



Kakivak Association  
Request for Proposal  
Functional Program and Architectural Design  
for Childcare Centres  
RFP2021-03

Date of issue:	November 5, 2021
Notice of Intent:	November 12, 2021 at 3:00 p.m. EST
Closing Date and Time for Inquiries:	November 19, 2021 at 3:00 p.m. EST
Final Response to Inquiries:	November 24, 2021 at 3:00 p.m. EST
Date and Time for Final Submission:	December 6, 2021 at 3:00 p.m. EST

Project Authority:  
Glenn Cousins  
Manager, Partnerships & Planning  
(867) 979-8951  
gcousins@kakivak.ca

## **Introduction**

Kakivak is seeking qualified firms or individuals (Contractor) with expertise and experience in architectural design, planning, and engineering, and licensed to operate in Nunavut, to undertake the development of a Functional Program and Architectural Design as the basis for initial planning for the construction of potential new childcare centres in the Qikiqtani Region of Nunavut.

## **Background**

Kakivak Association (Kakivak) is a Community Economic Development Organization serving Inuit in the Qikiqtani Region of Nunavut, and is the non-profit economic development arm of the Qikiqtani Inuit Association. Kakivak provides a broad range of services and programs to support training and employment, business development, childcare and youth initiatives. For reference, a copy of Kakivak's 2020 Annual Report is available on the Kakivak Association website at [www.kakivak.ca](http://www.kakivak.ca).

In 2020-21 Kakivak initiated a project to document available information about the condition of 22 childcare centre facilities in the Qikiqtani Region that are financially supported by Kakivak. The intent was to establish a basis for future planning related to Inuit Early Learning and Childcare (IELCC) funding available to support capital expenditures. This work included research through the Government of Nunavut Departments of Education, Environment and Community and Government Services, including the Planning and Lands System, interviews with the managers of each childcare centre and reports completed by local contractors that were engaged to conduct walk-through inspections.

The initiative resulted in the production of the Childcare Facilities Condition Report, a non-technical summary of the general condition of the childcare facilities. This report, along with relevant Fire Marshal reports, supporting photographs and other information provides basic information related to building condition and improvement priorities, along with information on building ownership, legal lot description and physical address, age and size of building and any reported fuel spills.

A review of the Childcare Facilities Condition Report prioritized six childcare facilities that require more detailed planning for potential renovations, including Comprehensive Building Condition Reports. These inspections and report writing are currently underway.

In anticipation of the Comprehensive Building Condition Reports indicating that facilities replacement is recommended in some cases, Kakivak Association wishes to undertake the development of a Functional Program and Architectural Design that incorporates all mandated and desirable components of a childcare facility in Nunavut. The Functional Program and Architectural Design can then be shared to benefit the planning processes for any Daycare Society operating in the Qikiqtani Region and other relevant stakeholders.

## **Scope of Work**

- The development of a Functional Program and Architectural Design for a model childcare facility.

The details of the project, services and deliverables are described in Schedule "A" – Service Requirements.

## **Kakivak's Responsibilities and Support**

Kakivak will:

- provide information regarding the project to childcare centre managers and other relevant

stakeholders in the Qikiqtani Region;

- provide the Contractor a copy of the Childcare Centres Facilities Report, and contact information for the childcare centres managers and owners;
- review all materials submitted in draft and provide feedback, comments and suggestions in a timely manner;
- interact with the Contractor on an ongoing basis; and,
- provide other assistance as required.

### **Contractor Responsibilities**

In fulfilling the terms and conditions of any resultant Contract from this RFP, the Contractor agrees to do the following:

- provide the proposed resource(s) named in the RFP to perform the work. This/these person(s) will not be changed without the express consent of Kakivak;
- ensure the deliverables are delivered on, or before, the appropriate deadline;
- comply with the periodic reporting requirements as per the Contract; and,
- respect the terms and conditions of the Contract.

### **Guidelines for Submitting Proposals**

The proponent should examine carefully the specifications and instructions in this RFP. While not intending to limit the scope of the proposals, the submission should include:

- Letter of Transmittal;
- Proposal including:
  - Description of proponent's **relevant** qualifications and **specific** experience;
  - Identification of lead personnel responsible for the delivery of the services, including relevant experience and resumes, including separate contracting firms if separate contracting firms are required;
  - Listing of all personnel who will be involved with the project and the primary responsibilities of each person and resumes; including separate contracting firms if separate contracting firms are required;
  - Demonstrated understanding of the Scope of Work and the proposed methodology, approach, work plans and schedule to address the required deliverables;
  - Budget detailing the total days/hours of effort and the contribution by each team member and a distinct rate for each, and any reimbursable expenses;
  - Quotes from separate contractors should separate contractors be required;
  - All prices should be quoted in Canadian dollars, exclusive of applicable GST.

### **Potential Enhancements**

Proponents may suggest enhancements to any aspect of this RFP if and as they wish. Nonetheless, proponents must identify the reason for recommending each particular enhancement with cost and time implications of each.

## Notice of Intent

All consultants/firms are requested to submit a Notice of Intent in the form of an email to the Project Authority by 3:00 p.m. EST on November 12, 2021. Upon receipt of a Notice of Intent the Project Authority will provide a copy of the Childcare Facilities Information Report referenced in the background section of this RFP. Submitting a Notice of Intent will also ensure receipt of any amendments, clarifications and other relevant information related to the RFP.

## Inquiries

All inquiries will be directed in writing to the Project Authority. All inquiries must be received by the Project Authority no later than 3:00 p.m. EST on November 19, 2021. Any inquiries received and the responses will be shared with all proponents that submitted a notice of intent prior to the deadline. Kakivak will respond to inquiries within 72 hours. Verbal responses to any inquiry cannot be relied upon and are not binding on either party.

## Time Frame

Date of issue:	November 5, 2021
Notice of Intent:	November 12, 2021 at 3:00 p.m. EST
Closing Date and Time for Inquiries:	November 19, 2021 at 3:00 p.m. EST
Final Response to Inquiries:	November 24, 2021 at 3:00 p.m. EST
Date and Time for Final Submission:	December 6, 2021 at 3:00 p.m. EST
Award of Contract:	December 13, 2021 at 3:00 p.m. EST
Project Start (preferred):	January 10, 2022
Interim Progress Reports:	Bi-weekly
Draft Reports:	TBD
Final Reports:	TBD

## Additional Guidelines

- a) Kakivak Association reserves the right to:
  - Add, delete, and/or change the terms of this RFP and to issue corrections and amendments to the RFP;
  - Have any documents submitted by a proponent evaluated by any individuals, including independent consultants;
  - Reject any proposal; and
  - Enter into a contract with one or more proponents.

- b) Notice in writing to a proponent and the subsequent execution of a written contract shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever until a contract is signed.
- c) All proposals are in force for a period of sixty (60) days from the closing date.
- d) Kakivak Association reserves the right to request formal presentation in person or by conference call of any or all of the proposals to aid in the assessment process.
- e) All costs incurred in preparation and presentation of proposals shall wholly be the responsibility of the proponent.
- f) No public statements or news releases concerning this RFP, a proposal submitted in response to this RFP, discussions of any kind regarding this RFP, or contract negotiations related to this project may be released by a proponent without the prior written permission of Kakivak Association.
- g) In advance of any possible contract the disbursement schedule is outlined as:
  - Advance payment of 50% of all professional fees and 100 percent of applicable travel costs;
  - Second progress payment of 30% of total project budget on receipt of draft reports;
  - Final payment of 20% on receipt of final reports acceptable to Kakivak Association.

### **Submission Information**

All proposals will be submitted to:

Kakivak Association  
P.O. Box 1419  
Iqaluit, Nunavut X0A 0H0  
Email: gcousins@kakivak.ca

Electronically transmitted proposals in portable document format (PDF) format or other formats compatible with Microsoft Office are preferred. Mailed proposals will be accepted.

It is the proponent's responsibility to ensure that the proposal is submitted in its entirety prior to the deadline. It is recommended that the proponent verify receipt of any proposal with Kakivak Association prior to the submission deadline. Kakivak Association will not be liable for any claim, demand or damages if for any reason a transmission is interrupted, not received in its entirety, received late or by any e-mail address other than what is provided herein, or for any other reason.

This is not intended to be a tender or otherwise subject to the laws applicable to competitive bidding. Proposals submitted in response to this RFP are done on a voluntary basis and shall not constitute tenders. Kakivak Association is not obliged to accept the lowest bid or any proposal submitted.

### **Amendment and Withdrawal of Proposal**

Proponents may not amend their proposals after the closing date and time, but may withdraw their proposals at any time. Calculation errors shall be the proponent's risk. In the event of a proponent's error in price, time or calculations, quoted items shall prevail without recourse or liability against Kakivak Association.

## Evaluation of Proposals

Proposals will be evaluated privately based on the criteria below. Ratings will be confidential and no details will be released to any of the other proponents.

Kakivak may, at its sole discretion, request clarification from a proponent during the evaluation process.

Kakivak will notify all unsuccessful proponents after entering into a definitive agreement with the successful proponent. The evaluation criteria and weighting will be as follows:

Criteria	Weight
Involvement of Inuit with technical/industry expertise	10
Evidence of successful completion of similar projects in Inuit Nunangat	30
Architectural design experience in Nunavut	30
Costs, fees and expenses	30
TOTAL MAXIMUM SCORE:	100

## **Schedule “A” Service Requirements**

### **Background and Description of the Project**

To undertake the development of a Functional Program and Architectural Design as the basis for initial planning for the construction of potential new childcare centres in the Qikiqtani Region of Nunavut. The Functional Program and Architectural Design process will take the following into consideration:

1. Inuit culture and values;
2. All relevant statutes related to the operation of a licensed childcare facility in Nunavut;
3. Energy efficiency;
4. Accessibility;
5. Health and safety;
6. Future growth;
7. Plans should be adaptable dependent on location and community needs;
8. Consultation with key informants and stakeholders including Kakivak Association, the Department of Education and childcare facility managers.

The final deliverable will include:

1. A floorplan and elevation drawings for a model childcare centre equipped to accommodate 40 children, 10 infants (age 0-2 years) and 30 toddlers (age 2-5 years);
2. Class ‘C’ estimates;
3. An estimate of the cost required to develop Class ‘B’ estimates;
4. A description of the functional elements;
5. A report on planning steps including a record of consultations with key informants and stakeholders;
6. Final financial report for the project.