



## **REQUEST FOR PROPOSAL (RFP)**

**HARWOOD DRIVE  
CIVIL PLANNING AND DESIGN**

TLA'AMIN NATION  
4779 KLAHANIE ROAD, TEESHOSUM, BC, V8A 0C4

ISSUE DATE: 08/10/2022

## TABLE OF CONTENTS

---

1.	INFORMATION FOR APPLICANTS.....	4
a.	Summary.....	4
b.	Community Background .....	4
2.	REQUEST FOR PARTNERS.....	5
a.	Nature of Services Required .....	5
3.	SUBMISSION INFORMATION .....	6
4.	EVALUATION.....	6
a.	Criteria .....	6
b.	Submission Deadline .....	7
5.	TERM.....	7
6.	REFERENCES.....	7
7.	INQUIRIES .....	7

# REQUEST FOR PROPOSAL (RFP)

## COVER PAGE

**Issue Date:**  
08/10/2022  
**Closing Date:**  
09/07/2022

Company Name:	_____
Contact Person Name:	_____
Address:	_____
City:	_____
Prov:	_____ Postal: _____
Email:	_____
Phone:	_____
Fax:	_____

### GUIDELINES FOR PROPOSAL DELIVERY

An electronic copy of your proposal must be delivered by email to:

[publicworks@tn-bc.ca](mailto:publicworks@tn-bc.ca)

Attention: Sean McKinnon – Project Manager  
Tla’amin Nation

Email attachments should be clearly marked with the name of the applicant.

## 1. INFORMATION FOR APPLICANTS

---

### a. Summary

---

Tla'amin Nation (TN) is requesting proposals from civil engineers to plan and design a subdivision as a continuation of Harwood Drive in Teeshohsum BC. V8A 0B4.

### b. Community Background

---

The Tla'amin Nation is a modern, forward-thinking First Nation government at an exciting point in its history. In April 2016, the community became self-governing through the BC Modern Treaty Process. You have the opportunity to participate in making history, while situated in this stunning, safe and serene coastal community in Powell River, BC.

Tla'amin Lands are owned by the Tla'amin Nation in restricted fee simple, and the Nation has law-making authority with respect to management, planning, zoning and development on Tla'amin Lands. Federal and provincial law will also apply to all lands owned by Tla'amin Nation.

For more information on the Tla'amin Nation, refer to the Tla'amin Nation website:  
[www.tlaaminnation.com](http://www.tlaaminnation.com).

## 2. REQUEST FOR ENGINEERING

---

### a. Nature of Services Required

---

The Tla'amin Nation is seeking proposals from Engineering firms to design a subdivision off Harwood Drive. The street will continue as far as Lot 152 on Harwood Drive. It will then wrap around Lots 154 and 155 at a distance great enough to provide these Lots with privacy, and then connect to the south end of Harwood Drive. Alternatively, the Harwood Drive extension will terminate at Lot 152 in a Cul de sac. Please see preliminary layout in Appendix A.

This is a heavily treed area that backs onto ALR land owned by Tla'amin. There will be approximately 12 serviced Lots created in this subdivision. There will need to be extensive Civil and Environmental assessments done to discover the feasibility of this project and come up with a detailed design.

These will include:

- A Construction Environmental Management Plan.
- Servicing and Utilities Management Plan, including design demands that this project will pull from our existing infrastructure system.
- Ground Water Assessment/ Environmental Impact Assessment.
- A Geotechnical report conducted by a qualified professional who has regional and local expertise in shoreline geology and processes.
- Soil Chemistry reports and a Soil Management plan.
- Tla'amin lands contain high levels of archeological history and as such a Preliminary Archeological Field Report will be contracted separately through the Nation. Cultural monitors will be in place during all disturbances of the earth.
- An Arborist Report outlining the type and number of trees on the parcel, and any proposed removal, as well as a nest survey. All forestry operations will be conducted by Tichum Forest Products.
- Landscaping Plan.
- Drainage and Grading Plan
- Road design.

### 3. SUBMISSION INFORMATION

---

The successful applicant must meet the requirements set out in this RFP. Applicants must submit the following information with their proposal:

- Executive Summary demonstrating understanding of the RFP;
- Number of years the applicant/firm has been in business;
- Identification and resumes of key staff and roles that each of them would play in fulfilling the proposal.
- Two (2) to three (3) recent and relevant clients/projects and corresponding references;
- Description of proposed approach and estimated timeline for execution of the project;
- Budgetary costs for all items identified in Section 2;
- Budgetary costs for any fees associated with consulting with Tla'amin Nation for the works.
- Proposed schedule of deliverables to completion;
- A description of the basis, timing and terms of proposed billings;

### 4. EVALUATION

---

This section details all criteria against which proposals will be evaluated. **The Tla'amin Nation reserves the right to not select any proposal.**

Applicants should ensure they fully respond to all submission information outlined above and the criteria listed below to receive full consideration during evaluation.

A shortlist of applicants may be contacted for an interview.

#### a. Criteria

---

Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration during the evaluation process.

Proposals for this RFP which meet all criteria will be evaluated as follows.

<b>Proposals meeting the minimum criteria will be evaluated as follows:</b>	<b>Weight</b>
Understanding of the requirements and completeness of proposal	5%
Qualifications and experience, including references	20%
Overall project approach and timeline	30%
Budget estimates	45%
<b>Total</b>	<b>100%</b>

b. Submission Deadline

---

All questions must be submitted to Sean McKinnon ([publicworks@tn-bc.ca](mailto:publicworks@tn-bc.ca)) by 5:00pm August 26 2022.

**The complete proposals must be submitted electronically by 5:00pm Sept. 7th 2022.**

5. TERM

---

The successful company will be contacted by Sept. 14<sup>th</sup> 2022 to coordinate a project schedule. This will continue until project scope has reached completion.

6. REFERENCES

---

Tla'amin Nation will conduct reference checks 7 days or more after the proposal is submitted. Tla'amin Nation will not enter into a contract with any applicant whose references, in the opinion of Tla'amin Nation, do not confirm the information provided in the RFP.

7. INQUIRIES

---

All inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed to:

**Sean McKinnon**  
**Project Manager, Tla'amin Nation**  
[publicworks@tn-bc.ca](mailto:publicworks@tn-bc.ca)

