



Métis Nation-Saskatchewan (MN-S)

310-20th Street East
Saskatoon, SK S7K 0A7
1-877-638-4775 ex. 2
metisnationsk.ca

// RFP//

2025-
102

MN-S REMOTE NORTHERN TINY HOMES

Métis Nation - Saskatchewan // MN-S

February // 14 // 2025

RFP No. // MNS-2025-102



Request for Proposals

For

Remote Northern Tiny Homes

Métis Nation-Saskatchewan (MN-S)

Ministry of Housing and Infrastructure

310-20th Street East

Saskatoon, SK S7K 0A7

306.343.8391

www.metisnationsk.ca

Request for Proposals No.: MNS-2025-102

Issued: Friday, February 14th, 2025

**Submission Deadline: Proposals must be received before
2:00:00 PM (CST) on
Friday, March 14th, 2025 (“RFP Closing Time”)**

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PART 1 – INVITATION AND SUBMISSION INSTRUCTIONS

1.1 Invitation to Proponents

This Request for Proposals (the “RFP”) is an invitation by the Métis Nation–Saskatchewan (“MN-S”) to prospective Proponents to submit proposals for the supply of six (6) Tiny Homes, as well as the site preparation for, and transportation of, eight (8) Tiny Homes. This scope of work is further described in the RFP Particulars (Appendix A) (the “Deliverables”).

Métis Nation–Saskatchewan (MN-S) represents the province’s Métis citizens. The Métis Nation Legislative Assembly is the governing authority of the Métis Nation–Saskatchewan (MN-S) and has the authority to enact legislation, regulation, rules, and resolutions governing the affairs and conduct of the Métis in Saskatchewan. The Métis are recognized in the 1982 Canadian Constitution “Section 35 (1) the existing Treaty and aboriginal rights of the aboriginal peoples of Canada are hereby recognized and affirmed;” (2) In this Act, “aboriginal peoples of Canada” includes Indian, Inuit, and Métis peoples.

Métis Nation–Saskatchewan (MN-S) currently requires the build services for six (6) Tiny Homes, and subsequently; the transportation of, and site preparation for eight (8) Tiny Homes across five (5) remote Northern communities within Saskatchewan. Six (6) of the Tiny Homes to be moved will be those built by the Proponent, and the remaining two (2) Tiny Homes will be constructed by Others and need to be transported and commissioned at the designated site(s).

The intent of this RFP is to obtain an offer from an interested Builder to perform work to supply six (6) Tiny Homes, as well as prepare eight (8) sites across five (5) remote Northern communities with some sites containing more than one Tiny Home), and ship and commission a total of eight (8) Tiny Homes to those remote Northern sites, under a single CCDC 14 Design-Build Stipulated Price Contract (the “Agreement”).

MN-S intends for the six (6) Tiny Homes to be provided through site build or modular building practices. Construction Plans are included for traditional site build which could also be adapted to a ready-to-move modular Tiny Home, as well as Construction Plans for a Repurposed Nail Laminated Mass Timber panelized build.

The Tiny Home(s) comprise of approximately 324 square feet of interior square footage (366 square feet of exterior square footage). ‘For Pricing’ Construction Drawings and Specifications are provided as part of this RFP. MN-S has approved these designs for pricing and the overall design and specifications are to be met by the Proponent.

As currently designed, the Tiny Homes are set to meet Tier 3 for energy. MN-S would prefer that these Tiny Homes be as energy efficient as possible, and has provided an opportunity in the evaluation criteria for the Proponent to provide pricing on construction elements to move to Tier 4 as well as to Tier 4.5 (Net Zero-Ready) energy tiers. MN-S intends to add solar panels to the Tiny Homes as funding becomes available, so the Tiny Home structural and electrical elements should support this addition.

The work is to be initiated immediately after execution of the Agreement. MN-S would prefer that all Work is performed within the 2025 calendar year with all eight (8) Tiny Homes ready for turn-key occupancy no later than **December 31, 2025**, and Proponents should build their schedule to meet this timeline. Should

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the Proponent feel that this timeline is unattainable, a detailed schedule and rationale for any proposed delays should be submitted by the Proponent and may be considered by MN-S as outlined in the Evaluation Criteria.

All submissions shall be prepared and submitted, and the RFP process administered, in accordance with the following requirements:

- RFP documents, Addenda, or further information will be available electronically through MN-S website at www.metisnationsk.ca
- It is the sole responsibility of the Proponent to monitor these websites regularly to check for updates.
- It is recommended that if you intend to submit a proposal you email procurement@mns.ca to indicate your interest as soon as possible. Addenda will be directly emailed those who are registered with MN-S procurement as well as posted online.

1.2 Owner

The Owner is hereby identified as:

Métis Nation–Saskatchewan

Secretariat Inc. (MN-S)

310 – 20th Street

Saskatoon, SK S7K 0A7

1-877-638-4775 ext. 2

1.3 RFP Contact

For the purposes of this procurement process, the “**RFP Contact**” will be:

Ashton Strong, Infrastructure Project Manager

Email: procurement@mns.ca

Proponents and their representatives are not permitted to contact any employees, officers, agents, elected or appointed officials or other representatives of MN-S, other than the RFP Contact, regarding this RFP. This includes employees of Vereco Consulting & Design. Failure to adhere to this rule may result in the disqualification of the Proponent and the rejection of the Proponent’s proposal.

Questions regarding this RFP are to be sent in writing via email to the RFP contact. Questions asked via phone or other means beyond email will not be answered and will not form any part of the contract documents.

1.4 Type of Contract for Deliverables

The selected Proponent will be requested to enter into direct contract negotiations to finalize an agreement with MN-S for the provision of the Deliverables. MN-S expects the terms and conditions of the final negotiated agreement with the selected Proponent to be in the form of a CCDC 14 Design-Build Stipulated Price Contract, as further described in Appendix C. It is MN-S’ intention to enter into an agreement with one (1) Proponent. The term of the agreement is to be negotiated between

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MN-S and the Proponent based on their proposed construction schedule.

1.5 RFP Timetable

Issue Date of RFP	Friday, February 14, 2025
Deadline for Questions	Friday, February 28, 2025 2:00:00 PM CST
Deadline for Issuing Addenda	Wednesday, March 5, 2025 2:00:00PM CST
Submission Deadline	Friday March 14, 2025 2:00:00PM CST
Anticipated Initial Ranking and Commencement of Concurrent Negotiations	March 19, 2025
Anticipated Execution of Agreement	March 28, 2025

The RFP timetable is tentative only and may be changed by MN-S at any time. Work is to commence immediately after the Execution of the Agreement, weather permitting.

1.6 Submission of Proposals**1.6.1 Proposals to be Submitted at the Prescribed Location**

Proposals must be submitted online via email:

- a) Proponents shall be solely responsible for delivery of their RFP submissions in the manner and time prescribed. Submissions received after the deadline may be deemed, in the sole discretion of MN-S, to be non-compliant and not considered further.
- b) Submit one copy of the required RFP submission forms, signed and with corporate seal together with all other requirements set forth in the RFP via email.

1.6.2 Proposals to be Received on Time

Proposals must be received at the location set out above on or before the Submission Deadline. Proposals received after the Submission Deadline may be deemed non-compliant by MN-S and not evaluated further. The onus and responsibility rest solely with the Proponent to deliver its proposal to the correct email indicated in this RFP on or before the Submission Deadline. MN-S does not accept any responsibility for submissions delivered to any other location by the Proponent or its delivery agents. Proponents are advised to make submissions well before the deadline. Proponents making submissions near the deadline do so at their own risk.

1.6.3 Proposals to be Submitted in Prescribed Format

Proponents should submit one (1) PDF package of their proposal. No hardcopy submission is required, nor will be accepted, for this RFP. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return email of the Proponent.

The proposal is to be submitted to:

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**Ashton Strong, Infrastructure Project
Manager Email: procurement@mns.ca**

1.6.4 Proponent Ineligibility

- a) Submissions that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of MN-S, be declared non-compliant and not evaluated further.
- b) Submissions with forms and enclosures which are improperly prepared may, at the discretion of MN-S, be declared non-compliant and not evaluated further.
- c) Submissions that fail to include required bonding or insurance requirements may, at the discretion of MN-S, be declared non-compliant and not evaluated further.

1.6.5 Submission Withdrawal

- a) Proponents may withdraw their submission at any time up to RFP Closing time upon request in writing, addressed to, and received by the RFP Contact at the email address provided above. Withdrawn submissions may be resubmitted in accordance with this RFP providing the resubmitted submission is received at the location indicated, prior to RFP Closing time.
- b) MN-S is under no obligation to return withdrawn proposals.

1.6.6 Modifications

- a) Modifications may be made at any time prior to RFP Closing time.
- b) Modifications shall be made only in writing, addressed to the RFP Contract at the email address above and indicating the name of the Project in the email subject line.
- c) MN-S will not accept responsibility for the content of modifications or modifications that are, for any reason, delayed, illegible, or otherwise improperly received.
- d) Late or improperly received proposal modifications may not be considered by MN-S.

1.6.7 Consent of Surety

- a) Each Proponent must submit consent of surety, stating that the surety is willing to supply performance and labour and material payment bonds specified.
- b) The Proponent shall include the cost of bonds in the Proposal Price.

1.6.8 Fees for Changes in Work

- a) Each Proponent should note that the Change Order Process will apply to this contract. Each Change Order will be approved separately. The maximum markup allowable on Supplier and Subcontractor invoices is 5%. MN-S may, in its sole discretion, negotiate this rate with the Proponent during this RFP process.

1.6.9 Submission Signing

The Proponent's submission shall be signed by the Proponent in a form reasonably satisfactory to MN-S, with the expectation being the following:

- a) Sole Proprietorship: Signature of the sole proprietor in presence of witnesses who will also sign. Insert the words "Sole Proprietor" under the signature. Affix seal.

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- b) Partnership: Signature of all partners in presence of witnesses who will also sign. Insert the word “Partner” under each signature. Affix seal to each signature.
- c) Corporation: Signature of duly authorized signing officer(s) in normal signatures. Insert the officer’s capacity in which the signing officer acts, under each signature. Affix corporate seal. If the submission is signed by officials other than the President and Secretary of the company, or President-Secretary-Treasurer of the company, a copy of the bylaw resolution of the Board of Directors authorizing them to do so must also be submitted with the submission.
- d) Joint Venture: Each party of a joint venture must execute the submission under respective seals in a manner appropriate to such party as described above, similar to the above requirements pertaining to a Partnership.

1.6.10 Information Submittal Forms

- a) The Proponent is required to fill out the Pricing Form (Form 8), the Proposal Submission Form (Form 9) and other required forms as described in the RFP.

[End of Part 1]

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PART 2 – EVALUATION AND NEGOTIATION

2.1 Stages of Evaluation and Negotiation

MN-S will conduct the evaluation of proposals and negotiations in the following stages:

Stage I – Requirements

Stage II – Evaluation

Stage III – Pricing

Stage IV – Contract Negotiations

2.2 Stage I – Requirements

2.2.1 Submission Forms (Appendix B)

Each proposal should include all Submission Forms outlined by the RFP, and where required be completed and signed by an authorized representative of the Proponent.

2.2.2 Pricing Form

Each proposal should include a Pricing Form (Form 8), or a document containing the information requested by the Pricing Form, completed in accordance with the instructions contained in the form. The Pricing Form is provided as part of the RFP PDF to be filled in manually, or an Excel sheet is offered for those who wish to enter their data in Excel and print their response to PDF to attach with their submission.

2.3 Stage II – Evaluation

MN-S will evaluate each qualified proposal on the basis of the rated criteria as set out in Section C of the RFP Particulars in Appendix A.

2.3.1 Initial Ranking of Proponents

After the completion of Stage II, each Proponent's score from Stage II will be added together and the Proponents will be ranked based on their total scores.

2.4 Stage III – Pricing

Stage III will consist of scoring the submitted pricing in accordance with the price evaluation method set out in the Pricing Form. The evaluation of the price will be undertaken after the evaluation of requirements and rated criteria have been completed. After the completion of Stage III, each Proponent's score from previous Stages will be added together and the Proponents will be ranked based on their total scores, resulting in a Preferred Proponent.

2.5 Stage IV - Contract Finalization

2.5.1 Contract Finalization Process

Any negotiations will not constitute a legally binding offer to enter into a contract on the part of MN-S or

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the Preferred Proponent and there will be no legally binding relationship created with any Proponent prior to the execution of the Agreement. The terms and conditions contained in Form #4 are intended to be included in the final negotiated agreement with the selected Proponent. The finalization process may include requests by MN-S for supplementary information from the Preferred Proponent to verify, clarify, or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation and may include requests by MN-S for improved pricing, performance, or contractual terms from the Preferred Proponent.

2.5.2 Time Period for Negotiations

MN-S intends to conclude negotiations and finalize the agreement within 10 days of providing the written notice to the Preferred Proponent. The Preferred Proponent should, therefore, be prepared to provide requested information in a timely fashion and to respond to any matters raised in the contract finalization expeditiously.

2.5.3 Failure to Enter into Agreement

If MN-S and the Preferred Proponent cannot finalize the agreement for the Deliverables within 10 days, MN-S may, at its sole discretion and consideration of its own best interests may:

- (a) extend the period for finalization of the Agreement with the Preferred Proponent;
- (b) discontinue negotiations with the Preferred Proponent and may invite any other Proponent to enter into the finalization process, utilizing the same process described above; or
- (c) terminate this RFP process entirely or proceed with some or all of the project in some other manner, including using other contractors.

2.5.4 Notification to Other Proponents

Other Proponents that may become eligible to finalize the Agreement with MN-S will be notified at the commencement of the negotiation process with the top-ranked Proponent. Once an agreement is finalized and executed by MN-S and a Proponent, the other Proponents will be notified in accordance with the Terms and Conditions of the RFP Process (Part 3).

[End of Part 2]

PART 3 – TERMS AND CONDITIONS OF THE RFP PROCESS

3.1 General Information and Instructions

3.1.1 Proponents to Follow Instructions

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

3.1.2 Proposals Language

All proposals are to be in English only.

3.1.3 No Incorporation by Reference

The entire content of the Proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the Proponent's proposal but not attached may not be considered to form part of its proposal. If Proponents wish to reference websites or external documents, they should obtain the approval of the RFP Contact prior to the Submission Date. Proponents are responsible for ensuring that all external content that is referenced is accurate, and are to provide notice to MN-S of any changes that may arise after submission. MN-S may, at any time, require a Proponent to provide a hard copy of some or all of the external content referenced.

3.1.4 References and Past Performance

In the evaluation process, MN-S may consider information provided by the Proponent's references and may also consider information independently obtained by MN-S about the Proponent or its proposal in the course of MN-S's own due diligence, including any previous dealings or experience, if any, with a Proponent. MN-S may contact any of the Proponent's customers who MN-S believes may be able to provide information about the Proponent that would be pertinent to this RFP.

3.1.5 Information in RFP Only an Estimate

MN-S and its advisers make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to Proponents the general scale and scope of the Deliverables. It is the Proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

3.1.6 Proponents to Bear Their Own Costs

The Proponent will bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

3.1.7 Proposal to be Retained by MN-S

MN-S will not return the proposal or any accompanying documentation submitted by a Proponent.

MNS-2025-102**3.1.8 No Guarantee of Exclusivity of Contract**

The agreement to be negotiated with the selected Proponent will not be an exclusive contract for the provision of the described Deliverables. MN-S may contract with others for goods and services the same as or similar to the Deliverables or may obtain such goods and services internally.

3.2 Communication after Issuance of RFP**3.2.1 Proponents to Review RFP**

Proponents should promptly examine all of the documents comprising this RFP, and may direct questions or seek additional information, by email to the RFP Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the RFP Contact. MN-S is under no obligation to provide additional information, and MN-S is not responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the Proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. MN-S is not responsible for any misunderstanding on the part of the Proponent concerning this RFP or its process.

3.2.2 All New Information to Proponents by Way of Addenda

MN-S may, at its discretion through the Contact Person, amend this RFP at any time by issuing a written addendum modifying this RFP (“**Addendum**” or “**Addenda**”). Written Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, will be included in, or in any way amend, this RFP. No other employee or agent of MN-S is authorized to amend or clarify this RFP. Written Addenda will be forwarded to all known Proponents and posted on www.metisnationsk.ca.

3.2.3 Post-Deadline Addenda and Extension of Submission Deadline

If MN-S determines that it is necessary to issue an Addendum after the Deadline for Issuing the Addenda, MN-S may extend the Submission Deadline for a reasonable period of time. Changes to the Deadline will be forwarded to all known Proponents and posted on www.metisnationsk.ca.

3.2.4 Verify, Clarify, and Supplement

When evaluating proposals, MN-S may at its sole discretion request further information from the Proponent or third parties in order to verify, clarify or supplement the information provided in a proposal. The response received by MN-S shall, if accepted by MN-S, form an integral part of the Proponent’s proposal.

MN-S may consider information independently obtained by MN-S about the Proponent or its proposal in the course of MN-S’ own due diligence, including any previous dealings or experience by it or others, if any, with a Proponent.

3.2.5 Time Disputes

In the event of a dispute regarding time, the MN-S time clock will govern.

3.3 Conflict of Interest and Prohibited Conduct**3.3.1 Conflict of Interest**

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MN-S may disqualify a Proponent, or take any other action it deems appropriate in its sole discretion, for any conduct, situation or circumstances, determined by MN-S, in its sole and absolute discretion, to constitute a Conflict of Interest.

3.3.2 Disqualification for Prohibited Conduct

MN-S may disqualify a Proponent, rescind an invitation to negotiate, or terminate a contract subsequently entered into, or take such other action it may deem appropriate if MN-S, in its sole and absolute discretion, determines that the Proponent has engaged in any conduct prohibited by this RFP.

3.3.3 Prohibited Proponent Communications

Proponents should not engage in any communications that could constitute a Conflict of Interest.

3.3.4 Proponent Not to Communicate with Media

Proponents should not at any time directly or indirectly communicate with the media in relation to this RFP or any agreement entered into pursuant to this RFP without first obtaining the written permission of the RFP Contact.

3.3.5 No Lobbying

Proponents should not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful Proponent(s).

3.3.6 Illegal or Unethical Conduct

Proponents are not to engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion or collusion. Proponents are not to engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of MN-S; deceitfulness; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

3.3.7 Past Performance or Past Conduct

MN-S may prohibit a Proponent from participating in this or future procurement processes based on past performance or based on inappropriate conduct in a prior procurement process, including but not limited to the following:

- (a) illegal or unethical conduct as described above;
- (b) the refusal of the Proponent to honour its submitted pricing or other commitments; or
- (c) any conduct, situation or circumstance determined by MN-S, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

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3.4 Confidential Information

3.4.1 Confidential Information of MN-S

By submitting a proposal under this RFP, a Proponent understands and agrees that all information provided by or obtained from MN-S in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) is the sole property of MN-S and must be treated as confidential;
- (b) is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- (c) must not be disclosed without prior written authorization from MN-S; and
- (d) must be returned by the Proponent to MN-S immediately upon the request of MN-S.

3.4.2 Confidential Information of Proponent

Proposals will be accepted in confidence, as they contain financial, commercial, scientific, technical and/or labour relations information, except as may be otherwise provided herein. The confidentiality of such information will be maintained by MN-S, except as otherwise required by law or by order of a court or tribunal.

Proponents are advised that their proposals will, as necessary, be disclosed, on a confidential basis, to advisers retained by MN-S, to advise or assist with the RFP process, including the evaluation of proposals. If a Proponent has any questions about the collection and use of personal information pursuant to this RFP, questions are to be submitted to the RFP Contact.

3.5 Procurement Process Non-Binding

3.5.1 No Contract A and No Claims

This procurement process is not intended to create and will not create a formal, legally binding proposal process and will instead be governed by the law applicable to direct commercial negotiations. For greater certainty and without limitation:

- (a) this RFP will 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 MN-S nor any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and
- (c) the Proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of MN-S' decision to not accept the proposal submitted by the Proponent, to enter into an agreement with any other Proponent, or to cancel this proposal process, and the Proponent shall be deemed to have agreed to waive such right or claim.

MNS-2025-102**3.5.2 No Contract until Execution of Written Agreement**

This RFP process is intended to identify prospective Proponents for the purposes of negotiating potential agreements. No legal relationship or obligation regarding the procurement of any good or service will be created between a Proponent and MN-S by this RFP process. A legal relationship will not arise until the successful negotiation and execution of a written agreement (CCDC 14).

3.5.3 Non-Binding Price Estimates

While the pricing information provided in proposals will be non-binding prior to the execution of a written agreement, such information will be assessed during the evaluation of the proposals and the ranking of the Proponents. Any inaccurate, misleading or incomplete information, including withdrawn or altered pricing, could adversely impact any such evaluation or ranking or the decision of MN-S to enter into an agreement for the Deliverables.

3.5.4 Effect of this RFP

This RFP process does not in any way restrict or limit MN-S' pre-existing rights to engage in commercial negotiations with any vendor or to procure the Deliverables from any vendor through any other process.

Without limiting the generality of the foregoing, MN-S may:

- (a) choose whether to evaluate any proposal;
- (b) modify this RFP or RFP process, including any technical, commercial, or contractual terms;
- (c) re-issue this RFP, either in the same form, or with modifications;
- (d) begin or end negotiations with any Proponent for some or all of the Deliverables;
- (e) reject any proposal;
- (f) abandon its plans to obtain any of the Deliverables;
- (g) invite anyone (including any Proponent) to give it an offer to provide some or all of the Deliverables under any terms;
- (h) require any Proponent to submit further information not requested in this RFP to verify the Proponent's ability to perform the contract, including financial data, references to support assertions of past relevant experience, information about the Deliverables, and proof of the Proponent's legal capacity to perform the contract;
- (i) inspect the Proponent's equipment and facilities that will be used to perform the contract to verify the Proponent's technical or commercial capacity to perform the contract;
- (j) select a Proponent other than the Proponent whose proposal reflects the lowest cost to MN-S;
- (k) waive formalities and accept proposals that substantially comply with the requirements of this RFP;
- (l) verify with any Proponent or with a third party any information set out in a proposal;
- (m) check references other than those provided by any Proponent;
- (n) disqualify any Proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- (o) disqualify any Proponent or the proposal of any Proponent who has engaged in conduct prohibited by this RFP;
- (p) cancel the RFP process without liability at any time.

3.6 Governing Law and Interpretation

These Terms and Conditions of the RFP Process (Part 3):

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- (a) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
- (b) are non-exhaustive and must not be construed as intending to limit the pre-existing rights of the parties to engage in pre-contractual discussions in accordance with the common law governing direct commercial negotiations; and
- (c) are to be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

[End of Part 3]

APPENDIX A – RFP PARTICULARS

A. The Deliverables

Métis Nation–Saskatchewan(MN-S) currently requires the build services for six (6) Tiny Homes, and subsequently; the transportation of, and site preparation for eight (8) Tiny Homes across five (5) remote Northern communities within Saskatchewan. Six (6) of the Tiny Homes to be moved and commissioned will be those built by the Proponent, and the remaining two (2) Tiny Homes will be constructed by Others and need to be moved from Buffalo Narrows, SK and commissioned at the designated site(s).

The intent of this RFP is to obtain an offer from an interested Builder to perform work to supply six (6) Tiny Homes, as well as prepare eight (8) sites across five (5) remote Northern communities in Saskatchewan, with some locations containing more than one Tiny Home, as well as ship and commission a total of eight (8) Tiny Homes to remote Northern sites, under a single CCDC 14 Design-Build Stipulated Price Contract (the “Agreement”).

MN-S intends for the six (6) Tiny Homes to be provided through site built or modular building practices. The Tiny Home has been designed to be efficiently built by any of the above construction methods. ‘For Pricing’ Construction Plans are included for a Repurposed Nail Laminated Mass Timber panelized build, as well as a traditional site build which can also be adapted to a ready-to-move (RTM) Tiny Home.

The Tiny Home design is comprised of approximately 324 square feet of interior square footage (366 square feet of exterior square footage). ‘For Pricing’ Construction Drawings and Specifications are provided as part of this RFP. MN-S has approved these Vereco Consulting & Design plans and the Tiny Homes are to be built from these designs. The current sets are ‘For Pricing’ sets and will be refined prior to ‘For Permit’ and ‘Issued For Construction’ by Vereco with feedback from the selected Proponent. There is no interest by MN-S to redesign the homes other than small changes that the Proponent may suggest for efficiency or cost-savings.

As currently designed, the Tiny Homes are set to meet NBC 2020 Tier 3 for energy. MN-S would prefer that these Tiny Homes be as energy efficient as possible, and has provided an opportunity in the evaluation criteria for the Proponent to provide pricing on construction elements to move to Tier 4. MN-S also intends to add solar panels to the Tiny Homes as funding becomes available, so the Tiny Home structural, mechanical, and electrical elements should support this addition.

The work is to be initiated immediately after execution of the Agreement. MN-S would prefer that all Work be performed within the 2025 calendar year, and Proponents should build their schedule to meet this timeline. Should the Proponent feel that this timeline is unattainable, a detailed schedule and rationale for any delays should be submitted by the Proponent, and may be considered by MN-S as outlined in the Evaluation Criteria.

All submissions shall be prepared and submitted, and the RFP process administered in accordance with the following requirements.

The following deliverables form the basis of the Scope of Work for this project:

Remote Northern Tiny Homes
Métis Nation-Saskatchewan (MN-S)



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- 1) Provision of six (6) turn-key (move-in ready and solar-ready) 324 square feet of interior square footage, (366 square feet of exterior square footage) Site Built, or Modular Tiny Homes built from the Construction Drawings provided by Vereco Consulting & Design.
- 2) Construction Drawing 'For Pricing' sets for both stick build (traditional or RTM) and Mass Timber Nail Laminated Panels have been provided for Proponents. Final design and specifications of mechanical, electrical, plumbing, and structural/foundational requirements are the responsibility of the Proponent subject to review and approval by MN-S and/or Vereco Consulting & Design.
- 3) Pick up and transport of two (2) Tiny Homes from Buffalo Narrows, SK to the designated site. Proponents should provide a provisional allowance to address unforeseen items regarding these two (2) homes built by Others.
- 4) Required Rezoning and Permit Applications (Costs for any Rezoning or Building/Development Permits will be the responsibility of MN-S).
- 5) The Proponent will be responsible for all costs and with completing varying levels of Site Work for the preparation of the sites listed in Appendix C for all eight (8) Tiny Homes. As shown on the site plans, some of the Tiny Homes will be placed onto the same site, but with two sets of connections and commissioning requirements. Site preparation may include, but is not limited to the following:
 - preliminary site survey to be completed prior to work commencing;
 - design and construction of site grading to ensure appropriate drainage;
 - clearing and grubbing of trees and shrubs;
 - removal of debris from any previous development or other sources;
 - construction of roadway access gravel approaches;
 - construction of driveway and parking areas as shown on the Site Plans;
 - construction of screw pile foundation (or other proposed and approved foundation as per specifications) for the Tiny Home;
 - water and sewer connections to existing infrastructure for each Tiny Home where available, including local permits, and any commissioning or testing requirements for the connections. Note: Due to the screw pile foundation, the Proponent may suggest innovative approaches to ensuring that the water and sewer lines do not freeze;
 - installation of septic holding tanks and internal water storage tanks for each Tiny Home where applicable, including proper Water Security Agency (WSA) or Saskatchewan Health Authority (SHA) or AHJ approvals and permitting as required;
 - permanent electrical connection to the Tiny Home(s) including all electrical permitting and SaskPower applications;
 - provision of a Real Property Report for each Tiny Home as applicable;
 - any and all other expenses or work required to make the eight (8) Tiny Homes turnkey/move-in ready.
- 6) Pick up and transport of two (2) Tiny Homes constructed by Others from Buffalo Narrows, SK to the designated site. Proponents will be responsible for all costs related to

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the move, including insurance coverage. Proponents should provide a provisional cash allowance to address unforeseen items regarding these two (2) homes built by Others. This may include repairing defective work or repairs due to damage incurred during transportation.

- 7) Should the Proponent elect to build the six (6) Tiny Homes off-site, any costs (including full insurance coverage) associated with the transportation of the Tiny Homes to the remote Northern sites listed in Appendix C and any applicable craning/placing of the unit onto screw pile (or other approved) foundations.
- 8) Pick up and transport of two (2) Tiny Homes from Buffalo Narrows, SK to the designated site. Proponents should provide a provisional allowance to address unforeseen items regarding these two (2) homes built by Others.
- 9) Includes any and all other items related to the final mechanical, electrical, plumbing, and structural design, engineering and construction of the above buildings.
- 10) All inspections, connections, and permits are the responsibility of the Proponent.
- 11) Includes all appliances as outlined in the 'For Pricing' Construction Drawings.
- 12) Includes all mechanical, electrical, and plumbing fixtures as outlined in the 'For Pricing' Construction Drawings or required to meet Specifications and/or Building Code.
- 13) Work is to commence as soon as possible upon Award, and should be planned to be finished no later than **December 31, 2025**.
- 14) 1-Year warranty, including travel to remote site as needed for warranty work, on all Tiny Homes and Site infrastructure (roadway access, driveways, connections) from date of Substantial Performance. While the Proponent will not be expected to warranty the physical structures of the two (2) Tiny Homes built by Others, they will be responsible for warranty on any and all work related to the remaining scope of work.
- 15) MN-S will work with the successful Proponent to ensure that the building is within budget.
- 16) Buildings must conform to A.2. Building Performance Requirements.
- 17) Buildings must conform to A.1. Proposed Building Program.

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A.1. Proposed Building Program

The below table outlines the proposed building appliances and fixtures. Proposals must accommodate for the below program requirements at a minimum.

Program Element	Approximate Area (Sq.Ft.)	Description/Notes
Total Square Footage	324	Interior Square Footage
	366	Exterior Square Footage
Bathroom	33	Plumbing fixtures and bathroom accessories
Bedroom	66	Window furnishings
Kitchen	39	Residential Kitchen and required appliances
Loft	51	Wall mounted storage loft access ladder
Porch	16	Floor mat inside entrance door
Mechanical Room	29	Required Mech. Equipment Varies by Location.
Living Room/Dining Room	141	Includes a Wood Fired Cast Iron Stove

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A.2. Building Performance Specifications

For the following sections, please use provide details in your RFP response on each of the following building assemblies and components that clarify how you will achieve the performance criteria set forth in this RFP. Proponents are welcome to use their own specification as part of their proposal, but must provide it for MN-S to be able to evaluate the quality of construction being proposed.

GENERAL REQUIREMENTS

- The design and construction of the modular buildings shall conform to current codes and standards for the AHJ.
- These buildings are to be provided using site-built or modular construction practices.
- If a modular structure is used, it must be designed to be moved to the site and placed onto a foundation. The proponent must provide details for the moving and placing of the modular/RTM house.
- The Proponent is responsible for the construction of the modular units and is expected to coordinate with MN-S who will work within the CCDC 14 contract to ensure cultural and technical excellence in design is achieved.
- The Proponent is responsible for providing a Construction Schedule in Gantt Chart format for the project. The Proponent will be responsible for providing weekly updates to the Construction Schedule to inform the MN-S team of progress throughout the Project.
- The Proponent will submit a Schedule of Values and will provide monthly progress billings.
- Payment certification will be made through a field review process.
- The Proponent must provide Maintenance and Operation Manuals in both electronic and print format to MN-S on or before the date of Substantial Performance.
- Warranty information must be provided to MN-S by the Proponent.
- The payment schedule will be negotiated during the negotiation phase.
- Local trades and labour must be used where possible and employment and training opportunities for Local Indigenous people must be considered and provided.
- The Proponent must work with MN-S and their team to ensure the proposed construction plan meets the needs of MN-S.

BUILDING SPECIFICS

- In general, equivalent products that meet the performance requirements will be considered, and must be approved by MN-S prior to installation.
- Workmanship, materials, and products are to be warrantied for a minimum period of one (1) year from the date of claimed substantial performance of the contract as determined by the payment certifier.
- Any changes to the contract price after the Construction Documentation phase must first be reviewed through standard Contract Administration processes (Proposed Change Order, Change Order, Shop Drawing Review) by MN-S and their Advisor.

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- Building materials must all be new and be approved by the Authority Having Jurisdiction (“AHJ”) to be installed in the Northern Saskatchewan climate.
- The buildings shall be prepared in accordance with the building envelope test described in the standard.
- The foundation system is designed to be a screw-pile foundation. The Proponent may propose an alternate foundation style to MN-S for review based on site conditions or preferred foundation construction method. Whichever foundation is approved, the Proponent must adhere to all applicable codes and requirements of the AHJ where it is built. The foundation must be designed and sealed by a qualified structural engineer licensed to practice in the Province of Saskatchewan and be informed by on-site geotechnical conditions where possible.

Tiny Home Framing & Decks

- Framing as per construction plans provided
- SPF #2 wood or equivalent; pressure treated wood for any areas of contact with ground/soils.
- Provision for deck/landing 4ft long 2x8 Ledger attachment at entrance door

Tiny Home Exterior Finish

- CRC Biltmore Fiberglass shingles or equivalent
- Gentek vinyl siding and trims - standard colours
- Aluminum soffit, fascia, eavestrough, and downspouts
- Vinyl windows or equivalent
 - Windows are to achieve a Metric U-Value (Uw) of 1.14 or better throughout. They are to have operable sections that have handles and bug screens. The interior and exterior colour is to be white. Frames may be Vinyl or Fiberglass but must be thermally broken.
- Bedroom window must meet egress requirements as per the AHJ requirements
- Exterior door to be rated at R6.5 - unpainted
- Exterior door is to be provided with all hardware and keying, as required by the NBC 2020.

Tiny Home Interior Finish

- Painted drywall-simply white mid-grade paint.
- Standard painted doors
- Interior doors are to be provided with all hardware, and chrome finish as required by the NBC.
- Pine select-baseboards and casings with stain finish
- The interior woodwork is to be clear-coated with a water-based varathane finish.
- Entry walk off carpet mat is to be provided in the porch to collect any excess moisture due to entry into the building.
- Flooring throughout the building is to be continual vinyl plank flooring or equivalent.
- Bathrooms are to have tile pattern 10” up the wall as a water resilient back splash behind the Lavatory.
- All exterior windows are to have construction grade blinds or equivalent curtains.
- Wall mounted storage loft access ladder

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- Wood Stove Hearth to be of fireproof material such as tile or equivalent, all surrounding area built to fire code and regulations
- Appropriately sized mirror supplied in bathroom
- Bathroom Accessories to be chrome and will include, 24" towel bar, toilet tissue holder, towel ring.

Tiny Home Millwork and Cabinetry

- Millwork is to be constructed of Maple/Birch wood in shaker style.
- Standard hardware is to be provided. Hardware is to be black finish.
- The interiors of the cabinetry are to be white melamine-coated particle board.

Tiny Home Appliances and Equipment

- The below points outline equipment requirements:
 - 1x -Danby -DERM240BSSC 24" Oven
 - 1x-Danby - DFF101B1BSLDB 30" Refrigerator
 - Stackable washer/dryer GE Appliances GUD57EEMTDG

Note: Equivalent substitutions may be chosen due to availability with the approval of MN-S.

MECHANICAL and PLUMBING

Mechanical and Plumbing Systems for each Tiny Home must meet or exceed the current standards and codes listed of the AHJ.

The Mechanical and Plumbing requirements are the responsibility and are within the scope of the Proponent. All mechanical and plumbing work must also adhere to the AHJ's standards.

- System design is the responsibility of the Proponent.
- The Proponent must commission the mechanical equipment on site to ensure the systems are functioning correctly.
- Mechanical maintenance manuals must be provided in print and digital formats to the Client where available prior to or at the date of Substantial Performance.

Energy Efficiency

The Tiny Homes are designed to meet the NBC 2020 Tier 3 energy requirements. Meeting these requirements is within the scope of the Proponent. Based on Energy Modeling of the current design, the following specifications would be required to move the Tiny Homes to Tier 4 energy compliance.

The Proponent should include their provisional pricing for individual energy efficiency upgrades for the six (6) homes within the Pricing Form. The Proponent may also suggest alternative upgrades towards meeting the Tier 4 requirements in their proposal.

Provisional pricing should be provided for each of the following items on the Pricing Form to allow the selection of specific upgrades within the Tiny Homes.

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An increase in efficiency from Tier 3 to Tier 4 will require the following:

- Increased exterior wall insulation (to 2")
- Increased roof insulation (to 16")
- Cold Climate Air Source Heat Pump space heating in addition to existing baseboard heat
- A hybrid electric/heat pump DHW heater
- Smart vapour retarder (no Polyethylene used)
- Rigid Mineral Wool insulation (no EPS used)

Energy performance verification will be required to confirm compliance with NBC 2020 9.36.

Tiny Home Mechanical Package

- HRV - simple main intermittent control located in kitchen and bathroom timer
- Kitchen stack head to include grease filter
- Bathroom stack head of round diffuser type
- Installation as per plan and code
- 40 gal electric water heater or equivalent to best utilize mechanical room square ft and ease of availability in northern communities
- Water heater pan installed and piped to stand pipe or floor drain as per code.
- Cast iron wood stove US Stove Co. Model:US269E or equivalent to be confirmed for sizing and appropriate use case by the Proponent. Final model to be approved by MN-S.
- Wood stove, chimney, and accessories to be CSA, UL, UL-C approved, and installed by a WETT approved installer, with all required inspection certificate provided for insurance.

Tiny Home Plumbing Package

- Moen or Delta faucets and trims-chrome finish
- Plumbing fixtures are to be mid-grade and code compliant, low flow. MN-S will work with the Proponent to select mid-grade equipment.
- (1) standard shower unit, shower door not included
- (1) standard low flow toilet, and seat
- (1) standard lavatory
- (1) standard Stainless Steel single compartment sink
- Water holding tank(s) as per plans or equivalent, supplied and installed based on varying service and lot requirements
- System pressure pump or equivalent pressure system installed to provide serviceability and ease of use if needed as per lot requirements
- Water meter allowance for installation and maintenance where applicable. Servicing and isolation valves to be installed as required.
- All costs to provide, organize and support Plumber connections at foundation for sewer and water
- Site specifications and utility specifications for each location can be found in Appendix
- All plumbing to code and tested to AHJ requirements.

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ELECTRICAL

Electrical Systems in the Tiny Home(s) must meet or exceed the standards and codes listed below:

- Canadian Electrical Code 2021
- CSA Standards (All that are applicable)
- National Building Code of Canada 2020
- National Fire Code of Canada 2015
- Occupational Health and Safety Act and Regulations (Sask)
- Uniform Building and Accessibility Standards Act (Sask)

Electrical requirements are the responsibility and are within the scope of the Proponent. All electrical work must also adhere to the AHJ's standards. Electrical equipment's performance must be at least 25% better than the code standard.

Tiny Home Electrical Package

- Decora plugs and switches
- Smoke detectors to code
- Heat trace/tape plug installed under each Tiny Home as required
- Dedicated block heater plug in relation to site parking lot
- Electric baseboard heaters as per design and plans
- Lighting as per plans
- Fixtures to be mid-grade resilient finish
- Tiny Home shall be made meter ready
- All costs to provide, organize, and support SaskPower connections at property line to meter location.
- Fire Detection and Alarm as per codes listed above.
- Lighting must conform to the codes listed above.
- Lighting fixtures shall be 3500k in temperature.
- Fixtures must be LED where possible and come with a 72,000 minimum life cycle with a minimum 5-year warranty.
- Supply of all necessary electrical infrastructure for mechanical systems.
- Electrical system design is the responsibility of the Proponent
- Electrical maintenance manuals must be provided in print and/or digitally to the client where available prior to or upon date of Substantial Performance.
- Provisional: Solar Installation: 5-7 Kw grid connected system per Tiny Home

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SITE PREPARATION AND EARTHWORKS

- Earthworks and Site Preparation are the responsibility and are within the scope of the Proponent. All earthworks must adhere to the AHJ and follow best environmental practices when possible. Earthworks and Site Preparation activities must adhere to any conservation requirements in the jurisdiction they are executed. Earthworks must meet or exceed NBC.
- Adequate parking and Site Access to meet the requirements of MN-S and the AHJ must be provided.

MISCELLANEOUS

- Proponent to identify any miscellaneous items.

EXCLUSIONS AND CLARIFICATIONS

- Sleeping and lounging furniture are not included in this RFP.

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B. Material Disclosures

At this time, MN-S has purchased all applicable sites/land for this project. Details regarding the locations, addresses, and status of the building sites is outlined in Appendix C - Project Locations and Information.

B.1. Unusual Processes or Procedures

No unusual processes or procedures are seen at this time by MN-S regarding the delivery of this project.

B.2. Delivery or Performance Restrictions

This project can be delivered using a site built or modular building approach as long as it meets the design intent and specifications of the project.

B.3. Conditions of Award or Performance

Award of this contract by no way guarantees any form of future work beyond what is outlined in the Agreement.

MNS-2025-102**C. Rated Criteria**

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents' submissions that do not meet the minimum threshold score for any category may be deemed non-compliant and not evaluated further.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
C.1 Experience, Qualifications, and Company Capacity	30	15
C.2 References	15	7.5
C.3 Company/Factory Location, Quality Management, OH&S and Indigenous Participation	30	15
C.4 Pricing	70	37.5
C.5 Delivery Plan and Schedule	25	15
C.6 Warranty (Structure, Service, Repair)	20	10
C.7 Value Add/Innovation/Cost Savings	10	0
Total Points	200	100

A Proponent must meet the minimum threshold in all criteria set forth in the Rated Criteria to advance to the negotiating stage. Should there only be one (1) Proponent to negotiate with, MN-S will negotiate solely with that Proponent.

The criteria below will be used to evaluate Proponents.

Rated Criteria Category**C.1 Experience, Qualifications, and Company Capacity – 30 Points**

- a) Please provide examples of 3 previous projects that are similar in scale and scope that demonstrate your team's ability to perform the requested work. At a minimum, include the following information for each project: Client, Project Name and Location, Date, Size, Contract Budget, Actual Final Construction Budget, and Photographs of the Completed Projects.
- b) Provide a company profile that at minimum outlines the vision of the company, the number of employees, and the business location.
- c) Provide resumes for company team members who will be involved in this project.
- d) Please indicate the company size and its capacity to competently perform the elements of the Project in light of previous experience, current workloads, and staffing levels.

In considering scores for this section, MN-S may also consider references and past performance as

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described in section 3.1.4 References and Past Performance of the RFP.

C.2 References – 15 Points

Each Proponent is requested to provide three (3) references, satisfactory to MN-S, in its sole discretion, from clients who have obtained goods or services similar to those requested in this RFP from the Proponent in the last 5 years. These references are to be related to projects of similar scope and scale completed by your team. Please use Form #5 to complete this section. In considering scores for this section, MN-S may also consider references and past performance as described in section 3.1.4 References and Past Performance of the RFP.

C.3 Company/Factory Location, Quality Management, OH&S, and Indigenous Participation – 30 Points

- a) MN-S is committed to economic development and growth within their home territory in the Province of Saskatchewan. Please outline how you will approach economic development through these projects in the Province. Indicate where your company/factory is located and outline your plan to support as many local suppliers and labourers as possible through this project.
- b) Provide information regarding your Company's policies for quality management, and occupational health and safety. Please outline how you will address issues relating to quality management and occupational health and safety during this Project.
- c) Indigenous capacity development in trades is a critical area of economic development in our province. Please outline how your team would approach training and employment opportunities both at your factory and on-site in the remote Northern communities involved in this Project. Please provide a description and plan that demonstrates your company's commitment to engage local Métis trades in the construction of these projects. To meet the minimum threshold in this category, the proponent must demonstrate their ability to hire local Métis companies as subcontractors. Use Form #3 and the listing of your Subcontractors and Suppliers to demonstrate the amount of Indigenous participation and list of subcontractors as well as the description of a trades hiring plan to support this section.

C.4 Pricing – 70 Points

Competitive pricing is very important for MN-S. The contract price will be factored into the evaluation criteria. Pricing will be scored based on a relative pricing formula using the rates set out in the Submission Form and the Pricing Form. Each Proponent will receive a percentage of the total possible points allocated to price for the Proposal Price which will be calculated in accordance with the following formula:

$$\text{Lowest Price} \div \text{Proponent's Price} \times \text{Weighting} = \text{Proponent's Pricing Points}$$

C.5 Delivery Plan and Schedule – 25 Points

Up to 25 points may be awarded in this category. Please provide a proposed delivery plan and detailed schedule for these projects in Gantt Chart format. The inclusion of all key components of the Work, the quality and clarity of the schedule (including logical sequencing of work), as well as alignment to MN-S' identified timelines for construction will be used as a basis to evaluate the delivery plan and schedule within this section.

C.6 Warranty (Structure, Service, Repair) – 20 Points

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Please provide your information regarding your company's warranty program and duration of coverage for these projects. Preference will be given to Proponents with more robust warranty programs and guaranteed levels of service and repair times.

As noted above, the Warranty on the two (2) Tiny Homes constructed by Others will only apply to repairs made to the Tiny Home by the Proponent as well as other work and site work done to prepare the Tiny Home for occupancy.

Please attach your company's warranty policy to your submission form for review by MN-S.

The scoring for the Warranty program will be as follows: 1-year warranty (minimum requirement) = 10 points, 3-year warranty = 15 points, 5-year warranty = 20 points.

C.7 Value Add/Innovation/Cost Savings – 10 Points

Proponents are asked to include provisional pricing for innovative ways of providing insulated servicing access to the water and sanitary system within the Tiny Home. Please describe your proposed solution with a sketch if available, along with the pricing to include this approach on each of the Tiny Homes.

Proponents are asked to highlight any cost saving opportunities (and provide the dollar value per Tiny Home and/or site associated with each) that they may identify for the Project.

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D. RFP Enclosures/Requirements

Each Proponent must provide the following in its proposal:

1. Checklist Form
2. Proponent Information Form
3. Indigenous Participation Form
4. Proposed Agreement Form
5. Proponent Experience/Reference Form
6. Proposed Project Manager Form
7. Proposed Construction Schedule Form
8. Pricing Form
9. Submission Form
10. Consent of Surety Form
11. Proof of Insurance
12. Letter of Good Standing Form

Detailed descriptions of the requirements of each form are included at the beginning of each form. If questions arise, please contact the RFP contact.

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E. Offer Duration

E.1 Duration of Offer

Proposals shall remain open to acceptance, and irrevocable for a **period of thirty (30)** days after the RFP closing date.

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F. Qualifications

F.1 Subcontractors

MN-S reserves the right to reject a proposed subcontractor for reasonable cause.

[End of Appendix A]

APPENDIX B – SUBMISSION FORMS

1. Checklist Form

This checklist is recommended for Proponent use to ensure that all required items are submitted and help eliminate errors in their proposal. Below is a table of the forms, along with instructions that Proponents should complete and submit with their proposal.

Form Name	Form #	Submission Instructions	Compliance Confirmed
Checklist Form	1	Fill in Form and Attach as PDF file.	
Proponent Information	2	Fill in Form and Attach as PDF file.	
Indigenous Participation Form	3	Fill in Form and Attach as PDF file.	
Proposed Agreement Form	4	Fill in Form and Attach as PDF file.	
Proponent Experience/Reference Form	5	Fill in Form and Attach as PDF file.	
Proposed Project Manager Form	6	Fill in Form and Attach as PDF file.	
Proposed Construction Schedule Form	7	Attach Gantt Chart as PDF File.	
Pricing Form	8	Fill in Form (either by hand or using Excel) and Attach as PDF file.	
Executed Submission Form	9	Attach as a PDF file.	
Consent of Surety	10	Attach as one (1) PDF file containing Consent of Surety (Performance and Labour/Material Bond)	
Current Proof of Insurance	11	Attach Copy of Proof of Insurance as PDF file.	
Proof of Good Standing with WCB	12	Letter of Good Standing with WCB attached as PDF file.	

[End of Form]

2. Proponent Information Form

Please fill out the following form, naming one person to be the Proponent’s primary contact (Office Project Manager) for the RFP process and for any clarifications or communication that might be necessary. The client requests a single point of contact.	
Full Legal Name of Proponent:	
Any Other Relevant Name under which Proponent Carries on Business in Saskatchewan:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Company Website:	
Proposed Project Manager Contact Name:	
Proponent Contact Phone:	
Proponent Contact Email:	

Important Note: The Proponent must be registered with the Saskatchewan Ministry of Finance to collect and report provincial sales taxes (PST) whether a resident business or not.

The Proponent acknowledges the RFP process will be governed by the terms and conditions of the RFP, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding bidding process (and for greater certainty, does not give rise to a Contract A bidding process contract) and that no legal relationship or obligation regarding the procurement of any good or service will be created between MN-S and the Proponent unless and until MN-S and the Proponent execute the Agreement for the Deliverables.

Signature of Proponent Representative

Title of Proponent Representative

Name of Proponent Representative

Date

[End of Form]



3. Indigenous Participation Form

Definitions

In this form:

“Indigenous Person” means an individual who resides in Saskatchewan who is a status Indian under the Indian Act (Canada), a Métis Person or an Inuit;

“*Indigenous Ownership*” means a business that is:

- (a) a limited, non-profit, or professional corporation with at least 51% of its shares beneficially owned by Indigenous Persons;
- (b) a sole proprietorship conducted by an Indigenous Person;
- (c) a partnership in which at least 51% beneficial interest belongs to Indigenous Persons;
- (d) a cooperative in which Indigenous Persons have at least 51% of the beneficial interest of the cooperative;
- (e) a Band as defined in the Indian Act (Canada) located in Saskatchewan; or
- (f) joint venture of entities described in subclauses (a) through (e), or of a non-Indigenous business and at least one of the entities described in subclauses (a) through (e), as long as Indigenous Persons have at least 51% of the beneficial interest in the joint venture

“*Indigenous Supplier*” means a business that is:

- (a) a limited, non-profit, or professional corporation with at least 51% of its shares beneficially owned by Indigenous Persons;
- (b) a sole proprietorship conducted by an Indigenous Person;
- (c) a partnership in which at least 51% beneficial interest belongs to Indigenous Persons;
- (d) a cooperative in which Indigenous Persons have at least 51% of the beneficial interest of the cooperative;
- (e) a Band as defined in the Indian Act (Canada) located in Saskatchewan; or
- (f) a joint venture of entities described in subclauses (a) through (e), or of a non-Indigenous business and at least one of the entities described in subclauses (a) through (e), as long as Indigenous Persons have at least 51% of the beneficial interest in the joint venture.

“*Inuit*” means an individual who:

- (a) self-identifies as a Inuit person; and
- (b) are the Indigenous people of Arctic Canada -- (Labrador); Nunavik (Quebec); Nunavut; and the Inuvialuit Settlement Region of the Northwest Territories.

“*Métis Person*” means an individual who:

- (a) self-identifies as a Métis person;
- (b) has an ancestral connection to a historic Métis community of distinctive peoples of mixed ancestry with their own customs, practices, traditions, and recognizable group identities separate from their Indian, Inuit and European ancestors that have existed continuously since Europeans established effective control of the area in which the community is located; and
- (c) is accepted as a member of the Métis community

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Indigenous Ownership

The Proponent meets the criteria for Indigenous Ownership as defined above:

- Yes
 No

Indigenous Person Hours

In this section:

“Indigenous Person Hours” is the number of Person Hours performed by Indigenous Persons;

and

“Person Hour” means the amount of directly employed work performed by the average worker in one hour.

The Proponent is to complete the table below using its best available estimates:

Item #	Description	Amount of Hours
1	Total Person Hours (Indigenous and non-Indigenous) performing the Work as set out in this proposal:	
2	Total Person Hours by Indigenous Persons performing the Work as set out in this proposal:	
3	% of Indigenous Person Hours: (Amount of hours listed in Item #2 divided by the amount of hours listed in Item #1 x 100)	
4	% of Total Contract Price comprised of Indigenous Supplier(s):	

Note to Proponents

If the Proponent is awarded the Contract for the Work, the Contract shall include the Indigenous Participation Specifications (set out in Appendix A) which will contain contractual obligations to maintain Indigenous Person Hours and to regularly report on Indigenous Person Hours and Indigenous Supplier content.

Below, the Proponent should include its plan to hire local Métis companies and ensure the above stated Indigenous participation commitments are met, including how the Proponent will verify that work has been performed by Indigenous companies and workers, and what contractual

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consequences the Proponent is willing to accept for failure to meet the committed level of Indigenous participation. Attach additional pages if necessary.

By signing this Declaration, the Proponent hereby declares that the information above is true and accurate.

Signature of Proponent Representative

Title of Proponent Representative

Name of Proponent Representative

Date

[End of Form]



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4. Proposed Agreement Form

MN-S intends to employ the use of the most recent CCDC 14 Contract between the Proponent and MN-S. MN-S expects the terms and conditions set forth in the Form of Agreement (CCDC 14) in Appendix C to be included in the final agreement with the selected Proponent.

The Proponent accepts the Form of Agreement (CCDC 14) as is without any revisions, conditions, or exceptions.

- Yes
 No

If the Proponent answered “No”, please include a redlined copy of the Form of Agreement with the RFP Submission which clearly indicates the Proponent’s revisions, conditions, or exceptions to the terms and conditions set forth in this RFP.

By signing this Declaration, the Proponent hereby declares that the form of agreement outlined above is acceptable, subject to any noted revisions, conditions, or exceptions provided in the Proponent’s RFP Submission.

 Signature of Proponent Representative

 Title of Proponent Representative

 Name of Proponent Representative

 Date

[End of Form]

5. Proponent Experience/Reference Form

Each Proponent is requested to provide three (3) references, satisfactory to MN-S, in its sole discretion, from clients who have obtained goods or services similar in scope and scale to those requested in this RFP from the Proponent in the last 5 years. These references are to be related to a project completed by your team.

Reference 01 //	
Project Name:	
Project Address:	
City, Province:	
Project Size:	
Estimated Project Budget:	
Actual Construction Cost:	
Reference Name:	
Reference Contact Phone:	
Reference Contact Email:	

Reference 02 //	
Project Name:	
Project Address:	
City, Province:	
Project Size:	
Estimated Project Budget:	
Actual Construction Cost:	
Reference Name:	
Reference Contact Phone:	
Reference Contact Email:	

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Reference 03 //	
Project Name:	
Project Address:	
City, Province:	
Project Size:	
Estimated Project Budget:	
Actual Construction Cost:	
Reference Name:	
Reference Contact Phone:	
Reference Contact Email:	

By signing this Declaration, the Proponent hereby declares that the project experience and Reference information provided is accurate to the best of the Proponent's knowledge.

Signature of Proponent Representative

Title of Proponent Representative

Name of Proponent Representative

Date

[End of Form]

6. Proposed Construction Manager Form

Please identify a qualified person from your team that will act as the Construction Manager Role and be the main point of contact for MN-S during this project. Their resume should also be including showing Construction Manager experience on projects of similar scope and scale to this Project.

Personnel Name	Number of Years Experience

Please identify a qualified person from your team that will lead the On-Site Manager Role during this project. Their resume should also be including showing On-Site Manager experience on projects of similar scope and scale to this Project.

Personnel Name	Number of Years Experience

Should either the Construction Manager or On-Site Manager change throughout the project, the Proponent must notify MN-S in writing of this change. The replacement Construction Manager and/or Site Manager must possess an equivalent or better level of relevant experience, and be approved by MN-S.

[End of Form]



7. Proposed Construction Schedule Form

Please provide a detailed proposed construction schedule as part of the RFP submission. A Gantt chart that includes mobilization through to the final inspection is recommended which is supported by a written description of the plan. Important milestone dates such as the start of construction, substantial completion/performance of the contract, and final inspection date should also be included. Please attach the proposed schedule as a PDF to the submission.

[End of Form]

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8. Pricing Form (Required)

Pricing Form

RFP-25-102 MN-S Remote Northern Tiny Home Project

Item	Quantity	Description	Enter Unit Pricing Here	Put the Unit Price x Quantity = Total Price in this column
			Price	Total Price
Site Preparation, transportation, and other costs associated with the two (2) Tiny Homes built by Others from Buffalo Narrows, SK to Bear Creek, SK.	1	Lump Sum Pricing as per RFP	\$	\$
Provisional - Cash Allowance per Tiny Home built by Others for expenses relating to required repairs due to transport, rework of work done by Others, etc. Individual items will be approved by MN-S from this cash allowance as required.	2	Provisional Cash Allowance <u>Per Tiny Home by Others</u>	\$	\$
Site Preparation, transportation (if RTM), construction, and other costs associated with the six (6) Tiny Homes built by Proponent across various sites as listed in the RFP.	1	Lump Sum Pricing as per RFP	\$	\$
Total Required Items for the RFP				\$
Provisional - Solar PV System Per Tiny Home as per RFP	8	Provisional Lump Sum Item Per Tiny Home	\$	\$
Provisional - Solar PV System Per kW	1	Provisional - per kW pricing	\$	\$
Provisional - Energy Efficiency Improvements				
<ul style="list-style-type: none"> Increased exterior wall insulation (to 2") 	6	Provisional Lump Sum Item Per Tiny Home	\$	\$
<ul style="list-style-type: none"> Increased roof insulation (to 16") 	6	Provisional Lump Sum Item Per Tiny Home	\$	\$
<ul style="list-style-type: none"> Cold Climate Air Source Heat Pump space heating in addition to existing heat source 	6	Provisional Lump Sum Item Per Tiny Home	\$	\$
<ul style="list-style-type: none"> A hybrid electric/heat pump DHW heater 	6	Provisional Lump Sum Item Per Tiny Home	\$	\$
<ul style="list-style-type: none"> Smart vapour retarder (no Polyethylene used) 	6	Provisional Lump Sum Item Per Tiny Home	\$	\$
<ul style="list-style-type: none"> Rigid Mineral Wool insulation (no EPS used) 	6	Provisional Lump Sum Item Per Tiny Home	\$	\$
			Subtotal - Provisional Energy Efficiency Improvements	\$

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Notes Regarding Rates:

- (a) Rates must be provided in Canadian funds, inclusive of all applicable duties and taxes except for applicable sales taxes, which should be itemized separately.
- (b) Rates quoted by the Proponent must be all-inclusive and must include all labour and material costs, all travel and mobilization costs, all insurance costs, all costs of delivery, all costs of installation and set-up, including any pre-delivery inspection charges, and all other overhead, including any fees or other charges required by law. Change orders
- (c) Subcontractor and Supplier markup will be limited to 5% of the Subcontractor or Supplier invoice for Change Orders or Extra Work. Change Orders for Extra Work will include no more than a 10% markup over cost, and will be negotiated and approved at the discretion of MN-S.
- (d) The Proponent shall also attach a proposed rate sheet, compliant with the requirements of the RFP which will be applicable for the duration of the project. **Please provide resumes of Subcontractors and Suppliers listed on this form where applicable and available. This rate sheet should also be used to identify Indigenous Suppliers and Subcontractors when applicable.**

SIGNATURE OF AUTHORIZED REPRESENTATIVE
Corporate Seal

[End of Form]

9. Proposal Submission Form

PROPONENT: _____
(Legal Name)

(Street Address)

(City, Province, Postal Code)

Part 1 Proposal Price

1.1 Having examined the project Sites, the RFP Documents, and Addenda numbered ___ to ___ issued by the RFP Contract. (*Proponent to fill in blanks for any addenda received*)

1.2 We have included herewith, the required Consent of Surety as required by the RFP.

1.3 We confirm that our Proposal Price is based on specified provisions only.

1.4 Confirming that our Proposal Price excludes Goods and Services Tax (GST) and Saskatchewan Provincial Sales Tax (PST).

1.5 Any Cash Allowances are included in the Proposal Price and are to be listed by the Proponent.

1.6 Our Proposal Price, in Canadian dollars, to perform the work required by the RFP Documents, and to furnish any and all materials, equipment, and labour necessary for the proper completion of the project is:

PROPOSAL PRICE*: (Proposal Price in figures, including allowance if any, excluding PST and GST)

(*Note that Provisional Items are not to be included in this total, but should be indicated on the Pricing Form.)

1.7 Submitted this _____ day of _____, 20_____.

Part 2 Declarations

2.1 We propose to attain Substantial Performance of the Work on or before: _____.

2.2 We state that no person, firm or corporation other than the undersigned has any interest,



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financial or otherwise, in this RFP or in the proposed Agreement for which the proposal is made.

2.3 We hold that this proposal shall be held irrevocable and is open to acceptance by MN-S until 30 days after the RFP closing date.

2.4 We agree to be bound by the entire RFP including all of the terms and conditions, all documents listed in the RFP and any and all Addenda.

2.5 We agree that all forms and supplements called for by the RFP Documents form an integral part of this submission.

2.6 The Proponent's representative identified below is fully authorized to represent the Proponent in any and all matters related to this proposal, including but not limited to providing clarifications and additional information that may be requested in association with this RFP.

2.7 The Form of Agreement provided by MN-S is in a form acceptable to the Proponent, subject to the exceptions included in this proposal.

2.8 We agree that we are bound by all statements and representations in our proposal.

Part 3 Attachments

3.1 This Proposal includes the following:

1. Checklist Form
2. Proponent Information Form
3. Indigenous Participation Form
4. Proposed Agreement Form
5. Proponent Experience/Reference Form
6. Proposed Construction Manager Form
7. Proposed Construction Schedule Form
8. Pricing Form
9. Submission Form
10. Consent of Surety Form
11. Proof of Insurance
12. Letter of Good Standing (WCB) Form

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Part 4 Signatures

SIGNED, SEALED, AND SUBMITTED for and on the behalf of:

Signature of Proponent’s Authorized Representative

Witness Signature or Corporate Seal

Title or Status of Person Signing Above

Name and Title of Witness

(print or type)

[End of Form]

10. Consent of Surety

The Proponent confirms that they have procured a Surety which includes both a Contract Performance Bond, and a Labour and Material Payment Bond in the amount of 50% of the overall contract price (excluding Provisional Items) from a surety company licensed to do business in Saskatchewan and reasonably acceptable to MN-S. This document must be dated, signed and sealed by the surety company and be legally binding for the Proponent.

Attach as one (1) PDF file containing the Consent of Surety (Performance and Labour/Material Bond) to this submission.

By signing this Declaration, the Proponent hereby declares that the Proponent has the Consent of Surety (Performance and Labour/Material Bond) in the amount set out above.

Signature of Proponent Representative

Title of Proponent Representative

Name of Proponent Representative

Date

[End of Form]

11. Proof of Insurance

The Proponent must provide a signed "Undertaking of Insurance" on a standard form provided by the insurance company stating the intention to provide insurance to the Proponent in accordance with insurance requirements of the General Conditions of the Agreement. The Proponent must carry insurance that includes Commercial General Liability, Automobile Liability and Umbrella Liability. The insurance should cover Broad Form Bodily Injury & Property Damage, Personal & Advertising Injury, Cross Liability, Tenant's Legal Liability, Employers Liability, Blanket Contractual Liability, Employees as Additional Insureds, and Contingent Employers Liability. The insurance must be carried throughout the duration of the project and the warranty period. A Proof of Insurance document must be provided as part of the RFP submission.

By signing this Declaration, the Proponent hereby declares that the Proponent states that they carry adequate insurance that is to remain in place for the entirety of the project and warranty period.

Signature of Proponent Representative

Title of Proponent Representative

Name of Proponent Representative

Date

[End of Form]

12. Letter of Good Standing with WCB Saskatchewan

MN-S is committed to promoting and providing safe working environments in their own operations and that of engaged contractors/consultants. The request for a letter of Good Standing with the Saskatchewan Workers' Compensation Board demonstrates MN-S' commitment to safety.

Proponents must provide a letter from the WCB that outlines their current status with the Saskatchewan Workers' Compensation Board. It must state that the Proponent's account(s) is/are in good standing with the Saskatchewan WCB. This letter must have a confirmation number and date.

By signing this Declaration, the Proponent hereby declares that the Proponent states that their account(s) is/are in good standing with the Saskatchewan Workers' Compensation Board.

Signature of Proponent Representative

Title of Proponent Representative

Name of Proponent Representative

Date

[End of Form]

[End of Appendix B]

APPENDIX C – PROJECT LOCATION AND INFORMATION

Site Description: NR2 Remote Settlements

Legal Land Survey: Attached.

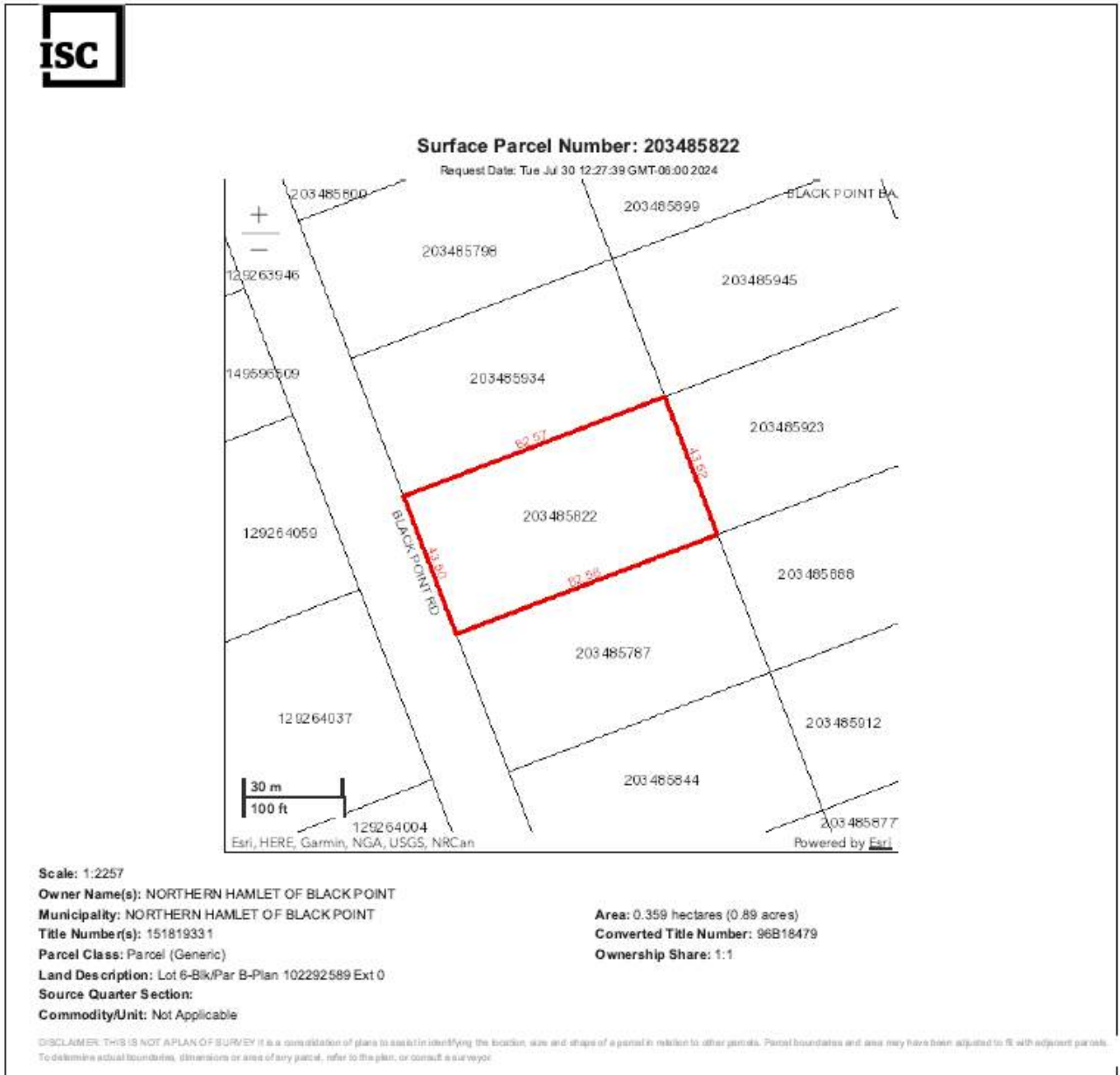
Rezoning Required: Not required.

Project Location	Site Description	Site Services	Site Clearing/Preparation – Known Information
Northern Hamlet of Black Point	Lot 6 Block B	Septic tank required, holding tank for potable will be in house, power at curb.	Full site clearing/preparation required.
Northern Hamlet of Bear Creek	Lot 7 Block 2	Septic tank required, holding tank for potable water will be in house. Power overhead at street.	Some tree clearing and grading leveling. Will require specific elevation requirements due to flood area.
Northern Hamlet of St. Georges Hill	Lot 13 Block 3	Overhead power near site, water main in street, sewer connection in street.	Some tree clearing, removal of fence and remains of burnt house.
Northern Hamlet of Turnor Lake	Lot 12 Block 2 Lot 13 Block 2	Overhead Power at street, water main in street (hot tap required), sewer main in street.	Site leveling required.
Northern Hamlet of Michel Village	Lot 4 Block 4	Overhead power near site, water main in street, sewer main at street.	No clearing, some site leveling required.

Project Location	Site Description	Number of Tiny Homes	Additional Information
Northern Hamlet of Black Point	Lot 6 Block B	One (1)	One Tiny Home placed onto one lot.
Northern Hamlet of Bear Creek	Lot 7 Block 2	Two (2)	These 2 Tiny Homes are being built in Buffalo Narrows, SK by Others. They will need to be transported from Buffalo Narrows and placed onto one lot and commissioned.
Northern Hamlet of St. Georges Hill	Lot 13 Block 3	Two (2)	Two Tiny Homes placed onto one lot.
Northern Hamlet of Turnor Lake	Lot 12 Block 2 Lot 13 Block 2	Two (2)	Two Tiny Homes placed onto two lots.
Northern Hamlet of Michel Village	Lot 4 Block 4	One (1)	One Tiny Home placed onto one lot.

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Location: Black Point



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Site Photos: Black Point



A: Black Point - Photo 1



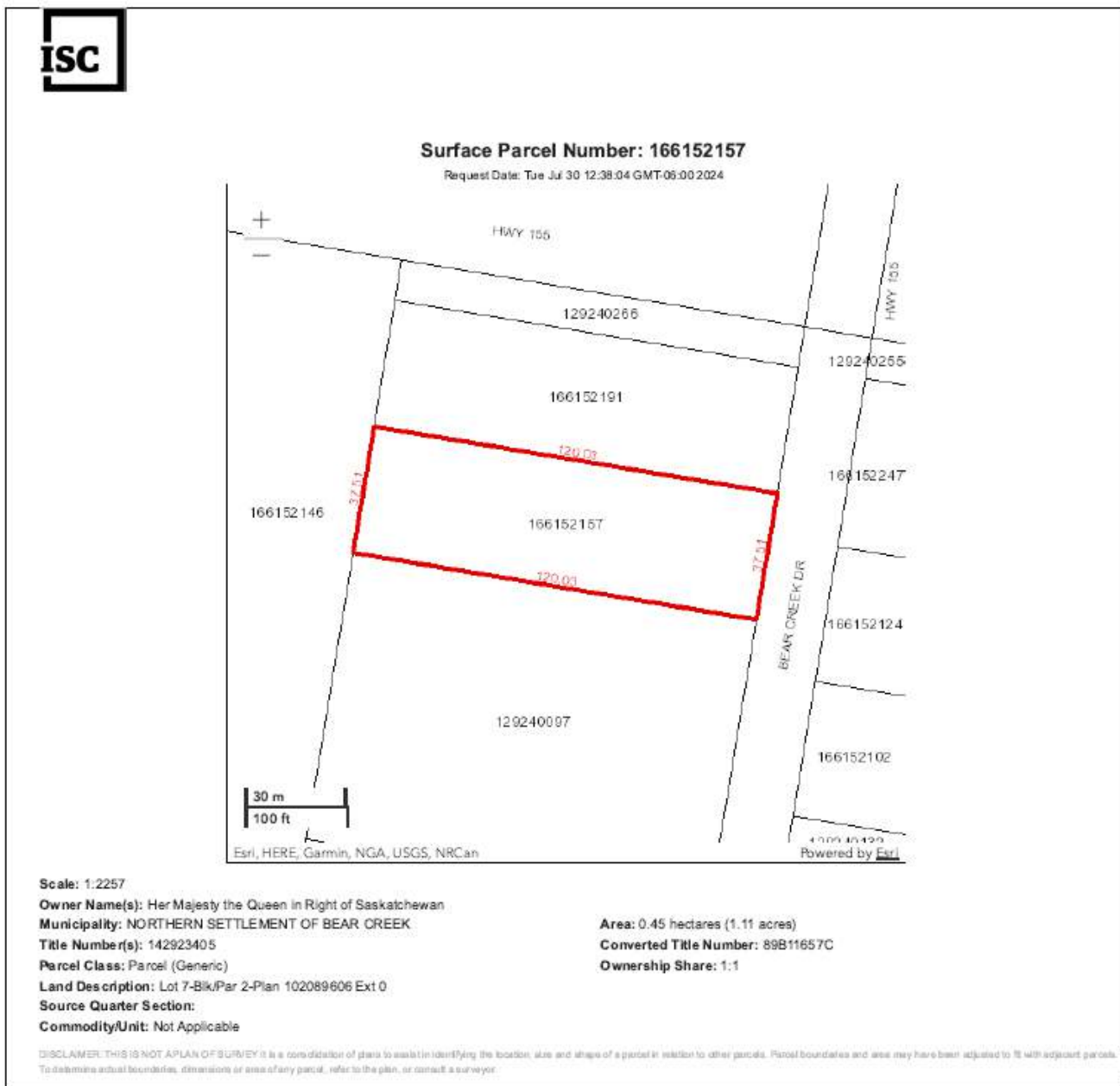
B: Black Point - Photo 2



C: Black Point - Photo 3

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Location: Bear Creek



Saskatchewan



Ministry of
Municipal
Affairs

Community Planning

Room 978, 122-3rd Avenue North
Saskatoon, Saskatchewan S7K 2H6
Phone: (306) 933-5382
Fax: (306) 933-7720

REGISTERED

Notice of Decision
CERTIFICATE OF APPROVAL
Under *The Planning and Development Act, 2007*

Number: N600-11S

Your file: n/a
April 5, 2012

Mr. Murray Marien, SLS
Digital Mapping Systems Inc.
222 Willoughby Crescent
SASKATOON SK S7H 4W7

**Re: Northern Settlement of Bear Creek
Proposed Lots 4 and 5, Block 1; Lots 7, 8 and 10 to 14, Block 2, and
Lots 5 and 6, Block 3 – Residential**

Under Section 128(4)(c)ii) of *The Planning and Development Act, 2007* (PDA), the proposed subdivision shown within the bold dashed line on the attached plan is hereby **APPROVED** subject to compliance with the following directives for development standards issued under Section 130 of the PDA.

Development Standards

Part of the land being subdivided may be subject to flooding; therefore, to minimize future potential damage, new development on the land is subject to the following directives:

1. All new permanent development is to be flood proofed up to an estimated Safe Building Elevation (SBE) **448.5 metres** above sea level for proposed Lots 4 and 5, Block 1, and Lot 7, Block 2; **448.38 metres** above sea level for proposed Lot 8, Block 2; and **448.3 metres** for proposed Lots 10 to 14, Block 2 metres above sea level as may be determined by a Saskatchewan Land Surveyor;
2. Subject to site conditions, all development is to be set back from the water to allow for future shore line erosion and for ice that may be pushed up by wave or wind action; and
3. All foundations and utilities located below the SBE are to be constructed to withstand flooding and floating ice, and shall not have any openings which might allow flood water to enter.

... 2



Plan of Proposed Subdivision
of part of Lot 2 - Block 1 and part of Lot 1 and 4 - Block 2 and part of Lot 1 - Block 3 all in Plan 89B11657 and part of Parcel C - Plan 89B06606 Lat 56°17'53" - Long 108°58'18"

Bear Creek Settlement, Saskatchewan

May, 2011 AD Scale 1:8000
50 0 50 100 200 500 metres

Notes:
All dimensions are in metres and decimals thereof.
Portion to be subdivided is outlined in heavy broken line and contains 6.81 ha.

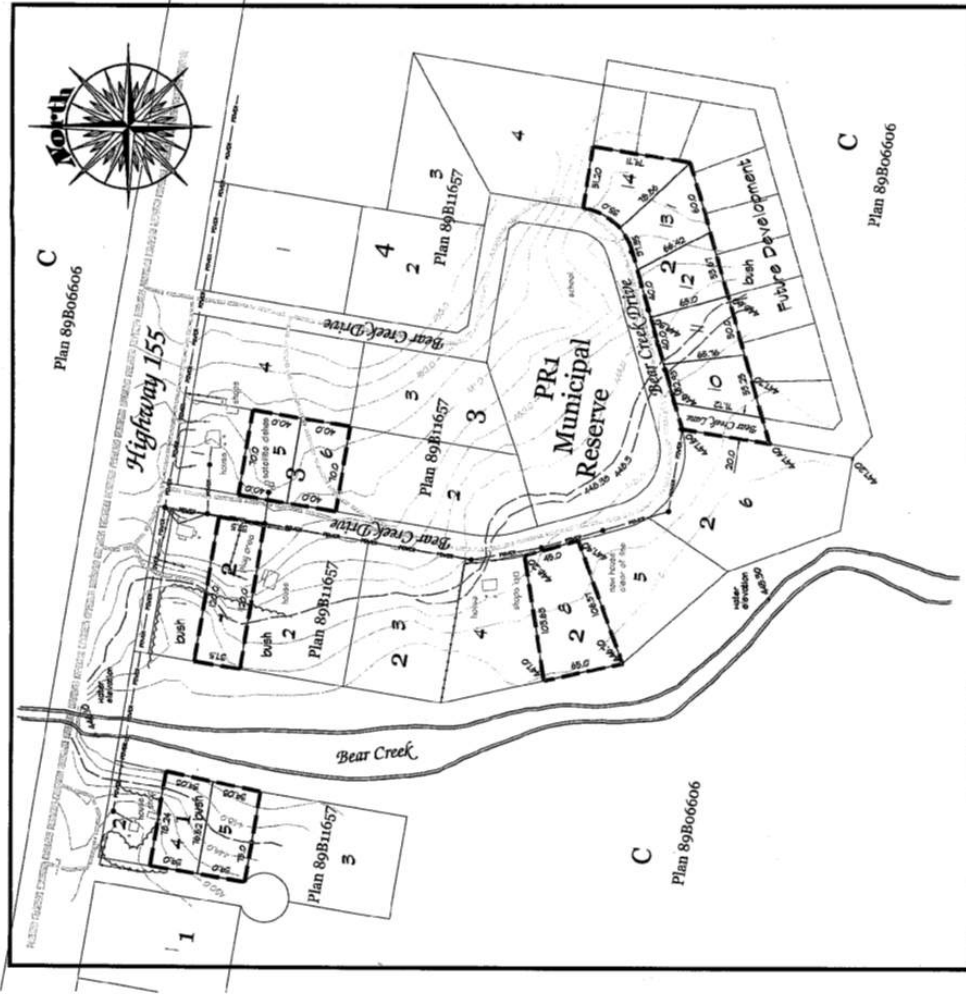
Land Surveyor
M. M. M. M. Saskatchewan Land Surveyor

Owners

THE SUBDIVISION SHOWN WITHIN THE BOLD DASHED LINE IS HEREBY APPROVED AS PER THE ATTACHED NOTICE OF DECISION

DIRECTOR OF COMMUNITY PLANNING
VALID FOR 24 MONTHS FROM: APR 05 2012

Saskatchewan Surveyors
Digital Mapping Systems
1-800-1000-1110 1000-1-1000
Computer Aided Drafting (CAD)



Site Photos: Bear Creek



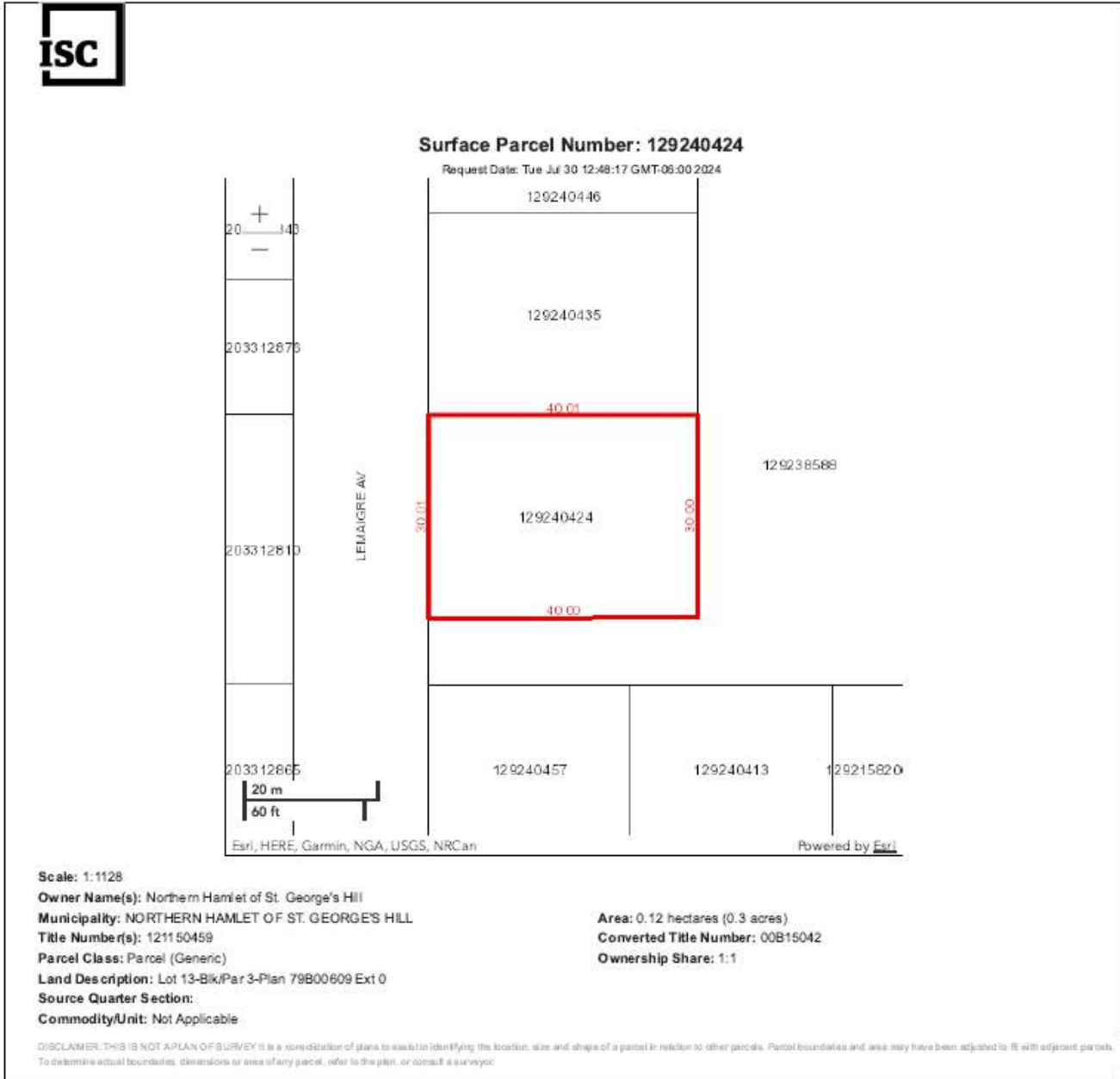
D: Bear Creek - Site Photo 1



E: Bear Creek - Site Photo 2

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Location: St. George's Hill



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Site Photos: St. George's Hill



F: St. Georges Hill - Photo 1 - Curb Stop



G: St. Georges Hill - Photo 2

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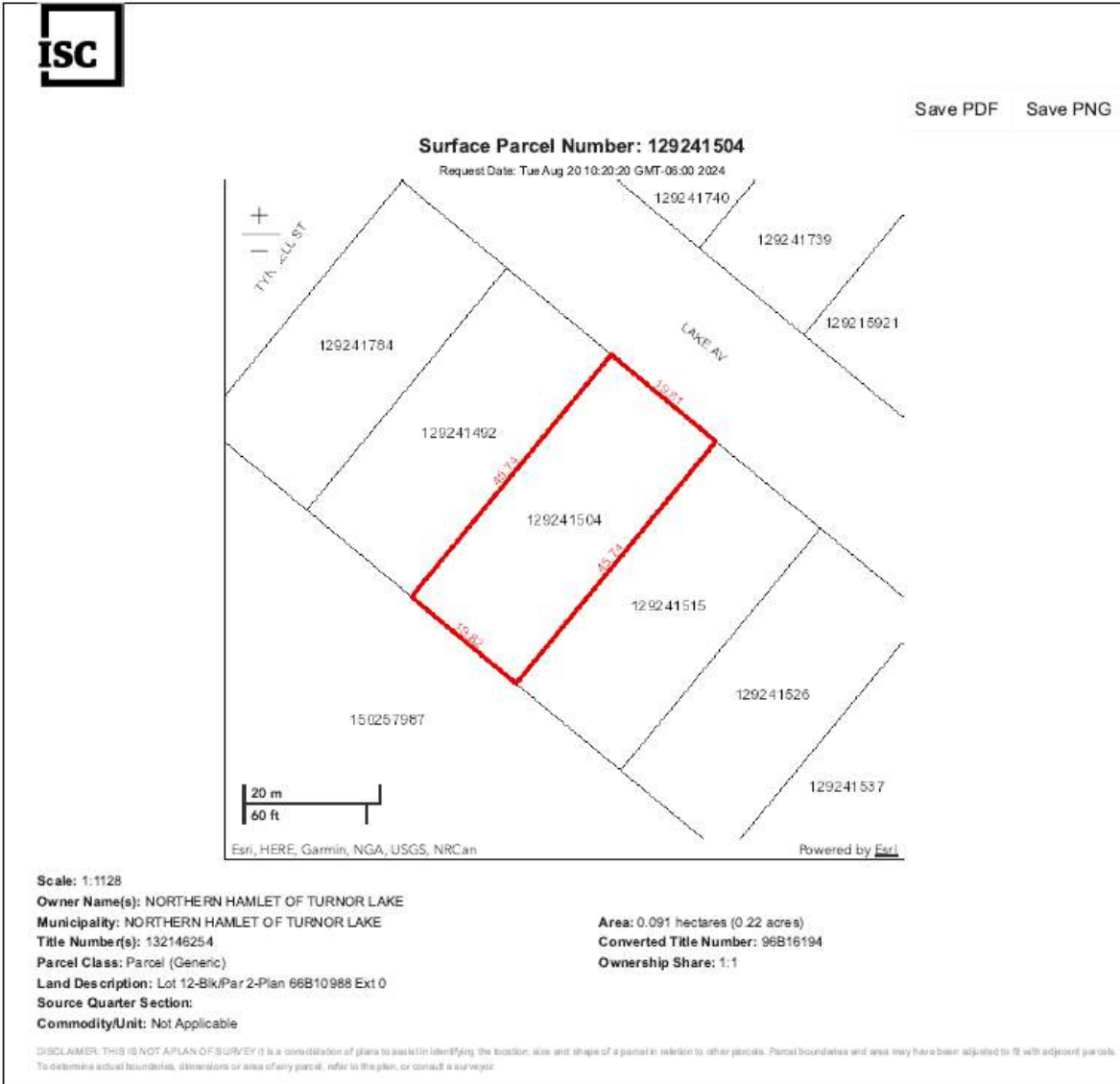


H: St. Georges Hill - Photo 3

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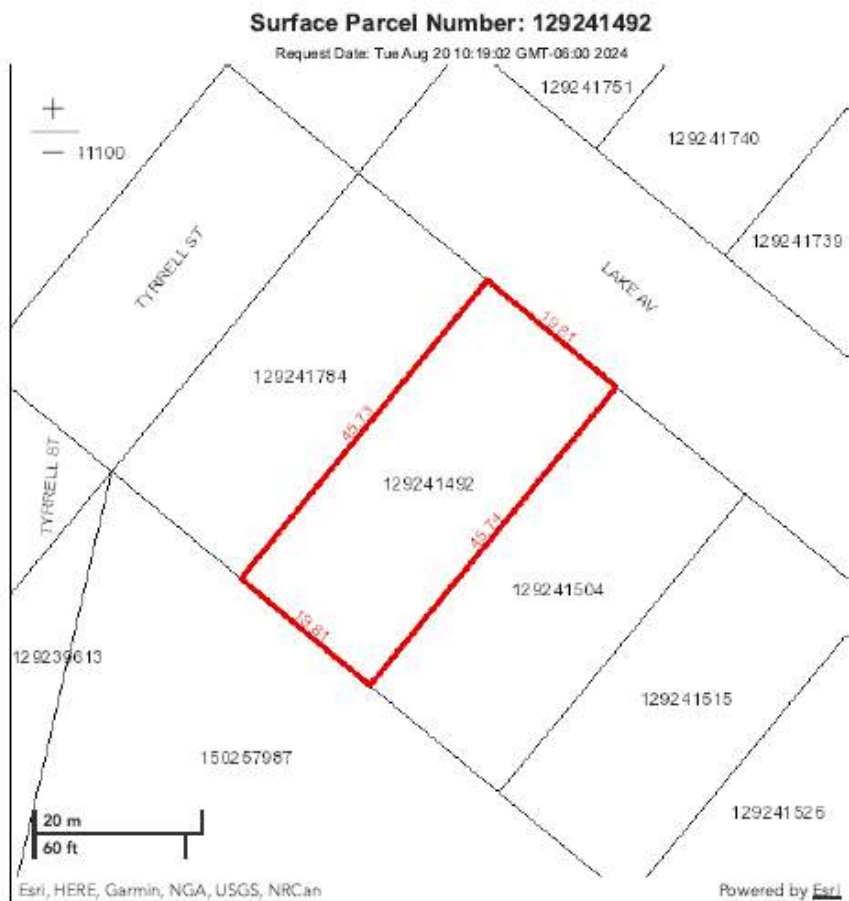
Location: Turnor Lake

Turnor Lake: Site 1



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Turnor Lake: Site 2



Scale: 1:1128

Owner Name(s): NORTHERN HAMLET OF TURNOR LAKE

Municipality: NORTHERN HAMLET OF TURNOR LAKE

Title Number(s): 132146311

Parcel Class: Parcel (Generic)

Land Description: Lot 13-Biki/Par 2-Plan 66B10988 Ext 0

Source Quarter Section:

Commodity/Unit: Not Applicable

Area: 0.091 hectares (0.22 acres)

Converted Title Number: 96B16195

Ownership Share: 1:1

DISCLAIMER: THIS IS NOT A PLAN OF SURVEY It is a consolidation of plans to assist in identifying the location, size and shape of a parcel in relation to other parcels. Parcel boundaries and area may have been adjusted to fit with adjacent parcels. To determine actual boundaries, dimensions or area of any parcel, refer to the plan, or consult a surveyor.



Site Photos: Turnor Lake



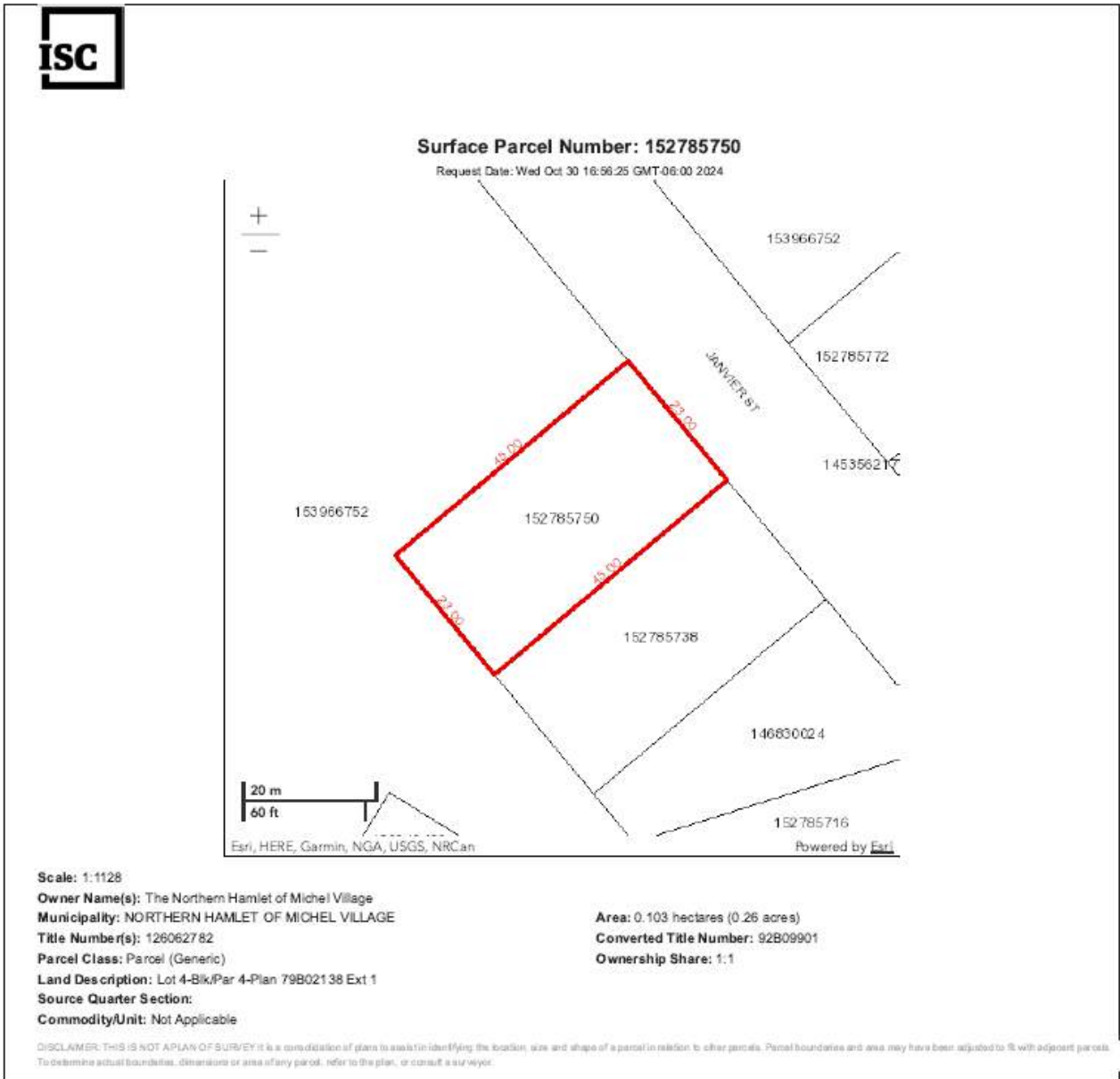
I: Turnor Lake - Site 1



J: Turnor Lake – Site 2

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Location: Michel Village



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Site Photos: Michel Village



K: Michel Village - Photo 1

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[End of Appendix C]

APPENDIX D – CONSTRUCTION DRAWINGS AND SITE PLANS

[End of Appendix D]