

**Request for Proposals  
For  
Construction and Commissioning of a Building to host a Community Wellness and  
Preschool in Igloolik, Nunavut**



Issued: **April 17, 2026**  
Submission Deadline: **May 29, 2026 17:00 EST**

Delivery Location: **email: [procurement@qia.ca](mailto:procurement@qia.ca); [justine@plusarctic.ca](mailto:justine@plusarctic.ca)**

## **1. INTRODUCTION**

### **1.1 Project Background and Invitation**

1.1.1 The **QIKQITANI INUIT ASSOCIATION** (the “**Owner**”) is inviting Proposals from general contractors who wish to be considered for an award of the Contract to construct the Igloolik Aboriginal Head Start and Wellness Centre (“**Project**”), as further described in the RFP Documents. The Project will involve the construction of a roughly 9,100 sqft preschool and community wellness programming building in Igloolik, Nunavut.

1.1.2 The Owner’s objective is to build a high-quality, durable, and constructible facility that is well suited to the local context, responsive to community needs, and capable of being delivered efficiently within the logistical realities of northern construction. The enclosed package has been prepared to provide Proponents with sufficient information to price the Project using one of the proposed delivery models, while also allowing flexibility for Proponents to identify opportunities to improve value, constructability, and schedule certainty.

1.1.3 To encourage participation in this Project, Proponents are invited to submit a Proposal using its choice of one of the following two proposed project delivery models:

(a) Option 1: Bid-Build Proposal

Proponents may submit a proposal with a fixed price for the Work, based on the drawing package attached at Schedule 3 (Drawings and Specifications), and using the CCDC 2 stipulated price contract form together with the CCDC 2 supplementary conditions in Schedule 4 (Form of Contract), and all other RFP Documents. Under this approach, the above document package is to be treated as the Issued for Tender (IFT) design package for this option.

(b) Option 2: Design-Build Proposal

Proponents may submit a proposal with a fixed price for the design and construction of the Project, based on a CCDC 14 contract form together with the CCDC 14 supplementary conditions in Schedule 4 (Form of Contract) and all other RFP Documents,. Under this approach, the drawing package attached at Schedule 3 (Drawings and Specifications) should be treated as the conceptual design and as establishing the minimum technical and performance requirements for the project. Proponents may use their preferred modular, prefabricated, or other project delivery methodologies, provided that the Owner’s core design intent, programming, and performance expectations are met.

1.1.4 Proponents will be required to select only one of the two options as their preferred form of project delivery model and should not submit a Proposal containing both options.

### **1.2 The Work and the Contract**

1.2.1 The Work is more fully described in the Contract (the “**Work**”).

1.2.2 The draft forms of the contract are attached as Schedule 4 – Form of Contract (“**Contract**”) and will form the basis of the negotiations described in Section 7.

### 1.3 Notice of Intent to Participate

- 1.3.1 Contractors who intend to participate in this RFP (each a “**Proponent**”) should complete and sign the Notice of Intent to Participate (Schedule 1) and return the completed Notice by email to the RFP Contact at “[justine@plusarctic.ca](mailto:justine@plusarctic.ca)” (“**RFP Contact**”) and “[procurement@gia.ca](mailto:procurement@gia.ca)”. If there is a change to the information provided in a Proponent’s Notice of Intent to Participate, the Proponent should e-mail an updated Notice of Intent to Participate to the RFP Contact.
- 1.3.2 Proponents are solely responsible for the correctness of the information set out in a Notice of Intent to Participate, and the Owner shall not be responsible if communications and addenda directed to the person identified in the latest Notice of Intent to Participate received by the Owner are not received by a Proponent.

### 1.4 Summary of Key Information

- 1.4.1 The table below provides a summary of some key information contained in the RFP Documents and is provided solely as a convenience. Bidders are urged to read all of the RFP Documents carefully and thoroughly to ensure they fully understand all of the RFT terms and conditions.

RFP Contact	Justine Lywood - <a href="mailto:justine@plusarctic.ca">justine@plusarctic.ca</a>
Question Deadline	The deadline for Proponents to submit questions (the “ <b>Question Deadline</b> ”) is five business (5) days before the Submission Deadline.
Bid Submission	Proposals must be submitted electronically by email to both <a href="mailto:justine@plusarctic.ca">justine@plusarctic.ca</a> and <a href="mailto:procurement@gia.ca">procurement@gia.ca</a> prior to the Submission Deadline.
Submission Deadline	Proposal must be received BEFORE 5:00 pm Local Time on (the “ <b>Submission Deadline</b> ”).
Consideration Period	Each Proposal is to remain open for consideration by the Owner for a period of 90 days starting from the day after the Submission Deadline (the “ <b>Consideration Period</b> ”).
Surety’s Consent / Agreement to Bond	Submission of a Surety’s Consent / Agreement to Bond is mandatory.
Start for Work	Fall 2026 start for civil and foundation work

### 1.5 No Contract A

- 1.5.1 The Owner does not intend to create any contractual relations or obligations, including “Contract A” (sometimes referred to as the “bid contract”), with any Proponent or any other person or entity, and no relations or obligations will be created by virtue of the Owner issuing this RFP or as a result of the Owner’s receipt, review or evaluation of any Proposals. No Proponent or any other person or entity will acquire any legal or equitable rights or privileges against the Owner, and the Owner shall not be obligated in any manner whatsoever to any Proponent or any other person or entity, unless and until the Contract has been duly signed.

### 1.6 Proponents’ Expenses

- 1.6.1 The Owner is not responsible for, and Proponents shall bear, all costs and expenses incurred by them in any way related to any aspect of their participation or intended participation or involvement

in this RFP and RFP process including, without limitation, all costs and expenses related to a Proponent's preparation and delivery of a Proposal and any interviews and negotiations.

## **1.7 Defined Terms**

- 1.7.1 Capitalized terms used in the RFP Documents and not otherwise defined shall have the meanings indicated in the form of Contract, unless the context requires otherwise.

## **2. THE RFP DOCUMENTS**

### **2.1 RFP Documents**

- 2.1.1 The RFP Documents will be sent to all Proponents by e-mail to the latest e-mail address known to the Owner.

- 2.1.2 Proponents should ensure they have all of the documents listed below (collectively the "**RFP Documents**"):

- (a) The RFP (this document).
- (b) Schedule 1 – Notice of Intent to Participate
- (c) Schedule 2 – Proposal Form
- (d) Schedule 3 – Drawings and Specifications
- (e) Schedule 4 – Form of Contract
  - (i) CCDC 2 (2020) Stipulated Sum Contract with Supplementary Conditions
  - (ii) CCDC 14 (2013) Design Build Contract with Supplementary Conditions
- (f) Addenda which may be issued.

- 2.1.3 The RFP Documents shall be read as a whole. The Schedules and addenda, if any, constitute an integral part of this RFP.

- 2.1.4 Proponents should inform the RFP Contact immediately if any documents are missing or are incomplete and/or upon finding any discrepancies or omissions in the RFP Documents.

- 2.1.5 The RFP Documents are made available only for the purpose of submitting Proposals for the Work. Availability and/or use of the RFP Documents does not confer a license or grant for any other purpose.

### **2.2 Proponents' Due Diligence**

- 2.2.1 Each Proponent is solely responsible, at its own cost and expense, to conduct its own independent research, due diligence or any other work or investigations considered necessary by the Proponent, with respect to the Work, the RFP Documents, or the Contract. Nothing in the RFP Documents is intended to relieve Proponents from forming their own opinions and conclusions with respects to the matters addressed in this RFP.

- 2.2.2 No guarantee, representation or warranty, expressed or implied, is made and no responsibility of any kind is accepted by the Owner or its representatives for the completeness and accuracy of any information presented in the RFP Documents or during the RFP process. The Owner and its

representatives shall not be liable to any Proponent or other person or entity as a result of the use of any information contained in the RFP Documents or provided during the RFP process.

### **3. THE RFP PROCESS**

#### **3.1 RFP Timetable**

3.1.1 The deadline for the submission of Proposals (the “**Submission Deadline**”) and the general timetable for the RFP process (the “**Timetable**”) is set out below:

Issue date of RFP	April 17, 2026
Deadline for Proponents’ questions	May 22, 2026
Submission Deadline	May 29, 2026
Interviews (if required)	June 8 – 12, 2026
Negotiations	June 8 – July 8, 2026
Anticipated date for award	July 13, 2026
Anticipated start date of Work	Fall 2026 start for civil and foundation work

3.1.2 The Owner may, in its sole discretion, and without liability, cost or penalty, amend the Timetable at any time.

#### **3.2 Communications Related to the RFP**

3.2.1 Except as provided in the RFP Documents, Proponents and their representatives shall only communicate with the RFP Contact. Proponents are not to communicate with or contact any employees, officers, agents, or other representatives of the Owner regarding this RFP at any time before the Contract, if any, is entered into.

3.2.2 Proponents are solely responsible to ensure that the Owner has the correct and current name and contact information of the Proponent’s contact person by submitting a completed Notice of Intent to Participate. Communications, including addenda, issued by the Owner will be e-mailed only to the Proponents who submitted a completed Notice of Intent to Participate at the time the communication is issued, and only to the person whose name and contact information appear on the Notice of Intent to Participate.

#### **3.3 Proponents’ Questions**

3.3.1 Proponents shall submit all questions and other communications regarding the RFP Documents and this RFP by sending an e-mail to the RFP Contact, no later than the deadline for questions set out in the Timetable. The Owner may, in its discretion, consider and respond to questions received after the question deadline but is under no obligation to do so.

3.3.2 If the Owner believes that a response to a question is warranted, it will include the question and the answer in an addendum. In responding to questions, the Owner may answer similar questions from different Proponents only once, may edit or rephrase the questions, and may ignore questions which, in the Owner’s opinion, do not require a response.

3.3.3 It is each Proponent’s responsibility to seek clarification from the RFP Contact on any matters it considers to be unclear in the RFP Documents, including the description of the Work and the

Contract. The Owner shall not be responsible for any misunderstanding by a Proponent of the RFP Documents, the RFP process, the Contract, or the Work.

### **3.4 Amendments to the RFP Documents**

- 3.4.1 The RFP Documents may be amended by the Owner, at any time, by issuing one or more written addenda. No other statements, whether written or oral, made by the Owner, its advisors, employees or representatives, the RFP Contact, or any other person shall amend the RFP Documents.
- 3.4.2 Addenda will be e-mailed to all Proponents that submitted a completed Notice of Intent to Participate at the time the addendum is issued, and only to the person whose name and contact information appear on the Notice of Intent to Participate. The Owner shall not be responsible if an addendum sent to the person identified in the latest Notice of Intent to Participate received by the Owner is not received by a Proponent.

## **4. PROPOSAL CONTENTS AND FORMAT**

### **4.1 General**

- 4.1.1 Each Proponent will examine all instructions, terms and conditions, forms and information in the RFP Documents and respond to each item set out in the Proposal Form in a clear, concise and legible manner.

### **4.2 Proposal Contents**

- 4.2.1 Proponents must include the following as part of their Proposal:
  - (a) a Proposal Form (Schedule 2 – Proposal Form) completed and signed in accordance with Section 4.4;
  - (b) all documents and other material required by Section 4.5;
  - (c) a Surety's Consent / Agreement to Bond in accordance with Section 4.7.

### **4.3 Proponent Signatures**

- 4.3.1 The Proposal Form must be signed by duly authorized signing representative(s) of the Proponent with authority to bind the Proponent. If the Proponent is a sole proprietorship, the signature of the proprietor must be witnessed. If the Proponent is a joint venture, each party to the joint venture must be identified and must sign in the manner appropriate to that party.

### **4.4 Completion of the Proposal Form**

- 4.4.1 Proponents must complete the Proposal Form (Schedule 2 – Proposal Form) by filling in all blank spaces and providing all information requested. Ensure the Proposal Form is signed in accordance with Section 4.3.
- 4.4.2 Submission of a Proposal Form which is illegible or incomplete, or which contains modifications, changes, exceptions, additions, conditions, qualifications or uninitialed amendments, may result in the Proposal being rejected.

### **4.5 Proposal Deliverables**

- 4.5.1 Proponents are to prepare a response to each of the following items:
  - (a) Corporate Overview and Experience

- (i) Provide an overview of your firm which should not be more than one (1) page. Each Proponent should provide a written narrative describing the Proponent's business model and experience as it pertains to building facilities in Nunavut.
  - (ii) Provide information regarding three (3) projects that your firm has worked on of a similar size, type, and complexity in the past five (5) years. Please make sure to provide all of the following for each Project:
    - (A) Project's name, location, value;
    - (B) A description of the work performed by the Proponent on that Project;
    - (C) The name and contact information of the Owner or Consultant on the Project who will act as the Proponent's reference.
  - (iii) Provide details of your firm's program for and commitment to recruiting, training, and retaining Inuit employees and subcontractors, from Igloolik as well as other Nunavut communities.
  - (iv) Provide an overview of the Proponent's proposed methodology and work plan for the Project, and include the Proponent's intended sequencing of the Work, as well as the Proponent's quality control, risk management, and health and safety measures. The proposed methodology and work plan should not exceed five (5) pages;
  - (v) Proposed preliminary schedule for the performance of the Work and which shows the milestone dates (including the start of site works in 2026) and logic links between major activities; and
  - (vi) Provide a copy of the Proponent's health and safety policies.
- (b) Proposed Project Team
- (i) For each proposed member of the Proponent's personnel named in the 'Project Team' section on the Proposal Form, the Proponent should submit a current CV or resume and any other information pertaining to that individual's previous experience working on projects of a similar size, location, nature, and complexity.
  - (ii) If a Contract is entered into between the Proponent and the Owner, the Proponent shall assign the personnel identified in the Proposal to the Project unless the Owner agrees, in writing, to any changes or substitutions of the named personnel.
- (c) Proposal Price
- (i) Proponents shall enter in the space provided on the Proposal Form the fixed, all-inclusive lump sum price for the Work (the "**Proposal Price**"). The Proposal Price shall be in Canadian dollars and shall:
    - (A) include all cash allowance amounts stated in the RFP Documents;
    - (B) include the costs of the performance bond and the labour and material payment bond specified in the RFP Documents;
    - (C) excludes GST, PST, and all other applicable taxes and duties.
- (d) Schedule of Values and Advances

- (i) Proponents shall enter in the space provided on the Proposal Form their proposed Schedule of Values showing the breakdown of the Proposal Price on a line-item basis. All prices shall exclude GST and PST. Where any item on the Schedule of Values has been left blank, the Proponent shall be deemed to submitted a price of zero dollars (\$0) for the performance of such element of the Design Services or the Work.
  - (ii) Proponents shall enter in the spaces provided in the Schedule of Values, the amount, if any, the Proponent would be seeking for any “Advances” made in accordance with GC 5.2 – APPLICATIONS OF PAYMENT of the Contract. All Advances shall be subject to statutory holdback provisions. Where any item on in the “Advance 1” or “Advance 2” column has been left blank, the Proponent shall be deemed to submitted zero dollars (\$0) as an advance for that item.
- (e) Separate Prices and Hourly Rates
  - (i) Where required on the Proposal Form, Proponents shall enter the following prices in the spaces provided on the Proposal Form:
    - (A) All prices shall exclude GST, PST, and all other applicable taxes and duties.
    - (B) separate prices for the work listed which the Owner may add to the Proposal for the amount(s) indicated; and
    - (C) all-inclusive hourly rates for any additional work that the Owner may require.
  - (ii) The Owner reserves the right to accept or reject any or all separate and/or hourly rates offered, and such prices shall remain in effect for the duration of the Contract.
  - (iii) A Proponent’s failure to submit a separate price or hourly rates where required may result in the Proposal being declared non-conforming.
- (f) Subcontractors, Suppliers, and Trainees
  - (i) Where required on the Proposal Form, Proponents shall input the names of subcontractors and/or suppliers proposed to perform or supply an item or division of the Work.
  - (ii) Where a Proponent lists “own forces”, the Proponent shall perform such item or division of the Work with its own force, and the Owner reserves the right to obtain additional information respecting the qualifications and experience of the Proponent’s own forces to perform such item or division of the Work.
  - (iii) Where required on the Proposal Form, Proponents shall confirm that where the Owner has established a pre-trades training program, the Proponent agrees that it will directly (or indirectly through subcontractors) hire trainees (“Trainees”) from such program for the performance of the Work, and subject to availability, the number of Trainees hired, whether directly or indirectly, shall be not less than the number specified on the Proposal Form.
- (g) Inuit and Local Status
  - (i) Where required on the Proposal Form, Proponents shall check the box to indicate whether they meet the definition of:
    - (A) “Inuit Firm” means an entity which complies with the legal requirements to carry on business in the Nunavut Settlement Area (as defined in the

Nunavut Agreement), and that presents evidence that it is included on NNTI's Inuit Firms Registry; and is:

- (I) a limited company with at least 51% of the company's voting shares beneficially owned by Inuit, or
  - (II) a cooperative controlled by Inuit, or
  - (III) an Inuk sole proprietorship or partnership.
- (B) "Qikiqtani Business" means a business located in the Qikiqtani Region that is included in the Nunavummi Nangminiqagtunik Ikajuut ("NNTI") registry or can otherwise provide proof of meeting NNTI registry requirements.
- (C) "Related Business" means a Nunavut business which is either directly or indirectly owned by Qikiqtani Inuit Association.

Or if the Proponent does not meet any of the above definitions, they should select the box for "none of the above".

(h) Value Engineering Suggestions

- (i) Where a Proponent wishes to suggest a proposed change to the designs or specifications for the Owner's consideration, the Proponent shall provide the following
  - (A) Reference to the original item in the drawing or specification;
  - (B) The suggested change to such drawing or specification together with the Proponent's reason for suggested change to such drawing or specification;
  - (C) Any cost or schedule impacts which may result for the suggested change; and
  - (D) Confirmation that the suggested change meets or exceeds the quality or performance requirements of the original item and will not, in anyway, lower the quality of any materials or services to be used on the Project.

4.5.2 A Proponent's failure to follow instructions or failure to provide a full response may have an adverse impact on the evaluation of its Proposal.

#### 4.6 Points for Discussion

4.6.1 In Section 11 of the Proposal Form, a Proponent shall indicate which of the two forms of contract attached in Schedule 4 – Form of Contract that the Proponent would prefer to use for the Project in the event that they are selected as the Lead Proponent ("**Preferred Form of Contract**").

4.6.2 If a Proponent wishes to discuss any Contract terms in their Preferred Form of Contract, the Proponent must attach to its Proposal Form a separate document (either in word or excel) that clearly identifies each term or provision of the Preferred Form of Contract which the Proponent would like to discuss and any suggested alternate wording. A Proponent's submission in accordance with this paragraph shall be that Proponent's "**Points for Discussion**". For clarity, a Proponent should only submit Points for Discussion with respect to the Preferred Form of Contract, and should not submit Points for Discuss with respect to the non-preferred form of contract.

- 4.6.3 The Owner will not consider and a Proponent will not be entitled to discuss or negotiate any issues relating to the Contract unless such issues have been included in a Proponent's Points for Discussion. A Proponent that submits a Proposal which does not include any Points for Discussion will be deemed to make no Points for Discussion and will be deemed to accept the Contract with no amendments. Proposals with no Points for Discussion will be preferred.

#### **4.7 Surety's Consent / Agreement to Bond**

- 4.7.1 Each Proponent shall submit, as part of its Proposal, an agreement to bond or surety's consent, issued by a surety licensed to conduct surety and insurance business in Canada, undertaking to provide a performance bond and a labour and material payment bond, each in the amount of fifty percent (50%) of the Proposal Price and using the most current CCDC Form 221 and Form 222.
- 4.7.2 The agreement to bond / surety's consent shall remain valid for at least the duration of the Consideration Period.
- 4.7.3 Proponents shall include the costs of all bonds in their Proposal Price.

#### **4.8 Delivery of Proposals**

- 4.8.1 Proponents must deliver their Proposals by e-mail as described in this Section 4.8. Proposals delivered by any other means will not be considered.
- 4.8.2 Proponents must complete and electronically sign the Proposal Form, and deliver the same together with all attachments required by Sections 4.5, 4.6, and 4.7, in Adobe PDF readable format. The name of the file(s) attached to the email should follow the naming convention below:

"[Proponent's name] - RFP - Igloolik AHS and Wellness – Part [#] of [#]"

- 4.8.3 The e-mail and attachments (maximum combined file size of attachments is restricted to 20 MB) must be recorded as received in the RFP Contact's electronic mail inbox BEFORE the Submission Deadline.
- 4.8.4 Late Proposals will not be considered. If there is a dispute over the time of delivery of a Proposal, the time of receipt recorded by the RFP Contact's electronic mail inbox shall govern.
- 4.8.5 Proponents are solely responsible for the timing of delivery of their Proposals and bear the risk of any technical issues that may impact the successful and timely delivery of their Proposals. Proponents should ensure they take into account and are cautioned that Proposal transmission can be delayed or can fail due to high internet traffic, internet outage or unavailability, file size, transmission speed, and other factors.

#### **4.9 Consideration Period**

- 4.9.1 Each Proposal including, for greater certainty, any amendments negotiated in accordance with this RFP, is to remain open for consideration by the Owner for the Consideration Period set out in Section 1.4.

### **5. PROPOSAL EVALUATION**

#### **5.1 General**

- 5.1.1 The evaluation process will be conducted by the Owner. The Owner may obtain the assistance of such consultants and advisors as it may deem appropriate.

5.1.2 The Owner shall, in its sole and absolute discretion, determine the points to be awarded for each proposal. Evaluations and scoring are confidential and will not be released to Proponents.

## **5.2 Mandatory Requirements**

5.2.1 Subject to Section 5.3, Proposals must pass all of the mandatory requirements listed below (collectively the “**Mandatory Requirements**”) on a “pass/fail” basis to be considered and evaluated:

- (a) the Proposal includes a Proposal Form; and
- (b) the Proposal Form is signed in accordance with Section 4.3; and
- (c) the Proposal includes the surety’s consent / agreement to bond in accordance with Section 4.7.

5.2.2 If all Proposals fail at least one of the Mandatory Requirements the Owner, in its sole discretion, may:

- (a) evaluate one or more Proposal selected by the Owner, in its sole discretion, and proceed with the RFP and treat such Bid(s) as having passed all of the Mandatory Requirements; or
- (b) enter into negotiations towards the Contract for the whole or any part of the Work with any Proponent; or
- (c) cancel this RFP as provided in paragraphs 8.2.1(c) or 8.2.1(d).

## **5.3 Limited Opportunity to Cure**

5.3.1 A Proponent’s failure to pass the Mandatory Requirement in paragraph 5.2.1(b) (Proposal Form and Price Form to be signed) or in paragraph 5.2.1(c) (delivery of the surety’s consent/agreement to bond) is curable, provided the Proponent delivers (by e-mail) the required document within five (5) business days (or such other time as the Owner may agree) after the RFP Contact issues a notice to cure to the Proponent. For certainty, other than delivering the documents specified in a notice to cure, the Proponent shall not make any other change to its Proposal and shall not submit any other document or information.

5.3.2 If a Proponent fails to respond within the time stipulated in a notice to cure, its Proposal will be considered based solely on the original Proposal contents submitted.

## **5.4 Clarification and Verification of a Proponent’s Proposal**

5.4.1 The Owner may, but has no obligation to:

- (a) require a Proponent to clarify the contents of its Proposal;
- (b) require a Proponent to submit supplementary information or documentation clarifying any matters contained in its Proposal; and/or
- (c) request a Proponent to acknowledge the Owner’s interpretation of any part of the Proponent’s Proposal.

5.4.2 A Proponent’s response to a request made pursuant to paragraph 5.3.1 shall be delivered in the manner and within the time indicated in the request. If a Proponent fails to respond to a request by the time and in the manner stipulated, its Proposal will be considered and evaluated based solely on the original Proposal contents submitted.

5.4.3 Any information received by the Owner from a Proponent in response to a request made pursuant to paragraph 5.3.1 may be considered as an integral part of that Proponent's Proposal, and the Owner may revisit and re-evaluate a Proponent's Proposal and may adjust the Proponent's score on the basis of information received in response to such request.

## **5.5 Evaluation**

5.5.1 Only proposals that, subject to Section 5.3, pass all of the Mandatory Requirements will be evaluated and scored.

5.5.2 The Proposals will be evaluated and ranked based on the criteria developed by the Owner, may include, but is not limited to, the following:

- (a) Proposal Price and Schedule of Values;
- (b) Proposed amount of the Advances, both individually and in the aggregate;
- (c) Separate Prices;
- (d) Hourly Rates;
- (e) Past experience on remote arctic projects and projects of similar size, type, and complexity;
- (f) Proposed project methodology and work plan;
- (g) Proposed Project Team;
- (h) Proposed Subcontractors and suppliers;
- (i) Community / Inuit Benefits;
- (j) Suggested value engineering changes, if any;
- (k) contents, completeness, clarity, and responsiveness of the Proposal;
- (l) the perceived overall compatibility, suitability, and fit of the Proponent with the Owner's staff, personnel, and consultants;
- (m) the Proponent's overall experience, qualifications, and personnel as may be directly applicable or relevant to the Work;
- (n) where applicable, the Proponent's skill, judgment, and experience on similar projects and record for quality of work;
- (o) where applicable, the Proponent's interview;
- (p) where applicable, the skills and experience of the Proponent;
- (q) Proponent's Inuit Firm, Qikiqtani Business, and Related Business status;
- (r) Where applicable, Points for Discussion;
- (s) any other evaluation criteria set out in this Proposal or that the Owner deems to be appropriate.

5.5.3 Interviews

- (a) During the course of evaluating Proposals, the RFP Contact may, in its sole discretion invite one or more Proponents to meetings and/or interviews with the Owner. The nature and length of such meetings and/or interviews, agenda, and the attendees will be determined by the Owner. If a Proponent is invited to a meeting / interview, the Proponent and the Owner will be at liberty to discuss in detail all aspects of the Proponent's Proposal. The Owner shall be entitled to use the information gathered at the meeting/interview in its evaluation of a Proposal. The Owner may convene more than one meeting or interview with a Proponent. For greater certainty, the Owner has no obligation to undertake any of the activities described as part of its evaluation of a Proposal and/or a Proponent will in no way obligate the Owner to undertake the same or any other activity with any other Proponent or Proposal.

## **5.6 Identification of the Lead Proponents**

- 5.6.1 Subject to the other provisions of the RFP Documents, the "**Lead Proponent**" will be the Proponent with the highest overall score as determined by the Owner, in its sole and absolute discretion.

## **6. OPTIONS RELATED TO THE LEAD PROPONENT**

### **6.1 The Owner's Options**

- 6.1.1 The Owner may issue a written notice to the Lead Proponent:

- (a) awarding the Contract on the basis of the Lead Proponent's Proposal, including any Points for Discussion included in the Proposal; or
- (b) inviting the Lead Proponent to begin negotiations with the Owner to finalize the Contract.

### **6.2 Negotiations**

- 6.2.1 Upon a Proponent's receipt of a written notice referred to in paragraph 6.1.1(b) such Proponent (the Lead Proponent) shall immediately commence negotiations with the Owner to settle all terms and to finalize the Contract. For certainty, the notice issued by the Owner pursuant to paragraph 6.1.1(b) and the ensuing negotiations will not constitute a legally binding offer to enter into a Contract on the part of the Owner, and there will be no legally binding relationship created with the Lead Proponent until the Contract has been fully signed.

- 6.2.2 In carrying out negotiations:

- (a) the Lead Proponent will be limited to the issues, if any, raised in its Points for Discussion and will not be permitted to raise or introduce any new issues relating to the Contract;
- (b) The Owner will not be limited in what it may explore or negotiate and may negotiate any aspect of the Lead Proponent's Proposal;
- (c) the parties will use reasonable commercial efforts to settle all terms and to finalize the Contract within thirty (30) days of the date of the notice referred to in paragraph 6.1.1(b).

- 6.2.3 Notwithstanding such negotiations, the Lead Proponent's Proposal shall remain valid for the duration of the Consideration Period.

- 6.2.4 In addition to the Owner's other rights, if the negotiations between the Owner and the Lead Proponent are unsuccessful or if the Owner determines, in its sole discretion, that it is unlikely to reach final Contract on all terms of the Contract within the time specified in paragraph 6.2.2(c), the Owner may, in its sole discretion and without in any way limiting any other recourse that it may have:

- (a) extend the time to finalize the Contract and continue negotiating with the Lead Proponent; or
- (b) suspend negotiations with the Lead Proponent, without rejecting its Proposal, revoke the “Lead Proponent” designation for that Proponent, and select:
  - (i) the Proponent with the next-highest overall score; or in the Owner’s sole discretion,
  - (ii) a Proponent that had previously been identified as a Lead Proponent with whom the Owner had previously suspended negotiations,
  - (iii) as the new Lead Proponent, and the parties will proceed as provided in Section 6.1.

## **7. EXECUTION OF THE CONTRACT**

### **7.1 Execution of the Contract**

7.1.1 The successful Proponent shall, within five (5) Business Days after receiving the Contract for signing or within such other time as the Owner may agree, sign and deliver the signed Contract to the Owner.

### **7.2 Failure to Comply**

7.2.1 If the Lead Proponent fails to comply with Section 7.1, the Owner may cancel the Contract with such Lead Proponent, in which event the Owner may select a new Lead Proponent, and the parties will proceed as provided in Section 6.1 or may cancel this RFP.

## **8. THE OWNER’S DISCRETION AND OPTIONS**

### **8.1 General**

8.1.1 In addition to any other options contained in the RFP Documents or any other rights which may be implied in the circumstances, the Owner may exercise any or all or a combination of the options described in this Section 8. The Owner shall not be liable for any costs, expenses, losses or damages incurred, suffered or claimed by a Proponent resulting from the Owner’s exercise of its discretion or any of its options or rights.

### **8.2 The Owner’s Options**

8.2.1 The Owner may, in its sole discretion, and for any or no reason:

- (a) reject one or more or all Proposals, even if only one Proposal is submitted;
- (b) reject any part of any Proposal;
- (c) cancel this RFP at any time before signing the Contract;
- (d) cancel this RFP at any time before signing the Contract and issue a new procurement process for the Work.

8.2.2 The Owner may, in its sole discretion:

- (a) waive minor errors and matters of non-conformance contained in a Proposal;
- (b) verify with a third-party information contained in a Proposal or provided by a Proponent;

- (c) adjust the evaluation of a Proposal or reject a Proposal, on the basis of information received from third parties during the course of this RFP;
- (d) reject the Proposal of any Proponent whose Proposal contains misrepresentations or any other inaccurate or misleading information relating to matters which the Owner, in its sole discretion, considers material;
- (e) disqualify any Proponent and reject the Proposal submitted by any Proponent who has threatened or is currently involved in any litigation or arbitration proceeding with the Owner, whether or not such proceeding was commenced before or after this RFP was issued.

8.2.3 The Owner may disqualify a Proponent and reject its Proposal if:

- (a) a Proponent fails to cooperate with any attempt by the Owner to clarify or verify any information provided by the Proponent in its Proposal;
- (b) a Proponent contravenes any of the provisions in this RFP regarding prohibited contact;
- (c) a Proposal contains false or misleading information, or a Proponent provides false or misleading information during its interview;
- (d) a Proponent fails to disclose a Conflict of Interest, or its Proposal reveals a Conflict of Interest that cannot be managed, mitigated or eliminated.

## **9. OTHER TERMS**

### **9.1 Prohibition on Lobbying and Collusion**

- 9.1.1 Proponents and their principals, directors, officers, employees, consultants, agents, advisors and other representatives are strictly prohibited from engaging in conduct that is or could reasonably be considered as any form of political or other lobbying, or as an attempt to influence the outcome of this RFP.
- 9.1.2 Proponents and their principals, partners, directors, officers, employees, consultants, agents, advisors and other representatives are prohibited from communicating or attempting to communicate, directly or indirectly, and in any manner whatsoever, with any other Proponent in connection with the preparation of a Proposal.
- 9.1.3 A Proponent's failure to comply with this Section 9.1 may result in the disqualification of the Proponent and the rejection of its Proposal.

### **9.2 Conflict of Interest**

- 9.2.1 Proponents must declare in their Proposal Submission Form whether they are aware of any potential or actual Conflict of Interest and, if they are, must describe the potential or actual Conflict of Interest and the proposed steps that, if implemented, would address the identified potential or actual Conflict of Interest. The Owner will review the Proponent's description of the potential or actual Conflict of Interest and the proposed steps for addressing it and, without limiting the generality of Section 8.2, the Owner may, in its sole discretion (a) disqualify the Proponent from participating in the RFP and reject its Proposal; or (b) waive any potential or actual Conflict of Interest upon such terms and conditions, if any, as the Owner, in its sole discretion, requires to satisfy itself that the Conflict of Interest has been appropriately managed, mitigated and minimized.
- 9.2.2 If the Owner determines that a Proponent's declaration is not materially true and correct, or if a Proponent otherwise fails to comply with paragraph 9.2.1, The Owner may disqualify the Proponent and reject its Proposal.

### **9.3 Confidentiality**

- 9.3.1 Proponents acknowledge that the contents of their Proposals will be disclosed, on a confidential basis, to the Owner, its personnel, board of directors, agents, consultants and advisors. The Owner will use reasonable efforts to protect sensitive and confidential information provided by Proponents, however, the Owner shall not be liable in any way whatsoever if the Proponent's confidential information, or any part of it, is disclosed, and by submitting a Proposal each Proponent agrees to such disclosure and releases the Owner and the Owner from any liability for the same.
- 9.3.2 The Owner may be required to disclose parts or all of a Proposal pursuant to the dispute resolution process in Section 9.6 or other litigation process, or pursuant to applicable law. By submitting a Proposal each Proponent agrees to such disclosure and releases the Owner from any liability for the same.

### **9.4 Public Statements**

- 9.4.1 Proponents shall not publish, issue, advertise, distribute or make any statements, postings, blogs or news releases, electronic or otherwise, in any print or electronic media, including any social media, concerning their or any other Proposal, the RFP, the RFP Documents, the Work, the Contract, or any other matter concerning this RFP, without the Owner's prior express written consent. A Proponent's failure to comply with this Section may result in the disqualification of the Proponent and the rejection of its Proposal.

### **9.5 Limit of Liability**

- 9.5.1 Each Proponent agrees that the aggregate liability of the Owner to any Proponent and the aggregate amount of damages recoverable by a Proponent against the Owner for any and all claims relating to or arising from this RFP or a Proponent's participation in this RFP, including:
- (a) claims arising from negligence, willful misconduct or other conduct; and/or
  - (b) claims arising from a breach of any contract or any contractual or other relationship or obligation that may arise as a result of a Proponent's participation in this RFP and/or submission of a Proposal,

shall be limited to the Proponent's reasonable demonstrated costs of preparing its Proposal, up to a maximum all-inclusive amount of \$ 500.

### **9.6 Disputes**

- 9.6.1 Any dispute or claim arising out of or in connection with this RFP shall be referred to confidential final binding arbitration before a single arbitrator, selected by The Owner, to be held virtually or, if all parties agree to an in-person arbitration, in Iqaluit, NU, pursuant to the *Arbitration Act*, as amended.
- 9.6.2 The parties to the arbitration shall exchange brief statements of their respective positions on the dispute, together with the relevant documents, and submit to an arbitration hearing which shall last no longer than two (2) days, subject to the discretion of the arbitrator to extend such time. The parties further agree that there shall be no appeal from the arbitrator's award. The costs of the arbitrator and the venue shall be shared equally among the parties to the arbitration.
- 9.6.3 The Owner may give notice of a dispute to one or more Proponents, each of whom shall be a party to and shall be entitled to participate in the arbitration, and each of whom shall be bound by the arbitrator's award, whether or not they participated in the arbitration.

**END OF INSTRUCTIONS TO BIDDERS**

**Schedule 1 – Notice of Intention to Participate**  
**RFP for Igloolik AHS and Wellness Centre**

**TO: QIKQITANI INUIT ASSOCIATION**  
c/o Justine Lywood

**NOTE:** Once completed and signed, Proponents are to e-mail this Notice of Intention to Participate to justine@plusarctic.ca and procurement@qia.ca. Proponents should submit this Notice as soon as possible to ensure timely receipt of communications and addenda.

**Proponent Name:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**CONTACT NAME AND INFORMATION:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**By completing and signing this form, the Proponent named above confirms its intention to participate in the Owner's Request for Proposals for the construction of the Igloolik AHS and Wellness Centre.**

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

**END OF SCHEDULE**

**Schedule 2 – Proposal Form**  
**Proposal for the construction of the**  
**Iglolik AHS and Wellness Centre**

**TO: QIKQITANI INUIT ASSOCIATION**  
**c/o Justine Lywood**

**Proponent Name:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contact name for future correspondence and inquiries:**

**Name and Title** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**We have read and we fully understand, acknowledge, accept and agree to the terms, conditions and the requirements of the RFP, including all RFP Documents, and we hereby submit the forms, documents and other material required by the RFP. Without limiting the foregoing, we understand, acknowledge, accept and agree that:**

- (a) **the issuance of the RFP Documents, our preparation and delivery of our Proposal, and the receipt, review, evaluation and/or negotiation of our Proposal will not create any contractual or other relations or obligations, including “Contract A” (sometimes referred to as the “bid contract”), between us and the Owner;**
- (b) **by participating in the RFP and by preparing and delivering a Proposal we have not acquired any legal or equitable rights or privileges against the Owner, and the Owner will not be obligated to us in any manner whatsoever unless and until a Contract has been duly signed.**

**We hereby represent that the documents and other material attached to this Proposal Form fully respond to the Proposal Deliverables, are complete and accurate, and that the Owner may rely on all such documents and material submitted.**

Capitalized terms used in this Proposal Form and not otherwise defined shall have the meanings assigned to them in the Request for Proposal.

**1. ADDENDA**

Our Proposal incorporates and takes into account addendum number(s) \_\_\_\_\_. *[Proponent to insert addendum number(s). If none, insert “none”]*

**2. ATTACHMENTS**

We have attached or submitted all documents and other material required by the Proposal Deliverables

and RFP Documents.

### 3. PROJECT TEAM

We have listed below the names of the individuals on the Project Team who are available and who will be assigned to the Project if we are the successful Proponent:

Position	Name
Project Executive / Executive in Charge	
Project Manager	
Site Superintendent	

We have attached copies of resumes for each of the individuals listed in the table above.

### 4. PROPOSAL PRICE

Having carefully examined the RFP Document, all addenda, and all other matters related to this RFP, we offer to enter into the Contract with the Owner to perform the Work for the Project for the following all-inclusive lump sum Proposal Price:

CDN \$ \_\_\_\_\_  
 [insert Proposal Price in figures only]

We acknowledge and agree that our Proposal Price offered above:

- a) is a fixed, all-inclusive lump sum price for the performance of the Work described in the RFP Documents;
- b) includes all cash allowance items and amounts stated in the RFP Documents
- c) includes the cost of bonding;
- d) is stated in Canadian dollars and **excludes** GST, PST, and all other taxes and duties.

### 5. SCHEDULE OF VALUES AND ADVANCES

Set out below is our Statement of Values for the proposed scope of Work. We agree that any item on the Schedule of Values has been left blank shall be deemed to be a submitted price of zero dollars (\$0) for such item. All prices below shall be exclusive of GST and PST.

Description	Lump Sum	Advance #1	Advance #2	Remaining
Design Services, including all subconsultant fees				
Inspections of modular or prefabricated products and materials (if applicable)				
Permits				
Project Management				
Bonding and Insurance				
Civil Work and Fencing				
Pile Work and Monitoring				
Structural Steel and Miscellaneous Metal Work				
Wood Structure and Shear Walls				

Description	Lump Sum	Advance #1	Advance #2	Remaining
Interior Framing				
Insulation, Vapour & Air Barrier				
Mechanical Rough-In				
Electrical Rough-In				
Metal Siding				
Roofing				
Doors, Frames and Windows				
Gypsum Board				
Mudding, Taping and Painting				
Flooring				
Mechanical Finishes and Controls				
Electrical Finishes				
Finish Carpentry				
Millwork				
FF&E				
Freight (flights, maritime transport, ground transportation)				
Room & Board				
Equipment, Handling				
Site Security & Safety				
Temporary Services				
Cash Allowance - Permanent Utility Power Connection	\$75,000			
Cash Allowance - Telephone and Data Connection	\$50,000			
Administration				
Profit				
<b>TOTAL</b>				

The total amount sought for Advance 1 is :\$ \_\_\_\_\_, excluding GST and PST

The total amount sought for Advance 2 is \$ \_\_\_\_\_, excluding GST and PST

**6. SEPARATE PRICES**

Set out below are the separate prices, any or all of which the Owner may accept for the amounts listed below. All optional prices submitted take into consideration and allow for changes and adjustments in other work as may be necessary to provide a finished and functional result. All optional prices exclude GST and PST but include all other taxes and duties.

Section	Description	Price
		\$ /per ___

		\$ /per __
		\$ /per__

**7. HOURLY RATES**

The undersigned submits the following labour rates for any extra work (excluding PST and GST), and such rates shall not be changed for the duration of the Work:

<b>Role</b>	<b>Hourly Rates (all inclusive)</b>
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour
	\$ /hour

The undersigned agrees that the Owner can choose any of the above separate items for the Contract. Owner may include the above at the time or award, or later by means of a Change Order.

**8. SUBCONTRACTORS, SUPPLIERS, AND TRAINEES**

We propose to employ the following subcontractors and suppliers to perform an item of the work called for by the Contract and listed below. We also:

- (a) confirm that all proposed subcontractors and suppliers have been investigated to confirm their reliability and competence to perform the work in accordance with the Contract; and
- (b) acknowledge and agree that no substitution for a subcontractor or supplier listed below will be permitted after the Submission Deadline, except as may be provided in the Contract.

<b>Item of Work</b>	<b>Subcontractor / Supplier</b>
Mechanical	
Electrical	
Civil	
Foundation	

We agree that where the Owner has established a pre-trades training program we will work with the Owner to maximize the hiring, whether directly or through our subcontractors, of the trainees who have successfully completed such program (the "Trainees") for the performance of the Work. Subject to the availability of Trainees, we commit to employing not less than the following number of Trainees on the Project, either directly or indirectly.

Number of Trainees:\_\_\_\_\_

**9. INUIT AND LOCAL STATUS**

In accordance with Section 4.5.1(f)(iii), we meet the definition of:

- Inuit Firm
- Qikiqtani Business
- Related Business
- None of the above

We understand and acknowledge that if we have selected any box other than “none of the above”, we may be requested to provide documentation in support of our meeting of such definition and agree to do so within two (2) Business Days of such request. We further understand and acknowledge that if we fail to provide the requested documentation our bid will be rejected

**10. VALUE ENGINEERING SUGGESTIONS FOR DISCUSSION**

Our suggested changes to the design or specifications for consideration, if any, are attach a separate word or excel document that clearly identifies each item in the drawings or specifications that we proposing be changed, together will all other information required by Section 4.5.1(h).

**11. POINTS FOR DISCUSSION**

We are proposing to use the following form of Agreement (select one):

- CCDC 2 Stipulated Sum Contract as amended by the Supplementary Conditions
- CCDC 14 Design-Build Contract as amended by the Supplementary Conditions

We understand and acknowledge that if we wish to discuss any terms of the Agreement we must attach a separate word or excel document that clearly identifies each term or provision of the Agreement which we would like to discuss and any suggested alternate wording. We further understand, acknowledge and agree that if our Proposal does not include any Points for Discussion we will be deemed to make no Points for Discussion and will be deemed to accept the Agreement with no amendments.

**12. CONFLICT OF INTEREST**

If the box below is left blank, the Proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its Proposal; and (b) there is no foreseeable Conflict of Interest in performing the Agreement. Otherwise, if the statement below applies, check the box:

- We declare that there IS an actual or potential Conflict of Interest relating to the preparation of our Proposal, and/or we foresee an actual or potential Conflict of Interest in performing the Contract.

If a Proponent declares an actual or potential Conflict of Interest by marking the box above, the Proponent must provide details of the actual or potential Conflict of Interest as well as the Proponent’s proposed steps that, if implemented, would address the identified actual or potential Conflict of Interest.

**13. DECLARATIONS, REPRESENTATIONS, ACKNOWLEDGMENTS AND AGREEMENTS**

a) We declare and represent that:

- i. our Proposal is not made in connection with any other Proponent and is, in all respects, made without collusion; and

- ii. no person or firm other than the undersigned has any interest in this Proposal or in the proposed Contract for which this Proposal is made.
- b) We declare and agree that our Proposal is open for consideration by Owner for the duration of the Consideration Period.
- c) We acknowledge and agree that if we are invited, in accordance with the RFP, to enter into negotiations with Owner to settle the terms of the Contract, we agree that:
  - i. we will be limited to the issues, if any, raised in the Points for Discussion submitted as part of our Proposal and we agree not to raise or introduce any new issues relating to the Agreement;
  - ii. notwithstanding such negotiations, our Proposal will remain valid and will not be amended for the duration of the Consideration Period;
  - iii. we will use reasonable commercial efforts to complete the negotiations and settle all terms of the Contract within the time specified in the RFP.
- d) We declare, acknowledge and agree that, if we receive the Contract for execution, we will sign and deliver the signed Agreement to Owner within five (5) business days after receiving the Contract for signing or within such other time as Owner may agree, failing which we acknowledge and agree that Owner may cancel the award of the Contract to us.

**Signed and submitted for and on behalf of:**

**PROPONENT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NAME AND TITLE:** \_\_\_\_\_

### **Schedule 3 – Drawings and Specifications**

All Drawings and Specifications are available at [www.qia.ca/rfp/](http://www.qia.ca/rfp/)

#### **Schedule 4 – Form of Contract**

The following forms of contract will be provided separately:

- CCDC 2 (2020) Stipulated Sum Contract with Supplementary Conditions
- CCDC 14 (2013) Design Build Contract with Supplementary Conditions