



**REQUEST FOR PROPOSAL (RFP)**

**Contract for Log Pole and Beam Elements of  
Ꞥəms Ꞥaye**

**OR "OUR HOUSE"  
AND TRADITIONAL FOODS PROCESSING FACILITY**

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

ISSUE DATE: 01-12-2023



# REQUEST FOR PROPOSAL (RFP)

NO: 915

## COVER PAGE

Company Name:

\_\_\_\_\_

Contact Person Name:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_


Fax: \_\_\_\_\_

**Issue Date:**

04-12-2023

**Closing**

**Date:**

 1-2024

### GUIDELINES FOR PROPOSAL DELIVERY

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

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

Attention: Brandon Bresden – Project Manager  
Tla'amin Nation

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

## 1. INFORMATION FOR APPLICANTS

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### a. Summary

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The Tla'amin Nation is seeking proposals for supply and install of all Log pole and beam elements that will be used for the construction of the ʔəms ʔayə or “Our House” Project and the Traditional Foods Processing Facility.

**ʔəms ʔayə or “Our House”** will be a gathering place for celebration of our Tla'amin culture.

**ʔəms ʔayə will include the following amenities and details:**

- Coast Salish Styled communal gathering area that includes fireplace and inward facing bleachers with seating for 355, as well as a large earthen floor area to accommodate traditional dancing, singing, theatre, community gatherings and cultural feasts.
- An “Everything Tla’amin” Museum and artifacts display area. This area will be used to showcase hundreds of Tla’amin artworks and repatriated artifacts from around the world. Climate controlled repository for storage and archiving of Tla’amin Museum artifacts.
- Language lab and recording area to pass down our Ayaajuthum language, stories, and songs from elders to our community.
- Community and wheelchair accessible washrooms.
- Office spaces for community Language and Cultural team members.
- Commercial kitchen that will be a cornerstone in preparing traditional foods for Cultural gatherings and community feasts. There is also a covered outdoor area for processing and cooking traditional foods.
- **Traditional Food Processing Building:** Separate building adjacent to Our House. Including separate Big Game and Seafood processing areas with large commercial freezers and cooler. This will be a space Elders can share their wisdom about procuring and preparing foods from our lands and waterways. TFP also has bathroom, office space and staff room.
- Site will be landscaped to showcase local flora.

### b. Community Background

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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 can participate in making history, while situated in this stunning, safe, and serene coastal community in Tishosum. The **ʔəms ʔayə or “Our House”** Project has long been identified as a need for the community and will provide a much-needed cultural gathering area for years to come!

Tla'amin Lands are owned by the Tla'amin Nation in 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 CONTRACTORS

The Tla'amin Nation is seeking proposals for supply and install of all Log pole and beam elements that will be used for the construction of the ʔəms ʔayə or “Our House” Project and the Traditional Foods Processing Facility.



### **The scope of work will include the following:**

- Supply and install of all log components of the “Our House” Cultural Center and Traditional Foods Processing Facility
- Logs to be #1 and better, fine grain, seasoned Western red cedar.
- (seasoned = min. two years air drying with bark off in a dry climate).
- Logs to be natural form and taper, hand peeled with post and beam connections.
- For visual balance, some logs may exceed sizes shown (visual sizing will be Shared in the BIM process for approval).

- Logs pre-notched and detailed for hardware, ready for onsite assembly.
- Coordinating shops and scheduling (BIM).
- Wood screws and fasteners required for assembly.
- Labour required (includes travel and accommodation).

**Not included:**

- Finish on logs (application of finish can be offered by the log contractor as an addendum to this contract).
- Assembly brackets, knife plate style hardware (coordination and fabrication of brackets can be offered by the log contractor as an addendum to this contract).
- Crane: miscellaneous equipment, scaffold, etc. required for assembly, to be coordinated with General Contractor.
- Please Note: It is the responsibility of the owner / general contractor to ensure adequate access to the site for large highway transport tractor trailer units required for log delivery.
- Ensure the building is compliant with BC Building Code.

**The Tla’amin Nation requests that the following shall be taken into consideration when submitting your Proposal:**

- Mentorship and employment opportunities for minimum of 2 Tla’amin Nation trades people. Details to be agreed upon with successful contractor.
- Ensure that Consultation is conducted with Tla’amin Project Manager to coordinate important Cultural Activities that will need to take place before and during construction. Eg. Ground Blessing and community gatherings.

**3. SUBMISSION INFORMATION**

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The successful applicant must meet the requirements set out in this RFP. Applicants shall 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) most recent 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
- Proposed schedule of deliverables to completion;
- A description of the basis, timing and terms of proposed billings; Milestone or Progress Billing. Include percentage of holdback (?%) until all deliverables have been received and signed off by TN.
- Work Safe BC clearance letter prior to work being awarded; and
- General liability amount (\$) of insurance carried by the company to be identified.

#### 4. EVALUATION

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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

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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	15%
Overall project approach and timeline	20%
Budget estimates, and utilization of locally sourced sub-contractors, materials and Tla'amin Nation personnel.	60%
<b>Total</b>	<b>100%</b>

b. Submission Deadline

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Contractor site visits to occur prior to Dec 18<sup>th</sup>. Contact Brandon Bresden [brandon.bresden@tn-bc.ca](mailto:brandon.bresden@tn-bc.ca) to schedule. All questions must be submitted to Brandon Bresden ([brandon.bresden@tn-bc.ca](mailto:brandon.bresden@tn-bc.ca)) by **4:00pm Jan 5th, 2023**. **All questions submitted by interested parties will be collected, answered and distributed back in whole to all interested contractors by Jan 12th, 2023.**

**The complete proposals must be submitted electronically by 2:00pm January 22nd, 2024.**

5. TERM

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The successful contractor(s) will be contacted by **February 9, 2024**. They will then coordinate a Project Kickoff meeting that will be chaired by the Tla’amin Project Manager and led by the successful contractor representative. High Level Project Schedule will be agreed to at the outcome of this meeting and updated throughout completion of the project.

6. REFERENCES

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Tla’amin Nation will conduct reference checks 7 days or more after the proposal is submitted. Tla’amin Nation will not enter 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

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

**Brandon Bresden**  
**Project Manager, Tla'amin Nation**  
**[Brandon.bresden@tn-bc.ca](mailto:Brandon.bresden@tn-bc.ca)**

**(250) 507-8853**

## APPENDIX A: DESIGN DRAWINGS

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All IFT drawings and specifications will be issued via separate email. Contractors to email [brandon.bresden@tn-bc.ca](mailto:brandon.bresden@tn-bc.ca) for link.