



**RETURN BIDS TO /  
RETOURNER LES SOUMISSIONS À:**

**Parks Canada Agency, Bid Receiving Unit  
National Contracting Services**

**BID FAX : 1-855-983-1808**

**Bid Email / Courriel de soumission:**  
[soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca)

This is the only acceptable email address for responses to bid solicitation. Bids submitted by email directly to the Contracting Authority or to any other email address will not be accepted.

The maximum email file size is 15 megabytes. Parks Canada Agency (PCA) is not responsible for any transmission errors. Emails with links to bid documents will not be accepted.

**INVITATION TO QUALIFY  
INVITATION À SE QUALIFIER**

**Proposal to: Parks Canada Agency**

**Issuing Office :**

Parks Canada Agency  
National Contracting Services  
Gatineau, QC

<b>Title-Sujet</b> Stage 1 - Museum Re-Roofing, Alexander Graham Bell National Historic Site		
<b>Solicitation No. - No. de l'invitation</b> 5P468-23-0207/A		<b>Date:</b> October 19, 2023
<b>Client Ref. No. – No. de réf du client.</b> 2398		
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> November 2, 2023	<b>Time Zone - Fuseau horaire</b> ADT – HAA
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Christine Piché <a href="mailto:christine.piche@pc.gc.ca">christine.piche@pc.gc.ca</a>		
<b>Telephone No. - No de téléphone</b> 873-355-8841		<b>Fax No. – No de FAX:</b> <b>1-855-983-1808</b>
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction :</b>  See Herein – Voir aux présentes		

**TO BE COMPLETED BY THE BIDDER  
À ÊTRE COMPLÉTÉ PAR LE SOUMISSIONNAIRE**

<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>Name of person authorized to sign on behalf of the Vendor/Firm Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur</b>	
<b>Title - Titre</b>	
<b>Telephone No. - N° de téléphone:</b> _____	
<b>Email Address – Courriel :</b> _____	
<b>Signature</b>	<b>Date</b>

## **2 STAGE SELECTION PROCESS**

### **IMPORTANT NOTICE TO BIDDERS**

#### **TWO STAGE SELECTION PROCESS**

This is the first stage (Stage one) of a two-stage competition: the first stage will evaluate the qualifications of all bidders; second stage (Stage two) will invite the qualified bidders to provide a financial bid on the project based on the specifications and drawings. Upon award of contract in Stage Two the pre-qualification list will expire and will not be used in any other solicitation. The qualification list will expire within 180 days or upon award of a contract in Stage Two, whichever is earlier, and the prequalification list will not be used in any other solicitation.

#### **LIST OF PRE-QUALIFIED BIDDERS:**

A list of pre-qualified bidders from Stage One will not be released. Contract award notice of the successful bidder of Stage Two will be posted on [canadabuys.canada.ca](http://canadabuys.canada.ca)

#### **BIDS RECEIVED BY FAX AND EMAIL WILL BE ACCEPTED AS OFFICIAL.**

#### **BIDS RECEIVED IN-PERSON OR BY COURIER WILL NOT BE ACCEPTED.**

The only acceptable email address for responses to bid solicitations is [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca). Bids submitted by email directly to the Contracting Authority or to any email address other than [soumissionsami-bidsrpc@pc.gc.ca](mailto:soumissionsami-bidsrpc@pc.gc.ca) will not be accepted.

The only acceptable facsimile for responses to bid solicitations is 1-855-983-1808.

The maximum email file size that Parks Canada is capable of receiving is 15 megabytes. The Bidder is responsible for any failure attributable to the transmission or receipt of the emailed bid due to file size.

The Bidder should be cognisant of the size of the email as a whole, and not only the attachments. Please take into consideration that some attachments, when sent, may be resized during the email transfer. If the email size is too large, the Bidder should send the bid in multiple emails properly labeled with the solicitation number, project name, and indicate how many emails are included (ex. 1 of 2).

Emails with links to bid documents will not be accepted. Bid documents must be sent as email attachments.

#### **DIRECT DEPOSIT**

The Government of Canada has replaced cheques with direct deposit payment(s), an electronic transfer of funds deposited directly into a bank account. New vendors who are awarded a contract will be required to register their direct deposit information with Parks Canada to receive payment.

Additional information on this Government of Canada initiative is available at:  
<http://www.directdeposit.gc.ca>

## SPECIAL INSTRUCTIONS TO BIDDERS (SI)

### TWO STAGE SELECTION PROCESS

This is a two stage selection process. Bidders responding to this selection process are requested to submit a bid in two stage. Stage One bid covers only the qualifications and experience of the Bidder.

Following the evaluation of the submissions, Bidders will be advised of their qualification result and the status of the tender. Stage Two Bidders will be provided an INVITATION TO TENDER (ITT) for the financial evaluation in relation to the specifications and drawings. Please refer to sample ITT attached (Appendix 2). Please note that the ITT used in Stage 2 of this process will be a Single Envelope ITT with a Low Price Basis of Selection. The attached sample is only being provided for bidders to reference the General Conditions.

### ENQUIRIES DURING THE SOLICITATION PERIOD

1. Enquiries regarding this bid must be submitted in writing to the Contracting Officer named on the Invitation to Tender - Page 1 at e-mail address [christine.piche@pc.gc.ca](mailto:christine.piche@pc.gc.ca). Enquiries should be received no later than five (5) business days prior to the date set for solicitation closing to allow sufficient time to provide a response. Enquiries received after that time may result in an answer NOT being provided.
2. To ensure consistency and quality of the information provided to Bidders, PCA will examine the content of the enquiry and will decide whether or not to issue an amendment.
3. All enquiries and other communications related to this bid sent throughout the solicitation period must be directed ONLY to the Contracting Authority named in paragraph 1. above. Failure to comply with this requirement may result in the bid being declared non-compliant.

### STAGE 1

Appendix 1 – Stage One Qualification Requirements must be submitted **ONLY** to the PCA Bid Receiving Unit by the date, time and place indicated on page 1 of the Invitation to Qualify. The PCA will not assume responsibility for submissions directed to any other location.

Submissions received by fax and email will be accepted as official and must meet the following requirements:

- a. Must satisfy Appendix 1 - Stage One Qualification Requirements and should include the completed front page of the Request for Qualifications.
- b. Must indicate:
  - Solicitation number
  - Name of Bidder

The first page of all amendment(s) that have been duly signed/initialed verifying proof of receipt or written acknowledgement of receipt of amendments should be submitted with the bid but may be submitted afterwards. If any amendment(s) are not acknowledged as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the documentation within the time frame specified will render the bid non-responsive.

### COMPLETION OF SUBMISSION

The Bidder shall base the submission on the applicable documents listed in the Special Instructions to Bidders. It is the responsibility of the Bidder to obtain clarification on any terms, conditions or technical requirements contained in this document.

### DEBRIEFINGS

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within fifteen (15) working days of receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

## APPENDIX 1 – STAGE ONE QUALIFICATION REQUIREMENTS

### DESCRIPTION:

The project will be carried out at the Alexander Graham Bell Museum in Baddeck, Nova Scotia. The project will involve the removal and disposal of existing low slope ("flat" (less than 1 in 20 slope)) roofing systems and supply and installation of new low slope roofing systems.

The number of roofs, roof types and sizes of roofs is subject to change. Generally, the construction is expected to include:

- Labour, plant, material, tools, construction machinery and equipment, water, heat, light, power, transportation and other facilities and services required to perform the work.
- Removal of existing low slope roofing systems including but not limited to vapour barrier, insulation, roofing membrane, and flashings.
- Appropriate disposal of existing roofing systems.
- Roof deck repair as required.
- Work required to accommodate / incorporate roof top mechanical equipment, plumbing stacks, etc.
- Supply and installation of new roofing systems including but not limited to vapour barrier, insulation, roofing membrane, flashings, and interfacing requirements with adjacent surfaces.
- Provision of storm water management by way of roof drains and/or scuppers and/or gutters and downspouts.
- The work involves multiple activities and must be performed by a Contractor capable of conducting careful coordination and quality control. Furthermore, the Contractor shall be responsible for Occupational Health and Safety on site including safe work at heights.

Bidder Instructions: The Bidder is requested to respond to the Stage One Evaluation Criteria using the tables below.

### BASIS OF SELECTION:

A submission must comply with the mandatory requirements to be declared responsive in Stage One.

### MANDATORY REQUIREMENTS:

At Stage One bid closing time, the Bidder must:

- a) comply with the following Mandatory Requirements; and
- b) provide the necessary documentation to support compliance.

All Mandatory requirements should be completed and submitted prior to closing with sufficient detail to demonstrate compliance. Failure to demonstrate compliance with all mandatory requirements via the original submission, may result in the submission being deemed non-responsive. At any time in the evaluation stage should PCA officials identify any minor irregularities or omissions the Contract Authority may inform the proponent of a time frame within which to provide a clarification or missing information. Failure to comply with the request of the Contracting Authority within the time frame provided will render the submission non-responsive.

Select a **maximum** of two (2) reference projects undertaken by the Bidder within the last ten (10) years for each **mandatory** requirement. A response to each **mandatory requirement** is required. Only the first two (2) projects listed for each, in sequence, will receive consideration and any others will not receive consideration.

The same projects can be used for multiple mandatory requirements providing each response is relevant to the requirement.

The evidence provided by the bidder may be verified. PCA reserves the right to verify information for completeness and accuracy and to confirm reference satisfaction with services provided.

Bidders are requested to indicate (Yes/No) in the right column below, however simply stating Yes is not sufficient. The Bidder must provide substantiation as outlined in the mandatory requirements.

#	Mandatory Requirements	Met (Yes/No)
M1	<p>By the closing date of this pre-qualification, the Bidder must have substantially completed <b><u>two (2) construction projects that involved re-roofing of existing low-slope ("flat") (less than 1 in 20 slope) building roofs</u></b> in the last <b><u>ten (10)</u></b> years.</p> <p>The projects must have been in the public sector (i.e. work completed for a federal, provincial/territorial or municipal government client).</p> <p>The Bidder must have been the Prime Contractor and not have been retained to complete the work under sub-contract.</p> <p>Each of the relevant construction projects must have been at least \$100,000 in value (excluding taxes)</p> <p>The bidder must provide a client reference (name of client, name of client representative and their position, contact information) for each project. The client references will be used for fact verification only.</p> <p><b>Note: The Bidder must provide substantiation of above Mandatory Requirement using Project 1, Project 2 and Project 3 Tables below (use extra pages if necessary).</b></p>	

<b>PROJECT 1:</b>		<b>Met (Yes/No)</b>
<b>Project Title:</b>		
<b>Project Location:</b>		
<b>Client (Owner or General Contractor if sub-contract):</b>		
<b>Project Start Date (YYYY/MM/DD):</b>	<b>Project Substantial Completion Date (YYYY/MM/DD):</b>	
Was this project substantially completed in the past ten (10) years? ____ Yes or ____ No		
Did the project involve removal and disposal of existing low slope roofing system (above structural deck)? ____ Yes or ____ No		
Did the project involve installation of new roofing vapour barrier, roofing insulation, and low slope roofing membrane (e.g.: 2-ply modified bitumen roofing membrane or other low slope roofing membrane)? ____ Yes or ____ No		
Did the project include storm water management such as roof drains and/or scuppers, and/or gutters and downspouts? ____ Yes or ____ No		
Was the project Publicly funded? ____ Yes or ____ No		
Provide a client reference. This can be an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented. Where the work was done under sub-contract, the contact information for the General (Prime) Contractor is acceptable. <b>Name:</b> <b>Email:</b> <b>Phone #:</b>		
Cost of project work that involved re-roofing of existing low-slope ("flat") (less than 1 in 20 slope) building roofs \$ _____ (must be at least \$100,000 excluding taxes)		
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>		

<b>PROJECT 2:</b>		<b>Met (Yes/No)</b>
<b>Project Title:</b>		
<b>Project Location:</b>		
<b>Client (Owner or General Contractor if sub-contract):</b>		
<b>Project Start Date(YYYY/MM/DD):</b>	<b>Project Substantial Completion Date (YYYY/MM/DD):</b>	
<b>Was this project substantially completed in the past ten (10) years? ____Yes or ____No</b>		
<b>Did the project involve removal and disposal of existing low slope roofing system (above structural deck)? ____Yes or ____No</b>		
<b>Did the project involve installation of new roofing vapour barrier, roofing insulation, and low slope roofing membrane (e.g.: 2-ply modified bitumen roofing membrane or other low slope roofing membrane)? ____Yes or ____No</b>		
<b>Did the project include storm water management such as roof drains and/or scuppers, and/or gutters and downspouts? ____Yes or ____No</b>		
<b>Was the project Publicly funded? ____Yes or ____No</b>		
Provide a client reference. This can be an Owner's or Owner's Representative's name, email and phone number for authentication/verification of information presented. Where the work was done under sub-contract, the contact information for the General (Prime) Contractor is acceptable. <b>Name:</b> <b>Email:</b> <b>Phone #:</b>		
Cost of project work that involved re-roofing of existing low-slope ("flat") (less than 1 in 20 slope) building roofs \$ _____ (must be at least \$100,000 excluding taxes)		
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>		

Solicitation No. - N° de l'invitation  
5P468-23-0207/A

Amd. No. - N° de la modif.  
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Contracting Authority - Autorité contractante  
Christine Piché

Client Ref. No. - N° de réf. du client  
2398

File Name - Nom du dossier  
Stage 1 - Museum Re-Roofing, Alexander Graham Bell National Historic Site

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**APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)**

**(ATTACHED SEPARATELY)**