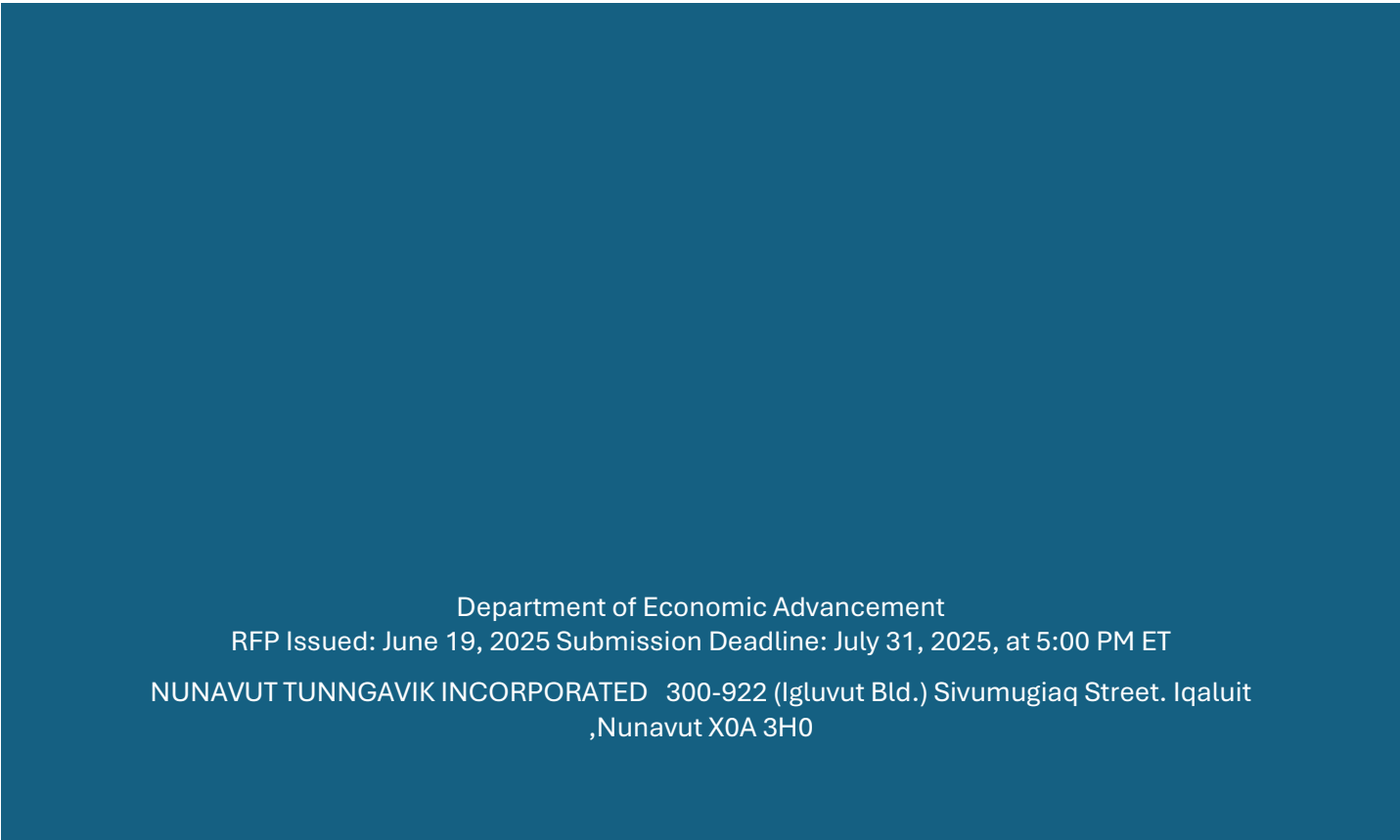


REQUEST FOR PROPOSALS – NUNAVUT TUNNGAVIK INCORPORATED FEASIBILITY STUDIES FOR 6 TO 9 SHELTERS AND TRANSITIONAL HOMES

Department of Economic Advancement

RFP Issued: June 19, 2025 Submission Deadline: July 31, 2025, at 5:00 PM ET

NUNAVUT TUNNGAVIK INCORPORATED 300-922 (Igluvut Bld.) Sivumugiaq Street. Iqaluit
,Nunavut X0A 3H0



REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

1.0 Introduction	3
1.1 Purpose of this Request	3
1.2 Background	4
2.0 Scope of Work and Timeline	4
2.1 Scope of Work	4
2.2 Deliverables and Expectations	4
2.2.1 Community Consultations and Needs Assessments.....	4
2.2.2 Site Assessments and Location Selection	4
2.2.3 Class D Estimates and Architectural Planning.....	5
2.2.4 Operational and Safety Plan Templates.....	5
2.2.5 Comprehensive Data Integration with NISHI Tool.....	5
2.2.6 Final Feasibility Reports and Recommendations.....	5
2.2.7 Other Deliverables.....	5
2.3 Project Schedule and Timeline	6
2.4 Timeline Breakdown	6
3.0 Inuit Benefit Plan	7
4.0 General Instructions to Proponents	7
4.1 Submission and Inquiries	7
4.2 Terms and Conditions	8
5.0 Submission Requirements	9
5.1 Proposal Submission Guidelines and Requirements	9
5.2 Corporate Experience in Procurement Area	9
5.3 Individual or Team Knowledge and Experience	9
5.4 Past Projects and Reference	9
5.5 Proposal Content	10
5.6 Project Approach and Work Plan	10
5.7 Project Budget (Fees and Expenses)	11
5.8 Use of Inuit Labour	12
6.0 Proposal Evaluation	12
6.1 Proposal Priorities and Expectations	12
6.2 Required Evaluation Criteria	12
7.0 Budget and Funding	13
8.0 Terms and Conditions	13
9.0 Contact Information	13

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED



REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED
6 to 9 Feasibility Studies for Shelters and Transitional Homes

Issuing Date: June 19, 2025
Closing date: July 31, 2025

1.0 Introduction

Nunavut Tunngavik Incorporated (NTI) seeks proposals to conduct six to nine feasibility studies for shelters and transitional homes in Nunavut communities. The purpose of these studies is to address homelessness by evaluating and designing shelter options that are culturally appropriate, community-driven, and operationally sustainable.

1.1 Purpose of this request

The purpose of this Request for Proposals (RFP) is to engage qualified consultants to conduct comprehensive feasibility studies that will lay the groundwork for developing culturally appropriate shelters and transitional housing solutions in six to nine Nunavut communities. This initiative aligns with NTI's commitment to advancing Inuit self-determination by ensuring that housing projects are informed by Inuit voices and tailored to their specific needs and values.

The feasibility studies will assess the viability of various shelter options, address gaps in current housing infrastructure, and identify actionable steps for future project implementation in six to nine Nunavut Communities. The final selection of these communities will be determined in collaboration with NTI, based on housing needs, community readiness, and regional representation.

By undertaking this project, NTI aims to:

- Promote long-term community sustainability through targeted housing initiatives;
- Enhance stakeholder collaboration across Inuit organizations, government agencies, and local communities;
- Provide clear, evidence-based recommendations for allocating future Reaching Home funding; and
- Support NTI's vision of ensuring that every Nunavut community has access to adequate shelter options, thereby contributing to the well-being and resilience of Inuit communities. This RFP represents a critical step in addressing homelessness and ensuring that Inuit-led housing solutions become a cornerstone of sustainable development in Nunavut.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

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.

This project is funded under the Reaching Home program to develop comprehensive feasibility studies for shelters and transitional housing projects. These studies will guide the development of shelter solutions, ensuring that resources are effectively allocated to meet the unique needs of each community.

2.0 Scope of Work and Timeline

The successful proponent will deliver the following as per the project schedule outlined in Section 2.3:

The project includes:

1. Conducting community consultations with 6 to 9 communities in Nunavut on whether a shelter or transitional home is priority.
2. Site assessments and working with the community stakeholders on selecting a suitable location in 6 to 9 communities.
3. Establishing operational plans, including staffing, security, and maintenance.
4. Engaging local stakeholders and Inuit organizations to ensure culturally appropriate services.
5. Providing a final report on project outcomes and recommendations for future shelters.

2.1 Scope of Work

The successful proponent will complete the following as per the Project Schedule/Timeline outlined in section .

2.2 Deliverables and Expectations

2.2.1 Community Consultations and Needs Assessments

Conduct community engagement sessions to gather input on shelter needs, types, and design preferences. These sessions must ensure meaningful participation from local stakeholders and reflect Inuit values and cultural practices.

The successful proponent will be expected to work with NTI to confirm the six to nine selected communities, based on internal assessments of housing needs, feasibility, and regional distribution.

2.2.2 Site Assessments and Location Selection

Perform site assessments in six to nine communities to identify suitable locations for shelters or transitional homes. Consider logistical, environmental, and cultural factors.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

2.2.3 Class D Estimates and Architectural Planning

Develop detailed Class D estimates for proposed shelter types, ensuring accuracy within a range of -30% to +50%.

Communities selecting similar shelter types will share a standardized design to optimize costs.

2.2.4 Operational and Safety Plan Templates

Provide templates for operational plans, including staffing, security, and maintenance requirements.

Develop a policy and procedures manual tailored to the unique needs of Inuit communities.

2.2.5 Comprehensive Data Integration with NISHI Tool

Collect and compile data into the Nunavut Inuit Sustainable Housing Index (NISHI) Tool. This repository will serve as a key resource for future housing projects, enabling data-driven decision-making.

2.2.6 Final Feasibility Reports and Recommendations

Submit a final report summarizing community needs, site assessments, Class D estimates, operational plans, and recommended next steps for each community.

2.2.7 Other Deliverables

1. Site assessment report and consultations on shelter or transitional home design.
2. Report on considerations for insurance policies, policy and procedures manual template.
3. Completed shelter or transitional build estimates ready for use in each community.
4. Final project report summarizing key outcomes, challenges, and lessons learned.

2.3 Project Schedule and Timeline

The project duration is **14 months**, starting on **August 1 2025**, and ending on **October 31, 2026**. The timeline is as follows:

1. **RFP Issue Date:** June 19, 2025
2. **Final Response to Inquiries:** July 31, 2025, 2025
3. **Proposal Submission Deadline:** July 31 2025, by 5:00 PM (ET)
4. **Award of Contract (Preferred):** August 1, 2025
5. **Project Start Date (Preferred):** August 1, 2025

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

Interim Progress Reports:

1. **First Report** (August – October 2025): Community engagement sessions, site assessments, and initial data collection for the NISHI Tool.
 - Submission Date: **December 10 , 2025**
2. **Second Report** (December– March 2026): Class D estimates and draft operational plans.
 - Submission Date: **March 31, 2026**
3. **Third Report** (April – July 2026): Draft feasibility studies and stakeholder feedback.
 - Submission Date: **July 31, 2026**

Draft and Final Reports:

- **Draft Reports:** September 15, 2026
- **Final Reports:** October 15, 2026

Project Completion:

- **End Date:** October 31, 2026

2.4 Timeline Breakdown:

Ensure the interim progress reports align with major project milestones:

- **August to October 2025:** Community engagement, site assessments, and initial data collection for the NISHI Tool.
- **December 2025 - March 2026:** Development of Class D estimates and operational plans.
- **August - October 2026:** Draft and finalize reports, incorporating stakeholder feedback.

Interim Reports:

Highlight how each report builds on previous work:

- **First Report:** Focus on community consultations and site assessments.
- **Second Report:** Detail Class D estimates and preliminary operational plans.
- **Third Report:** Present draft feasibility studies and seek final feedback.

Final Deliverables:

- **Draft Reports:** September 15, 2026
- **Final Reports:** October 15, 2026
- **Project end date on October 31, 2026.**

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

3.0 Inuit Benefit Plan

Per NTI's Procurement Policy, for any procurement with a contract value of \$500,000 or more, the RFP must include an Inuit Benefit Package covering one or more of the following topics (where applicable) to demonstrate how Inuit will benefit from the potential contract. The Inuit Benefit Package will account for an additional 10% of the overall available points.

- (a) Use of Inuit labour;
- (b) Inuit training and skill development;
- (c) Sub-contracting to Inuit Firms; and
- (d) Investment in local communities.

4.0 General Instructions to Proponents

4.1 Submission 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/packaging with the name of the RFP. Proposals must be received by NTI no later than 5:00 p.m. EST on (July 31, 2025) at the following physical or email address:

Nunavut Tunngavik Inc.
Attention: Timothy Brown
300-922, (Igluvut Bldg.) Sivumugiaq St.
Iqaluit, NU
X0A 3H0
Email: 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 directed to tbrown@tunngavik.com. Any responses and/or changes to the RDP will be posted on the NTI website or made available to all invited parties.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

4.2 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 payment for the preparation of a response to this Request for Proposal. 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 shall be awarded to the Proponent who is most responsive and whose proposal provides the best potential value to NTI. A Proponent who is "responsive" is one who best meets the requirement described in the RFP and possesses the ability to perform fully the requirements 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 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 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 relative to the evaluation criteria, NTI has no obligation to discuss with Proponents its decisions regarding any qualitative aspects of Proposals.
- (l) 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 details). A list of approved Inuit Firms can be found on NTI's website or obtained from NTI's Inuit Firm Secretariat.
- (m) Proposals may be short-listed. Proponents whose proposals are short-listed may be requested to make a formal presentation. Such presentations shall be made at the cost of the Proponent.
- (n) The proposal and accompanying documentation submitted by the Proponent becomes the property of NTI and will not be returned.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

5.0 Submission Requirements

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

5.1 Proposal Submission Guidelines and Requirements

5.2 Outline Corporate Experience in Procurement Area (Maximum length: 2 pages)

- a) The Proposal should describe the proponent's organizational capacity relevant to the project/services, including but not limited to:
- b) 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
- c) The number of Proponent's full time and part time employees and/or subcontractors that are available to provide services to the project;

5.3 Outline Individual or Team Knowledge and Experience (maximum 2 pages per team member)

- a) 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.
- b) Information provided for each should include name, education, certification (if any) and any prior experience working in the north / Nunavut/ with Inuit and/or Indigenous peoples and organizations.

5.4 Identify Past Projects and Reference

- a) The proposal should describe at least one specific project or assignment (maximum: three) the Proponent has carried out that is similar to the required work in question or for a client comparable to NTI that demonstrated the Proponent's expertise relevant to the required work.
- b) 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.
- c) Projects demonstrating experience working in the north / Nunavut / with Inuit and or Indigenous people and organizations are preferred.
- d) a minimum of one independent reference (i.e., from someone external to the Proponent's organization and project 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.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

5.5 Proposal Content

Proposals should include the following sections:

Corporate Experience:

- Summary of the proponent's organizational capacity and experience in similar projects.

Team Knowledge and Experience:

- Details of the principal members of the proposed team, their roles, qualifications, and relevant experience, particularly in working with Inuit communities.

Past Projects and References:

- Description of up to three similar projects, including scope, duration, and outcomes.

Project Approach and Work Plan:

- Outline the methodology for conducting consultations, site assessments, and feasibility studies. Include a timeline with milestones.

Project Budget:

- Provide a detailed budget, including fees, travel costs, and other expenses. Inuit firms will receive a 20% adjustment on the fees and expenses component of the proposal.

Use of Inuit Labour:

- Describe how Inuit labour will be utilized, including roles and anticipated labour hours.

5.6 Project Approach and Work Plan

Proposals must include:

- a) A detailed Executive summary and outline of the project approach and methodology.
- b) A detailed work plan, to include steps to be taken and tasks to be completed, as well as a detailed timeline with milestones.
- c) Qualifications and experience of the team.
- d) Project controls including quality assurance measures and measures in general and contingency plans to ensure the proposed timeline will be met.
- e) Budget and cost breakdown by category (e.g., Design, Construction, and operational setup, etc.)
- f) A clear description of deliverables.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

5.7 Project Budget (Fees and Expenses)

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

1. Hourly and/ or daily rates for each team member or class of team member including subcontractors), and rates for travel time.
2. Flat rates for particular services (where applicable)
3. Any other rates, charges or discounts.
4. Number of hours/days for each team members on any given task (in general, any task that required more than 3 days of work or costs more than (\$3,000.00 whichever is lower, requires a separate line of description and estimated hours/days).
5. Payment schedule (e.g., payment due upon completion of work or installment payments based on a fixed timeline or stages if work under a logical sequence (the latter is preferred where practical)).

Amounts must be stated in actual dollars and cents, exclusive of 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, which may not exceed 10% of the project budget (Excluding GST and disbursements/expenses)).

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.

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 include information of the Proponent's ownership structure. Proposals must also 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.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

5.8 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 subcontractor) 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.

6.0 Proposal Evaluation

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

6.1 Proposal Priorities and Expectations

NTI seeks proposals that demonstrate excellence in the following areas:

1. **Relevant Experience:** Proponents should showcase a track record of successful projects in similar environments, particularly in the North and with Indigenous communities.
2. **Quality of Shelter Design and Operational Plan:** Proposals should include innovative yet practical designs and operational plans tailored to the unique needs of Nunavut communities.
3. **Cost-Effectiveness:** NTI values proposals that provide high-quality solutions while remaining within budgetary constraints.
4. **Inuit Participation and Community Engagement:** Proposals must prioritize Inuit employment and incorporate meaningful engagement with local stakeholders to ensure culturally appropriate solutions

6.2 Required Evaluation Criteria

Required Criteria	Points Available
Corporate Experience	10
Individual and Team Knowledge/Experience	20
Past Projects and References	10
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

* Not including up to 10 additional points for any Inuit Benefit Package under NTI's Procurement Policy for contracts over \$500,000.

REQUEST FOR PROPOSALS
NUNAVUT TUNNGAVIK INCORPORATED

7.0 Budget and Funding

The maximum funding available for this project is subject to the terms outlined in the Contribution Agreement with the successful proponent of this Request For Proposals.

8.0 Terms and Conditions

Proposals must comply with NTI's procurement policies and the terms of the Contribution Agreement under the Reaching Home program. NTI reserves the right to accept or reject any proposal.

9.0 Contact Information

For inquiries, please contact:

Submission Address:

Nunavut Tunngavik Incorporated
300-922 Sivumugiaq Street
Iqaluit, NU
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