



**REQUEST FOR PROPOSAL
FOR THE PROVISION OF CONSULTANT SERVICES FOR
CLIMATE HAZARD MAPPING: PHASES 2 & 3**

PROPOSAL CALL: June 2, 2026

PROPOSALS DUE: June 16, 2026 – 4:00 PM EDT (local Iqaluit time)

2026-RFP-011



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1. PROJECT OVERVIEW

The City is seeking to retain a Consultant to provide professional services for the **Climate Hazard Mapping: Phases 2 & 3** project.

The City invites individual firms or consortiums of firms to submit Proposals for the above-referenced Project in accordance with the terms and conditions of this Request for Proposal document.

1.1 IQALUIT BACKGROUND

1.1.1 Location

Iqaluit is the capital of the Nunavut Territory and is located at the south end of Baffin Island near the end of Frobisher Bay (63°45'N latitude and 68°31'W longitude). Access to Iqaluit is provided by regular scheduled commercial aircraft year-round, snowmobile trails from other Baffin Island communities in the winter, and sealift from the port of Montreal and Valleyfield in the summer.

1.1.2 Geology and Terrain

Iqaluit's location is above the tree line and within the permafrost zone of Canada. The region generally consists of glacially scoured igneous/metamorphic terrain. In some locations, a thin layer of organic material is found.

1.1.3 Climate

Iqaluit has an Arctic climate with an average January temperature of -21.5°C and July average temperature of 8°C. The annual precipitation is made up of 19.2 cm of rainfall and 255.0 cm of snowfall for a total of 43.0 cm of precipitation. The prevailing winds are northwest at 16.7 km/hr.

1.1.4 City Growth and Population

The City is the newest Capital City in Canada and as a result has experienced a period of rapid development and growth. Iqaluit is the seat of government for the Territory of Nunavut and is the home base of many federal and territorial government departments. The City is rapidly developing into a regional center for the territory with many northern businesses in Inuit organizations making it their base of operations. The current population of Iqaluit is estimated at about 7,000 people with an average annual growth rate between three and four percent.

1.1.5 Land Ownership System

Iqaluit has a unique land ownership system. The major landowners in Iqaluit are the Commissioner of Nunavut, the City and the regional Inuit associations. These entities in turn lease land to individuals, corporations and other government departments. The City land is administered by a land administration by-law and by a Territorial Statute. There is limited private ownership of land.

1.2 DEFINITIONS

The following terms and definitions listed shall apply within this RFP:

<i>City/Client/Owner</i>	means the Municipal Corporation of the City; means the entity as defined in the Supplementary Conditions, which may be the same entity as the City as defined herein.
<i>City Representative</i>	means the individual, assigned to the Project, who will be representing the City.
<i>City Website</i>	means www.iqaluit.ca .

<i>Closing Time</i>	means the time set out in Section 2.7.
<i>Contractor</i>	means the entity who will be providing construction services to perform the work.
<i>Evaluation Committee</i>	means a committee appointed by the City in order to evaluate all submitted proposals in order to determine a preferred proponent.
<i>Preferred Proponent</i>	means the company or firm that has been selected by the City’s Evaluation Committee and who will initially discuss the contract arrangements based upon acceptance of the proponent’s proposal.
<i>Consultant</i>	means the Consultant who will provide the technical and professional services defined in the Request for Proposal.
<i>Professional Services</i>	means the technical and professional services to be provided by the Consultant for this contract.
<i>Project</i>	means the Climate Hazard Mapping: Phases 2 & 3 .
<i>Project Manager</i>	means the Project Manager assigned by the City, who will be responsible for managing the execution of the Project.
<i>Project Team</i>	means the group of people which includes the City Representative, the Project Manager, the Discipline Design Leaders and any other person invited from time to time by the City Representative of the Project Manager.
<i>Proponent</i>	means a company or firm intending to submit a Proposal and from whom a Proposal submission was received.
<i>Proposal</i>	means the document submitted in response to the Request for Proposal.
<i>Supplementary Conditions</i>	means the Supplementary Conditions forming Appendix F.
<i>This contract</i>	means the Consultant contract for which this Request for Proposal is issued.
<i>User group</i>	means the City or the users of the facility for which the City is responsible.

1.3 PROJECT SCOPE

The City of Iqaluit is undertaking a multi-phase Climate Hazard Mapping initiative to establish a comprehensive understanding of local subsurface conditions and to translate those findings into practical tools that inform and support land-use planning within the City.

Phase 1 of this initiative reviewed existing geotechnical data to produce a gap analysis and was completed in 2025. The City is seeking to retain a Consultant to deliver the following phases of the Project, as further described in Section 6 of this Request for Proposal:

- Phase 2 – Data Acquisition and Analysis



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The Consultant will be tasked with designing and executing a mixed-methods field investigation program to acquire new geotechnical and permafrost data across the City, including detailed investigation work within two study areas: the Core Area and the Future Development Areas. Additionally, a LiDAR capture of a third study area shall also be presented as an option. The boundaries of all study areas are shown in Appendix A. The Consultant shall deliver a Phase 2 Data Report consolidating all field and laboratory findings, accompanied by GIS-compatible data outputs.

- Phase 3 – Hazard Assessment and Planning Recommendations

The Consultant will be tasked with consolidating the datasets from Phases 1 and 2 to produce permafrost-related hazard maps and a Planning Recommendations Report. The outputs of this phase are intended to inform planning policy and support long-term risk management across the City.

All deliverables are subject to City review and approval prior to the Consultant proceeding to the next phase of work, as described in Section 6 and Section 7.

2. INSTRUCTIONS TO PROPONENTS

2.1 SUBMISSION

Proponents must submit their proposals by electronic submission (PDF format) by email to the representative listed in Section 2.2 before the indicated deadline in Section 2.7. Proponents must address proposals to:

City of Iqaluit
Mathew Dodds
Director of Planning and Development
100-1085 Mivvik Street
Iqaluit, Nunavut, X0A 3H0

Proponents will be required to submit a Technical and Financial Submission as part of their offer, in separate files. Files should be labeled as follows:

Technical Submission: ***“TECHNICAL PROPOSAL – 2026-RFP-011 / Climate Hazard Mapping: Phases 2 & 3 – Proponent Name”***

Financial Submission: ***“FINANCIAL PROPOSAL – 2026-RFP-011 / Climate Hazard Mapping: Phases 2 & 3 – Proponent Name”***

It is the Proponent’s responsibility to confirm successful submission of the proposal by email prior to the deadline.

The final decision on whether to accept late Proposals is at the City’s discretion.



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2.2 INQUIRIES

All inquiries concerning this RFP are to be directed by email only to:

Reiko Kobayashi
 City Planner
 City of Iqaluit
 Email: r.kobayashi@iqaluit.ca

AND

Planning and Development
 City of Iqaluit
 Email: planning@iqaluit.ca

To ensure consistency and fairness to all Proponents, all firms who have received the RFP will receive information with respect to significant inquiries in the form of written addenda or clarifications. Verbal explanations or instructions will not be binding.

The deadline for submitting inquiries is indicated in Section 2.7.

2.3 ADDENDA

If it is determined that an amendment is required to this RFP, a written addendum will be posted via the City’s website. It is the Proponent’s responsibility to check the City’s website to confirm whether an addendum has been posted. The only way this RFP may be added to or amended in any way is by a formal written addendum. No other communication whether written or oral from any person will affect or modify the terms of this RFP or may be relied upon by any Proponent.

The City may amend, supplement or otherwise modify this RFP at any time and from time to time prior to the Proposal submission date, only by written addenda.

2.4 PROPONENT REQUIREMENTS

The successful Proponent must have a valid City of Iqaluit Business License prior to commencement of the Project. The Preferred Proponent shall apply for a license immediately upon notification of award, should they not hold a valid license.

2.5 OPENING OF THE PROPOSALS

There will be no public opening of the Proposals.

2.6 VALIDITY OF OFFER

The proposals shall remain open for acceptance for a period of not less than sixty (60) calendar days from the closing date of this Request for Proposal.

2.7 INTENDED RFP PROCESS SCHEDULE

The City estimates the schedule for the Request for Proposal process milestones will be as follows:

Table 1 – RFP Process Schedule

Milestone	Date
Issue RFP	June 2, 2026



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Last Day for Proponent Questions	June 10, 2026 –12:00 PM EDT (local Iqaluit time)
RFP – Submission Deadline	June 16, 2026 – 4:00 PM EDT (local Iqaluit time)
Evaluation and Determination of Preferred Consultant	June 19, 2026
Council Award of Contract	June 23, 2026
Notice of Contract Award and Notice of Regret	June 24, 2026
Contract Creation/ Circulation for Signatures	June 30, 2026
Project Kick-Off Meeting	July 6, 2026

The City reserves the right to modify any of the above dates. Any changes will be communicated by written addendum.

3. PROPOSAL REQUIREMENTS

Proponent submissions should be prepared in sections, with the content of each section as specified below. Concise submissions which address the section requirements are required. Where a maximum number of pages are specified, each page is based on a single side of an 8 ½ x 11 sheet, with text no smaller than size 11 Arial font.

The technical submission must not have any financial details included. If aspects of the financial offer are included in the technical submission, the City may choose to disqualify the Proponent.

3.1 TECHNICAL SUBMISSION REQUIREMENTS

3.1.1 Section A – Understanding of the Project (5 points)

Provide a written statement demonstrating the Proponent's understanding of the Project, including its objectives, the context established by Phase 1, and the role of Phases 2 and 3 in supporting the City's planning and risk management objectives. Identify any risks and challenges based on the Proponent's understanding of the Project, the information presented in this RFP, and provide mitigation measures which will ensure successful project delivery.

Provide a description of the Proponent's vision for the Project by comparing and contrasting reference projects which are similar examples of the Proponent's work. The details of each project should be included in Section B. The Evaluation Committee is interested in understanding how these reference projects responded to the project requirements and how these relate to the Proponent's understanding of the requirements for this assignment.

This section will be limited to one (1) page single-sided.

3.1.2 Section B – Reference Projects (20 points)

Provide information on three (3) projects completed within the last seven (7) years that are relevant to this Project. Reference projects should collectively demonstrate experience in the following areas:

1. Geotechnical or permafrost investigation programs conducted in Arctic or sub-Arctic environments, including fieldwork planning, mobilization, and execution under northern conditions;
2. The translation of geotechnical or environmental investigations findings into hazard assessments, risk-based frameworks, or planning and land-use guidance.

For each reference project, the Proponent shall provide a brief description of the project/assignment and its start and completion dates, describe their role and responsibilities, the relevance of the project to this assignment, the team members involved and their respective roles, and provide a client contact with current email and phone number. The Evaluation Committee may contact the references provided by the Proponent as part of the evaluation process, and technical scores may be adjusted based on reference feedback. Proponents must ensure that phone numbers and e-mail addresses of references are accurate and still valid.

This section will be limited to three (3) pages single-sided.

3.1.3 Section C – Work Plan (30 points)

Provide a detailed work plan describing the Proponent's proposed methodology and approach for both Phase 2 and Phase 3, reflecting the scope described in Section 6 and the schedule outlined in Section 7.

The Work Plan shall address, at a minimum:

- The proposed mixed-methods approach to data acquisition in Phase 2, including the rationale for the combination of methods proposed, their anticipated coverage and outputs, and how the methods complement one another;
- The proposed approach to detailed subsurface investigation within the Core Area and Future Development Areas, including investigation type, depth, density, and sampling strategy;
- The proposed methodology for hazard mapping and the development of a risk-tiered planning framework in Phase 3, including the classification approach and how Phase 1 and Phase 2 datasets will be integrated;
- Key milestones and decision points, including how City review and approval will be incorporated into the workflow;
- A proposed schedule for the provision of services, identifying the time required for the Proponent's work by task and by person (with no fees identified) and a breakdown of the time (number of hours) allocated for each task and Sub-Consultant (if applicable) during the work identified in the Request for Proposal. Include a description of major tasks, sub-tasks, methods/systems and personnel that the firm proposes to use for the project; and
- A description of any Inuit, local, or Nunavut content the Proponent proposes to incorporate into the delivery of this assignment

This section shall not exceed eight (8) pages.

3.1.4 Section D - Corporate Qualifications and Experience (5 points)

Provide a statement of qualifications for the Proponent and any major Sub-Consultants included in the team, including:

1. Year established as current corporate entity;
2. Permanent office address; and
3. A list of up to three (3) relevant projects (project details are not required here and should be provided in Section B).

3.1.5 Section E – Team Qualifications and Experience (25 points)

Provide an organizational chart describing the Proponent's Project Team for the assignment, which includes all positions and personnel on the project. Proponent to include key Sub-Consultant's (if applicable) along with their position within the Project Team. Provide a summary of key Project Team personnel, and include the information below:

1. Name and corporate affiliation;
2. Role and title on the Project, including the anticipated period of involvement and proportion of time to be devoted to the Project;
3. Relevant qualifications and professional designations; and
4. Reference to any projects listed in Section B in which the individual was involved, and their role on those projects

The following key roles are required on the Project Team:

1. Project Manager

The Project Manager shall have a minimum of five (5) years of experience managing multi-disciplinary technical studies or investigations, with demonstrated experience delivering projects in northern or remote environments. This individual will serve as the primary contact with the city for the duration of the Project.

2. Permafrost Engineer

The team shall include a registered professional with demonstrated experience in permafrost science and geotechnical investigation in Arctic or sub-Arctic environments with a minimum of ten (10) years of experience. This individual shall be responsible for the technical direction of the Phase 2 field program and the hazard assessment work in Phase 3.

3. GIS Specialist

The team shall include a GIS Specialist with a minimum of five (5) years of experience in geospatial data management, cartography, and the integration of multi-source spatial datasets. This individual shall be responsible for the management and integration of all spatial data collected through the Project, the production of GIS-compatible outputs and hazard maps, and ensuring compatibility with the City's GIS environment.

Include all resumes as an appendix to the proposal. It is the City's understanding that the Project Team proposed by the Proponent in this section will be committed to the full delivery of the assignment. Changes to the Proponent's Project Team must be approved by the City.

3.1.6 Section F – List of Sub-Consultants

Provide a list, as outlined in Appendix B, of all consultants the Proponent will be looking to engage as "Sub-Consultants" for the execution of the Project, and their individual roles.

3.1.7 Section G – Mandatory Submission Requirements (pass/fail)

Provide all mandatory requirements, as identified in Section 4.3. Proponents who fail to submit mandatory items will not proceed to the next phase of evaluation.

3.2 FINANCIAL SUBMISSION REQUIREMENTS

3.2.1 Consultant's Professional Fees (15 points)

Submit a completed and unqualified Cost Submission Form, included in Appendix C, along with a Consultant's corresponding level of effort fee table, complete with positions, hours, rates, and fee breakdown, based on the work being requested under this RFP. The level of effort table must be broken up based on major project tasks/phases.

The fee table must also include a breakdown on expenses/disbursements, based on the requirements described in the Terms of Reference. The Proponent must use per diem rates established by the National Joint Council for the Territory of Nunavut. The Proponent will be responsible for transportation requirements and must include this in their fee proposal for expenses and disbursements. All travel expenses and disbursements will be invoiced at cost with no mark-up.

The completed Cost Submission Form and level of effort fee table shall form part of the contract document to be used between the City and the Preferred Proponent. The rates included in the fee table will be used in the event the scope of work is changed and provisions of the contract value to be changed during the project period.

Proponent fees and staff charge rates shall include all miscellaneous project expenses such as printing, copying, plotting, film, presentation materials, courier, computers, field equipment, cell phones, office supplies, etc. The City will not pay for any flat rate administration charges on top of invoices and there will be no mark-up allowed for any Sub-Consult fees. Proponents shall assume 2-week turnaround times for all submittals to the City with these considered as hold points and any work progressed during this time is at the Proponent's risk. Any other financial qualifications which are not priced within the proposal may be subject to the Proponent being disqualified.

Additional fees for annual inflation will not be entertained. Proponents shall ensure annual staff rates presented in the financial proposal cover any escalation and inflation costs.

The Financial Submission shall also include a cash flow forecast for the entire duration of the project.

The Financial Submission will not be opened until after the evaluation of the technical submission has been completed and satisfied per the required criteria.

4. EVALUATION

4.1 EVALUATION COMMITTEE

The evaluation of Proposals will be undertaken by an Evaluation Committee appointed by the City. The Evaluation Committee may consult with technical, financial and other advisors, as the Evaluation Committee, in its sole discretion, may decide. The Evaluation Committee will reach a consensus through discussions internal to the Committee.

4.2 EVALUATION STAGES

Proposals will be evaluated in four stages:

4.2.1 Evaluation of Mandatory Criteria

Proposals that do not meet the mandatory criteria will be rejected (Refer to Section 4.3 below).

4.2.2 Technical Evaluation – Total Value 85 Points

Subject to the Evaluation Committee's right to reject an unacceptable Proposal under Section 4.4, the Evaluation Committee will evaluate and score the Proposal information provided using Table 2 in Section 4.5 as a guide to assign scores. For each criterion, each Proposal will be assessed, and points will be awarded on the basis of the extent to which the requirements of the Request for Proposal documents are satisfied, and the comparative merit of the individual Proposal as compared to other Proposals.

Proposals will be ranked from highest to lowest in terms of meeting the City's requirements and containing technical merit. Proponents are required to achieve a minimum score of 70% (59.5/85 points) on the Technical Evaluation, in order to qualify for review of the Financial Submission.

4.2.3 Financial Evaluation – Total Value 15 Points

Financial evaluation of cost criteria will be conducted after evaluation of the technical criteria and reference checks.

A total of 15 points will be awarded on the basis of the financial Proposal, and the distribution of fees to each phase of the Project.

The score for the Financial Submission will be in accordance with the following formula:

$$\text{Proponent Score} = \frac{\text{Lowest Financial Offer}}{\text{Proponent Financial Offer}} \times 15 \text{ points}$$

4.2.4 Selection

The Evaluation Committee will rank the Proponents, using the combined Technical and Financial score, from which it will select the Preferred Proponent. The Preferred Proponent's Proposal will be recommended to the City for the award of a contract for Consultant services based on the Proponents standing in the evaluation review process. The City is not required to award the Proponent with the highest overall score and may award a Proponent with a lower overall score.



4.3 MANDATORY REQUIREMENTS

As indicated in Section 1 of this Request for Proposal, Proponents may be individual firms, or consortia of firms. In order for Proponent’s Proposals to be considered for further evaluation they must demonstrate in their Proposals that the following mandatory requirements can be met.

Proponents must:

1. Provide evidence satisfactory to City from the Proponent’s insurer that the Proponent is able to obtain the insurance coverage as specified in Appendix D – City of Iqaluit Services Agreement;
2. Include the submission of the Proponent’s latest valid WSCC/ WSIB Certificate of Clearance;
3. Include a completed sign-off of Proposal submission, as per the requirements in Appendix E; and

4.4 REJECTION OF UNACCEPTABLE PROPOSALS

The Evaluation Committee may at any time reject a Proposal without completing a full evaluation (including a Proposal from a Proponent that complies with the Mandatory Requirements), if in the judgment of the Evaluation Committee further consideration of the Proposal would not be acceptable as the basis for a contract considering the evaluation criteria indicated in Section 4.5 below.

The City reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal reveals a conflict of interest, incorrect information, or misrepresentation by the Proponent of any information provided in its Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal where there is evidence that the Proponent, its employees, agents or representatives colluded with one or more other Proponents or any of their respective employees, agents or representatives in the preparation of the Proposal. The City further reserves the right without liability, cost or penalty, in its sole discretion to disqualify any Proposal before its full evaluation if the Proposal contains qualifications, limitations, rejections, or contradictions to the scope, conditions, and stipulations identified in the Request for Proposals.

4.5 EVALUATION CRITERIA

The Evaluation Committee will evaluate eligible Proposals to determine the Proposal which best meets the needs of the City, using the weighting criteria indicated in Table 2 below as a guideline.

Table 2 – RFP Evaluation Criteria

EVALUATION CRITERIA	WEIGHTING
Technical Submission	
Section A – Understanding of the Project	5 points
Section B – Reference Projects	20 points
Section C – Work Plan	30 points



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EVALUATION CRITERIA	WEIGHTING
Section D – Corporate Qualifications and Experience	5 points
Section E – Qualifications and Experience	25 points
Technical Score Sub-Total:	85 points
Financial Submission	
Consultant Fees – Cost Submission Form	15 points
Financial Score Sub-Total:	15 points
Total RFP Evaluation Score:	100 points

5. TERMS AND GENERAL CONDITIONS

5.1 TERMS AND CONDITIONS

- 5.1.1 Submission of a Proposal constitutes acknowledgement that the Proponent has read and agrees to be bound by all the terms and conditions of this Request for Proposal.
- 5.1.2 The City will not make any payments for the preparation of a response to this Request for Proposal. All costs incurred by a Proponent will be borne by the Proponent.
- 5.1.3 This is not an offer. The City does not, by virtue of this Proposal call, commit to an award of this Proposal, nor does it limit itself to accepting the lowest price or any Proposal submitted, but reserves the right to award this Proposal in any manner deemed to be in the City's best interest.
- 5.1.4 Proponents may not amend their proposal after the closing date and time but may withdraw their proposal at any time prior to acceptance by the City and issuing a Letter of Intent.
- 5.1.5 The City has the right to cancel this Request for Proposal at any time and to reissue it for any reason whatsoever, without incurring any liability and no Proponent will have any claim against the City as a result of the cancellation or reissuing of the Request for Proposal.
- 5.1.6 The City will not be responsible for any Proposal that does not indicate the Request for Proposal reference, and the Proponent's name.
- 5.1.7 The City will not be responsible for any Proposal that is delivered to any address or in any manner other than that provided in Section 2.1 of this Request for Proposal.
- 5.1.8 If a contract is to be awarded as a result of this Request for Proposal, it will be awarded to the Proponent whose Proposal for each service, in the City's opinion, provides the best potential value to the City and is capable in all respects to perform fully the contract requirements and has the integrity and reliability to assure performance of the contract obligations.
- 5.1.9 If the City decides to award a contract based on a submission received in response to this Request for Proposal, the Successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a Contract. Proponents will not acquire any legal or equitable rights or privileges whatsoever until a Contract is signed by both parties. In the event of any inconsistency between this Request for Proposal, and any ensuing contract, the contract shall govern.
- 5.1.10 The contract will be in the form of the City's standard "City of Iqaluit Services Agreement" and it will contain the relevant provisions of this Request for Proposal, the accepted Proposal as well as such other terms as may be mutually agreed upon, whether arising from the accepted Proposal or as a result of any negotiations prior or subsequent thereto. The City reserves the right to negotiate modifications with any Proponent who has submitted a Proposal.
- 5.1.11 A copy of the Services Agreement is included as Appendix D.
- 5.1.12 Any amendment made by the City to the Request for Proposal will be issued in writing and sent to all who have received the documents.

- 5.1.13 An Evaluation Committee will review each Proposal. The City reserves the exclusive right to determine the qualitative aspects of all Proposals relative to the evaluation criteria.
- 5.1.14 Proposals will be evaluated as soon as practicable after the closing time. No detail of any Proposal will be made public except the names of all parties submitting Proposals.
- 5.1.15 The proposal and accompanying documentation submitted by the proponents are the property of the City and will not be returned.
- 5.1.16 Proponents must acknowledge receipt of any addenda issued by the City in their Proposal.
- 5.1.17 Proponents shall disclose in its Proposal any actual or potential conflicts of interest and existing business relationships it may have with the City, its elected or appointed officials or employees. The City may rely on such disclosure.
- 5.1.18 Proponents and their agents will not contact any member of the City Council, City Staff or City Consultants with respect to this Request for Proposal, other than the City Representative named in section 2.1, at any time prior to the award of a contract or the cancellation of this Request for Proposal.

5.2 NO COLLUSION

By submitting a Proposal, the Proponent, and each firm, corporation or individual member associated with the Proponent's Proposal submission, represents and confirms to the City, with the knowledge and intention that the City may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents. Include confirmation of this under Item 3.1.7 of the Proposal submission.

5.3 CONFLICT OF INTEREST

Proponents shall disclose any potential conflicts of interest and existing business relationships they may have with the City, its elected officials or employees, or any known participants in the Project. The City may rely on such disclosure.

Under Item 3.1.7 of the Proposal submission, include confirmation of the Proponent's agreement to conform to the conflict-of-interest requirements and disclosures as indicated in Appendix F – Supplementary Conditions SC2 – CONFLICT OF INTEREST.

5.4 ACCURACY OF INFORMATION

While the City has used considerable efforts to ensure an accurate representation of information in the Request for Proposal, the information contained in this Request for Proposal is supplied solely as a guideline for Proponents. The City gives no representation whatsoever as to the accuracy or completeness of any of the information set out in this Request for Proposal, or any other background or reference information or documents prepared by third parties and made available to Proponents. Proponents will make an independent assessment of the accuracy and completeness of such information and will have no claim whatsoever against the City or its representatives, agents, consultants and advisors, with respect to such information.

5.5 CONFIDENTIALITY

Proponents shall treat all information received through this Request for Proposal process and subsequent contract award as confidential and will not disclose such information to any person except with the prior written consent of the City.

Under Item 3.1.7 of the Proposal submission, include confirmation of the Proponent's agreement to conform to the confidentiality requirements as indicated in Appendix F – Supplementary Conditions SC1 – CONFIDENTIALITY. The Consultant shall ensure that all drawings, specifications and other documentation prepared for the Project and designated as confidential by the Owner, are prominently stamped on each page or sheet of each document with the word "CONFIDENTIAL" prior to release for construction bidding purposes or during the course of the Work.

5.6 WORKING LANGUAGE

All Proposals must be written in English. Any project deliverables or documents created by the Proponent must be provided in all three (3) official languages of the Territory at the request of the City. The Proponent shall provide complete translations in English, Inuktitut, and French at no additional cost to the City.

5.7 TERMS OF PAYMENT

The Proponent shall be reimbursed monthly for works completed for each service provided. Invoices are to be submitted on a monthly basis, and shall include:

1. The project title.
2. A description of the work completed.
3. Billing summary, which includes the tasks as set forth in the costing submission, the proposed costs, cost to date, percentage invoiced to date, and the percentage of work completed to date for each task.
4. Backup for all disbursements (time sheets may be requested).
5. Updated cash flow expenditure forecast as described in 5.8.
6. Monthly report as described in 5.11.
7. Hours charged are to be summarised and provided as backup.

The Proponent is to update the invoice (as required), as per any comments or feedback received from the Project Manager. The final invoice is to be submitted to the Project Manager for processing with the City. Invoices that are issued directly to the City's Accounts Payable Department will not be processed. Invoices must be submitted for payment by the 15th of every month, for previous months work (e.g. invoice must be submitted by February 15th for work completed up to January 31st).

No payment will be made for the cost of work incurred to remedy errors or omissions for which the contractor is responsible. No additional invoicing will be accepted above and beyond what the City has agreed to as per the contract. At no time shall the contract upset limit be exceeded without prior written authorization from the City.

5.8 CASH FLOW EXPENDITURE FORECAST

The Proponent is to submit a cash flow expenditure forecast identifying how the Proponent anticipates invoicing the City on a monthly process, based on the established schedule. An update cash flow expenditure forecast is to be submitted with every monthly invoice.

5.9 WSIB/ WSCC CERTIFICATE

Under Item 3.1.7 of the Proposal submission, include submission of the Proponent's latest WSIB or WSCC Certificate of Clearance (failure to submit a certificate or letter of exemption from coverage with the Proposal may result in disqualification of the Proposal). Proponents with no WSCC coverage must apply to the Government of Nunavut with 10 working days of starting operations.



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5.10 HEALTH AND SAFETY

The successful Proponent shall provide the City a copy of its Health and Safety plan within 10 business days of execution of the contract. The successful Proponent shall comply at all times with the City's health and safety requirements while working in Iqaluit.

5.11 PROJECT REPORTING

The Consultant will be required to provide monthly status reports, which must communicate the following: assignment status, work completed to date, work remaining, schedule progress (baseline and approved changes), and financial status (original contract value, current contract value, % complete vs. % spent). The report is to be submitted to the City's Project Manager.

5.12 CITY OF IQALUIT MUNICIPAL DESIGN GUIDELINES

The City's Municipal Design Guidelines (MDG) are continuously changing and improving. While they should be referenced when developing the design, it is expected that the Consultant shall also reference and apply any and all design guidelines, standards, regulations, and best practices at the Municipal, Territorial and Federal levels as it relates to the specific applications of the project and scope.

6. CONSULTANT SCOPE OF WORK

The City of Iqaluit is seeking to retain a qualified Consultant to deliver the Climate Hazard Mapping – Phase 2 and 3 program.

The Scope of Work comprises the following two phases:

- Phase 2 – Data Acquisition and Analysis
- Phase 3 – Hazard Assessment and Planning Recommendations

Background and Approach

The Climate Hazard Mapping initiative is being delivered in three phases. Phase 1, completed in 2025, reviewed existing geotechnical data and identified gaps in the City's subsurface knowledge base. Phases 2 and 3, which are the subject of this Request for Proposal, are intended to address those gaps through a targeted field investigation program and to translate the resulting data into hazard maps and a planning framework.

The City is inviting a mixed-methods approach to Phase 2 in recognition of two distinct data needs. First, the City requires improved subsurface information at a broad spatial scale across the populated area within the municipal boundary. Second, the City requires more detailed and accurate data within the Core Area and the Future Development Areas, where development pressure is anticipated. These two work streams are intended to complement one another, with the citywide geophysical screening informing and contextualizing the detailed investigation work.

6.1 PROJECT MANAGEMENT AND MEETINGS

The Consultant shall:

1. Provide overall project management for the duration of the assignment, including coordination with the City, Sub-Consultants, and any third parties as required;
2. Maintain regular communication with the City's Project Manager throughout the Project, including bi-weekly progress updates by email or virtual meeting at minimum;
3. Provide an agenda for, chair, and minute all formal project meetings. Meeting minutes shall be circulated within 48 hours of each meeting;
4. Maintain an Issues Control Log throughout the project, identifying any technical, schedule, or scope matters requiring resolution and tracking their status;
5. Notify the City promptly of any matters that may affect the project schedule, budget, or scope; and
6. Submit monthly progress reports identifying work completed, work planned for the following period, and any issues affecting delivery.

A non-exhaustive list of required deliverables for this stage is provided below:

1. Meeting agendas and minutes
2. Issues Control Log (maintained throughout the project)
3. Monthly progress reports

6.2 PHASE 2 – DATA ACQUISITION AND ANALYSIS

Purpose: To substantially improve the City's subsurface knowledge base through a mixed-methods field program that combines broad geophysical screening across the City's populated area with detailed subsurface investigation within the Core Area

and Future Development Areas. A LiDAR capture of a third study area shall also be presented as an option. Areas for geophysical screening and detailed subsurface investigation are highlighted in Appendix A.

The City encourages Proponents to propose a mixed-methods approach to data acquisition that optimizes both spatial coverage and data quality. The City does not prescribe specific investigation methods and invites Proponents to provide the combination of techniques they consider most appropriate to the Iqaluit context.

6.2.1 Project Initiation and Background Review:

The Consultant shall:

1. Attend a project kick-off meeting with the City to confirm the scope, study area boundaries, schedule and communication protocols.
2. Review the Phase 1 report provided in Appendix G, together with any other background information made available by the City.
3. Prior to mobilization, submit a Field Investigation Program for City review and approval. The Program shall respond to the data needs identified in Phase 1 and shall describe the proposed investigation methods, the rationale for method selection, planned coverage areas, sampling strategy, laboratory testing program, equipment requirements, safety procedures, and any logistical considerations relevant to Arctic field condition

A non-exhaustive list of required deliverables for this stage is provided below:

1. Draft Field Investigation Program
2. Final Field Investigation Program (revised following City comments)

6.2.2 Field Investigations

The Consultant shall:

1. Execute the approved Field Investigation program, generating subsurface data across the City and within the defined study areas. The investigation program shall be designed to characterize subsurface stratigraphy, permafrost conditions, and any other ground conditions relevant to hazard classification.
2. Maintain field logs and records sufficient to support subsequent interpretation and reporting, and shall document all investigation locations photographically.
3. Notify the City's Project Manager promptly of any significant departures from the approved Field Investigation Program encountered during fieldwork.

A non-exhaustive list of required deliverables for this stage is provided below:

1. Field logs and investigation records for all locations
2. Photographic documentation of field investigations
3. Weekly progress updates to the City's Project Manager during the field program

6.2.3 Laboratory Testing

The Consultant shall:

1. Obtain representative soil samples and arrange for geotechnical laboratory testing at an accredited facility. The testing program shall be designed to

characterize the engineering properties of the soils encountered, support permafrost condition classification and provide input data for the Phase 3 Hazard Assessment.

A non-exhaustive list of required deliverables for this stage is provided below:

1. Laboratory test results in tabulated format
2. Sample handling documentation

6.2.4 Phase 2 Data Report

The Consultant shall:

1. Prepare a Phase 2 Data Report documenting the results of the field program across the City and within the study areas. The Report shall present all data in a format compatible with GIS integration and suitable for direct use in Phase 3.

The Report shall include, at a minimum:

- Description of the field program, including methods, coverage, and any deviations from the approved Field Investigation Program;
- Interpreted results of all data collected, with discussion of data quality, resolution, and limitations;
- Subsurface characterization for the study areas;
- GIS-compatible data layers consolidating all Phase 2 outputs; and
- Identification of residual data gaps and their implications for hazard classification in Phase 3.

A non-exhaustive list of required deliverables for this stage is provided below:

1. Draft Phase 2 Data Report
2. Final Phase 2 Data Report (revised following City comments)
3. GIS-compatible data files of all Phase 2 results

6.3 **PHASE 3 – HAZARD ASSESSMENT AND PLANNING RECOMMENDATIONS**

Purpose: To consolidate the datasets from Phase 1 and Phase 2 into hazard maps and a risk-tiered planning framework that supports municipal decision-making and long-term land-use management.

6.3.1 Hazard Mapping

The Consultant shall:

- a) Produce permafrost-related hazard maps drawing on the full body of data collected across Phases 1 and 2. The maps shall classify ground conditions and associated hazard levels in a manner that is spatially coherent, technically defensible, and legible for planning applications.

A non-exhaustive list of required deliverables for this stage is provided below:

1. Draft Hazard Maps (GIS-compatible and print-ready)
2. Final Hazard Maps (revised following City comments)
3. Technical memorandum documenting the mapping methodology, classification rationale, and spatial confidence levels associated with mapped areas

6.3.2 Planning Recommendations

The Consultant shall:

- a) Prepare a Planning Recommendations Report that translates the hazard mapping outputs into a risk-tiered framework suitable for application in development review and land-use planning. The Report shall be organized to support practical use by planning staff and shall be accessible to a non-specialist readership.

The Report shall include, at a minimum:

- A summary of hazard conditions across the mapped area, presented in terms relevant to planning and development decision-making;
 - A risk-tiered framework describing how varying levels of hazard should inform the approach to development, including recommendations on investigation requirements, design standards, or conditions of approval appropriate to each tier;
 - Recommendations on where additional geotechnical data collection should be prioritized in future phases of the mapping program, with reference to remaining spatial data gaps; and
 - Guidance on how the hazard mapping outputs and planning framework could be incorporated into the City's General Plan and development review process.
- b) Present the draft Report to City staff prior to finalization, and shall be available to present findings to the Governance and Priorities Committee or City Council if requested by the City

A non-exhaustive list of required deliverables for this stage is provided below:

1. Draft Planning Recommendations Report
2. Presentation materials for City staff briefing
3. Final Planning Recommendations Report (revised following City comments)
4. Any other finalized GIS and print-ready data

7. SCHEDULE

7.1 TIMELINES

The Proponent must satisfy the general timelines identified below for the work. The schedule assumes a two-week City review period at each hold point.

Table 3 – Project Schedule

Milestone	Date
Project Kick-Off Meeting	July 6, 2026
Final Field Investigation Program Report	August 3, 2026
Final Field Investigations Complete	September 30, 2026
Final Phase 2 Data Report	December 18, 2026
Final Hazard Maps	February 5, 2027
Final Planning Recommendations Report	March 12, 2027
Project Completion and Closeout	March 19, 2027

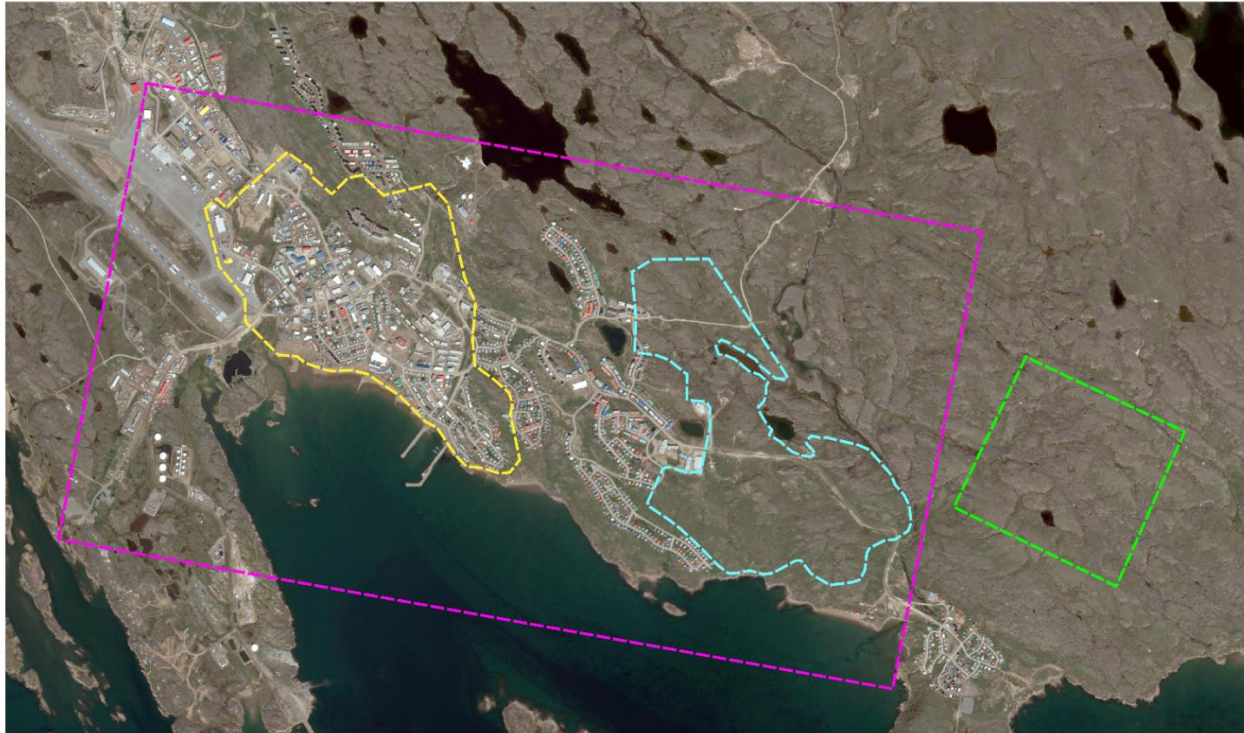
7.2 SUBMISSION REQUIREMENTS

Proponent to prepare project schedule in the form of a Gantt chart. The schedule is to include dates for the commencement and completion of each major element of the work, as per the requirements of Section 6 and Table 3. The key elements of the schedule will detail the various assignment milestones. The schedule will form the baseline for assignment.

The schedule will form part of the contract documents. Changes to the project schedule must be approved by the Project Manager by means of a change order. A revised schedule must be submitted describing the approved changes.

APPENDIX A – STUDY AREA MAP

The map provided in this Appendix identifies the boundaries of the study areas referenced in Section 6 of this Request for Proposal.



 Core Area  Future Development Areas  Third Study Area for LiDAR Capture  Populated Area for Geophysical Screening  0 125 250 m 

END OF APPENDIX A



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APPENDIX B – SUB-CONSULTANT LIST

The Proponent will engage and fully coordinate the work of the following Sub-Consultants listed to deliver the work:

Table B1 List of subconsultants

Consultant Name	Project Office Address	Discipline

END OF APPENDIX B



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APPENDIX C – COST SUBMISSION FORM

Proponent's Name: _____

Proponent's Address: _____

Provide the following cost breakdown for the services detailed herein that the Proponent is proposing to offer the City of Iqaluit.

Table C1 Fee Table

Item	Description	Total
6.1 Project Management and Meetings		
	Project management, administration, coordination, meetings	\$
6.2 Phase 2 – Data Acquisition and Analysis		
6.2.1	Project Initiation and Background Review	\$
6.2.2	Field Investigations	\$
6.2.3	Laboratory Testing	\$
6.2.4	Phase 2 Data Report	\$
6.3 Phase 3 – Hazard Assessment and Planning Recommendations		
6.3.1	Hazard Mapping	\$
6.3.2	Planning Recommendations	\$
6.1 Project Management and Meetings subtotal		\$
6.2 Phase 2 – Data Acquisition and Analysis subtotal		\$
6.3 Phase 3 – Hazard Assessment and Planning Recommendations subtotal		\$
LiDAR Capture of Study Area (shown on Appendix A) (Provisional Item) subtotal		\$
Table C1 subtotal		\$



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Fees for changes to the work shall be as agreed upon prior to the commencement of services for the change as set out under the contract. For additional work, the proponent shall use the rates detailed below.

Table C2 Hourly Rates Table

POSITION	TEAM MEMBER	Hourly Rates (\$/hr.)

Consultant to add positions as necessary. Each discipline shall provide names for each position as necessary.

END OF APPENDIX C



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APPENDIX D – CITY OF IQALUIT SERVICES AGREEMENT

BETWEEN: THE MUNICIPAL CORPORATION OF THE CITY OF IQALUIT
(hereinafter referred to as the "CITY OF IQALUIT")
OF THE FIRST PART

AND: <INSERT CONSULANT NAME>
(hereinafter referred to as the "Consultant")
OF THE SECOND PART

WHEREAS the CITY OF IQALUIT has requested the Consultant to provide professional services for the <insert project name/contract title>;

AND WHEREAS the Consultant has agreed to provide such services to the CITY OF IQALUIT in its proposal dated <insert proposal date>;

AND WHEREAS the CITY OF IQALUIT and the Consultant wish to set out the terms and conditions relating to the provision of such services;

THEREFORE the CITY OF IQALUIT and the Consultant agree as follows:

1. SERVICES AND PAYMENT

- 1.1 The Consultant agrees to provide to the CITY OF IQALUIT those services set out in the job description and scope of work provided on <insert proposal date>. A copy of the proposal is attached as Appendix "A".
- 1.2 The CITY OF IQALUIT agrees to pay for the services described above, a total amount not greater than <insert proposal amount>, for the provision of professional services based on the Proposal dated <insert proposal date>.

2. TERM

- 2.1. This Contract shall commence on the <insert contract start date> and terminates on the <insert contract termination date> unless otherwise terminated in accordance with the provisions of this Contract.

3. NOTICE AND ADDRESS

- 3.1 Any notice required to be given herein, or any other communication required by this Agreement shall be in writing and shall be personally delivered, sent by facsimile, or posted by prepaid registered mail and shall be addressed as follows:



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i) If, to the CITY OF IQALUIT:

Steve England
Chief Administrative Officer
City of Iqaluit
100-1085 Mivvik Street
Iqaluit, NU
X0A 3H0

Reference:

ii) If to the Consultant at:

<Insert Consultant Representative Name>
<Insert Consultant/Company Name>
<Insert Address>

3.2 Every such notice and communication, if delivered by hand, shall be deemed to have been received on the date of delivery or if sent by prepaid registered mail shall be deemed to have been received on the seventh day after posting, or if by facsimile, 48 hours after the time of transmission, excluding from the calculation weekends and statutory holidays.

4. COMPLETE AGREEMENT

4.1 This Agreement and its attachments constitute the complete agreement between the parties with respect to the provisions of Services. Except as provided herein, it supersedes and shall take effect in substitution for all previous agreements. It is subject to change only by an instrument executed in writing by the CITY OF IQALUIT.

4.2 If this Agreement arises from a request for proposals or tender call, the provisions of the request for proposals or tender call and the Consultant's bid or proposal submission are incorporated into this Agreement and may be used to clarify, explain or supplement this Agreement, but shall not be used to contradict any express terms of this Agreement.

4.3 In the event of a conflict between this Agreement, the Consultant's bid or proposal submission, and the City's original tender bid instructions or Request for Proposals, the more recently prepared document shall govern to the extent of such inconsistency.

5. GENERAL TERMS

5.1 Any information obtained from or concerning any department of the CITY OF IQALUIT or clients of any department of the CITY OF IQALUIT (collectively, "Confidential Information"), by the Consultant, its agents or employees in the performance of any contract shall be deemed confidential. The Consultant shall (i) only use Confidential Information for the purpose of performing the Services, (ii) take such steps as are necessary to ensure that all Confidential is not disclosed to any other person and (iii) maintain confidential and secure all Confidential Information in the possession of or under the control of the Consultant. This clause survives the termination of this contract.

5.2 Time shall in every respect be of the essence. The Consultant shall deliver the Services according to the project schedule. The CITY OF IQALUIT may grant reasonable extensions to the Consultant for



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delays, if the Consultant can show those delays were caused by circumstances beyond the control of the Consultant.

- 5.3 The Consultant is an independent Consultant with the CITY OF IQALUIT and nothing in this contract shall be construed or deemed to create the relationship of employee and employer or of principal and agent between the CITY OF IQALUIT and the Consultant. The Consultant is solely responsible for payments of all statutory deductions or contributions including but not limited to pension plans, unemployment insurance, income tax, workers' compensation and the Nunavut Payroll Tax.
- 5.4 This Agreement shall be interpreted and governed in accordance with the laws of Nunavut and the laws of Canada as they apply in Nunavut.
- 5.5 No waiver by either party of any breach of any term, condition or covenant of this Agreement shall be effective unless the waiver is in writing and signed by both parties. A waiver, with respect to a specific breach, shall not affect any rights of the parties relating to other or future breaches.
- 5.6 The failure of either party at any time to require the performance of any provision or requirement of this Agreement shall not affect the right of that party to require the subsequent performance of that provision or requirement.
- 5.7 Title to any report, drawing, photograph, plan, specification, model, prototype, pattern, sample, design, logo, technical information, invention, method or process and all other property, work or materials which are produced by the Consultant in performing the contract or conceived, developed or first actually reduced to practice in performing the contract (herein called "the Property") shall vest in the CITY OF IQALUIT and the Consultant hereby absolutely assigns to the CITY OF IQALUIT the copyright in the property for the whole of the term of the copyright. The Consultant shall not be responsible for any loss or damage suffered by the City of Iqaluit or any third parties resulting from any unauthorized use or modification of the property, errors in transmission of the property, changes to the Property by others, the consequences of design defects due to the design of others, or defects in contract documents prepared by others, and the City of Iqaluit agrees to defend, indemnify, and hold the Consultant harmless from and against all claims, demands, losses, damages, liability and costs associated therewith. Subject to the foregoing, the Property may be relied on by the City of Iqaluit for design and construction work undertaken by other parties with respect to the Services provided that such parties verify the accuracy and completeness of the Property to their satisfaction.
- 5.8 It is intended that all provisions of this Agreement shall be fully binding and effective between the parties, but in the event that any particular provision or provisions or a part of one is found to be void, voidable or unenforceable for any reason whatever, then the remainder of the agreement shall be interpreted as if such provision, provisions, or part thereof, had not been included.
- 5.9 This term of this Agreement may be extended by the written consent of the parties.
- 5.10 The CITY OF IQALUIT may delegate any of its authority and undertaking pursuant to this Agreement to any employee or Consultant the CITY OF IQALUIT by notice in writing to the Consultant.
- 5.11 This Agreement shall ensure to the benefit of and be binding on the respective administrators, successors and assignment of each of the parties hereto.



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6. CONSULTANT RESPONSIBILITIES

- 6.1 The Consultant shall indemnify and hold harmless, the CITY OF IQALUIT, its officers, employees, servants and agents from and against all claims, actions, causes of action, demands, losses, costs, damages, expenses, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon or related to the negligent acts, errors, or omissions of the Consultant and its agents, representatives and Sub-Consultants under this Agreement.
- 6.2 The Consultant shall be liable to the CITY OF IQALUIT for any loss or damage to property or equipment that is supplied to or placed in the care, custody or control of the Consultant for use in connection with this Agreement if such loss or damage is attributable to the negligence or deliberate acts of the Consultant or its employees or agents.
- 6.3 If, in the opinion of the CITY OF IQALUIT acting reasonably, the Consultant is in default in respect of any obligation of the Consultant hereunder, the CITY OF IQALUIT may rectify such default and pursue a claim against the Consultant for the reimbursement of any direct costs associated with any such remediation, including a reasonable allowance for the use of the CITY OF IQALUIT's own employees or equipment.
- 6.4 The Consultant may not assign, Sub-Consultant delegate the Services or any portion thereof to, to any other party without the prior written consent of the CITY OF IQALUIT, which consent may withheld in the sole discretion of the CITY OF IQALUIT or provided on any terms the CITY OF IQALUIT may require in its sole discretion. In the case of a proposed assignment of monies owing to the Consultant under this Agreement, the prior consent in writing of the CITY OF IQALUIT must be obtained. The Consultant shall be liable and responsible for any such work provided by a Sub-Consultant.
- 6.5 The Consultant shall keep proper accounts and records of the services for a period of 3 years after the expiry or termination of this Agreement t. At any time during the term of this Agreement or during the three years following the completion or termination of this Agreement, the Consultant shall produce copies of such accounts and records upon the written request of the CITY OF IQALUIT.
- 6.6 The Consultant shall notify the CITY OF IQALUIT immediately of any claim, action, or other proceeding made, brought, prosecuted or threatened in writing to be brought or prosecuted that is based upon, occasioned by or in any way attributable to the performance or non performance of the Services.
- 6.7 If at any time the Consultant considers their estimates indicate costs will exceed the project budget, they will immediately advise the CITY OF IQALUIT. If in the opinion of the CITY OF IQALUIT, acting reasonably, the excess is due to design, costs factors or matters under the control or reasonably foreseeable by the Consultant, the CITY OF IQALUIT may require the Consultant to do everything by way of revision of the design to bring the cost estimate within the project budget. Costs of completing such revisions shall be based upon a level of compensation reasonably appropriate to the circumstances, including the reason for the revisions.
- 6.8 The Consultant shall perform the Services with that degree of professional skill, care and diligence that an experienced and competent professional in the same field would use in performing similar services in relation to a project similar in scale and complexity to Services, and in a competent, efficient, lawful and ethical manner.



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- 6.9 The Consultant shall provide all equipment, supplies and materials necessary in connection with providing and carrying out the Services. The Consultant shall obtain and maintain, at its expense, all permits and licenses, and comply with all Applicable Laws which shall or might affect or apply to the Services

7. TERMINATION

- 7.1 The CITY OF IQALUIT may terminate this Agreement at any time upon giving written notice to this effect to the Consultant if, in the opinion of the CITY OF IQALUIT:
- a) the Consultant is unable to deliver the Services as required;
 - b) the Consultant's performance of the Services is persistently faulty;
 - c) in the event that the Consultant becomes insolvent or commits an act of bankruptcy;
 - d) in the event that any actual or potential labor dispute delays or threatens to delay timely performance of the Services; or
 - e) the (Consultant defaults or fails to observe the terms and conditions of the contract in any material respect.
- 7.2 This Agreement shall terminate as of the day for termination set out in the written notice provided under clause and the Consultant shall forthwith invoice the CITY OF IQALUIT for work performed to the date of termination.
- 7.3 Any invoice submitted by the Consultant pursuant to clause 7.2 shall be reviewed by the CITY OF IQALUIT to assess the amount which is properly due and owing for work done by the Consultant prior to termination.

8. FINANCIAL

- 8.1 The CITY OF IQALUIT, having given written notice of a breach, may withhold or hold back in whole or in part any payment due the Consultant without penalty, expense or liability, if in the opinion of the Contracting Authority, the Consultant has failed to comply with or has in any way breached an obligation of the Consultant. Any such holdback shall continue until the breach has been rectified to the satisfaction of the CITY OF IQALUIT.
- 8.2 The CITY OF IQALUIT may set off any payment due to the Consultant against any monies owed by the Consultant to the CITY OF IQALUIT.
- 8.3 The CITY OF IQALUIT will pay the Goods and Services Tax (GST).
- 8.4 Provided all terms and conditions on the part of the Consultant have been complied with, each invoice will be paid thirty (30) calendar days after receipt of the invoice, or thirty (30) calendar days after delivery of the services, whichever is later. Invoices from Nunavut Consultants (as defined by the CITY OF IQALUIT NNI Policy) will be paid twenty (20) calendar days after receipt of the invoice, or twenty (20) calendar days after receipt of the services, whichever is later.
- 8.5 The CITY OF IQALUIT may, in order to discharge lawful obligations or to satisfy lawful claims against the Consultant or a Sub-Consultant arising out of the execution of work, pay any amount, which is due and payable to the Consultant under the contract, if any, directly to the obligee of and the claimants against the Consultant or Sub-Consultant.



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8.6 Without prejudice to any other right or remedy of the CITY OF IQALUIT, the obligation of the CITY OF IQALUIT to make any payment to the Consultant under or in connection with this Agreement is subject to the CITY OF IQALUIT's right to deduct or set off against any such payment any sum which may be due to the CITY OF IQALUIT, or to which the CITY OF IQALUIT has a claim, under this Agreement or under any other agreement with the Consultant.

9. INSURANCE AND LIABILITY

9.1 The Consultant's liability to the CITY OF IQALUIT for claims arising out of this Agreement, or in any way relating to the work Services, will be limited to direct damages and to the re-performance, without additional compensation, of any Services not meeting a normal professional standard of care and such liability will, in the aggregate, not exceed the amount of \$1,000,000.00. The limitations of liability will apply, to the extent permitted by law, whether Consultant's liability arises under breach of contract or warranty; tort, including negligence; strict liability; statutory liability; or any other cause of action, and will extend to and include Consultant's directors, officers, employees, insurers, agents and Sub-Consultants.

9.2 In no event will either party be liable to the other party for indirect or consequential damages including without limitation loss of use or production, loss of profits or business interruption.

9.3 The Consultant shall, without limiting his obligations or liabilities hereto, obtain, maintain and pay for during the period of this Agreement, the following insurance with limits not less than those shown:

- a) Workers' Compensation insurance covering all employees engaged in the work in accordance with the statutory requirements of the Territory or Province having jurisdiction over such employees. If the Consultant is assessed any additional levy, extra assessment or super assessment by a Workers' Compensation Board as a result of an accident causing injury or death to an employee of the Consultant or any Sub-Consultant, or due to unsafe working conditions, then such levy or assessment shall be paid by the Consultant at its sole cost and is not reimbursed by the CITY OF IQALUIT.
- b) Employer's liability insurance with limits not less than \$500,000 for each accidental injury to or death of the Consultant's employees engaged in the work. If Workers' Compensation insurance exists, then in such an event, the aforementioned Employer's Liability insurance shall not be required but the Comprehensive General Liability policy referred to in item (d) herein shall contain an endorsement providing for Contingent Employers' Liability insurance.
- c) Motor Vehicle, water craft and snow craft standard liability insurance covering all vehicles and/or craft owned or nonowned, operated and/or licensed by the Consultant and used by the Consultant in the performance of this agreement in an amount not less than one million dollars (\$1,000,000.00) per occurrence for bodily injury, death and damage to property; and with respect to busses limits of not less than one million dollars (\$1,000,000.00) for vehicle hazards and not less than one million dollars (\$1,000,000.00) for Bodily Injury to or death of one or more passengers and loss of or damage to the passengers property in one accident.)
- d) Comprehensive General Liability Insurance with limits of not less than two million dollars (\$2,000,000.00) (inclusive) per occurrence for bodily injury, death and damage to property including loss of use thereof. Such insurance shall include but not be limited to the following terms and conditions:
 - Products & Completed Operations Liability *



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- Consultant's Protective Liability
- Blanket Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability
- Cross Liability
- Medical Payments
- Non-owned Automobile Liability *
- Contingent Employers Liability *
- Employees as Additional Insureds *

**WHERE APPLICABLE*

- e) Professional Liability Insurance with limits of not less than two hundred fifty thousand dollars (\$250,000.00) per claim and five hundred thousand dollars (\$500,000.00) in the annual aggregate, to cover claims arising out of the rendering of or failure to render any professional service under this Agreement.

All policies shall provide thirty days written notice given to the CITY OF IQALUIT prior to any cancellations of any such policies.

The Comprehensive General Liability Insurance policies shall name the CITY OF IQALUIT and any permitted Sub-Consultants as additional insureds only with respect to the terms of this Agreement and shall extend to cover the employees of the insureds hereunder.

The Consultant shall be responsible for any deductibles, exclusions and/or insufficiency of coverage relating to such policies.

The Consultant shall deposit with the CITY OF IQALUIT prior to commencing with the work a certificate of insurance evidencing the insurance(s) required by this clause in a form satisfactory to the CITY OF IQALUIT and with insurance companies satisfactory to the CITY OF IQALUIT.

10. MISCELLANEOUS

- 10.1 **Amendments.** This Agreement or any part thereof may not be modified, supplemented, or amended except as otherwise herein provided or by mutual agreement expressed in writing and duly executed by the parties hereto.
- 10.2 **Prior Agreements.** This Agreement supersedes and replaces any and all prior representations, proposals, negotiations, letters of understanding, agreements, bids, quotations, purchase orders, contracts, or amendments thereto or any other communications, verbal or written between the parties hereto relating to the subject matter hereof.
- 10.3 **Entire Agreement.** This Agreement sets forth the entire agreement between the parties hereto relating to the subject matter hereof.
- 10.4 **Remedies Cumulative.** The remedies of the CITY OF IQALUIT in this Agreement are cumulative and are in addition to any remedies available to the CITY OF IQALUIT at law or in equity. No remedy will be deemed to exclude or to restrict the right of the CITY OF IQALUIT to any remedies against the Consultant and the CITY OF IQALUIT may from time to time have recourse to one or more of the remedies specified in this Agreement or at law or in equity notwithstanding the termination of this Agreement.

- 10.5 **Limitation of Liability.** Notwithstanding any other provision of this Agreement, the total liability of the CITY OF IQALUIT with respect to this Agreement or any obligations in connection with the Agreement, whether based on warranty, indemnity, contract, tort (including negligence), strict liability or otherwise, shall be limited to the compensation paid to the Consultant under this Agreement.
- 10.6 **General Interpretation.** In this Agreement, unless the context implies otherwise:
- b) references to Sections and Appendices are to be construed as references to the sections of, and schedules to, this Agreement;
 - c) references to this Agreement or any other document shall be construed as references to this Agreement or that other document as amended, supplemented, novated or otherwise varied from time to time;
 - d) references to a provision of law is a reference to that provision as amended or re-enacted;
 - e) headings appearing in this Agreement are for convenience of reference only and in no way define, limit, or enlarge the scope or meaning of the provision.
 - f) words importing the plural shall include the singular and vice versa;
 - g) the word “include”, “includes” or “including”, when following any general statement, term or matter, shall not be construed to limit such general statement, term or matter to the specific items or matters set forth immediately following such word or to similar items or matters, whether or not non-limiting language (such as “without limitation” or “but not limited to” or words of similar import) is used with reference thereto but rather shall be deemed to refer to all other items or matters that could reasonably fall within the broadest possible scope of such general statement, term or matter;
 - h) any terms, covenants, provisions or conditions of this Contract which expressly or by their nature survive the termination of this Contract shall continue in full force and effect subsequent to and notwithstanding such termination, and shall not be merged with the termination, until such terms, covenants, provisions and conditions are satisfied or by their nature expire;
 - i) “hereof”, “herein”, “hereto” and “hereunder” and similar expressions refer to this Agreement and not to any particular Article, Section or other subdivision ;and
 - j) references to a time of day shall be construed as references to Eastern Standard Time.
- 10.7 **Counterpart Execution.** This Agreement may be executed in separate counterparts, each of which, when so executed, shall be deemed to be an original, and such counterparts shall constitute the one and the same instrument. The counterparts of this Agreement and all ancillary documents may be executed and delivered by facsimile or other electronic signature by any of the parties hereto to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or other electronic means as if the original had been received.



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IN WITNESS WHEREOF the parties hereto have set their hand and seals as of the date and year entered below.

FOR THE CITY OF IQALUIT:

FOR THE CONSULTANT:

Name/Title

Name/Title

Signature

Signature

Date

Date

Witness

Witness

END OF APPENDIX D



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APPENDIX E – SIGNING SHEET

I/We, agree that we have received addenda ____ to ____ inclusive, and the Proposal Pricing includes provisions set out in such addenda.

I/We confirm agreement to conform to the confidentiality requirements as indicated in Supplementary Conditions SC1 – Confidentiality.

I/We confirm agreement to conform to the conflict-of-interest requirements and disclosures as indicated in Supplementary Conditions SC2 – Conflict of Interest.

Signer must have authority to bind the company.

Signed, and delivered at this _____ day of _____ 2026.

Signature of Name (Authorized official or principal who has authority to bind the company)

Legal Company Name

Address: # Street, Municipality, Province/ Territory, Postal Code

Name: Print or Type

Title

Email

Telephone #

END OF APPENDIX E



APPENDIX F – SUPPLEMENTARY CONDITIONS

Amend the General Conditions as follows:

Add SC1 Confidentiality

SC 1 Confidentiality

1. The Consultant and the Consultant's employees and Sub-Consultants shall not use, copy, disclose or otherwise communicate and information not available to the general public that was gained by them in the course of their duties related to this Contract, except as is necessary in the proper discharge of those duties. This obligation survives the Contract.
2. All information provided by the Consultant is subject to the disclosure and protection provisions of applicable freedom of information and privacy legislation. Such Act allows any person a right of access to records in the Client's custody or control, subject to limited and specific exceptions.

Add SC2 Conflicts of Interest

SC 2 Conflicts of Interest

The Consultant and the Consultant's employees:

1. shall conduct their duties related to this Contract with impartiality and shall, if they exercise inspection or other discretionary authority over others in the course of those duties, disqualify themselves from dealing with anyone with whom a relationship between them could bring their impartiality into question;
2. shall not influence, seek to influence, or otherwise take part in a decision of the Client, knowing that the decision might further their private interests. Any communication with the City's elected officials before contract award shall result in disqualification of the Proponent.
3. shall not accept any commission, discount, allowance, payment, gift, or other benefit that is connected, directly, or indirectly with the performance of their duties relating to this Contract, that causes, or would appear to cause, a conflict of interest, and
4. shall have no financial interest in the business of a third party that causes, or would appear to cause, a conflict of interest in connection with the performance of their duties related to this Contract, and if such financial interest is acquired during the term of this Contract, the Consultant shall promptly declare it to the Client.

Add SC3 Project History File

SC 3 Project History File

1. All project documentation shall be considered deliverables and shall form the core of the Project History File. A project history file is to be submitted to the Client prior to project closeout. It is the Consultants responsibility to ensure that the requirements for all deliverables be applied to all Sub-Consultants and vendors.



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2. All supporting and originating data (calculations, graphs, data, pictures, drawings checks, tables, etc.) that are developed and incorporated into the deliverable documentation shall be included in Project history file.
3. All data collected as part of the Project and relating to the deliverables that have been organized into database tables and spreadsheets shall be included electronically as supporting data for the deliverable. This information will be incorporated into the project history file
4. The project history file will be submitted electronically in a logical file folder structure.

END OF APPENDIX F



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APPENDIX G – INFORMATION PROVIDED BY THE CITY

This schedule forms part of the contract for consulting services for **2026-RFP-011 / Climate Hazard Mapping: Phases 2 & 3**. The City will provide the following information to the Consultant:

1. Phase 1 Climate Hazard Mapping Report – 2025
2. Existing geotechnical report, borehole records, and related subsurface investigation data held by the City that informed the Phase 1 Report (to be provided upon contract award)
3. Relevant GIS datasets, including municipal base layers (to be provided upon contract award)
4. City of Iqaluit current General Plan By-law No. 898 and Zoning By-law No. 899
5. City of Iqaluit General Plan and Zoning By-law Background Report (for the new General Plan and Zoning By-law) – 2022
6. City of Iqaluit draft updates to the General Plan and Zoning By-law – 2026 (to be provided upon contract award)
7. Municipal Design Guidelines, City of Iqaluit – 2005 (or as amended)
8. Good Building Practices Guideline, Government of Nunavut – 2020

END OF APPENDIX G



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END OF RFP