

Request for Proposal:

Design of Permanent Food Processing Facility, Inuvik

Issued by:

Inuvialuit Regional Corporation (IRC)

107 Mackenzie Road

Inuvik, NT X0E 0T0

Deadline for submissions: November 19, 2025

Background

Inuvialuit Regional Corporation (IRC) was established in 1984 to manage the settlement outlined in the Inuvialuit Final Agreement (IFA) and to represent the collective interests of Inuvialuit. IRC's mandate is to continually improve the economic, social and cultural wellbeing of Inuvialuit through the implementation of the IFA and by all other available means. Today, IRC is made up of 53 organizations with 375 employees.

Objectives

The purpose of this RFP is to solicit proposals for the design of a permanent food processing facility located in Inuvik, NT.

The facility will be located on Industrial Road in Inuvik, adjacent to the current facility. <https://maps.app.goo.gl/4wkZQy6AXk4J5UbbA> Area and perimeter measurements are provided on the image below.



The successful consultant will work closely with IRC, the town of Inuvik, the Canadian Food Inspection Agency (CFIA) and other partners to develop and complete the project.

Scope of Work

The facility will process up to 100,000 pounds of fish and 100,000 pounds of wild game per year. Operations will run in tandem within the plant, meeting all CFIA guidelines.

Fish Processing Facility

- Capacity to process up to 100,000 pounds of fish per year
- Continuous water supply in a closed system, which is required to support operations for fish processing.
- Ability to filter and treat wastewater to be recirculated back through the processing facility.
- Both fresh and wastewater will need to be trucked in and out of the facility.
- Cold storage to receive raw materials and for finished products.

Game Processing Facility

- Ability to process up to 100,000 pounds of wild game per year
- Cold storage to receive raw materials and finished products with:
 - capacity to store up to 500 reindeer carcasses at a time in a controlled temperature environment, along with other products
 - Each carcass weighs roughly 100 pounds and measures four feet long by one foot wide.
- A rail system must be used through the facility. When the product comes in from external freezers, it must hang in the chiller unit to come down in temperature. From the chiller unit, carcasses make their way to the processing room, then to packaging and finally to the finished freezer units.

Additional Facility Requirements

- Tanks for water supply and wastewater with a treatment system to reuse the fish processing facility water.
- Office space to oversee both production lines.
- Receiving area close to cold storage for intake of raw materials.
- Shipping area close to cold storage for finished products.
- Mezzanine for additional office space.
- Break room / change room with lockers.
 - A change room/ breakroom will be sufficient. There will be 10 employees on the floors - five working on fish processing and five on meat processing. (No shower facilities are required).
- Retail space.

Competition Process

This is a one-stage, open competition for architects to provide a conceptional design of the facility. Preference will be given to beneficiaries of the Inuvialuit Trust in the Inuvialuit Settlement Region, but all are welcome to bid.

Any non-beneficiaries submitting a bid are encouraged to consult the [Inuvialuit Business List](#) and engage with local contractors as much as possible. Any subcontractors listed in the bid must be contacted to confirm availability.

Stage 1: Request for Proposals

Candidates are invited to submit proposals to be reviewed by the selection panel. The panel will select the contractor based on:

- design
- cost
- direct benefit to Inuvialuit beneficiaries and/or registration as an Inuvialuit business

Milestones

The following milestone schedule must be achievable to be considered for selection. All deadlines are 5pm MST on the respective date. Late proposals may be discarded.

Bid start: October 29, 2025

Clarification questions due: November 7, 2025

Bids close: November 19, 2025

Bid awarded: December 11, 2025

Should this project schedule need to be modified to meet the budget or logistical concerns of the project, the proponent should clearly identify this and provide an alternative project schedule targeting the completion date.

Submission Requirements

Only general contractors with an ability to provide a turn-key building, including all site preparation, permitting and construction will be considered.

Submit your proposal in two PDFs, each clearly labelled as follows:

File 1

Last Name First Name_file 1_Inuvik_Permanent_Food_Processing_Facility RFP

This file must include:

- a written proposal concept (maximum three pages)
- proposal concept sketches, renderings, design details and a site plan

File 2

Last Name First Name_file 2_Inuvik_Permanent_Food_Processing_Facility RFP

This file must include:

- a CV for each team member or a short summary of relevant experience working in northern climates
- contact details for two references (preferably from recent projects)
- up to 10 images of previous and relevant work, each with a caption including the title, materials, dimensions, location and commissioning body (if applicable)

Make sure both PDFs are clearly labelled with your name and the project name, as shown for File 1 and File 2 above.

Evaluation Criteria

Proposals will be evaluated based on:

- **Inuvialuit Business List (IBL) member:** Preference given to active members of the IBL.
- **Experience and qualifications:** Relevant past work and team credentials. *IRC may request documentation and certifications at any time.*
- **Project schedule, including milestones.**
- **Cost:** Open and transparent proposed pricing is expected on a fixed fee basis.
- **Proposal quality and feasibility**

Contact information

For inquires and submissions, please contact: procurement@inuvialuit.com

Subject Line: Permanent Food Processing Facility, Inuvik

During the bidding period and through to when the contract is awarded, the organization/individual shall not contact any employee of IRC, or any of its affiliates, for additional information, except in writing to procurement@inuvialuit.com.

NOTE

This RFP is not a call for tenders or a request for binding offers and no contractual or other legal obligations shall arise between IRC and any proponent as a result of the issuance of this RFP or the submission of any proposal in response to this RFP, until and unless IRC and a proponent enter into a contract for the work sought by IRC under this RFP.

For clarity and without limiting the foregoing, this RFP does not commit IRC in any way to treat proponents in any particular manner, to select a proponent, to proceed to negotiations with any proponent or to enter into any contract and IRC may reject any or all proposals, re-issue a new RFP or end this RFP process at any time, at its sole discretion.