



RETURN BIDS TO:
RETOURNER LES SUBMISSION À :
 Parks Canada Agency Bid Receiving Unit
Banff National Park
 216 Hawk Avenue
 P.O. Box 900
 Banff, Alberta T1L 1K2

REQUEST FOR REQUEST FOR PROPOSAL

DEMANDE DE PROPOSITION

Proposal to: Parks Canada Agency

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred or attached hereto, the goods, services and construction listed herein or on any attached sheets at the price(s) set out therefor.

Proposition à : l'Agence Parcs Canada

Nous offrons par la présente de vendre à sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici et sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office - Bureau de distribution :

Parks Canada Agency
 Banff National Park
 P.O. Box 900
 216 Hawk Avenue
 Banff, Alberta
 T1L 1K2

| | | |
|--|---|---|
| Title – Sujet | | |
| Shuttle Services on Minnewanka Loop | | |
| Solicitation No. - N° de l'invitation 5P421-17-0652/A | Date April 5, 2017 | |
| Client Reference No. - N° de référence du client N/A | | |
| GETS Reference No. N° de reference de SEAG | | |
| Solicitation Closes - L'invitation prend fin | | Time Zone - Fuseau horaire |
| At - à : 2 :00PM | | MDT |
| On - le : April 20, 2017 | | |
| F.O.B. - F.A.B. | | |
| Plant - Usine : <input type="checkbox"/> Destination : <input checked="" type="checkbox"/> Other - Autre : <input type="checkbox"/> | | |
| Address Enquiries to - Adresser toutes questions à Rose Marino | | |
| Telephone No. - N° de telephone 403-760-1319 | Fax No. -N° de télécopieur 403-762-5057 | Email Address - Courriel Rose.marino@pc.gc.ca |
| Destination of Goods, Services, and Construction - Destination des biens, services, et construction | | |
| Banff National Park, Banff Alberta | | |

TO BE COMPLETED BY THE BIDDER - À REMPLIR PAR LE SOUMISSIONNAIRE

| | |
|--|------------------------------------|
| Vendor/ Firm Name - Raison sociale et adresse du fournisseur/ de l'entrepreneur | |
| Address - Adresse | |
| Telephone No. - N° de telephone | Fax No. - N° de télécopieur |
| Name of person authorized to sign on behalf of the Vendor/ Firm (type or print) - Nom de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie) | |
| Signature | Date |

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement applicable to this contract.

1.2 Statement of Work

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

1.3 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.4 Trade Agreements

The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

1.5 Canadian Content

The requirement is limited to Canadian goods and/or services.

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2016-04-04) Standard Instructions – Goods or Services – Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

2.2 Submission of Bids

Bids must be submitted only to Parks Canada Agency (PCA) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile or email to PCA will not be accepted.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information.

Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S. 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

Work Force Adjustment Directive

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Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Rose Marino

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

Title - Sujet
Shuttle Services on Minnewanka Loop

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes () No ()**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that Bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid: 3 hard copies

Section II: Financial Bid: 1 hard copies

Section III: Certifications: 1 hard copies

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will determine first if there are two or more bids with a valid Canadian Content certification. In that event, the evaluation process will be limited to the bids with the certification; otherwise, all bids will be evaluated. If some of the bids with a valid certification are declared non-responsive, or are withdrawn, and less than two responsive bids with a valid certification remain, the evaluation will continue among those bids with a valid certification. If all bids with a valid certification are subsequently declared non-responsive, or are withdrawn, then all the other bids received will be evaluated.

4.1.1 Financial Evaluation

SACC Manual Clause A0222T (2016-04-04), Evaluation of Price.

4.2 Basis of Selection

- 1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 75% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award and Additional Information

5.1.1 Canadian Content Certification

- 1. The Contractor warrants that the certification of Canadian Content submitted by the Contractor is accurate and complete, and that the goods, services or both to be provided under the Contract are in accordance with the definition contained in clause A3050T.
-

2. The Contractor must keep proper records and documentation relating to the origin of the goods, services or both provided to Canada. The Contractor must not, without obtaining before the written consent of the Contracting Authority, dispose of any such records or documentation until the expiration of six (6) years after final payment under the Contract, or until settlement of all outstanding claims and disputes under the Contract, whichever is later. All such records and documentation must at all times during the retention period be open to audit, inspection and examination by the representatives of Canada, who may make copies and take extracts. The Contractor must provide all facilities for such audits, inspections and examinations, and must furnish all such information as the representatives of Canada may from time to time require with respect to such records and documentation.
3. Nothing in this clause must be interpreted as limiting the rights and remedies which Canada may otherwise have pursuant to the Contract.

5.1.2 SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

5.1.3 Integrity Provisions - List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Bidders may use the attached Integrity Provisions – List of Names form under Annex “D”.

5.1.4 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010C (2016-04-04), General Conditions – Services (Medium Complexity) apply to and form part of the Contract.

All reference to the Minister of Public Works and Government Services Canada shall be deleted and replaced with the Minister of the Environment and Climate Change for the purposes of the Parks Canada Agency. All reference to the Department of Public Works and Government Services Canada shall be deleted and replaced with the Parks Canada Agency.

6.4 Term of Contract

6.4.1 Period of the Contract

The Work is to be performed during the period of May 19, 2017 to September 14, 2017.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Rose Marino
Contracting Officer
Parks Canada Agency
Banff Field Unit

Telephone: 403-760-1319 Facsimile: 403-762-5057 E-mail address: rose.marino@pc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is:

*** To be determined at contract award ***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

| |
|-------------------------------|
| Representative's Name: |
| Title: |

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Contracting Authority - Autorité contractante
Rose Marino

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

Title - Sujet
Shuttle Services on Minnewanka Loop

| | | |
|--|-----------------------------|---------------------|
| Vendor/ Firm Name: | | |
| Address: | | |
| City: | Province/ Territory: | Postal Code: |
| Telephone: | | Facsimile: |
| Email Address: | | |
| Procurement Business Number or Goods and Services Tax Number: | | |

Instruction on how to obtain a Procurement Business Number (PBN)

Canadian Bidders are requested to have a Procurement Business Number (PBN) before Contract award. Bidders may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Website (<https://buyandsell.gc.ca/for-businesses/selling-to-the-government-of-canada/register-as-a-supplier>). For non- Internet registration, Bidders may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

6.6 Payment

6.6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex "B" for a cost of \$ _____ (*insert the amount at contract award*). Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.6.2 SACC Manual Clauses

H1008C 2008-05-12) Monthly Payment

6.7 Invoicing Instructions

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- b. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- c. all such documents have been verified by Canada;
- d. the Work delivered has been accepted by Canada

6.8 Certifications

6.8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the additional information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

6.10 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) 2010C (2016-04-04), General Conditions – Services (Medium Complexity);
- (c) Annex “A”, Statement of Work;
- (d) Annex “B”, Basis of Payment;
- (e) the Contractor's bid dated _____ (*insert date of bid*) (*if the bid was clarified or amended, insert at time of contract award.*; as clarified on _____ **OR**, as amended on _____ *and insert date(s) of clarification(s) or amendment(s)*).

6.11 Insurance

1. The Contractor must obtain Automobile Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence.
2. The policy must include the following:
 - a. Third Party Liability - \$2,000,000 Minimum Limit per Accident or Occurrence
 - b. Accident Benefits - all jurisdictional statutes
 - c. Uninsured Motorist Protection
 - d. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of cancellation.
 - e. OPCF/SEF/QEF #6c - Public Passenger Vehicles Endorsement
 - f. OPCF/SEF/QEF #6f - Public Passenger Vehicles - Combined Limits for Passengers and road liability Passenger Hazard/Bodily Injury Minimum Limits required:
 - i. 8 to 12 Passengers: \$5,000,000
 - ii. 13 or more Passengers: \$8,000,000

ANNEX "A"

STATEMENT OF WORK

1.0 Scope

1.1 Objective

Parks Canada is seeking to augment the local transit service by providing shuttle services to visitors between the Town of Banff and Lake Minnewanka, as a means to contribute to the reduction of congestion within the Town limits.

1.2 Background

With approximately 4 million visitors per year, Banff is Canada's most visited national park, and the 4th most visited in North America. The primary visitor centre for the park is in the town of Banff, a community of 9,000 residents. Approximately 80% of park visitors stop in the community during their visit to the park.

The Lake Minnewanka area is located north east of the community of Banff and is one of the most popular visitor attractions in the park. Its access road is a loop that connects directly to the main street of the town. From May to September, use of the access road and various parking areas along it, far exceeds available capacity. This results in significant traffic congestion, public safety hazards, and a poor visitor experience.

Extending the existing transit service allows Parks Canada to capitalize on the established routing and infrastructure (buses, bus stops, operations) already servicing the community of Banff and to offer a convenient, cost-effective, accessible, recognizable service whereby residents and visitors may leave their cars at their hotel/ camp site/ home, and use public transit to access this popular recreational area.

2.0 Requirements

2.1 Scope of Work

Parks Canada is seeking a Commercial Bus Service to provide the local transit service, from the town of Banff to Lake Minnewanka in order to provide a reliable, convenient, timely, cost-effective transportation of park visitors in a manner that is completely integrated with the existing public transit service.

2.2 Operational Tasks

2.2.1 Provide shuttle service from May long weekend to 10 days after Labour day in 2017, that connects with the main public transit route along Banff Avenue according to the provided Parks Canada schedule.

2.2.2 Provide hourly service, seven (7) day/week service from 8:15 am to 9:15 pm with stops inside the town of Banff at the Banff High School and Banff Train Station, and stops at the following locations (on each side of the road depending on direction of shuttle) on the Minnewanka Loop Road:

Cascade Ponds Day Use Area

Minnewanka Park and Ride (Former Cascade Overflow Campground)

Johnson Lake Road intersection

Two Jack Lakeside Campground

Two Jack Main Campground
Two Jack Lakeside Day Use Area
Lake Minnewanka Day Use Area
Upper Bankhead Day Use Area
Cascade Pond/airstrip

2.2.3 Provide buses that will display Parks Canada provided exterior identifiers (temporary attachment).

2.2.4 Manage all aspects of customer interaction including: service issues; lost and found; and the collection of ridership statistics.

2.2.5 Provide fuel, oil and all other materials necessary for the day-to-day operation of the service

2.2.6 Fares will be free.

2.2.7 Shuttle service is to complement the existing ROAM Bus Schedule, cannot interrupt or interfere. This will require coordination of using the stop at the High School.

2.2.8 Service provision (Cost as separate units)

2.2.8.1 Provide service using the same route as ROAM, but in the opposite direction 30 minutes after the ROAM Service. This would use all existing ROAM stops and run 7 days per week, starting the same time as ROAM, and ending 10 days after Labour Day.

2.2.8.2 Two additional shuttles doing the same loop as ROAM, one in the same direction, one in the opposite direction. This would result in service every 15 minutes (in one direction or the other) at each stop. This additional service would be Friday, Saturday and Sunday in May, June and September (including holiday Mondays if a long weekend) and 7 days per week in July and August.

2.3 Mandatory Tasks

2.3.1 Use buses that accommodate not less than 24 passengers (seated) and have interior space to accommodate camping/hiking gear and help to improve passenger mobility and comfort by reducing the amount of aisle blocking 'luggage'.

2.3.2 Hire, train and uniform drivers to provincial standards.

2.3.3 Complete all preventative maintenance on the bus and associated equipment in accordance with the manufacturer's specifications.

2.3.4 Complete corrective maintenance on bus(es) and any associated equipment to the manufacturers specifications in a timely manner.

2.3.5 Complete all required safety inspections according to schedules, and obtain all necessary provincial permits for operation.

2.4 Rated Tasks

2.4.1 Provide vehicles that are clean, low on emissions, show no visible signs of exhaust fumes and are 10 years old or newer.

2.4.2 Collect daily route performance statistics regarding ridership, schedule adherence by pick up and drop off locations and any specific challenges, and provide this information weekly to Parks Canada. A final report summarizing this information is due to Parks Canada within 60 days of the end of the season.

2.4.3 Provide space for Parks Canada educational content in the interior of the bus (es).

2.4.5 Provide continuous service through the hours of operation, through the use of secondary drivers or other means. All breaks required by drivers may not interfere with the scheduled service.

2.4.6 Provide continuous service through contingency planning for breakdowns or mechanical issues with vehicles.

2.4.7 Provide the ability to increase or decrease the frequency of service based on ridership.

2.5 Deliverables and Acceptance Criteria

2.5.1 Proof of completion of provincial safety inspections and necessary permits obtained by May 15, 2017.

2.5.2 Signed attestation regarding OHS.

2.5.3 Annual summary report regarding ridership, schedule adherence and challenges to be presented to Parks Canada within 60 days of the end of the season.

2.6 Support provided by Parks Canada

2.6.1 Parks Canada will contribute educational content, translation and design for exterior identifiers.

2.6.2 Parks Canada will augment promotions and advertising through information provided at visitor information centres, campgrounds in the area, and on the Parks Canada website.

2.6.3 Parks Canada will provide signage for schedules at pick up and drop off locations along the route.

2.6.4 Parks Canada will provide schedule times that will allow for transfers from other municipal routes and provide for a five minute layover at each end point at the Banff High School and the Minnewanka DUA to allow for delays due to wildlife or traffic.

2.7 Timeframe and Delivery Dates

| <u>Date</u> | <u>Task</u> |
|--------------------|---|
| May 15, 2017 | Proof of completion of provincial safety inspections and necessary permits obtained |
| May 19, 2107 | Service commences |
| September 14, 2017 | Service ends |
| November 15, 2017 | Annual Report submitted to Parks Canada |

2.8 Contractor Qualifications

2.8.1 Experience in planning, operating and promoting transit services

2.8.2 Ability to provide for seamless integration with the Banff public transit system

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Rose Marino

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ANNEX "B"

BASIS OF PAYMENT

The Contractor offers to complete the work as described in Annex "A" Statement of Work, inclusive of all costs for the Lump Sum price of:

\$ _____ GST extra

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ANNEX "C"

ATTESTATION AND PROOF OF COMPLIANCE WITH OCCUPATIONAL HEALTH AND SAFETY

The following form must be completed and signed prior to commencing work on Parks Canada Sites.

Submission of this completed form, satisfactory to Parks Canada, is a condition of gaining access to the work place.

Parks Canada recognizes that federal OHS legislation places certain specific responsibilities upon Parks Canada as owner of the work place. In order to meet those responsibilities, Parks Canada is implementing a contractor safety regime that will ensure that roles and responsibilities assigned under Part II of the *Canada Labour Code* and the *Canada Occupational Health and Safety Regulations* are implemented and observed when involving contractor(s) to undertake works in Parks Canada work places.

| Parks Canada Responsible Authority/Project Lead | Address | Contact Information |
|---|----------------|----------------------------|
| Project Manager/Contracting Authority | | |
| Prime Contractor | | |
| Subcontractor(s) (add additional fields as required) | | |

Location of Work

General Description of Work to be Completed

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Mark "Yes" where applicable.

| | |
|--|--|
| | A meeting has been held to discuss hazards and access to the work place and all known and foreseeable hazards have been identified to the contractor and/or subcontractor(s) |
| | The contractor and/or its subcontractor(s) will comply with all federal and provincial/territorial legislation and Parks Canada's policies and procedures, regarding occupational health and safety. |
| | The contractor and/or its subcontractor(s) will provide all prescribed safety materials, equipment, devices and clothing. |
| | The contractor and/or its subcontractor(s) will ensure that its employees are familiar with and use all prescribed safety materials, equipment, devices and clothing at all times. |
| | The contractor and/or its subcontractor(s) will ensure that its activities do not endanger the health and safety of Parks Canada employees. |
| | The contractor and/or its subcontractor(s) has inspected the site and has carried out a hazard assessment and has put in place a health and safety plan and informed its employees accordingly, prior to the commencement of the work. |
| | Where a contractor and/or its subcontractor(s) will be storing, handling or using hazardous substances in the work place, it will place warning signs at access points warning persons of the presence of the substances and any precautions to be taken to prevent or reduce any hazard of injury or death. |
| | The contractor and/or its subcontractor(s) will ensure that its employees are instructed in respect of any emergency procedures applicable to the site. |

I, _____ (contractor), certify that I have read, understood and attest that my firm, employees and all sub-contractors will comply with the requirements set out in this document and the terms and conditions of the contract.

Name

Signature

Date

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ANNEX "D"

INTEGRITY PROVISIONS – LIST OF NAMES FORM

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

Bidder's business structure:

(Sole proprietorship, corporation, joint venture, partnership, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Annex E

Basis of Selection and Evaluation Criteria

Basis of Selection

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation; and
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 75 percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

Evaluation Criteria

Each proposal will be assessed based solely on the information provided in the Bidder's proposal, by a team of Parks Canada staff, in accordance with the criteria and point system identified below. It is the Bidder's responsibility to ensure that the contents of their proposal provides adequate documentation and/or evidence for evaluation in accordance with the criteria identified below.

1 Experience and Equipment (30 Points)

1.1 Experience in planning, operating and promoting transit services

| | |
|----------------------------------|-----------|
| Exceeds 5 years' experience: | 15 points |
| Limited experience 1 to 5 years: | 7 points |
| No experience under 1 year: | 0 points |

1.2 Equipment (provide vehicle descriptions)

| | |
|---------------------|-----------|
| New to 5 years old: | 10 points |
| 6 to 10 years old: | 5 points |
| Over 10 years old: | 0 points |

1.3 Interior Space available for PC Info

| | |
|-------------------------------|----------|
| Full space on sides and front | 5 points |
| Front space only | 3 points |
| No space available | 0 points |

2 Approach and Methodology (70 points)

The contractor must provide, instruct, and supervise a sufficient number of qualified personnel to enable timely and proper performance and completion of the Service. All such personnel shall be competent, English literate, efficient and qualified by education, training and experience to carry out the tasks to which each is assigned.

Demonstrate your understanding of the scope of work being requested by providing descriptions of:

2.1 Explain ability to provide for seamless continuous service, including but not limited to, staff training to provincial standards, staff breaks, schedules etc.:

| | |
|-------------------------------|-----------|
| Extensive approach described: | 30 points |
| Limited description: | 20 points |
| No mention: | 0 points |

2.2 Explain ability to provide for seamless continuous service in the event of vehicle breakdown:

| | |
|-------------------------------|-----------|
| Extensive approach described: | 30 points |
| Limited description: | 20 points |
| No mention: | 0 points |

2.3 Explain method of collecting statistical information regarding ridership:

| | |
|------------------------|-----------|
| Electronic recording | 10 points |
| Manual paper recording | 5 points |
| Not mentioned | 0 points |

Point System Definitions

Limited

Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Meets or Exceeds

Project management approach has complete details on process, schedule controls; planning tools and techniques. Very efficient techniques to be put in place and used to plan, organize, direct and control the project. Correctly identifies risk areas and provides very good mitigation strategies. Timelines are suitable and realistic, and include good understanding of the scope of work.