



NUNATSIAVUT

kavamanga Government

Request for Proposals

Air Photo Georeferencing

Issue Date:

Closing date and time: February 9th, 2024

Background and Context

The Nunatsiavut Government (“NG”) was established in 2005 following the finalization of the Labrador Inuit Land Claims Agreement (“LILCA”). The LILCA includes self-government provisions rendering the NG a regional Inuit government within the province of Newfoundland and Labrador. The NG has authority over many areas of governance including health, education, housing, culture and language, justice and community matters.

The Nunatsiavut Government Archaeology/Heritage unit, in the Department of Language, Culture, and Tourism has acquired a series of ~2050 air photos taken over Nunatsiavut from the 1940s to present. NG requires georeferencing services to accurately georeference each photo and link the photos and their metadata in a GIS. The intended use of the georeferenced photos is to allow for remote sensing of archaeological sites, track changes in landforms and vegetation related to climate change, and to track the development of built heritage on the landscape.

Overview, Objectives and Scope

Climate change is the single largest threat to archaeological sites in the North. The Nunatsiavut Government Archaeology/Heritage Unit is mandated to work for the protection, preservation, and promotion of Nunatsiavut heritage resources, including archaeological sites. To date, climate models have not been adequate in predicting the climate change impacts at the micro-local level of archaeological sites. In seeking alternative or additional ways of assessing environmental threats to archaeological sites, we acquired a large series of air photos taken over Nunatsiavut, to capture real changes over time. These photos span the 1940s to present and, once georeferenced, will be used in ground-truthing climate models and to understand the real past rates of change at known archaeological sites and in dynamic areas.

Objectives

- Georeference every air photo. A .shp file (or equivalent) containing approximate centre points for each of the photos will be provided, but photos have not been geotagged.
- Maintain original file names, or a reference to original file names, for future coordination with other data sets.
- Link georeferenced air photos with their existing metadata (currently in a separate .csv or .shp file)

Scope

- Images are formatted as .tif files
- Image file sizes range from 28MB to 689MB, averaging 384 MB
- Approximately 2050 total images to be georeferenced (not to exceed 2060)
- Multiple scales are represented within the photo collection, but individual photo rolls were taken at consistent scales (included in the separate metadata)

The successful proponent (“applicant”) will be provided with a hard drive containing the requisite files, to be returned to the NG upon completion of the contract. Methodology is flexible, according to the proponent’s skills and available resources – please provide a brief description of your proposed methodology, including software to be used, in your proposal. Purchasing and/or licensing of new hardware and/or software, if required, are the responsibility of the successful proponent, though your costing proposal (“Schedule of Rates and Fees”) may reflect these.

Required Proposal Content

Summary

Responses shall include an abstract of no more than one (1) page on the information presented in the proposal and the proponent’s unique qualifications and services.

Project Approach and Workplan

Outline your proposed methodology for completing the above project objectives within the indicated scope.

Schedule of Rates and Fees

The proponent shall describe how professional fees will be calculated for each of the tasks outlined in the Project Objectives above.

All prices quoted in the proposal are to be in Canadian funds and are to show applicable taxes.

Background, Experience & Capabilities

Background Information

Provide general information on the proponent, including a brief history and the number of years in business. The proposal should include resumes, relevant project experience, availability, current workload and office location of all key personnel.

References

The proponent should include references who can speak to relevant work experience.

Instructions to Proponents

Enquiries

All enquiries regarding this Request for Proposals must be made in writing by e-mail and addressed to:

Corey Hutchings, Nunatsiavut Government Assistant Archaeologist,
archaeology@nunatsiavut.com

Such enquiries should be delivered by **January 30th, 2024** so that questions and answers can be sent to all proponents as an addendum. Information given by word of mouth will not be valid or enforceable.

Addenda

If deemed necessary by the NG, responses to any questions and/or any additional information will be issued by the NG in the form of an addendum, which shall form part of this RFP.

Any addenda issued to this RFP will be posted on the NG website at www.nunatsiavut.com. It is the responsibility of the proponent to ensure that it has received any addenda issued prior to the proposal submission date. Upon submitting a proposal, a proponent will be deemed to have received notice of all addenda that have been issued.

Address for Submissions

To be considered, electronic copies of proposals should be sent to:

archaeology@nunatsiavut.com

FACSIMILE (“FAX”) TRANSMISSIONS WILL NOT BE ACCEPTED.

Submission Deadline

Proposals must be received on or before 4:00 pm Atlantic Time on **February 9th, 2024** (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

Proposals will be open for acceptance for at least ninety (90) days following the Closing Date.

Evaluation Criteria for Proposals

The NG will evaluate each proposal received in response to this RFP using the following criteria, which is not intended to be exhaustive and is not ranked in order of preference or priority:

- a) Completeness, thoroughness and relevance of the proposal submitted in response to this RFP;
- b) Relevant experience of the proponent;
- c) Relevant experience and knowledge of key personnel;
- d) References, including the contact information of former clients;
- e) Schedule of rates and fees;
- f) Inuit Content as outlined in the Nunatsiavut Government's *Procurement Act*; and
- g) Other criteria as may be applicable.

The Nunatsiavut Government reserves the right to discuss any and/or all proposals, to request additional information from the proponents.

The Nunatsiavut Government may not accept the lowest-cost or any proposal and the Nunatsiavut Government reserves the right to cancel this RFP at any time. Any proposal that is accepted may be accepted in whole or in part.

The *Procurement Act* will be used to determine the Inuit Content Factor of the submissions and the weighting of the points assigned in this category. **It is the responsibility of proponents to show, in their proposal, a calculation of the Inuit Content Factor for the proposal even if the proponent believes that the Inuit Content Factor of their proposal to be '0'. Failure to do so will result in an Inuit Content Factor of '0' being applied to the proposal.**

General Conditions

Specific requirements outlined below do not constitute the final terms of the agreement or the engagement. A separate agreement between the two parties will determine the ultimate terms.

Governing Law

The laws of Nunatsiavut and in particular the *Procurement Act* govern this RFP and any subsequent contract arising from this RFP.

Cost of Proposal

Preparation and submission of a proposal in response to this RFP is voluntary and any costs associated with proposal preparation, submission, meetings, negotiations or discussions with the NG must be borne by the proponent submitting the proposal.

No Claim

The NG will not be liable to any proponent for any claims, whether for costs, expenses, losses or damages, or loss of anticipated profits, or for any other matter whatsoever, incurred by the proponent in preparing and submitting a proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Except as expressly and specifically permitted in this RFP, no proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP and by submitting a proposal each proponent shall be deemed to have agreed that it has no claim.

Proponent's Qualifications

In submitting a proposal, the proponent acknowledges and agrees that it has read, understood and agrees to all terms and conditions described in the RFP and that it has the necessary experience, skills and ability to effectively provide the services.

Acceptance of Proposal

The NG reserves the right to accept or reject any or all proposals received in response to this RFP. The NG reserves the right to conduct personal interviews with selected proponents and contact the references provided.

Withdrawal

Proponents may withdraw their proposal at any time prior to acceptance.

No Binding Contract

The NG may, after reviewing the proposals received, enter into discussions with one or more of the proponents, without such discussion in any way creating a binding contract between the NG and any proponent. There will be no binding agreement with the NG until a formal contract with negotiated terms has been signed by both the NG and a proponent.

Solicitation of NG Staff and Assembly Members

Prior to the Closing Date, proponents should not establish contact with anyone inside the NG regarding this RFP (including the Nunatsiavut Assembly), other than the representative(s) identified, without that representative's permission.

Failure to abide by this requirement could be grounds for rejection of the proposal.

Confidentiality

Any information acquired about the NG by a proponent during this process must not be disclosed unless authorized by the NG, and this obligation will survive the termination of the RFP process.

No Conflict of Interest

By submitting a proposal, the proponent declares that it has no pecuniary interest in the business of any third party that would cause a conflict of interest or be seen to cause a conflict of interest in carrying out the services.

Release of Information

While RFP is open:

The names of individuals or companies who have picked up the proposal will not be released.

At Proposal Opening:

Only the names of the proponent(s) will be released.

After Proposal Opening:

No further information will be released until after the contract is awarded.