



**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

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

Vendor/Firm Name and Address
Raison sociale et adresse du fournisseur/de l'entrepreneur

Issuing Office :

Parks Canada Agency
National Contracting Services
Québec, QC, G1R 3Z8

Title-Sujet Stage 1 – Forillon National Park – Installation of signs at the approaches to the Route 132/CO access road intersection		
Solicitation No. - No. de l'invitation 5P468-23-0100A		Date: June 28, 2023
Client Ref. No. – No. de réf du client. 2022-18 – PR 10230812		
Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le July 20, 2023	Time Zone - Fuseau horaire EDT - HAE
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 : Annik Piché Annik.piche@pc.gc.ca		
Telephone No. - No de téléphone (581) 398-3489		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.

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.

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.

OPTIONAL SITE VISIT

1. There will be an optional site visit on **July 5, 2023 at 10:00 AM** Local time. Interested bidders are to meet at the Forillon Park Operations Centre at 1501 Forillon Blvd, Gaspé, QC, G4X 6M1.
2. Bidders are requested to communicate with the Contracting Authority annik.piche@pc.gc.ca **24H** before the optional site visit to confirm attendance and provide the name(s) of the person(s) who will attend. Bidders may be requested to sign an attendance sheet. Bidders who do not attend or do not send a representative will not be given an alternative appointment but they will not be precluded from submitting a bid. Any clarifications or changes to the bid solicitation resulting from the site visit will be included as an amendment to the bid solicitation.

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 Annik.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.

Solicitation No. - N° de l'invitation
5P468-23-0100/A

Amd. No. - N° de la modif.
000

Contracting Authority - Autorité contractante
Annik Piché

Client Ref. No. - N° de réf. du client
2022-18 PR 10230812

File Name - Nom du dossier
Phase 1 – Forillon National Park – Installation of signs at the approaches to the Route 132/CO
access road intersection

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 1 QUALIFICATION REQUIREMENTS

DESCRIPTION:

Parks Canada requires the services of a contractor to install new signs at the approaches to the intersection of provincial highway 132 and the access road to the Forillon Park operational centre, between Cap-aux-Os and Penouille. These signs identify the operations centre and other Forillon Park facilities.

Parks Canada has already contracted a consulting engineering firm to design the plans and specifications for installing the signs. Parks Canada has also acquired the signs. With these steps now completed, Parks Canada is moving forward with installing the signs.

Construction activities will generally include clearing trees when necessary; installing signs at the locations shown on plans, including excavation, backfilling, structure preparation, granular base, traffic management; removing existing vertical signs; supplying and installing materials required for sign installation; all surface repairs; road cleaning and maintenance during the work; traffic and sign maintenance.

The main features of the signs are:

- New signs made up of extrusions and removable aluminum panelling.
- Three (3) signs ranging in size from 3.2 m x 2.4 m to 5.1 m x 1.5 m.
- These three (3) signs are each mounted on three (3) wooden posts measuring 200 mm x 200 mm, and these posts are installed on concrete bases.
- One (1) sign is 2.4 m x 1.0 m, and is mounted on four (4) L6X-Type 4 small sign posts.

1. The work will be carried out outside the boundaries of Forillon Park, along provincial highway 132, between Cap-aux-Os and Penouille. This is a very busy area for visitors to the park, open from early June to mid-October.
2. The work covered by this contract includes, but is not limited to, supplying all materials, labour, tools and equipment for the complete installation of the traffic signs. Specifically, the project should include, but not be limited to, the following components:
 1. Coordination of the work schedule according to site occupancy.
 2. Supply and installation of all required environmental protection measures.
 3. Provision and maintenance of traffic and signage management and control for the duration of the project. The construction zone is located in an area mainly frequented by motorists, but sometimes cyclists and pedestrians as well, and where Forillon Park facilities are located nearby.
 4. Transport and disposal of surplus materials (excavation residue) outside the park.
 5. Restoration of all impacted areas at the end of construction.
 6. Keeping roads clean and dust-free throughout the project.
3. All work must be performed in accordance with applicable federal, provincial and municipal regulations for the agencies that have jurisdiction over the work. The work is subject to the National Parks Act and its regulations, the Canadian Environmental Protection Act, the Canada Labour Code and Québec's Act respecting occupational health and safety.
- .4 Work must be completed five (5) weeks after contract award. We estimate the start of these five (5) weeks period by mid-late September.

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.

O1: Phase 1 - Qualification form

Bidder achievements and identified key subcontractors on road construction and municipal infrastructure projects.

Select two (2) reference projects undertaken by the bidder within the last ten (10) years that demonstrate substantial completion in the civil engineering, municipal infrastructure and highway or road construction sectors. These projects are preferably, but not necessarily, in the public sector (i.e., work done for a federal, provincial, territorial or municipal government client).

The same projects can be used for multiple mandatory requirements providing each response is relevant to the requirement. A response is required for each **mandatory 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 and time of this prequalification, the bidder must have substantially completed two (2) construction projects within the past 10 years that demonstrate a similar size and scope to the project in question, valued at \$70,000 or more. These projects are preferably, but not necessarily, in the public sector (i.e., work done for a federal, provincial, territorial or municipal government client).</p> <p>Of the two (2) projects required, at least one (1) must demonstrate the following:</p> <ul style="list-style-type: none"> - Construction of road infrastructure in tourist or high-traffic areas. <p>Bidders must demonstrate that they meet all the mandatory experience criteria below. This can be demonstrated by the amount of experience in the two (2) reference projects provided;</p> <ul style="list-style-type: none"> - Management of excavation and earthworks sites (construction work involving digging, moving, compacting and levelling earth or granular materials, including work on small engineering structures and the construction of streets, highways or roads in earth and granular materials, including ditches). - Experience managing, controlling and maintaining traffic, managing users near the worksite and keeping worksites clean in areas with high foot traffic. <p>The bidder must provide client references (client name, name of client representative and position, contact information) for each project. Client references will only be used for fact-checking purposes.</p> <p>Note: The bidder must provide supporting documents related to the mandatory requirements listed above using the tables for project 1 and project 2 below (use additional pages if necessary).</p>	

FORM – PROJECT 1

PROJECT 1:		Met (Yes/No)
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? ____ Yes or ____ No		
<p>Did this project include road construction in a tourist, pedestrian or high-traffic area in North America?</p> <p>____ Yes or ____ No If yes, please describe in sufficient detail to demonstrate compliance.</p> <p>Did this project involve road construction in North America similar in scope and scale to this project?</p> <p>____ Yes or ____ No</p> <p>In the project description, identify and describe in sufficient detail which of the following elements were included in the sample project.</p> <ul style="list-style-type: none"> - Managing excavation and earthworks construction sites - Experience in managing traffic and users near the worksite and keeping worksites clean in areas with high foot traffic. 		
<p>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.</p> <p>Name:</p> <p>Email:</p> <p>Phone #:</p>		
Total project value \$ _____ (must be at least \$70,000)		
Briefly describe the project (i.e.: cost, scope, size, specific features and relevance as defined by the scope elements listed here, etc.).		

(use additional pages if necessary)

FORM – PROJECT 2

PROJECT 2:		Met (Yes/No)
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? ____ Yes or ____ No		
<p>Did this project include road construction in a tourist, pedestrian or high-traffic area in North America?</p> <p>____ Yes or ____ No If yes, please describe in sufficient detail to demonstrate compliance.</p> <p>Did this project involve road construction in North America similar in scope and scale to this project?</p> <p>____ Yes or ____ No</p> <p>In the project description, identify and describe in sufficient detail which of the following elements were included in the sample project.</p> <ul style="list-style-type: none"> - Managing excavation and earthworks construction sites - Experience in managing traffic and users near the worksite and keeping worksites clean in areas with high foot traffic. 		
<p>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.</p> <p>Name: Email: Phone #:</p>		
Total project value \$ _____ (must be at least \$70,000 excluding taxes)		
Briefly describe the project (cost, scope, size, specific features and relevance as defined by the scope elements listed here, etc.).		

(use additional pages if necessary)

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APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)

(ATTACHED SEPARATELY)