

McLeod Lake Indian Band
Land Management Department

***If you have any questions preparing your RFP,
the Land Management Officer is available to assist:***

***Telephone (250) 750-6860;
E-mail tsolonas@mlib.ca***



Request for Proposals
McLeod Lake Indian Band (MLIB)
Land Use Plan update
RPF-MLIB-2019-003

MLIB Department: Land Management **RFP Number:** RPF-MLIB-2019-003 **Issue date:** April 30th, 2019

Closing Time: Proposals must be received **before 4:00 PM PST on: May 24th, 2019**

DELIVERY OF PROPOSALS: Proposals must be in English and must be submitted using one of the submission methods below, and must either (1) include a copy of this cover page that is signed by an authorized representative of the Proponent or (2) otherwise identify the RFP, identify the Proponent and include the signature of an authorized representative of the Proponent that confirms the Proponent’s intent to be bound or (3) Proponents may submit an electronic proposal by email. Proposals submitted by email must be submitted to tsolonas@milib.ca.

Hard Copy Submission: Proponents may submit one (01) hard-copy (or one electronic copy) of its proposal. Proposals submitted by hard copy must be submitted by hand or courier to:

McLeod Lake Indian Band/*land management department/#61 Sekani Drive McLeod Lake BC V0J 2G0,*
Attention: TANIA SOLONAS, Land Management Officer

Regardless of submission method, proposals must be received before 4:00 PM to be considered.

A proposal is deemed to incorporate the Confirmation of Proponent’s Intent to Be Bound below, without alteration.

CONFIRMATION OF PROPONENT’S INTENT TO BE BOUND:

The enclosed proposal is submitted in response to the referenced Request for Proposals. By submitting a proposal, the Proponent agrees to all of the terms and conditions of the RFP including the following:

- a) The Proponent has carefully read and examined the entire Request for Proposals;
- b) The Proponent has conducted such other investigations as were prudent and reasonable in preparing the proposal; and
- c) The Proponent agrees to be bound by the statements and representations made in its proposal.

PROPONENT NAME (please print): _____

NAME OF AUTHORIZED REPRESENTATIVE (please print): _____

SIGNATURE OF AUTHORIZED REPRESENTATIVE: _____

DATE: _____

MLIB CONTACT: Enquiries related to this RFP, including any requests for information or clarification may only be directed in writing to the following person who will respond if time permits before the Closing Time. Information obtained from any other source is not official and should not be relied upon.

TANIA SOLONAS, Land Management Officer
#61 Sekani Drive McLeod Lake BC V0J 2G0
E-mail: tsolonas@milib.ca

The cut-off for submitting any questions related to this RFP to the MLIB Contact will be **4 hours** before the Closing Time. Questions received after this time may not be answered.

ENVIRONMENTAL CONSIDERATIONS FOR PROPOSAL DELIVERY:

The McLeod Lake Indian Band encourages Proponents to consider submitting an electronic proposal if that submission method is provided for on the cover page. When submitting in hard copy, MLIB encourages Proponents to consider environmental stewardship, as per the following:

- Hard copy proposals should be double side printed on paper that is post-consumer recycled content or forest stewardship certified;
- Thin proposals should be stapled rather than bound;
- Binding, where required, should be comb-type rather than plastic or wire spiral for ease of separating to shred and recycle; and
- Binders, where required, should be free from adhered labels (for ease of re use), and/or be made of post-consumer recycled content.

TABLE OF CONTENTS

1	SUMMARY OF THE OPPORTUNITY	4
	1.1 MLIB Responsibility	4
	1.2 Background.....	4
	1.3 Scope.....	5
2	CONTRACT	5
	2.2 Service Requirements	5
	2.3 Related Documents	6
	2.3 Price	6

1 SUMMARY OF THE OPPORTUNITY

The McLeod Lake Indian Band (MLIB) is currently using a Land Use Plan (LUP) that was completed in 2004, and updated with a one-pager in 2011, alongside the Comprehensive Community Plan (CCP). The McLeod Lake Indian Band has a number of projects they need to complete. Our Land Use Plan needs to be updated to account for growth, future projections and new directions, as well as include target dates and budget allocations to ensure that it is feasible and sustainable. The McLeod Lake Indian Band has successfully received funding from the federal government for a land use planning initiative project to update the LUP.

1.1 Band Responsibility

The McLeod Lake Indian Band land management department's mission and vision statement is "To develop and implement policies and guidelines for the preservation and management of McLeod Lake Indian Band (MLIB) lands and resources to ensure and enhance the long-term sustainability of these resources for the future of the Tse'Khene of MLIB." This land use plan update will be utilized by the McLeod Lake Indian Band land management, public works and housing departments, the land management committee and the Chief and Council along with the Band Manager and the membership, to ensure proper development of both residential, industrial, commercial, cultural and recreational infrastructure. The MLIB land management department will ensure that the proper Band Council Resolution is signed before commencement of work.

1.2 Background

The MLIB land management department has received a mandate from the MLIB Land Management Committee and Chief and Council to move forward with a LUP update for all 22 reserves, including IR#1 McLeod Lake (West), and if the membership wishes, to include our Traditional Territory. MLIB wishes to ensure our *MLIB Land Code* is accordingly, and either community approval at a meeting of members or band referendum is adhered to. The objectives or goals of LUP update, is to account for growth, future projections and new directions of our Nation. It is extremely important that there be project deliverables, timelines, work plans and budgetary considerations included, so that the LUP is useful and achievable. This will also help with ensuring that there is proper follow-through on our majority membership desires and goals.

1.3 Scope

Provide a quote to deliver a Land Use Plan update (to show what is on the land currently, and what the proposed uses are, and follow through with the work plans, timelines, and budgetary considerations, at the following locations (development or possible development in near future in **bold**):

Reserve Lands

- **IR#1 McLeod Lake (West)**
- **IR#2 Pack River**
- **IR#3 Carp Lake**

- **IR#4 War Lake**
- **IR#5 McLeod Lake (East)**
- *IR#6 Weedon Carp*
- **IR#7 Carp South**
- *IR#8 Kerry Lake West*
- *IR#9 Kerry Lake East*
- *IR#10 Arctic Lake*
- *IR#11 Hominka*
- *IR#14 Tacheeda Lake*
- **IR#19 Mackenzie**
- **IR#20 Weston Bay**
- **IR#21 Finlay Bay**
- **IR#23 McIntyre Lake**
- **IR#24 Blue Lake**
- **IR#25 Quaw Island**
- *IR#26 Tom Cook*
- *IR#27 Weedon Lake*
- **IR#28 Davie Lake**
- **IR#32 Sas Mighe Indian**

2 CONTRACT

2.1 Service Requirements

The Contractor's responsibilities will include the following:

Phase 1 Pre-Planning/Situation Analysis

- *Assist with LUP planning, engagement strategy, update community profile*
- *Assist with two community meetings in McLeod Lake and Prince George, issues, opportunities, update on goals & objectives and land use designations*
- *Assist with community letter, survey, summary and for membership newsletter*
- *Training MLIB staff on workshop session, outreach and engagement in Prince George and McLeod Lake*
- *Displays and materials*

Phase 2 Planning

- *Assist with preparing LUP update including workplan, achievable goals and budgetary considerations, community review and Chief and Council presentation*

Phase 3 Implementation

- *Assist with community meetings in McLeod Lake and Prince George, outreach and engagement*
- *Assist with mail-out information to Nation members*
- *Assist with coordination of either community meeting of members approval or referendum ratification vote*

- 1) Public consultation

- *Work with Land Management staff to advise members via social media, community forums and public notifications prior to the project commencing. Coordinate a public consultation session with Council, land management and consultant representatives.*

2) Parcel Work

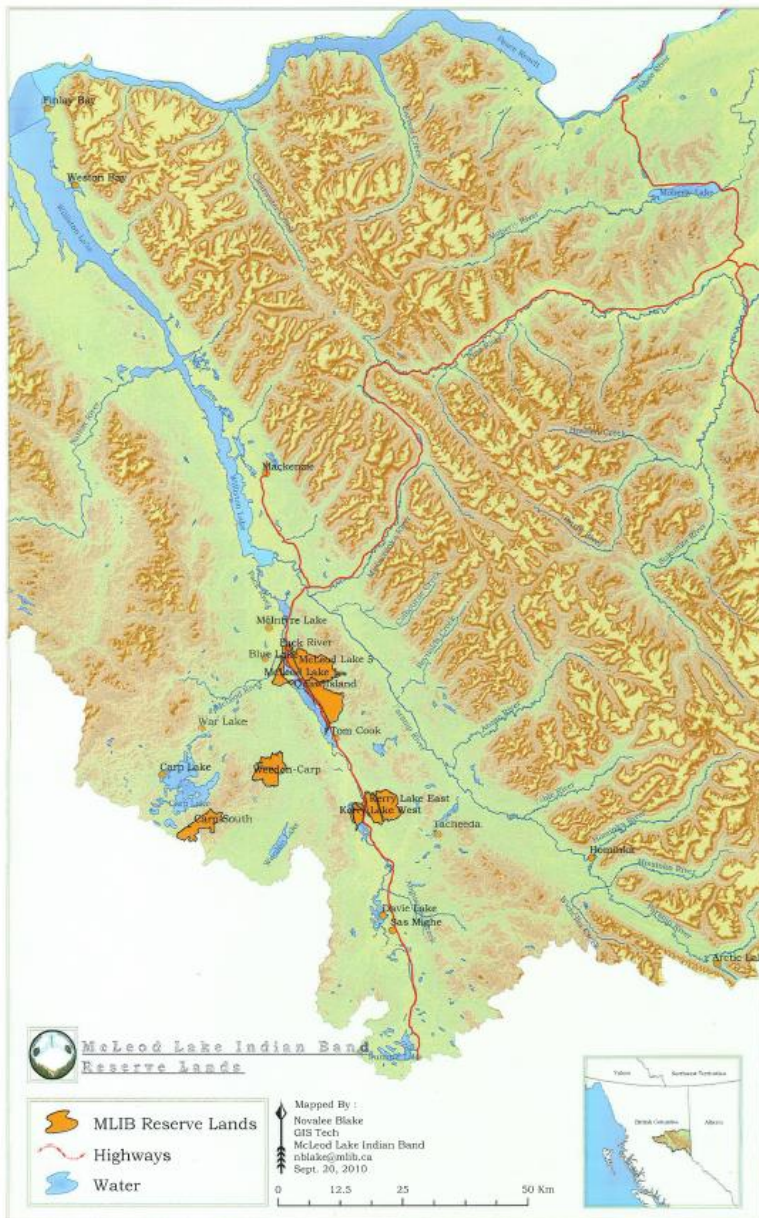
- *Field work to ensure majority of memberships desires and goals can be implemented with a work plan.*

3) Production of Land Use Plan update

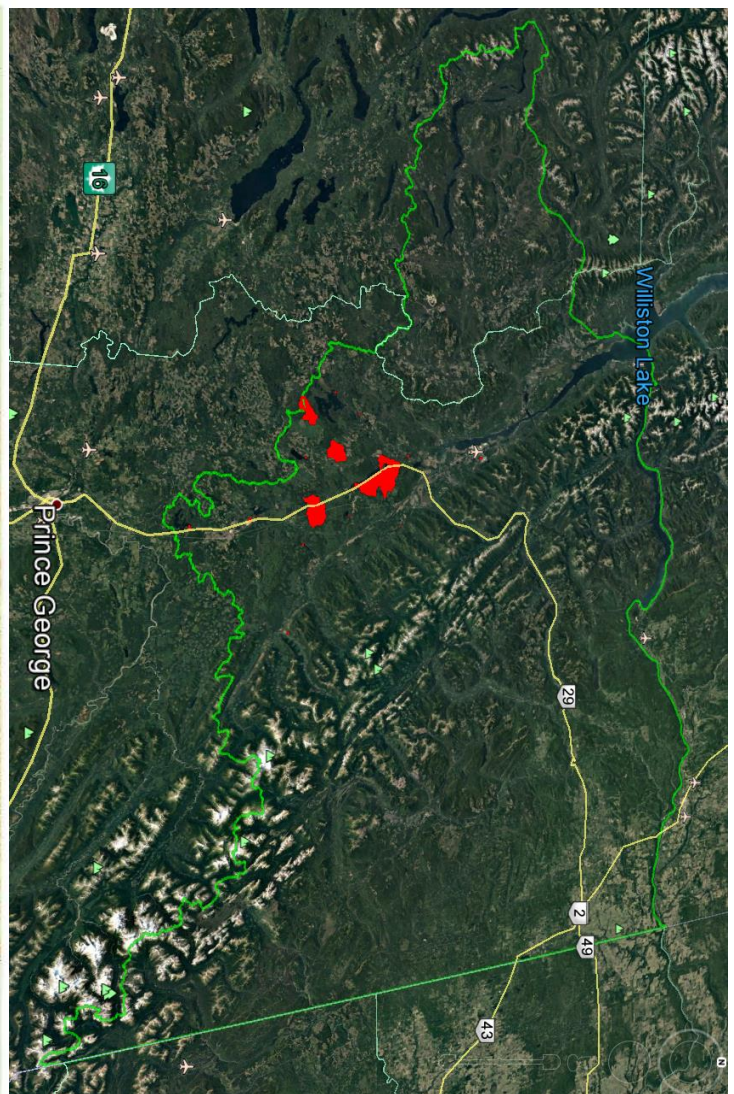
- *Produce Land Use Plan updates (electronic, word, pdf and hard copy) that will serve as official documentation for Land Use Plan Update.*

(See attached maps)

McLeod Lake Indian Band Reserves



McLeod Lake Indian Band Traditional Territory



2.2 Related Documents

MLIB will provide appropriate Band Council Resolutions prior to commencement of work.

2.3 Price

Prices quoted will be deemed to be:

- a) in Canadian dollars;
- b) inclusive of duty, FOB destination, and delivery charges where applicable; and
- c) exclusive of any applicable taxes, noting that MLIB is GST exempt for work done on reserve, or delivered to our reserve.