



## **CHAMPAGNE AND AISHIHIK FIRST NATIONS**

### **REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES**

*Takhini River Subdivision: Infrastructure Planning*

**DATE OF ISSUE:**

December 19, 2024

**CLOSING DATE, TIME AND LOCATION:**

January 31, 2025, 3:00 PM PT, HAINES JUNCTION

## Request for Proposals (RFP)

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The Champagne and Aishihik First Nations Government (Owner) is requesting proposals from qualified firms to develop a comprehensive plan for the expansion of community infrastructure at Takhini River Subdivision as outlined in this RFP.

**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 A/Capital Projects Manager (George Van Sickle – [gvansickle@cafn.ca](mailto:gvansickle@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 any Addenda that may be issued.**

**Reference documents can be viewed and downloaded online. Contact CAFN Projects Manager (George Van Sickle – [gvansickle@cafn.ca](mailto:gvansickle@cafn.ca)) to receive a download link.**

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## Instructions to Proponents

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1. Proposals may be submitted by email to:

**George Van Sickle, A/Capital Projects Manager**  
**gvansickle@cafn.ca**

2. Proposals must be received at the address specified above, before the specified closing time. Bids received late or not received completely by the closing time will not be considered.
3. All question or enquiries are to be directed to the CAFN representative for this Project:

George Van Sickle  
A/Capital Projects Manager  
Cell: 867-334-5333  
Email: gvansickle@cafn.ca

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

**Friday, January 31, 2025, 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 Any proposal submitted may be withdrawn by written request by an authorized official, but cannot be withdrawn or changed after the closing time.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 expenses in the preparation and delivery of 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 provided may be distributed to all other bidders as addenda. **The deadline for submission of enquiries is January 24, 2025 at 12:00pm local time, Haines Junction, YT.**
10. The Proposal shall be unconditional, irrevocable, and open to acceptance by Champagne and Aishihik First Nations at any time within 60 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 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 the 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 a negotiation with one or more suppliers 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 proposal.
18. 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*.
20. This procurement process is not intended to create a formal legally binding bidding process and shall instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:
  - a. The RFP shall not give rise to any "Contract A"- based tendering law duties or any other legal obligations arising out of any process contract or collateral contract; and
  - b. Neither the proponent nor Champagne and Aishihik First Nations shall have the right to make any breach of contract, tort or other claims against the other with respect to the award of a contract, failure to award a contract or failure to honor a response to the RFP.

## Method of Evaluation

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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 and/or Heritage, Lands, and Resources Departments as soon as reasonably practicable.

The panel will evaluate the proposals based on the criteria set out below. The panel will assign points for the weighted criteria.

### 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
Proponent Firm and Project Team (Qualifications, Past Relevant Experience)	30%
Methodology	30%
Fees and Expenses	40%

#### Mandatory Criteria

Workers Compensation Board Coverage in Good Standing	Mandatory
Valid Business License	Mandatory
Valid GST Registration or 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 a contract to a successful proponent, they will need to provide to the CAFN Capital Projects Manager the following documents:

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 Point Rating Guidelines

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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 not 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.

### **Negotiations Options**

Based on the above noted scoring, Champagne and Aishihik First Nations may at its sole discretion;

1. Identify the highest ranked proponent as the preferred proponent and accept the proponent's proposal as submitted; or
2. Identify the two highest ranked proponents as the first negotiations proponent (highest ranked) and the second negotiations proponent (second highest ranked) (the "negotiations proponents") and enter into negotiations with the first negotiations proponent and, failing successful negotiations, enter into negotiations with the second negotiations proponent and identify the proponent with whom Champagne and Aishihik First Nations concludes successful negotiations as the preferred proponent; or
3. Enter into separate and distinct but contemporaneous negotiations with the first and second negotiations proponents and identify a preferred proponent as a result of such negotiations; or
4. Request a best and final offer from the negotiations proponents, before or after conducting negotiations, on terms to be determined by Champagne and Aishihik First Nations, or request a best and final offer from the preferred proponent.

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## Terms of Reference

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### About Champagne and Aishihik First Nations (CAFN)

Proponents are invited to learn more about CAFN by visiting our website: [www.cafn.ca](http://www.cafn.ca)

### Project Background

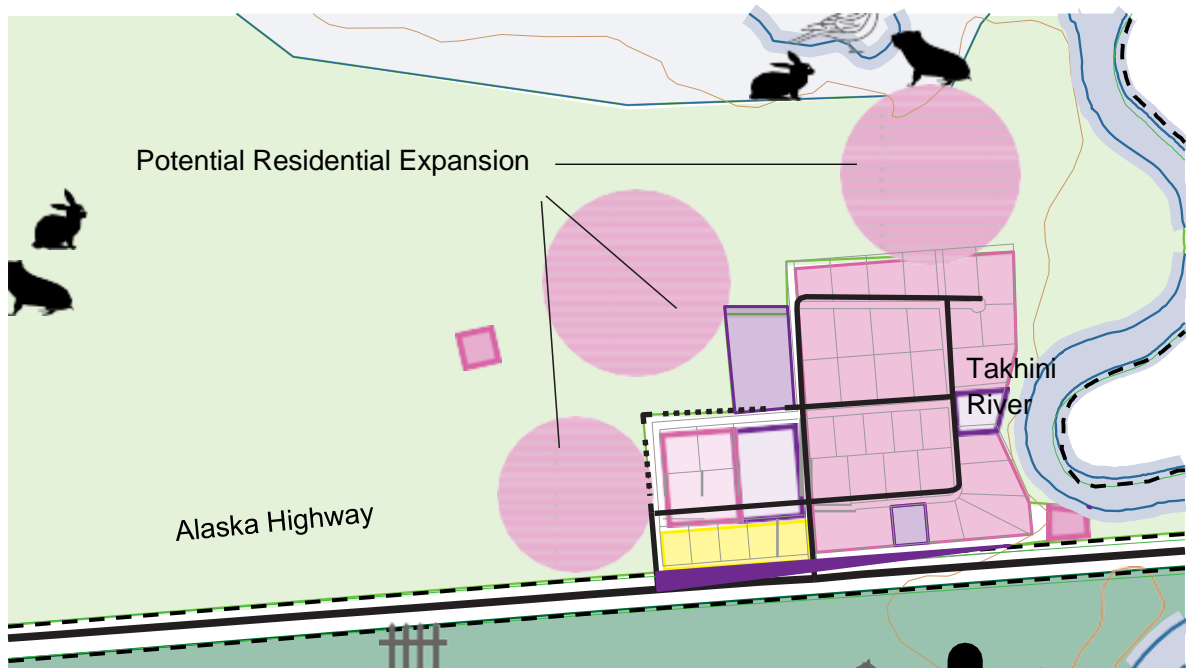
The planned community of Takhini River Subdivision (TRS) was established in the early 1990s, with the original 25 dwellings constructed between 1992 and 1996. Initially there were 38 residential lots, five commercial lots, and two community lots. There are currently 55 dwelling units in the subdivision and 5 additional homes in the surrounding community. Two units are under construction at this time.

There are also some community buildings, including: a water treatment plant/community hall, carpenter shop, new community centre, traditional smoke house, green house, an outdoor hockey rink and playground, and an adjacent industrial site. Two commercial lots remain unallocated adjacent to the Alaska Highway.

The Takhini area is much in demand by CAFN Citizens due to its settlement land status and proximity to Whitehorse. A Community Land Use Plan (CLUP) was completed to draft stage in 2018 and is currently being finalized. A significant area of suitable land is available to expand the community. Therefore, CAFN is undertaking a planning process for the expansion of infrastructure to support community growth.

Currently, there are no lots designated for residential or other uses available in TRS. In the last several years, several new residential projects and development of an industrial site have taken place outside of any comprehensive plan.

### Planning Area





## Existing Infrastructure and Services

- Gravel Roads
- Road Plowing and Grading
- Electricity and Communications to all Buildings
- Water Treatment Plant and Delivery Service
- Solid Waste Pickup
- Sanitation Waste via septic systems
- Social Services Facility
- Playground and Outdoor Hockey Rink
- Carpenter Shop
- Greenhouse
- Traditional Smokehouse
- District Biomass Boiler
- New Community Centre
- Walker Home Construction (WHC) building fabrication facility

Domestic water is provided to the community from a CAFN operated Water Treatment Plant (WTP) on the SE corner of Lot 96. Water from the Plant is delivered to homes by truck and there is a direct distribution line to the new Community Centre. Well #1 was completed in 1995 and a backup well (Well #2) in 2014. The WTP building also houses a community hall, an office, and a garage for the potable water truck. A carpenter shop and a greenhouse are located near the WTP.

A new community centre completed in 2024 is located north of the current community hall. Also serviced by the WTP are 9 Takhini area residences on settlement land outside TRS.

A capacity assessment of the WTP was completed in 2020.

A district biomass (pellets and chips) boiler has recently been completed that supplies heat to the water treatment plant and carpenter shop. The new community centre is also plumbed to the biomass heater but is not yet connected.

## Project Overview

A community infrastructure plan (the Plan) for the expansion of the existing Takhini River Subdivision is being tendered through this RFP. The Plan will be used by CAFN to provide for and access the resources required to implement an orderly expansion of the number of residential and other lots that supports the current and future needs of CAFN and the TRS community.

The development of the Plan should be based on community engagement, consultation with Chief and Council and Property Services management.

The Plan should include a phased implementation plan and should include cost estimates for each phase. Class D estimates can be used for the short-term to medium-term years.

A planning horizon of 25 years (to 2050) is anticipated. Greater detail is suggested for the short term (e.g. 0 – 5 years) than mid-term (e.g. 5-15 years) with less detail for long-term planning (e.g. 15-25 years).

## Resources

Many reports and other documents relevant to the creation of the Plan have been produced and these may serve as background material. A download link to proponent resources is available to plan holders on request. See below.

A full orthophoto study and LIDAR survey and bare land model of the planning area were completed via a drone survey in October 2024 and will be available to the successful proponent.

## Project Phasing and Timeline

Contract in place by February 15, 2025

A phased approach to Plan development is anticipated.

Presentation of Final Plan for approval: August 30, 2025 target. Alternative timelines will be considered.

## Scope of Work

### Purpose:

To develop a comprehensive plan for the sustainable expansion of the existing Takhini River Subdivision, a residential subdivision on settlement land in Yukon, Canada. The Plan will address community needs, environmental considerations, and economic feasibility while aligning with local regulations and cultural values.

### Objectives:

1. **Needs Assessment:** Update and confirm current and projected housing needs within the TRS and larger CAFN community.
2. **Site Analysis:** Assess the planning area for environmental suitability, accessibility, and infrastructure requirements.
3. **Stakeholder Engagement:** Incorporate input from stakeholders, including Takhini River Subdivision community members, and other Citizens (primarily Whitehorse and Haines Junction), CAFN Chief and Council, and Property Services Department staff.
4. **Design Proposal:** Create conceptual design options for the subdivision, including lot layouts, roads, green spaces, and other usage designations that may be advisable. Refine the Plan through stakeholder engagement and develop a final Plan.
5. **Implementation Plan:** Develop a phased approach for expansion build out, detailing timelines, resources, and cost estimates.
6. **Compliance Review:** Ensure alignment with local laws, settlement agreements, and environmental standards.

**Scope of Services:**

**1. Data Collection and Analysis:**

- Review existing plans, settlement agreements, and applicable regulations.
- Conduct and review site surveys and environmental assessments.
- Identify infrastructure needs as may be appropriate to a growing community, including:
  - Roads
  - Water
  - Sewer
  - Power
  - Communications
  - Solid Waste Disposal
  - Fire Response and Emergency Services
  - Trails
  - Lot layout
  - Commercial and Retail Spaces
  - Industrial Spaces
  - Recreation and Green Spaces
  - Cultural and Community Spaces
  - Social Services
  - Community Security
  - Access to Schools and Education
  - Access to Health Care Services
  - Potential Future Zoning Options
  - Support for the CAFN Economic Development Strategy (update expected by July 2025)
  - Confirm compatibility with Takhini Community Land Use Plan (completion expected by July 2025)

**2. Community Engagement:**

- Organize engagement sessions and/or meetings to gather input and feedback.
- Document community priorities and concerns.

**3. Conceptual Design:**

- Develop multiple design options, including layouts and infrastructure placement.
- Present designs for community and stakeholder review.

**4. Cost and Feasibility Analysis:**

- Provide cost estimates (minimum Class D) for each proposed phase of development.
- Assess financial viability and funding potential funding opportunities.

**5. Drafting the Plan:**

- Compile findings, designs, and recommendations into a comprehensive report.
- Include maps, illustrations, and technical specifications.

**6. Final Deliverables:**

- Comprehensive expansion plan document.
- Presentation materials summarizing key findings and recommendations.
- Digital copies of all maps, designs, background resources, and relevant data

## Deliverables

The Contractor will deliver the following:

1. Comprehensive expansion plan document
  - a. Draft presented for review by CAFN in advance of final version with opportunity for requested changes and modifications.
  - b. 10 printed copies and digital version in PDF
2. Presentations of the Plan to Chief and Council and to the Takhini River Community

## Qualifications Required

- Experience in urban planning, civil engineering, or a related field.
- Knowledge of Yukon settlement land policies and regulations.
- Demonstrated ability to conduct community engagement processes.
- Proven track record in similar projects, particularly northern regions and/or with First Nations.

## Proponent Resources

- Takhini Community Land Use Plan, Draft, CAFN (July 2018)
- Sketch of TRS lot survey by CAP (2007)
- Map of Takhini River Subdivision plan, 1:2500, Stanley Associates Engineering (circa 1991)
- Geotechnical Evaluation Takhini River Subdivision, EBA Engineering Consultants Ltd. (July 1991)

**Reference documents can be viewed and downloaded online. Contact CAFN Capital Projects Manager George Van Sickle – [gvensickle@cafn.ca](mailto:gvensickle@cafn.ca)) or Sandy Wabisca ([swabisca@cafn.ca](mailto:swabisca@cafn.ca)) to receive a download link.**

## Additional Contractor Resources (available upon contract signing)

- Drone survey data files of the planning area
- CAFN Housing Needs Analysis, BrightBridge Management (2018)
- Takhini River Subdivision Water Treatment Plan Capacity Assessment, WSP, (2021)
- Recent water delivery logs and other WTP records as may be available, CAFN
- Emergency Response Plan, Tetra Tech EBA, (March 2014)
- Takhini River Subdivision Water System Maintenance Management Plan, WSP, (December 2019)
- Annual Water and Wastewater Inspections, Stantec (December 2017)
- Takhini River Subdivision Water Supply Well Completion Report, Tetra Tech EBA (March 2015)
- Preliminary Aquifer and Wellhead Protection Plan, Tetra Tech EBA, (March 2014)

- CAFN Supply Well #1 – Determination of Whether Well is Considered Under the Influence of Surface Water (GWUDI), Summit Environmental Consultants Inc., (December 2010)
- Assessment of Takhini River Subdivision Drinking Water System – Considerations with Respect to Arsenic Treatment, Gartner Lee Limited (September 2008)
- Groundwater Exploration and Well Completion Report for Well No. 2 at the Takhini Residential Subdivision, pp 4-5, Gartner Lee (2004)
- Feasibility Study of Water Works Options for the Champagne and Aishihik First Nation, pp17-23, Gartner Lee (2002)

## Proposal Submission Requirements

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### Proposal Format

Proposals should be clear and concise. Failure to present information in the manner requested may be to the Proponent's disadvantage.

The Proposal should be in printable letter format in PDF. Schedules or other graphical representations may incorporate legal or tabloid sheets. Digital submission is encouraged.

The following format is suggested to provide consistency in proponent response and to ensure each Proposal receives full consideration.

1. Proposal Cover Letter
2. Company Profile & Relevant Qualifications of the Project Delivery Team (Project Team)
3. Past Relevant Experience on Similar Projects (Past Relevant Experience of Proponent Firm)
  - a) Provide a listing of at least 3 previously completed similar projects.
  - b) Where possible, provide contact information for reference purposes.
  - c) Identify any subcontractors that may be used.
4. Project Delivery Plan and Schedule (Methodology)
  - a) Approach and Work Plan
  - b) Project Schedule with Phases and Milestones
  - c) Project Budget proposal with schedule of payments
5. Term of Validity and Authorized Signature
  - a) CAFN requests a minimum term of validity of 90 days
  - b) Along with the signature of an authorized signatory

## Form of Contract

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CAFN anticipates using the CCDC2 Stipulated Price Contract to the successful proponent. The finalized contract 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.