



Request for Proposal (RFP)

Feasibility Study for NFN Transit Service Solutions

36 Semo Road, Garden Village, ON, P2B 3K2

Proposal Submission Deadline: May 21st, 2025

Emailed to: Zack Lafleur, Economic Development Manager zackl@nfn.ca

Late Submissions Will Not Be Accepted

I. INTRODUCTION

Nipissing First Nation (NFN) invites proposals from qualified consultants to conduct a comprehensive feasibility study exploring the development of a sustainable transit service solution to meet the transportation needs of the NFN community. The goal of this study is to determine the viability, scope, design, and implementation options for an NFN-led transit initiative that aligns with environmental, economic, and community well-being priorities.

Completed proposals, including those submitted by email, must be received by **12:00 PM EST, May 21st, 2025**. Hard copies can be delivered to the Lands, Natural Resources and Economic Development Department in the Band Administration building at **36 Semo Road, Garden Village, Ontario P2B 3K2**. The Applicant must sign all proposals with their full name, address and contact information included. Hard copy submissions must be delivered to Nipissing First Nations reception at 36 Semo Road, Garden Village, Ontario.

Proposals submitted after the stated deadline will not be considered.

All questions regarding this proposal should be directed to Zack Lafleur, Economic Development Manager, at 705-753-2050 ex. 1264 or by email at zackl@nfn.ca

Before commencing work under NFN Services Agreement, the successful Applicants shall produce evidence satisfactory to NFN that it and its subcontractors, if any, have secured public liability, automobile, and workers' compensation coverage as outlined in Exhibit 1.

Applicants are responsible for all their costs in preparing and submitting proposals hereunder.

II. SCOPE OF WORK

The Scope of Work hereunder is described in Exhibit 1 Scope of Work.

III. SCHEDULE

All proposals shall conform to the following schedule to complete the proposed work:

Event	Date/Deadline
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RFP Published	Monday, April 28 th , 2025
Last Date for Questions	Wednesday, May 14 th , 2025
Submission Deadline	Wednesday, May 21 st , 2025
Contract Awarded	Monday, June 2 nd , 2025
Project Completion	Wednesday, December 31 st , 2025

IV. RFP SUBMISSION REQUIREMENTS

All submissions must include the following:

- Submission Proposal Form (Exhibit 3).
- Understanding of the Project.
- All project requirements delineated in Exhibit 1, Scope of Work
- Identification of project manager, staff who will undertake the proposed work, role and approximate percentage of work conducted by each staff member.
- Total cost and cost of specified components of the proposed work and a clear description of all clarifications and exceptions. Warranty details shall be specified in the SCOPE OF WORK (EXHIBIT 1).
- Compliance with/or proposed modification of specified schedule and conditions.
- The full name, telephone number and email of the Applicants designated Contact Person.
- The names, titles, mailing addresses, and telephone numbers of all subcontractors that will be used on this project; and
- A statement that no person acting for or employed by NFN is directly or indirectly interested in the proposal or any agreement which may be entered to which the proposal relates or in any portion of the profits here from.
- A clear and practical plan for making transit service solutions easily discoverable and accessible across various digital platforms and applications. This plan should ensure an optimal and seamless transit experience for all public transit community members.

All Services to be performed for NFN shall be done so with equipment, methods, and use of personnel in accordance with pertinent professional standards and with the Occupational and Safety and Health Act requirements of the Province of Ontario and Canada.

V. SELECTION CRITERIA

Proposals will be evaluated by Nipissing First Nation staff based on the following weighted criteria:

Understanding and familiarity with the project (20%)

NFN seeks proposals demonstrating a deep understanding of the project's scope and the specific requirements for the creation of a public transit solution for Nipissing First Nation. Applicants should:

- Articulate a clear vision of how the project aligns with NFN's environmental sustainability goals and the practical needs of the NFN community.
- Display familiarity with the site's specific logistical and technical considerations, reflecting insights gained from the encouraged site visit or thorough research.
- Identify potential challenges unique to the project's location or objectives, offering thought-out solutions or strategies to mitigate them.

Experience with similar projects (20%)

Applicants are expected to showcase their experience with similar projects, especially those involving public transit service solutions. Demonstrations should include:

- Detailed case studies or descriptions of similar projects undertaken, especially those within similar climatic or geographical contexts.
- Evidence of successful project completions, particularly within communities with similar characteristics to NFN, to underscore cultural and environmental sensitivity.
- Lessons learned from past projects that are applicable to ensuring the success of the proposed work.

Qualifications and experience of assigned staff (25%)

The expertise of the project team is paramount. Proposals must:

- Detail the qualifications, roles, and experience of key team members, highlighting specific skills relevant to the project.
- Provide information on any certifications or special training pertinent to public transit solutions, project management, or environmental conservation.
- Explain the contribution of each team member to the project's success, ensuring a match between personnel capabilities and project requirements.

Proposed cost (20%)

NFN values transparency and value for money. Proposals should:

- Present a comprehensive and itemized budget that accounts for all aspects of the project, from equipment costs to labour.
- Justify the proposed costs in the context of delivering maximum value, including any innovative approaches to cost saving without compromising quality.
- Clearly outline any assumptions or conditions that underpin the budget estimates, ensuring NFN understands the financial proposal.

Extent of First Nation ownership (10%)

In line with NFN's commitment to supporting First Nation enterprises, proposals from entities with First Nation ownership or meaningful partnerships with First Nation communities will receive special consideration. Provide:

- Detailed information on the extent of First Nation ownership or partnerships, including the nature and benefits of these arrangements.
- Plans for engaging the local First Nation community in the project, through employment, training, or other economic opportunities.

Quality of references (10%)

Strong references can significantly bolster a proposal. Include:

- Contact information for references from projects of similar scope and complexity, ideally within the last five years.
- Testimonials or reference letters that speak to the Applicants reliability, quality of work, and adherence to budget and timelines.
- Any awards, recognitions, or formal evaluations that attest to the applicant's excellence in similar projects.

By addressing these revised criteria in their proposals, Applicants will better align with the expectations and requirements laid out in the RFP, demonstrating their capability and readiness to fulfill NFN's needs for a Transit Service Feasibility Study.

VI. ACCEPTANCE/REJECTION

NFN reserves the right to waive any informalities in proposals, to accept any proposal, and to reject any or all proposals, should it be deemed in the best interest of NFN to do so.

Proposals may be held by NFN for a period not to exceed thirty (30) days from the date of the opening of proposals for the purpose of reviewing proposals and investigating the qualifications of the Applicants before the award of a contract.

EXHIBIT 1: SCOPE OF WORK

Transit Service Feasibility Study

Overview

Recently, Nipissing First Nation (NFN) received funding from the Indigenous Transportation Initiatives Fund (ITIF) to create a feasibility study for a community transit solution. The aim of this study is to identify viable options for implementing a sustainable, accessible, and environmentally responsible transit service for NFN members. The final report will support future applications for implementation funding and will prioritize zero-emission transit models that align with NFN's climate goals.

Objectives of the Project:

- Improve transportation accessibility and mobility within the NFN community.
- Evaluate viable, cost-effective transit service options suitable for the community's needs.
- Prioritize solutions that utilize zero-emission or low-emission transit technologies.
- Support NFN's commitment to sustainability, equity, and inclusive community planning.
- Provide a foundation for funding applications and long-term transit planning.

1. NEEDS AND GAP ANALYSIS:

- a) Conduct community-wide consultations including surveys, interviews, and workshops.
- b) Analyze current transportation barriers and opportunities.
- c) Identify key routes, destinations, and service needs (e.g., healthcare, education, employment).

2. SERVICE OPTIONS EVALUATION:

- a) Explore and compare different service models including fixed-route, demand-response, shuttle, and ride-share programs.
- b) Assess the feasibility of integrating zero-emission vehicles such as electric shuttles or vans.
- c) Consider seasonal demand fluctuations and accessibility standards.

3. ENVIRONMENTAL AND INFRASTRUCTURE CONSIDERATIONS:

- a) Analyze infrastructure requirements for proposed transit options (e.g., charging stations, shelters, signage).
- b) Evaluate environmental impact and GHG reduction potential for zero-emission solutions.

4. ECONOMIC FEASIBILITY AND COSTING:

- a) Provide cost estimates for capital investments, operations, and maintenance.
- b) Identify potential funding sources and partnerships for implementation.

5. STAKEHOLDER AND COMMUNITY ENGAGEMENT:

- a) Facilitate engagement sessions to present and gather feedback on proposed models.
- b) Ensure inclusive participation from elders, youth, persons with disabilities, and other priority groups.

6. FINAL DELIVERABLES:

- a) A comprehensive feasibility study report including findings, recommendations, and a preferred transit model.
- b) A phased implementation plan with estimated costs, timelines, and risk mitigation strategies.
- c) Presentation of findings to NFN leadership and community stakeholders.

7. PROJECT COST:

All Applicants shall provide a fixed price, not to exceed, quotation for the total project. A cost estimate for each of the following items will be provided:

- a) The creation of the feasibility study.
- b) The collection of community surveyed information, engagement session findings, and transit demand simulation data.

c) Software licensing, if available, to be provided to NFN to assist with the implementation of the transit service. Include the length of licensing availability if applicable.

All clarifications and exceptions must be clearly stated in the proposal.

8. SCHEDULE

All proposals shall conform to the following schedule to complete the proposed work:

Event	Date/Deadline
RFP Published	Friday, March 1 st , 2024
Last Date for Questions	Monday, March 25 th , 2024
Submission Deadline	Monday, April 1 st , 2024
Contract Awarded	Friday, April 22 nd , 2024
Project Completion	Friday, September 20 th , 2024

9. QUALIFICATIONS

Applicants must demonstrate:

- Experience conducting transportation planning or feasibility studies, preferably in Indigenous or rural communities.
- Familiarity with zero-emission transit technologies and environmental planning.
- Strong community engagement skills and cultural competency.
- A portfolio of at least three comparable projects with references.

All assumptions, clarifications, or proposed modifications to the scope or schedule must be clearly identified in the proposal.

EXHIBIT 2: INSTRUCTIONS FOR PROPOSAL SUBMISSION

Feasibility Study for NFN Transit Service Solutions

1. **Proposal Requirements:** Ensure your submission includes a comprehensive understanding of the project, all project requirements as outlined in Exhibit 1, team identification, total cost, and a detailed plan for how the information will be gathered for the feasibility study and how the information will be compiled and presented to NFN.
2. **Submission Deadline:** Proposals must be submitted no later than 12:00 PM EST, May 21st, 2025. Late submissions will not be considered.
3. **Delivery Instructions:** Submit one hard copy in a sealed envelope marked “L3 Charging Station RFP” to the address above or email a digital copy to zackl@nfn.ca with the subject “Transit Feasibility Study RFP”.
4. **Contact Information:** For any inquiries regarding the RFP, contact Zack Lafleur at the phone number provided or email address.

EXHIBIT 3: PROPOSAL SUBMISSION FORM
Feasibility Study for NFN Transit Service Solutions

To: Zack Lafleur, Economic Development Manager
Nipissing First Nation
36 Semo Road, Garden Village, ON,
P2B 3K2

Attention: Mr. Zack Lafleur

I/We have reviewed the Request for Proposals (RFP) for Level 3 Electric Vehicle Charging Stations, including all specifications and requirements. Hereby, I/we submit our proposal, which, if accepted, signifies our commitment to deliver the services as detailed in the proposed Services Agreement. We agree to accept the negotiated contract price as complete compensation for the project's completion.

I/We declare that the individuals and entities listed below are the sole principals involved in this proposal. We confirm that no one associated with or employed by Nipissing First Nation (NFN) has any direct or indirect interest in this proposal, potential contract, or resulting profits, except as outlined in the NFN Gichi-Naaknigewin (Constitution).

- **Principal(s) Name and Address:**

(Provide detailed information for each principal involved, including full names and addresses. For corporations, including the President, Treasurer, and Manager. For partnerships, list all partners.)

Signature:

Printed Name:

Title:

Date: