



**Ta'an Kwäch'än Council**  
**REQUEST FOR PROPOSALS**  
*Construction of*  
*24 Family Homes*

**RFP #: 2024-01**

**RFP closing date:** June 4, 2024

**Contact:**  
Gabriel Profeit  
Acting Manager, Housing & Infrastructure  
[capitalinfrastructure@taan.ca](mailto:capitalinfrastructure@taan.ca)

# 1. Invitation

Ta'an Kwäch'än Council (TKC) (the “Owner”) is issuing this request for proposals (“RFP”) to invite qualified contractors (“Proponents”) to submit proposals in respect of the construction of a 24-unit housing development with a neighbourhood mix of single detached and duplex units on its settlement lands. The Proposals will be evaluated for the selection of a builder (the “Contractor”) with the intent to negotiate and enter into a contract to provide the services described below.

TKC is a Yukon First Nation based in Whitehorse. In May 2022, TKC announced its intention to develop three affordable housing projects intended to support the housing needs of its Citizens. One of these initiatives is the development of 24 single detached and duplex houses on TKC C-9B Phase 2 (Settlement Lands) located in the Whistle Bend neighbourhood, Whitehorse (the “Project”).

# 2. RFP process

## 2.1. Proposal Process and Schedule

Milestone	Date
RFP Opening	May 22, 2024
Deadline to submit registration form (Appendix A) <i>Note: Proponents must complete and submit registration form via email to the contact below in order to receive addendums and other necessary correspondence</i>	May 27, 2024 (4:00 pm Yukon Standard Time)
Deadline for questions. <i>Note: Addendums will be issued by email to all Proponents as questions come in</i>	May 29, 2024 (2:00 pm Yukon Standard Time)
Final Addendum issued	May 31, 2024
RFP Close & submission deadline	June 4, 2024 (4:00 pm Yukon Standard Time)
Contract award: Notification of selection of preferred proponent	June 12th, 2024

Direct all questions in reference to this RFP to the TKC Acting Manager, Housing & Infrastructure, at [capitalinfrastructure@taan.ca](mailto:capitalinfrastructure@taan.ca). Note: all enquiries must be submitted in writing.

## 2.2. Submission Instructions

Proponents must submit one (1) electronic copy (via USB drive or email), in accordance with the instructions contained herein, to the location or email address below. Proposals must not be sent by fax.

### Attention:

Gabriel Profeit  
[capitalinfrastructure@taan.ca](mailto:capitalinfrastructure@taan.ca)  
Acting Manager, Housing and Infrastructure  
Ta'an Kwäch'än Council  
117 Industrial Road, Whitehorse, Yukon

The Proposals and any amendments to Proposals must be received according to the submission instructions before the Closing Time.

### **2.3. Attachments**

The following documents are included in this RFP as appendices:

APPENDIX A - Registration Form  
APPENDIX B - Proposal Form  
APPENDIX C - Building Designs & Specifications  
APPENDIX D - Civil design drawings

### **2.4. Disclaimers**

The Owner reserves the right to negotiate changes to the preferred Proponent's Proposal and the scope of the work with the preferred Proponent.

The Owner has full discretion to pick the proponent of choice, reserving the right to accept any RFP offer, including that with higher rates, waive defects in any offer, or reject all offers.

Please note:

- TKC reserves the right to extend the Closing Time at its sole discretion.
- This RFP does not commit TKC to awarding this contract and reserves the right to cancel this RFP at any time without award or compensation to proponents.
- Proponents are solely responsible for the expense and time required in the preparation and delivery of the proposals.
- By submitting a proposal, the Proponent agrees that they have fully investigated all conditions that may affect the work and assumes all risk regarding those conditions

This RFP is not a call for tenders or a request for binding offers, and no contractual or other legal obligations shall arise between TKC and any Proponent as a result of the issuance of this RFP or the submission of any Proposal in response to the RFP, until and unless TKC and the successful Proponent enter into a contract for the Project services sought by TKC under this RFP.

For clarity and without limiting the foregoing, this RFP does not commit TKC in any way to treat Proponents in a particular manner, to select a Proponent, to proceed to negotiations with any Proponent or to enter into any contract and TKC may reject any and all Proposals, re issue a new RFP or end this RFP process at any time, at its sole discretion.

### 3. Scope of work

#### 3.1. Subject Lands

Civic address: TKC C-9B (civic addresses registered upon subdivision completion)  
Legal description: Lot 1405 Quad 105 D/14  
TKC Settlement Land C-9B  
Plan 88077 CLSR, 2003-0231 LTO  
Lot Layout: Appendix D - Civil design drawings

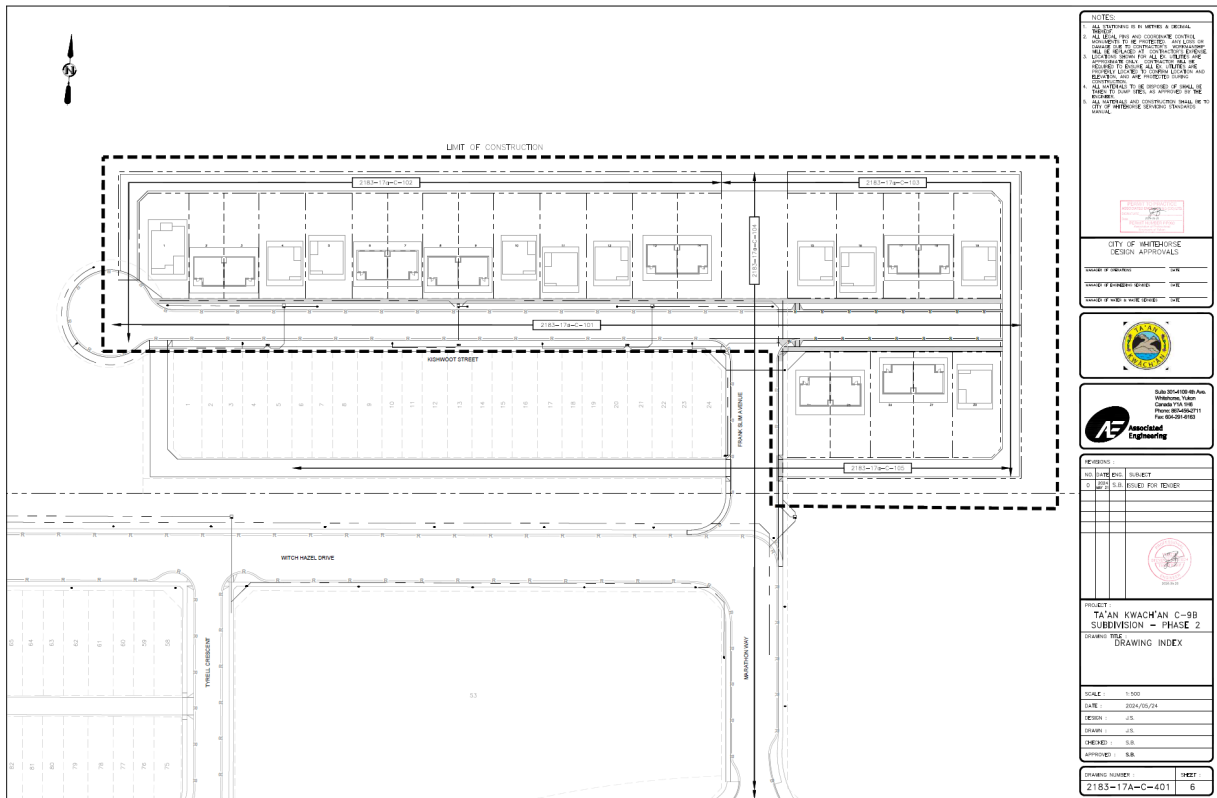
The Project lands are in Whistle Bend neighbourhood, approximately 10 kilometres from downtown Whitehorse (Figure 1). The lands consist of 1.49 hectares within the larger TKC C-9B parcel. The parcel was subdivided for C-9B Phase 2. Two new City of Whitehorse streets were established on TKC C-9B: Frank Slim Avenue and Kishwoot Street. Frank Slim Avenue stems from the intersection of Marathon Way / Witch Hazel Drive .

The new neighbourhood development will have 24 units of housing, including a mix of duplex and single detached houses, each unit on individually titled lots which will be registered with the Yukon Land Titles Office.

Figure 1: Project Location



Figure 2: Conceptual Site Layout



### 3.2. Description of Services Required

The Contractor shall manage and complete the build of ten (10) 2-bedroom, 3-bedroom, and 4-bedroom single detached houses and seven (7) 2-bedroom duplex buildings (14 housing units) according to attached building designs (Appendix C) and subdivision plan (Appendix D).

This includes:

- All aspects of permitting, materials, labour, and equipment for the construction of all buildings in the Project, from foundation to occupancy
- Regular update meetings with TKC staff to review Project progress and elicit input.

### 3.3. Building Plans

The successful contractor shall build the houses according to the floor plans, architectural renders, and specifications from Northern Sustainable Developments Ltd (NSDL), o/a Evergreen Homes and Construction, homeline design series. Four house models will be utilized. For the single detached: The Kalmia (2-bedroom), The Nadaleen (3-bedroom), and The Hess (4-Bedroom); For the duplex: C-9B Duplex (two 2-bedroom units). **All housing units will include a pellet stove c/w battery backup as a backup heating source. For example: Comfortbilt HP50S comparable or equivalent.**

Please see the following attachments for details on the housing designs (floor plans, architectural renders, and specifications) and neighbourhood plan.

- Civil Works Drawings (Appendix D)
- Building Designs and Specifications (Appendix C)

The following table provides an overview of the unit sizing and breakdown:

Housing type	Quantity of buildings	Number of bedrooms (per unit)	Number of bathrooms (per unit)	Square footage	Number of Storeys
Single detached	3	2	1	1080 sq ft	1
Single detached	3	3	2.5	1604 sq ft	2
Single detached	4	4	2.5	2197 sq ft	2
Duplex	7 (14 units)	2	1	1980 sq ft	1

Note: the exact quantities of single detached houses may change, however the total number of single detached houses will remain 10.

### 3.4. Timelines

The Contractor should meet the following timelines for construction:

Milestone	Expected Completion Date
Project construction commences	June 2024
Footings/foundations installed	September 2024
All building permits pulled	March 2025
Completion: Final inspection sign-off by building inspector on all buildings	August 2026

## 4. Proposal requirements

### 4.1. Signed Proposal

A signed Proposal Form (Appendix B) must be included. The Proposal Form clearly specifies the requirements for the signatories authorized to sign that document and the documentation attesting to that authority.

### 4.2. Proponent Experience and References

The Proponent must demonstrate relevant experience and expertise to successfully complete a project of this nature and scale. This includes:

- Provide description of Proponent's experience, particularly experience working with First Nations communities
- Provide list of houses constructed within the last three years including both quantity and type
- List three references from projects in the last three years
- If references are not current, no additional attempt will be made to contact them
- Identify and list any subcontractors and their scope of work

### 4.3. Approach, Deliverables, and Schedule

The Proponent must adhere to the Building Designs and Specifications (Appendix C) and construct according to the Civil Works Drawings (Appendix D) when preparing their Proposal. The Owner will not entertain any development variance applications.

The Proposal must include the following in two (2) pages or less:

- Provide a work plan and schedule outlining how you will achieve key milestones on the required timeline. This may include, but is not limited to:
  - Pre-construction (including Development Permits)
  - Building permits pulled
  - Project construction commences
  - Foundations
  - Framing - clad to weather
  - Interior and exterior work
  - Substantial completion to lock-up
  - Occupancy permits issued for all 24 units
  - Completion: Final inspection sign-off by building inspector for all buildings

### 4.4. Past and Planned TKC Citizen Participation

Proponents are asked to describe their planned approach to including TKC Citizens employment and TKC subcontractors in their execution plan. Proponents are encouraged to provide key metrics with estimated targets as part of their TKC Participation Plan. TKC wishes to increase the number and value of procurements awarded to TKC owned businesses and incentivize the participation of TKC for projects with a labour component (including professional and technical labour). The RFP evaluation criteria includes points for inclusion of TKC Citizens participation, including:

- TKC Citizens-owned businesses (whether as Proponent or sub-contractor)
- TKC Citizens labour (professional and technical)

Proposals must include:

- Indicate the minimum percentage of TKC businesses and labour that will be performing the Project work
- Clearly identify which scopes of work will be subcontracted to TKC contractors, including the name of the TKC sub-contractor responsible
- Describe your approach to including TKC Citizens labour
- Include any work history where you have employed TKC Citizens and/or engaged TKC contractors. Name the projects and state what percentage of total TKC employees/contractors

Proponents can obtain a list of TKC contractors by emailing [TKCDevelopments@taan.ca](mailto:TKCDevelopments@taan.ca)

#### **4.5. Price**

- Provide a Fee schedule and total cost of services (Lump Sum Price). For pricing, please include the following:
- Provide a lump sum price to complete the scope of work identified
- Proponents may also identify any value-added options or ideas that may add value to achieving the TKC's vision for the C9 Subdivision.
  - This could include ideas or suggestions on alternatives in implementation timelines, project scope, project cost, goals, deliverables, or methodologies
  - This can also include allowance for including cultural expression, accessibility, neighbourhood amenities such as playgrounds, and green / energy efficiency building features that offer good value for money
  - Identify if any of the presented value-added options or ideas have an impact to the cost of the project, and indicate these items as a separate budget amount.
- Proponents are additionally asked to identify specifically the total dollar value of work that can be completed before March 31st, 2025
- Price must be inclusive of:
  - All materials, labour and equipment for the construction of all buildings from foundation to occupancy.
  - Connection to existing water and sewer lines within building footprints.
  - Insurance
  - Warranty (1 year).

#### **4.6. Insurance & Bonding**

- The Proponent shall provide proof with their Proposal, from their Surety or Insurance Company licensed to conduct business in the Yukon Territory, of the ability to obtain a Letter of Credit or fidelity bonding up to the Proponent's cost estimate.
- The Proponent must have the following insurance requirements:
  - Commercial General Liability
  - Professional Liability
  - Automotive Liability
- The Proponent must have WCB Coverage

## **5. Evaluation process**

### **5.1. Evaluation Criteria**



TKC will evaluate qualifying Proposals based on the following criteria:

<b>Criteria</b>	<b>Weighting</b>
A. Proponent Experience and References	20 points
B. Approach, Deliverables, and Schedule	30 points
C. Past and Planned TKC Citizen Participation	30 points
D. Value Assessment	20 points

At the discretion of the Owner, one or more Proponents that achieves a score of sufficient value that demonstrates an acceptable level of quality may be invited to enter contract discussions to clarify any outstanding issues. The Owner reserves the right to enter contract discussions with other Proponents, and/or decide not to award a contract at all.

### **5.2. Contract Award**

TKC intends to negotiate and enter into a CCDC-2 contract with the Proponent whose Proposal is most suitable to TKC. TKC reserves the right to accept any or none of the Proposals submitted and will evaluate proposals based on the best value offered to TKC.

Without limiting any other provision of this RFP, TKC reserves the right, in its sole and unfettered discretion, to: a) reject any Proposal that fails to comply with any requirement of this RFP, whether that requirement is expressed as being a mandatory requirement or otherwise; b) to waive any formality, informality or technicality in any Proposal, whether of a minor or inconsequential nature, or whether of a substantial or material nature; c) to select the most suitable Proposal to TKC based on the evaluation criteria set out below, regardless of whether it is the lowest cost Proposal or not; d) not proceed with any Proposals or the project.

## **APPENDIX A: Registration Form**

May 2024

## Registration Form

Proponents must complete and submit this registration form via email to the contact below by **May 27th, 2024 at 4:00 pm** Yukon Standard Time in order to receive addendums and other necessary correspondence.

Gabriel Profeit  
TKC Acting Manager, Housing & Infrastructure,  
[capitalinfrastructure@taan.ca](mailto:capitalinfrastructure@taan.ca)

PROPONENT COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PRIMARY CONTACT NAME: \_\_\_\_\_

PRIMARY CONTACT EMAIL ADDRESS: \_\_\_\_\_

PRIMARY CONTACT PHONE NUMBER: \_\_\_\_\_

SECONDARY CONTACT NAME: \_\_\_\_\_

SECONDARY CONTACT EMAIL ADDRESS: \_\_\_\_\_

SECONDARY CONTACT PHONE NUMBER: \_\_\_\_\_

## **APPENDIX B: Proposal Form**

Ta'an Kwäch'än Council  
REQUEST FOR PROPOSALS  
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May 2024

## Proposal Form

Proponent's Name: \_\_\_\_\_

The Proponent hereby declares that it has carefully reviewed the Project, has read and examined the RFP package and has conducted review of relevant material which are prudent and reasonable in preparing such a Proposal, and hereby offers to provide all labour, materials, finances, insurance, and any other incidentals to complete the Project in accordance with the provisions stated in the RFP documents, for the fees listed, and agrees to make valid the Proposal for a minimum of 60 days.

The Proponent understands that if its Proposal is accepted, it will enter into a contract with the Ta'an Kwäch'än Council based on the terms of this RFP. The Proponent shall proceed with the Work upon receipt of the fully executed contract from the Ta'an Kwäch'än Council.

By submitting a Proposal, the Proponent confirms that they have the following insurance requirements:

- Commercial General Liability
- Professional Liability
- Automotive Liability

NOTE: If the Proponent is a partnership or joint venture, give full names of all partners or joint ventures. Evidence of the authority of the person signing on behalf of the corporation, partnership or joint venture to do so should be attached to this Proposal Form. Additionally, each partner or joint venture shall furnish a letter signed by an officer of the respective company stating that the respective company agrees to be held jointly and severally liable for any and all the duties and obligations of the Proponent under any agreement arising therefrom.

By: \_\_\_\_\_ Name: \_\_\_\_\_  
(type or print) (signature)

Title: \_\_\_\_\_

Company: \_\_\_\_\_

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

Date: \_\_\_\_\_

The Proponent acknowledges receipt, understanding and full consideration of the following addenda to the Request for Proposals:

Addendum No: _____	Date Received: _____
Addendum No: _____	Date Received: _____
Addendum No: _____	Date Received: _____
Addendum No: _____	Date Received: _____

## **APPENDIX C: Building Designs and Specifications**

Please find attached as part of this RFP package.

## **APPENDIX D: Civil design drawings**

Please find attached as part of this RFP package.