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TLA'AMIN NATION

REQUEST FOR PROPOSAL (RFP)

TLA'AMIN NATION MASTER DRAINAGE PLAN (MDP)

TLA'AMIN NATION
4779 KLAHANIE ROAD, QATHET, BC, V8A 0C4

ISSUE DATE: MAY 20TH, 2025

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REQUEST FOR PROPOSAL (RFP)

Project No: 560

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Issue Date:
May 20th,2025
Closing Date:
June 19th,2025

Company Name: _____
Contact Person Name: _____
Address: _____
City: _____
Prov: _____ Postal: _____
Email: _____
Phone: _____
Fax: _____

GUIDELINES FOR PROPOSAL DELIVERY

An electronic copy of your proposal must be delivered by email to:

publicworks@tn-bc.ca

Attention: Public Works & Capital Infrastructure
Tla’amin Nation

Email attachments should be clearly marked with the name of the applicant.

1. INFORMATION FOR APPLICANTS

a. Summary

Tla'amin Nation (TN) is seeking proposals from qualified consultants to create a new Master Drainage Plan for our village of Ti'shosum. Our village is experiencing inadequate drainage in many areas. This plan will serve as a critical tool in guiding infrastructure improvement projects, mitigating flood risks, and enhancing resilience in our community.

The project objectives are:

- Assess existing stormwater infrastructure & drainage patterns.
- Review all relevant background information, including the Master Drainage Plan (MDP) feasibility report conducted by David Nairne and Assoc. (July 2008). (Appendix A).
- Provide stormwater modeling & mapping.
- Finalize a new Drainage Plan report. The report should present findings and recommendations for drainage improvements, including both short-term and long-term solutions. The Master Drainage Plan should display a prioritized implementation strategy inclusive of design & cost estimates.

The new MDP report must:

- Acknowledge that the Nairne report was conducted prior to Tla'amin self-government in 2016 and contains outdated language and references (e.g., references to the Indian Act). It was also conducted prior to a period of major development in our community.
- Prioritize recommendations based on urgency and effectiveness, clearly distinguishing between short-term and long-term implementation horizons.
- Include an assessment of environmental impacts and ensure that proposed drainage solutions are environmentally responsible and sustainable.
- Present options for solutions to allow for flexibility in implementation and decision-making.

b. Community Background

The Tla'amin Nation is a modern, forward-thinking First Nation government at an exciting point in its history. In April 2016, the community became self-governing through the BC Modern Treaty Process.

Tla'amin Lands are owned by the Tla'amin Nation in restricted fee simple, and the Nation has law-making authority with respect to management, planning, zoning, and development on Tla'amin Lands. Federal and provincial law will also apply to all lands owned by Tla'amin Nation.

Tla'amin Nation is part of the Northern-most Coast Salish ʔayʔajuθəm speaking peoples. Our people today have inherited rich territories & teachings from our Ancestors who have cared for these Lands since time immemorial.

The village of Tí'shosum, where this project will focus, is our main occupied village within our Treaty Settlement Lands. It is located just North of the City of Powell River in British Columbia, along Highway 101. There are approximately 280 Housing Units and 25 Community Buildings existing in the village. Our existing drainage system is primarily ditches & culverts along roadways.

TN has a fast-growing Administration team & good experience with development of our Lands over the last 5 years and will support the successful party throughout the project. Our Public Works Department can provide support through this work in Project Management, GIS Mapping, Machine Operation, Infrastructure Knowledge, and Labour.

For more information on the Tla'amin Nation, refer to the Tla'amin Nation website:
www.tlaaminnation.com.

2. Report Objectives

The scope of work will include the following:

Data Collection & Review:

- Review Tla'amin's existing storm drainage system and recommend an approach to improving this system, including prioritizing urgent work.
- Review all previous reports and 100-year storm history data.
- Inspect Highway 101 drainage to assess potential negative impacts on other areas.

Analysis & Modeling:

- Assess how the proposed drainage improvements will integrate with existing infrastructure, including connections to the municipal system and other utilities.
- Map and evaluate the existing drainage works in conjunction with the Nation's ArcGIS team.

Plan Development:

- Develop conceptual designs for drainage rehabilitation and upgrading.
 - Specify materials and construction standards for the drainage infrastructure, ensuring compliance with relevant codes and regulations.
- Develop Class D Cost Estimates for recommended improvements.
- Define performance criteria for the improved drainage system (where applicable), including flow capacity, expected lifespan, and maintenance requirements.
- Outline a plan for post-implementation monitoring to assess the effectiveness of the drainage improvements and identify any necessary adjustments.
- Conduct an environmental study to assess potential impacts on local ecosystems and sensitive habitats, and to support long-term ecological sustainability.

Public & Stakeholder Engagement:

- Develop and implement a comprehensive survey plan, including household surveys, polls, or other engagement tools, to both consult with Tla'amin Nation citizens and gather detailed information on current drainage issues, localized impacts, and community concerns.

Final Deliverables:

- Draft (for TN's review), and Final Drainage Plan.
- GIS-compatible data files.
- Summary presentation of the Final Drainage Plan for our Executive Council.

3. SUBMISSION INFORMATION

The successful applicant must meet the requirements set out in this RFP. Applicants shall submit the following information with their proposal:

- Executive Summary demonstrating an understanding of the RFP.
- Number of years the applicant/firm has been in business.
- Identification and resumes of key staff and the roles they will play in fulfilling the proposal, including relevant certifications and qualifications.
- Two (2) to three (3) most recent clients/projects and corresponding references, including contact information.
- Relevant Project Experience.
- Description of proposed approach and estimated timeline for project execution, including methodology, key tasks, and milestones.
- Budgetary costs for all items identified in Section 2, including any subconsultant costs.
- Proposed schedule of deliverables, including timelines for draft and final reports, and presentations, with separate schedules for short-term deliverables (prioritized based on immediate needs) and long-term drainage solutions.
- Please specify the billing structure (e.g., hourly rates, fixed fees, milestone-based payments, etc.), including any anticipated additional costs or fees.

4. EVALUATION

This section details all criteria against which proposals will be evaluated. **The Tla'amin Nation reserves the right to not select any proposal, and to keep submissions confidential.**

Applicants should ensure they fully respond to all submission information outlined above and the criteria listed below to receive full consideration during evaluation.

A shortlist of applicants may be contacted for an interview.

a. Criteria

Proposals not clearly demonstrating that they meet the following criteria may be excluded from further consideration during the evaluation process.

Proposals for this RFP which meet all criteria will be evaluated as follows.

Proposals meeting the minimum criteria will be evaluated as follows:	Weight
Understanding of the requirements and completeness of proposal	10%
Qualifications and experience, including references	30%
Overall project approach, methodology, and schedule	30%
Budget estimates	25%
Environmental Impact Assessment Plan	5%
Total	100%

b. Submission Deadline

All questions & requests for more information must be sent to publicworks@tn-bc.ca by June 2nd, 2025 at 12:00pm. All answers will be posted as an Addendum on the Tla’amin Nation website by 4:30pm on June 13th, 2025.

Complete Proposals must be submitted to Tla’amin Nation before 4:30pm on June 19th, 2025.

Please see <https://www.tlaaminnation.com/category/rfp/> for any updates to the RFP Schedule.

5. TERM

The successful contractor(s) will be contacted by June 27th, 2025, to coordinate a project schedule. This will continue until project scope has reached completion.

6. REFERENCES

Tla’amin Nation will conduct reference checks 7 days or more after the proposal is submitted. Tla’amin Nation will not enter a contract with any applicant whose references, in the opinion of Tla’amin Nation, do not confirm the information provided in the RFP.

7. INQUIRIES

All inquiries regarding the services of the anticipated contract or the administrative details of the RFP are to be directed at:

Md Tawhid Aziz
Project Manager
Tla'amin Nation
publicworks@tn-bc.ca
Cc: tawhid.aziz@tn-bc.ca

APPENDIX A: 2008 Feasibility Report

Master Drainage Plan – Feasibility Report 2008 by David Nairne + Associates Ltd.