



PETROGLYPH

DEVELOPMENT GROUP

1145 Totem Road
Nanaimo
British Columbia, V9R 1H1
Telephone: 250-741-0158

Request for Proposal

On behalf of Snuneymuxw Market Limited Partnership

February 15, 2019

Snuneymuxw Market Limited Partnership (“the Market”) is an organization owned by the Petroglyph Development Group (“PDG”) and ultimately, the Snuneymuxw First Nation (SFN).

The Market is seeking proposals for project management for delivery of specific services for planning and developing a fuel station and convenience store on SFN’s reserve land located on MacMillan Rd in Nanaimo, BC. A feasibility study for this project was completed in the Fall of 2018.

Scope of Work

The following captures the scope of work that the successful vendor will work with PDG to deliver:

1. Provide Detailed Project Planning Activities
 - Review data, validate assumptions and identify gaps to be closed;
 - Identify all project stakeholders and develop engagement plan;
 - Discuss preferred construction methodology approach; and
 - Confirm preferred project management delivery model.
2. Acquire Technical Resources
 - Design and execute an RFP process for architectural and engineering services;
 - Refine the construction budget by acquiring quotes from vendors; and
 - Prepare tender documents and provide an analysis of bids (for discussion with PDG).
3. Confirm Facility Design and Construction Tendering
 - Prepare a conceptual design of the project;
 - Provide oversight of planning processes for development and construction approvals;



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- Prepare a detailed design and tender package in compliance with national standards as per the Canadian Construction Documents Committee; and
 - Prepare applicable notices of project award and commencement of construction.
4. Provide Construction Management Services
- Provide construction management services.

Background

The Market wishes to develop a fuel station and small convenience store, with the prospective location on MacMillan Road, close to the Duke Point Highway, described as:

Lot 5, Plan 65086 CLSR, Nanaimo River Indian Reserve No.4

The plot of land is approximately 190m by 238m, which has been estimated to accommodate a small store, above ground gas tank, and parking to support annual sales of 413,500 litres in regular fuel.

The store itself would require an estimated 1,500 square feet, and would include the following product offerings:

- Retail, unleaded gasoline, and diesel fuel;
- Centre store products and general sundry item merchandise;
- Tobacco and tobacco products; and
- Cardlock fuel sales.

The feasibility study indicated capital costs in the amount of \$950,000, for which financing has already been obtained. A site survey has been completed and is included as Appendix A.

The Market is seeking hire a Project Manager to oversee the project for the duration. Consultants and contractors will work directly with the Project Manager and the Project Manager will report to the President of PDG.



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Proposal Content

In order to simplify the evaluation process, the Market requires that all responses to the RFP include the following items:

1. Executive Summary

Describe your understanding of the work to be performed and your firm's ability to perform the work within the time frame provided

2. Experience

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm's philosophy, size, structure, and qualifications on projects of a similar scale

3. Methodology / Approach

4. Project Team

Identify the staff who will be assigned to this project if you are successful in your bid. Provide their bios specifying relevant experience

5. Timelines

Describe your estimated timelines for the project. Demonstrate availability of noted team members and that the required contracts can be in place to produce the deliverables within the stated timeline.

6. Fees

Please provide a firm estimate of fees for the services to be provided

7. Proof of Insurance

8. References

Include a list of the relevant clients the firm has served within the past three years

9. Additional Information



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Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal

Submission Information

Please submit your proposal to Erralyn Thomas, PDG President and Acting CEO, at erralynt@snuneymuxw.ca no later than **March 8, 2019**.



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Appendix A

