



NUNATSIAVUT

kavamanga Government

REQUEST FOR PROPOSALS

NUNATSIAVUT COMMUNITY FIREBREAK DESIGN

Project Number: 100-1001-2503

Issue Date:
April 2, 2025

Closing date and time:
April 30, 2025

Context

The Nunatsiavut Government (NG) was established in 2005 following the ratification of the Labrador Inuit Land Claims Agreement (LILCA). 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 central governance areas including health, education, housing, culture and language, justice, and community matters.

Project Overview and Scope of Work

Project Context & Overview

This Request for Proposals (RFP) seeks qualified consultants to provide an options analysis and detailed engineering for establishing firebreaks in 4 Inuit communities within Nunatsiavut. The project will integrate technical planning, design, and implementation to ensure that firebreaks effectively mitigate wildfire risks and reflect community values and local conditions.

The existing firebreaks are located in Nain, Postville, Makkovik and Rigolet. Growth in the communities have extended past the existing firebreaks, and with new projects ongoing, it is important to review these existing firebreaks as well as to plan future requirements. Included in the review is determining whether the community of Hopedale requires a firebreak.

Any clearing required to develop a firebreak needs to consider distribution of the firewood to the community and the design should consider future use as recreational infrastructure including use as a snowmobile trail, hiking area and other recreational opportunities.

The goal is to develop a practical implementation plan and tender-ready set of drawings which consider input from community, long-term maintenance, and operation.

Scope of Work

The successful proponent will provide comprehensive planning and implementation support for firebreaks in Nunatsiavut. Key responsibilities include risk assessment, feasibility analysis, phased planning, training plans for Inuit, and preparation of tender-ready documents.

The following scope of work outlines the expected steps to complete to proposed project outcomes. The project has been broken into phases. At each phase, the NG reserves the right to review the performance of the consulting team before initiating the next phase of the project.

Deliverables: All work, documents, and drawing undertaken within this project scope will be provided both in Word, excel, or as .shp or CAD files.

Project Management

This project will be managed by NG's Infrastructure Division collaboratively with each of the Inuit Community Governments (ICGs). Upon project initiation, a kick-off meeting will be held to discuss project deliverables, scope, budget, and schedule. Consulting teams shall be required to participate in a 30-minute bi-weekly meeting with NG staff and as well as to provide informal bi-weekly email correspondence detailing project progress action items and schedule updates. Monthly itemized invoices will be sent to the NG project manager.

Phase 1: Background Review & Preparation for Site Visit

1.1 Kick-Off Meeting

At project start-up, a kick-off meeting will be held with NG to further define scope of work, support document transfer and identify critical outcomes and background information. This meeting will be completed by videoconference.

1.2 Context and Background Review

Prior to the site visit, development of background material and preliminary mapping will support identification of focus areas for visit and provide context to the consulting team. Tasks within this desktop background review will include:

- Data & Document collection and review including Land use planning regulations, climate change data, technical reports, GIS information, engineering reports, plans, strategies, and existing LiDAR and aerial photography (collected in 2024).
- Consider outcomes from concurrent projects including the growth strategy, housing strategy, economic development strategy, climate change strategy, aggregate resources strategy, and other ongoing work through interviews with those consulting teams, ongoing work, and review of reports.
- Upon kick-off, the team will determine a stakeholder list in collaboration with the successful proponent. It is anticipated that the following 1-hour virtual interviews will be required:
 - Initial virtual interviews or focus groups with (assume 10) key NG staff to discuss background information, (ie. Staff representing Education, Economic development, Environment, Lands and Natural Resources, and Climate Change)
 - Interviews (assume 5) with provincial, federal, or other stakeholders relevant to the work.
- Pre-analysis and desktop review of potential growth areas and existing firebreaks using existing mapping information.
- Preliminary assessment of risk for the community of Hopedale due to lack of tree cover, and recommendation on next steps required within the project for this community.
- Best practice review and case study of up to 5 other firebreak projects in other northern and Indigenous communities which relate to the context of Nunatsiavut communities and offer lessons and options for this project including best practices for training programs and design.
- Identification of relevant standards at the federal, provincial and regional level for the design and implementation.
- Scoping of policy constraints including Impact Assessment and other regulatory processes for implementation.

1.3 Stakeholder Engagement and Site Visits

The initial site visit will be critical to the project. A site visit in each community to assess physical and environmental factors critical to firebreak feasibility and planning. The site visit tasks include:

- Travel to 4 Inuit communities (Nain, Postville, Makkovik, and Rigolet) with one overnight minimum in each community. All travel will be scoped and planned by the consultant, and NG project team members will attend. This initial site visit will take place during summer 2025.
- Visit will include tours of the community, including visits and documentation of existing firebreaks.
- The consultant will conduct initial meetings with Inuit Community Governments (ICGs).
- Conduct consultations with conservation staff and key environment staff in each community.
- Conduct consultations with volunteer fire departments in each community and other emergency services.

1.4 Provide Input and Review Proposed Regional Development Guidelines (Growth Strategy)

As part of the growth strategy, draft development guidelines that can be adopted by Inuit Community Governments and Nunatsiavut Government for all future residential developments will be drafted. *“These will address design principles, land use and zoning, architectural design, site planning and layout, landscape and open space, infrastructure and utilities, environmental considerations, lighting, signage, waste management, snow clearing, traffic, fire protection, access and mobility, community facilities and amenities, and phasing and implementation.”*

The successful proponent for the firebreak project will provide input to the growth strategy on lot-clearing and design guidelines at the lot level for the region. Proponents should estimate 20 hours of input on this task.

1.5 Risk Assessment and Firebreak Planning

Following the review of background information, and site visits, the consultant will complete an analysis of risks for each community.

- Utilize available LiDAR data and information from site visit to map critical “value clusters” such as residential zones, commercial facilities, critical infrastructure, and culturally significant areas.
- Perform a wildfire risk analysis for each value cluster, considering factors like population density, evacuation logistics, and fire behavior modeling.
- Identify optimal firebreak locations and evaluate site-specific conditions, including vegetation, proximity to infrastructure, and potential environmental impacts through mapping of each community.

1.6 Background Report & Options Analysis

Following the tasks in Phase 1, the consultant will develop a background report summarizing the work to date and input from the site visit, interviews, and research. The report should include:

- Summary of background material reviewed.
- Condition of existing firebreaks documented with photos and notes from site visit.
- Mapping indicating outline of existing firebreaks and proposed options for future firebreaks based on future growth areas identified in the growth strategy.

- Engagement summaries of interviews completed with summary of critical issues by community.
- Best practices to consider from other regions with summary of lessons learned and recommendations.
- Summary of applicable policy considerations including impact assessment processes.
- Preliminary recommendations on next steps including interim actions that may reduce the risk of wildfire or increase readiness to respond within the communities.

The background report will be presented virtually in a workshop with the ICGs and relevant stakeholders including NG staff. Feedback will be provided to the consultant, and following this meeting, a preferred option for the firebreak design of each of the communities will be selected.

Phase 2: Implementation Planning and Contract Documents

2.1 Concept Plan Development and Implementation Planning

Following the selection of a preferred option, the consultant will provide a concept design as well as a report summarizing technical constraints of the preferred option for each community. At this stage, the consultant outline the recommended phasing of the development, providing guidance on the sequence of construction, infrastructure provision, and community amenities. This should also address the coordination of different development stages, policy requirements, funding, and the involvement of various stakeholders. Aside from the concept planning documents and drawings, this preliminary deliverable should include a recommended approach to:

- Clearing and maintenance requirements;
- Equipment and methods allowed/prohibited;
- Environmental protection measures- (erosion and sediment controls);
- Operational Recommendations for ICGs;
- Draft technical specifications for clearing (vegetation removal, grading, etc.);
- Required materials (if applicable);
- Safety regulations and standards to follow;
- Develop a project schedule for implementation including permitting and approvals; and
- Complete class D cost estimate.

2.2 Detailed Design

The Consultant will prepare detailed design drawings, a construction cost estimate, and tender documents.

Consultant Deliverables:

- **60% Submission:**
 - 60% design detail drawings.
 - 60% IFT documents. The template for the IFT documents will be provided by NG. It will be the responsibility of the Consultant to modify them to meet the needs of the project.
 - Class C construction cost estimate as defined by the CIQS.
- **IFT Submission:**

- Stamped IFT drawings, incorporating comments from the 60% stage, which will be provided within ten business days of the 60% submission.
- IFT Documents, incorporating comments from the 60% stage.
- Class A cost estimate as defined by the CIQS.

2.3 Tendering and Negotiation

NG will be responsible for tendering the project (using the documents and drawings provided by the Consultant) through Merx. It will be the responsibility of the consultant to:

- respond to proponent contractor questions;
- complete and issue addenda as required;
- evaluate proponent contractor tenders and confirm compliance with the IFT requirements; and
- recommend award

Consultant Deliverables:

- RFI responses;
- Addenda as required;
- Award Recommendation Letter;
- Stamped IFC drawings and specifications; and
- Preparation of contract documents (subject to review and approval of NG).

Phase 3: Construction Support (Provisional)

Upon completion of the Tender period, the Consultant shall:

- coordinate the completion (including signing) of the construction contract between the successful proponent contractor and the NG;
- prepare and issue stamped IFC drawings and specifications;
- provide optional cost for full-time construction inspection. Construction is expected to be done in 2026;
- review and approve contractor progress claims;
- manage conflict resolution;
- resolve technical issues;
- prepare and issue RFI responses, Contemplated Change Orders, Site Instructions and Change Orders;
- monitor a daily log of construction activities and prepare and issue weekly construction reports. Weekly reports shall be issued to the Project Manager on the last Friday of every work week;
- obtain red-line markups from the contractor;
- prepare and issue as-built drawings based on contractor red-line markups and Consultant site inspection input;
- complete deficiency walkthrough; and
- close out the contract with the contractor.

This section of the project, if undertaken, will be completed on a time and materials to an upset limit basis.

Consultant Deliverables:

- Executed construction contract documents;
- Stamped IFC drawings and specifications;
- RFI responses, Site Instructions, Contemplated Change Orders, and Change Orders, as required;
- Minutes of bi-weekly construction meetings;
- Weekly construction reports; and
- Review and ensure final as-built is accurate.

Requirements of Submission

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

Proposal Submission (Format & Response Guidelines)

To allow the NG the ability to conduct a thorough and timely evaluation, Proposals should be presented in a clear and concise manner. Failure to present information in the format that is requested may be to the proponent's disadvantage.

It is suggested that the following format and sequence be followed to provide consistency in proponent response and to ensure each Proposal receives full consideration.

1. Proposal Cover & Table of Contents

2. Executive Summary

Responses shall include a summary of no more than one (1) page on the information presented in the Proposal and the proponent's unique qualifications and services.

3. Corporate Profiles & Relevant Qualifications of Project Delivery Team (past relevant experience)

Provide an overview of the company including number of years in business and description as well as a short summary of team members and qualifications. Consultants and all team

members must state their professional qualifications and certifications. Team resumes will be provided in Appendix B.

Project experience should include at minimum 5 examples of relevant projects. Project experience should include a project description, discussion of project challenges and approaches, project budget (consulting and construction if applicable), photos of the projects, client references, list of key personnel and include links to any publicly available examples where possible.

4. Project Approach and Workplan

Outline key considerations for the project to help create a successful project that incorporates Inuit culture, needs of the planned residents, best practice, and any other considerations that the proponent feels should be considered. This should include a summary of the tasks and approaches of the consulting team in accordance with the scope of work outlined above.

Innovation: We welcome teams sharing additional items or supporting work that would be additional services to enhance the work including training, further research, analysis, mapping, and other innovation. These should be outlined within the proposal as additional tasks with corresponding budgets and may be selected to be added to the project scope by NG upon project award.

5. Project Delivery Plan and Schedule

The proponent should clearly indicate and illustrate, as necessary, the schedule outlining important dates and milestones. This should detail each phase, specific tasks and critical milestones. This following is a list of proposed timelines for each project phase:

Phase 1: Complete by October 2025

Phase 2: Complete by February 2026

6. Detailed Project Budget – Fixed Fees and Expenses

All fees and expenses are to be included in the breakdown of fees. Proponents must provide a detailed fee breakdown by team member with hourly rates indicated.

7. Mandatory Attachments to be Submitted with Proposal:

Appendix A: Inuit Content Form

Appendix B: Team Resumes

Evaluation Criteria for Proposals

The NG will evaluate each Proposal received in response to this RFP on the principle of value for money by using the following criteria. Points awarded will be confidential and no details will be released to any of the proponents.

- a. **30% Corporate Experience:**
 - Experience and qualifications of the firm in undertaking similar projects including all aspects of the work scope.
 - Relevant project experience with community planning in remote, Inuit, and northern settings.
 - Skills and qualifications of key personnel.
 - Demonstrated community engagement strategies.
- b. **25% Project Workplan and Approach**
 - Clarity and feasibility of the project plan and timeline.
 - Understanding of the tasks, deliverables, and overall project approach.
 - Understanding of the unique needs and cultural sensitivities of the Northern Inuit community.
 - Innovation and Best Practice
- c. **10 % Project Schedule**, and Availability to Complete Work and Critical Milestones
- d. **20% Fees and Expenses** Cost Effectiveness and Value for Money
- e. **5% References**, including the contact information of former clients.
- f. **10% Inuit Culture Incorporation** and Plan to Incorporate Beneficiaries of the *Labrador Inuit Land Claim Agreement* & Inuit businesses into the Project.

The *Procurement Act* will be used to determine the preferred supplier and Inuit Content Factor of the submissions. **It is the responsibility of proponents to show, in their Proposal, a calculation of the Inuit Content Factor for the proponent and must include a completed copy of the Inuit Content Scoresheet as shown in the Appendix 2. Failure to submit a Inuit Content Scoresheet will result in a Inuit Content Factor of '0' being applied to the proposal.**

The NG reserves the right to discuss any and/or all Proposals and to request additional information from the proponents.

The NG may not accept the lowest-cost or any Proposal and the NG reserves the right to cancel this RFP. Any Proposal that is accepted may be accepted in whole or in part.

Instructions to Proponents

Please note that this Request for Proposals (RFP) also consists of the following documents:

- Appendix 1: *Procurement Act*;
- Appendix 2: Inuit Content Factor Scoresheet.

Enquiries

All enquiries regarding this Request for Proposals (RFP) must be submitted through the Project MERX solicitation advertisement with the subject line **ENQUIRES: NUNATSIAVUT COMMUNITY FIREBREAK DESIGN**

Such enquiries should be delivered on or before **April 18, 2025** 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 through the Project MERX page. 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 submitted through the Project MERX solicitation advertisement and/or sent to Colin Gilbride – Director of Infrastructure at colin.gilbride@nunatsiavut.com (cc infra.ngprocurement@nuantsiavut.com) with the subject line **PROPOSAL SUBMITTAL: NUNATSIAVUT COMMUNITY FIREBREAK DESIGN**

Submission Deadline

Proposals must be received on or before 4:00 p.m. (ADT) on **April 30, 2025** (the “Closing Date”). **PROPOSALS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.**

Proposals must be submitted in English or Inuktitut. Proposals will be opened at the NG offices in Makkovik.

Acceptance of Proposal

Proposals will be considered to be open for acceptance by the NG for at least ninety (90) days following the Closing Date and the proponent may not withdraw their Proposal during that time.

Once an award is made, the successful proponent will be held to its Proposal as of the Closing Date even if the proponent later alleges a mistake was made in the Proposal.

If a proponent discovers that it has made an error in its Proposal, the proponent may (1) forward a correction notice to the Nunatsiavut Government at the address identified in this RFP or (2) withdraw its Proposal, but the correction or withdrawal must be received before the Closing Date.

Before an award is made, if it appears that there is an error in a Proposal, the Nunatsiavut Government may, in its sole discretion, communicate with the proponent to ascertain if the proponent wishes to honour the Proposal or withdraw the Proposal. If the proponent withdraws its Proposal, the Proposal will not be considered further.

The Nunatsiavut Government reserves the right to award this contract in part or in full, on the basis of Proposals received unless a proponent specifies that its Proposal is valid only for the complete order.

The Nunatsiavut Government may not accept the lowest or any Proposal.

General Conditions

Governing Law

The laws of the Province of Newfoundland and Labrador and Nunatsiavut govern this RFP and any subsequent contract that may arise as a result of 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.

Withdrawal

Proponents may withdraw their Proposal at any time prior subject to the Acceptance of Proposal requirements (90 days after closing).

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 between any proponent and the NG until a formal contract with negotiated terms has been signed by both then NG and a proponent.

Solicitation of NG Staff and Assembly Members

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

Failure to abide by this requirement could be grounds for rejection of the proponent's 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 survives the termination of the RFP process.

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.

Modification of Terms

NG reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time prior to entering into a contract with the successful proponent.

Ownership of Proposals and Freedom of Information

All documents submitted to the NG will become the property of the NG. They will be received and held in confidence by the NG. All outcomes of this project will be made publicly available on a public infrastructure planning webpage linked to the Nunatsiavut Government page. NG will be the owners of all materials, models, files, and documents developed during this project. Upon final completion, all information and project files (including GIS, CAD, excel files, and working files) will be packaged by the consultant and transferred to NG at project closeout.

Release of Information

At Proposal Opening:

Only the names of the bidders will be released.

After Proposal Opening:

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

After contract is awarded:

All proponents will be advised of the NG's final decision regarding their respective Proposals. On request, the NG will provide an unsuccessful proponent with the reasons that its Proposal was not successful. No other information will be released.

Appendix 1- Nunatsiavut Procurement Act

Will be attached to this document and can also be found on the Nunatsiavut Government website at: <https://www.nunatsiavut.com/government/government-legislation/>

By searching: ***IL 2011-04 Procurement Act***

Appendix 2- Inuit Content Scoresheet

Nunatsiavut Inuit Content Factor Calculation (section 17 Nunatsiavut Procurement Act)

<p>a) A maximum of 20 points related to the percentage of Inuit ownership of the supplier calculated as 0.5 points per 1% of Inuit participation in excess of 50% of the ownership and control of the supplier with 0 points being awarded to a supplier that is not at least 50% owned and controlled by Inuit or Inuit Businesses.</p>	/20
<p>b) A maximum of 10 points related to the physical location of the head office and operating offices of the supplier where 10 points is awarded to a supplier having both its head office and principal operating office in an Inuit Community and 6 points is awarded to a company having an operating or a head office in an Inuit Community and 4 points is awarded for a head office or operating office elsewhere in Labrador.</p>	/10
<p>c) A maximum of 10 points related to training for Inuit calculated as 0.1 point per 1% of all training money spent by the supplier on the training of Inuit.</p>	/10
<p>d) A maximum of 20 points related to the percentage of the supplier's employees who are Inuit calculated as 0.2 points per 1% of employees who are Inuit.</p>	/20
<p>e) A maximum of 10 points related to the proportion of wages paid to Inuit by the supplier calculated as 0.1 point per 1% of payroll paid to Inuit.</p>	/10
<p>f) a maximum of 10 points related to the percentage of goods and services purchased by the supplier from Inuit Businesses in relation to the procurement calculated as 0.1 point per 15 of the value of all purchases obtained from Inuit.</p>	/10
<p>g) A maximum of 10 points related to the commitment by the supplier to utilize Inuit Businesses as sub-contractors calculated as 0.1 point per 1% of the value of all sub-contracts awarded to Inuit Businesses.</p>	/10
<p>Total (out of possible 90)</p>	/90