



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Parks Canada Agency, Bid Receiving Unit
National Contracting Services

Bid Fax: 1-855-983-1808

Bid Email: 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

Proposal to: Parks Canada Agency

Issuing Office :

Parks Canada Agency
National Contracting Services
Cornwall, Ontario, K6H 6S2

Title-Sujet Stage 1 - Operations Building Roof Replacement - Terra Nova National Park		
Solicitation No. - No. de l'invitation 5P468-24-0046/A	Date: June 27, 2024	
Client Ref. No. – No. de réf du client. n/a		
Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le July 09, 2024	Time Zone - Fuseau horaire HAA - ADT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Inquiries to: - Adresser toute demande de renseignements à : Sheldon Lalonde sheldon.lalonde@pc.gc.ca		
Telephone No. - No de téléphone 343-585-3836		Fax No. – No de FAX: 1-855-983-1808
Destination of Goods, Services, and Construction: Destinations des biens, services et construction : See Herein – Voir aux présentes		

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

Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur	
Address - Adresse	
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	
Title - Titre	
Telephone No. - N° de téléphone: _____	
Email Address – Courriel : _____	
Signature	Date

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.

Parks Canada reserves the right to re-issue Stage One via a /B solicitation if it is determined there is insufficient competition to proceed with Stage Two. Bidders that have qualified in Stage One /A will not be required to resubmit on the Stage One /B. Bidders that failed to demonstrate compliance on the Stage One /A may resubmit and will be considered in Stage One /B.

Stage Two Bidders will be provided an INVITATION TO TENDER (ITT) for the financial evaluation in relation to the specifications and drawings. The attached sample is only being provided for bidders to reference the General Conditions.

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

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. Bids submitted by email directly to the Contracting Authority or to any email address other than 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.

SPECIAL INSTRUCTIONS TO BIDDERS (SI)

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 sheldon.lalonde@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:

5P468-24-0046/A Stage 1 - Operations Building Roof Replacement - Terra Nova National Park

Parks Canada requires a contractor for a roof replacement project at the Operations Building, located in Terra Nova National Park, near Glovertown, Newfoundland. The project will involve the removal and disposal of the existing pitch and gravel roofing system and supply and installation of new asphalt shingles on approximately 75% of roof (1 in 8 slope), and new low slope 2-ply modified bituminous roofing system on approximately 25% of roof (flat).

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 pitch and gravel roofing system including but not limited to vapour barrier, insulation, roofing membrane, and flashings.
- Removal and replacement of fascia boards as required.
- Installation of new continuous eave vent and ridge vent.
- Removal and replacement of aluminum fascia system.
- Roof deck repair as required.
- Appropriate disposal of existing roofing systems and all demolition/construction debris.
- 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, shingles, eave protection, flashings, and interfacing requirements with adjacent surfaces.
- Provision of storm water management by way of 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 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 two (2) reference projects, in sequence, will receive consideration and any other provided projects will not receive consideration.

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.

The Bidder must provide substantiation as outlined in the mandatory requirements. Simply stating 'Yes' is not sufficient.

#	Mandatory Requirements
M1	<p>By the closing date of this prequalification, the Bidder must have substantially completed two (2) construction projects that involved re-roofing of existing low slope building roofs in the last ten (10) years.</p> <p>Projects are preferably, but not necessarily, been carried out in the public sector (i.e., work carried out for a federal, provincial/territorial, or municipal government client).</p> <p>Bidders must demonstrate they have met all the below mandatory experience criteria. This can be demonstrated amongst the breadth of experience in the two (2) reference projects provided:</p> <ul style="list-style-type: none">• removal and disposal of existing low slope roofing system (above structural deck);• installation of new roofing vapour barrier, roofing insulation, and low slope roofing membrane;• storm water management such as gutters and downspouts. <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>Note: The Bidder must provide substantiation of above Mandatory Requirement using Project 1, and Project 2 Tables below (use extra pages if necessary).</p>

FORM – PROJECT 1

PROJECT 1:	
Project Title:	
Project Location:	
Client (Owner or General Contractor if sub-contract):	
Project Start Date (YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):
Was this project substantially completed in the past 10 years? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Did the project involve removal and disposal of existing low slope roofing system (above structural deck)? <input type="checkbox"/> Yes or <input type="checkbox"/> 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)? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Did the project include storm water management such as gutters and downspouts? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Provide a client reference. This can be an Owner's or Owner's Representative's name, email and phonenumber for authentication/verification of information presented. Where the work was done under sub- contract, the contact information for the General (Prime) Contractor is acceptable. Name : Email : Phone #:	
Total Value of Project \$ _____ (must be at least \$100,000 excluding taxes)	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, and relevance as defined by the scope elements listed herein, etc.)	

(use extra pages if necessary)

FORM – PROJECT 2

PROJECT 2:	
Project Title:	
Project Location:	
Client (Owner or General Contractor if sub-contract):	
Project Start Date (YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):
Was this project substantially completed in the past 10 years? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Did the project involve removal and disposal of existing low slope roofing system (above structural deck)? <input type="checkbox"/> Yes or <input type="checkbox"/> 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)? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Did the project include storm water management such as gutters and downspouts? <input type="checkbox"/> Yes or <input type="checkbox"/> No	
Provide a client reference. This can be an Owner's or Owner's Representative's name, email and phonenumber for authentication/verification of information presented. Where the work was done under sub- contract, the contact information for the General (Prime) Contractor is acceptable. Name : Email : Phone #:	
Total Value of Project \$ _____ (must be at least \$100,000 excluding taxes)	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, and relevance as defined by the scope elements listed herein, etc.)	

(use extra pages if necessary)

Solicitation No. - N° de l'invitation
5P468-24-0046/A
Client Ref. No. - N° de réf. du client
n/a

Amd. No. - N° de la modif.
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File Name - Nom du dossier
Stage 1 - Operations Building Roof Replacement - Terra Nova National Park

Contracting Authority - Autorité contractante
Sheldon Lalonde

APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)

(ATTACHED SEPARATELY)