



Land Border Crossing Project Overview of the Gretna Port of Entry

1. Explanation of the purpose and process related to the site visit:

- a. Your participation in this site visit is solely to provide you with a forum to gain a better understanding of a typical site and conditions. Please note that the following conditions apply to the visit. Any statement or commentary made by any of the Crown's representatives during the Site Visit:
 1. will not constitute a representation of any kind, whether a representation of fact or otherwise;
 2. is not in any way binding on the Crown;
 3. cannot be considered to be an indication of a preference or rejection by the Crown of anything presented during the Site Visit; and
 4. the Crown shall be under no obligation to confirm, in writing or otherwise, any information exchanged during the meeting
- b. You are not to seek commitments from any of the Government of Canada representatives during Site Visit or otherwise seek an unfair competitive advantage;
- c. You are not to attempt to obtain access to information that is not equally available to other respondent; and,
- d. Except as specified in this protocol, all questions must be formally submitted to the LBCP Secretariat.

2. Guidelines:

- a. Here are some guidelines for the Site Visit:
 - i. No photographs inside the facility or of CBSA operations are to be taken during the site visit
 - ii. You are to be accompanied by a CBSA or another GoC employee on this visit.
- b. Questions related to this procurement documentation or solicitation documents (i.e. RFQ/RFP) must be in writing and addressed to the procurement authority. But clarifications of the information presented during the site visit can be requested verbally. An answer might be provided in real time, as appropriate. You may also be requested to submit that question via the Enquiry process of the RFQ.
- c. It is important to keep the overall volume of the group to a level where everyone can hear who is talking and that is not disruptive to on-site staff
 - i. Please minimize any "one on one" verbal communication.
 - ii. All telephones should be turned off so to not interfere with the site visit
- d. Respondents are to leave the site immediately following the end of the visit and are not permitted to contact the on-site representative directly after the site visit – all contact must follow the provisions outlined in the Request for Qualification.
- e. This site visit is for your benefit, please refrain from marketing and sales pitches during the tour.



Introduction

- Today we'll be providing you with an overview of the Gretna Port of Entry. Except as specified in the protocol presented to you, to ensure the integrity of the competitive process we will not be answering questions verbally.
- As stated in the Request for Qualifications (RFQ), enquiries and other communications regarding the RFQ must be directed, in writing, to the Canada Contact Person in accordance with the procedure laid out in the RFQ.
- For transparency, the enquiries received and the replies to such enquiries, if any, will be provided in writing in an addendum which will be posted on Buyandsell.gc.ca without revealing the source of the enquiry. It is the responsibility of each interested party to regularly verify Buyandsell.gc.ca.

Port data

- The Gretna Port of Entry was selected for the site visit as it is similar (including in size) to many other ports of entry under consideration for the Land Border Crossing Project. It was built in 1982. It is considered a small Port of Entry at 170 square meters.
- The nearest community having a population greater than 10,000 is Winkler, which is approximately 50 km away. Winnipeg, the closest major city, is approximately 125 km away. Gretna itself has a population of around 600.
- The port has annual travellers of around 90,000, with approximately 50,000 cars and 10,000 commercial vehicles. The port currently has 7 full time Border Service Officers. It is open from 0800 to 2200 7 days a week for travellers and 0800 to 1700 Monday to Friday for commercial vehicles. Two Border Service Officers are present on site during operating hours.



Overview of Operations

- Vehicles exiting Canada travel south and along the west side of the building towards the United States.
- Vehicles entering Canada are required to report to Primary Inspection. Vehicles drive into the enclosed canopy portion of the facility and interact with the Border Service Officer. Those traveller that are cleared at primary are allowed to exit the facility and proceed northbound and into Canada. This is the experience of the vast majority of those seeking entry into Canada.
- Some travellers will be referred to secondary. This can include: examination of their vehicles, which occurs in secondary examination; the requirement to pay duty or taxes; or undergo an immigration process. Those requiring to pay taxes or for immigration purposes park their vehicles outside and then complete their activities inside the facility.
- Commercial vehicles entering Canada are required to report to the 2nd Primary Inspection lane on the east side of the canopy. Commercial drivers speak to an officer and then enter the building to have their paperwork processed.
- There is insufficient storage space at the port for both official documents and port equipment.
- The arming and doubling up initiatives have created additional pressure on limited space inside the facility as this building was constructed prior to these new requirements. The new ports to be constructed will need to incorporate all current CBSA requirement, which will be specified in the Request for Proposals (RFP). The current configuration of the Gretna port should not be considered an example of optimal configuration.
- All ports will require detention areas (the Gretna port of entry does not have any), staff areas including locker rooms, showers and a kitchen, and other rooms such as



LAN, mechanical, electrical, seized goods storage and storage of firearms. Existing IT and security components are provided by the Government of Canada.

- Renovations will not be sufficient to satisfy project requirements, a complete rebuild of the ports of entry will be necessary.

Site and Construction Considerations

- Relative to the flow of traffic, the site is wide and short, which may impose some constraints on the ultimate configuration. The Crown will not be acquiring any additional land for this site. Please note that during the construction phase, the site will be made available to the Private Partner.
- Parking for staff and visitors will be required.
- Potable water is supplied by the municipality (through a water main) and there is an existing septic bed. Provision of municipal water is atypical for the sites considered for the Project. The Owner's technical consultant will be doing a site survey, a geotechnical investigation, a Phase 1 Environmental Site Assessment, an archaeological overview, a designated substance survey and an environmental effects assessment. This information and requirements, including functional program, will be made available during the RFP stage.
- During the construction of the facility, it is imperative that operations continue with no disruptions, including surveillance cameras. It will be the responsibility of the Private Partner to provide temporary facilities and stage the constructions according. As this site is not open 24 hours, there may be opportunities to take advantage of non-operational hours.
- The level of coordination required with the United States as it pertains to the project is unknown at this point, but we do not anticipate that a lot of coordination will be required.



- A storage shed for lawnmowers is located outside the main building.