

## Request for Proposal Instructions



RE: Flood Control Berm Request for Proposal (RFP)

Date: January 11, 2022

Peters First Nations is providing this open request for proposal as of January 11, 2022. All proponents providing a proposal must comply with the instruction below.

Proponents must complete and return the RFP Receipt Confirmation form by January 14, 2022 indicating whether it intends to provide a proposal or not. Proponents must include 'RFP' in the Subject Line. Upon receiving this receipt, PFN will provide the necessary attachments for the bid.

### Submission

1. Proponents shall complete and return their electronic submissions by January 18, 2022 at 4:00pm (PST) to [administrator@peterfn.ca](mailto:administrator@peterfn.ca)
2. Before submitting a Proposal, Proponent should carefully examine and fully understand these Instructions, and all proposal documents (collectively, together with any addenda, schedules, specifications, drawings, plans and other documents thereto or incorporated therein, the "RFP Documents"), and fully inform themselves of all applicable laws and of existing conditions and limitations.
3. Proponent shall include and submit with their fully completed proposal forms all items, information and documents required to be submitted by the RFP Documents.
4. All Proponents shall demonstrate relevant and recent experience required for the Work and must be able to provide references of work of previously performed and similar to the ones in the RFP Documents.
5. All costs to prepare and submit the Proposal shall be the sole responsibility of the Proponent.
6. The lowest of any Proposal will not necessarily be accepted. Peters First Nations expressly reserves the right to reject any, and / or all Proposals received, to waive any irregularity in any Proposal and to accept whichever Proposal, in its sole and absolute discretion.

### Prices

1. All prices stipulated in a Proposal must be in Canadian Dollars and shall include any and all costs, services inherent in the undertaking and proper completion / delivery of the Work including, without limitation, such services as design, engineering, fabrication, assembly, installation & testing, overhead, profit and applicable taxes.

#### Clarifications and Addenda

1. Addenda, bulletins, clarifications, extensions of time (including extension of the Deadline), responses to inquiries and/or corrections with respect to any RFP Documents (collectively, "Addenda") may be issued by PFN at any time prior to the Deadline (as may be extended by PFN). All Addenda are deemed to form part of the RFP Documents.
2. If clarification of or further information with respect to any of the RFP Documents is required, the Proponent must contact the person(s) listed below in writing no later than one day prior to the Deadline. As appropriate, PFN will advise other Proponents of material inquiries and clarifications (or responses thereto), all of which will be deemed to be Addenda, forming part of the RFP Documents.

#### Communication

1. All communications (inquiries, clarifications, notifications) related to this RFP shall be directed to the person signing below.

#### Attachments

1. 20211130 NHC PFN-IFP-BERMDESIGN-R1B – Construction plans for flood control berm.
2. CEMP Peters Island Berm – Final – Nova Pacific's Construction Environmental Management Plan for the Peters Island I.R 2 Berm.

#### Proposal must include the following

1. A detailed plan outlining construction methodology, how the work is going to get done.
2. A schedule that details the length of each stage of construction and the overall timeline to completion.
3. Proponents past project experience including past project experience with First Nations of a similar nature.
4. Proposed plans to include Peters First Nations members and/or other First Nations in work opportunities.
5. A list of subcontractors and suppliers that will be used in completing the scope of work.
6. WCB Clearance Letter, COR Certification and ISNeworld Certification.
7. Proponents Health, Safety and Environment Manual.

Regards,

Peters First Nations Procurement Administrator

[administrator@peterfn.ca](mailto:administrator@peterfn.ca)