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TLA'AMIN NATION

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

**CHILD & FAMILY SERVICES - CAPITAL FEASIBILITY STUDY**

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

ISSUE DATE: 13 FEBRUARY 2026

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

NO: TBD

## COVER PAGE

Company Name:

\_\_\_\_\_

Contact Person Name:

\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Prov: \_\_\_\_\_ Postal: \_\_\_\_\_

Email: \_\_\_\_\_

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

Fax: \_\_\_\_\_

**Issue Date:**

13 February 2026

**Closing Date:**

20 March 2026

### 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 invites qualified planning, architectural, engineering, and/or multidisciplinary consulting firms ("Proponents") to submit proposals to complete a Capital Feasibility Study for Child and Family Services (CFS) under the Canadian Human Rights Tribunal (CHRT) 41 capital funding framework. The purpose of this study is to assess current and future CFS service delivery needs, define space and functional requirements, identify and evaluate feasible capital options for the new-build (e.g., CFS dedicated space, CFS and co-located service space, etc), assess potential sites, and provide Tla'amin Nation with a technically sound, culturally appropriate, and fundable recommendation. It is the intent of the Nation to use this RFP process to select a single qualified Proponent to complete a feasibility study that will support informed decision-making and advance a potential CHRT 41 capital funding submission. This RFP is for feasibility-stage services only and need not include any detail/IFC design.

## **2. INSTRUCTIONS TO PROPONENTS**

### **2.1 Proposal Language**

The Proposal must be in English.

### **2.2 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.

### **2.3 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

### **2.4 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.

### **2.5 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.

## **2.6 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.

## **2.7 No Fax Proposals**

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

## **2.8 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)

## **2.9 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.

## **2.10 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. Tla'amin Nation reserves the right to keep evaluation documentation confidential.

##### 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	20%
Qualifications and experience, including references	20%
Overall project approach and timeline	25%
Proposed Fees	30%
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.

### **3.4 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.

### **3.5 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.

### **3.6 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.

### **3.7 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.

### **3.8 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.

### **3.9 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 invites qualified planning, architectural, engineering, and/or multidisciplinary consulting firms (“Proponents”) to submit proposals to complete a Capital Feasibility Study for Child and Family Services (CFS) under the 2021 Canadian Human Rights Tribunal (CHRT) 41 Order.
- 1.2. The purpose of this study is to assess and clearly define the current and future facility needs of Tla’amin Nation Child and Family Services, evaluate feasible capital options, and provide the Nation with a technically sound, culturally appropriate, and fundable recommendation to support long-term, sustainable service delivery for children, youth, and families.
- 1.3. Through this Request for Proposals, the Tla’amin Nation seeks a qualified Proponent with demonstrated experience in social infrastructure planning, Indigenous community projects, and feasibility-level capital planning for child, family, and community services. The successful Proponent will assess program needs, develop and evaluate feasible facility options, consider technical and site implications, and support the Nation in identifying a preferred approach based on sound analysis and meaningful engagement with staff and community stakeholders.

### 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 Nation restored self-governance through the Tla’amin Treaty.
- 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 and teachings from our Ancestors who have cared for these Lands since time immemorial.
- 2.4. The village of ʔišosəm serves as the primary hub for this project, supporting a community that has rapidly evolved from a single-person CFS office in 2021 to a dedicated team of eight. Findings from Tla’amin’s first census highlight a significant level of trust in these new services, which is critical to provide services that address historic inequities and social determinants of health, impacting Tla’amin children and families’ wellbeing.
- 2.5. Tla’amin Nation has a fast-growing administration team and good experience with development of our lands over the last five years and will support the successful party throughout the project. Our Public Works Department can provide support through this work in Project Management, Permitting, GIS Mapping, Infrastructure Knowledge, Community Engagement, and Labor (if needed). The Child and Family Services team and Comprehensive Nation Planning team can provide information about programming and population needs, including those forecasted into the future.
- 2.6. For more information on the Tla’amin Nation, refer to the Tla’amin Nation website: [www.tlaamination.com](http://www.tlaamination.com).

### 3. Project Background

- 3.1. The Tla’amin Nation Child and Family Services (CFS) team delivers a range of services including those related to child safety, prevention, family support, counselling, mediation, respite care, life skills programming, group programming, and culturally grounded family and community-based supports. These services are central to the Nation’s commitment to child and family wellbeing, cultural continuity, and self-determination.

- 3.2. At present, CFS services are delivered from facilities that were not designed to accommodate the full scope, volume, and functional requirements of these services. Existing space limitations include:
- Insufficient confidential meeting and counselling rooms;
  - Insufficient office space for staff and visiting professionals;
  - Limited capacity for group programming, circles, and family meetings;
  - Inadequate accessible family-friendly waiting, drop-in, and play areas;
  - Lack of dedicated, culturally appropriate spaces for mediation and group programming; and
  - Deficiencies in storage, kitchen, laundry and other spaces.
- 3.3. These constraints impact on service effectiveness, client experience, staff capacity, and the ability to expand or adapt programming to meet evolving community needs.
- 3.4. With increasing service demand, evolving jurisdictional responsibilities, and the availability of capital funding under CHRT 41, there is a timely opportunity for Tla’amin Nation to undertake a structured feasibility study to assess options for a dedicated CFS facility. This study will support the Nation in identifying a fit-for-purpose, culturally grounded, and sustainable capital solution.

#### 4. Project Objectives

The main objectives of the Options Assessment are to:

- Define current and anticipated CFS program and service needs.
- Develop space programming and functional requirements.
- Identify and assess potential sites.
- Evaluate feasible capital options.
- Assess technical, regulatory, environmental, and land considerations.
- Develop high-level cost estimates (class C).
- Provide a clear, defensible recommendation for next steps, in alignment with CHRT 41 requirements.

#### 5. SCOPE OF WORK

The Proponent’s work shall include, but not be limited to, the following tasks:

##### Task 1 – Program & Service Needs Review

- Review existing documentation, including CFS space needs and CHRT 41 Technical Requirements information (Refer to Checklist #1: Checklist for Deliverables of the Feasibility and Planning Stage Review in **Appendix B**)
- Engage with CFS leadership and staff to confirm current and projected service requirements including service volumes, growth assumptions, and functional needs.

##### Task 2 – Space Programming & Functional Requirements

- Translate program needs into space requirements (offices, counselling rooms, group spaces, kitchen, laundry, storage, waiting areas, etc.).
- Define adjacency, privacy, accessibility, trauma-informed and cultural design considerations.
- Prepare a space program summary.

##### Task 3 – Site Identification & Preliminary Assessment

- Collaborate with the Tla’amin Nation to identify and confirm 2–3 potential sites once the project footprint has been established.
- Assess high-level suitability, access, servicing, constraints, and opportunities.
- Identify land tenure, zoning, and ownership considerations.

##### Task 4 – Development of Feasible Options

- Develop and describe feasible **new-built facility options** for Child and Family Services, including variations in **program model, scale, and configuration**.
- Evaluate options such as:
  - **CFS-dedicated facility** (standalone Child and Family Services space)
  - **CFS facility with co-located complementary child and family-related services**, where

- appropriate and fundable
- **Phased development approaches**, including staged construction or future expansion capacity
- Clearly document key assumptions, functional differences, risks, and opportunities associated with each option.
- Conduct an Operations & Maintenance (O&M) Capacity Assessment

**Task 5 – Technical & Regulatory Feasibility**

- Assess each option for:
  - Servicing (water, sewer, power, access)
  - Constructability
  - Regulatory and permitting requirements
  - Environmental, archaeological, and geotechnical considerations
  - CHRT 41 eligibility alignment (See Appendix A) & technical requirements (See Appendix B)

**Task 6 – Costing & Phasing**

- Prepare conceptual-level (Class C) capital cost estimates for each option.
- Prepare class ‘D’ O&M Cost estimate for recommended option(s).
- Identify order-of-magnitude operating and maintenance considerations.
- Identify phasing opportunities or constraints.
- Conduct a Life Cycle Cost Analysis.

**Task 7 – Reporting and Recommendations**

- Deliver a comprehensive Options Assessment Report that includes:
  - Description of program needs
  - Space program
  - Site analysis
  - Options evaluation
  - Schematic/conceptual drawings
  - Comparative summary of pros and cons
  - Cost estimates
  - Risks and constraints
  - Recommended option(s) and next steps

**6. DELIVERABLES**

6.1. The deliverables are:

<b>Deliverable</b>	<b>Description</b>
Kickoff Meeting & Work Plan	Confirm project objectives, scope, and schedule
Space Program Summary	Functional requirements and adjacencies
Options Analysis Matrix	Comparative evaluation of options
Draft Feasibility Report	For review and comment
Final Feasibility Report	Incorporating feedback
Presentation to Senior Leadership	Present findings to senior leadership and staff
Supporting Data Files	Tables, maps, photos, and analyses

All deliverables become property of Tla’amin Nation upon completion.

**7. ANTICIPATED TIMELINE**

- 7.1.1 The anticipated timeline for the RFP process is as follows:
- RFP Release Date: 13 February 2026
  - Deadline to Submit Questions: 27 February 2026
  - Response to Questions (Addendum): 13 March 2026
  - Proposal Submission Deadline: 20 March 2026

The overall project term and schedule will be determined based on the proposed project timelines submitted by proponents. Final deliveries, responsibilities, and completion dates will be agreed upon between The Tla’amin Nation and the successful proponent.

*Please note that the anticipated award date may be longer than usual, as project commencement and final award are contingent upon the successful securing of project funding.*

**Appendix A: CHRT 41 – FNCFS Capital Delivery Guide**

**Appendix B: CHRT 41 – Technical Requirements Checklist (please see the full document attached)**

<b>Feasibility Study Checklist</b>	<b>Owner's Scope of work</b>	<b>Proponent's Scope of work</b>
Letter of Recommendation (as per CHRT 41 Application)	<input checked="" type="checkbox"/>	
Project Summary, History, Participants, Description, Location, Objective, & Rationale		<input checked="" type="checkbox"/>
Feasibility Report (Authenticated)		<input checked="" type="checkbox"/>
Option Analysis		<input checked="" type="checkbox"/>
Life Cycle Cost Analysis		<input checked="" type="checkbox"/>
Preferred Option Recommended		<input checked="" type="checkbox"/>
Appropriate Site Servicing Confirmed - Water [Domestic & Fire Flow] - Sanitary Sewer - Electrification - Gas - Connectivity - Road Access, etc.		<input checked="" type="checkbox"/>
Land Requirements Identified	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Land Encumbrance Check	<input checked="" type="checkbox"/>	
Archeological Overview Assessment		<input checked="" type="checkbox"/>
Archeological Impact Assessment (if required)		<input checked="" type="checkbox"/>
Geotechnical Report (Authenticated)		<input checked="" type="checkbox"/>
Operations & Maintenance (O&M) Capacity Assessment		<input checked="" type="checkbox"/>
Other Subconsultant Reports, if required (Authenticated)		<input checked="" type="checkbox"/>
Alignment with Tender Policy	<input checked="" type="checkbox"/>	
Environmental Impact Assessment- Preliminary Project Description Form (Sections 1-2)		<input checked="" type="checkbox"/>
Phase 1 Environmental Site Assessment (ESA) Report		<input checked="" type="checkbox"/>
Regulatory Impact/ Permits Identified		<input checked="" type="checkbox"/>
Project Schedule incl. Major Milestones		<input checked="" type="checkbox"/>
Class ‘C’ Capital Cost Estimate		<input checked="" type="checkbox"/>
Class ‘D’ O&M Cost Estimate		<input checked="" type="checkbox"/>
Building Code Letters of Assurance Schedule A		<input checked="" type="checkbox"/>
Confirmation of applicable Laws, Regulations, Codes, and Standards		<input checked="" type="checkbox"/>
Professional Certification Statement		<input checked="" type="checkbox"/>

**N.B.** A capital needs assessment for the Child and Family Services (CFS) is currently underway by Tla’amin Nation and will be provided to the successful proponent upon project kickoff.