



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

Bid Receiving/Réception des  
soumissions

Procurement Hub | Centre  
d'approvisionnement  
Fisheries and Oceans Canada |  
Pêches et Océans Canada

**Email / Courriel :** [DFO.tenders-  
soumissions.MPO@dfo-mpo.gc.ca](mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca)

**REQUEST FOR  
QUALIFICATIONS / DEMANDE  
DE QUALIFICATION**

Comments: - Commentaires :

<b>Title / Titre</b> Shoreline Protection Repairs Musgrave Harbour, NL		<b>Date</b> July 18, 2023
<b>Solicitation No. / N° de l'invitation</b> 30004607		
<b>Client Reference No. / No. de référence du client(e)</b> 30004607		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2 :00pm EST (Eastern Standard Time / HNE (Heure Normale de l'Est) <b>On / le :</b> August 2, 2023		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci- inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to / Adresser toute demande de renseignements à :</b> Marie-France Chrétien <b>Email / Courriel:</b> <a href="mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca">DFO.tenders-soumissions.MPO@dfo- mpo.gc.ca</a> <b>c.c. email / courriel :</b> <a href="mailto:marie-france.chretien@dfo-mpo.gc.ca">marie-france.chretien@dfo-mpo.gc.ca</a>		

<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>
<b>Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



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## IMPORTANT NOTICE TO BIDDERS

### TWO PHASE SELECTION PROCESS

This is the first phase (Phase 1) of a two-phase competition: the first phase will evaluate the qualifications of all bidders; second phase (Phase 2) will invite the qualified bidders to provide a financial bid on the project based on the specifications and drawings. Upon award of contract in Phase Two the pre-qualification list will be terminated, no additional contracts will be awarded.

### DEBRIEFING

Should a bidder desire a debriefing, the bidder should contact the person identified on the front page of the Request for Qualifications within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

### CONDITIONAL SET-ASIDE UNDER THE FEDERAL GOVERNMENT PROCUREMENT STRATEGY FOR INDIGENOUS BUSINESS (PSIB)

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory ([Indigenous Business Directory](#)).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

### LIST OF PRE-QUALIFIED BIDDERS

A list of pre-qualified bidders from Phase 1 will not be released. Contract award notice of the successful bidder of Phase Two will be posted on [CanadaBuys](#).



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## INSTRUCTIONS TO BIDDERS

1. This is a two phase selection process. Bidders responding to this selection process are requested to submit a bid in two phases. Phase 1 bid covers only the qualifications and experience of the Bidder. Following the evaluation of the submissions, Bidders will be advised of their standings. Pre-Qualified Bidder(s) will advance to Phase Two. Bidders will be sent via email an Invitation to Tender (ITT) including the specification and drawings for the financial evaluation in relation to the requirement.
2. **ENQUIRIES:** All enquiries are to be submitted in writing to the Contracting Authority at [DFOtenders-soumissionsMPO@dfo-mpo.gc.ca](mailto:DFOtenders-soumissionsMPO@dfo-mpo.gc.ca) .

Enquiries are to be made in writing and should be received no less than **seven (7) working days** prior to the closing date to allow sufficient time to respond.

3. **Qualification Submittal** - Appendix 2 – Phase 1 Qualification Form must be submitted **ONLY** to the Fisheries and Oceans Canada by the date, time and place indicated on page 1 of the Request for Qualifications. Fisheries and Oceans Canada will not assume responsibility for submissions directed to any other location.

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by Fisheries and Oceans Canada. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for Fisheries and Oceans Canada to receive the proposal by the closing period indicated in the Phase 1 – Request for Qualifications. Emails with links to bid documents will **not** be accepted.

For bids transmitted by email, Fisheries and Oceans Canada will not be responsible for any failure attributable to the transmission or receipt of the email bid.

Bids transmitted by facsimile to Fisheries and Oceans Canada will not be accepted.

4. Appendix 2 – Phase 1 Qualification Form, **front page of the Request for Qualifications** and any required associated document(s) shall be submitted by email as a pdf attachment with the following information clearly typed in the subject line:
  - Phase 1 Qualification Form; and
  - Solicitation Number.

Any clarifications or changes to the Phase 1 – Request for Qualifications will result in an addendum being posted on the CanadaBuys will be included as an amendment to the Request for Qualifications to the bid solicitation. The first page of all addendum(s) that have been duly signed/initialed verifying proof of receipt or written acknowledgement of receipt of addendum(s) should be submitted with the bid but may be submitted afterwards. If any addendum(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.



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## APPENDIX 1 - DESCRIPTION OF PROJECT – STATEMENT OF WORK

Shoreline Protection Repairs Musgrave Harbour, NL  
C2-00586

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The scope of work for this project is the provision of construction activities for the shoreline protection repairs at Musgrave Harbour, NL, subject to all terms and conditions of the Contract.

In general, the work under this contract consists of, but will not necessarily be limited to, the following:

- .1 Complete removal of the existing armour stone in the location noted on the drawings to facilitate new work. Note that the existing stones removed can be re-used in the new work if it meets the size and requirements specified. Salvage, stockpile and sort all existing stones to be re-used. Excess stones, or stones that do not meet the specified requirements, to be disposed of on-site at a location approved by the Departmental Representative.
- .2 Remove existing topsoil and grass along shoulder of road and toe of armour stone, as indicated on the drawings.
- .3 Supply and install new rock core, geotextile, filter stone and armour stone, as shown on the drawings.
- .4 Regrade, level and compact existing road shoulder, as indicated on the drawings. Supplement with and install granular base if required.
- .5 Contractor shall contact NF Power prior to start of work to obtain an Energized Power Line Permit. Coordinate all work with NF Power and ensure all requirements for working near poles and power lines are met.
- .6 This is an active fishing site, therefore, contractor shall coordinate work as necessary as not to disrupt ongoing activities in the uplands area. Maintain full vehicle and vessel access to adjacent roadways and wharfs at all times. Provide and maintain temporary traffic control devices with flag operators, if required, to approval of Departmental Representative and all other governing authorities.

### FAMILIARIZATION WITH SITE

Before submitting a bid, it is recommended that bidders visit the site and its surroundings, at their own expense and schedule, to review and verify the form, nature and extent of the work, materials necessary for the completion of the works, the means of access to the site, severity, exposure and uncertainty of weather, soil conditions, any accommodations they may require, and in general shall obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. No allowance shall be made subsequently in this connection on account of error or negligence to properly observe and determine the conditions that will apply.

Contractors, bidders, or those they invite to site are to review specification Section 01 35 28 – Health and Safety Requirements before visiting site. Take all appropriate safety measures for any visit to site, either before or after acceptance of bid.

The period of work will be from contract awarded for a period of 20 weeks.

### APPENDIX 2 – PHASE 1 QUALIFICATION FORM



The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Cell: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

Bidder Instructions: The Bidder is requested to respond to the Phase 1 Evaluation Criteria using the table below.

**MANDATORY REQUIREMENTS**

At Phase 1 bid closing time, the Bidder must:

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

Phase 1 – Qualification Form mandatory requirements, as described below, all mandatories **MUST** be included with the bidder's submission at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the submission will be deemed non responsive.

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.

No.	Mandatory Criteria	Meets Criteria (✓)
<b>M1</b>	<p>Suppliers must provide two (2) reference projects undertaken by the supplier within the last seven (7) years relating to marine construction. Supplier to provide:</p> <ul style="list-style-type: none"> <li>- Project Title</li> <li>- Project Location</li> <li>- Project start and end date (month and year)</li> <li>- Brief description of the project (i.e.: cost and scope)</li> <li>- Verifier's contact information (i.e.: name, email, phone number)</li> </ul> <p>Note: Please provide justification for the mandatory requirement above using the tables for project 1 and project 2 below.</p>	



Mandatory 1 (Project 1):	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past seven (7) years? ___ Yes or ___ No	
Was this project a **commercial construction project? ___ Yes or ___ No	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)	

Mandatory 1 (Project 2):	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____ Yes or _____ No	
Was this project a **commercial construction project? _____ Yes or _____ No	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)	



### **APPENDIX 3 - BID SUBMISSION CHECK LIST**

#### **Submission of Bid:**

- Front page of the Request for Qualifications:** completed and signed
- Appendix 2 – Phase One Qualification Form:** completed
- Front page of Addendum(s) (if applicable):** signed or initialed

**To be submitted by the date, time and place indicated on page 1 of the bid solicitation.**