



**KETEGAUNSEEBEE | GARDEN RIVER FIRST NATION**  
7 Shingwauk Street, Garden River, ON, P6A 6Z8  
P 705.946.6300 F 705.945.1415 | [www.gardenriver.org](http://www.gardenriver.org)

## **ADDENDUM NO. 1**

Request for Proposal: Capital Planning Study, Garden River First Nation

Date: May 15, 2024

The Addendum forms part of the above-named Request for Proposal (RFP) and is to be read, interpreted, and coordinated with other parts. The following information supplements and/or supersedes the information contained in the RFP issued on April 26, 2024.

### **Questions Received from Bidders**

- Question 1: What is the total budget amount allocated for this project?  
[The total budget for this project is \\$300,000 including administration fees, hard costs, soft costs, and disbursements.](#)
- Question 2: Is the final deliverable timeline fixed or flexible given there are requirements for site assessments that will have weather (e.g., lab results) and community dependencies?  
[The timeline for this project is flexible within reason. Bidders should adhere to the specified timeline outlined in the RFP to the best of their ability. However, we understand that certain factors beyond the control of the consultant may necessitate some flexibility.](#)
- Question 3: Could you extend the proposal submission date by 1-2 weeks?  
[The proposal submission date is hereby extended until \*\*May 31, 2024\*\*, at 3:00PM local time.](#)
- Question 4: In Section 8.1 of the RFP, proponents are required to submit hard and electronic copies of the proposal by May 22nd. As May 20th is a statutory holiday and the proposal is due on May 22nd, would you consider removing the requirement for printed copies of the proposal as courier delays could affect proposal submission deadlines?  
[Bidders are advised they may submit their proposals in hard \*\*AND/OR\*\* electronic copies until the specified submission date.](#)
- Question 5: Section 8.2 requires us to provide Proof of Insurance. Does Garden River require proof of insurance for only the prime proponent or all their subconsultants as well?  
[The requirement for Proof of Insurance applies to the prime proponent only. However, the prime proponent is responsible for ensuring that all their subconsultants are adequately covered by insurance.](#)
- Question 6: Appendix II: Cost of Services Form includes fixed rates for Hydrogeological Investigation, Geotechnical Investigation, Environmental Assessment and Archeological Assessment. Are those firm rates or are they negotiable?  
[The rates of the provisional items in Appendix II: Cost of Services Form are flexible. Consultants may elaborate on the recommended extend of studies and cost](#)

implications in the technical section of the proposal. As stated in Section 3.5 of the RFP, *“the Consultant shall review this list and discuss which items they feel are required”*. Bidders may also include any investigations that are not listed but could provide value to the study, subject to the Project Team’s approval. See updated Cost of Services Form appended to this addendum.

Question 7: Can the documents in section 1.4 Previous Studies, be made available in advance? These documents will better help us with pricing the work knowing the details of what has already been done.

Please use the following link to access OneDrive containing previous studies:

[https://gardenrivereducationunit-my.sharepoint.com/:f/g/person/jeva\\_gardenriver\\_org/EldBp3Alho5NogkneRuFI9QBf-aJUd8vGs2AhTmMe17RnA?e=hE7tLg](https://gardenrivereducationunit-my.sharepoint.com/:f/g/person/jeva_gardenriver_org/EldBp3Alho5NogkneRuFI9QBf-aJUd8vGs2AhTmMe17RnA?e=hE7tLg)

END OF ADDENDUM NO. 1

## Appendix I: Updated Cost of Services Form

**TO BE PROVIDED IN A SEPARATE, PASSWORD PROTECTED DIGITAL FILE.**

Location of Work: Garden River First Nation, Ontario

Description of Work: Capital Planning Study

PHASE		FEES	DISBURSEMENTS	TOTAL
1	Background and Needs			
2	Interim			
3	Draft Final			
4	Final			
5	Project Meetings			
6	Community Meetings			
<b>SUB-TOTALS</b>				

**Provisional Items/Cash Allowances**

Water Sampling \_\_\_\_\_

Hydraulic Study \_\_\_\_\_

Hydrogeological Investigation \_\_\_\_\_

Geotechnical Investigation \_\_\_\_\_

Environmental Assessment and/or Species at Risk Study \_\_\_\_\_

Archeological Assessment \_\_\_\_\_

<b>TOTALS</b>			
---------------	--	--	--

Additional On-Site Meeting (per Meeting) \_\_\_\_\_

Credit for Meetings held via Teleconference in lieu of On-Site \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_  
\_\_\_\_\_

Position/Capacity

**TERMS OF REFERENCE**  
for  
**CONSULTING ENGINEERING SERVICES**  
to provide a  
**COMMUNITY CAPITAL PLANNING STUDY**  
For  
**Garden River First Nation**

DOCUMENT NO. 2024-1001

---

<b>First Nation:</b>	Garden River First Nation
<b>Issued by:</b>	Garden River First Nation
<b>Date of Issue:</b>	April 26, 2024
<b>Submission Deadline and Location:</b>	Garden River First Nation Band Office 7 Shingwauk Street, Garden River, ON P6A 6Z8 <a href="mailto:capital.projects@gardenriver.org">capital.projects@gardenriver.org</a>

## Contents

1	Introduction.....	4
1.1	General.....	4
1.2	Location and Background.....	4
1.3	Existing Infrastructure.....	5
1.3.1	Housing.....	5
1.3.2	Water.....	6
1.3.3	Wastewater.....	6
1.3.4	Solid Waste.....	6
1.3.5	Roads.....	6
1.3.6	Drainage.....	6
1.3.7	Power and Gas Lines.....	6
1.3.8	Fire Protection.....	7
1.4	Previous Studies.....	7
1.5	Project Team.....	8
2	Study Objectives.....	8
3	Scope of Work.....	9
3.1	Community Development Planning.....	10
3.1.1	Background Information.....	10
3.1.2	Population Projections.....	10
3.1.3	Housing Requirements.....	10
3.1.4	Residential Lot Development.....	10
3.1.5	Land Use Requirements.....	11
3.2	Infrastructure Planning.....	12
3.2.1	Existing Infrastructure Assessment.....	12
3.2.2	Water Supply, Distribution and Fire Protection.....	12
3.2.3	Wastewater Collection and Treatment.....	13
3.2.4	Solid Waste Management and Disposal.....	13
3.2.5	Roads and Drainage.....	14
3.2.6	Power.....	14
3.3	Evaluation of Alternatives and Cost Estimates.....	15
3.4	Environmental Considerations.....	15

Garden River First Nation – Capital Planning Study – Terms of Reference

3.5	Provisional Items.....	15
4	Reports and Deliverables.....	16
4.1.1	Background & Needs Report.....	16
4.1.2	Interim Report.....	16
4.1.3	Draft Final Report.....	17
4.1.4	Final Report.....	17
5	Project Meetings.....	17
6	Project Schedule.....	18
7	Progress Reporting.....	18
8	Proposal Requirements.....	19
8.1	Submission Instructions.....	19
8.2	Mandatory Requirements.....	20
8.2.1	Insurance.....	20
8.3	Technical Section.....	21
8.4	Cost Section.....	22
9	Proposal Evaluation.....	23
9.1	Evaluation Process.....	23
9.2	Evaluation Team.....	24
9.3	Proposal Evaluation Criteria Table.....	24
	Appendix I: Site Maps.....	26
	Appendix II: Cost of Services Form.....	29
	Appendix III: List of Codes, Standards & Regulations.....	31

# 1 Introduction

## 1.1 General

This Terms of Reference (TOR) is used by Garden River First Nation as an invitation to submit an offer for professional services for the **Garden River First Nation (GRFN): Capital Planning Study (CPS)**. This TOR describes the scope of work the Consultant is expected to perform in undertaking this CPS.

The Consultant will be selected through a competitive proposal process in response to this TOR. Proposals are requested at this time, followed by the evaluation, selection, and award of contract. The Project Team reserves the right to cancel the activity or change the schedule at any time.

Request for Proposal Issued:	April 26, 2024
Last day for Consultant Questions:	May 17, 2024 @ 3:00PM local time
Proposals due:	May 22, 2024 @ 3:00PM local time
Award Contract:	Consulting Engineers of Ontario (CEO) and Municipal Engineers Association (MEA) Professional Services Agreement

The Project Team shall be the Evaluation Team involved in the review and selection of the Consultant. However, the contract will be between the Consultant and Garden River First Nation.

## 1.2 Location and Background

The Garden River First Nation (GRFN) reserve occupies a 149 sq km parcel of land located immediately east of the City of Sault Ste. Marie extending along the north shore of St. Mary's River and connecting it to the Township of Macdonald, Meredith and Aberdeen Additional in the province of Ontario. As of 2023, there is around 3,300 registered Indians in GRFN. 2,300 of which are registered band members and 1,144 are residing on reserve, mostly residing at the Ojibway Subdivision, Garden River Village, Pushqualk Subdivision, the vicinity around Point Charles Road and along the shores of St. Mary's River.

It is governed by a Council consisting of a Chief and eight (8) Councilors. Each Councilor is appointed to and is responsible for a portfolio(s). A General Council meeting is held monthly along with regular working meetings to oversee administrative matters. The Chief and Council is elected on a four-year term in accordance with the First Nations Election Act.

GRFN administers a variety of programs and services and employs approximately 200 people. Various department managers oversee their individual programs and overall administrative duties are overseen by a Chief Administrative Officer who is directly responsible to the Council who in turn, are responsible to the membership.

The principal office is the Administration Office centrally located in the community and surrounded by the Community Center, Health Center, Fire Hall, Public Works Garage, and the Anishinabek Police Services Headquarters.



Other community facilities located on-reserve are the Ojibway Tent and Trailer Park, Healing Lodge, Aggregates Division, Lands and Estates facility, Bingo Hall, Recreation and Education Facility, Baseball Field, and the Garden River Development Corporation Center. All facilities cater to the needs of the Band's membership.

In 1990, the latest capital planning study was conducted to develop feasible solutions to upgrade existing infrastructures and identify future development and servicing for the community, subject to the review and approval of the Chief and Council.

Appendix I shows the community site plan, for reference. For more information, you may visit the Garden River First Nation website at [www.gardenriver.org](http://www.gardenriver.org).

## 1.3 Existing Infrastructure

The following subsections give a brief overview of the community's existing infrastructure.

### 1.3.1 Housing

Housing settlements in the community are located at four main areas – the Ojibway Subdivision, Garden River Village, Pushqualk Subdivision, and the vicinity around Point Charles Road.

The Ojibway Subdivision is one of the oldest residential areas in the community emerging since 1970s with 135 houses to date. It is in the western part of the community, specifically across from the GRFN Bingo Hall and Recreation Centre wherein it is accessible from Syrette Lake Road and Moccasin Street.

The Garden River Village is situated in the central area of the community with 54 houses and is located near the Administration Office, Community Hall, and other landmarks mentioned above. To the west of this settlement is Point Charles Road, separated by a stream to St. Mary's River. Approximately 34 houses currently reside in this area, close to the Sacred grounds area.

On the opposite side of the Garden River Village, across Highway 17B, lies the Pushqualk Subdivision where 107 houses and the Anishinabek Police Headquarters are located. It is accessible from Ballpark Road and Sweetgrass Street coming from Highway 17B, or Noonday Road from Highway 17A.

The other settlement areas are spread along Highway 17B by the shores of St. Mary's River, around Echo River Road, and Anishinaabe Point Road, fronting the Ojibway Tent and Trailer Park, with approximately 161 houses combined.

GRFN has held the vision of utilizing innovative housing solutions to meet the diverse needs of community members. A 10-Year Housing Plan was conducted in 2017 to prioritize the development of GRFN housing initiatives. To date, there are 491 houses in the community, 156 are band-owned under the Canada Mortgage and Housing Corporation (CMHC) Section 95 program.

There are two ongoing housing developments that GRFN is working on, Tiny Homes and Transitional Housing. Both consist of rental units located along Belleau Lake Road and Ballpark Road, respectively. Tiny Homes is a 10-unit Phase 1 development intended for young professionals who wish to start a family or come back to the community. Transitional Housing is designed for individuals or families that have been victims of abuse and are on the journey to transition to a better life.

### 1.3.2 Water

Water to the community is provided by two separate systems. One system, the Pump House (Band Office), has two wells, a reservoir, high lift pumps, chlorination, direct drive fire pump and high lift pumps. The second system, the Echo River Pumphouse, is a small facility with a well, reservoir, horizontal centrifugal pump (high lift) and chlorination.

### 1.3.3 Wastewater

All facilities and housing units in GRFN have their own septic system. These are individual units, therefore maintenance along with other concerns are handled on a per occurrence basis.

### 1.3.4 Solid Waste

The existing community landfill site located north of Highway 17A, along Jardun Mine Road, is in fair condition and could use waste management initiatives such as contaminated site assessments. Waste collection currently consists of curbside pick-ups from individual households, with the waste being directed straight to the landfill. Additionally, there is a temporary transfer station near the Aggregates Division consisting of various dumpsters for specific materials. These dumpsters are transported to the landfill as needed.

The community is participating in a Blue Box program, encouraging residents to segregate their recyclables accordingly. Washed containers should be deposited into a clear plastic bag, while fibers are to be placed in the designated blue bin provided for this purpose. This initiative aims to streamline recycling efforts and promote sustainable practices within the community.

### 1.3.5 Roads

Entering Garden River from the neighboring city of Sault Ste. Marie to the west, the route diverges into two main highways – Highway 17A and Highway 17B. Highway 17A was developed in the late 1990s, stretching from the Garden River and Sault Ste. Marie boundaries to the southern limits of the Township of Macdonald, Meredith and Aberdeen Additional, where Highway 17B was traditionally the main highway corridor in the area, traversing through the various Garden River settlement areas.

Other rural style roads throughout the community are two-way, generally gravel surface where some are paved, and are maintained year-round in the community. Remote roads are not maintained year-round.

### 1.3.6 Drainage

Two primary waterways, Echo River and Root River, traverse through the area, contributing to the overall drainage network of Garden River. The community's drainage system is designed with a combination of essential components such as ditches, surface drainage, culverts, and waterways to manage water flow effectively. Individual lots implement on-site controls, featuring their own perimeter ditching to regulate water runoff. Generally, GRFN's topography slopes southward, facilitating a natural drainage system, with pervious sandy soils in most areas.

### 1.3.7 Power and Gas Lines

The community is served by Algoma Power Inc (formerly known as Great Lakes Power) and Hydro One with 33kV lines and 230kV transmission lines, respectively. The 33 kV lines run from the western boundary of Garden River to the eastern boundary along the Highway 17B corridor, traversing subdivisions and off-road paths that connect to various properties. These lines power single-phase transformers that deliver power to residential, commercial, band-owned offices, and business entities within the First Nation.

Band-owned offices and businesses, including the Administration Office, Community Centre, Daycare, Wellness Centre, Public Works, Dan Pine Healing Lodge, Lands and Resources, Bingo Hall, Golf Course, Truss Operations, Education and Recreation Centre, have entered into solar MicroFit contracts. Under these agreements, the producers receive a guaranteed price for the electricity they generate and supply to the province's electricity grid over a 20-year term.

As the community continues its energy initiatives, there are ongoing plans for a net-metering system to be installed at Ojibway Park in 2024. This entails a 50 kW system and off-grid solar systems on the park gatehouse, pavilion, shower house, change rooms, and outhouses. The purpose of these installations is to offset the energy consumption of the park's administrative buildings and the usage by customers at the powered lots.

The community's gas lines, provided by Enbridge Gas Inc., extend from the western boundary to the east, with the alignment influenced by certain waterways and river systems within the territory. Recently, there has been an expansion of the gas line infrastructure on Belleau Lake Road to accommodate future projects. Additional expansion to areas within the First Nation that are not serviced by natural gas is being considered. To date, Silver Creek Golf Course, Lands and Resources, Ojibway Park, and Dan Pine Healing Lodge remain unserved by natural gas. The development of gas infrastructure in these areas is essential to ensure comprehensive coverage and accessibility throughout the community.

In 2020, an update to the Indigenous Community Energy Plan was created to further advance energy conservation initiatives by exploring technological opportunities aimed at managing community energy needs.

### 1.3.8 Fire Protection

Behind the Administration Office lies the Fire Hall, fully equipped with firefighting engines, bunkers, wildland fire gear, cascade systems, and other essential tools. The GRFN Fire Department responds to services such as fires, motor vehicle accidents, natural disasters, hazmat spills, medical emergencies, public service calls and is dedicated to promoting fire safety, public education, and prevention. Their duties also include protecting both private and public business establishments that range from small to large operations, and all Band-owned buildings such as works garages, police stations, churches, golf course, bingo hall, recreation center, etc.

GRFN is fortunate to have fire hydrants situated throughout the community that help combat emergencies as they arise. Currently, the Fire Department team consists of six full-time employees and 4 part-time and casual firefighters. The emergency first response team are trained and covered under the

Ministry of Health (MOH) Ontario, fully equipped with a comprehensive set of medical response equipment, along with a first response ambulance provided by the MOH.

## 1.4 Previous Studies

The following documents will be made available for Consultant review:

- Community Needs and Viability Assessment for Transitional Housing (2022)
- Solid Waste Management System Planning Study (2021)
- Indigenous Community Energy Plan Update (2021)
- Water Distribution Analysis (2020)
- Asset Condition Reporting System Inspections (2019)
- 10-Year Housing Plan (2017)
- Zoning Law (2015)
- Land Use Plan (2013)
- Community Capital Planning Study (1990)

## 1.5 Project Team

This project shall be managed using the project team approach. The Project Team will include team members from Garden River First Nation, Northshore Tribal Council, Indigenous Services Canada, and the Consultant. Key Project Team responsibilities include the following:

- Confirm the scope of work and the project schedule.
- Closely monitor the study to ensure the requirements of the Terms of Reference are met and that the study remains within budget and on schedule.
- Ensure that the community becomes familiar with the Community Capital Planning Study and that they are encouraged to have direct involvement in the study.
- The Chief & Council shall utilize the Capital Projects department to act as the liaison between the Consultant and the First Nation. Capital Projects will also assist the Consultant in obtaining information from and about the community.
- Ensure that applicable guidelines, regulations, standards, and policies are followed.
- Closely monitor the physical and financial progress of the study and recommend corrective or remedial action if required.
- Recommend and approve any appropriate Change Orders prior to the undertaking of such work.

The project Team members and their responsibilities are described in below.

*Table 1: Project Team Members and Responsibilities*

Name and Position	Responsibilities
Garden River First Nation Chief and Council	Project concurrence with First Nation requirements.
First Nation Project Manager – Capital Projects	Overall project responsibility on behalf of Chief and Council. Liaison with Chief and Council.
ISC Capital Management Officer	Primary ISC contact. Manages the funding arrangement.

ISC Engineer	Provides technical advice to the Project Team. Reviews project documents and provides technical guidance from ISC’s perspective.
Consultant – to be determined	Undertake this project in accordance with the requirements of this Terms of Reference.

## 2 Study Objectives

The purpose of this study is to prepare a community-planning document that Garden River First Nation can use to guide the future development of their community. This study will assist Garden River First Nation in identifying their immediate, short-term, and long-term goals and objectives regarding land use planning and infrastructure development. The objectives of the study are:

- **To work closely with Garden River First Nation on every aspect of this study** and ensure that community residents have ample opportunity to participate in the study. Together with the Project Team, the Consultant shall identify and implement ways to encourage and allow for community participation.
- **To identify immediate housing and infrastructure needs and deficiencies.** The Consultant shall prepare an inventory of the existing housing and conduct an assessment of the existing infrastructure. These assets will be evaluated against applicable standards, guidelines, regulations, and policies, including ISC’s Level of Service Standards (LOSS).
- **To identify the community’s short-term term (5-year and 8-year) housing and infrastructure needs and goals.** While these needs and goals will be developed in consultation with the First Nation, at a minimum, planning for housing, water, sewer, solid waste, roads, drainage, power, and fire protection will be conducted. The study shall also recommend any phasing of projects for implementation.
- **To identify the community’s long-term term (10-year and 20-year) housing and infrastructure needs and goals.** While these needs and goals will be developed in consultation with the First Nation, at a minimum, planning for housing, water, sewer, solid waste, roads, drainage, power, and fire protection will be conducted. The study shall also recommend any phasing of projects for implementation.
- **To propose options, evaluate options, and provide recommendations** regarding future residential lot development and infrastructure development (addressing water, sewer, solid waste, roads, drainage, power, and fire protection).
- **To develop a Land Use Plan** for the 20-year period that will identify: the locations of existing and future residential, institutional, and commercial buildings; the locations of existing and future utilities and infrastructure assets (i.e., roads, landfill, etc.); any other community aspects deemed relevant by the Project Team (i.e., archeological, or environmentally sensitive areas).
- **To complete the study** within the approved scope, schedule, and cost parameters. This study shall align with all relevant codes, regulations, standards, guidelines, and ISC policies (a list is provided in Appendix III: List of Codes, Standards & Regulations).

## 3 Scope of Work

In the execution of this scope of work, the Consultant shall:

- Provide Garden River First Nation with complete and comprehensive professional services in the specialty fields required to complete the work.
- Make use of existing information as much as possible to minimize the amount of additional work necessary to complete the study.
- Carry out an existing document compilation and review.
- Collect all physical engineering data necessary for the proper evaluation of planning alternatives, the development of their associated costs, and the preparation of all conceptual or proposed development plans.
- Ensure that all proposed infrastructure developments adhere to all relevant codes, regulations, standards, guidelines, and ISC policies.
- Not commence with site visits or field work without first advising and seeking the concurrence of the First Nation.
- Notify and obtain approval from the Project Team prior to making any changes to the assigned staff identified in their proposal.
- Not assign any part of this work to a sub-consultant without concurrence from the Project Team.
- Not be entitled to additional fees for changes required to remedy errors or other problems attributable to shortcomings of the Consultant, their Sub-Consultants, or their employees.

## 3.1 Community Development Planning

### 3.1.1 Background Information

The Consultant shall obtain background information to provide an overview and the history of the community. At a minimum, the Consultant is to prepare the following plans showing the background information.

- Location Plan – Showing the location of the community with respect to the nearest major community, roads and waterways
- Site Plan – Indicating the boundaries of the First Nation and physical features
- Existing Community Plan – Showing the community’s existing infrastructure, residential and non-residential buildings, and areas of cultural and archeological significance.
- Topographical and geological features of the study areas.

### 3.1.2 Population Projections

The Consultant shall refer to historical population statistics and prepare population projections for the 5, 8, 10 and 20-year planning periods. The Project Team will discuss and agree to a population projection for the First Nation.

### 3.1.3 Housing Requirements

Based on the approved population projections, the Consultant shall determine the future housing needs for Garden River First Nation over the 20-year planning period, implemented in phases (5-years, 8-years, 10-years, 15-years and 20-years).

Housing projections for the study areas shall be developed based on the historical housing data and the population projections for the community. The occupancy per household at the start and end of the 5-

year, 8-year, 10-year, 15-year and 20-year planning periods is to be discussed with and approved by the Project Team.

### 3.1.4 Residential Lot Development

The Consultant shall prepare for consideration at least three plans for residential lot development. The lot sizes used in the plans will conform to ISC's Levels of Services Standards and will be approved by the Project Team. The lots will also be phased following the same intervals used for the housing requirements (i.e., 5-years, 8-years, 10-years, 15-years and 20-years).

The lot development plans will utilize existing infrastructure (i.e., roads) as much as possible and concentrate on lot infill. The necessary servicing, such as water, sewage, road access, drainage, electrical, etc., shall be considered.

Cost estimates shall be prepared for each residential lot development plan.

Mapping of the current and proposed residential lot development plans is required.

### 3.1.5 Land Use Requirements

Based on the inventory of existing housing, assessment of existing infrastructure and direction from Garden River First Nation, the Consultant shall determine the community's anticipated land use requirements and prepare/update a Land Use Plan.

The Land Use Plan shall consider residential, institutional, governmental, recreational, and commercial needs. This Plan shall:

- Propose locations for new subdivision areas, communal facilities, and future infrastructure. Alternative options shall be considered for each item; each alternative must include the required land base in hectares.
- Identify land use constraints and areas of archeological or cultural significance.
- Utilize existing infrastructure (i.e., roads) as much as possible. The necessary servicing, such as water, sewage, road access, drainage, electrical, etc., shall be considered.
- Propose a phased implementation based on the most cost-effective options that meet the requirements of ISC's Level of Service Standards.
- Provide cost estimates for each development plan (minimum of three options).
- Provide mapping of the proposed development plans.

#### 3.1.5.1 Institutional

Based on the approved population projections, the Consultant shall determine the institutional (schools, health care, etc.) needs for Garden River First Nation over the 20-year planning period, implemented in 5-year planning intervals.

#### 3.1.5.2 Governance

Based on the approved population projections, the Consultant shall determine the governance (band office, administration buildings, etc.) needs for Garden River First Nation over the 20-year planning period, implemented in 5-year planning intervals.

### 3.1.5.3 Recreational

Based on the approved population projections, the Consultant shall determine the recreational (pavilions, community halls, multi-use buildings, community docks, parks, trails, etc.) needs for Garden River First Nation over the 20-year planning period, implemented in 5-year planning intervals.

### 3.1.5.4 Commercial

Based on the approved population projections, the Consultant shall determine the commercial (stores, hotels, office space, etc.) needs for Garden River First Nation over the 20-year planning period, implemented in 5-year planning intervals.

## 3.2 Infrastructure Planning

### 3.2.1 Existing Infrastructure Assessment

The Consultant shall obtain all relevant information and field data necessary to report on both existing and recommended infrastructure servicing for the 20-year planning period. The Consultant shall provide an overview of the existing infrastructure including description, history, problems, and shortcomings. The following asset classes must be considered:

- Water supply, distribution, and fire protection
- Wastewater collection and treatment
- Solid waste management and disposal
- Roads and drainage
- Power

### 3.2.2 Water Supply, Distribution and Fire Protection

Proponents are advised a **Water Feasibility Study is currently in progress**. Proponents shall consider the findings and preliminary recommendations of the Water Feasibility Study in completing the following scope of work.

In examining water supply, distribution and fire protection alternatives for the study, the Consultant shall:

- Obtain all relevant information and field data necessary to report on both existing and recommended infrastructure servicing for the 20-year planning period (implemented in five-year phases).
- Provide an assessment of any existing facilities (i.e., wells or intakes, treatment systems, watermains, etc.), providing a description, history, and identified problems and shortcomings.
- Investigate groundwater, surface water, and municipal type service agreements (MTSAs) for water supply. If surface water is feasible, evaluate site conditions for different types of intakes, taking into account riverbed stability, river level fluctuation, slush and frazzle ice effects, etc. If ground water is feasible, recommend to the Project Team a hydrogeological program to find or assess ground water sources. Groundwater investigations should be undertaken by qualified hydrogeologists.



- If required, undertake a water sampling and testing program throughout the duration of the study, in order to assess changes in raw water quality. The Consultant shall compile and review existing water quality data.
- Establish future water demands based on residential and non-residential requirements. If available, historical water consumption data should be compiled by the Consultant in order to better forecast future water demands.
- Analyze and evaluate the existing water supply and treatment system to determine its suitability to meet the present and future needs of the community and determine the need for upgrading or expanding the existing system.
- Identify and discuss alternative water supply, treatment, distribution, or storage systems which are feasible. Examine the need for a pilot or bench scale water treatment testing.
- Address any environmental concerns that may be applicable to the existing or proposed systems.
- Provide a figure showing the recommended water supply, treatment, and water distribution system. If applicable, provide a figure showing the locations and depths of lake intakes.
- Prepare cost estimates and life cycle costing for feasible options, including advantages and disadvantages of each method.
- Recommend the most appropriate fire protection system for the community considering the water supply system that currently is available and the system which is recommended. The Consultant will recommend fire-fighting accessories that should be provided and supply estimated costs for such accessories.

### 3.2.3 Wastewater Collection and Treatment

In examining sanitary sewage collection, treatment and disposal alternatives for this study, the Consultant shall:

- Obtain all relevant information and field data necessary to report on both existing and recommended infrastructure servicing for the 20-year planning period (implemented in five year phases).
- Provide an assessment of any existing facilities (i.e., lagoons, holding tanks, septic tanks and fields, etc.) including a description, history, and identified problems and shortcomings.
- Examine the suitability and effectiveness of the present system of disposing of domestic sewage.
- Discuss the potential for contaminated intakes and wells, based on reliable documented information.
- Discuss the existing soil profile and suitability to accommodate subsurface sewage effluent disposal.
- Discuss potential, immediate and long-term environmental impacts of the existing system and any proposed systems considering the location of the community.
- Identify and discuss alternative systems which are feasible (centralized, decentralized, and/or MTSA) and provide a recommendation.
- Establish sewage effluent criteria and monitoring requirements.
- Provide a figure showing the recommended sanitary sewage collection, treatment, and disposal system.

- Prepare cost estimates and life cycle costing for feasible options, including advantages and disadvantages of each method.

### 3.2.4 Solid Waste Management and Disposal

In examining the solid waste management and disposal alternatives for this study, the Consultant shall:

- Obtain all relevant information and field data necessary to report on both existing and recommended infrastructure servicing for the 20-year planning period (implemented in five year phases).
- Provide an assessment of any existing facilities, providing a description, history, and identified problems and shortcomings.
- Establish solid waste quantities and recommend operational procedures and disposal methods to meet the future needs of the community over the 20-year planning period.
- Recommend a plan that will improve operations and satisfy long-term needs.
- Examine the viability of transporting the solid waste to an off-reserve location.
- Address any environmental concerns that may be applicable to the existing or proposed systems.
- Provide a figure showing the recommended solid waste facilities.
- Prepare cost estimates and life cycle costing for feasible options, including advantages and disadvantages of each method.

### 3.2.5 Roads and Drainage

In examining the roads and drainage for this study, the Consultant shall:

- Obtain all relevant information and field data necessary to report on both existing and recommended infrastructure servicing for the 20-year planning period (implemented in five year phases).
- Provide an assessment of any existing facilities, providing a description, history, and identified problems and shortcomings.
- Prepare road and drainage system alternatives for consideration that meet applicable MTO and ISC guidelines, and provide a recommendation.
- Consider the practicality of the system, conformance with the community plan, and the need to provide any environmental controls on the drainage.
- Address any environmental concerns that may be applicable to the existing or proposed systems.
- Provide a figure that adequately describes the recommended road system, including site drainage and contours. The drawing is also to show typical cross-sections showing the road, ditch, drainage, and any municipal services.
- Prepare cost estimates and life cycle costing for feasible options, including advantages and disadvantages of each method.

### 3.2.6 Power

In examining the power infrastructure for this study, the Consultant shall:

- Obtain all relevant information and field data necessary to report on both existing and recommended infrastructure servicing for the 20-year planning period (implemented in five year phases).
- Provide an assessment of any existing facilities, providing a description, history, and identified problems and shortcomings.
- Identify the community's future power requirements and identify and recommend the facilities required for phased future development. The Consultant shall also identify any third parties that will be involved in power servicing.
- Consider the practicality of the system, conformance with the community plan.
- Address any environmental concerns that may be applicable to the existing or proposed systems.
- Provide a figure showing any recommended infrastructure developments.
- Prepare cost estimates and life cycle costing for feasible options, including advantages and disadvantages of each method.

### 3.3 Evaluation of Alternatives and Cost Estimates

Under each infrastructure asset category, the Consultant shall evaluate the alternatives proposed, rank them, and provide a recommendation as to the best option. The Consultant shall discuss the advantages and disadvantages of each alternative in the areas of treatment effectiveness, ease of operation, required footprint, costing, etc. Class "C" capital costs, annual operation, and maintenance (O&M) costs, and lifecycle costing over a 20-year period must also be provided for each alternative.

The Class "C" capital cost estimates shall be in a tender format with appropriate headings, such as: item, unit, quantity, unit cost and total. Contingency and non-construction costs should also be included.

For the purposes of these Terms of Reference, cost estimates are defined as follows:

- **Class "A" Estimate** – This is a detailed estimate based on a quantity take off from final drawings and specifications prepared by appropriate, qualified technical personnel. It is used to evaluate tenders or as a basis of cost control. It is used for obtaining approvals, budgetary control, and design costs. It is based on the 99% detailed design package and final design package. A 5% Construction Contingency will be allowed for a Class "A" estimate.
- **Class "B" Estimate** – This is prepared by appropriate, qualified technical personnel after site investigations and studies have been completed and the major systems defined. It is based on the Conceptual Design package and 66% detailed design package. A 10% Construction Contingency will be allowed for a Class "B" estimate.
- **Class "C" Estimate** – This is prepared by appropriate, qualified technical personnel with limited site information and is based on probable conditions affecting the project. It represents the summation of all identifiable project elemental costs and is used for program planning, to establish a more specific definition of client needs and to obtain preliminary project approval. It is based on the feasibility study. A 15% Construction Contingency is allowed.
- **Class "D" Estimate** – This is a preliminary estimate which, due to little or no site information, indicates the approximate magnitude of the cost of the proposed project based on the client's broad requirements. This overall cost estimate may be derived from lump sum or unit costs for a similar project. It may be used in developing long-term capital plans and for preliminary discussion of proposed capital projects.

### 3.4 Environmental Considerations

The Consultant shall assess any environmental impact of existing conditions or proposed infrastructure development on the community and recommend the necessary remedial actions. Note that it is a statutory requirement that all federally funded projects be subjected to an environmental screening process and that the degree of impact is noted together with the appropriate mitigation measures.

### 3.5 Provisional Items

A number of provisional items have been identified in the Cost of Services form (). These include geotechnical investigation, hydrogeological investigation, hydraulic studies, archeological assessments, etc. In their proposal, the Consultant shall review this list and discuss which items they feel are required.

For those items deemed necessary, the Consultant shall outline the intended scope of work. The Consultant shall be responsible for defining the parameters of the provisional investigation(s) such that the data obtained will be sufficient for their purposes while minimizing the amount of fieldwork. The Consultant shall also be responsible for obtaining any required permits or approvals.

The Consultant shall also highlight any investigations that are not listed, but may provide value to the CPS, for consideration by the Project Team.

## 4 Reports and Deliverables

The four (4) reports that shall be prepared by the Consultant during this study are as follows:

- Background & Needs Report
- Interim Report
- Draft Final Report
- Final Report

Each of these reports shall:

- Be submitted in draft format for review, comment and/or approval by the Project Team.
- Be revised by the Consultant to incorporate the approved comments from the Project Team. The Consultant shall obtain approval from the Project Team prior to continuing with the scope of work or finalization of the report.
- Be submitted in hard copy and digital format to each member of the Project Team at least two weeks prior to a scheduled meeting to discuss the draft.

The information produced in this study is considered to be the property of the Garden River First Nation. As such, the Consultant shall turn over all original photographs, maps, drawings, computer files and reports to Garden River First Nation. A statement to this effect shall be included in the agreement between the Consultant and the First Nation.

#### 4.1.1 Background & Needs Report

At a minimum, this report will contain:

- Historical population census data figures and growth rate.

- Population projections for the 5, 8, 10, and 20-year time frames.
- Number of new and replacement houses required over the planning period, 0, 5, 8, 10, and 20-year.
- An assessment of the existing infrastructure.
- Land requirements for various uses (residential, recreational, institutional, commercial, etc.)
- Design criteria, i.e., water quality, fire flows, sewage treatment capacity, solid waste generation, etc. Present the design data for the 0, 5, 8, 10, and 20-year time frames.
- A summary for each of the previously identified studies.

#### 4.1.2 Interim Report

At a minimum, this report will contain:

- The contents of the Background & Needs report, edited to address comments from the Project Team.
- Difficulties/constraints (terrain, bedrock, swamp, slope, environmental considerations, etc.) regarding infrastructure servicing for the alternative community plans.
- Preliminary development plans, including proposed land areas (in hectares) for development and recommendations for land use.
- For each asset class (i.e., water, wastewater, solid waste, roads, etc.) where an infrastructure need was identified, various solution options should be identified and analyzed, and a preliminary recommendation given. The options should be compared on the basis of effectiveness, ease of operation, costing, etc.
- For each option proposed, a Class “C” capital estimate, annual O&M estimate and 20-year lifecycle analysis.
- Results of any field work.

#### 4.1.3 Draft Final Report

At a minimum, this report will contain:

- The contents of the Interim report, edited to address comments from the Project Team.
- An executive summary in the front of the report.
- A clear statement of Garden River First Nation priorities regarding development.
- All maps, drawings, figures, tables, cost analyses, recommendations, and other project work, as defined in this Terms of Reference.

#### 4.1.4 Final Report

At a minimum, this report will contain:

- The contents of the Draft Final report, edited to address comments from the Project Team.
- The report is to be signed and stamped by a professional engineer licensed to work in the province of Ontario.

## 5 Project Meetings

The Consultant shall coordinate a minimum of four (4) meetings with the Project Team in addition to two (2) Town Hall/Open House meetings with Garden River First Nation community members. The project meetings and Town Hall/Open House meetings shall be held in Garden River First Nation unless a virtual format is more suitable. The Consultant shall also plan for any other meetings or site visits required to satisfy the requirements of the Terms of Reference (i.e., for data collection).

The Consultant shall submit meeting agendas to the Project Team members one week prior to each meeting. The Consultant shall record the minutes of all Project Meetings and distribute them to all members of the Project Team. The Consultant shall allow for the following meetings:

- Project Kickoff Meeting
- Background and Needs Report Meeting
- Interim Report Meeting
- Draft Final Report Meeting
- Town Hall/Open House Meeting (x2) (Note: These are commonly scheduled on the same day as a project team meeting.)

During the Town Hall/Open House meetings, the Consultant shall provide appropriate visual aids in order to present pertinent information. For example, maps and drawings showing lot layouts, various infrastructure servicing alternatives, land use planning, etc. These aids will remain with Garden River First Nation.

Consultants are to provide a credit in the Cost of Services form ( ) for each planned, on-site meeting that is held virtually instead.

## 6 Project Schedule

The Consultant will provide with their proposal a schedule for this CPS. The schedule should provide a realistic estimate of the time required to complete the scope of work of this TOR, without unduly rushing or slowing the pace of work. Risks to be project schedule should also be identified. The schedule shall also:

- Clearly identify meetings and milestone events.
- Clearly identify timeframes for provisional work.
- Allow three (3) weeks for the Project Team to review reports or major submissions prior to a scheduled meeting date.

At a minimum, the following milestone events should be noted in the schedule:

Milestone Event	Dates
Background & Needs Report Submission	July 26, 2024
Interim Report Submission	October 18, 2024
Draft Final Report Submission	November 29, 2024
Final Report Submission	December 27, 2024

## 7 Progress Reporting

The Consultant shall electronically submit each invoice to the First Nation and the Tribal Council on the payment schedule. Invoices shall include all time and charge out rates, expenses, and disbursements, excluding taxes. The Consultant shall also provide Monthly Progress and Financial Reports, as discussed below.

The Consultant shall submit Progress Reporting to the Project Team regarding the extent of work completed that period and milestones achieved to date:

- on an interval of not more than fourteen (14) calendar days (verbally); and
- on an interval of thirty (30) calendar days, a written report is due one week after the end of the month.

The Consultant shall provide a Financial Report to the First Nation:

- on an interval of thirty (30) calendar days, as part of the monthly reporting requirements with headings as follows:

<b><u>Budget</u></b>	<b><u>Billings</u></b>
Fees	Previous Billings
Expenses	Billings This Period
Total Contract	Billings to Date

The Consultant shall advise the Project Team, in writing, of any changes to the budget, or any potential changes to the contract amount. The Consultant must obtain approval prior to proceeding with any proposed scope changes.

The Consultant shall provide an updated project schedule to the Project Team monthly as part of the monthly progress reporting. It is expected that the schedule will be tracked in Microsoft Project, with pdf files submitted to the team for review.

Payment of fees and reimbursable expenses for services performed by the Consultant for which the fee is calculated on a percentage of the cost of the work completed, shall be made within 30 days upon receipt of his/her statement of account by the First Nation. The monthly fee shall be based on the Consultant's monthly progress estimate pro-rated based on the amount of the study completed, applied against the Consultant's upset limit, as well as the current amount of disbursements incurred.

The Consultant shall not be paid more than 90% of the agreed fees and disbursements until the Final Report has been reviewed and approved.

## 8 Proposal Requirements

### 8.1 Submission Instructions

The Proponent may submit printed hard copies or electronic copies of the proposal.

The submission process for will use the “Two Envelope” system, which divides the proposal into a “Technical Section” and a “Cost Section.” **ALL information related to cost will be contained in the "Cost Section."**

**Printed copies must be sealed in separate envelopes and delivered either by hand or through a courier to the address below.**

**Electronic copies shall be provided in a separate email to the address below. The “Cost Section” shall be password protected PDF file.** The Proponent shall retain the password until it is requested by the Project Team. Please note that email attachments should not exceed 15 MB in size.

Proposals must be received no later than 3:00 PM local time on May 22, 2024 at the following address:

Printed copies: Garden River First Nation Band Office  
7 Shingwauk Street, Garden River, ON P6A 6Z8

Electronic copies: [capital.projects@gardenriver.org](mailto:capital.projects@gardenriver.org)

Late proposals will not be accepted and will be returned unopened. Each Proponent alone bears the responsibility for delivery of the proposal by the stipulated date and time. Proposals may not be altered or retracted after the stated submission date and time.

A Proponent may submit questions, addressed to Capital Projects, regarding this Terms of Reference through the email specified above. The last day for questions is May 17, 2024 at 3:00PM local time.

The First Nation may choose to amend or supplement these Terms of Reference prior to the proposal submission date. The First Nation shall issue changes to this Terms of Reference by addenda *only*. No other statement, whether oral or written, shall amend this document. Proponents must acknowledge any addendums issued in their proposals.

## 8.2 Mandatory Requirements

The following are **Mandatory Requirements** that the Consultant must provide in their proposal.

- That the person(s) assigned to the lead role(s) in the project have proof of good standing from Professional Engineers Ontario (PEO).
- That the Consulting firm has insurance as described in Section 8.2.1. Proof of insurance is to be provided with the proposal.
- Three (3) references from three (3) different organizations for which the Consultant has performed similar work. The references must include the name of the organization, contact name with current contact information, a short description of the work and the contact's role in the project.
- Fees and disbursements for the specified services expressed separately as a lump sum (fixed). These costs must be summarized on the Cost of Services Form ( ) and submitted in a **separate, sealed envelope** (see Section 8.1 for more submission instructions).



### 8.2.1 Insurance

The Contract is contingent upon proof of the insurance described below. Such insurance shall be in force on the date of execution of the Contract and shall remain continuously in force for the duration of the Contract.

1) Commercial General Liability

The policy limit shall be no less than two million dollars (\$2,000,000) per occurrence. The Owner and their representatives shall also be named as being covered by the policy. Such general liability insurance shall provide coverage in respect of property damage and/or bodily injury (including death) arising out of any and all services and shall include property damage if the damaged work or the work out of which the damage arises was performed on behalf of the Consultant by a sub-Consultant and shall include bodily injury (including death) if the bodily injury (or death) arises out of work performed on behalf of the Consultant. Such insurance shall contain a cross-liability endorsement.

2) Professional Liability Insurance (Errors and Omissions)

The policy shall be in an amount not less than two million dollars (\$2,000,000.00) per claim and in the aggregate insuring the Consultant. The coverage under the policy shall be maintained continuously during the project and for two years after the termination or expiration of the Contract and shall cover insurable losses arising out of an error or omission in the rendering of or failure to render the services.

The insurance coverage cannot be modified without written consent of the First Nation's Project Team. It is understood and agreed that the Consultant shall not change or cancel the insurance coverage provided for this project until 60 days after written notice of such change or cancellation has been personally delivered to the First Nation.

### 8.3 Technical Section

The Consultant's proposal shall acknowledge that they have had adequate discussions and access to sufficient information to enable them to undertake the work described in this Terms of Reference. The Technical Section of the proposal shall include, but is not limited to, the following information:

1) Firm and First Nations Experience

This section shall give a brief description of the Proponent's firm, qualifications, and expertise. The Proponent shall include in the Proposal their qualifications to undertake the project including a list of similar work undertaken in Government, First Nation and Private sectors and corresponding references (Minimum of 3 projects in the past 10 years).

2) Project Team

This section will identify assigned staff and any sub-Consultants along with their qualifications, registration, and the value they add to the project. Please include in the proposal an **organization chart**.

The Project Manager must provide information regarding their experiences in the last five (5) years that are relevant to the duties required herein. It is recommended to include a brief statement relative to the qualifications of the Project Manager to undertake the project based on experience of similar projects, cost control, expertise, etc. A committed back-up Project Manager should also be identified, including their qualifications.

The Proposal shall identify the portions of the project to be undertaken by each member of the Team. This should include a description of their project duties and responsibilities and estimated hours for the project. Please include in the proposal a time-task matrix.

No changes in the Proponent's Team will be permitted without a written request for such changes and written approval by the Project Team.

The Proponent shall provide an Appendix showing the Curricula Vitae/Resumes of the proposed Project Team staff and any sub-Consultants. The Proponent shall provide proof of registration or licensure to practice within the Province of Ontario with a P. Eng. Designation. Proof of sub-Consultant professional engineering registration and professional insurance is to be provided with the proposal.

### 3) Proposal

This section shall give a description of the proposed scope of work and demonstrate that the Proponent understands the size, complexity, and constraints of the work. The following details are recommended for inclusion in the proposal:

- Highlight technical methods and innovative ideas to be utilized to complete the project.
- Detail the process that will be utilized to complete the project and how the scope of work in the Terms of Reference will be met and exceeded.
- Any major difficulties that are anticipated.
- Highlight any request for changes to the statement of work.

### 4) Schedule

The Proponent's proposal will indicate the number of weeks required to complete the project and include the proposed schedule. The schedule will include suggested milestones, key stages, specific field work, work durations and dates for the implementation of the project.

The schedule shall be included in the Proponent's contract.

It is encouraged that the Proponent provide examples of similar projects where they met their proposed schedule and include corresponding references.

### 5) Methodology

This section should give a brief description on the management of the work, delegation of responsibility, work plans, scheduling, and cost control, reporting and quality control. Methods for controlling costs and schedules should be presented.

**The proposal should also highlight any opportunities for First Nations members to be involved in the project, and/or any steps taken to promote and implement skill transfer to the First Nation.**

## 8.4 Cost Section

The fixed consulting fees and disbursements for the performance of services for all portions of the project based on the requirements of the Terms of Reference are to be provided in a separate sealed envelope. Hourly rates for all assigned staff shall also be submitted. This should include rates and policy for “overtime” work undertaken.

The Proponent should note that the First Nation is GST and HST Exempt. A GST and HST Exemption letter can be provided upon request from the Proponent.

The Proponent shall provide a cost breakdown for the services requested in this Terms of Reference. The breakdown shall show the fixed cost of professional fees and expenses. The work breakdown shall be in the form of a time-task matrix and demonstrate the person-hours for each task. This information must be shown in a chart, in matrix form, preferably in the same format used in the “Technical Section,” except including costs. The total cost per task, per team member, for the whole project shall be shown in the matrix.

The Proponent shall describe in detail the basis upon which the fee is based, and clearly outline the cost of any exclusion, provisional and/or discretionary items which may impact the proposed fee.

The breakdown of the Proponents proposed fees and disbursements as described in the Proponent’s Proposal will be summarized from the submitted time and task activity matrix of work using the format shown in .

## 9 Proposal Evaluation

### 9.1 Evaluation Process

Each proposal will first be examined to determine if it meets the mandatory requirements. Assuming all mandatory requirements are met, the proposal evaluation process is described below:

- 1) Each proposal will first be evaluated separately by representatives from the Evaluation Team using the point system for all criteria (except costs) as indicated in the “Proposal Evaluation Criteria Table.”
- 2) The evaluation procedure for all criteria (except costs) is to:
  - a) Assign a score between 0 to 10.
  - b) Calculate the mark for each criteria by multiplying the score by the weight; and

- c) Add up each mark to determine the subtotal.
- 3) All score sheets from each representative will hold the same weight and averages will form the Evaluation Team’s Scores.
  - 4) Evaluation Team shall review averages and achieve consensus on proposal scoring prior to opening cost files.
  - 5) For all proposals attaining 75% or higher on the technical component, the passwords to the cost files will be requested and the files opened. For proposals that do not score a minimum of 75% on the technical component, the cost files will not be opened.
  - 6) Proposals with prices that are either 60% higher or 60% lower than the average proposal price may be disqualified.
  - 7) The terms of the contract may be negotiated with all or any Proponent. Should negotiations breakdown with the Proponent with the highest overall score, the Proponent with the second highest score will be contacted. This procedure will be continued until a contract is finalized.

## 9.2 Evaluation Team

There will be a minimum of three (3) evaluators. They may include participants from the following organizations:

- First Nation (Chief & Council, Capital Projects, etc.)
- Tribal Council (Technical Representative, etc.)
- ISC (Capital Management Officer, Engineer, Environment Officer, etc.)

## 9.3 Proposal Evaluation Criteria Table

Proposals will be evaluated using the criteria and point system set out in the table below:

Evaluating Team Member: _____				
Criteria	Mark (0 to 10)	Weight	Score	Comments/Notes
<b>Firm:</b> Experience, registration, and satisfactory performance on similar projects (government and private sector). The references provided may be contacted. Responsible officers of government funded projects may also be contacted when such projects are referenced.		1.0		
<b>First Nation Experience:</b> Experience, registration, and satisfactory performance on similar First Nation projects. The references provided may be contacted. Responsible officers of government funded projects may also be contacted when such projects are referenced.		0.5		

Garden River First Nation – Capital Planning Study – Terms of Reference

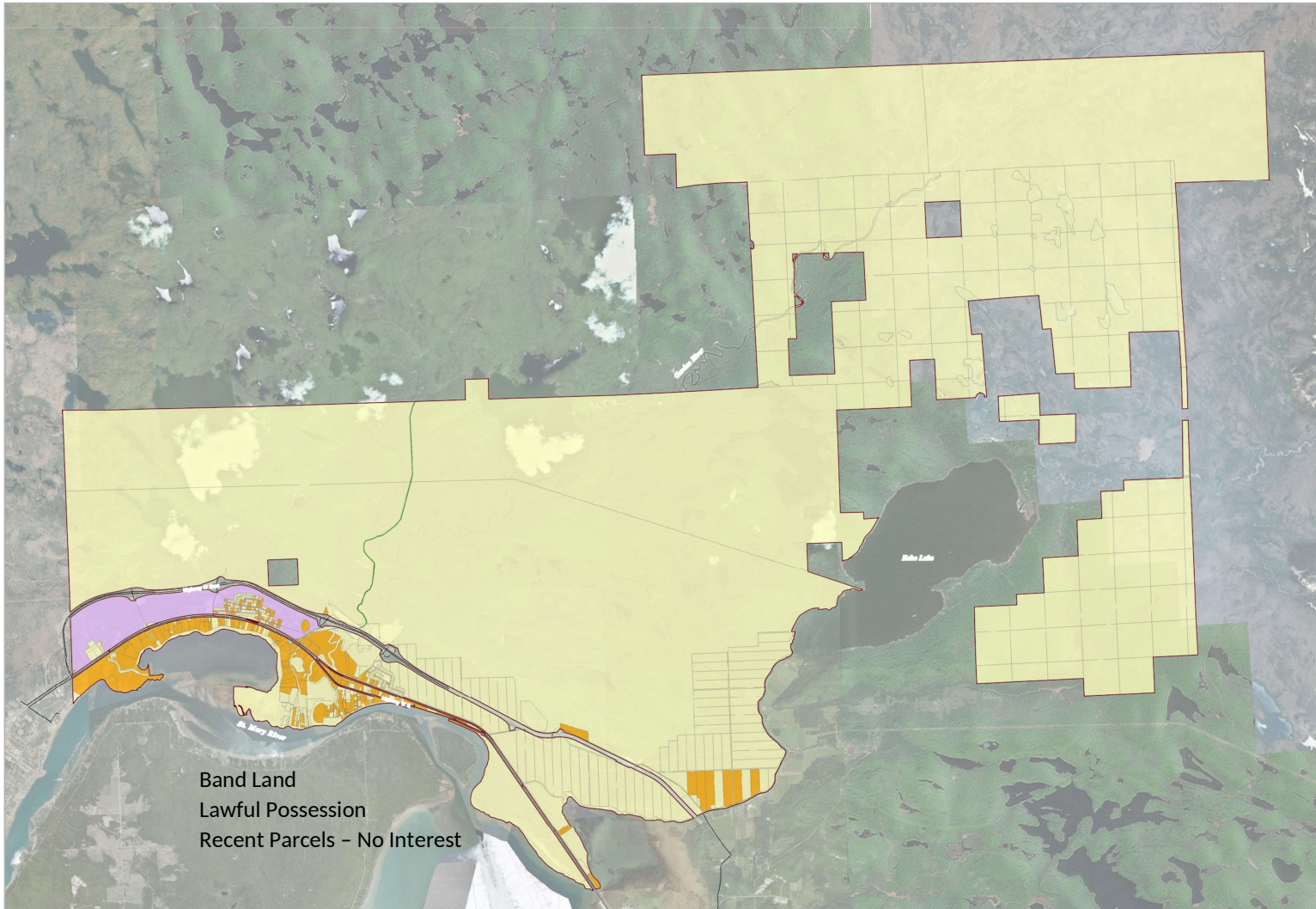
<b>Project Team:</b> The number, qualifications, and relevant experience of personnel to be assigned to the proposed team.		2.0		
<b>Proposal:</b> The depth and detail of the proposal which indicates an understanding of the size, complexity, and time constraints of the work.		1.0		
<b>Schedule:</b> The proposed schedule for the work. Management of the work, delegation of responsibility, work plans, schedule, and cost control, reporting and quality control.		1.0		
<b>Methodology:</b> The methodology proposed for the performance of the work in accordance with the Terms of Reference. This includes the Proponent’s management section and proposed skill transfer to the First Nation.		2.5		
<b>Costs of Services</b>		2.0		

**Marks**

- 10 Proposal exceeds requirements.
- 7 Most of the important elements are provided, acceptable.
- 4 Some of the important elements are provided, unacceptable.
- 0 The element was not provided.

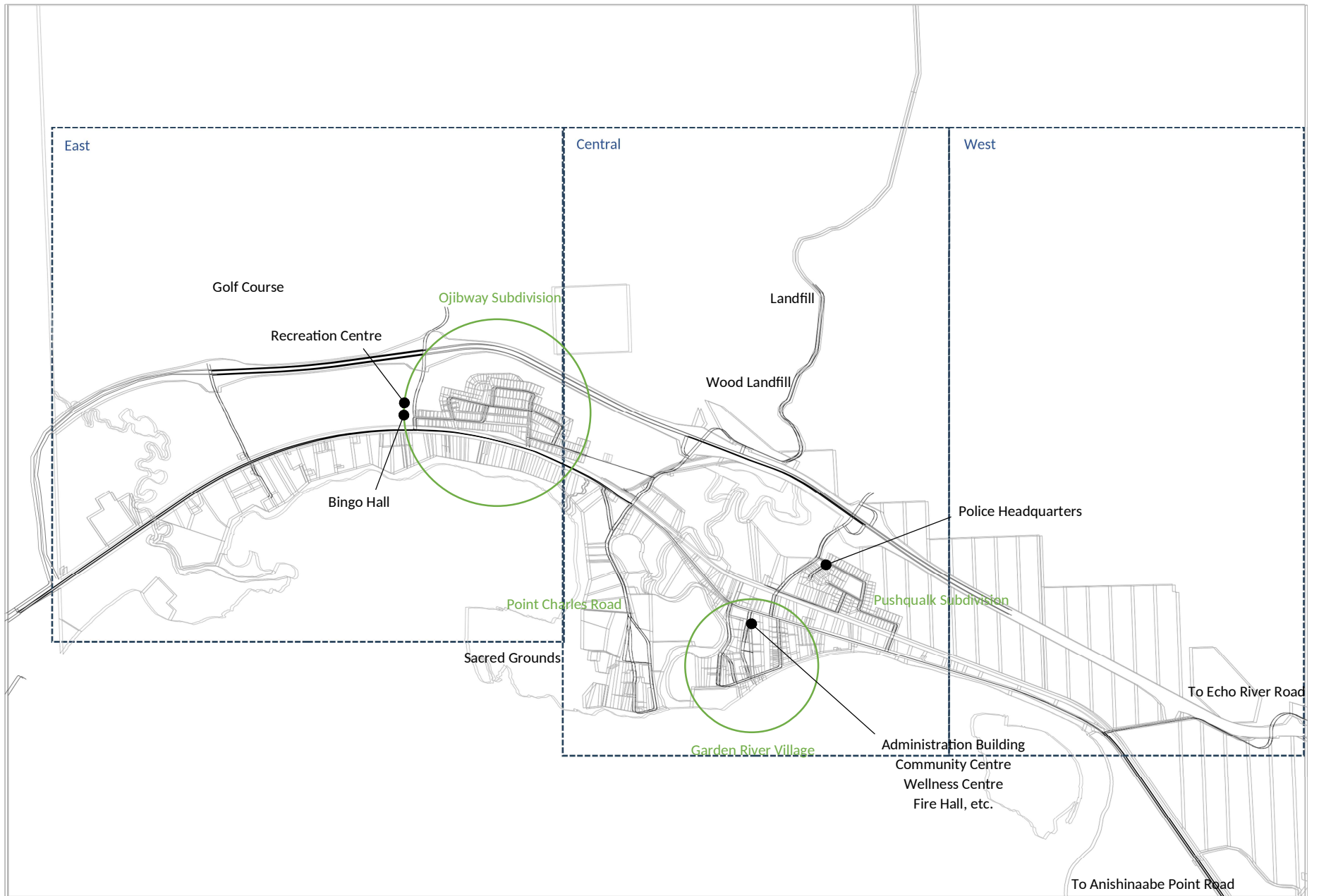
\*The costs for some or any Provisional Items may be excluded when evaluating costs of services.

## Appendix I: Site Maps





Garden River First Nation – Capital Planning Study – Terms of Reference



## Appendix II: Cost of Services Form

**TO BE PROVIDED IN A SEPARATE, PASSWORD PROTECTED DIGITAL FILE.**

Location of Work: Garden River First Nation, Ontario

Description of Work: Capital Planning Study

PHASE		FEES	DISBURSEMENTS	TOTAL
1	Background and Needs			
2	Interim			
3	Draft Final			
4	Final			
5	Project Meetings			
6	Community Meetings			
<b>SUB-TOTALS</b>				

### Provisional Items/Cash Allowances

Water Sampling	_____
Hydraulic Study	_____
Hydrogeological Investigation	\$30,000.00
Geotechnical Investigation	\$30,000.00
Environmental Assessment and/or Species at Risk Study	\$10,000.00
Archeological Assessment	\$10,000.00

<b>TOTALS</b>			
---------------	--	--	--

Additional On-Site Meeting (per Meeting) \_\_\_\_\_

Credit for Meetings held via Teleconference in lieu of On-Site \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_



Garden River First Nation – Capital Planning Study – Terms of Reference

---

---

---

Signature:

---

Position/Capacity

## Appendix III: List of Codes, Standards & Regulations

The Consultant shall adhere to the current versions of all applicable guidelines, standards and regulations, as listed below. Note that this list is not intended to be exhaustive.

- Associated AWWA Standards and Manual of Practice by AWWA,
- Associated CSA Standards by Canadian Standards Association
- Canada Labour Code(R.S.C., 1985, c. L-2)
- Canada Occupational Health and Safety Regulations (SOR/86-304)
- Canadian Electrical Code
- Canadian Environmental Assessment Act, 2012 (s.c. 2012, c. 19, s. 52)
- Canadian Environmental Protection Act , 1999 (S.C. 1999, c.33)
- CSA Standard B-126 - Water cisterns
- Environment Canada – Wastewater Systems Effluent Regulation (WSER), July, 2012
- Environment Canada Regulations
- Fire Protection Engineering Standards of the Fire Commissioner of Canada
- Hazardous and/or designated substances provincial/territorial acts and regulations
- Hazardous Materials Information Review Regulations (SOR/88-456)
- Hazardous Products Act (R.S.C., 1985, c. H-3)
- Health Canada – From Source to Tap: Guidance on the Multi-Barrier Approach to Safe Drinking Water
- Health Canada – Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction – Version 1 Part 2 – Application of The Federal Framework Section 5.3 Surface water intakes
- Health Canada – Guidance for Providing Safe Drinking Water in Areas of Federal Jurisdiction – Version 2
- Health Canada – Turbidity in Drinking Water
- Health Canada – Guidance for Designing, Installing, Maintaining and Decommissioning Drinking Water Cisterns in First Nations Communities South of 60
- Health Canada – Guidelines for Canadian Drinking Water Quality
- Health Canada – Procedure for Addressing Drinking Water Advisories in First Nation Communities South of 60°
- Hydro One Networks, notably regarding utility line right of ways (ROW).
- Indian Reserve Waste Disposal Regulations (C .R.C. , c. 960)
- ISC – Construction Contracting Guidelines for First Nations and Aboriginal Communities (Contract Administration Training Publication - CN1)
- [ISC – Contracting for Professional Services for First Nations and Aboriginal Communities \(Contract Administration Training Publication - CN2\)](#)
- [ISC – Design Guidelines for First Nation Water Works](#)
- ISC – Fire Protection, Technical Information Document. RPS for INAC - TID-FP-01 PWGSC (2000)
- [ISC – First Nations and Aboriginal Communities Project Management Manual](#)
- [ISC – Framework to Guide the Development of a First Nation Tendering Policy](#)
- [ISC – Level of Service Standards – Fire Protection Services- Capital Facilities and Maintenance Program](#)
- ISC – Management Control Framework for Capital Facilities and Maintenance Program, March, 2013
- ISC – Project Design and Contract Documents Manual, 2004
- ISC – Project Implementation Procedures Manual for Water and Wastewater Systems, 2005
- [ISC – Protocol for Centralized Drinking Water Systems in First Nations Communities](#)

- [ISC – Protocol for Centralized Wastewater Systems in First Nations Communities](#)
- [ISC – Protocol for Decentralized Water and Wastewater Systems in First Nations Communities](#)
- [ISC – Protocol for ISC – Funded Infrastructure](#)
- ISC – Technical Support Document, TSD 4-6 Life Cycle Costing, June 1985
- [ISC – Tendering Policy on Federally Funded Capital Projects for First Nations on Reserve](#)
- [ISC – Water and Wastewater Policy and Level of Service Standards \(Corporate Manual System\)](#)
- MECP – 4448e Procedure for Disinfection of Drinking Water in Ontario
- MECP – 4449e Technical Support Document for Ontario Drinking Water Standards, Objectives, and Guidelines
- MECP – Design Guidelines for Drinking Water Systems
- MECP – Water Management: Policies, Guidelines, Provincial Water Quality Objectives
- National Building Code of Canada
- National Energy Code of Canada for Buildings
- National Fire Code of Canada
- National Plumbing Code of Canada
- NFPA codes associated to water works and electrical works
- NSF Standards:
  - NSF 53 - Drinking water treatment units - Health effects
  - NSF 55 - Ultraviolet microbiological water treatment systems
  - NSF 58 - Reverse osmosis drinking water treatment systems
  - NSF 60 - Drinking water treatment additives - Health effects
  - NSF 61 - Drinking water system components - Health effects
  - NSF 62 - Drinking water distillation systems
  - NSF 372 – Drinking water components – lead content
- Occupational Health & Safety Act Section 70 (2) 23. (Ontario)
- Ontario Building Code
- Ontario Construction Lien Act
- Ontario Drinking Water Quality Standards (O.Reg. 169/03)
- Ontario Electrical Code
- Ontario Electrical Safety Code
- Ontario Fire Code (OFC)
- Ontario Regulation 903 – Wells and its amendment
- Ontario Safe Drinking Water Act
- Ontario Water Resources Act
- Other Federal, Provincial and regulatory agency requirements
- Provincial I Territorial Worker's Compensation Act and Regulations (as per project location)
- Safe Drinking Water Act, 2002, including Ontario Regulation 170/03 - Drinking Water Systems
- Safe Drinking Water First Nations Act, 2013
- Species at Risk Act (S .C. 2002, c. 29)
- Ten State Standards
- The Fisheries Act (R.S.C., 1985, c. F-14)