



## **BINCHE ADMINISTRATION OFFICE / COME-UNITY CENTRE**

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# **Family Development Complex Feasibility Study**

Binche Whut'en is seeking tenders for the development of a multi-faceted feasibility study for the Family Development Complex in Binche, BC.

## **Scope**

The feasibility study is expected to include the following scope of work, broken down by discipline.

### *Project Management*

- deliver multi-disciplinary project management services.
- coordinate and connect the various teams and sub-consultants to ensure a cohesive and consistent product is delivered to the Binche Whut'en Family Development Department.
- control the scope, budget, and risk to keep the project moving smoothly and efficiently.
- be the main point of contact for Binche Whut'en and distribute information to the various subcontractors and to the Family Development Senior Manager.
- conduct culturally appropriate community engagement.

### *Survey*

- conduct a site survey, including gathering topographic data, taking field notes and pictures, and conduct survey processing and quality control. A thorough survey of the land is a critical step in the design process, laying the foundation for all work to proceed accurately and efficiently.
- the survey will include the use of a GPS RTK unit as well as an aerial drone. This provides on-the-ground level of detail where needed as well as covering large areas efficiently.

### *Civil Engineering*

- Conduct civil engineering to estimate water and sewer volumes for the office building and propose preliminary sizing that is appropriate.
- layout out the underground infrastructure ensuring all buildings have access to the services they require and incorporate efficiency when able.

### *Structural Engineering*

- deliver structural engineering as part of the feasibility study. This will include working closely with geotechnical engineers and architects to understand the existing ground conditions and building layouts.
- In collaboration with the architects, propose preliminary foundation requirements and structural components and ensure the buildings comply with all relevant provincial and federal codes and regulations.

### *Engagement and Cultural Integration of Binche Whut'en Knowledge and Experience.*

- conduct extensive community engagement that honours the cultural knowledge and experience of Binche Whut'en and its children, youth, and families.
- document community responses and ensure that the ideas and inputs shape the design of the facilities and how the services will be delivered.
- identify how the physical infrastructure will provide culturally appropriate care and support to Binche Whut'en children, youth, and families.

### *Service Delivery Requirements*

- the consultation process will clearly document how the proposed facilities will enable Binche Whut'en to provide prevention and protection services that align with our cultural values and community needs.
- the study will show how cultural grounds, emergency placement facilities, and the Family Development Department office complex will co-exist to create a holistic service environment.
- the documentation will demonstrate that these facilities are not just buildings, but essential infrastructure for delivering culturally appropriate care and support to children, youth, and families.

### *Environmental and Archaeological*

- conduct an environmental and archaeological review of the site.
- explain how materials specifications and energy efficiency considerations have a positive impact on climate change.

### *Landscape Architecture*

- create a project landscape design with functional diagrams and programming directed by the Advisory Body to the Family Development Department and ensure that the design complements the function and needs of the department, the staff, and the children, youth, and families served.
- the design will contain cultural elements and create distinct spaces for different purposes; such as, outdoor meeting and tranquil healing areas, walking paths, arbors, a firepit with sitting areas, and an open recreation yard to complement and extend the services offered through the Family Development Department.

### *Architecture*

- visit the site and meet with the Advisory Body to the Family Development Department to clearly define the vision for the office complex.
- provide architectural options at a meeting of the community and prepare a site analysis study summarizing the climatic, geographical, cultural and infrastructural context of the site.
- prepare final architectural feasibility drawings that include a site plan, floor plan, preliminary exterior 3D renderings, and a summary of architectural considerations in the final feasibility study that includes a review of exterior form, character, site options, space planning, budget evaluation, and alternate design options.
- consult with the relevant authorities having jurisdiction and perform a preliminary BC Building Code analysis.
- observe soil and groundwater conditions in eight test pits excavated to between 3 and 4 m depth.
- log the soil and groundwater conditions as the test pits are advanced and collect representative samples for laboratory testing.
- after sampling, backfill with the excavated soil and nominally compact the testing area.
- carry out laboratory moisture content, Atterberg limits and grain size distribution tests, as required, to characterize the site soils.

- following Binche Whut'en's directions, carefully handle, document, and report archaeological artifacts found on the site.
- if any of the test pits are located below the footprint of a proposed building, excavate the test pit and backfill with compacted structural fill.
- If the parameter is important to the final design, carry out a drilling investigation to 30 m depth to estimate the site class from geological information and the results of previous investigations in Binche.
- construct a report to summarize the results of the site investigation and provide geotechnical recommendations for site preparation, installation of buried services, design and construction of the building foundations including bearing capacity and frost protection, grade-supported slabs and pavement structures for parking areas.
- develop a topographical site plan for the Family Development Office Complex.

## **Indigenous Procurement & Vendor Requirements**

- Vendors must prioritize qualified Binche Whut'en members or subcontractors for employment on the project wherever feasible.
- The proposals are to include examples of similar projects in other Indigenous Communities.
- Qualified Indigenous vendors will be given special consideration during evaluation—in alignment with and as required by Indigenous Services Canada's Procurement Strategy for Indigenous Business (PSIB). Qualification references to be included in the supplier bid.

## **Proposal Requirements**

Interested bidders must submit detailed proposals that include:

- Company profile and relevant experience.
- Estimated project timelines with a detailed scope-of-work plan identifying key activities/component completion targets.
- Itemized cost breakdown and payment schedule.
- Materials specifications and energy efficiency considerations that have a positive impact on climate change.
- References from past projects of similar scope.

## Submission Deadline: July 31, 2025, at 4:00 pm Pacific Standard Time

All tenders must be submitted to the Project Manager, Dr. Lynn Jacques Inc., **by 4:00 p.m. Pacific Standard Time, Thursday, July 31, 2025. by email to [lynn@drjacques.ca](mailto:lynn@drjacques.ca) (Please use subject line: PO64510 Tender) or to the attention of Dr. Lynn Jacques Inc.** in person or by courier to the Binche Whut'en Administration Office (204 Mandine Drive, Binche, BC). Tenders received after the posted submission deadline will not be considered. **This tender is a sealed bid process.**

## General Evaluation Criteria

Proposals will be evaluated based on the supplier evaluation criteria on the following page and generally considering the points below.

- **Adherence to project requirements.**
- **Experience working with Indigenous communities on complex projects.**
- **Cost-effectiveness and value for money.**
- **Compliance measures.**
- **Sustainability and energy efficiency measures.**

## Contact Information

For further details, please contact: **Project Manager, Dr. Lynn Jacques Inc. at 250-617-2345 or [Lynn@drjacques.ca](mailto:Lynn@drjacques.ca)**

Binche Whut'en looks forward to receiving submissions from **qualified vendors** who can deliver a high-quality result for the Family Development Complex feasibility study.

## Supplier Evaluation

### Project: Binche Whut'en Family Development Office Complex

(Decision based on a panel assessment, including representation from the Advisory Body)

**Submission Deadline: July 31, 2025**, no later than 4:00 p.m. Pacific Standard Time.

Evaluation Criteria	Description	Maximum Score
<b>1. Project Management Approach</b>	Multidisciplinary coordination, scope, and budget control, team integration, communication, and culturally appropriate leadership..	15
<b>2. Community Engagement &amp; Cultural Integration</b>	Depth of community consultation, inclusion of Binche Whut'en knowledge, integration of cultural values into design and service planning..	20
<b>3. Technical Expertise &amp; Collaboration</b>	Qualifications in engineering, environmental, archaeological, architecture, landscape, and geotechnical services; Indigenous community experience; cross-discipline coordination.	15
<b>4. Environmental Innovation &amp; Energy Efficiency</b>	Sustainable materials, energy-efficient strategies, climate-conscious infrastructure planning.	10
<b>5. Indigenous PSIB Alignment</b>	Prioritization of Binche Whut'en members, alignment with PSIB (Participation & Procurement Strategy for Indigenous Business Alignment) requirements, evidence of partnerships with Indigenous-owned businesses.	10
<b>6. Site Assessment &amp; Surveying Methodology</b>	Survey technologies (e.g. GPS RTK, drones), geotechnical and archaeological care, quality control processes.	10
<b>7. Cost Clarity &amp; Value</b>	Itemized costing, payment schedule, transparency, value-for-money demonstration.	10
<b>8. Project Timeline &amp; Feasibility</b>	Realistic and well-structured timeline, milestone tracking, strategies for managing delays.	5
<b>9. Proposal Quality &amp; Completeness</b>	Clear writing, inclusion of all required documents (references, plans, qualifications), professional presentation, alignment with scope.	5
<b>Total Possible Score</b>	<b>100 Points</b>	

### Scoring Guide

- **90 – 100 Points** → **Highly recommended** (Meets all criteria exceptionally well)
- **75 – 89 Points** → **Recommended** (Meets most criteria with minor gaps)
- **60 – 74 Points** → **Acceptable** (Meets basic requirements, but some weaknesses)
- **Below 60 Points** → **Not recommended** (Fails to meet key criteria)