



Request for Proposal (RFP)

For Project Manager- Atikameksheng Anishnawbek

Construction of 6 Residential Housing Units

Introduction

Atikameksheng Anishnawbek are descendants of the Ojibway, Algonquin and Odawa Nations. In 1850, Chief Shawenekezhik, on behalf of Whitefish Lake First Nation signed the Robinson-Huron Treaty granting the British Crown and their people (Royal Subjects) a right to occupy and share the lands of the Anishnawbek.

The First Nation is located approximately 19 km west of the Greater City of Sudbury. The current land base is 48,804 acres, much of it being deciduous and coniferous, surrounded by eight lakes, with eighteen lakes within its boundaries.

The legal land description is subject to Atikameksheng Anishnawbek (Whitefish Lake) Land Management Code under the First Nations Land Management Act. All of Atikameksheng Anishnawbek (Whitefish Lake I.R. No.6) as shown on Plan 90437 Canada Lands Surveys Records (CLSR) and Plan 92686 CLSR.

The official name is Atikameksheng Anishnawbek. Atikameksheng Anishnawbek membership is maintained by the Aboriginal Affairs & Northern Development (AANDC) under Section 11 of the Indian Act. Chief and Council are elected under Section 74 of the Indian Act.

According to Indigenous Services Canada registered population as of December 2019 is 1,318 with the majority residing off reserve. Currently there are 148 houses located in the community, and 30 cottages owned by Atikameksheng Anishnawbek citizens on various lakes through the First Nation.

Vision Statement

“The Atikameksheng Anishnawbek will thrive together as a strong and proud Nation by honoring our gifts of Anishnabemowin and the Life of the Land”

Mission Statement

“The Atikameksheng Anishnawbek is devoted to our Nation by pursuing the promotion and Education of healthy lifestyles through the nurturing and continuation of the good Governance”

Position Summary

Atikameksheng Anishnawbek is seeking a project manager to recommend, coordinate and manage the team for the successful construction of 6 residential housing units in the Whitefish Lake Hill Subdivision.

The project manager will receive functional directions from the planning and infrastructure department and would be supervised by the Director of planning and infrastructure.

Deliverables for the RFP:

- Work collaboratively with the Director of Planning and Infrastructure, Housing Manager, Public Works Manager and respective working groups to meet the project objectives.
- To facilitate the procurement process of hiring contractors and other relevant professionals needed for the construction of six (6) residential housing units, including site development for each lot
- The project manager will assist with the scope of work which defines the construction of the six (6) residential housing units as per owner's preferred house plans and specifications
- Coordinate work efforts and ensure activities are sequenced in accordance with the construction schedule.
- The project manager will coordinate work of all trades including construction sequence, schedule and interfacing of all work
- The project manager will work closely with Mamaweswen Technical Infrastructure Specialist (inspectors) to conduct housing inspections for new and CMHC Section 95 projects. The Infrastructure Specialists (inspectors)
- Conduct site meetings to identify and resolve construction, coordination items, record minutes including significant proceedings and decisions and identify "actions" by parties; and produce and distribute minutes to meeting participants within 3 working days after each meeting. Project Manager reserves the right to call additional special emergency meetings on short notice without any cost to Owner.

Qualifications of the Project Manager

- Must have post-secondary education in related field
- Experience working with the First Nations is highly recommended
- Knowledge of contract law and applications in tendering documents for contractors.
- Minimum 10 years senior level experience in management of a housing project.
- Broad knowledge of EPCM model of project delivery including the activities, interfaces and interdependencies of all project disciplines (procurement, construction management and other project related disciplines).
- Excellent negotiation and interpersonal skills
- Knowledge of relevant regulatory, legislative and housing building codes to First Nation housing
- Knowledge of workplace safety and insurance Board requirements for the construction industry.
- Experience working in a similar role Knowledge of project management tools.
- Having engineering background and having a professional engineering certificate along with PMP certification in Ontario.

Key Activities:

- Tender package preparation under the Atikameksheng Anishnawbek project name and Atikameksheng Anishnawbek as owner and select recommended contractor and sub-contractors required for the construction of six (6) residential housing units in the Whitefish Lake Hill Subdivision, including lot development for each lot.
- Study of project cost prior to award and comparison with budget and cash flow control included in the approved budget.
- Review contractors invoice to ensure they are in accordance with terms of payments of the contract.
- Provide reasonable cost control and accountability to complete the project on schedule as well as within budget.
- Take appropriate measures to prevent situations that could lead to claims and maintain appropriate records to protect Atikameksheng Anishnawbek from unjustified claims.
- Must constantly compare costs commitments with the approved budget and schedule including estimated cost at completion, variances and must be ready to suggest possible corrective actions where required.
- Ensure that designs are in alignment with applicable building codes for the project
- Coordinate inspections required for each construction phase
- Monthly status progress of the project reporting, updating the budget and project status and keeping the project team informed.
- Financial tracking and constant review of project budgets.
- At project close-out, the project manager will ensure all necessary close-out documentation has been prepared and submitted to Atikameksheng Anishnawbek.

Knowledge, Skills and Abilities

- Strong project management skills;
- Excellent verbal communication skills, particularly community engagement and facilitation skills;
- Understanding of Atikameksheng Anishnawbek community
- Ability to work collaboratively with various stakeholders
- Strong written skills
- Proficiency in Microsoft projects.
- Proficiency in Microsoft Office including Word, Excel, Power Point and Outlook
- Valid Ontario Driver's License and appropriate travel documentation as required

Submission Requirements

- A resume that clearly demonstrates how your experiences reflect the key qualifications
- A detailed plan and description of how the deliverables will be executed
- A breakdown of costs including time availability and cost per day

- The names and contact information of 3 references
- An indigenous community project example that you were involved with would be an asset
- A written, signed, disclosure of any actual or potential conflict of interest that may compromise the performance of services. Atikameksheng has the right to solely determine whether any circumstance constitute a conflict of interest.

Documents Required

Prior to the commencement of any work, the following shall be provided to the Atikameksheng Anishnawbek

- Insurance

Provide certificates of insurance showing Commercial General Liability, Automobile, and Professional Liability coverage.

- Workplace Safety and Insurance Board.

Application Procedure

If any additional clarification is needed, please contact Housing Manager by email at vnaponse2@wfn.com

Closing Date: March 19, 2020 12 noon.

Please submit proposals and quotations via email to:

Housing Manager
 Atikameksheng Anishnawbek Band Office
 25 Reserve Road
 Naughton ON P0M 2M0
 Email: vnaponse@wfn.com

Proposals received after the closing time will not be accepted. Atikameksheng Anishnawbek reserves the right to amend this Request for Proposal (RFP) document. Addenda will be posted on Atikameksheng Anishnawbek website <http://www.atikamekshenganishnawbek.ca>. Atikameksheng Anishnawbek reserves the right to cancel this RFP process, request re-bids or Negotiate a contract for the whole or any part of the provision of the required service as outlined in this RFP.

Proposed Timelines

Release of RFP/ Job Tender - Week of March 9, 2020

Deadline for submission of proposal - March 19, 2020

Proposal review completed by - March 23, 2020

Successful candidate notified by - April 7, 2020

Selection and Evaluation Criteria

The Proposals will be assessed on the following:

- Demonstrated experience with an understanding of the desired outcome
- Quality of the proposal, including the methodology and approach to be used
- Proposed applicant's experience, understanding and expertise in relevant work
- Expected ability to deliver project on time and within budget

The award shall be made to the applicant whose qualifications and experiences are deemed to be the best fit for the requirements of the project.

The proposal packages submitted do not in any way constitute a binding agreement between Atikameksheng Anishnawbek and the applicant.

Atikameksheng Anishnawbek shall not be obligated in any manner to any Applicant, unless and until the applicable documents are supplied and a written contract has been duly executed between Atikameksheng and the successful applicant. Atikameksheng reserves the right to reject any and all application package.

Atikameksheng will evaluate submitted proposal packages on the basis of overall fit with the project requirements.

Additional information may be requested by phone or interview. Applications will be scored using the criteria below.

Evaluation Criteria

Mandatory:

Proposal Received on time - Pass/Fail

Experience and Skills: (40%)

An overview of the individual, highlighting relevant areas of experience and similar project completed for nonprofit organizations.

Experience in the following s considered relevant to this project:

- Project management
- First Nation Housing Construction
- Communication
- Understanding of Atikameksheng Anishnawbek community
- Post-secondary education and minimum 10 years' experience

- Experience working with community networks/advisory committees and various stakeholders

Draft project plan shows an understanding of the project (40%)

3 References (one must be from a Project Management past client with similar job) (10%)

Financial Considerations: (10%)

- Hourly, project rate, affordability
- Estimated Expenses

Total Score: 100% **Contact**

Questions regarding the RFP and the project may be directed to:

Housing Manager

705 692 3651 extension 211

Vnaponse2@wfn.com