



CHAMPAGNE AND AISHIHIK FIRST NATIONS

**REQUEST FOR PROPOSALS FOR
BUILDING ENERGY AND ADAPTATION CAPACITY THROUGH
INNOVATIVE AND SUSTAINABLE LOG HOME CONSTRUCTION**

DATE OF ISSUE:

December 18, 2020

CLOSING DATE, TIME AND LOCATION:

January 11, 2021, 3:00PM MST, HAINES JUNCTION

Request for Proposals (RFP)

The Champagne and Aishihik First Nations Government (Owner) is requesting proposals from qualified firms to provide a service to build two solid wood units (ie. small log homes) and provide training for the crews that will undertake the builds.

Proponents should ensure that they have received this document directly from the Champagne & Aishihik First Nations web site, (<http://www.cafn.ca/>) and that they have contacted the CAFN Project Manager (David Fairbank – dfairbank@cafn.ca) in order to be added to the List of Proponents. Only proponents that are added to the List of Proponents will receive notice of Addenda as they are issued.

If you have received this document from another source, and have not registered as a Proponent you will not receive notice of addenda that may be issued.

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Instructions to Proponents

1. Proposals may be submitted by mail to:

CAFN Property Services Department
Attn. David Fairbank, Director of Property Services
#1 Allen Place, Box 5310
Haines Junction, YT
Y0B-1L0

Or by email to:

dfairbank@cafn.ca

2. Proposals must be received at the location specified above, before the specified closing time, as determined by the clock at the closing location. Bids received late, or not received completely by the closing time will not be considered and will be returned to the bidder unopened.
3. All question or enquiries are to be directed to the CAFN representative for this Project:

David Fairbank
Director of Property Services
Cell: 250-619-5921
Phone: 867-634-4200 ext. 226
Email: dfairbank@cafn.ca

4. The **closing time** is up to and including:

FRIDAY JANUARY 11, 2021 at 3:00:00 p.m. MST

As soon as possible following the proposal closing time, the proposals will be evaluated.

5. Any proposal submitted may be withdrawn by written request by an authorized official, but cannot be withdrawn or changed after the closing time.
6. Respondents are solely responsible for their own expenses in preparing and delivering their proposals.
7. Champagne and Aishihik First Nations reserves the right to modify the terms of the invitation at any time prior to closing, at its sole discretion. Champagne and Aishihik First Nations will make information available to the public regarding any changes made to the invitation and will make reasonable efforts to inform all bidders of any such changes. Respondents are responsible for ensuring that they are aware of and complied with any addenda.

8. Accuracy of information included in this invitation is not guaranteed or warranted by Champagne and Aishihik First Nations to be accurate, nor is it necessarily comprehensive or exhaustive. By submitting a bid, the bidder agrees that it has investigated all conditions that will affect the work and assumes all risks regarding those conditions.
9. Enquiries regarding the invitation must be made in writing and submitted to the office specified in section 1. No response shall be binding on Champagne and Aishihik First Nations unless it is made in writing. Enquiries and the responses given may be distributed to all other bidders as addenda. The deadline for submission of enquiries is January 4th, 2020 at 12:00pm local time, Haines Junction, YT.

Direct all questions in reference to the work on this contract to the Project Manager at:

David Fairbank, Director of Property Services
CAFN Property Services Department
#1 Allen Place, Box 5310
Haines Junction, YT
Y0B-1L0
Cell: 250-619-5921
Phone: 867-634-4200 ext. 226
Email: dfairbank@cafn.ca

Information obtained from any other source is not official and may be inaccurate.

10. The proposal shall be unconditional, irrevocable and open to acceptance by Champagne and Aishihik First Nations at any time within 30 days after the date on which bids close.
11. If, in the opinion of Champagne and Aishihik First Nations, a proposal contains a minor defect or fails in some way to comply with any requirement of this tender document that, in the opinion of Champagne and Aishihik First Nations, can be remedied without providing an unfair advantage with respect to other bidders, Champagne and Aishihik First Nations may request clarification from the bidder, and, upon receipt of appropriate clarification, may waive the minor defect or any irregularity and accept the bid.
12. This invitation does not commit Champagne and Aishihik First Nations to award a contract. Champagne and Aishihik First Nations reserves the right to cancel this invitation anytime without award or compensation to bidders.
13. Champagne and Aishihik First Nations need not accept the lowest, the highest ranked, or any proposal, and reserves the right to reject or accept any bid without further explanation.
14. Failure to comply with any instruction contained in this invitation may be deemed sufficient cause for the rejection of all or part of any bid. Any items omitted or any special conditions or qualifications added to the bid (for example, including the bidder's standard terms of sale) may cause the bid to be rejected and may affect the evaluation of the bid.

15. Champagne and Aishihik First Nations reserves the right to negotiate changes to the terms of any contract with the two lowest priced or highest ranked bidders to determine selection of a bidder. Such changes, if any, shall be within the scope of this tender.
16. If no compliant proposals are received in response to this invitation, Champagne and Aishihik First Nations reserves the right to enter into negotiation with one or more suppliers in order to complete the procurement.
17. Each respondent, by submitting a proposal, irrevocably waives any claim, action or proceeding against Champagne and Aishihik First Nations, including without limitation any judicial review or injunction application or against any of Champagne and Aishihik First Nations' employees, advisors or representatives for damages, expenses or costs including costs of bid preparation, loss of profits, loss of opportunity or any consequential loss as a result of, or arising out of, the submission of any bid, or due to Champagne and Aishihik First Nations not accepting or rejecting any bid.
18. In order to assist the Champagne and Aishihik First Nations in determining the best qualified and capable proposal, Champagne and Aishihik First Nations reserves the right, to make any investigations of a respondent's business experience, financial capability and business practices as deemed necessary. The bidder agrees to permit and cooperate with such investigations.
19. Champagne and Aishihik First Nations employs a preference for Citizen and Citizen Businesses. "Citizen" is as defined in the *Constitution of the Champagne Aishihik First Nation 2012*. "Citizen Business" means a sole proprietorship of a Citizen, a partnership where at least one partner is a Citizen, or a corporation that is controlled by a Citizen, as defined in the *Canada Business Corporations Act*.

Method of Evaluation

Proposals received on or before the closing time will be opened and evaluated by a panel made up of at least two staff members from the Champagne and Aishihik First Nations Property Services Department as soon as reasonably practicable.

The panel will evaluate the proposals based on the criteria set out below. Points for the weighted criteria will be assigned by the panel.

Criteria

The evaluation team will utilize the following criteria to evaluate each proposal. Points awarded will be consistent with the Points Rating Legend on the Proposal Rating Schedule. Points awarded will be confidential and no details will be released to any of the other proponents.

Each proposal will be evaluated using the following criteria:

Weighted Criteria

Criterion	Weighting
Previous Relevant Experience of the Proponent Firm	20%
Ability to meet required schedule	40%
Cost	40%

Mandatory Criteria

Workers Compensation Board Coverage in Good Standing	Mandatory
Valid Business License	Mandatory
Valid GST Registration of Proof of Exemption	Mandatory
Valid General Liability Insurance – Minimum \$2,000,000 Coverage	Mandatory
Good Standing with Champagne & Aishihik First Nations	Mandatory

Within seven days of award of contract to a successful proponent, they will need to provide to CAFN Project Manager the following documents as applicable:

1. Letter from Workers Compensation Board indicating Good Standing.
2. A copy of the successful proponent's business license.
3. The GST registration number of the successful proponent.
4. A certificate of the successful proponent's general liability insurance.

Proposal Rating Schedule

Item	Rating Criteria	Unit Points Awarded (A) Maximum 10	Assigned Weight (B)	Total Points (A) x (B) = (C)
1	Previous Relevant Experience of the Proponent Firm		20	
2	Ability to demonstrate the Proposal Submission Requirements (see p.14).		40	
3	Cost		40	
PROPONENT:			TOTAL:	

Comments:

Committee Member: _____ Date: _____

Signature

<p>LEGEND:</p> <p>A – Evaluation Points Awarded B – Weighting Factor C – Sub-Total Weighted Score (A times B)</p>	<p>RATING POINTS:</p> <p>Poor 0 - 3 points Fair 4 - 6 points Good 7 - 8 points Excellent 9 - 10 points</p>
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Proposal Point Rating Guidelines

The following is provided as a guide to assigning an appropriate score for each rating criteria, and will be utilized by the evaluation committee in evaluating the quality of each proposal submission relative to the Terms of Reference and Proposal Response Guidelines:

1) If the Quality of the Response is:

- No information provided;
- Requirement was not mandatory, but proponent did not provide any information or

address the issue; Award the Following Points: 0 (Zero)

2) If the Quality of the Response is:

- Falls short of meeting basic expectations;
- has a low probability of success.

Award the following points: 1 – 3 (Poor)

3) If the Quality of the Response is:

- Acceptable at a minimum level; meets our basic requirements; has a reasonable probability of success;
- some objectives may be met.

Award the following points: 4 - 6 (Fair)

4) If the Quality of the Response is:

- A sound response; fully meets most of our requirements; very good probability of success;
- Achieves all objectives in a reasonable fashion.

Award the following points: 7 - 8 (Good)

5) If the Quality of the Response is:

- Meets all of our requirements; exceeds expectations;
- Excellent probability of success in achieving all objectives;
- Very innovative.

Award the following points: 9 - 10 (Excellent)

Note that a zero (0) score is reserved only for instances where the proposal does not address an issue that was requested in the RFP or where desired information is not provided. A zero (0) would be used in the event of a proponent not meeting a minimum standard. It should not be confused with failure to address a mandatory requirement which would render the proposal non-compliant and warrant rejection without further consideration.

Background

General

The CAFN lands area located in the Southwestern Yukon and Northwestern British Columbia. The traditional territory of CAFN covers approximately 41,000 square km, with 29,000 square km in Yukon and 12,000 square km in northern BC. CAFN was named after two of its historic settlements: Champagne, located on the Dezadeash River; and Aishihik, situated at the headwaters of the Alsek River drainage.

CAFN's native language is Southern Tutchone, a member of the Athapaskan language family, which includes Navajo, the Dene languages and most Yukon Indian languages. Strong ties with neighbouring Southern Tutchone First Nations, Kluane First Nation to the northwest and Ta'an Kwach'an Council to the east, have long been strengthened by intermarriage and visiting. CAFN has also maintained strong trading relationships with its neighbours to the south, the Tlingit of the Pacific Coast. In former days most people in the southern section of the territory were bilingual, speaking both Southern Tutchone and Tlingit. Only a few local elders speak Tlingit today.

The CAFN have a current membership of close to 1,300. Some CAFN citizens live on settlement land in the communities of Haines Junction, Champagne, Takhini River, Canyon, Aishihik Village, and Klukshu within their traditional territory. Other members live outside of CAFN traditional territory, many in Whitehorse.

A common theme for all CAFN citizens, wherever they may be living now, is a strong desire to protect CAFN culture, language and traditions. As stated by a Citizen, *"Our connection to the land is our identity. Without this connection there is no culture or tradition remaining and we become void of spirit"*. (2013 CAFN Economic Development Strategy).

The majority of citizens do not live on settlement lands. At the time of writing this plan, 261 citizens lived on settlement land and 449 lived off settlement land in the Yukon. The other 600 citizens lived in BC, Alaska and other parts of Canada and the US.

Many of CAFN citizens who live off settlement land have cabins or camps on settlement land. These cabins are frequently used and provide a way of connecting with the land, other CAFN families, and traditional cultural activities. Many of CAFN citizens who live off settlement land have cabins or camps on settlement land. These cabins are frequently used and provide a way of connecting with the land, other CAFN families, and traditional cultural activities.

Community Information

Haines Junction

Situated at the base of the Auriol Range of mountains, *Dakwäkäda* (high cache place) is home to many of our Citizens and the headquarters of our government. *Dakwäkäda* is not a traditional

community, but was established after the Alaska Highway and Haines Road were built in 1942–43. As businesses and buildings sprang up, a community grew at the junction of the two highways. In *kwädgy* (long ago) times, *Dakwäkäda* was at the intersection of various trails. It was a place where local families cached goods, especially the food that had been caught in the area.

Beaver Creek

The White River First Nation (WRFN) has its main population centre in the community of Beaver Creek, Yukon. The community is the most westerly in Canada and is close to the Alaskan border. The language originally spoken by the contemporary membership of the White River First Nation were the Athabaskan languages of Upper Tanana and Northern Tutchone. The majority of White River First Nation people reside in Alaska. As with the CAFN, the community was relocated around the geographic location of Beaver Creek when the Alaska Highway was built. The rich history of WRFN therefore encompasses a broad traditional territory that extends across the international boundary with the United States of America. The population of Beaver Creek is just over 100 people.

Terms of Reference

Project Schedule

The scope of this project will take place during the following time frame:

January 18, 2021 – April 30, 2021

On award of the contract, exact start and end dates may be adjusted if approved by the project manager.

Project Background

Two Yukon First Nations are partnering to use local, solid wood in the construction of two single bedroom units that support both Nations' energy, sustainability and capacity building objectives. The units will build on and share the existing skillset of CAFN and WRFN citizens in general carpentry, and other construction skills. The use of local timber will be demonstrated as a sustainable choice for energy consumption and climate adaptation.

The project is anticipated to serve as a demonstration of the numerous benefits of building small, sustainable homes with local wood, while building the relevant skills to do so, including:

- Building energy efficient homes that contribute to decrease the carbon footprint of materials in addition to carbon sequestration;
- Building CAFN and WRFN citizens skills and capacity in construction further enabling future employment opportunities;
- Making a positive contribution to address the housing shortage in Yukon communities.
- Utilization of sustainable, local forest resources;

There are a number of sawmills in the region (in the Yukon and Alaska) that could provide sawn lumber. Ideally, local white spruce from around Haines Junction would be utilized, in particular salvaged standing dead spruce from by the spruce beetle outbreak.

Note: More information on sourcing local wood and logs can be made available by the Project Manager if needed.

Scope of Work

The scope of work and the successful proponents' responsibilities include, but are not necessarily limited to, the following:

- The objective is to build two single bedroom units using solid wood construction. One unit will be designated for CAFN and one for WRFN.
- Building Specifications: Two 14' by 24' units clad to weather (ie. no plumbing, electrical or finishing work). Construction methods will incorporate the use of local wood in the framing. Examples of wall design include square logs (i.e. 6x8s), round logs, timber framing or solid

wall panels. Buildings will meet National and Yukon Building Code requirements. Solid wood construction may require either lumber grading or engineered approved plans to meet Building Code(s) requirements. Engineers with this expertise are available in Whitehorse, Yukon.

Buildings must be transportable with the intent to transfer them to their final location in the summer of 2021.

Buildings must be designed and built in a replicable way to demonstrate the building techniques for future building projects.

- Training Objectives: The goal of the training is to build the capacity of local First Nations to utilize local timber resources that are locally and sustainably sourced in addition to expanding the skillset in general contracting and carpentry skills.

The project will include additional training and knowledge transfer on traditional knowledge and an introduction to sawmilling. These will occur outside the scope of this contract award.

- Timing: The training and construction will take place between January and April 30, 2021 over a 10-week period. There will be a maximum of 8 participants from two local First Nations (CAFN and WRFN). Trainees/participants from each First Nation will participate for approximately 5 weeks of the project (ie. CAFN participants for 5 weeks and WRFN participants for 5 weeks. This will include 2 weeks of overlap for mutually beneficial training. Each First Nation will provide crew members for training.
- Location: CAFN will provide a building site with a roof within Haines Junction.
- COVID 19: The current pandemic may impact the delivery of the workshop. CAFN has COVID Guidelines included in this package for consideration.

Experience

Mandatory Requirements

- Experience of building solid wood buildings (ie. log cabins, timber frame).

Desired Experience

- Training First Nations in building or construction;
- Building in a northern setting;
- Knowledge of the benefits of building with solid wood, including the use of logs/ solid wood as thermal mass heat sink;
- Portable sawmilling.

Proposal Submission Requirements

Proposal Format

Qualifications and Experience:

Provide an indication of experience of the project team in carrying out relevant contracts. You may include the following information:

How many contracts of this type has the Project Manager had? Provide a brief description of projects and project manager responsibilities. Supply two references with contact information.

Technical Example

Demonstrate how the buildings will be built in a replicable way that meets the building requirements listed. There is an interest to understand how the design can be replicated in future building projects and other northern communities. The complexity of the design influences this factor. Articulate how the design allows for replicability.

Extra points will be awarded for demonstrated knowledge of the energy, adaptation and sustainability profile of building with local solid wood. This knowledge could include lower carbon emissions, thermal mass benefits, carbon storage and innovative approaches to building with solid wood.

Scheduling/Work plan

Provide a time-table of how and when specific tasks will be undertaken and completed.

- Show how the contract can be completed by the identified completion date.
- Describe the tasks to be completed and how long they will take and which team member will carry out the task.

Northern Experience

Describe the proponent's knowledge of specific challenges and opportunities that might be encountered during completion of the work and which are present because of the project's northern context. Provide information regarding how you would address such challenges and opportunities in completing the proposed work or services.

Budget

The budget should include the following but need not be limited to these items:

- Equipment: machinery needed to move logs and lumber will be provided. Include the purchase of any specialized building tools in your budget.

- Accommodation: There are a number of hotels available within Haines Junction.
- Travel: Travel costs to be included within the budget, these are the responsibility of the proponent.

All pricing must be submitted in Canadian currency.

To allow for a thorough yet timely evaluation, proposals should be presented in a clear and concise manner. Failure to present information in the manner requested may be to the proponent's disadvantage.

Form of Contract

The form of Contract for the successful proponent (Firm) shall be CAFN's standard Professional Services Agreement. The finalized Professional Services Agreement will include reference to and attachment of:

- This Request for Proposals Document
- The Proponent's Response to this RFP Document
- Any mutually-agreed upon amendments to the RFP Document and the Proponent's Response to the RFP Document.