <input checked="" type="radio"/> Project Management CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Issue Bidding Documents <input checked="" type="radio"/> Issue Addenda <input checked="" type="radio"/> Bid Evaluation SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Structural review/ Reports <input checked="" type="radio"/> Mechanical review/ Reports <input checked="" type="radio"/> Electrical review/ Reports <input checked="" type="radio"/> Record Drawings <input checked="" type="radio"/> Certification of Progress SPECIAL CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Civil Construction review <input checked="" type="radio"/> Landscape Inspection <input checked="" type="radio"/> Detailed Cost Accounting 	ARCHITECT'S SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Field Review <input checked="" type="radio"/> Deficiency Assessment <input checked="" type="radio"/> Review of Warranties <input checked="" type="radio"/> Total Performance Inspection and Certification <input checked="" type="radio"/> Client Consultation <input checked="" type="radio"/> Start-up Assistance <input checked="" type="radio"/> One-year Warranty Inspections OTHER SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Fine Arts/Crafts/ Graphics <input checked="" type="radio"/> Non-building Equipment Selection <input checked="" type="radio"/> Building Analysis and Reports <input checked="" type="radio"/> Services Related to Alterations and Demolition <input checked="" type="radio"/> Life Cycle Cost Monitoring <input checked="" type="radio"/> Environmental Monitoring <input checked="" type="radio"/> One-year Warranty Inspections CONSULTANTS' SERVICES <ul style="list-style-type: none"> <input checked="" type="radio"/> Start-up Assistance <input checked="" type="radio"/> Systems Performance Review <input checked="" type="radio"/> Non-building Equipment Selection <input checked="" type="radio"/> Life Cycle Cost Monitoring <input checked="" type="radio"/> Services related to Alterations and Demolition 	

- Basic Services as per Base Percentage Fees shown on page 11
- additional services

D SUBMISSION REQUIREMENTS

D.1 Proposal Requirements

Proponents' proposals are to be based solely on the criteria described below and any Amendments/Addenda issued thereto. Proponents are advised to present the requested information clearly and concisely. The information should be relevant and given in context to this particular project. For the convenience of evaluators, the proposal must be ordered to coincide with the proposal criteria specified herein. Failure to provide the requested information may result in rejection of the proposal.

Evaluations will be based on the criteria identified in the balance of this section.

D.2 Understanding of the Requirement

Proponents must describe their understanding of the requirements including a discussion of the challenges and associated resolutions. (Maximum ten (10) pages)

D.3 Consultant Team

Proponents must refer to Section A.4.4 *Integrity of Consultant Key Personnel Team Maintained*. In the event that the proposed Key Personnel are no longer available at the time of proposal submission, the Proponent must submit as part of their proposal, a new response to the SofQ *Consultant Team* requirement in its entirety.

D.4 Mandatory Site Visit

May 29th at 10am please contact with the number of people that will be attending:

Constance Jamieson cjamieson@sntourism.ca
Six Nations Tourism
2498 Chiefswood Rd. P.O. Box 569 Ohsweken, ON N0A 1M0

D.5 Approach and Methodology

Approach

Through a discussion of the unique aspects, procedures, benefits, skills and techniques that the Consultant's Team will bring to this project, *demonstrate* your understanding (as provided under section D.2) of the processes that will be applied to the successful delivery of this project. Explain the Proponent's proposed approach and methodology to satisfy project requirements. (Maximum ten (10) pages)

Communication and Issue Resolution Strategies

Describe the Consultant Team's reporting structure and proposed communications strategies, both within the Team and *with Six Nations of the Grand River Development Corporation*. *Describe* reports and other deliverables that will be used to manage the work. Describe the Proponent's approach to conflict resolution and processes that will be used to resolve issues during project delivery. (Maximum four (4) pages)

Quality Assurance / Quality Control (QA/QC)

Proponents must demonstrate their commitment to achieving quality as it applies to both the design and construction of the project. Proponents are to describe their quality

control procedures and the methods proposed for quality assurance. (Maximum four (4) pages)

Proposed Schedule and Cost Control Procedures

Proponents are to discuss their scheduling strategy and any innovative, proactive measures their team will adopt to address the project timelines. Highlight any areas to which the Proponent will pay particular attention given understanding of the project scope. Outline the roles and responsibilities of team members in the schedule control process. (Maximum four (4) pages)

D.6 Project Plan and Schedule

Provide a detailed project plan including all activities, milestones and dates and provide a narrative work breakdown structure.

D.7 Overall Quality of Proposal

Proposals will be evaluated for quality, presentation and conformance to the prescribed format.

E EVALUATION PROCESS

E.1 Technical Evaluation of Proposals

Proposals will be evaluated by individuals employed by Six Nations of the Grand River Development Corporation. The evaluation process will involve the review and scoring of the information provided in the proposal against the criteria specified in Items D.2 to D.5 inclusive. The proposal will be evaluated out of *n* points.

E.2 Evaluation Committee

An Evaluation Committee will be convened by Six Nations of the Grand River Development Corporation and at least two members will be Architects and Engineers. All members of the Evaluation Committee will have equal votes in the evaluation process. A matrix will be used to compare the scores of each evaluator, and a consensus will then be reached through discussion internal to the Committee.

E.3 Evaluation Criteria Table

Evaluation Criteria	Max/Min Points	Max # pages
Understanding of the Requirement	10	10
Consultant Team	15	10
Approach and Methodology	15	10
Project Plan and Schedule	15	4
Overall Quality of Proposal	15	4
SofQ percentage score	15	10

(15%)		
Interview (if applicable)	15	
Total Score	100	

E.4 Evaluation Process

Proponents must achieve a minimum overall score of 85%.

Proposals which do not achieve the minimum scores per Item E.3. will receive no further consideration.

The Proponent achieving the highest overall score in the evaluation will be invited to negotiate a contract with the client.

Professional Fees should be based on the RAIC (Royal Architectural Institute of Canada) document titled “A Guide to Determining Appropriate Fees for the Services of an Architect”.

In the event that any of the three (3) invited Proponents, per Item E.3., declines the invitation to participate further in the RFP phase, Six Nations of the Grand River Development Corporation reserves the right to invite the next highest scoring Proponent to participate in the RFP phase of this competition.

E.5 Interview

Six Nations of the Grand River Development Corporation reserves the right to schedule interviews with the three (3) highest ranking Proponents as a final RFP evaluation element. Pursuant to evaluation of the Technical Proposals, and at the sole discretion of Six Nations of the Grand River Development Corporation, some or all of the Proponents may be invited to attend an interview with Six Nations of the Grand River Development Corporation. The selected Proponents will first be given 30 minutes to make a presentation to amplify their Technical Proposal. Following a short recess, there will be a 30-minute interactive session during which the Evaluation Committee members will present a series of questions, some of which will be common to all Proponents, while others will be specific to each Proponent. At the conclusion of each interview the Evaluation Committee will assess the interview with respect to focus, clarity, organization, team chemistry and overall impact and thereby assign a consensus score of up to 15 points. Administrative arrangements for the interview are as follows:

Interviews will be scheduled within one week following the submission of Technical proposals.

Time slots will be assigned by means of random selection.

Each Proponent will be allowed a maximum of 3 participants at the interview.

When notified of the interview schedule, Proponents will be asked to name the participants in advance.

Proponents will be given 30 minutes set up time before the interview and will be provided with a screen and an LCD projector (if required).

E.6 References

Six Nations of the Grand River Development Corporation reserves the right to contact any or all project references indicated in the Proponent's submission and to use this information in the evaluation and scoring of submissions.

Appendix A

Request for Proposal Submission Form

Date:

Submitted By:

“Proponent”

To:

Constance Jamieson cjamieson@sntourism.ca

Six Nations Tourism

2498 Chiefswood Rd. P.O. Box 569 Ohsweken, ON N0A 1M0

1. The undersigned acknowledges receipt of the addenda listed hereafter:

Addenda No.

Date of Issue

2. Pursuant to and in compliance with the RFP Documents and the addenda listed above, the undersigned, being familiar with the RFP Documents, and all relevant laws, rules, notices, directives, standards, orders and regulations, licensing and permit requirements, labour markets and other circumstances which may affect its submission, hereby submit a proposal to provide Design and Engineering services *for Six Nations of the Grand River Development Corporation as specified for this project.*
3. The Proponent declares:
 - a) that it has complied with the instructions;
 - b) that it accepts all of the terms, provisions, stipulations and requirements set out in the RFP;
 - c) that it is not relying on any information other than that set out in the RFP and addenda and SofQ and addenda issued pursuant thereto by the Six Nations of the Grand River Development Corporation;
 - d) that all statements and information set out in its RFP Submission Form or otherwise provided to Six Nations of the Grand River Development Corporation in connection with the RFP, including statements and information hereafter provided, are and will be true, accurate and complete, not misleading and in accordance with the principles of full, true and plain disclosure.
4. Where a Proponent is comprised of more than one entity, all entities comprising the Proponent shall be jointly and severally liable.

The undersigned has completed this RFP Submission Form.

Signature of Proponent:

Printed Name and Position

Signature

Date

APPENDIX "A" - FORM OF PROPOSAL - QUESTION SHEET

Inquiries about this request for proposals must be made in writing or via email utilizing the Form of Proposal - Question Sheet.

To: Constance Jamieson Tourism Manager Six Nations Tourism (519) 758-5444 cjam ie son@sntourism.ca	Date: Number of pages including this page:
From: Subject: _____	Telephone# Fax# E mail _____
Reference to Section Question:	on page number _____

Appendix B

