



**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
Winnipeg, Manitoba R3B 0R9

Title-Sujet Stage 1 - Castle Campground Rehab (Phase 3), Banff National Park		
Solicitation No. - No. de l'invitation 5P468-23-0182/A		Date: 2023-09-19
Client Ref. No. – No. de réf du client. 23-1590		
Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le 2023-10-11	Time Zone - Fuseau horaire MDT - HAR
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 : Alison Guilford alison.guilford@pc.gc.ca		
Telephone No. - No de téléphone 204-390-7234		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

IMPORTANT NOTICE TO BIDDERS

TWO STAGE SELECTION PROCESS

This is the first stage (Stage 1) of a two-stage competition: the first stage will evaluate the qualifications of all bidders; second stage (Stage 2) will invite the qualified bidders to provide further qualifications and a financial bid on the project based on the specifications and drawings. Upon award of contract in Stage 2 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 2, 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 1 will not be released. Contract award notice of the successful bidder of Stage 2 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 1 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 2 Bidders will be provided an INVITATION TO TENDER (ITT) for further qualification and 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 Two-Envelope ITT with both a technical evaluation component and price evaluation component. The attached sample is only being provided for bidders to reference the General Conditions.

BIDDERS' CONFERENCE

A bidders' conference will be held via teleconference on **Wednesday, October 4, 2023**. The conference will begin at **10:00 am (MDT)**. The scope of the requirement outlined in the bid solicitation will be reviewed during the conference and questions will be answered. It is recommended that bidders who intend to submit a bid participate.

Bidders are requested to communicate with the Contracting Authority before the conference to confirm participation and obtain the dial-in coordinates. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be participating and a list of issues they wish to table no later than Friday, September 29, 2023 at 1:00 pm (MDT).

Any clarifications or changes to the bid solicitation resulting from the bidders' conference will be included as an amendment to the bid solicitation. Bidders who do not participate will not be precluded from submitting a bid.

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 alison.guilford@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 1 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 1 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 1 QUALIFICATION REQUIREMENTS

DESCRIPTION:

Parks Canada requires a Contractor to perform the work of the contract, including but is not limited to labour, materials, and equipment, for the Castle Campground Rehabilitation (Phase 3) project. The work consists of the installation of new campground water distribution pipes (tie-ins from existing stubs); sanitary force main and septic field; the decommissioning of existing overhead power and installation of new underground conduit (including directional drilling at creek); coordination with Fortis for new service installation and energization; tie-ins at existing new washroom building; box culverts installation; and site restoration works.

Construction:

1. Water Distribution:
 1. Clearing as required along the proposed alignment.
 2. Supply/install new underground water distribution lines throughout the campground from the existing washroom building stubs.
 3. Supply/install new standpipes for access to potable water.
 4. Supply/install new water drain manholes at the pipe ends for seasonal draining.
2. Septic System:
 1. Clearing as required along the proposed alignment.
 2. Supply/install of low-pressure sanitary force main from the existing septic tank to the new septic field including cleanouts and protective casings at road crossings.
 3. Supply/install new Advanced Enviro-Septic septic field system including excavation and removal of unsuitable material; placement, installation and testing of all materials to construct the system.
3. Electrical System:
 1. Clearing as required along the proposed alignment.
 2. Supply/install new underground conduit from tie in point to an existing building including a section of directional drilling installation at creek crossing.
 3. Coordination with Fortis to complete installation of wiring within the conduit and energization.
 4. Decommission overhead electrical lines and remove existing power poles.
 5. Coordination with Fortis to complete installation and energize transformer. Tie ins to existing washroom building.
4. Culvert upgrades:
 1. Remove and dispose of existing CSP culverts.
 2. Supply/install new concrete box culverts partially filled with river rock to match the existing creek bed inverts.
 3. Protection of the creek during construction.
5. Roadworks:
 1. Reinstatement of asphalt roadway where asphalt was removed for the infrastructure installation.
6. Site Restoration:
 1. Re-grading of areas disturbed by the installation works.
 2. Installation of trails, topsoil, plantings, seed, hydro-mulching, protective fencing, and small berms to provide natural looking undulations in the surface.
 3. Restoration of all areas disturbed by construction activities including affected roadway, and vegetated areas.
 4. Non-native vegetation control and landscape maintenance of all restoration areas.
7. Other:
 1. Commissioning of all systems, operation and maintenance details and facilitating training of Parks Canada staff.

Bidder Instructions: The Bidder is requested to respond to the Stage 1 Evaluation Criteria using the tables below.

BASIS OF SELECTION:

A submission must comply with the mandatory requirements to be declared responsive in Stage 1.

MANDATORY REQUIREMENTS:

At Stage 1 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.

For mandatory requirements M1 and M2, select a **maximum** of two (2) reference projects for each mandatory requirement undertaken by the Bidder within the last six 6 years. For mandatory requirement M3, select one (1) reference project undertaken by the Bidder within the last six 6 years. A response to each **mandatory requirement** is required. Only the first two (2) projects listed for M1 and M2, and one (1) project for M3, 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 <u>two (2) projects of similar scope and scale in the last 6 years</u> that demonstrates usage and coordination of multiple construction disciplines, with the Bidder having functioned as the Prime Contractor responsible for the coordination of multiple specialized sub-contractors. Each reference project scope must include underground utility installation.</p> <p>The projects preferably but need not necessarily 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 to have been retained as a sub-contractor to complete this work.</p> <p>The component of the project completed by the bidder must have been at least <u>\$400,000</u> 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:</p> <ul style="list-style-type: none"> • provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below (use extra pages if necessary). • outline the scope of work, total cost of the work, schedule, location of work, project challenges and risk mitigations. 	

	<ul style="list-style-type: none"> list the types of sub-contractors, service providers and labour categories that were utilized on the project. 	
<p>M2</p>	<p>By the closing date of this pre-qualification, the Bidder must have substantially completed <u>two (2) projects that included Septic Field Installations in the last 6 years.</u></p> <p>The projects preferably but need not necessarily have been in the public sector (i.e. work completed for a federal, provincial/territorial or municipal government client).</p> <p>The Bidder may have been the Prime Contractor or retained as a sub-contractor to complete this component.</p> <p>The component of the project completed by the bidder related to <u>septic field installation</u> must have been at least <u>\$40,000</u> 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 3 and Project 4 Tables below (use extra pages if necessary).</p>	
<p>M3</p>	<p>By the closing date of this pre-qualification, the Bidder must have substantially completed <u>one (1) project scope that included horizontal drilling at a waterway crossing in the last 6 years.</u></p> <p>The project preferably but need not necessarily have been in the public sector (i.e. work completed for a federal, provincial/territorial or municipal government client).</p> <p>The Bidder may have been the Prime Contractor or retained as a sub-contractor to complete this component.</p> <p>The component of the project scope completed by the bidder related to <u>horizontal drilling at a waterway</u> must have been at least <u>\$30,000</u> 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 Table 5 below (use extra pages if necessary).</p>	

PROJECT 1 (M1):		Met (Yes/No)
Project Title:		
Project Location:		
Client (ou Owner):		
Project Start Date (YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):	
Was this project substantially completed in the past 6 years? _____ Yes or _____ No		
Was the Bidder the Prime Contractor on this project? _____ Yes or _____ No		
Did this project include utility underground utility installations? _____ 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. Name: Email: Phone #:		
Total Value of Project \$ _____ (must be at least \$400,000 excluding taxes)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc. List the types of sub-contractor that were utilized on the project.)		

PROJECT 2 (M1):		Met (Yes/No)
Project Title:		
Project Location:		
Client (or Owner):		
Project Start Date (YYYY/MM/DD):	Project Substantial Completion Date (YYYY/MM/DD):	
Was this project substantially completed in the past 6 years? _____ Yes or _____ No		
Was the Bidder the Prime Contractor on this project? _____ Yes or _____ No		
Did this project include utility underground utility installations? _____ 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. Name: Email: Phone #:		
Total Value of Project \$ _____ (must be at least \$400,000 excluding taxes)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc. List the types of sub-contractor that were utilized on the project.)		

PROJECT 3 (M2):		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 6 years? _____ Yes or _____ No		
Was the Bidder the Prime Contractor on this project? _____ Yes or _____ No		
Was the Bidder retained as a sub-contractor on this project? _____ 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. Name: Email: Phone #:		
Cost of project work related to Septic Field Installation \$ _____ (must be at least \$40,000 excluding taxes)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

PROJECT 4 (M2):		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 6 years? _____ Yes or _____ No		
Was the Bidder the Prime Contractor on this project? _____ Yes or _____ No		
Was the Bidder retained as a sub-contractor on this project? _____ Yes or _____ No		
<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>		
<p>Cost of project work related to Septic Field Installation \$ _____</p> <p>(must be at least \$40,000 excluding taxes)</p>		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

PROJECT 5 (M3):		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 6 years? _____ Yes or _____ No		
Was the Bidder the Prime Contractor on this project? _____ Yes or _____ No		
Was the Bidder retained as a sub-contractor on this project? _____ 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. Name: Email: Phone #:		
Cost of project work related to horizontal drilling at a waterway crossing \$ _____ (must be at least \$30,000 excluding taxes)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

Solicitation No. - N° de l'invitation
5P468-23-0182/A

Amd. No. - N° de la modif.

Contracting Authority - Autorité contractante
Alison Guilford

Client Ref. No. - N° de réf. du client
23-1590

File Name - Nom du dossier
Stage 1 - Castle Campground Rehab (Phase 3), Banff National Park

APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)

(ATTACHED SEPARATELY)