

WAHNAPITAE FIRST NATION (WFN)

REQUEST FOR PROPOSAL (RFP)

Construction of New Education Building (Approx. 3,000 sq. ft.)

WAHNAPITAE FIRST NATION – BAND OFFICE / CENTRE OF EXCELLENCE

259 Taighwenini Trail Rd., Wahnapitae FN

Office Phone: (705) 858-0610

Email for Submission: leo.deruiter@wahnapitaefn.com

SECTION 1 – INSTRUCTIONS TO BIDDERS

1.0 GENERAL

Wahnapitae First Nation (WFN) is an Ojibway community approximately 50 km north of Sudbury, accessible through Capreol by all-season road. The Nation has approximately 166 year-round residents and 770 registered band members residing within a 500-acre reserve on the north shore of Lake Wanapitei.

As part of WFN's commitment to improving community services and programming, the Nation is moving forward with construction of a **new 3,000 sq. ft. Education Building** that will support administration, education, tutoring, training, cultural programming, and community learning.

WFN welcomes proposals from qualified contractors and thanks you for your interest in contributing to this important community project.

2.0 PROPOSAL SUBMISSION

1. Submissions must be emailed to:

leo.deruiter@wahnapitaefn.com

Attention: Leo de Ruiter, Director of Facilities & Infrastructure

2. Closing Date and Time:

March 2, 2026 at 2:00 PM (EST)

Proposals received after this time will be disqualified.

3. Pricing Requirements:

All prices must be:

- In Canadian currency
- All-inclusive of overhead, duties, levies, and profit
- **HST excluded** from bid price

4. Mandatory Two-Part Pricing:

Part A – Base Build Price (Required in Proposal)

Includes all work up to **drywall installed**, including:

- Excavation & backfilling
- Foundation, slab, footings
- Well & Septic Installation
- Framing and roof structure (Shingles & Metal Pricing)
- Exterior envelope (windows, doors, siding (options for siding))
- Plumbing, electrical (400 amp), HVAC rough-ins (Dual Fuel system)
- Insulation & vapour barrier
- Drywall hung & Mudded (no painting)

Part B – Finishes

- The contractor shall submit three (3) budgetary finish pricing scenarios for review and consideration:
 - Low Finish Package – Functional, durable, cost-effective finishes suitable for high-use institutional spaces
 - Medium Finish Package – Enhanced durability and aesthetics, representing a balanced mid-range option
 - High Finish Package – Premium finishes with enhanced longevity, appearance, and performance
- Each finish package shall clearly identify:
 - Included materials and systems
 - Assumptions and exclusions
 - Allowances (if applicable)
 - Total estimated cost
- WFN will select the preferred finish level prior to authorization of work.
- No finish work shall proceed without written approval from WFN, and an approved finish package may be incorporated into the contract by amendment or change order.

3.0 OPENING OF PROPOSALS

WFN reserves the right to open the Proposals privately, and all bids will remain confidential. WFN is not obligated to accept the lowest or any Proposal. Awards shall be made on proposals that will give the greatest value based on quality, service, and price. WFN reserves the right to reject any or all Proposals, including, without limitation, the lowest Proposal, and to award the Contract to whomever the Owner, in its sole and absolute discretion, deems appropriate, notwithstanding any custom of the trade to the contrary nor anything contained in the Contract Documents or herein.

4.0 INSURANCE AND BONDING

Insurance Requirements

The successful contractor must carry:

1. **WFN Wrap-Up General Liability Insurance** – \$5,000,000
2. **All-Risk Builders Insurance** – Project value
3. **Contractor General Liability Insurance** (own policy)
4. Additional Insured:
 - “Wahnapitae First Nation”
 - Project Owner (to be identified at award)
5. **WSIB Clearance Certificate**

5.0 QUERIES AND ADDENDA

1. Bidders finding discrepancies in, or omissions from the drawings, specifications, or other documentation, or are in doubt as to the meaning and intent of any part thereof shall contact:
 - a. Wahnapitae First Nation Attention: Leo de Ruiter Email: leo.deruiter@wahnapitaefn.com
2. ALL QUESTIONS must be submitted no later than 48 hours before closing. If the question is sent within the 48-hour period before closing, it will not be taken into consideration. All questions during the proposing period must be emailed to the representative noted above.
3. When required, written instruction or explanation in the form of Addenda will be issued to Bidders.
4. The information contained in the Addenda supersedes and amends the drawings, specifications, and other documents.

6.0 PRODUCT / SYSTEM OPTIONS

1. Where a Bid Document stipulates a product, alternatives may be considered by the Owner, Architect, and the construction manager.
2. When a request to substitute a product is made, Owner, Architect, and Others may approve the substitution as an alternative and will issue instructions in an addendum to the Bidders.
3. Where Bidders choose to submit alternatives to products and methods specified, the description of such alternatives shall be described in detail. These alternatives shall not form part of the base bid, unless otherwise noted or are required to be stated within this RFP.

4. In submission of alternatives, the Bidders shall include in their proposal, allowances for changes required in the Work to accommodate such alternatives. Later claims by the Bidders for an addition to the Contract Price because of changes in the work necessitated by the use of alternatives shall not be considered.

7.0 SITE EXAMINATION

If a mandatory or optional site visit is required, WFN will notify bidders via addendum.

8.0 FORM OF CONTRACT

1. The successful bidder will be given a letter of intent to proceed with the Work.
2. The selected contractor will be required to enter into a formal agreement with Wahnapitae First Nation, outlining the terms and conditions of the project.

Additional administrative requirements, such as insurance coverage, health and safety protocols, and progress reporting, will be specified in the contract. The will be in the form of a CCDC Stipulate Price Contract

9.0 PROJECT SCHEDULE & COMPLETION

1. Bidder must include all necessary labour, materials, equipment, accommodations, or overtime to meet the project deadline.
2. A detailed construction schedule must be submitted by the successful bidder.
3. Contractor is responsible for ensuring adequate staff, materials, and sequencing to meet timelines.

9.1 Building Code Compliance

The project must comply with:

- National Building Code of Canada
- Ontario Building Code
- Electrical Safety Code
- Plumbing and fire codes
- Accessibility standards
- WFN design requirements

10.0 GARBAGE DISPOSAL & CLEAN-UP

1. WFN, in complete accordance with guidelines established by the Ministry of the Environment, will implement the following policy on this project, in order to provide a clean, safe, and efficient workplace. All companies and their personnel on site must cooperate to achieve these objectives. This policy will be clearly posted in the site trailer, and a copy made available to each successful bidder.
2. The removal of waste from the work area is the responsibility of the Successful bidder. Should Successful bidder fail to clean up their debris, WFN will, 24 hours after notifying the Successful bidder in writing, proceed with clean-up and back charge accordingly (including a 15% mark-up).
3. General Garbage - (i.e., food, papers, dirt, dust, and similar material which may be swept up).
4. The Successful bidder is required to pick up and organize the removal of the garbage containers, together with the general clean-up.

11.0 SAFETY

1. The Successful bidder shall adhere to the Provincial Occupational Health and Safety Act and Regulations (the "Act"). Within the definition and requirements of the Act, WFN shall have full authority over the Successful bidder with respect to safety matters.
2. Subcontractors shall provide their own first-aid facilities in accordance with the Act and first aid regulation in accordance with the W.S.I.B. However, for emergency situations, WFN on-site first aid station is located at the main site office.
3. Any work required to be done by WFN due to failure to do so on the part of the Subcontractor, shall be charged to the account of the Successful bidder.
4. All project-specific safe work practices/procedures intended to be implemented by the Successful bidder shall, prior to starting on site, be submitted for review to WFN safety director and/or Superintendent.

12.0 MATERIAL ACCESS & STORAGE

Should the Successful bidder require storage space for tools and/or materials shall first check with WFN. In the event that storage is not available, it will be the Successful bidders' responsibility to arrange and pay for their own storage. The Successful bidder, immediately upon becoming aware, must report verbally, then in writing to WFN all thefts and breaches of project security. Storage containers may be moved as required to maintain ongoing access to the

project and to allow for completion of work. The moving of trailers and storage containers is the Successful bidder's responsibility.

It shall be the Successful bidder responsibility to inform their employees as to where storage has been made available.

All transporting equipment should have soft rubber wheels to ensure no floor damage. When transporting heavy materials, the floor must be covered with plywood by the respective sub-trade. Access to other premises in the building must be maintained.

All temporary pedestrian access to be maintained adequately lit, clean, clear, unobstructed, and constructed in accordance with Provincial and Municipal statutory requirements.

SECTION 2 – SCOPE OF WORK & REQUIREMENTS

1.0 PROJECT DESCRIPTION

WFN intends to construct a **new 3,000 sq. ft. single-storey Education Building**.

The building will include:

- **Four (4) offices**
- **Two (2) washrooms**
- **One (1) kitchen**
- Meeting / program rooms (as per attached layout)
- Mechanical & electrical rooms
- Storage areas

WFN will provide the drawing as Appendix B.

1. This contract will be a Stipulated Price Contract (CCDC2) as the budget is fixed; we are looking for the best proponent to deliver this project to our community.
2. The scope of work within this document must be completed within the Construction Budget; WFN is not responsible for payment above the approved budget in the Stipulated Price contract.

2.0 PRICING STRUCTURE

Part A – Base Build (to Drywall)

Mandatory pricing includes all work required to deliver the building fully enclosed, insulated, with rough-ins complete and drywall installed.

Part B – Interior Finishes

Selected finishes will be priced through a second submission after a design meeting with WFN.

3.0 DESIGN REQUIREMENTS

1. **Energy Efficiency:** Incorporating energy-efficient features, such as proper insulation, LED lighting, energy-efficient windows, and a dual fuel heat system(Propane Furnace electric heat-pump), to reduce long-term operational costs and environmental impact.
2. **Sustainability:** Use of sustainable, locally-sourced, and durable materials wherever possible to minimize environmental footprint and support the local economy.
3. **Cultural Considerations:** The design should respect the cultural significance and needs of Wahnapitae First Nation, ensuring that the building integrate harmoniously with the community and the natural surroundings.
4. **Accessibility:** The design should include features that ensure accessibility for all members of the community, including potential considerations for future retrofitting to accommodate aging residents or those with mobility challenges.
5. Wahnapitae First Nation will be actively involved in the design process. The successful bidder is expected to consult with Wahnapitae First Nation before finalizing any design plans. This ensures that the design meets the community's needs and aligns with Wahnapitae's cultural values. Additionally, Wahnapitae First Nation should be consulted before the proposal closing date to review and provide feedback on any design prints, ensuring alignment with project goals.
6. The successful bidder will be required to submit detailed plans that meet these design criteria for approval by Wahnapitae First Nation before proceeding with construction.

All drawings must be approved by WFN before construction begins.

SECTION 4 – SUBMISSION REQUIREMENTS & EVALUATION

Bidders Must Submit the Following:

1. Section 1 – Submission Forms

Completed and submitted in **PDF format**, labelled:

a. *(Company Name) – Section 1 – Submission Forms – (Date)*

2. Proposed Construction Schedule

For the planned Scope of Work, submitted in PDF format and labelled:

a. *(Company Name) – Construction Schedule – (Date)*

3. Three (3) Project Reference Letters

From clients or consultants for similar projects. Each reference must be for a different project and include project details. Submitted in PDF format and labelled:

a. *(Company Name) – References – (Date)*

4. Letter of Understanding, Methodology, and Pricing Approach

A written submission outlining the proponent's understanding of the project, methodology, and pricing approach, including but not limited to:

a. Confirmation of understanding of the full Scope of Work

b. **Confirmation of understanding and acceptance of the two-part pricing structure, including:**

i. **Part A – Base Build Price to Drywall Stage (mandatory, fixed price)**

ii. **Part B – Interior Finishes (high / medium / low budgetary pricing to be developed following award)**

c. A summary of the **Part A Base Build cost**, including key assumptions and exclusions

d. Proposed construction methodology and approach to cost control

e. Alternate project options or proposed modifications, if applicable, to meet budget or schedule requirements

f. CVs of key company personnel assigned to the project

g. Any additional information that demonstrates the proponent's capacity and relevant experience

h. Submission to be provided in PDF format and labelled:

i. *(Company Name) – Letter of Understanding, Methodology, and Pricing – (Date)*

4.2 Evaluation Criteria

Proposals will be scored based on the following weighted categories (1–10 scale per category):

Category	Weight
Firm Experience	10%
First Nation Experience	10%
Project Team	15%
Proposal Quality	15%

Category	Weight
Schedule & Management	10%
Methodology	15%
Fee Submission	25%
Total	100%

Evaluation Notes

- WFN seeks **best value**, not necessarily lowest price.
- A minimum of three evaluators will review submissions.
- Recommendations go to **Chief & Council** for approval.
- Results will be released only after approval.

SECTION 6 – APPROVAL OF ADDITIONAL CONSTRUCTION EXPENSES

1. Scope of Work and Proposed Costs: The contractor is expected to carefully review the project's scope of work and provide a comprehensive and accurate cost breakdown in their initial proposal. This cost breakdown should cover all the necessary elements required to successfully complete the helipad construction project, as outlined in the RFP package.

2. Additional Construction Expenses: In the event that unforeseen circumstances or project complexities arise during the construction phase, resulting in significant additional expenses that were not originally outlined in the initial proposal, the contractor must seek approval from Wahnapitae First Nation before proceeding with the incurring expenses.

3. Approval Process:

a. Notification: The contractor shall promptly notify Wahnapitae First Nation in writing of the proposed additional construction expenses, providing a detailed explanation of the unforeseen circumstances or project complexities that necessitate the additional costs.

b. Cost Breakdown: The contractor shall include a comprehensive cost breakdown, specifying the nature and scope of the additional expenses, along with supporting documentation, such as quotations, invoices, or professional assessments, to substantiate the need for the additional costs.

c. Chief and Council Approval: Wahnapitae First Nation's Chief and Council shall review the contractor's request for additional construction expenses. A formal approval or denial will be provided in writing to the contractor.

4. Limits of Contractor Authority: Without prior approval from Wahnapitae First Nation's Chief and Council, the contractor shall not proceed with incurring significant additional construction expenses that

exceed the scope and costs outlined in the initial proposal. Any unauthorized expenses will not be reimbursed or considered valid.

5. Contract Amendment: If additional construction expenses are approved by Wahnapitae First Nation's Chief and Council, a contract amendment or change order will be issued, documenting the approved changes in scope and associated costs. The contractor shall not proceed with the approved changes until the contract amendment is executed by all parties involved.

6. Cost Control and Transparency: Throughout the project, the contractor is expected to exercise diligent cost control and transparent communication to prevent or minimize the need for additional construction expenses. Open dialogue between the contractor and Wahnapitae First Nation is encouraged to address any potential issues or changes in a proactive manner.

APPENDIX A – Submission Forms

FORM 1 – PROPOSAL INFORMATION & ACKNOWLEDGEMENT

Project:

Construction of New Education Building (Approx. 3,000 sq. ft.)
Wahnapitae First Nation

Company Information

Legal Company Name: _____

Operating Name (if different): _____

Incorporation Jurisdiction: _____

Head Office Address: _____

Primary Contact Name & Title: _____

Phone Number: _____

Email Address: _____

WSIB Clearance Certificate Available: Yes No

Insurance Carrier & Policy Number: _____

Acknowledgement

By signing below, the undersigned confirms that they have:

- Reviewed and understood the full Request for Proposal (RFP)
- Acknowledged the two-part pricing structure
- Agreed to submit a firm Part A – Base Build price to drywall stage
- Acknowledged that Part B – Interior finishes will be submitted as high / medium / low budgetary pricing following award
- Acknowledged that well and septic systems are included in Part A – Base Build pricing
- Accepted the evaluation process and conditions outlined in the RFP

Authorized Signing Officer Name: _____

Title: _____

Signature: _____ Date: _____

FORM 2 – PART A BASE BUILD PRICE SUBMISSION

Part A – Base Build to Drywall Stage (Firm Price)

The Proponent hereby submits a **firm, fixed price** for completion of the Education Building to the drywall stage, including all on-site servicing, in accordance with the RFP.

Base Build Price (Excluding HST):

\$ _____ CAD

Base Build Scope Confirmation

The Part A Base Build Price **includes**, but is not limited to, the following:

- Site preparation, excavation, and backfilling
- Foundations, slab, and structural components
- Framing and roof structure
- Exterior envelope (windows, doors, siding)
- Plumbing, electrical, and HVAC rough-ins
- Insulation and vapour barrier
- Drywall installed (no finishing)
- Drilled well or approved water supply system, including pump, pressure tank, trenching, and connection to building
- Septic system, including tank, bed, distribution system, trenching, and building connection
- All required testing, inspections, and approvals related to well and septic systems

Well & Septic Assumptions / Clarifications

Please clearly identify any assumptions regarding well depth, yield testing, soil conditions, septic sizing, or permitting:

Assumptions / Exclusions (if any)

Authorized Signing Officer Name: _____

Signature: _____ Date: _____

FORM 3 – PART B FINISHES PRICING ACKNOWLEDGEMENT

Part B – Interior Finishes (Budgetary Pricing – Post Award)

The Proponent acknowledges and agrees that:

- Interior finishes are **not included** in the Part A Base Build price
- Following contract award, the contractor will meet with Wahnapitae First Nation to review finish expectations
- The contractor will submit **three (3) budgetary pricing options** for finishes:
 - Low Finish Package
 - Medium Finish Package
 - High Finish Package

No finish work shall proceed without **written approval** from Wahnapitae First Nation

Authorized Signing Officer Name: _____

Signature: _____ Date: _____

FORM 4 – PROPOSED PROJECT TEAM

Please list key personnel proposed for this project.

Name	Role	Years of Experience	Relevant Project Experience
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Attach CVs for all listed personnel.

FORM 5 – PROJECT REFERENCES

Provide **three (3) references** for projects of similar scope or complexity.

Reference 1

Client / Organization: _____
Project Description: _____
Project Value: _____
Contact Name: _____
Phone / Email: _____

Reference 2

Client / Organization: _____
Project Description: _____
Project Value: _____
Contact Name: _____
Phone / Email: _____

Reference 3

Client / Organization: _____
Project Description: _____
Project Value: _____
Contact Name: _____
Phone / Email: _____

FORM 6 – PROPOSAL SUBMISSION CHECKLIST

- Form 1 – Proponent Information & Acknowledgement
- Form 2 – Part A Base Build Price Submission (including well & septic)
- Form 3 – Part B Finishes Pricing Acknowledgement
- Construction Schedule
- Three (3) Reference Letters
- Letter of Understanding, Methodology, and Pricing
- CVs of Key Personnel

Appendix B- Building Schematic Layout- attached in email thread