

REQUEST FOR PROJECT PROPOSALS:
Fort Ellice Interpretive Development Phase

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Format of Submissions

- Submissions will be made by email to the above noted address.
- Please note: *Fort Ellice RFP* in the subject line.



Aerial view of the Fort Ellice site

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1. EXECUTIVE SUMMARY

In 2018, a Fort Ellice committee comprised of The CDC P'tite Fourche (CDC), Nature Conservancy Canada (NCC) and the Economic Development of Manitoba Bilingual Municipalities (CDEM) (hereinafter referred to as "the committee") was formed to oversee the development of the Fort Ellice II historical site to create a heritage interpretive walking trail (hereinafter referred to as "the project").

Leading the implementation of the project, the CDC P'tite Fourche invites qualified firms to submit proposals to provide consulting services for:

1. **A Site Plan:** The committee would like to move this project from the Interpretive Development Phase to the Design and Production Phase, including fabrication and installation for the creation of the final exhibit. In order to raise additional funds for the project the committee seeks :
 - 1) A professional exhibit developed and designed in collaboration with the Interpretive Consultant
 - 2) Landscaping and architectural plan for the development of the Fort Ellice II site built upon the Interpretive Concept Plan and responsive to the archaeological report (work in progress).
 - 3) A professional site survey and a drainage plan that considers the long-term conservation of the archaeological site are the requirements that must be met in order to access the appropriate construction permit.

This plan will be supported by a Class B budget.

2. **A temporary exhibition:** Due to the archaeological nature of the site, current commitments and limited funding capacity, the committee has imagined the development of a temporary but durably constructed semi-permanent outdoor exhibition that could remain on site for as long as 5 years. This would entail:
 - 1) The design of stable and movable self-standing interpretive signs/kiosks/units to host standard information panels and heritage features.
 - 2) The fabrication of 10 of these interpretive signs/kiosks/units, locally to the extent possible
 - 3) The delivery and installation of these signs/kiosks on site
 - 4) Design for this exhibition in collaboration with the Interpretive Consultant

This initiative will be supported by a Class A budget.

It is important to note that the land is owned by NCC and holds significant archeological heritage that has not previously been studied or mapped by archaeologists. As such no permanent structures are allowed. Any work completed on the Fort Ellice site must be a surface rendering (no excavation or postholes), and temporary in nature so that they can be removed if or when required.

The consulting services will be delivered within the available budget, with work to begin in the fall 2021 and completed no later than March 31st, 2022. Dedicated community volunteers and expert consultants have spent significant time and resources developing the research, interpretive concepts and strategy for this phase of the project. Consultation with First Nations and the Métis Nation, and selection and writing of the exhibit are currently underway. Permit permission activities are ongoing.

2. HISTORY

2006

A Vision Plan¹ – or *Strategic and Economic Development Plan for the region* – is presented and handed over to the municipal councils of the Town of St. Lazare and the Rural Municipality of Ellice. In accordance with the Vision Plan, the development of the Fort Ellice site is identified as a priority by the local community. CDC P'tite Fourche is designated to lead the charge; however, is confronted with the refusal of the former landowner to grant public access to the site.

2012

Nature Conservancy Canada purchases the land to change its use from pastureland to a native prairie biodiversity reserve, one of the last remaining of its kind in Canada.

2013

CDC P'tite Fourche orders an architectural study² to propose to NCC. The proposal suggests options for developing a portion of the site as a public interpretive trail ; however, the years that follows sees a shift in emphasis among the CDC's objectives away from the Fort Ellice priority.

2016

Rural Municipality of Ellice-Archie³, CDC P'tite Fourche and NCC initiate discussions regarding a Community Partnership.

2019

NCC and Rural Municipality of Ellice-Archie sign an agreement establishing a framework to develop the Fort Ellice site in partnership, including improved public access to the site. The RM undertakes infrastructure work to facilitate site access including signage, road repairs, and fenced parking.

¹ A result of community-based strategic planning, the Vision plans explore all the resources and particularities of the bilingual municipalities, and the resulting projects are a good illustration of the development initiatives that lead to their economic growth. This work was initiated and completed in collaboration with the Economic Development Council of Manitoba Bilingual Communities (CDEM)

² GPP Architecture & Local Architecture & Design, 2013.

³ Amalgamation of the RMs of Archie and Ellice and the Village of St. Lazare on January 1st, 2015



2020

CDC P'tite Fourche with the support of CDEM develops a project plan agreed to by NCC. MEME IM, a local heritage consulting firm, is hired to conduct research and to develop an Interpretive Concept Plan, while CDEM takes steps to secure funding for the next phase.

2021

CDC P'tite Fourche is granted funding by the Federal Government and the Provincial Government to pursue its development site project. Both the Province of Manitoba's Historic Resources Branch and NCC issue archaeology and access permits for the site. This RFP is developed.

⁴ Extract of the agreement illustrating the boundaries of the Fort Ellice Development Site area.

3. CONTEXT

This RFP is intended to support the development of the site from a conservation perspective, meaning to preserve both the human heritage and natural beauty of the site and to provide an accessible space for future visitors to learn, commemorate and reconcile a predominately colonized landscape.

As described in the project vision and objectives, the Fort Ellice Interpretive Concept Plan seeks to promote a more inclusive, diverse and decolonized approach to the interpretation of the Fort Ellice site over more traditional approaches to exhibition development. Stakeholders also favour an eco-tourism approach to the site's development ensuring a light footprint and impact on the land.

In September 2020, a Fort Ellice Interpretive Concept Plan was prepared and completed by MEME IM Consulting. It divides the exhibition's content into 6 interpretive zones, each with their own themes and subthemes. The planned interpretive zones are as follows:

- Parking & Welcome Zone
- Acknowledgement & Commemoration Zone
- Strategic Location Zone
- Fort Ellice Zone
- Way of Life Zone
- Transition Zone

The Interpretive Concept Plan was developed to support the overall vision for the site and provide a path forward for future activities and site development in recognition of its archeological, historical, spiritual and strategic/natural significance.

4. SITE ANALYSIS OVERVIEW

An historic site of great significance

STRATEGIC LOCATION/ANCESTRAL LANDS:

For 11,000 years First Nations have inhabited the landscape of NCC's Fort Ellice lands, one of the first areas in Manitoba to become exposed after the retreat of the glaciers at the end of the last Ice Age because of its high elevation on an otherwise low rolling plain. The landscape is silty and sandy owing to the area being formed from the beach ridges (moraines) of ancient glacial Lake Agassiz, today only a shadow of its former self as lakes Winnipeg, Manitoba, Winnipegosis and a thousand smaller lakes throughout northern Manitoba. Located just a few kilometers from the confluence of the Assiniboine River and Beaver Creek to the east, and of the Assiniboine and Qu'Appelle rivers to the southwest, the area is sometimes referred to as the "first Forks in Manitoba" by archaeologists (P'tite fourche to the Métis Nation) in comparison to its younger cousin known as The Forks historic site in Winnipeg at the confluence of the Red and Assiniboine rivers (6000 years old comparatively speaking).

First Nations made strategic use of the area's combined parklands and grasslands ecologies and thrived here developing a sophisticated way of life in balance with the environment and becoming expert buffalo hunters. From this strategic vantage point high above the Assiniboine River and Beaver Creek valleys on the grassy plateau with natural springs of fresh water, Indigenous peoples have camped and scouted game and approaching parties that can be seen from three days away for millenia.

Today, NCC's Fort Ellice lands are situated in Treaty 2 territory and roughly on the border of Treaty 2 and Treaty 4 territories. The site's heritage is relevant to First Nations and Métis on both sides of the Manitoba and Saskatchewan border. Among the First Nations for whom this place is sacred and part of their living heritage and ancestral territories are the: Nêhiyâw (Plains Cree), Assiniboine (Nakota), Anishinabe (Saulteaux; Plains Ojibway), Dakota (Sioux) and Métis. Other First Nations known to have frequented the area for trade include the Mandan, Hidatsa (Gros Ventres), Lakota and others. Both Saulteaux and Métis are thought to have been in the area of NCC's Fort Ellice lands by the mid-1700s along with the presence of *coureurs de bois* owing to the Red-Assiniboine-Qu'Appelle canoe route from the Red River Settlement, a main waterway of the early western fur trade.

Given the region's abundance and vast numbers of First Nations who regularly travelled to and gathered here to trade among themselves, it is not surprising that early fur traders were attracted to the area for the establishment of posts. Today the 2KM radius around NCC's Fort Ellice Lands is considered sacred by these First Nations and must be treated from a design standpoint with the same respect and consideration one would show a cemetery, holy place or temple. Some of their ancestors are buried here. There is an ancient medicine wheel within a short walking distance from the proposed trail location and other archaeological sites that may remain vulnerable to looting or damage. Ceremony, hunting and harvesting activities are still known to take place at this location by First Nations with NCC's permission. We are seeking design solutions that will help to keep visitors to the interpretive path to prevent wandering into the most vulnerable, protected or dangerous sections of the property.

REGIONAL FUR TRADE PRE-FORT ELLICE

The Cree had acted as middlemen in the trade on the Hudson's Bay since the early 1600s. By the late 1700s the area of the Assiniboine and Qu'Appelle valleys had become a fur trade hub at the centre of intense competition between the Northwest Company, XY Company, American Fur Trade Company Hudson's Bay Company (HBC) and others for territorial dominance on the North-Western front of the trade with First Nations. This front continued to move North-West throughout the centuries of the fur trade as zones became depleted of fur-bearing animals and agriculture became the only viable option. This not only pushed the fur trade deeper into the North-West, it pulled First Nations, such as the Cree, Nakota, Saulteaux and Métis to move west over those centuries following the remaining sources of food (bison) and the necessities of life until those too would eventually become scarce again. The remnants of some of these early posts on the Assiniboine and Qu'Appelle (such as Fort Espérance, Grant House, and others) can still be found in the region but not on NCC's Fort Ellice lands. This point is for clarity only since the national commemorative plaque and cairn at Fort Ellice acknowledges the role in the so-called "Indian Trade" of "antecedent" forts in the region prior to Fort Ellice as setting the stage for its later success and influence.

With the 1821 merger of the Northwest Company to the Hudson's Bay Company, much of that competition between companies was eliminated. While this meant that many French-speaking Métis lost jobs they had as *voyageurs* doing the annual canoe and York Boat hauls for the trade, it also meant the HBC gained a near monopoly over the northwest fur trade with First Nations and that many of those old forts were either abandoned or renamed, such as was the case at Beaver Creek before FEI. The Métis Nation, known for its adaptability, soon found its niche in supplying dried buffalo pemmican and robes to the fur trade posts they knew so well or had a hand in building. Their kin who were English-speaking often staffed the forts and so through kinship ties and company ties Métis had a unique ability to move over large territories without encountering trouble. This allowed the paddling brigades to make

their trips faster without the need to stop to hunt for food along way, maintaining company profits as trips became longer and more arduous.

The Métis moved this pemmican via their invention - the Red River Cart on the trails they had developed across the prairies to Fort Edmonton (today the city of Edmonton in Alberta) as far north as Fort Smith (today in the North-West Territories). The Red River Cart was invented around 1809 and so it is certain that at least some of the trails that can be seen and are still in use today on NCC's Fort Ellice Lands pre-date the construction of Fort Ellice by the HBC in 1831 as routes Métis took to their wintering camps (or *hivernments*). As many as seven (7) of these cart trails criss-crossed in the area of the 1st Forks/P'tite fourche and NCC's Fort Ellice Lands, making this an obvious location for the now all-powerful HBC to build itself a post that could serve as a hub for moving large amounts of pemmican in the North-West. The only remaining business and political rivalry standing in their way were the American fur traders whom they aimed to keep out of Crown territory at all costs so as not to take away their trade market or challenge the British claim to land north of the 49th parallel that would later become Western Canada. In speaking about Fort Ellice today, Métis refer to it as a place they built, sometimes ran and maintained for generations in service to the company, as is known from the stories of people who worked or lived there like John Richards McKay, Billy McKay, Mary McKay (nee Cook), Marguerite Monet dit Bellehumeur and many others.

In recently examined LiDar data from the Province of Manitoba at least one of these cart trails was noted to be situated in the vicinity of the planned interpretive trail and will need to be avoided and mitigated for the trail development. The archaeology report due this fall will provide recommendations on how to avoid damaging or disturbing any cultural heritage on site. Thanks to the Traditional Knowledge and Land Use studies conducted in 2017/18 by the Province of Manitoba in the context of planning for the Birtle Hydro Transmission Line Project (available online), the memories of local Elders and their connections to this land are becoming better understood. (See Waywayseecappo; Rolling River; Canupawapka and Métis testimonials and land use studies)

THE FORT ELLICE ERA:

Fort Ellice I (FEI) was established by the HBC in 1831 with William Todd, a fur trader and surgeon, being assigned as its first Chief Trader of the Upper Red River District as the area was known at the time (later known as the Swan River District with headquarters mostly in Fort Pelly in what is now Saskatchewan). It was located atop the Beaver Creek valley on NCC's lands and served as a fur trade post, its main clients and traders being Cree, Nakota, Dakota, Mandan in those early years. Its purpose was to protect and grow some of the market share it had lost to American fur traders. It operated until 1852 when Fort Ellice II was built to replaced it approximately 1.5 miles to the east of FEI on NCC's lands atop the Assiniboine River valley. To note is that Fort Ellice I site is not part of this scope of work.

Named for Edward "The Bear" Ellice, a major shareholder in the company, Fort Ellice always had the reputation of having open doors to everyone but Americans. At Fort Ellice II, in addition to serving as a regional pemmican depot and staging ground for the fur trade, by this time it was also selling provisions and breeding and trading livestock to passing traders, expeditionaries and some of the earliest settlers reaching the height of its activities in the 1860s. During the Red River Resistance of 1869-70, Fort Ellice II served as a sort of refuge for a more conservative faction of Métis who wanted nothing to do with the Resistance, believed to be because they held lucrative contracts with the HBC and did not want to jeopardize those or discourage further eastern investment in the west. Fort Ellice is known to have been

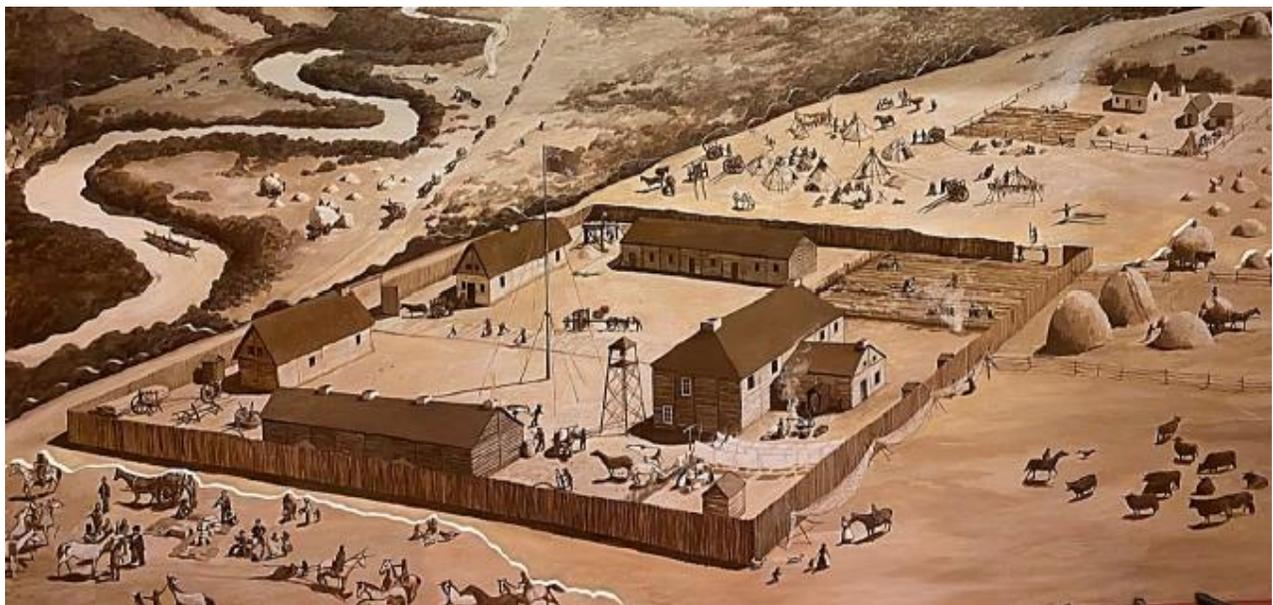
visited by the likes of Gabriel Dumont and Louis Riel. Riel's wife, Marguerite Monet dit Bellehumeur was born and raised at Fort Ellice and was later a heroine of the 1884-85 North-West Resistance at Batoche.

During the North-West Resistance, Fort Ellice became a strategic staging ground for the North-West Mounted Police (NWMP) March West. During this period, it was also used as a courthouse and jail. The "March West" was dispatched with the intent to terminate the resistors and convince First Nations to sign treaties with the Crown. In the summer of 1874 Treaty 4 was signed at Fort Qu'Appelle not far away from Fort Ellice. In September of that year, Saulteaux bands associated with Chief Waywayseeccappo signed an adhesion to Treaty 4 at Fort Ellice. Just a few years later, First Nations began to be forcibly placed on Reserves under the Indian Act which also saw their children taken from them for indoctrination into the Christian faith in Canada's Residential Schools system.

Fort Ellice continued, mainly as a central community gathering place for settlers and locals and a store and boarding house until it was eventually abandoned by the HBC in 1890.

While the history of Fort Ellice is not new to the francophone community of St. Lazare, the activities and functions of the site have changed over time. Fifty (50) years ago the site served as an outdoor recreational and sports fairgrounds. These structures were removed by the landowner at the close of the 1970s. Since then, it has been used as pastureland for beef cattle.

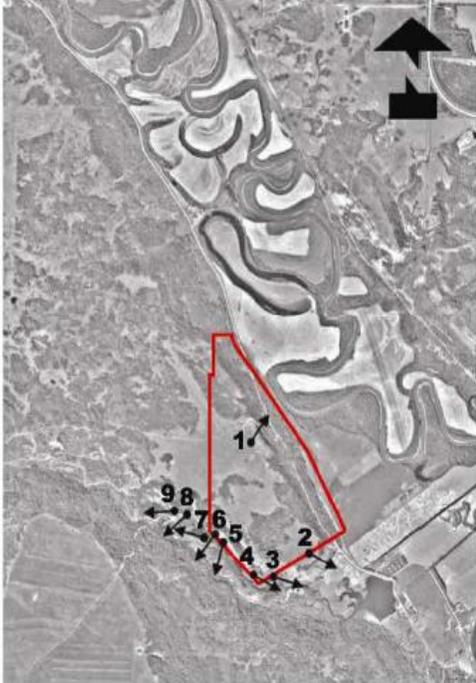
As important as the site is, little has been done to commemorate this heritage. Today, nature has reclaimed the land and only a subtle reminder of this rich past is left. The stone monument that marks the site with a plaque is by the Historic Sites and Monuments Board of Canada. The St. Lazare interpretive museum currently houses artifacts from the site. The Province of Manitoba is the regulator responsible for the project under the Historic Resources Act.



A Fantastic Biodiversity Hotspot

In 2012, NCC acquired the 1,420-hectare (3,509-acre) property known as the former HBC Reserve which overlooks the Assiniboine River Valley in Manitoba. The property supports a variety of ecosystems,

including sandhill prairie, mixed-grass prairie, oak savannah, deciduous forests, wetlands and streams. During an initial baseline inventory, NCC staff identified the presence of elk, coyote, moose, northern leopard frogs, monarch butterfly and the threatened Sprague's pipit. Finding the pipit was particularly valuable for NCC, as its protection can now be included in the conservation plan for the area. NCC staff continue to add to the lengthy list of species found in this [biodiversity hotspot](#).



Fort Ellice

Étude Saint-Lazare Study

Interprétation visuelle des alentours
Interpretation through views from site

Étant donnée la richesse historique des alentours du site, la seule façon de bien interpréter l'importance du site et son lien avec les alentours s'avère par l'entremise des prises de vue spectaculaires offertes du plateau. Cette vue imprenable ne pourrait être rendue possible qu'avec l'accès aux seuils du plateau, comme le démontre clairement les photos.

Given the historical richness of the surrounding landscape, the only proper way to interpret the region and the role that Fort Ellice played in the region is to see the actual area from the various viewpoints at the very edges of the plateau.

gpparchitecture



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5. SCOPE OF WORK AND DELIVERABLES

It is recognized that within the context of the Fort Ellice Project, the successful proponent will at a minimum provide the following services:

1. **A Site Plan:**

- a. A professional design, landscaping and architectural plan for the development of the Fort Ellice site based off of the Conceptual Interpretive Plan.
- b. Conduct a professional site survey and develop a drainage plan that promotes the conservation of heritage in order to access the appropriate construction permit.
- c. A Class B budget supporting the cost for the implementation of the Site Plan.

2. **A temporary exhibition:** The development of an on-site temporary exhibit comprised of 10 panels. Due to the nature of the site, current commitments and limited funding capacity preventing us from implementing the broader vision plan, the committee has imagined a smaller temporary to semi-permanent exhibition that could be developed in 4 stages:

- a. Design a movable self-standing interpretive signs/kiosks/units to host standard information panels and point out heritage features to visitors.
- b. A class A budget supporting the cost for the implementation of the temporary exhibition
- c. Fabrication of 10 of these durable interpretive signs/kiosks/units, locally if possible.
- d. Deliver and install the signs/kiosks/units on-site.

*Note that the panels for this temporary exhibition will be developed by a third party.

It is the assumption that the landscaping and (temporary) infrastructure, will be planned and organized in a professional and coherent manner that honours the interpretive and archeological significance of the site, and that work will be undertaken collaboratively with the Committee and surrounding community. The developments on this site will act as a welcoming and commemorative space for visitors for years to come. It is the assumption that with landscaping design and First Nations consultations to take place in late 2021 our goal of fabricating, installing and completing the project by March 31st, 2022 is feasible with the available budget. An extension can only be approved by the funders.

6. START UP

Upon award of a contract the successful proponent shall meet with the Fort Ellice Committee to discuss all aspects of developing the Fort Ellice Interpretive Trail Production Phase. This meeting is to take place by ZOOM within one week from the award date. Any pertinent reference material in the possession of the Fort Ellice Committee will be made available to the successful proposer at that time.

Reference material available is to include but is not limited to the following:

- Fort Ellice Interpretive Conceptual Plan
- Google Drive access to all archival photos and content
- Access to meet and visit the St. Lazare – Fort Ellice Museum
- Previous Landscape Architecture Plan

- Archaeology Report for site mitigation strategies

The consultant will be required to conduct site visits to the Fort Ellice site. It is expected that the consultant may make several trips to the Fort Ellice site for consultation purposes. Volunteers in the community and on the Committee will make themselves available for mutually agreed upon meeting times, in advance. Cost of these visits, excluding Fort Ellice volunteers, should be included as part of this proposal including costs associated with travel to the community and the areas of importance for the implementation of this project. Community involvement and consultation with the various stakeholders is crucial to ensure that this project meets the needs of the local community-based committee as well as the landowners and surrounding First Nations. The formal connection of the consultant with the partners as listed above will be through a locally selected steering committee to oversee the project for the duration of the Production Phase, and will likely include a representative from the CDC, NCC, CDEM, local municipal counselor, interpretive consultant, and others local persons/groups or consultants interested in the aims of the project.

7. SELF STANDING KIOSKS/TRAIL MARKERS

Using the interpretive plan and concepts prepared for the Fort Ellice Interpretive Plan design for the self-standing signs/kiosks/units, installations, and storyboards will be created with the understanding that all structures will be temporary in nature (ex: less obtrusive to the landscape while being sturdily-built and can be removed). It is recognized that it is beyond our means to pay for 10 different designs for various zones. As such, the self-standing signs/kiosks/units will have one unified design, ought to be identified and costed. The final plan will be developed in conjunction with and to the satisfaction of the Committee. The final design will be used by the consultant in the fabrication and installation (with guidance from the archaeologists) of 10 of these self-standing signs/kiosks/units.

The signs/kiosks/units will each carry on them interpretive text, images and other enhanced features. Graphics, text and images are to be finalized by the Interpretive Consultant at the close of consultations with First Nations about the content. Interpretive text is to be developed in English and French (100 words of text in each language and captions for images of no more than 30 words in each language). We also anticipate needing one sign at the Welcome Zone that will welcome visitors in French, English and all of the First Nations languages of the people who traded there.

For the purposes of this proposal, the consultant will recommend at least two (2) styles, with the final choice chosen in consultation with the committee., The consultant will prepare a cost based on the final design, along with duplication costs for 10 units. Comparing a variety of size options may be required.

Tender packages should include all required drawings, specifications, and a site map showing all specific signage installation locations. A Class A cost estimate must be presented and approved prior to fabrication of the units.

The evaluation committee will require a minimum of five (5) working days for the purpose of evaluating the options and materials presented. The evaluation period must be included in the proposed timeline for the project.

Deliverables:

The consultant will be responsible for the delivery of full professional and technical services, including:

- Consolidation and finalization of the site plan, drainage plan and landscape architecture plan for the Fort Ellice site
- A final map showcasing the trails network and placement of the selected self-standing signs along the path,
 - ✓ Two options, and finalization of the approved option for self-standing signs
 - ✓ Coordination of fabrication and installation of self-standing signs
 - ✓ Project administration
 - ✓ Project schedule upkeep
 - ✓ Contract administration
 - ✓ Copies of any relevant resource information collected;
 - ✓ Written permissions for rights to graphics, obtained in collaboration with the Fort Ellice Committee
 - ✓ Written permission for rights to land use, obtained in collaboration with Interpretive Consultant, local governments and/or appropriate jurisdictions
 - ✓ Construction site inspections
 - ✓ Post construction project evaluation

8. A VISION FOR THE FINAL EXHIBITION PLANS

According to the Fort Ellice Interpretive Plan – the Fort Ellice Zone will require special consideration. Per the priorities and locations identified, a final design plan should be developed specifically for a Fort Ellice Exhibit that will give visitors a sense of the size and placement of its former buildings and structures. This is to be done in collaboration with the Interpretive Consultant and in conjunction with reviews from the steering committee at key stages, and consultations with partner stakeholders, to the point where;

- All concept elements are well defined and articulated through graphics/text, and the design is finalized.
- The final exhibit specs take into account space and design for graphic and text layout in two languages (English and French) and is finalized and developed to the point of production, including the development of tender documents with drawings and specifications.
 - Note that graphic and written text and translations and related costs will be covered outside the budget scope of this RFP and independently contracted by the Fort Ellice Committee
- A Class A estimate for the Fort Ellice Exhibit should be prepared and filed. The evaluation committee will require a minimum of ten (10) working days for the purpose of evaluating the options and materials presented. The evaluation period must be included in the proposed timeline for the project.

Deliverables:

The consultant will be responsible for the delivery of full professional and technical services, including:

- Consolidation and finalization of the conceptual exhibition for each zone with a unified design approach throughout and a unique design for the Fort Ellice Zone to interpret buildings, layout and size of the post.
- A class A budget estimate for the exhibit

9. PROPERTY OF THE FORT ELLICE COMMITTEE

All documents, displays, models, camera-ready art, drawings, digital and graphic files, spatial data, reports, photos etc. will become/remain property of the Fort Ellice Committee. These materials shall be delivered to the Fort Ellice Committee upon completion of the contract.

10. FINANCIAL IMPLICATIONS

The budget for this project has been allocated at \$65,000 plus \$15,000 contingency. Proposals must include an outline of the cost both as a total price (including taxes) and in a cost per task and disbursement format. The Proponent's proposal will need to outline any in kind services/contributions and expectations for interest group contributions including disbursements and inclusive of taxes.

Invoicing will be required on a monthly basis. An invoicing plan will have to be provided by the candidate in the submission.

All deliverables shall be accounted for prior to 100% completion of the project and accepted as satisfactory by the Committee.

Should the Fort Ellice Committee cancel the project, the Consultant will be paid only up to the Stage completed/being conducted. If any delays occur during the project for to any reason, the Consultant will not be compensated for the stand by time.

11. PROPOSAL EVALUATION

a) Selection Methods

When an alternative is proposed regarding any specific requirement, it will be evaluated to ensure that the desired results will be achieved.

The following information shall be provided in the proposal and will be utilized in evaluating each responsive proposal:

b) Project team and location of team members

The proposer is to describe the capability of the human resources proposed to meet the requirements described in the terms of reference. The proposal shall include a resume for each member of the project team including sub-consultants. A description on the role of each project team member with an overview of how the assembled project team will meet the needs identified within the Request for Proposals will be required. The proposal shall include the following:

- Resumes for the proposed project team members with a description indicating how, and in what ways the proposed resource satisfies the needs identified in the Request for Proposal.
- Describe what your team does better, or different, than anyone else.

c) Past Relevant Company Experience

Provide a list of projects previously successfully completed along with a brief description of how the identified project relates to this Request for Proposals. Proposers should include company name, contact person and phone number that we may contact for a reference along with project descriptions.

d) Methodology

The proposer is to provide a written description of how the work will be achieved, demonstrating their understanding of the required works and how they would accomplish each task. Methodology should include:

- Proposed means of working with others (designers, Fort Ellice committee, community partners, etc.)
- Sequence of events outlined in the schedule (i.e. It is expected that the schedule will demonstrate how the proponent will proceed and how much time each stage is expected to take)
- Demonstration of a good understanding of how the work is to be done
- Time allocated for different tasks and associated fees/expenses at each phase of the project
- Description of deliverables associated with various stages of the project. Additionally, the proposer should identify any items or methods not identified within the Request for Proposals that will complement the intended approach. Creativity and relaying previous experience with similar projects should be emphasized.

e) Project Schedule

The proposer shall provide a bar chart or similar schedule showing each task required for this project in a logical manner. The final deliverables are to be completed no later than March 31st, 2022, and the proposer is to demonstrate their ability to achieve this date.

f) Fees and Expenses

It is required that a fixed fee for all consultant services related to this proposal be submitted. This is to include all cost associated with compiling material for the deliverables.

Consultants are required to provide a breakdown of fees and expenses. It is required that the Consultant:

- provides a breakdown of the professional fees for the project by team member
- provides a breakdown of the fees and expenses associated with each component of the project, including approximate start and completion dates for each one
- provides the cost of the site survey, drainage plan, landscape architecture plan, self-standing sign design/construction, and Fort Ellice Zone exhibit design.

- provides a percentage value of the fees and expenses to be done by Local residents of the subject community, or businesses in the communities that will benefit from this interpretive project
- Expenses should be detailed as much as possible including such items (in addition to those detailed below) as copyright acquisition for images and graphics, artist rendering, scanning of images, interpretation, and translation, only to mention a few.

The Consultant may identify a preferred payment schedule, associated with proposed phases of the project or study milestones, for consideration by the client.

Prices must be stated in actual dollars and cents expressed in Canadian funds.

Bonus points will be added to the total weighted score, in accordance with the Consultant Rating Sheet formulas, for the percentage of work to be done by Local businesses, and for the percentage of work to be done by project team members that are Local residents of the subject community.

Costs will only be reimbursed with the submission of the appropriate receipts. No advance payments may be made. All other costs will be within the fixed fee unless specifically identified within the proposal and accepted by the Fort Ellice Committee.

g) Local, Indigenous, Métis Content

The Fort Ellice Committee will provide consideration for the use of local goods and services, including those provided by Indigenous Métis groups or residents. Proponents should describe fully how they propose to include these groups in the content and/or work to be completed, if applicable. To note is that the Interpretive Consultant is beginning consultations with First and Métis Nations in August that will result in a report that will be available to the successful consultant to inform the work.

h) Rating

The evaluation team will utilize specific criteria to rate each proposal. Ratings will be confidential, and no details will be released.

Each proposal will be evaluated using the following criteria:

- 20% Project Team and Location of Team Members
- 15% Past Relevant Company Experience
- 20% Methodology
- 15% Project Schedule
- 20% Fees and Expenses, Invoicing Plan
- 10% Local Preference (ie. Employment or use of Local Owned Firm)

12. ENCLOSED FILES

- Conceptual Interpretative Plan interpretatif conceptuel - Fort Ellice 2.0.
- Physical Scope and Location_Fort Ellice interpretive walking trail
- Draft Text_Fort Ellice Walking Trail Zones 1-4