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TLA'AMIN NATION

## **REQUEST FOR PROPOSAL (RFP)**

### **NEW FIREHALL FEASIBILITY STUDY**

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

ISSUE DATE: SEP 24, 2025.

**REQUEST FOR PROPOSALS  
TABLE OF CONTENTS**

**Contents**

<b>1. INTRODUCTION</b>	<b>4</b>
1.1 Purpose	4
<b>2. INSTRUCTIONS TO PROPONENTS</b>	<b>4</b>
2.2 Proposal Language	4
2.3 Submission Location/Method	4
2.4 Format, Number of Copies, and Labeling of Proposal	4
2.5 Submission Deadline	5
2.6 Amendments to Proposals	5
2.7 Withdrawal of a Proposal	5
2.9 No Public Opening	5
2.10 Enquiries	5
2.11 Questions and Addenda	6
2.12 Examination of RFP and Site	6
<b>3. EVALUATION AND SELECTION</b>	<b>6</b>
3.1 Evaluation Committee	6
3.2 Evaluation Criteria	6
3.3 Reference Checks	7
3.4 Interviews and Demonstrations	7
3.5 Negotiation and Execution of Agreement	7
3.6 General Conditions	7
3.7 No Collusion	7
3.8 Freedom of Information and Protection of Privacy Act	7
<b>SCHEDULE A – SCOPE OF GOODS OR SERVICES</b>	<b>8</b>
<b>1. INTRODUCTION</b>	<b>8</b>
<b>2. COMMUNITY BACKGROUND</b>	<b>8</b>
<b>3. OBJECTIVES</b>	<b>8</b>
<b>4. SCOPE OF WORK</b>	<b>9</b>
<b>5. DELIVERABLES</b>	<b>10</b>
<b>6. ANTICIPATED TIMELINE</b>	<b>10</b>

# REQUEST FOR PROPOSAL (RFP)

NO: TBD

## COVER PAGE

**Issue Date:**  
Sep 24, 2025  
**Closing Date:**  
Oct 24, 2025 (no later than 4:30pm)

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](mailto:publicworks@tn-bc.ca)

Cc: [tawhid.aziz@tn-bc.ca](mailto:tawhid.aziz@tn-bc.ca)

Attention: Public Works & Capital Infrastructure  
Tla'amin Nation

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

## 1. INTRODUCTION

### 1.1 Purpose

Tla'amin Nation request proposals from experienced and qualified Consultants to conduct a comprehensive feasibility study to identify options for building a new structure to replace the existing Fire Hall in Tla'amin Nation, BC. It is the intent of the Nation to use this RFP process to select a single qualified Consultant for the provision of the goods and/or services as described herein.

## 2. INSTRUCTIONS TO PROPONENTS

### 2.1 Non-Mandatory Site Visit

A meeting of Proponents may be hosted by the Nation to discuss the Nation's requirements under this RFP (the "Non- Mandatory Site Visit"). At the time of the issuance of this RFP a non-mandatory site visit with Nation Representatives has been scheduled for:

Date: **October 15, 2025**

Time: **10:00 am Pacific time**

Location: **5027 River Rd #5015, Powell River, BC V8A 0B8**

Please allow one hour for the Non-Mandatory Site Visit. No transcript or report of information meeting will be provided.

Additional site visits may be allowed. If required, submit a request to the RFP Contact Person as noted on the cover page of this RFP.

The prospective Proponent assumes full risk for its safety, and the safety of its representatives attending the Information Meeting(s), or any subsequent non-mandatory site visit and the Nation assumes no liability for injuries or losses incurred by any person attending Information Meeting.

### 2.2 Proposal Language

The Proposal must be in English.

### 2.3 Submission Location/Method

The Proposal must be sent via email in pdf format to [publicworks@tn-bc.ca](mailto:publicworks@tn-bc.ca) cc: [tawhid.aziz@tn-bc.ca](mailto:tawhid.aziz@tn-bc.ca). Submission requirements as outlined below.

### 2.4 Format, Number of Copies, and Labeling of Proposal

The Proposal must meet the following requirements.

- i. Must be in PDF format.
- ii. One (1) copy required.
- iii. Documentation should include the following:
  - a. Cover Page; and
  - b. Name of the Proponent

## **2.5 Submission Deadline**

A Proposal must be received by the Nation before the RFP Closing Date. Proposals received after the RFP Closing Date may not be considered.

## **2.6 Amendments to Proposals**

A Proposal that is submitted before the RFP Closing Date may be revised by written amendment at any time up to, but not later than, the RFP Closing Date. Such a written amendment must be delivered to the RFP Contact Person at the email provided. An amendment should be signed by an authorized signatory of the Proponent. The amendment should indicate the change(s) only and not full resubmission.

## **2.7 Withdrawal of a Proposal**

A Proposal can be withdrawn at any time up to the Agreement being entered into by written notification of such withdrawal to the RFP Contact Person.

## **2.8 No Fax Proposals**

Proposal, including amendments to Proposals, received by facsimile will not be considered by the Nation.

## **2.9 No Public Opening**

There will be no public opening of Proposals.

## **2.10 Enquiries**

Any time before the Enquiries End Date, Proponents may request explanation or clarification regarding this RFP by email to the RFP Contact Person. The email should reference the title of this RFP in the subject line of the email.

Enquiries and responses will be recorded and may be distributed by addendum to this RFP to all Proponents at the Nation's sole and absolute discretion. 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](mailto:publicworks@tn-bc.ca)  
Cc: [tawhid.aziz@tn-bc.ca](mailto:tawhid.aziz@tn-bc.ca)

### 2.11 Questions and Addenda

The Nation may, in its sole discretion, but is not required to, provide a response to a question or request for an explanation or clarification by a prospective Proponent. Any such response (including additional information) will be provided in the form of an Addendum to be posted on the Tla'amin Nation's Website.

### 2.12 Examination of RFP and Site

Proponents will be deemed to have carefully examined the RFP, including all attached schedules, and the Site (if applicable) prior to preparing and submitting a Proposal with respect to any and all facts which may influence a Proposal.

## 3. EVALUATION AND SELECTION

All Proposals received not later than the RFP Closing Date will be subject to evaluation as set out in this section.

### 3.1 Evaluation Committee

The evaluation of Proposals will be undertaken confidentially on behalf of the Nation by the Evaluation Committee. The Evaluation Committee may be assisted by other people as the Evaluation Committee, in its sole discretion, may determine, including technical, financial, legal and other advisors to, or employees of the Nation.

### 3.2 Evaluation Criteria

The Evaluation Committee will evaluate each Proposal in accordance with the following Evaluation Criteria.

#### EVALUATION CRITERIA

<b>Proposals meeting the minimum criteria will be evaluated as follows</b>	<b>Weight</b>
Understanding of the requirements and completeness of proposal	15%
Qualifications and experience, including references	30%
Overall project approach	25%
Proposed Fees	25%
Value Add	5%
<b>Total</b>	<b>100%</b>

#### NOTES:

1. These are the ONLY factors which will be used to evaluate the submission.
2. The highest scoring or any submission will not necessarily be accepted.
3. The lowest price proposal will receive full marks in the proposed fees criteria. Other proposals will receive reduced scores based on the proportion higher than the lowest price.

Upon the evaluation of a Proposal, supplementary information and information obtained from references, interviews, demonstrations the Evaluation Committee may adjust points to the Proponent based upon the application of the Evaluation Criteria.

### **3.3 Reference Checks**

Tla'amin Nation will conduct reference checks 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. Clarifications and Additional Information

To assist in the evaluation of the Proposals, the Evaluation Committee may, but is not required to, request clarifications or additional information from some or all Proponents about a Proposal and may consider and rely on such information in an evaluation of a Proposal.

### **3.4 Interviews and Demonstrations**

The Evaluation Committee may request interviews and/or demonstrations from some or all Proponents and may use any resulting information in its evaluation. However, the Nation is not obligated to offer these opportunities to any Proponent.

### **3.5 Negotiation and Execution of Agreement**

The Nation and the Preferred Proponent may, but neither is obligated to, negotiate the terms of the Agreement including scope and price of the Goods or Services being provided.

### **3.6 General Conditions**

- The Nation reserves the right to award the assignment in whole or in part or to add or delete any portion of the work. Throughout the evaluation process, the evaluation committee may seek additional clarification on any aspect of the Proposal to verify or clarify the information provided and conduct any background investigation and/or seek any additional information it considers necessary.
- By submitting a Request for Proposal and participating in the process as outlined in this RFP, proponents expressly agree that no contract of any kind is formed until a fully executed contract is in place.
- The lowest cost or any proposal may not necessarily be accepted.
- This RFP does not commit the Nation, in any way, to select a preferred Proponent, or to proceed to negotiate a contract, or to award any contract. Tla'amin Nation reserves the right in its sole discretion to cancel this RFP, up until the award, for any reason.
- Proponents are solely responsible for their own expenses in preparing and submitting a Proposal and for any meetings, negotiations, or discussions with Tla'amin Nation. The Nation will not be liable to any Proponent for any claims, whether for costs, expenses, losses or damage, or loss of anticipated profits, or for any other matter whatsoever, incurred by the Proponent in preparing and submitting a Proposal, or participating in negotiations for a Contract, or other activity related to or arising out of this RFP. Proponents agree that by participating in the RFP process they have no claim for compensation.

### **3.7 No Collusion**

Each Proponent, by submitting a Proposal, represents and warrants that its Proposal has been prepared without collusion with any other Proponent, and in particular the elements of its Proposal have been arrived independently of and without discussion with any other Proponent, and the Proponents will refrain from any such collusion or discussion during the entirety of this RFP process.

### **3.8 Freedom of Information and Protection of Privacy Act**

The Nation is subject to the Freedom of Information and Protection of Privacy Act (British Columbia) and associated Regulations (collectively, "FOIPPA").

## SCHEDULE A – SCOPE OF GOODS OR SERVICES

### 1. INTRODUCTION

- 1.1. Tla’amin Nation is seeking proposals from qualified consultants to conduct a comprehensive Feasibility Study for a new Fire Hall and an upgraded Emergency Operations Centre (EOC). Our current fire hall and EOC, located in a high-risk flood zone, face significant challenges including space constraints that impede operational functionality, occupational health and safety compliance, and the ability to accommodate growing response requirements due to expanded jurisdiction, population growth, and increased tourism. This study will serve as a critical tool in assessing infrastructure needs, mitigating risks, and guiding long-term planning for essential emergency services infrastructure that supports both immediate community safety and future growth.

### 2. COMMUNITY BACKGROUND

- 2.1. 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.
- 2.2. 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.
- 2.3. 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.
- 2.4. The village of Ti’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. We have a main community water & wastewater system serving the majority of the homes in our village. Some homes within the village are more remote with no access to the community systems nor fire hydrants.
- 2.5. 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, Community Engagement, and Labour.
- 2.6. For more information on the Tla’amin Nation, refer to the Tla’amin Nation website: [www.tlaamination.com](http://www.tlaamination.com).
- 2.7. A recent Tla’amin Nation Fire Safety Assessment study is attached as Appendix A.

### 3. OBJECTIVES

- 3.1. The primary objective of this project is to conduct a fire hall feasibility study to clearly define the scope of the new fire hall project, provide options and costs for various build options, review the technical merits of the project concept, provide order of magnitude cost estimates (Class ‘D’), review the financial impacts of the project concept, establish probable project start and completion dates, provide conceptual sketches, and identify all available options for managing the conceptual project through to completion.
- 3.2. Additional objectives should also include but are not limited to:
  - 3.2.1. Identifying the emergency service and emergency preparedness needs for the community in relation to the replacement of the fire hall.

- 3.2.2. Examine current infrastructure conditions, including location concerns (e.g., flood zone), space constraints (e.g., insufficient engine bays, lack of covered storage for brush truck/wildfire equipment, inadequate EOC capacity), and occupational health and safety implications.
- 3.2.3. Identifying which services/resources are best provided for in the new structure.
- 3.2.4. Develop a plan for the budget process to replace the current fire hall, aiming to secure all vehicles and equipment under one roof while increasing functionality and flow.
- 3.2.5. Finding a suitable development site for the new firehall.

#### 4. SCOPE OF WORK

- 4.1. The selected consultant will be responsible for conducting a comprehensive Feasibility Study for a new Fire Hall and an upgraded Emergency Operations Centre (EOC) for Tla'amin Nation. The scope of work includes, but is not limited to, the following key tasks and deliverables:
  - Assess the current and future need for a new Fire Hall and an upgraded EOC.
  - Develop a clear rationale emphasizing both immediate risk mitigation and long-term planning for emergency services infrastructure.
  - Deliver to the Nation all outstanding project resources including, but not limited to, background research, data acquired to complete assessments and analysis, and any other document or tasks related to completing the project as identified within this Scope of Work.
  - Examine current fire hall and EOC infrastructure conditions, specifically addressing:
    - Location concerns, including the high-risk flood zone and proximity to natural features (Sliammon Creek, coastal flooding).
    - Space constraints, such as insufficient engine bays, lack of covered storage for specific equipment (e.g., brush truck, wildfire equipment), and inadequate EOC capacity (e.g., for full activation).
    - Implications for Occupational Health & Safety (OHS), including challenges with Canada Labor Code compliance and long-term safety standard adherence.
  - Analyze growth and operational needs, considering:
    - Increasing response requirements due to expanded jurisdiction (post-2024), population growth, and rising tourism.
    - Current and projected firefighter capacity, recruitment, and training space requirements.
  - Strategic Opportunities and Site Selection:
    - Investigate multi-use facility design options for the new fire hall, potentially integrating fitness/training space, emergency medical storage, disaster response functions, and refrigeration for oxygen/medication.
    - Identify and evaluate from available sites within Tla'amin Nation suitable for the new firehall.
    - Provide a detailed recommendation for the most suitable site, including a comprehensive rationale supporting its selection.
  - Planning and Cost Estimation:
    - Develop a robust plan for the budget process related to the replacement of the current fire hall.
    - Aim to design a facility that can secure all vehicles and equipment under one roof, while significantly increasing functionality and operational flow.
    - Examine infrastructure, risk, and expansion readiness in detail.
    - Assess the potential for co-locating training and EOC space within the new facility for flexibility and cost-efficiency.
  - Interdepartmental Integration & Sustainability:

- Include considerations for interdepartmental integration, specifically collaborating with Health (for emergency medical storage/response), Education (for capacity-building/volunteer firefighter training), and Treaty Relations (for post-secondary planning/long-term emergency services planning).
- Ensure recommendations address both immediate needs for improved emergency services infrastructure and sustainable, long-term planning solutions for the community.

## 5. DELIVERABLES

5.1. The study deliverables are:

- 5.1.1. Address both the immediate needs for improved emergency services infrastructure and sustainable, long-term planning solutions.
- 5.1.2. The Consultant will be expected to compile and provide copies of all meeting notes with all parties.
- 5.1.3. Prioritize recommendations for a new fire hall and EOC based on urgency, effectiveness, and strategic alignment with Tla'amin Nation's growth and emergency service requirements.
- 5.1.4. Collect all necessary data, information, details, etc.
- 5.1.5. Consult with all necessary parties to complete the work.
- 5.1.6. Examine infrastructure, risk, and expansion readiness in detail. Complete this Scoping study with a Class 'D' cost estimate that satisfies the scope of work.
- 5.1.7. Provide reasonable options and alternatives for replacing portions of the existing structure/building a new one based on current codes and post-disaster requirements.
- 5.1.8. Consider potential for co-locating training and EOC space within the new hall for flexibility and cost-efficiency.
- 5.1.9. Include considerations for interdepartmental integration, such as collaboration with Health, Education, and Treaty Relations for various emergency services aspects.
- 5.1.10. Explore various methods of construction for the new fire hall, considering factors such as sustainability, resilience, cost-effectiveness, and construction timelines. Consider all the scope of work for cost estimation including but not limited to community room/training facilities, lounge, fitness space, dorm, kitchen and dining facilities, alerting system, Fire chief room and extra office spaces, apparatus bay, decontamination steam room, exhaust system in garage, tower for training etc.
- 5.1.11. The feasibility and suitability of the proposed construction method in the context of fire safety, structural integrity, and architectural design should be thoroughly assessed to determine its viability as a potential construction method for the project.
- 5.1.12. Identify and evaluate 2-3 available sites within Tla'amin Nation for the new firehall and provide a recommendation for the most suitable site, including a rationale for its selection. Take into consideration the existing building location and land use regulations.
- 5.1.13. Draft and final reports, along with presentations to Tla'amin Nation leadership and stakeholders as required.

## 6. ANTICIPATED TIMELINE

- 6.1.1. It is expected that this project will start in November 2025 and last approximately four months in duration from project launch through to completion. Final deliverables, responsibilities, and timeline will be agreed upon between The Tla'amin Nation and the Consultant. It is the Nation's intent to have the final report completed before April 1, 2026, with presentation to Council in mid-April 2026. Follow up questions directed at the Successful Proponent may be required after the presentation to the Council.