



Request for Proposal

You are invited by the Vuntut Gwitchin Government to submit a proposal on:

Technical Services – Housing Condition Assessment Update

Provide technical services to update the Old Crow Housing Condition Assessment 2019.

Instructions

1. Closing Date and Time - Proposals must be received before the closing Date and Time. Late submissions will not be considered regardless of the reason for their late delivery.
 - a. Proposal Closing Date: Friday, June 9, 2023
 - b. Proposal Closing Time: 5:00 PM Yukon Standard Time (GMT-7)
2. Proposal Submissions - Proposals must be submitted electronically in pdf format via email to finance@vgfn.net and fraspear@gmail.com.
3. Questions – Any questions relating to this RFP are to be submitted to Fraser Pearce, Owner's Representative who can be contacted at fraspear@gmail.com or (867) 689-8106.
4. Proposal Completion – Contractors are solely responsible for ensuring their proposals are complete and include the following:
 - a. Contractor Contact Information including email, phone number and mailing address
 - b. Proposed fees not including GST including any and all sub-contractor fees
 - c. Detailed description of work included with the fee
 - d. Outline experience and education in similar projects
 - e. Qualifications of all personnel, including sub-contractors, who will be involved in the work/project - include a summary of applicable certificates, licences, diplomas, etc.
 - f. List any applicable in-house resources
 - g. List any subcontractors that will be hired for this project
 - h. Confirmation of ability to meet project schedule and timeline
 - i. References for similar completed projects (at least 2)
 - j. Ensure proposal is dated and signed by the Contractor's authorized representative

Introduction, Summary and Background of Work

Vuntut Gwitchin Government (VGG) owns and manages over 125 houses in Old Crow, YT. In 2019, it commissioned a condition assessment of each house in order to inform capital improvement planning for the 5 year period ending 2023. As this 5 year cycle nears completion, VGG needs to undertake planning for the next 5 years.



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Scope of Work

VGG is seeking a Professional Quality Surveyor, Architect, or similarly qualified contractor to undertake an update to the 2019 report that provides current condition assessment of VGG's housing stock in order to inform capital improvements for 2023 – 2027.

A copy of the 2019 Housing Condition Assessment is appended to this RFP.

The contractor will work collaboratively with VGG's project team including their Owner's Representative to:

1. Review relevant documentation such as work orders and contracts to determine work completed on houses since 2019;
2. Complete visual inspections of all VGG-owned and maintained houses using a prioritized list as established in collaboration with VGG;
3. Update the 2019 assessment to reflect current condition of each home in Old Crow including adding any new homes built since the 2019 report; and,
4. Develop Class "C" construction cost estimate for work to be completed to bring each home to at least "Good" (General Condition Rating = 3) condition.

For all phases, where the contractor does not have the necessary technical expertise, they will engage sub-contractors as required to ensure adequate professional expertise (i.e. mechanical, structural, electrical, etc.) for the work. Fees for sub-contractors must be included in the proposal.

Project Time Line

Friday, June 2, 2023	Proposal Submission Deadline
Friday, June 9, 2023	Contract Awarded
Week of June 12	Initial Project Team Meeting
Monday, July 31, 2023	Progress Report Submitted and 50% of Condition Assessments Complete
Thursday, August 31, 2023	Draft Report Submitted
Monday, September 25, 2023	Final Report including Cost Estimates Submitted

Budget

VGG does not have a specific budget amount identified for this project.

Insurance and Liability

Contractors are responsible for submitting proof of current Liability Insurance to VGG prior to entering into a contract and commencing work. For construction projects, Contractors must have Course of Construction coverage and provide a copy of the document to VGG prior to construction commencement. Any exceptions to this term will be agreed to prior to entering a contract.



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Evaluation Criteria

Proposal submissions will be evaluated based on best value solution combined with point preference system. VGG preferential hiring policy will apply.

VGG need not accept the lowest or any bid and reserves the right to reject or accept any or all bids without further explanation.

	Possible Points
1. Bid Price (See Note)	60
2. Project Specific Criteria:	
a. Experience in similar projects	15
b. Contractor and personnel qualifications	15
c. Commitment to schedule	10
Total	100

Note on Bid Price: The amount of points awarded for Price is correspondingly less for each higher bid price. The lowest bid is awarded 60 points. The next bids are awarded points according to the formula (Lowest Bid / Bid Price x 60) with the corresponding value rounded down to the nearest integer.

For example, if the lowest bid is \$100,000 and the bid price is \$150,000 the formula and corresponding result is:

$$(100,000 / 150,000 \times 60) = 40$$

For a Vuntut Gwitchin-owned business only, a bid submission that meets the requirements of the tender documents will have its bid value reduced, for the purpose of evaluation only, by one of the following percentages:

- a. if at least 50% Vuntut Gwitchin owned it will receive a 5% reduction to the value of its bid
- b. if at least 75% Vuntut Gwitchin owned it will receive a 10% reduction to the value of its bid
- c. if 100% Vuntut Gwitchin owned, it will receive a 15% reduction to the value of its bid

The bid value calculated through this reduction will be utilized to calculate the points for Bid Price to in the bid evaluation.

Terms and Conditions

1. All Contractors invited to submit proposals must provide to VGG valid Business Licenses, WCB compliance and be registered with Revenue Canada. The Contractor must provide their GST number to VGG prior to entering into a contract.
2. The Contractor has the skills, knowledge and expertise to complete the work outlined in their proposal.



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3. Contractors submitting a proposal are advised to ensure they are fully familiar with the nature and extent of the obligations to be accepted by them should their proposal be successful.
4. The Contractor acknowledges that should their proposal be successful, their name and proposal price may be disclosed to the other bidders.
5. Each proponent, by submitting a proposal, irrevocably waives any claim, action, or proceeding against the Vuntut Gwitchin First Nation including without limitation any judicial review or injunction application or against any of the Vuntut Gwitchin First Nation's employees, advisors or representatives for damages, expenses or costs including costs of proposal preparation, loss of profits, loss of opportunity or any consequential loss for any reason including any actual or alleged unfairness on the part of the Vuntut Gwitchin First Nation at any stage of the Request for Proposal process, if the Vuntut Gwitchin First Nation does not award or execute a contract, if the Vuntut Gwitchin First Nation is subsequently determined to have accepted a noncompliant proposal or otherwise breached or fundamentally breached the terms of the instructions to proponents.