



REQUEST FOR PROPOSALS NUNAVUT TUNNGAVIK INCORPORATED

Issuing Date: June 14, 2024

Closing date: June 21, 2024

1. INTRODUCTION

1.1. Purpose of this request

- Nunavut Tunngavik Inc. is seeking qualified professional personnel for the undertaking of the following tasks: Drone Imaging and Digital Elevation Data Generation in twenty-five (25) communities in Nunavut.
- As a result, Nunavut Tunngavik Inc. (NTI) will be obtaining the services of a qualified and certified contractor who will be responsible for acquiring high-resolution drone imaging and capture vertical features to generate digital elevation data.
- Further detail regarding the scope of work and timelines can be found in Section 2.0 below.

1.2. Background

- Nunavut Tunngavik Incorporated (NTI) is the representative organization for Nunavut Inuit under the 1993 Nunavut Agreement, a comprehensive land claims agreement. NTI's mission is to advance Inuit economic, social, and cultural well-being through the full implementation of the Nunavut Agreement. For more information about NTI (including NTI's Procurement Policy) and the Nunavut Agreement, please visit www.tunngavik.com.

2. SCOPE OF WORK AND TIMELINE

2.1. Scope of Work

(a) Project Objectives

The consultant will be responsible for updating the features within the built-up areas of the following twenty-five (25) communities in Nunavut:

KITIKMEOT	KIVALLIQ	QIKIQTANI	
1. Cambridge Bay	6. Arviat	13. Arctic Bay	20. Pangnirtung
2. Gjoa Haven	7. Baker Lake	14. Clyde River	21. Pond Inlet
3. Kugluktuk	8. Chesterfield Inlet	15. Grise Fiord	22. Qikiqtarjuaq
4. Taloyoak	9. Coral Harbour	16. Igloolik	23. Resolute Bay
5. Kugluktuk	10. Nauyasat	17. Iqaluit	24. Sanirajak
	11. Rankin Inlet	18. Kimmirut	25. Sanikiluaq
	12. Whale Cove	19. Kinngait	

PDF maps will be provided depicting the project areas upon contract award.

(b) Project Work**Phase 1****Drone Imagery: Specifications of Images:**

1. Projection: UTM NAD 83 CSRS
2. Jpeg and GeoTIFF format.
3. One image of the entire area in both GeoTIFF and Jpeg
4. Images must have a minimal amount of snow cover. Perennial snow cover is acceptable, but seasonal snow cover shall be melted away.
5. The precision must be suitable for flood-related work such as drainage mapping. Both 1-meter and 10-centimeter orthomosaics and 1-meter DTM and DSM.

Phase 2**Outputs to include:**

1. Orthophoto
2. Elevation data
3. Digital terrain model
4. Digital surface model
5. LAS file
6. 3D OBJ file

(c) Definitions:

- **UTM:** Universal Transverse Mercator, a plane coordinate grid system named for the map projection on which it is based (Transverse Mercator).
- **NAD 83:** North American Datum of 1983 (NAD 83). The North American Datum (NAD) is the horizontal datum now used to define the geodetic network in North America. A datum is a formal description of the shape of the Earth along with an "anchor" point for the coordinate system.
- **CSRS:** Canadian Space Reference System
- **LAS File:** The LAS (LASer) format is a file format designed for the interchange and archiving of lidar point cloud data. It is an open, binary format specified by the American Society for Photogrammetry and Remote Sensing (ASPRS). The format is widely used [1] and regarded as an industry standard for lidar data.
- **GeoTIFF:** GeoTIFF is a public domain metadata standard that enables georeferencing information to be embedded within an image file. The GeoTIFF format embeds geospatial metadata into image files such as aerial photography, satellite imagery, and digitized maps so that they can be used in GIS applications.
- **3D OBJ:** OBJ (or .OBJ) The OBJ file format is a simple data-format that represents 3D geometry alone.

(d) Delivery

1. All images collected for NTI will be delivered via portable hard drive in the formats identified above. No hard copy will be required.
2. Consultant must be listed on the Inuit Firm Registry and employ Nunavut Inuit with Transport Canada Advanced RPAS license.
3. The consultant shall provide prices per community.

2.2. Project Schedule/Timeline

The consultant shall clearly indicate the proposed schedule for the project and the final deliverable date. Outlined below is the NTI's preferred schedule. Dates are approximate.

- Contract Award: June 26, 2024
- Start Up Meeting: June 28, 2024
- Data Acquisition Phase: June 24th, 2024, to January 30th, 2025
- Submission of Imagery and Elevation Data: March 31st, 2025

3. GENERAL INSTRUCTIONS TO PROPONENTS

3.1. Submissions and Inquiries

An interested firm or individual (Proponent) may submit a hard copy and/or an electronic copy of their proposal. Hard copies should be in a sealed envelope or other sealed packaging, clearly marked on envelope/packaging with the name of this RFP. Proposals must be received by NTI no later than **5:00 p.m. ET on June 21, 2024**, at the following physical or email address:

Nunavut Tunngavik Inc.
Attention: Tim Brown

1st Floor, Igluvut Bldg. 100-922 Sivumugiaq St
Iqaluit, NU, X0A 3H0

E-mail: tbrown@tunngavik.com

For email submissions, it is recommended that the proposal be sent well in advance of the closing deadline. NTI will not accept liability for any claim, demand or other actions for any reason should an e-mail transmission be interrupted, not received in its entirety, received after the stated closing time and date, or for any other reason.

NTI will not consider any proposal that is delivered after the closing deadline or is delivered to any address other than that provided above.

All inquiries concerning this RFP are to be in writing and sent to tbrown@tunngavik.com (the "Inquiry Contact"). Any responses and/or any changes to the RFP will be posted on the NTI website or made available to all invited parties.

3.2. Terms and Conditions

- (a) NTI has the right to cancel this RFP at any time and to reissue it for any reason whatsoever, without incurring any liability, and no Proponent will have any claim against NTI as a result of the cancellation or reissuing of the RFP.
- (b) Submitted Proposals may be amended before the deadline or withdrawn on written notice to NTI at any time before acceptance. All Proponents will be advised whether or not they are successful as soon as practicable.
- (c) NTI may reject any proposal as non-responsive if it does not provide all information requested by this RFP, or waive any deficiencies considered by NTI, in its sole discretion, to be non-material. NTI may contact a Proponent any time after the submission of a proposal for the purpose of clarifying information contained in the proposal.
- (d) NTI will not make any payments for the preparation of a response to this RFP. All costs incurred by a Proponent will be borne by the Proponent.

- (e) This RFP is not an offer or tender call. NTI is not bound to accept any proposal or the proposal that provides for the lowest cost or price.
- (f) If a contract is awarded as a result of this RFP, it will be awarded to the Proponent who is most responsive and whose proposal provides the best potential value as determined by NTI at its sole discretion. A Proponent who is “responsive” is one who best meets the requirements described in this RFP and possesses the ability to perform fully the required work described in the RFP.
- (g) The negotiation and execution of a written agreement shall constitute the making of a contract. No proponent shall acquire any legal or equitable rights or privileges whatsoever under this RFP until the contract is signed.
- (h) The contract will contain relevant provisions from this RFP, from the accepted proposal, as well as other terms that may be mutually agreed upon, whether arising from the accepted proposal or as a result of any negotiations. NTI reserves the right to negotiate modifications with any Proponent who has submitted a proposal.
- (i) In the event of any inconsistency between this RFP and the ensuing contract, the contract shall govern.
- (j) An evaluation committee will review each proposal. NTI reserves the exclusive right to determine the qualitative aspects of all proposals relative to the evaluation criteria. NTI has no obligation to discuss with Proponents its decisions regarding any qualitative aspects of Proposals.
- (k) NTI encourages the use of Inuit goods, services, labour, and training of Inuit labour in any evaluation of a Proposal (see Evaluation Criteria for further detail). A list of approved Inuit Firms can be found on NTI’s website or obtained from NTI’s Inuit Firm Secretariat.
- (l) Proposals may be short-listed. Proponents whose proposals are short-listed may be requested to make a formal presentation including potentially a best final offer. Such presentations shall be made at the cost of the Proponent.
- (m) The proposal and accompanying documentation submitted by the Proponent become the property of NTI and will not be returned.

4.0 SUBMISSION REQUIREMENTS

The proposal shall include all the information required below in order to be evaluated.

4.1 Proponent’s Knowledge and Experience

Outline Corporate Experience in Procurement Area (maximum length: two (2) pages)

The proposal should describe the Proponent’s organizational capacity relevant to the project/services, including but not limited to:

- A summary overview of the Proponent’s organization describing the number of years in business; types of resources; and types of clients to whom the Proponent has provided services; and
- The number of Proponent’s full time and part time employees and/or subcontractors that are available to provide services to the project.

- Outline Individual or Team Knowledge and Experience (maximum two (2) pages per team member).
- The proposal should describe the principal members of the proposed team, including their roles and responsibilities, their knowledge, experience and qualifications, and their ability to provide the required work.
- Information provided for each should include name, education, certification (if any) and any prior experience working in Nunavut / the north / with Inuit and/or Indigenous peoples and organizations.

4.2 Identify Past Projects and Reference

- The proposal should describe at least one specific project or assignment (maximum: three) that the Proponent has carried out that is similar to the required work in question or for a client comparable to NTI that demonstrates the Proponent's experience and qualifications relevant to the required work.
- Details should include the date and duration of the project, the number of company resources involved in the project and their roles, a description of the project's value to the client, and what the Proponent specifically did during its involvement with the project.
- Projects demonstrating experience working in Nunavut / the north / with Inuit and/or Indigenous peoples and organizations are preferred.
- A minimum of one independent reference (that is, from someone other than the Proponent or someone on the Proponent's team) must be provided. NTI may also consult its own records and staff with respect to work the Proponent has done for NTI or a Regional Inuit Association and take that into account in the scoring.

4.3 Project Approach and Work Plan

The Proposal must include:

- (a) A brief description of your understanding of the work, including potential issues involved and challenges to be addressed.
- (b) A detailed outline of the project approach and methodology
- (c) A detailed work plan, including steps to be taken and tasks to be completed as well as a detailed timeline.
- (d) A clear description of milestones and deliverables
- (e) Project controls including quality assurance measures and measures and contingency plans to ensure the proposed timeline will be met.

4.4 Project Budget (Estimated Fees and Expenses)

The proposal should provide an estimated project budget with a reasonable level of detail that include, at a minimum:

- (a) Hourly and/or daily rates for each team member or class of team members (including subcontractors), and rates for travel time, if any or different
- (b) Flat rates for particular services (where applicable)

- (c) Any other rates, charges, or discount
- (d) Number of hours/days for each team members on any given task (in general, any task that requires more than 3 days of work or costs more than \$3,000, whichever is lower, requires a separate line of description and estimated hours/days).
- (e) Payment schedules (e.g., payment due upon completion of work or installment payments based on a fixed timeline or stages of work under a logical sequence (the latter is preferred where practical)).
- (f) Amounts must be stated in actual dollars and cents, exclusive of Goods and Services Tax (GST), and expressed in Canadian funds. The Proposal should include an outline of the preferred billing arrangements, if any, and may include a description of a standard invoice. The proposal should also identify whether the proponent will charge an administrative/management fee (if yes, the percentage (the administrative/management fee, where justified, may not exceed 10% of the project budget (excluding GST and disbursements/expenses))).
- (g) All expenses/disbursements will be based on estimate and subject to approval of the project manager if a Proponent is selected to enter into a contract with NTI.

4.5 Inuit Firm Adjustment

Inuit Firms registered on NTI's Inuit Firm Registry will receive an adjustment (Inuit Firm Adjustment) of 20% on the fees and expenses component of the proposal. In order to receive the Inuit Firm Adjustment, proposals must:

- (a) Provide a copy of their most recent Inuit Firm Certificate.
- (b) Include details concerning all sub-contractors, including the fees and expenses attributable to the subcontractor.

The Inuit Firm Adjustment will not be applied to any portion of the proposal where the work is to be subcontracted to a non-Inuit firm.

The Inuit Firm Adjustment may be applied to proposals made by non-Inuit firms with respect to any portion of the proposal where the work is to be subcontracted to an Inuit firm.

4.6 Use of Inuit Labour

NTI promotes Inuit employment and use of Inuit labour. In order to receive the adjustment for use of Inuit labour, contract proposals must include details concerning proposed use of Inuit labour by the proponent and all sub-contractors. Contract proposal demonstrating the use of Inuit labour (directly or through sub-contractor) will receive up to 20% of the overall available points. Additional reporting will be required from the successful Proponent on the actual use of Inuit labour after the contract is awarded and failure to implement the proposed Inuit labour target will result in a penalty.

4.7 Conflict of Interest

Proposals should disclose any actual or potential conflict of interest. NTI policies prohibit the family members of a NTI Board Member, Officer, or employee from entering into a business contract with NTI for material gain, and the policies define "family" broadly. Please contact the Inquiry Contact for additional information.

5.0 PROPOSAL EVALUATION

Proposals that are considered to be complete will be evaluated according to the following criteria:

Required Criteria	Points Available
Corporate Experience: 10 Individual and Team Knowledge/Experience: 20 Past Projects and References: 10	Subtotal: 40
Project Approach and Work Plan	10
Project Budget (Estimated Fees and Expenses, including Inuit Firm Adjustment, where applicable)	30
Use of Inuit Labour	20
Total Points	100