



## Klahoose First Nation

1790 Tork Rd  
 Squirrel Cove, BC  
 V0P1T0  
 Office: 250-935-6536  
 www.klahoose.org

This document must be released as the Request for Proposal or open tender call for any High Value procurement project of Klahoose First Nation as defined in the Klahoose First Nation Procurement Process and Approval Limits Table. Each Bidder must complete the requirements of this document and submit with their proposal to Klahoose First Nation to be considered in the Request for Proposal process.

Klahoose First Nation Request for Proposal			
Project Title:	Cultural Center – Totem Pole	Reference #	2024-01
Type of Tender:	Invited	Public	x
Proposal Due Date:	March 15, 2024		
Contract Award Date:	March 30 2024		
Contract Completion Date:	May 30, 2024		

Bidder Information	
Bidder Name:	
Address:	
Telephone:	
Email:	
Previous experience working with First Nations and/or Klahoose First Nation (if applicable):	
Intended level of use of available community labour and/or resources (e.g. equipment, materials, etc.) during project:	



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### Project Information

#### Description and objectives of the project:

Included in the interior of the new Klahoose First Nation Cultural Center, will be a carved 360' totem pole, on permanent display. The totem pole will be highlighted in the center of the 6415 sqft building, underneath a skylight, and will be the centerpiece of Klahoose First Nation cultural display within the building.

#### Background information for the project (e.g. context, challenges, etc.):

1. Log to be Selected from Klahoose First Nation Cultural Center Location at 1740 Oceanview Rd prior to land clearing – to be arranged via Devin Rogers.
2. Quick construction time, as this totem pole will be erected during construction of the new Klahoose First Nation Cultural Center, and cannot be erected into place once the roof is constructed.
3. The totem pole can either be carved in advance and erected complete, or can be stripped and ready for carving, erected into place into the building, and then carved vertically.
4. Please email Devin Rogers for Cultural Center floor plan and measurements of totem area.

#### Scope of the project:

Description of Services: Log Selection & Carving/Painting of Klahoose First Nation Totem Pole

Expected Output and Timeline: 1 Carved & Painted Totem Pole – completed by May 30, 2024

Expected Payment Schedule (based on % of completion): 20% on awarding of RFP, remainder due on completion.

Qualifications Necessary: Skilled carver with references and photo's of previous work.



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Specific requirements (e.g. Performance guarantee and bonding, subcontractor involvement):

Criteria and weighting for proposals:

(1) **Organization:** 20% Weighting

Demonstrated ability to provide adequate management and support to deliver the services. Personnel have strong familiarity with Klahoose First Nation projects and activities, and knowledge of best practices outside Klahoose First Nation to lend to the analysis.

(2) **Experience with First Nations:** 10% Weighting

Demonstrated experience working broadly with First Nations, specifically the Klahoose First Nation community.

(3) **Approach:** 20% Weighting

Demonstrated appreciation of the key issues and risks to achieve the objectives as outlined in this RFP. Appropriate methodology and work plan to fulfill the objectives of the services in the specified timeframes.

(4) **Skills and Experience:** 20% Weighting

Proven skills and experience on similar past projects.

(5) **Proposal Cost:** 20% Weighting

Appropriate qualifications, experience and skills of personnel and team balance to implement the services with a reasonable budget.

(6) **Intent to Use Community Labour:** 10% Weighting



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Demonstrated intent and the extent to which the Bidder will utilize and/or train available community members.

Other Special Terms and Conditions (e.g. delivery dates, constraints, etc.):

### Other Information

Each Bidder is required to prepare a detailed itemized budget in submitting their proposal, including consultancy fees and administrative support charges (if applicable), specifying unit cost and the number of hours/days proposed to be devoted to the project.

Klahoose First Nation shall make payment according to the payment schedule identified in this RFP and/or as soon as practicable after an identified percentage of work has been completed per invoices and accompanying supporting documentation received by Klahoose First Nation from the selected Bidder.

Each Bidder is expected to fully inform themselves on all aspects of the work required to be performed, and submit its proposal (including this completed document) in accordance with any criteria or requirements listed.

At the time of submitting a proposal, the Bidder agrees there is no conflict of interest, actual, potential or apparent, unless specifically and clearly identified in the proposal with a recommended plan to manage the conflict of interest. The Bidder agrees to notify Klahoose First Nation immediately if an actual or potential conflict of interest arises.

Bidders should familiarize themselves with Klahoose First Nation's Financial Administration Law (FAL) and related policies and procedures, as they are applicable to the management and delivery of Klahoose First Nation projects. The FAL and policies are available on the Nation's website.



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Nothing in this RFP will be construed to create any binding contract (express or implied) between Klahoose First Nation and any Bidder until a written contract, if any, is entered into by the parties.

### Submissions and Questions can be Directed to:

Name:	Devin Rogers – Infrastructure & Development Manager
Address:	1790 Tork Rd, Squirrel Cove, BC, V0P1T0
Email:	<a href="mailto:devinrogers@klahoose.org">devinrogers@klahoose.org</a>
Telephone:	250-667-8786

Relevant answers for any question submitted shall be distributed to all Bidders, with confidential information redacted (if applicable).

By bidding in response to this Request for Proposal, you and/or your company agree to comply with any conditions herein, and acknowledge that Klahoose First Nation retains the right to choose any or none of the proposals received.