



Métis Nation - Saskatchewan

Request for Proposal (RFP)

MN-S NR1 ACCESSIBLE DUPLEX- LA RONGE

RFP Number: MNS-2025-103

Date: 8-8-2025

Request for Proposals Métis Nation - Saskatchewan

The Owner (Métis Nation - Saskatchewan Secretariat, Inc.) invites proposals for: **Prospective Proponents to submit proposals for the supply of (1) one turnkey accessible Duplex in the Northern Town of La Ronge, SK. This scope of work is further described in the RFP Particulars (Appendix A) (the “Deliverables”).**

RFP documents, Addenda or further information will be available electronically through MN-S. The Proponent’s sole responsibility is to monitor these websites regularly to check for updates.

SUBMISSION DEADLINE

Milestone	Date
Issue Date of RFP	8-8-2025
Deadline for Questions	8-22-2025
Deadline for Issuing Addenda	8-26-2025
Submission Deadline	9-1-2025
Anticipated Initial Ranking and Commencement of Concurrent Negotiations	9-8-2025
Anticipated Execution of Agreement	9-26-2025

Only RFPs submitted to the RFP contact information below will be considered.

RFP CONTACT INFORMATION

Métis Nation - Saskatchewan Secretariat Inc.	
Address	310 - 20 th Street East, Saskatoon, SK S7K 0A7
Contact Name	Ashton Strong, Construction 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. 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.



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1. INTRODUCTION

1.1 GENERAL INFORMATION

Métis Nation of Saskatchewan (MN-S) invites responses from consultants to submit a Proposal for the supply of (1) one turnkey accessible Duplex in the Northern Town of La Ronge, SK.

Scope of work includes developing an accessible duplex rental housing unit targeted towards low to medium-income elders or people with mobility issues in La Ronge.

Detailed information about the full scope of work is provided in Appendix A.

If you intend to submit a proposal, you should email **procurement@mns.ca** to indicate your interest as soon as possible.

1.2 DEFINITIONS

In this RFP, the following definitions apply:

“Closing Date and Time” means the closing date and time specified on the first page of this RFP.

“Contract” means a formal written contract between a Proponent and the Regional District for the Services.

“Consultant” means the Proponent, if any, who executes the Contract.

“MN-S” means Métis Nation - Saskatchewan Secretariat, Inc.

“Owner” means Métis Nation - Saskatchewan Secretariat, Inc.

“Proponent” means a person who submits a Proposal.

“Proposal” means a proposal submitted to MN-S in response to this RFP.

“RFP” means this Request for Proposal document in its entirety, including any amendments and addenda.

“Services” means the services in respect of which MN-S is seeking proposals, as outlined in this RFP.

“Sub-consultant” means all sub-consultants, suppliers, and agents that a Proponent proposes to engage in connection with the performance of the Services.

“Work” means all the labour, materials, equipment, supplies, services, and other things necessary for the execution, completion, and fulfilment of the Services.



2. INSTRUCTIONS TO PROPONENTS

2.1 CLOSING DATE AND TIME

Proposals are to be submitted before the Closing Date and Time as noted on the cover page of this RFP.

2.2 PROPOSAL FORMAT AND LOCATION

Proposals are to be prepared in English and as per the format prescribed in Schedule A. MN-S prefers to receive Proposals in PDF form via email to **procurement@mns.ca**. Proponents are advised that MN-S's file size limit is **25 MB**.

MN-S is not responsible for proposals delivered to the wrong email addresses or not being received before the closing date and time. It is the sole responsibility of each Proponent to ensure their Proposal is received as intended (complete) before the Closing Date and Time.

2.3 EXAMINATION OF RFP DOCUMENTS(S)

Proponents will be deemed to have carefully examined all RFP documents, including all appendices, schedule(s), addenda, etc., before preparing and submitting a Proposal.

2.4 LATE PROPOSALS

Late Proposals will not be considered.

2.5 AMENDMENTS TO PROPOSALS

Proponents may amend their proposals before the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the proponent's full legal name and return address to the location set out above. Any amendment should indicate which part of the proposal the amendment is intended to amend or replace.

Written amendments to Proposals will be accepted as per Section 2.1 or 2.2.

2.6 WITHDRAWAL OF PROPOSALS

A proponent may withdraw a submitted proposal at any time before the execution of a written agreement for the provision of the Deliverables. A proposal can be withdrawn by submitting a withdrawal notice to the RFP Contact, which must be signed by a person authorized to represent the proposing party. MN-S is under no obligation to return withdrawn proposals.



2.7 ENQUIRIES

For general enquiries regarding this RFP, please contact:

MN-S Procurement at **procurement@mns.ca**

For enquiries regarding the scope of work or other technical details, please contact:

Ashton Strong, Construction Manager at procurement@mns.ca

Enquiries should clearly state the RFP title and reference number on the cover page and be made no later than five days before the Closing Date and Time. MN-S may choose not to respond to inquiries within five days of the Closing Time. Inquiries and responses will be recorded and may be distributed as per Section 2.8 at the discretion of MN-S.

MN-S shall have no responsibility for, and the Proponent agrees not to rely upon communications, representation, or statements from any other person regarding this RFP, its subject matter, or any subsequent Contract.

2.8 ADDENDA

MN-S may respond to an enquiry or other communication related to this RFP through a written addendum.

If an addendum after the deadline is necessary, MN-S may extend the submission deadline for a reasonable period.

RFP documents, Addenda, or further information will be available electronically through the MN-S website at www.metisnationsk.ca. Addenda will be directly emailed to those who are registered with MN-S procurement and posted online.

It is the sole responsibility of the Proponent to monitor these websites regularly to check for updates.

2.9 OPENING OF PROPOSALS

There will not be a public opening for Proposals received.

2.10 PRICING

Proposal pricing will be in Canadian currency. Taxes (GST and PST) are to be stated separately.



3. EVALUATION AND SELECTION

3.1 GENERAL

- a. Proponents should refer to Schedule A - Proposal Content and Format for a list of information that should be contained within the Proposal.
- b. Proposals will be evaluated at MN-S's sole discretion and may include consultation with others, references, industry research, etc. Any information obtained by MN-S, whether provided by the Proponent or not, may be used in the evaluation process.
- c. MN-S intends to evaluate Proposals based on the best overall value for MN-S at its sole discretion.
- d. MN-S is not obligated to complete a detailed evaluation of all Proposals and may, at its discretion, after completing a preliminary review of all the Proposals, identify and remove from the detailed evaluation any Proposal that MN-S deems is not in contention to be recommended for final selection.
- e. Execution of a Contract, if any, is subject to MN-S policies, procedures, and bylaws, including funding approval, and may require approval by senior staff and/or the elected Board of Directors of MN-S.
- f. MN-S may, before entering into a Contract, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and MN-S shall have no liability to any other Proponent(s) as a result of such negotiations or modifications.
- g. MN-S may elect to shortlist some of the Proponents and require shortlisted Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature. Samples of items, when required, should be submitted within the time specified and at no expense to MN-S. They will be returned at the Proponent's request and expense if possible.
- h. Proponents will be advised of the outcome of the process after it is concluded, whether by executing a Contract or by cancelling the RFP process. Once a Contract is executed, the name of the contracted party will only be disclosed to anyone who inquires and may be published on MN-S's website.

3.2 EVALUATION PROCESS

The MN-S evaluates submissions using the best value appropriate for the deliverables while also meeting our government's goals. The following overviews the categories and weighting for the RFP's rated criteria. Proponents and their proposals must meet a minimum threshold score for a category to proceed to the next stage of the evaluation process. MN-S will evaluate each qualified proposal based on the rated criteria as set out in Section C of the RFP Particulars in Appendix A.



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 during MN-S's 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.

3.3 LITIGATION

In addition to any other provision of this RFP, the MN-S may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the MN-S in relation to any matter.

3.4 NEGOTIATIONS PROCESS

Any negotiations will be subject to the process rules in 4. *General Terms and Conditions*. Negotiations may include requests by MN-S for supplementary information from the proponent to verify, clarify or supplement the information provided in its proposal or to confirm the conclusions reached in the evaluation. They may also include requests by MN-S for improved pricing or performance terms from the proponent.

3.4 NEGOTIATIONS MAY OCCUR WITH PROPONENTS

At any time, MN-S may choose to negotiate with one or more Proponents, including in relation to the scope of the Services, financial terms, and the terms of the Contract.

3.6 NOTIFICATION TO OTHER PROPONENTS

At the start of the negotiation process, other proponents who may become eligible for contract negotiations will be notified, along with the top-ranked proponent. Once MN-S and a proponent finalize and execute an agreement, the other proponents will be notified as per 4. *General Terms and Conditions*.

Proponents who submit a proposal may request a debriefing after receipt of a notification of the outcome of the procurement process. All requests must be made to the RFP Contact in writing and must be made within thirty (30) days of such notification. The debriefing information session will aid the proponent in presenting a better proposal for subsequent procurement opportunities. Any debriefing provided is not to provide an opportunity to challenge the procurement process or its outcome.

3.5 TIME PERIOD FOR NEGOTIATIONS

MN-S will conclude negotiations and finalize the agreement with the top-ranking proponent. A proponent invited to enter direct contract negotiations should, therefore, be prepared to provide requested information in a timely fashion and to conduct its negotiations expeditiously.



3.6 FAILURE TO ENTER INTO AN AGREEMENT

MN-S may discontinue negotiations with the top-ranked proponent at any time and, in its sole discretion, invite the next-best-ranked proponent to enter negotiations. This process will continue until an agreement is finalized, no more proponents remain eligible for negotiations, and MN-S elects to cancel the RFP process.

3.5 EXECUTION OF CONTRACT

If the MN-S selects a Proponent and negotiations, if any, are successful, MN-S and the Proponent would execute the Contract.

4. GENERAL TERMS AND CONDITIONS OF THIS RFP

4.1 NO CONTRACTUAL OBLIGATIONS RESULTING FROM THIS RFP

This RFP is a request for proposals only and not a call for tenders or a request for offers. While MN-S has issued this RFP to enter into a Contract with a Proponent, no contractual obligations shall arise between MN-S and any Proponent as a result of the issuance of this RFP or the submission of a Proposal until and unless MN-S and a Proponent execute a written Contract.

This procurement process is not intended to create and will not create a formal, legally binding bidding process. Instead, it will be governed by the law applicable to direct commercial negotiations.

For greater certainty and without limitation:

- 1) No Contract A and No Claims
 - 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 the proponent nor MN-S will have the right to make any claims (in contract, tort, or otherwise) against the other concerning the award of a contract, failure to award a contract or failure to honour a proposal submitted in response to this RFP.
- 2) No Contract Until Execution of Written Agreement
 - a) The RFP aims to identify prospective proponents for proponent agreements. This RFP process does not create a legal relationship or obligation between a proponent and MN-S regarding procuring any good or service. A legal relationship will not arise until the successful negotiation and execution of a written agreement.
- 3) Non-binding Price Estimates
 - a) Pricing information in the proposals will be non-binding before executing a written agreement, but will be assessed during the proponent's ranking. Any inaccurate, misleading, or incomplete



information and any pricing that has been withdrawn or changed could negatively affect the evaluation or ranking process or MN-S's decision to enter into a contract for the Deliverables.

4) Effect of this RFP

- a) This RFP process does not restrict or limit MN-S's pre-existing rights to engage in commercial negotiations with any vendor or procure the Deliverables through any other process. Without limiting the generality of the foregoing, MN-S may:
 - i) choose whether to evaluate any proposal.
 - ii) modify this RFP or RFP process, including any technical, commercial, or contractual terms.
 - iii) re-issue this RFP in the same form or with modifications.
 - iv) begin or end negotiations with any proponent for some or all the Deliverables.
 - v) reject any proposal.
 - vi) abandon its plans to obtain any of the Deliverables.
 - vii) invite anyone (including any proponent) to give it an offer to provide some or all the Deliverables under any terms.
 - viii) At any time before awarding the contract, MN-S may do the following:
 - (1) require the 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.
 - (2) inspect the proponent's equipment and facilities that will be used to perform the contract to verify the bidder's technical or commercial capacity to perform the contract.
 - (3) cancel the RFP process without liability at any time.

5) Governing Law and Interpretation

- a) Part 4. General Terms and Conditions:
 - i) are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);
 - ii) 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 under the common law governing direct commercial negotiations; and
 - iii) are to be governed by and construed under the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

4.2 NO CLAIM FOR COMPENSATION

Without limiting the preceding section, no Proponent shall have any claim for any compensation of any kind whatsoever because of participating in this RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

4.3 APPROVAL OF CONTRACT RESULTING FROM THIS RFP



Before entering a Contract with a Proponent, MN-S must comply with applicable MN-S policies, procedures, bylaws, and legal requirements, which may include obtaining the approval of MN-S Management and/or Board, including funding approval.

4.4 CONFLICT OF INTEREST

Proponents should disclose in their Proposal any actual or potential conflicts of interest and existing business relationships it may have with MN-S, its elected or appointed officials or employees. MN-S may rely on such disclosure.

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.

For this RFP, “Conflict of Interest” includes any situation or circumstance where, about an MN-S procurement competition, a participating proponent has an unfair advantage, a perception of an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including:

- 1) Disqualification for Prohibited Conduct
 - a) MN-S may disqualify a proponent, rescind an invitation to negotiate or terminate a contract subsequently entered, 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.
- 2) Prohibited Proponent Communications
 - a) Proponents should not engage in any communications that could constitute a Conflict of Interest.
- 3) Proponent Not to Communicate with Media
 - a) Proponents should only directly or indirectly communicate with the media about this RFP or any agreement entered under it after first obtaining the written permission of the RFP Contact.
- 4) No Lobbying
 - a) Proponents should not, regarding this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying to influence the selection of the successful proponent(s).
- 5) Illegal or Unethical Conduct
 - a) Proponents can not engage in illegal business practices, including 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.
- 6) Past Performance or Past Conduct



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

4.5 CONFIDENTIAL INFORMATION

Confidential Information of MN-S

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:

- i. is the sole property of MN-S and must be treated as confidential;
- ii. is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract for the Deliverables;
- iii. must not be disclosed without prior written authorization from MN-S; and
- iv. must be returned by the proponent to MN-S immediately upon MN-S's request.

Confidential Information of Proponent

Proposals will be accepted confidently. They contain financial, commercial, scientific, technical, and/or labour relations information, except as may be otherwise provided herein. MN-S will maintain the confidentiality of such information, 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.

4.5 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All Proposals submitted under this RFP become the property of MN-S and will not be returned to the Proponent. MN-S advises Proponents that parts or all of their Proposals may be subject to the provisions of Saskatchewan's Freedom of Information and Protection of Privacy Act (FOIPP). Proponents who wish to ensure particular parts of their Proposals are protected from disclosure under the FOIPP Act should specifically identify any information or records provided with their Proposals that constitute a) trade secrets, and b) that are supplied in confidence, and c) the release of which could significantly harm their competitive position. Information not meeting all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.



4.6 OWNERSHIP OF THE PROJECT'S FINDINGS

The Consultant agrees that all base materials, research results, computer models, drawings, data, and documents developed or prepared in the performance of the Consultant's Services will become the property of MN-S. Upon completion of the Services, the Consultant will deliver copies of all documents and electronic copies of data to the MN-S Project Manager.

MN-S will not return any submission or documentation provided by a Proponent.

4.7 SOLICITATION

Proponents should not attempt to solicit any members of the elected Board of Directors or employees of MN-S. Any solicitation may result in the Proponent being removed from consideration.

4.8 DISPUTE RESOLUTION

All claims, disputes, or issues in dispute between MN-S and the Consultant shall be decided by mediation or arbitration, if the parties agree, or failing Agreement, in a Court of competent jurisdiction within the Province of Saskatchewan and be governed by the laws of Saskatchewan.

4.9 LIABILITY FOR ERRORS

While MN-S has made considerable efforts to ensure that the information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by MN-S, nor is it necessarily comprehensive or exhaustive.

4.10 ETHICS AND PROFESSIONALISM

Responses to bid solicitations, requests for standing offers, and requests for supply arrangements must be made honestly, fairly, and comprehensively, accurately reflecting their capacity to satisfy the requirements stipulated in the bid/offer/arrangement or contract documents.

Respondents may submit bids/offers/arrangements and enter contracts only if they can fulfill all stipulated obligations. Furthermore, vendors and their sub-contractors have a duty of good faith and honest performance before and during the bidding process.

4.11 NO GUARANTEE

MN-S does not guarantee the value or volume of work to be assigned to the Contractor. Any Contract will not be exclusive for the provision of the described Deliverables. MN-S may contract with third parties for goods and services that are the same as or comparable to the Deliverables outlined in Appendix A or may obtain such goods and services internally.



4.12 SURETY BOND REQUIREMENTS [OPTIONAL, BOND VALUES MAY VARY]

To reduce financial risk and ensure reasonable proponent capacity, any contract requiring the financial approval authority of the PMC may be subject to a surety bond in accordance with the following:

- i. Performance Bond equal to 50% of the total contract value to guarantee the faithful performance of the contract.
- ii. Labour and Material Payment Bond equals 50% of the total contract value to ensure payment of subcontractors, workers and suppliers.

Bonds must be issued by a licensed entity authorized to issue and operate in Saskatchewan.



SCHEDULE A - PROPOSAL CONTENT AND FORMAT

To ensure that similar and relevant information is received from Proponents, MN-S requests that Proponents follow the format and numbering system in the table below. Appendix A (Scope of Work) provides a detailed description of the required services.

Section	Description
1	Cover Page referencing project title and reference number and highlighting key company contact information.
2	Table of Contents with page numbers referenced.
3	Schedules B - F , fully completed and signed. <ul style="list-style-type: none"> Schedule B - Proposal Signatory Form Schedule C - Proponent Information Form Schedule D - Proponent Experience / Reference Form Schedule E - Declaration of Métis Participation Schedule F - Declaration of Conflict of Interest
4	Project Approach and Methodology <ul style="list-style-type: none"> Provide a narrative that illustrates an understanding of MN-S, and the project requirements. Describe the proposed approach and methodology for undertaking the project. Describe any proposed augmentation to the scope of work, such as additional tasks or processes, that may improve the project outcome and explain why such tasks or processes are recommended.
5	Project Team <ul style="list-style-type: none"> Describe the roles of each team member, clearly identifying the project manager and other key personnel, including any Sub-consultants. Describe each team member's qualifications, expertise, and experience, highlighting relevant and recent experience. Describe any personal skills or specialties that apply to this project. Provide examples of similar projects the project manager has successfully delivered approximately within the past five years. Provide professional references for the project manager. Confirm the availability of each team member to work on this project. Acknowledge and confirm that, unless MN-S approves in writing, the successful Proponent must use the team members listed in their proposal to undertake this project.
6	Work Plan <ul style="list-style-type: none"> Provide a detailed description of the project phases and tasks indicating Work breakdown structures and milestones. Provide a project schedule using the Gantt chart method, consistent with the sample template provided in Appendix B. Provide a spreadsheet to identify who will perform each work component and indicate the number of hours allocated to each team member for each task, consistent with the sample template provided in Appendix B.
7	Budget <ul style="list-style-type: none"> Provide a fixed budget proposal identifying the Proponent's total bid price, including consulting hours, travel costs, materials, production, office expenses, and any other anticipated disbursements or costs, including applicable taxes. Provide hourly rates for each team member using the form in Schedule G. Provide a spreadsheet identifying costs per phase and task, consistent with the sample template provided in Appendix B. This information may be combined with the spreadsheet illustrating hours per task noted in Section 6 above.



SCHEDULE B - PROPOSAL SIGNATORY FORM

RFP Number: MNS-2025-103

PROPOSAL PRICE

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)*
2. The required Consent of Surety, as stipulated by the RFP, has been included herein.
3. It is confirmed that the Proposal Price is based solely on specified provisions.
4. It is confirmed that the Proposal Price excludes Goods and Services Tax (GST) and Saskatchewan Provincial Sales Tax (PST).
5. Any Cash Allowances are included in the Proposal Price and must be listed by the Proponent.
6. The Proposal Price, stated in Canadian dollars, is for the performance of work required by the RFP Documents, including the provision of all necessary materials, equipment, and labour for the proper completion of the project, as follows:

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

Submitted this _____ day of _____, 20.

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

DECLARATIONS

- 1 The Proponent proposes to attain Substantial Performance of the Work on or before:_____.
- 2 It is declared that no person, firm, or corporation other than the undersigned has any interest, financial or otherwise, in the RFP or in the proposed Agreement for which the proposal is submitted.
- 3 It is acknowledged that this proposal shall be held irrevocably and is open to acceptance by MN-S until 30 days after the RFP closing date.
- 4 The Proponent agrees to be bound by the entire RFP, including all terms and conditions, all documents listed in the RFP, and any and all Addenda.
- 5 The Proponent agrees that all forms and supplements required by the RFP Documents constitute an integral part of the submission.
- 6 The Proponent's representative identified below is fully authorized to act on behalf of the Proponent in all matters relating to the proposal, including, but not limited to, the provision of clarifications and any additional information requested in connection with this RFP.
- 7 The Form of Agreement provided by MN-S is acceptable to the Proponent, subject to the exceptions included in the proposal.
- 8 The Proponent affirms that it is bound by all statements and representations made in the proposal.



ATTACHMENTS

This proposal includes the following attachments:

1. Checklist Form
2. Proposal Signatory Form
3. Proponent Information Form
4. Proponent Experience / References
5. Declaration of Métis Participation
6. Declaration of Conflict of Interest
7. List of Consulting Team Hourly Rates
8. List of Proposed Sub-Contractors
9. Proposed Agreement Form
10. Proposed Construction Manager Form
11. Consent of Surety Form
12. Proof of Insurance
13. Letter of Good Standing (WCB) Form

SIGNATURES

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all the Proposal documents, including the RFP and any issued addenda, submit this Proposal in response to the RFP. We are including comprehensive information as requested in Schedule A- Proposal Content and Format. By signing this Declaration, the proponent hereby declares that the information contained in this Proposal is true and accurate.

This Proposal is submitted this _____ day of _____, 2024.

Company Name / Name of Proponent

Witness Signature or Corporate Seal

Name and Position of Signatory (Please Print)

Name and Position of Signatory (Please Print)



SCHEDULE C - PROPONENT INFORMATION FORM

Please fill out the following form, naming one person to be the proponent's primary contact for the RFP process and for any clarifications or communication that might be necessary.

Full Legal Name of Proponent:	
Any Other Relevant Name under which the Proponent Carries on Business:	
Are you currently a Métis Citizen or are in the process of becoming a Métis citizen?	
Are you a SaskMétis Economic Development Corporation (SMEDCO) directory member? saskmetisworks.ca	
Street Address:	
City, Province/State:	
Postal Code:	
Phone Number:	
Fax Number:	
Company Website (if any):	
Proponent Title:	
Proponent Contact Phone:	
Proponent Contact Fax:	
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. For more information, please follow this link:
<https://www.saskatchewan.ca/business/taxes-licensing-and-reporting/provincial-taxes-policies-and-bulletins/provincial-sales-tax/apply-for-a-pst-number>

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 a written agreement for the Deliverables.



SCHEDULE D - PROPONENT EXPERIENCE / REFERENCES

Company Profile: Present a brief overview of your company highlighting company vision, employee strengths and business locations.

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 five years. 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 Budget:	
Reference Name:	
Reference Contact Phone:	
Reference Contact Email:	



Reference 01 //	
Reference 02 //	
Project Name:	
Project Address:	
City, Province:	
Project Size:	
Estimated Project Budget:	
Actual Budget:	
Reference Name:	
Reference Contact Phone:	
Reference Contact Email:	
Reference 03 //	
Project Name:	
Project Address:	
City, Province:	
Project Size:	
Estimated Project Budget:	
Actual Budget:	
Reference Name:	
Reference Contact Phone:	
Reference Contact Email:	



SCHEDULE E - DECLARATION OF MÉTIS PARTICIPATION

Definitions

In this form:

“Métis Person” means an individual who:

- a) A person who has a citizenship card with the MN-S;
- 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.

“Verified Métis Business” means a business that is:

- a) A limited, non-profit, partnership, cooperative, or professional corporation with its shares beneficially owned by Métis Persons;
- b) A sole proprietorship conducted by a Métis Person;
- c) A joint venture of entities described in the above subclasses (a) or (b), with or without non-Métis partners.

“Certified Métis Business” means a:

- d) A *Verified Métis Business*, defined above, in which Métis Persons collectively hold **at least 51%** of the beneficial interest.

Métis Ownership

The proponent meets the criteria for a ***Certified Métis Business*** as defined above:

- ☐ Yes
☐ No

Métis Engagement

If you answered “No” above, please describe your team’s engagement with Métis communities by addressing the following questions:

1. **Partnerships:** What formal or informal partnerships have you established with Métis organizations or community groups?
2. **Contributions:** What philanthropic, in-kind or financial contributions have you made to Métis causes or programs?
3. **Collaborations:** What joint initiatives, events or projects have you co-developed or supported alongside Métis communities?



Item #	Description
1	
2	
3	
4	

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

Company Name / Name of Proponent

Name of Proponent (if more than one)

Signature of Authorized Signatory

Signature of 2nd Authorized Signatory (if necessary)

Name and Position of Signatory (Please Print)

Name and Position of Signatory (Please Print)



SCHEDULE F - DECLARATION OF CONFLICT OF INTEREST

Proponents ^{must} disclose real, potential or perceived conflicts of interest when receiving project proposals. This disclosure enables MN-S to address such conflicts appropriately during the procurement process.

DETAILS OF CONFLICT OF INTEREST

(please declare any potential conflicts of interest in this space)

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

Company Name / Name of Proponent

Name of Proponent (if more than one)

Signature of Authorized Signatory

Signature of 2nd Authorized Signatory (if necessary)

Name and Position of Signatory (Please Print)

Name and Position of Signatory (Please Print)



SCHEDULE G - LIST OF CONSULTING TEAM HOURLY RATES

Proponents are requested to use the following table to provide a list of the hourly rates of all consulting team staff, including any Sub-consultants. The completed table shall be included in the Proponent's "Budget" section of their proposal; see Schedule A.

	Staff Name	Role / Position	Hourly Rate
1			\$
2			\$
3			\$
4			\$
5			\$
6			\$
7			\$
8			\$
9			\$
10			\$



SCHEDULE H - LIST OF PROPOSED SUB-CONTRACTOR

Proponents are requested to provide a complete list of the Sub-Contractors to be used for the sections(s) of Work listed hereunder, if applicable. Sub-Contractors listed in the table below are not to be changed without prior written approval from the Regional District. The completed table shall be included in the Proponent's "Project Team" section of their proposal; see Schedule A.

Section of Work	Name of Sub-Contractor	Métis-Owned Organization (Yes/No)



SCHEDULE I – 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]



SCHEDULE J – PROPOSED CONSTRUCTION MANAGER FORM

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

Personnel Name	Number of Years of Experience

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

Personnel Name	Number of Years of 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]



SCHEDULE K – 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]



SCHEDULE L – 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]



SCHEDULE M – 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]



SCHEDULE N – CHECKLIST FORM

This checklist is recommended for Proponents 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	Schedule	Submission Instructions	Compliance Confirmed
Checklist Form	N	Fill in Form and Attach as PDF file.	
Proposal Signatory Form	B	Fill in Form and Attach as PDF file.	
Proponent Information Form	C	Fill in Form and Attach as PDF file.	
Proponent Experience / References	D	Fill in Form and Attach as PDF file.	
Declaration of Métis Participation	E	Fill in Form and Attach as PDF file.	
Declaration of Conflict of Interest	F	Fill in Form and Attach as PDF file.	
List of Consulting Team Hourly Rates	G	Fill in Form and Attach as PDF file	
List of Proposed Sub-Contractors	H	Fill in Form and Attach as PDF file	
Proposed Agreement Form	I	Attach as a PDF file.	
Proposed Construction Manager Form	J	Fill in Form and Attach as PDF file	
Consent of Surety	K	Attach as one (1) PDF file containing Consent of Surety (Performance and Labour/Material Bond)	
Proof of insurance	L	Attach Copy of Proof of Insurance as PDF file	
Letter of Good Standing with WCB Saskatchewan	M	Letter of Good Standing with WCB attached as PDF file.	



APPENDIX A - SCOPE OF WORK

Introduction and Context

This Request for Proposal (RFP) invites qualified proponents to submit a Proposal for design-build services for one (1) accessible duplex in the Northern town of La Ronge Sk.

The intent of this RFP is to obtain an offer from an interested design-builder to perform work to supply one (1) Accessible Duplex, as turnkey with all site work, including allowance for landscaping and site prep, under a single CCDC 14 Design-Build Stipulated Price Contract (the "Agreement").

MN-S has purchased (1) empty lot and wants to maximize the Accessibility in the dwelling units that the budget allows, while maintaining the ability to accommodate two bedrooms.

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

It is MN-S's intention to enter into an agreement with one (1) Proponent. The term of the agreement is to be negotiated between MN-S and the Proponent based on their proposed construction schedule.

Goals & Objectives

MN-S intends for the one (1) Accessible Duplex to be provided through site build or modular building practices. Construction Plans are not included, but MN-S would like to maintain visual continuity with other MN-S housing in the area. MN-S will work with chosen Proponent to ensure exterior finishes meet the visual aesthetic. Overall design and specifications will need to be approved by MN-S, which are to be met by the Proponent. **Proponent is encouraged to submit a floor plan for the proposed project along with all other submitted information.**

MN-S is open to suggestions in order to reach our objectives. Construction is anticipated to begin in summer/fall 2025 with substantial completion by spring 2026.

The work is to be initiated immediately after execution of the Agreement. MN-S would prefer that all Work is performed, with the duplex be ready for turn-key occupancy no later than May 31, 2026, 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 proposed delays should be submitted by the Proponent and may be considered by MN-S as outlined in the Evaluation Criteria.

Background

Métis Nation–Saskatchewan (MN-S) MN-S Housing is working with Northern Region 1 (NR1) in developing an accessible duplex rental housing unit targeted towards low-income Elders or people with mobility



issues in La Ronge. Design choices should reflect the overall operating costs and use of the building following handover.

Detailed scope of work (Deliverables)

A. DELIVERABLES

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

- Design and Provision of one (1) turnkey (move-in ready and solar-ready), Accessible Duplex in La Ronge, Saskatchewan
- Lot drawings provided are a starting point for proponents to work from. As part of their proposal, proponents are to put together a basic concept of what can be delivered that meets the client's needs and maximum project budget.
- Transportation of the Modular Units to sites listed above and craning/placing of the unit onto foundations if modular methods are used
- Required Rezoning and Permit Applications as required (Costs to be the responsibility of MN-S for Rezoning and Building/Development Permits)
- All other items related to the design, engineering and construction of the above buildings
- Required Site Work, including foundations and Site preparation required for placement of the unit onto foundations
- Any and all other expenses or work required to make the accessible duplex turnkey/move-in ready.
- If Modular build is proposed, proponents will be responsible for all costs related to the move, including insurance coverage, moving, line lifts, etc. This may include repairing defective work or repairs due to damage incurred during transportation.
- Should the Proponent elect to build the one (1) Accessible duplex off-site, any costs (including full insurance coverage) associated with the transportation of the Duplex to the Northern town of LaRonge and any applicable craning/placing of the unit onto foundations.
- Includes any and all other items related to the final mechanical, electrical, plumbing, and structural design, engineering and construction of the above building(s).
- All inspections, connections, and permits are the responsibility of the Proponent.
- Includes all appliances
- 1-Year warranty or more, including travel to remote site as needed for warranty work, and Site infrastructure (roadway access, driveways, connections) from date of Substantial Performance.
- MN-S will work with the successful Proponent to ensure that the building is within budget.
- Buildings must conform to A.2. Building Performance Requirements.
- Buildings must conform to A.1. Proposed Building Program.

A.1.PROPOSED BUILDING PROGRAM

The table below outlines the proposed building appliances and fixtures.



Proposals must accommodate for the below program requirements at a minimum.

Accessible Duplex Conceptual Functional Programming //	
Program Element	Description/Notes
Main Level 2 Bedroom Suites Unit A & B	
Bathroom(s)	Plumbing fixtures and bathroom accessories, roll in shower meeting Accessibility standards
Kitchen	Residential Kitchen and required appliances
Laundry	Washer and Electric Drier
Mechanical Room	Required Mech and HVAC. Gas Equipment,
Whole Building	Builder grade Window Furnishings

A.2. BUILDING PERFORMANCE SPECIFICATIONS

For the following sections, please 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.

DIVISION 1 - GENERAL REQUIREMENTS

- + The design and construction of the buildings shall conform to the National Building Code of Canada 2020 and the National Energy Code of Canada for Buildings 2020, the Occupational Health and Safety Act and Regulations (Saskatchewan), and the Uniform Building and Accessibility Standards Act (Saskatchewan).
- + 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 engineering, design, and construction of the complex
- + Drawings must be designed and sealed by Architectural, Structural, Civil, Electrical, and Mechanical Engineers that are qualified and licensed to practice in the Province of Saskatchewan.
- + If modular building practices are used, the building will be connected together on-site.



- + 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 buildings must be energy-modeled and must conform to the requirements of NECB 2020.
- + The Proponent is responsible for coordination with Engineering and Architectural Disciplines.
- + 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
- + The payment schedule will be negotiated during the negotiation phase.
- + 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.
- + 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. Where proponent's proposals differ from the below specifications it must be indicated in the proposal.
- + Workmanship, materials, and products are to be warranted for a minimum period of one (1) year from the date of claimed substantial performance of the contract as determined by the payment certifier.
- + The building to have accessible entry and design is a requirement.
- + 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.
- + Where available, sustainable building materials should be used in favour of less sustainable options. This includes low VOC products, lower embodied energy products, locally sourced materials.



- + Building materials must all be new and be approved by the Authority Having Jurisdiction (“AHJ”) to be installed in the Northern Saskatchewan climate.
- + The foundation system is to be proposed by the Proponent to MN-S for review. It must meet all applicable codes and requirements of the AHJ where it is built. It 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.
- + The buildings shall be prepared in accordance with the building envelope test described in the standard.
- + Includes all mechanical, electrical, and fixtures required to meet Specifications and/or all other Codes

Accessible Duplex Framing & Decks

- + SPF #2 wood or equivalent; pressure treated wood for any areas of contact with ground/soils.
- + Roof slope is to be 4/12 on main roof with gable.
- + Roofs are to be engineered for all live, dead, dynamic, and snow loads.
- + Landing, stairs, and Ramps required to meet Accessibility standards are within this scope
- + Building requires a front covered Deck area with a separation between each unit

Accessible Duplex Exterior Finish

- + CRC Biltmore Fiberglass shingles or equivalent
- + Wooden shakes as applied finish on gable area to match other MN-S buildings in area.
- + D4.5 Gentek vinyl siding and trims - standard colours
- + Aluminum soffit, fascia, eavestrough, and downspouts
- + Triple pane Vinyl windows or equivalent
- + The interior and exterior colour of the windows are to be white. Frames may be Vinyl or Fiberglass but must be thermally broken.
- + Bedroom windows must meet egress requirements as per the AHJ requirements
- + Exterior door to be rated at R6.5
- + Exterior doors to be provided with all hardware and keying, as required by the NBC 2020.



Accessible Duplex Interior Finish

- + Painted drywall-simply white mid-grade paint.
- + Standard painted doors
- + Interior doors are to be provided with all the hardware, and black finish as required by the NBC.
- + 1x6 T+G pine/fir ceiling throughout – standard stain choices
- + Interior wall finishes are ½” drywall. If there are NBC requirements for fire safety for rated assemblies, these are in scope. There will be some locations where there are some interior wood shiplap/T+G installed
- + Pine select-baseboards and casings with stain white finish in Bathrooms for moisture resilience
- + 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.
- + Appropriately sized mirror supplied in bathroom
- + Bathroom Accessories to be black and will include, 24” towel bar, toilet tissue holder, towel ring.
- + Grab bars are within scope and must meet Accessibility Standards
- +

Accessible Duplex 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.
- + Counter tops to be Laminate type

Accessible Duplex Appliances and Equipment

- + The following points outline equipment requirements per unit:



- + Standard slide in electric Range in Black finish
- + Standard Refrigerator in Black finish
- + Standard dishwasher in Black finish
- + OTR/microwave Range hood vented to outside
- + Standard washer
- + Standard Electric Dryer

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

MECHANICAL & PLUMBING

- + 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.
- + Plumbing and HVAC system design is the responsibility of the Proponent
- + Natural gas is available at property. This will be considered in design and equipment selection.
- + Separate HRV air exchange system required for each unit.
- + Kitchen stack head to include grease filter
- + 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.
- + All fixtures must meet Accessibility Standards

Accessible Duplex Plumbing Package

- + Moen or Delta faucets and trims - Nickel 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.
- + Roll in shower unit(s), **shower door not included**
- + Elongated comfort height low flow toilet(s), and seat



- + Standard lavatory
- + Standard stainless steel kitchen sink
- + System pressure pump or equivalent pressure system installed to provide serviceability and ease of use if needed as per lot requirements
- + Easy access to the water meter for installation and maintenance where applicable. Servicing and isolation valves to be installed as required.
- + Plumbing to meet code and tested to AHJ requirements.

ELECTRICAL

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.

Electrical Systems in the Accessible Duplex 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) Includes all mechanical, electrical, and plumbing fixtures required to meet Specifications and/or Building Code.

Accessible Duplex Electrical Package

- + Decora plugs and switches
- + Dedicated block heater plugs in relation to site parking lot
- + Fixtures to be mid-grade resilient finish
- + 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 the date of Substantial Performance.
- + Includes all mechanical, electrical, and fixtures required to meet Specifications and/or Building Code.
- + The Proponent must commission the Electrical equipment on site to ensure the systems are functioning correctly.

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.
- + 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, approach, and parking areas.
- + construction of foundation (or other proposed and approved foundation as per specifications) for the Duplex.
- + water and sewer connections to town infrastructure for the Duplex, including local permits, and any commissioning or testing requirements for the connections, including proper Water Security Agency (WSA) or Saskatchewan Health Authority (SHA) or AHJ approvals and permitting as required.
- + permanent electrical connection to the duplex including all electrical permitting and SaskPower applications.
- + Provision of a Real Property Report.



EXTERIOR IMPROVEMENTS

- + Exterior Improvements are the responsibility and are within the scope of the Proponent
- + Cash allowance provided for landscaping and Fencing as required
- + Changes may occur due to zoning requirements

MISCELLANEOUS

- + Proponent to identify any miscellaneous items.

EXCLUSIONS AND CLARIFICATIONS

- + Sleeping and lounging furniture are not included in this RFP.
- + Geotechnical assessment supplied by Town of La Ronge and included
- + Power service and permit fees will be the financial responsibility of MN-S



B. MATERIAL DISCLOSURES

At this time, MN-S has purchased site/land for this project. Details regarding the location, address, and status of the building site is outlined in Appendix C - Project Locations and Information.

B.1. GEOTECHNICAL CONDITIONS

Geotechnical Investigation has previously been completed on this site. The report is attached as Appendix D

B.2. LEGAL LAND SURVEY

Legal land surveys have been provided where available to Proponents. MN-S will work with Proponents to procure additional information as needed to complete the project within reason. MN-S is responsible for the fees associated with procuring legal land surveys

B.3. UNUSUAL SITE CONDITIONS

The Proponent should exercise professional diligence in assuming ordinary site conditions that could be reasonably anticipated for a project of this nature at the project site. Unforeseeable, unavoidable, and unusual site conditions may, at MN-S's discretion allow for the negotiation of a Change Order in accordance with the terms of the Agreement.

B.4. UNKNOWN ACCESS TO UTILITIES

MN-S will work with the successful Proponent and municipalities to determine what utilities are available on the project site. For the purposes of this RFP, the Proponent is to assume utilities are available at curbside. **Town Infrastructure sewer and water plan are attached as Appendix C**

B.5. UNUSUAL PROCESSES OR PROCEDURES

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

B.6. 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.7. 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.



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.

Proponents should note that additional points are available for Métis-owned businesses. These enhancements aim to promote Metis economic participation in procurement opportunities.

Rated Criteria Category	Weighting (Points)	Minimum Threshold
C.1 Pricing	60	30
C.2 Experience	30	15
C.3 References	20	10
C.4 Capacity	20	10
C.5 Delivery Plan and Schedule	30	15
C.6 Metis Workforce Criteria	10	0
Total Points	170	80

Métis-owned businesses may receive bonus points as follows:

Business Status	Weighting (Points)	Minimum Threshold
C.7 Verified Metis Business	10	1
Total Eligible Points (Verified Metis)	180	81
C.8 Certified Metis Business	20	10
Total Eligible Points (Certified Metis)	190	91

The criteria below will be used to evaluate Proponents.

c.1. PRICING – 60 POINTS

Competitive pricing is very important for MN-S. The contract price will be factored into the evaluation criteria. The highest scored pricing will be based on the Lowest reasonable bid that aligns with project quality expectations. Offers clear value for money with a transparent cost structure.

c.2. EXPERIENCE – 30 POINTS

Experience is important in keeping projects moving efficiently. The highest scored proposal will demonstrate 10+ years of industry experience, with specialized personnel having relevant



certifications related to the tender, and an extensive portfolio of similar projects with successful outcomes.

c.3. REFERENCES – 20 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 Schedule D to complete this section. In considering scores for this section, MN-S may also consider references and past performance as described in section 3.2 of the RFP.

c.4. CAPACITY – 20 POINTS

The ability for a company to successfully complete a project is directly related to its Capacity. The highest scored proposal will exhibit proof of strong financials, adequate workforce, and all necessary resources in place.

c.5. DELIVERY PLAN AND SCHEDULE – 30 POINTS

Up to 30 points may be awarded in this category. Please provide a proposed delivery plan with detailed and well-structured plan using practical scheduling tools (e.g., Gantt charts, project tracking software, milestone trackers, or burndown charts). Clearly defined milestones, contingencies, and proactive risk mitigation strategies. Includes a comprehensive plan for ongoing maintenance, warranty management and timely service repairs with clear responsibilities and schedules defined post completion.

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

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.6. METIS WORKFORCE CRITERIA – 10 POINTS

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 Métis suppliers and labourers as possible through this project.

Métis 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 community(s) 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 individual and/or companies as subcontractors.

Use Schedule H 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.

BONUS POINTS AVAILABLE FOR MÉTIS OWNED BUSINESSES

Points awarded will be calculated based on percentage of Métis ownership.

c.7. VERIFIED MÉTIS BUSINESS- 10 POINTS

The proposal will demonstrate business records showing Métis ownership 1-50% owned shares.

c.8. VERIFIED MÉTIS BUSINESS- 10 POINTS

The proposal will demonstrate business records showing Métis majority ownership 51-100% owned shares.



APPENDIX B - CONSULTANT PROJECT WORKPLAN TEMPLATE

The Proponent shall provide overall project management services, including budget control and direction, and co-ordination of all work, throughout the course of the project.

Budget

Proponents must submit their pricing in a clear and organized format. A spreadsheet identifying costs per phase and task, consistent with the sample template provided in Appendix B, shall be included in the proposal. We encourage proponents to present pricing in a format that provides clarity and coherence to facilitate evaluation.

To provide clarity and transparency in the cost structure, Proponents must ensure that the cost of each element is clearly defined and itemized with a detailed pricing structure based on the Scope of Work as outlined in Appendix A. Subtotals should be included wherever possible.

The proponent's rates must be all-inclusive (i.e., duties and taxes (except applicable sales taxes), travel and carriage costs, insurance costs, delivery costs, installation, and set-up costs, including any pre-delivery inspection charges, and other overhead, including any fees or other charges required by law).

Proposal pricing will be in Canadian currency. Sales taxes (GST and PST) are to be stated separately.

Workplan

The proposal must include a project schedule indicating the time to complete the various tasks. The Proposers are required to fill out a project "Work Plan" spreadsheet, like the MN-S's Project Workplan Template provided in Appendix B, which details tasks, rates, schedules, etc.

As a part of your RFP submission, it is essential to incorporate a detailed schedule to fulfill the project's required Deliverables, including sourcing. This schedule must thoroughly map out the project's key phases, emphasizing significant dates and milestones crucial for evaluating and achieving the project's objectives.



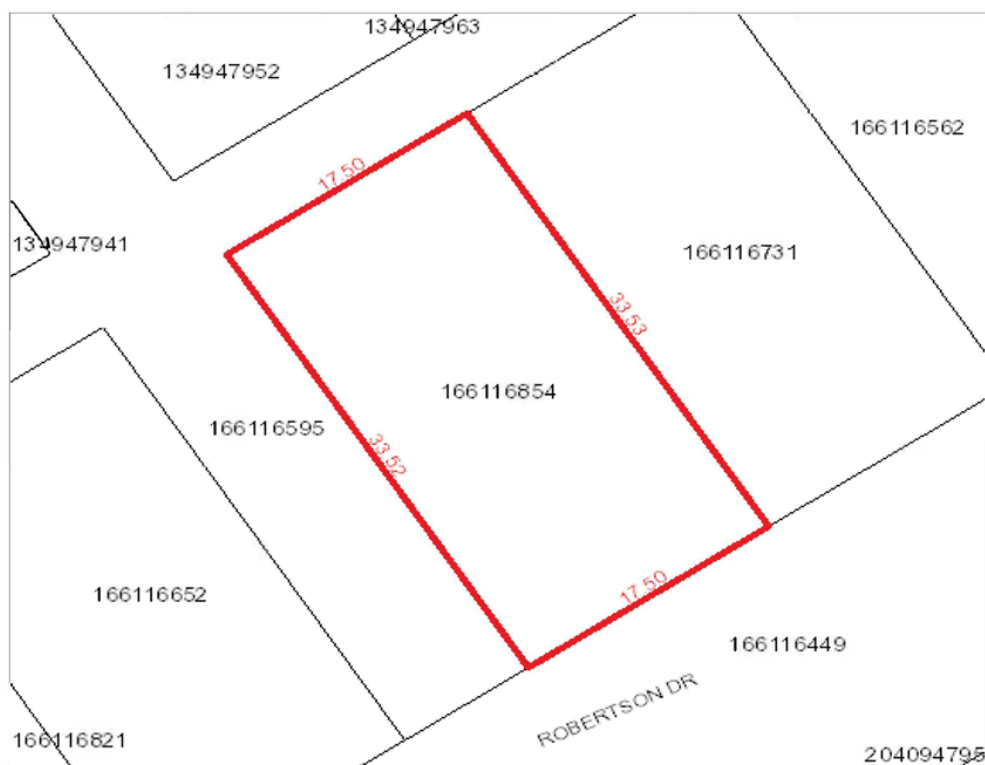
APPENDIX C – PROJECT LOCATION AND INFORMATION

- Lot 7, Block 47, Registered Plan 102079874 Surface Parcel Number: 166116854
- Civic Addresses: 212 Robertson Drive Roll number (Assessment ID): 495161300
- LaRonge Sewer and Water plan available as separated PDF download on the MN-S website.



Surface Parcel Number: 166116854

REQUEST DATE: Thu May 22 11:49:52 GMT-06:00 2025



Owner Name(s) :

Municipality : NORTHERN TOWN OF LA

RONGE Title Number(s) : 141912884

Parcel Class : Parcel (Generic)

Land Description : Lot 7-Blk/Par 47-Plan 102079874 Ext 0

Source Quarter Section :

Commodity/Unit : Not Applicable

Area : 0.059 hectares (0.14 acres)

Converted Title Number : 79PA18488(1)

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.



APPENDIX D – GEOTECHNICAL REPORT

- Geotechnical Information can be found in LaRonge: Preliminary Design and Final report as a separate PDF download on the MN-S website.



SAMPLE TEMPLATE: PROJECT BUDGET FORM



Budget Template

Title of Project	Budget				
	Labour	Materials	Other	Other	Totals
Stage 1: insert stage name					
Task 1: insert task name					0
Task 2: insert task name					0
Task 3: insert task name					0
Task 4: insert task name					0
Task 5: insert task name					0
	Stage 1 Fees (Subtotal)				\$ -
Stage 2: insert stage name					
Task 1: insert task name					0
Task 2: insert task name					0
Task 3: insert task name					0
Task 4: insert task name					0
Task 5: insert task name					0
	Stage 2 Fees (Subtotal)				\$ -
Stage 3: insert stage name					
Task 1: insert task name					0
Task 2: insert task name					0
Task 3: insert task name					0
Task 4: insert task name					0
Task 5: insert task name					0
	Stage 3 Fees (Subtotal)				\$ -
Stage 4: insert stage name					
Task 1: insert task name					0
Task 2: insert task name					0
Task 3: insert task name					0
Task 4: insert task name					0
Task 5: insert task name					0
	Stage 4 Fees (Subtotal)				\$ -
	Total Fees				\$ -
	Travel Expenses & Disbursements				\$ -
	Project Total (excl. tax)				\$ -
	GST (5%)				\$ -
	PST (6%)				\$ -
	Project Total (incl. tax)				\$ -



SAMPLE TEMPLATE: PROJECT SCHEDULE FORM

