



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

### **CURVE LAKE FIRST NATION REPOSITORY/MUSEUM FEASIBILITY STUDY**

CURVE LAKE FIRST NATION  
22 WINOOKEEDAA ROAD  
CURVE LAKE, ONTARIO K0L 1R0

*Issued: July 28<sup>th</sup>, 2023*  
*Request For Proposal: Repository/Museum Feasibility Study*

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## 1. SUMMARY AND BACKGROUND

The purpose of this Request for Proposal “RFP” is to seek proposals from experienced and qualified consulting firms to conduct a feasibility study on the creation of a repository and museum for the preservation and promotion of the culture, heritage, and history of the First Nation community. Additionally, the objective is to solicit costs and schedules from various companies or individuals, conduct a fair and extensive evaluation based on criteria listed herein, and select a successful candidate who best represents the capacity and ability needed to complete the project.

Curve Lake First Nation (CLFN) is a vibrant and growing community with a rich cultural heritage that spans generations. The First Nation is committed to preserving and promoting its cultural heritage and traditions and believes that a repository and museum will serve as a valuable resource for current and future generations.

Curve Lake First Nation is located on a peninsula situated between Buckhorn Lake, Harrington Narrows and Chemong Lake. It is affiliated with the Union of Ontario Indians and is one (1) of seven (7) Williams Treaties First Nations.

The total member population of Curve Lake First Nation is approximately 2,770. There are roughly 809 members who live on-territory while approximately 1,968 live off-territory.

The Council is comprised of one (1) Chief and eight (8) Councilors.

First Nation operations are currently organized into seven (7) departments - Finance and Administration, Health & Family Services, Education, Justice, Economic Development, Employment & Culture, Lands, Environment, Capital & Public Works. Curve Lake First Nation employs approximately 100 full-time employees and 35 short-term contracts and sub-staff.

Several Council committees have been established to assist the operating departments. These include Finance, Health & Family Services, Education, Economic Development/Tourism & Employment, Public Works & Capital, Housing, Consultation, Lands, Environment and Rights & Resources, Governance & Nation Building and Kinomaagewapkong & Culture. Additional Council Committees include the Gaming Revenue Fund, Recreation, and Youth Council Advisory Group.

Curve Lake First Nation delivers several essential and non-essential programs and services to both member and non-member residents of the community.

## 2. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until **12:00pm (noon) September 1<sup>st</sup>, 2023**. Any proposals received after this date and time will be returned to the sender unopened.

If the individual or organization submitting a proposal must outsource or sub-contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the quotation must be all-inclusive to include any outsourced or sub-contracted work. The project cannot be totally outsourced, and the submitting firm must take total responsibility for all the work completed. Any quotation which calls for outsourcing or subcontracting work must include a name and description of the organizations being contracted along with the percentage of the work they will be completing.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of a successful quotation. All contractual terms and conditions may be subject to review by Curve Lake First Nation's selection panel and will include scope, budget, schedule, and other necessary items pertaining to the project.

### **Proposal Inquiries**

All questions, requests for information, instructions, or clarifications regarding any part of this proposal document must be set out in writing and directed to:

**Mindy Knott**  
**Curve Lake First Nation**  
**22 Winookeedaa Street**  
**Curve Lake, ON K0L 1R0**  
**705-657-8045**  
[Procurement@curvelake.ca](mailto:Procurement@curvelake.ca)

All questions related to this Request for Proposal (RFP) or any clarification with respect to this RFP must be made no later than three (3) business days prior to the closing date of this RFP in order for staff to have sufficient time to respond. Curve Lake First Nation reserves the right to extend the deadline for questions, if required, regarding this RFP.

If you require additional information, please contact Mindy Knott, Director of Economic Development Tourism and Culture at [MindyK@curvelake.ca](mailto:MindyK@curvelake.ca) or 705-657-8045.

Written answers or clarifications to issues of substance shall be shared with all proponents and shall be issued as part of the RFP in the form of an Addendum.

### **Quotation Submissions and Closing Date**

The **closing date for proposals is set for Friday September 1<sup>st</sup> at 12:00pm (noon)**. Only quotations that are received by the closing date and time will be accepted. If packages are mailed, they must arrive before the closing date and time. Packages should be clearly marked: **“Request for Proposal – Repository/Museum Feasibility Study”**.

Proposals should be submitted to the attention of:

**Mindy Knott**  
**Curve Lake First Nation**  
**22 Winookeedaa Street**  
**Curve Lake, ON K0L 1R0**  
**705-657-8045**  
[Procurement@curvelake.ca](mailto:Procurement@curvelake.ca)

### **3. PROJECT PURPOSE AND DESCRIPTION**

**The purpose of this project is as follows:**

The purpose of the feasibility study is to assess the viability and sustainability of creating a repository and museum for the preservation and promotion of the First Nation's culture, heritage, and history. The study will examine the following key areas:

1. Market demand and potential visitor attraction.
2. Site selection and facility design.
3. Collection development and management.
4. Staffing and operational requirements.
5. Funding and sustainability.

### **4. PROJECT SCOPE**

The scope of this project includes providing Curve Lake First Nation with a detailed Feasibility Study to outline the development of a Repository/Museum in Curve Lake First Nation.

The consulting firm will be responsible for the following tasks:

1. Conduct market research to determine demand for a repository and museum in the CLFN community.
2. Identify and assess potential sites for the repository and museum, taking into consideration factors such as accessibility, visibility, and cultural significance.
3. Develop a conceptual design for the repository and museum, including facility specifications and layout.
4. Develop a plan for the acquisition, preservation, and management of cultural collections.

5. Conduct a financial analysis to determine the feasibility of funding the repository and museum through a combination of government grants, private donations, and other sources.
6. Prepare a report summarizing the findings of the feasibility study and recommending a course of action for the First Nation to respective committees and Chief and Council.

The consulting firm will deliver the following outputs:

1. A report detailing the findings of the feasibility study, including market research, site selection, facility design, collection development, staffing and operational requirements, and funding and sustainability.
2. A detailed budget and financial plan, including projected revenue and expenses, and a timeline for implementation.
3. A presentation to the First Nation summarizing the findings of the feasibility study and presenting recommendations for the creation of the repository and museum.

## **5. REQUEST FOR PROPOSAL AND PROJECT TIMELINE**

### **Request for Proposal Timeline:**

All proposals in response to this RFP are due no later than **12:00 pm (noon) EST Friday September 1<sup>st</sup>, 2023**

Evaluation of proposals will be conducted by Friday, September 8<sup>th</sup>, 2023. If additional information or discussions are needed with any bidders during this window, the bidder(s) will be notified.

The selection decision for the winning bidder will be made no later than Tuesday, September 13<sup>th</sup>, 2023. Contract negotiations will be completed by Friday, September 15<sup>th</sup>, 2023.

Notifications to bidders who were not selected will be completed by Tuesday, September 19<sup>th</sup>, 2023.

### **Project Timeline:**

Project must be completed by January 31<sup>th</sup>, 2023.

## **6. BUDGET**

All proposals must include proposed costs to complete the tasks described in the project scope. Costs should be stated as one-time, non-recurring costs (NRC) or monthly recurring costs (MRC). Pricing should be listed for each of the following items in accordance with the format below:

Project Initiation and Planning	NRC	MRC
Delivery	NRC	MRC
Construction	NRC	MRC
Completed Installation	NRC	MRC

NOTE: All costs and fees must be clearly described in each proposal.

## 7. BIDDER QUALIFICATIONS

Bidders must provide the following items as part of their proposal for consideration:

- Letter of introduction
- Qualifications of project team
- Testimonials from past clients
- Outline of experience
  - A proven track record of conducting feasibility studies for cultural institutions.
  - Experience in market research and visitor attraction studies.
  - Expertise in collection development and management for cultural institutions.
  - Strong financial analysis skills, including the ability to develop budgets and financial plans.
- Outline of any past work with First Nation communities
- List of all sub-contractors
- Detailed budget outlined, no exclusions
- Work Schedule

## 8. PROPOSAL EVALUATION CRITERIA

To ensure consideration for this RFP, your proposal should be complete and include all the following criteria to be considered by Curve Lake First Nation:

- Overall proposal suitability: proposal must meet the scope and needs included herein and be presented in a clear and organized manner
- Organizational Experience: Bidders will be evaluated on their experience as it pertains to the scope of this project
- Previous work: Bidders will be evaluated on examples of their work pertaining to market research, collection development, and conducting feasibility studies.
- Value and cost: Bidders will be evaluated based on the work to be performed in accordance with the scope of this project
- Experience working on projects for First Nation Communities

## 9. PREPARATION OF SOLICITATION

If a proposing company, individual, or subcontractor was involved in the preparation of the RFP solicitation that proposal is disqualified.

## **10. PRIVILEGE CLAUSES**

Curve Lake First Nation reserves its right:

1. Not to award the contract;
2. Not to award the contract necessarily to the lowest priced bidder, but rather to the best “value”;
3. To conduct negotiations with one or more bidders in the event the negotiations with the first bidder are unsuccessful;
4. To conduct a survey of potential bidders to obtain clarification of their proposals as part of the evaluation process;
5. To cancel and reissue the RFP; and
6. To extend any deadlines and amend the proposal process.

## **11. EXCLUSIONARY CLAUSES**

The proposal writer shall be liable for all costs associated with preparation and submission of the proposal up to the final award of the contract.

Curve Lake First Nation shall not be liable for any costs, expenses, loss or damage incurred, sustained or suffered by any bidder prior, or subsequent to, or by reason of the acceptance or the non-acceptance by CLFN of any proposal, or by reason of any delay in acceptance of a proposal, except as provided in the tender documents.



Project Name: CLFN - REPOSITORY/MUSEUM FEASIBILITY STUDY	Date RFP's Evaluated:
Proponents Name:	
	Proponent A
	Proponent B
	Proponent C
	Proponent D
	Proponent E
Department: Culture	
Evaluation team name and signatures:	
<p><b>All members of the evaluation team are responsible for the integrity of the process; however, it is the Chair's responsibility to ensure all processes are followed.</b></p> <p><b>Evaluation team</b></p> <p><b>Conflict of Interest</b>  All persons participating in the RFP evaluation process must ensure they are strictly compliant with the conflict-of-interest policy. All persons participating must sign the conflict-of-interest policy before participating.  All persons participating in the RFP evaluation process must disclose any interests they or immediate family members (parent, parent in-law, spouse, common law partner, sibling, sibling-in-law, child) have in any sole proprietorship, corporation, or partnership that has submitted a bid. That includes if any of the above persons are the lead, an employee, a subcontractor, or any other pecuniary interest.  If there is a real, or perceived conflict of interest this will be disclosed to the relevant department manager in writing.</p> <p>All suppliers must disclose real or perceived conflicts of interest.  All suppliers must resolve any conflicts of interest at the direction of CLFN.</p> <p><b>Contractual Obligations</b>  The following requirements will be included in any contract between the successful proponent and CLFN:  Proof of WSIB  Proof of insurance</p>	

Work schedule  
 Work done in accordance with Ontario constructions standards  
 Warranty phase

<b>Mandatory Requirements</b>					Yes	No
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E	
	Yes/No	Yes/No	Yes/No	Yes/No	Yes/No	
Proposal submitted by due date:						
Administrative requirements: <ul style="list-style-type: none"> <li>• Letter of introduction</li> <li>• Qualifications of project team</li> <li>• Testimonials from past clients</li> <li>• Outline of experience</li> <li>• Outline of any past work with First Nation communities</li> <li>• Project scope and methodology</li> <li>• List of all sub-contractors</li> <li>• Detailed budget outlined, no exclusions</li> </ul>						
<b>Yes, to all mandatory criteria? If yes, proceed to disqualifying criteria. If no, the bid CANNOT be further evaluated.</b>						
<b>Disqualifying criteria</b>						
History of non-performing contracts within past five years from date of proposal submission deadline						
History of vexatious litigation within past five years from date of proposal submission deadline						
Pending litigation						
No to all disqualifying criteria? If no, proceed to weighted criteria.						

<b>Weighted Criteria</b>					
Experience <b>100 points</b> for one to three years' experience in cultural heritage management, museum planning and design, market research, financial analysis, and project management <b>200 points</b> for four to six years' experience in cultural heritage management, museum planning and design, market research, financial analysis, and project management <b>300 points</b> for seven+ years' experience in cultural heritage management, museum planning and design, market research, financial analysis, and project management	300 points				
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
Experience working with FNs (in relation to other bidders) <b>50 points</b> for doing work with 1-3 different First Nations in the past 3 years <b>75 points</b> for doing work with 5 different First Nations in the past 3 years <b>100 points</b> for doing work with 7 different First Nations in the past 3 years					
<b>Budget</b>	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
Lowest cost receives maximum points, and all other bids are evaluated according to the formula below. $\frac{\text{Lowest cost}}{\text{Cost being evaluated}} \times 300 \text{ points} = \text{awarded points}$	300 points				
Project Understanding and Proposed Methodology. <b>20 points</b> for proposed approach to market research, project management, museum planning and design, financial analysis. <b>20 points</b> for identification of risks and suggested mitigation <b>20 points</b> for provided deliverables.					

<p><b>20 points</b> for identification of proven methodologies or techniques successfully employed on similar past projects.</p> <p><b>Total 80 points</b></p>					
<p>Qualifications of project lead: (Education specific to cultural heritage management, museum planning and design, market research, financial analysis, and project management)</p> <p><b>20 points</b> for relevant certificate <b>40 points</b> for relevant diploma <b>60 points</b> for relevant degree or above</p>					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop E.
<p>Testimonials</p> <p><b>10 Points</b> Provided from one relevant source (similar scope) <b>30 points</b> Provided from 2 relevant sources (similar scope) and at least one First Nation <b>50 Points</b> Provided from 3 relevant sources (similar scope) and at least 2 First Nations</p>					
	Prop. A	Prop. B	Prop. C	Prop. D	Prop. E
<p>Work Plan and Project Schedule</p> <p><b>100 points</b> for proposed work plan and schedule identifying key tasks, milestones, and project deliverables. <b>50 points</b> for allocation of tasks and resources in the proposed work plan. <b>Total 150 points</b></p>					

<b>Points Total out of total 1,040.</b> Highest points total is the successful proposal.					