

# REQUEST FOR PROPOSALS - NUNAVUT TUNNGAVIK INCORPORATED PILOT PROJECT – HOMELESSNESS EMERGENCY RESPITE SHELTER

Department of Economic Advancement

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

NUNAVUT TUNNGAVIK INCORPORATED 300-922 (Igluvut Bld.) Sivumugiaq Street. Iqaluit, Nunavut  
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Nunavut Emergency Respite Shelter Pilot Project

Issuing Date: June 19, 2025

Closing date: July 31, 2025

## 1.0 INTRODUCTION

NTI seeks proposals to implement an Emergency Respite Shelter Pilot Project in one Nunavut community. This initiative, supported by Reaching Home, aims to address immediate shelter needs and provide a safe space for individuals experiencing homelessness.

### 1.1 Purpose of this request

This Request for Proposal is to **design, manufacture, deliver, and install a turnkey, all-season emergency respite shelter unit** in a selected Nunavut community. The solution must include:

- Supply and shipment of a prefabricated or modular unit;
- On-site assembly and full mechanical, electrical, water, and sewage hookups;
- An **externally attached, heated mechanical room** to house water, sewage and heating systems;
- A basic operations and maintenance manual;
- Coordination with NTI and local stakeholders to ensure smooth deployment and knowledge transfer.

The final shelter must be **fully operational and move-in ready**, meeting Arctic climate standards. The project site will be determined in partnership with NTI based on need and community readiness. Proposals must remain flexible to deployment across various Nunavut communities.



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### 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](http://www.tunngavik.com).

### 2.0 SCOPE OF WORK AND TIMELINE

The project includes:

- Conducting a site assessment and communicating with the Hamlet office and correspondence with the Asset owner who will be responsible for selecting a suitable location of the asset. Working closely with stakeholders in partnership within the selected community, other stakeholder may include Local Hamlet Office and Local Housing Office for lot selection and granular supply if any leveling is required for the foundation.
- Designing and constructing a prefabricated emergency respite shelter.
- Establishing operational plans of the building, including pictures or graphs for tenants and listing staffing responsibilities for maintaining the functionality of the asset, creating a sense of safety and security of tenants so that individuals who are residing in the temporary respite shelter can be supported in knowing how the space functions or how to know when and who needs to be called for backup help, and development of a usage projection manual and basic maintenance manual for the final asset owner.
- Engaging local stakeholders and Inuit organizations to ensure culturally appropriate services.
- 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

- Site assessment report and shelter design
- Project Management
- Operational plan, including staffing and safety protocols.
- Completed shelter ready for use
- Final project report summarizing key outcomes, challenges, and lessons learned submitted by March 31, 2026



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## 2.2 Project Schedule/Timeline

The project duration is **(12 to 18 months)** with a projected started date of **(June 29<sup>th</sup> 2025)** and end date of (March 31, 2026)

<b>Date of RFP issue:</b>	<b>June 19, 2025</b>
<b>Final Response to Inquiries:</b>	<b>July 31, 2025</b>
<b>Date and Time for Final Submission:</b>	<b>July 31, 2025 by 5:00 PM (ET)</b>
<b>Award of Contract by (preferred):</b>	<b>August 1, 2025</b>
<b>Project Start (preferred):</b>	<b>August 1, 2025</b>
<b>Interim Progress Reports:</b>	<b>Total 3</b>
<b>1<sup>st</sup> Report:</b>	<b>October 22, 2025</b>
<b>2<sup>nd</sup> Report:</b>	<b>January 23, 2025</b>
<b>3<sup>rd</sup> Report:</b>	<b>March 23, 2026</b>
<b>Draft Reports:</b>	<b>January 5, 2026</b>
<b>Final Reports:</b>	<b>March 15-23, 2026</b>

## 2.3 Technical Specifications & Minimum Standards

### 1. General Building Envelope Specifications:

- **Building Type:** Prefabricated or modular all-season emergency respite shelter.
- **Climate Zone:** Suitable for extreme Arctic climates (temperatures as low as -50°C and wind speeds exceeding 100 km/h).
- **Fire Safety:** meeting standards and code

### 2. Dimensions & Structural Requirements:

- **Diameter:** Approximately 20 feet (~6.10 meters).
- **Interior Height:** Clear interior height of approximately 12 feet (3.66 meters).
- **Usable Space:** Minimum 310 sq. ft. of interior usable space.
- **Snow Load Resistance:** Meeting or exceeding building code standards
- **Wind Load:** Engineered for minimum wind speeds of 100 km/h or better

### 3. Building Envelope & Insulation:

- **Construction Material:** Durable fiberglass or composite panels.
- **Insulation:** Polyurethane insulation with integral heat-reflecting film or equivalent suitable for extreme climates.
  - **Wall Insulation:** Minimum building code standards for Arctic Climate
  - **Roof Insulation:** Minimum building code standards for Arctic Climate
  - **Floor Insulation:** Minimum building code standards for Arctic Climate



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- **Air Tightness:** Building envelope must demonstrate the ability to achieve a minimum building code standard for Arctic Climate vs. maximum verified through building code standards for Arctic Climate.

**4. Doors & Windows:**

- **Windows:** Triple-pane, energy-efficient, with low-emissivity (Low-E) coatings, certified for Arctic climates.
- **Doors:** Insulated metal or fiberglass with thermal breaks, weather-stripped, including panic hardware and compliant with accessibility standards.

**5. Foundation Requirements:**

- Engineered foundation suitable for permafrost and Arctic soil conditions

**6. Ventilation & Air Quality:**

- Heat Recovery Ventilation (HRV) systems rated for Arctic climates, meeting or exceeding building Code Standards.

**7. Heating, Electrical, & Plumbing Systems:**

- High-efficiency heating systems suitable for extreme cold (-50°C), ensuring redundancy.
- Electrical installations conforming to Canadian Electrical Code standards for extreme temperatures.
- Plumbing designed to prevent freezing, facilitating easy maintenance in remote locations.

**7.1 Mechanical Room Requirements**

- The shelter must include a separate, heated mechanical room (approximately 8x10 feet) that:
- Houses all mechanical equipment including water tanks, sewage tanks, and furnaces.
- Prevents freezing of solids in sewage tanks via heat trace or boiler loop systems.
- Is accessible only from the exterior and can be installed adjacent to or integrated into the unit.
- May be provided as a second prefabricated structure if required for thermal efficiency or space constraints.
- Proponents should describe how their system integrates heat, electrical, and mechanical services to maintain functionality through extreme Arctic winters.



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**8. Sustainability & Efficiency:**

- Building design minimizing thermal bridging.
- Energy-efficient LED lighting.
- Preference for renewable energy integration (e.g., solar PV) when cost-effective.

**9. Foundation:**

- Foundation should be suitable for an Arctic Climate application

**10. Warranty & Compliance:**

- Minimum structural warranty period of 15 years.
- Compliance with the latest National Building Code of Canada.
- All engineering designs verified by licensed professional engineers.

**11. Inspection & Documentation:**

- Detailed inspection checklist and compliance documentation provided upon project completion.

**Proponents must demonstrate clear capacity to meet or exceed these specifications within their proposals.**

**2.3.1 Structural Engineering**

- Frost line depth by region
- Soil conditions (clay, ice lenses, gravel)
- Seismic considerations (Zone 0.5 or similar per NBC)
- Permafrost movement adaptability

**2.3.2 Climate Adaptation Design**

- Thermal envelope modeling
- Case study comparison (e.g., dome vs. A-frame vs. modular cube)
- Wind tunnel testing results or design consideration for drift accumulation
- Resilience to freezing rain & horizontal snow loading

**2.3.3 Mechanical Systems**

- Heating: Describe options (e.g., electric baseboards, diesel furnace, air-source heat pumps)
- Backup heat sources



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- **Air quality:** Include ERV/HRV schematics
- **Water system:** Explain options (cistern vs. tie-in) and heat tracing protection

#### **2.3.4 Electrical & Energy Storage**

- **Generator requirements** (specs for diesel, solar-battery backup)
- **Energy modeling** for winter usage at full occupancy
- **Wiring and conduit materials** suitable for Arctic installs

#### **2.3.5 Renewable Integration Plan (NEW)**

- **Add a subsection** requiring solar, wind, or thermal battery feasibility report
- **Request integration drawings** if feasible

#### **2.3.6 Modular/Prefab Considerations**

- **Cold-weather shipping methods** (Sea Lift, air cargo packing)
- **Bolt-together systems vs. single-crane units**
- **Insulation testing** during pre-fab

#### **2.3.7 Accessibility and Code Compliance**

- **Barrier-free access ramp specs**
- **GN Fire Marshal requirements**
- **Emergency exit design** for snow-drift scenarios
- **National Building Code 2020 Arctic adaptation citations**

### **2.4 Project Delivery Requirements:**

**The successful proponent must:**

- **Coordinate sealift or air cargo logistics**, including transportation to the selected community, beach landing, and transport to the site.
- **Manage all on-site assembly and installation**, including leveling, utility connections, and building envelope closure.
- **Provide project management services** to oversee construction, timelines, and subcontractor coordination.
- **Demonstrate that the unit is ready for occupancy** ("plug-and-play") upon handover.





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- Outline a plan for knowledge transfer to local partners for maintenance and basic operations.

### 2.6 Interior Space Planning & Use

- Minimum layout (common area, sleeping, storage, bathroom)
- Commercial-grade fixtures and frost-proof plumbing
- Anti-slip, washable, and non-toxic flooring
- Hygienic surfaces for high-traffic occupancy
- Furniture requirements (bunk beds or individual mattresses, storage lockers, foldable seating, extendable/collapsible furniture (to maximize space))

### 2.7 Sustainability and Lifecycle Planning

- Environmental impact: life-cycle emissions of the prefab materials
- O&M-friendly design (modular parts, simple replacement of filters, bulbs, etc.)
- First-year energy usage projection
- Maintenance schedule (filters, seal checks, etc.)

### 2.8 Sustainability and Lifecycle Planning”

Include:

- Environmental impact: life-cycle emissions of the prefab materials
- O&M-friendly design (modular parts, simple replacement of filters, bulbs, etc.)
- First-year energy usage projection
- Maintenance schedule (filters, seal checks, etc.)

## 3.0 GENERAL INSTRUCTIONS TO PROPONENTS

### 3.1 Submission and Inquiries

An interest 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 ET on July 31, 2025 at the following physical or email address:



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Nunavut Tunngavik Inc.  
Attention: Timothy Brown  
300-922, Igluuvut Bldg.  
Sivumugiaq Street  
Iqaluit, NU  
X0A 3H0  
Email: [Tbrown@tunngavik.com](mailto: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](mailto: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.

### 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 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.



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- (h) The contract will contain relevant provisions from this RPF, 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 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 details). 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. Such presentations shall be made at the cost of the Proponent.
- (m) The proposal and accompanying documentation submitted by the Proponent becomes 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 Proposal Submission Guidelines and Requirements

(a) Outline Corporate Experience in Procurement Area (Maximum length: 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;

(b) Outline Individual or Team Knowledge and Experience (maximum 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 the north / Nunavut/ with Inuit and/or Indigenous peoples and organizations.



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### (c) Identify Past Projects and Reference

- 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.
- 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 the north / Nunavut / with Inuit and or Indigenous people 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.

## 4.2 Project Approach and Work Plan

Proposals must include:

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

Submit proposals electronically to [Tbrown@tunngavik.com](mailto:Tbrown@tunngavik.com) by [submission deadline February 28, 2025]. Late submissions will not be considered.

## 4.3 Project Budget (estimated Fee and Expenses)

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

- Hourly and/ or daily rates for each team member or class of team member including subcontractors), and rates for travel time, in any or difference
- Flat rates for particular services (where applicable)
- Any other rates, charges or discounts.



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- 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).
- 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 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.

Proponents are encouraged to provide innovative, cost-effective solutions that meet the technical and turnkey requirements outlined. This budget must include:

- Design, manufacturing, shipping, sealift or cargo logistics
- On-site installation and all mechanical systems
- Optional: modest furnishings and appliances
- Optional: first-year O&M start-up costs to support the local community in taking ownership of the unit

### **4.4 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.



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### 5.0 PROPOSAL EVALUATION

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

#### 5.1 Proposal Priorities and Expectations

NTI seeks proposals that demonstrate excellence in the following areas:

- **Relevant Experience:** Proponents should showcase a track record of successful projects in similar environments, particularly in the North and with Indigenous communities.
- **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.

#### Section 5.1: Proposal Priorities and Expectations (Continued)

- **Cost-Effectiveness:** NTI values proposals that provide high-quality solutions while remaining within budgetary constraints.
- **Inuit Participation and Community Engagement:** Proposals must prioritize Inuit employment and incorporate meaningful engagement with local stakeholders to ensure culturally appropriate solutions
- **Turnkey Delivery:** Proposals must demonstrate an “all-in-one” approach that includes design, production, transport, installation, and operational readiness.

### 5.2 REQUIRED 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
<b>Total Points</b>	<b>100</b>

### 6.0 BUDGET AND FUNDING

The maximum funding available for this project is subject to the terms outlined in the contribution agreement with the successfully awarded proponent.



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### 7.0 TERMS AND CONDITIONS

The proponent must adhere to NTI's procurement policies and federal funding requirements. NTI reserves the right to accept or reject any proposal.

### 7.1 POLICY NOTES

- All proponents must adhere to the guidelines set out in the Reaching Home directives.
- Proposals must comply with NTI's procurement policies, ensuring transparency, fairness, and inclusion of Inuit firms where applicable.
- Financial records must be maintained in accordance with the Contribution Agreement and NTI policies.

### 8.0 Flexibility and Innovation

While NTI has previously reviewed dome-based solutions, we remain open to **all modular, prefabricated, or custom-built structures** that meet the specifications outlined above. We strongly encourage creative and innovative approaches that offer:

- Energy-efficient, culturally appropriate solutions
- Scalability and rapid deployment potential
- Compatibility with Arctic logistics and terrain
- Opportunities to maximize the funding envelope

### 9.0 CONTACT INFORMATION

For inquiries, please contact:

Timothy Brown  
Director  
Department of Economic Advancement  
Nunavut Tunngavik Incorporated  
Email: [tbrown@tunngavik.com](mailto:tbrown@tunngavik.com)  
Office Landline: 867-975-4900 ext.4926

#### **Submission Address:**

Nunavut Tunngavik Incorporated  
Igluvut Building 922 3<sup>rd</sup> floor  
P.O. BOX 638 Iqaluit, NU  
X0A 0H0