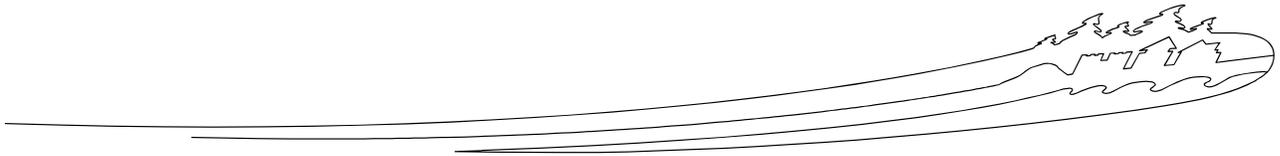




Parks  
Canada

Parcs  
Canada



**5P047-21-0010/RFI**

# **Request for Information**

**MOVING & LOGISTICS SERVICES**

**FOR PARKS CANADA**

Contracting Authority: Pat Alguire

E-mail: [pat.alguire@canada.ca](mailto:pat.alguire@canada.ca)

RFI Closing Date: June 30<sup>th</sup>, 2021 at 2:00 pm Eastern time

**Canada**

## TABLE OF CONTENTS

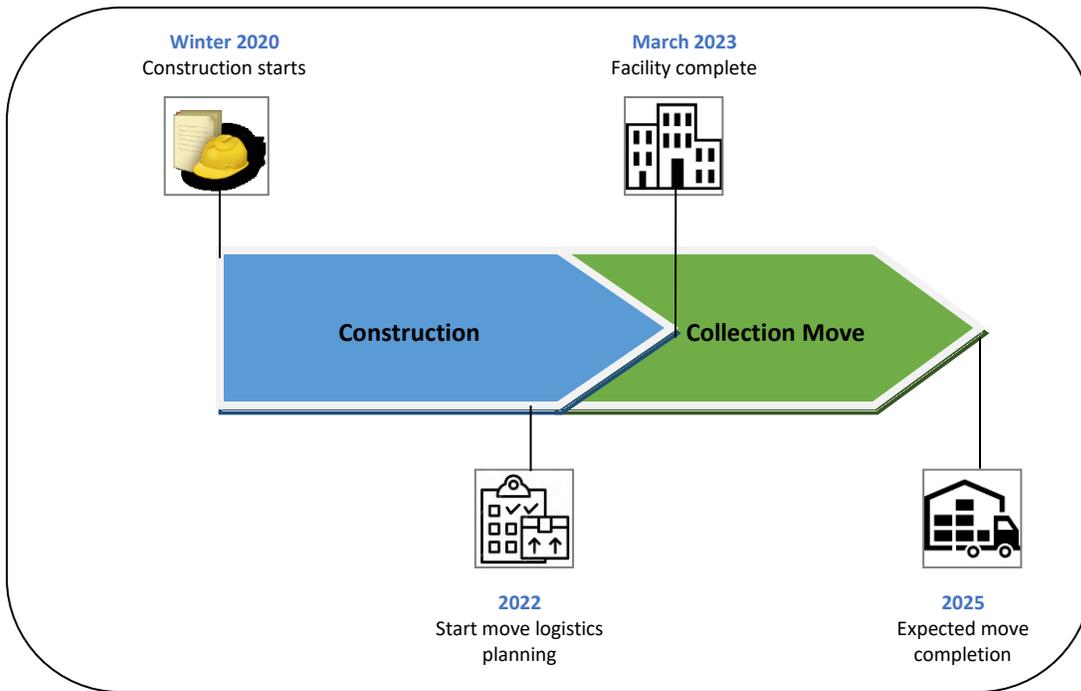
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Table of Contents.....	2
1 Context.....	3
1.1 Artifacts.....	3
1.2 Background .....	4
2 Purpose & Nature of this Request for Information (RFI) .....	5
2.1 The purpose of this Request for Information (RFI) is to: .....	5
2.2 Important Points to Note:.....	5
2.3 Contents of this RFI:.....	5
3 Questions to the Industry .....	6
3.1 Industry capacity.....	6
3.2 Company Specific Questions.....	8
4 Instructions to Respondents .....	12
4.1 Format of Responses Requested .....	12
4.2 Response Costs .....	12
4.3 Treatment of Responses .....	12
4.4 Enquiries .....	13
4.5 Timeline.....	13

# 1 CONTEXT

The construction of a new Parks Canada Agency (PCA) artifact collection storage facility has started. The new state-of-the-art 8200 m2 facility is located in Gatineau, Quebec. It will house over 25 million archeological and historical objects under Park’s Canada care, to ensure the sustainable, long-term preservation and conservation of the collection for the benefit of present and future generations.

The artifacts, representing approximately 9700 m3, are presently stored off site in 5 facilities located in 4 cities across the country; one in Winnipeg, one in Ottawa, two in Quebec City and one partial facility in Dartmouth Nova Scotia. Their move to the new facility will need to be thought out, scheduled, sequenced, actioned and monitored with the highest care. The artefacts will need to be organized, at destination, in a new specialized storage system comprised of high density (mobile) shelving units, pallet racking and cantilever shelving.



## 1.1 ARTIFACTS

There is a wide variety of artefacts with high cultural and heritage value included in the collection. Many of them will have special requirements for transport and storage: some are extra fragile, some are very big (the biggest being 6.1 x 2.9 x 2.6 meters), some are heavy (over 500 lbs), some contain hazardous materials (mercury, arsenic, lead...), some need to stay in a climate controlled environment (for instance, do not exceed short-term fluctuations of more than 10% Relative Humidity and more than 5°C).

The following are example of objects that will need to be moved:

- Ceremonial objects (calumets, candles, flabellum, small totems...)

## 5P047-21-0010/RFI

### REQUEST FOR INFORMATION - MOVING & LOGISTICS SERVICES FOR PARKS CANADA

- Art objects (paintings, pictures, plaques, photography, models...)
- Documentary objects (advertising signs, stickers, maps, papers...)
- Transportation objects (canoes, anchors, horse collars, harnesses, snowshoes, sleds, carriages, wagon wheels, rail sections...)
- Furnishing objects (floor coverings, beddings, furniture, household accessories, lighting devices, plumbing fixture, windows & doors coverings...)
- Personal objects (Medals, clothing, footwear, headwear, outerwear, underwear, personal gear, toilet articles...)
- Recreational objects (Games, sports equipment, toys, swings, toboggans, pianos...)
- Structures objects (Building components, building materials, site features, post, water fountain, flagpole...)
- Tools & equipment (agricultural, animal husbandry, fishing & trapping, food processing, forestry, clay working, masonry, stone working, mining, soap making, textile working...)
- Military objects (artillery pieces, body armor, cannons, swords...)
- A significant number of bankers boxes containing Archeological artifacts.

## 1.2 BACKGROUND

Throughout the development of the move plan since 2019, there have been ongoing discussions with the branch, consultants and other institutions regarding what would be the best approach to properly, safely and expeditiously move the 25 million artifacts from their existing five locations to the new purpose built facility. A 2-years pilot project was completed in March 2020 to further inform the discussions, which consisted of moving the artefacts from one single location to a temporary storage. A “lessons learned” document was developed following that pilot project as well as a metrics analysis (cost, time, level of effort). The key findings can be summarized as follows:

- The standard “mover model” of a moving crew arriving with the truck, loading the truck, then going with the truck to unload cannot realistically be replicated with the larger move from five facilities to one.
- The planning, scheduling, tracking and logistics of moving from five facilities to one will be much more complex than the pilot move. This level of expertise does not exist within the organisation.

## 2 PURPOSE & NATURE OF THIS REQUEST FOR INFORMATION (RFI)

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### 2.1 THE PURPOSE OF THIS REQUEST FOR INFORMATION (RFI) IS TO:

- Seek information and feedback from the moving/logistics industry in this matter solely for the benefit of Parks Canada;
- Seek ideas related to the proposed approach that might result in efficiencies and cost savings to Canadians;
- Assess industry interest and readiness; and
- Better inform the requirements and scope of work in the Request for Proposal (RFP) for the moving/logistics services that will be required.

### 2.2 IMPORTANT POINTS TO NOTE:

- This is not a bid solicitation. This RFI will not result in the award of any contract. As a result, potential suppliers of any goods or services described in this RFI should not reserve equipment or facilities, nor allocate resources, as a result of any information contained in this RFI.
- This RFI will not result in the creation of any source list.
- Responding to this RFI is not a prerequisite or a requirement to participate in a Request for Proposal (bid solicitation process) if one is undertaken in the future.
- Likewise, no answer that is provided within a response to this RFI will disqualify the Service Supplier from participating in a potential bid solicitation process.

### 2.3 CONTENTS OF THIS RFI:

- **Section 3:** Questions to the Industry
- **Section 4:** Instructions to Respondents

### 3 QUESTIONS TO THE INDUSTRY

#### 3.1 INDUSTRY CAPACITY

*As part of this RFI exercise, please indicate which services your company could provide, which services your company would sub-contract, and which services you believe should be part of a separate contract with another supplier.*

SERVICES		Your company could provide that service	Your company would sub-contract that service	That service should be part of a separate contract with another supplier
<b>1</b>	<b>Logistics Services</b>			
1.1	Develop a step-by-step work plan to move the 25 million artefacts from 5 locations to the new facility			
1.2	Develop a space management strategy			
1.3	Create and follow a schedule			
1.4	Create and follow a budget			
1.5	Communication & Engagement with Parks Canada team			
1.6	Provide Inventory follow-up and control services			
1.7	Provide security services throughout the move			
<b>2</b>	<b>Crating &amp; Packing Services</b>			
2.1	Develop a packing protocol with the Parks Canada team for each type of artefact			
2.2	Develop a packing schedule			
2.3	Supply crating/packing material			
2.4	Perform the crating/packing of the artefacts			
2.5	Develop a green strategy to reduce the amount of packing/crating materials to go to landfill.			
2.6	Develop a coding system for packed objects based on provenience and final location			
<b>3</b>	<b>Storage Services</b>			
3.1	Provide temporary SECURE storage facility/flex space for packed objects or objects in transit			

<b>4</b>	<b>Transportation Services</b>			
4.1	Provide different modes of transportation adapted to the different kind of artefacts (fragile, climate-controlled, oversized, etc) – Refer to Section 1.1			
4.2	Develop a tracking system for objects in transit			
<b>5</b>	<b>Installation services</b>			
5.1	Assemble/modify different types of shelving or storage units as required			
5.2	Unpack the artefacts			
5.3	Place the artefacts in the specialized storage system at their specified location			
<b>6</b>	<b>Decommissioning facilities services</b>			
6.1	Dismantle the existing storage systems in the old locations once empty			
6.2	Dispose of any garbage as per local regulations			
<b>7</b>	<b>Generalities</b>			
7.1	Provides staff, tools, equipment to perform the tasks			
7.2	Develop and follow a Health & Safety Protocol			
7.3	Have insurances in case of lost or damages			
<b>8</b>	<b>Personnel Security</b>			
		Your company and staff already have a governmental Security Clearance	Your company and staff would be willing to obtain a governmental Security Clearance	Your company and staff would refuse to obtain a governmental Security Clearance
7.4	Some or all personnel may be required to get a Government of Canada Reliability-Level Security Clearance (t.b.d.)			

**3.2 COMPANY SPECIFIC QUESTIONS**

Please provide answers to the following questions in order to help us better understand your company and define our approach.

QUESTIONS		Your answers
<b>1</b>	<b>General Information</b>	
<b>1.1</b>	Company name:	
<b>1.2</b>	Company Address:	
<b>1.3</b>	Company website:	
<b>1.4</b>	Type of services offered:	
<b>1.5</b>	Contact name:	
<b>1.6</b>	Contact job title:	
<b>1.7</b>	Contact telephone:	
<b>1.8</b>	Contact email:	
<b>1.9</b>	Do you have experience with Government of Canada procurement processes ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>1.10</b>	Provinces or Territories Served:	<input type="checkbox"/> Alberta <input type="checkbox"/> British Columbia <input type="checkbox"/> Manitoba <input type="checkbox"/> New Brunswick <input type="checkbox"/> Newfoundland <input type="checkbox"/> Northwest Territories <input type="checkbox"/> Nova Scotia <input type="checkbox"/> Nunavut <input type="checkbox"/> Ontario <input type="checkbox"/> Prince Edward Island <input type="checkbox"/> Quebec <input type="checkbox"/> Saskatchewan <input type="checkbox"/> Yukon
<b>1.11</b>	What kind of insurance do you have?	
<b>1.12</b>	Do you hold any certification or are you part of any association that would be relevant to this project? Please list.	

<b>2</b>	<b>Industry Capacity (Section 3) review</b>	
<b>2.1</b>	What additional information would be required in a bid solicitation in order for you to fully understand and be able to provide a fair bid?	
<b>2.2</b>	Did you make any assumptions in regards to PCA needs? If so, which ones?	
<b>2.3</b>	Do you have any other comments, suggestions, advises in regards to how the needs described could be satisfied?	
<b>3</b>	<b>What is the breadth of services offered by your company?</b>	
<b>3.1</b>	What planning, forecasting and cost benefit analysis services do you offer to support the move?	
<b>3.2</b>	Could you offer a solution that can handle the amount and type of artifacts identified in Section 1?	
<b>3.3</b>	Would you have the ability to manage the inventory through our database? Or would you rather use your own database/tracking system during the process?	
<b>3.4</b>	What is your team's capacity to handle that scope of work right now? Would you need – and be willing – to hire additional staff for that contract?	
<b>3.5</b>	Would your company be able to work in all of the following cities: ?  Winnipeg (Manitoba), Ottawa (Ontario), Quebec City (Québec), Dartmouth (Nova Scotia), Gatineau (Québec)	
<b>3.6</b>	What other services do you offer both upstream and downstream of the actual move?	
<b>3.7</b>	What are some of the industry standard and innovative greening services that are	

	offered to reduce the impact of the move on the environment?	
3.8	What types of services or systems do you offer to support the move of temperature/humidity sensitive objects (i.e. provide freezer or temperature controlled trucks, etc)?	
3.9	What types of services or systems do you offer to support the move of dangerous or hazardous goods and what considerations are there in terms of crossing multiple provincial borders?	
3.10	What types of services or systems do you offer to support the move of collections requiring higher security transport?	
3.11	In the event of damage (minor through to substantial damage and loss) what is the standard industry response? What types of services or systems do you offer to eliminate, minimize or mitigate risk?	
3.12	What is the capacity of your firm to incorporate employment and/or contracting opportunities for indigenous communities?	
3.13	Does your company offer services relating to laying out or assigning storage spaces for items being moved?	
3.14	What is your Staff's capacity to work in both French and English?	
<b>4</b>	<b>How are contracts typically structured in the industry?</b>	
4.1	Is it fixed fee, hourly, or else? How are the changes to scope manage?	
4.2	Is it a model similar to contract management for construction, where a contractor/consultant is hired for their expertise, then defines the work to be done, manages the procurement process and gets the work done?	

<b>5</b>	<b>Timeline</b>	
<b>5.1</b>	The construction of the new facility will be complete in March 2023. Our intent is to have the move completed and the new facility ready to operate in March 2025 or earlier. Does that schedule seem realistic to you?	
<b>5.2</b>	When do you think you should get on board before the facility is open to have enough time to properly plan the move and ensure success?	
<b>5.3</b>	If the construction was to be delayed, what would be the impact on the move? How would you mitigate that risk?	
<b>5.4</b>	What are the critical elements that would challenge achieving a 2-year deadline?	
<b>6</b>	<b>Example of previous, similar contract completed</b>	
<b>6.1</b>	Client:	
<b>6.2</b>	Scope/description:	
<b>6.3</b>	What have been your approach?	
<b>6.4</b>	What was the level of complexity?	
<b>6.5</b>	Duration? (please split into planning phase and execution phase, if applicable)	
<b>6.6</b>	Value of that contract?	
<b>6.7</b>	Did you face any unexpected challenges?	
<b>6.8</b>	What is your most valuable lesson learned from that contract?	
<b>7</b>	<b>Additional Information</b>	
<b>7.1</b>	Is there any additional information you feel would be helpful for us to know at this time?	
<b>7.2</b>	Would you be open to Parks Canada, contacting you to follow up with additional questions or clarifications?	

## 4 INSTRUCTIONS TO RESPONDENTS

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### 4.1 FORMAT OF RESPONSES REQUESTED

- a) **Format:** Respondents are requested to submit one electronic copy of their response by email directly to the Contracting Authority, preferably in Portable Document Format (PDF) or Microsoft Word. The Microsoft Word templates included in this RFI can be used for the response.
- b) **Cover Page:** Respondents are requested to indicate on the cover page of each submitted document:
  - (i) the title of the response;
  - (ii) the RFI number;
  - (iii) the full legal name of the company;
  - (iv) the contact information of the respondent;
  - (v) the date.
- c) **Language:** Documents may be submitted in either official language of Canada.

### 4.2 RESPONSE COSTS

Parks Canada will not reimburse any respondent for expenses incurred in responding to this RFI.

### 4.3 TREATMENT OF RESPONSES

- (a) **Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Parks Canada to develop or modify procurement strategies or any draft documents contained in this RFI. Parks Canada will review all responses received by the RFI closing date. Parks Canada may, in its discretion, review responses received after the RFI closing date.
- (b) **Review Team:** A review team composed of representatives of Parks Canada will review the responses. Parks Canada reserves the right to hire any independent consultant, or use any Government resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.
- (c) **Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Parks Canada will handle the responses in accordance with the *Access to Information Act*.
- (d) **Follow-up Activity:** Parks Canada may, in its discretion, contact any respondents to follow up with additional questions or for clarification of any aspect of a response.

## 5P047-21-0010/RFI

### REQUEST FOR INFORMATION - MOVING & LOGISTICS SERVICES FOR PARKS CANADA

#### 4.4 ENQUIRIES

Because this is not a bid solicitation, Parks Canada will not necessarily respond to enquiries in writing or by circulating answers to all potential suppliers. However, respondents with questions regarding this RFI may direct their enquiries to:

Contracting Authority: Pat Alguire  
E-mail Address: [pat.alguire@canada.ca](mailto:pat.alguire@canada.ca)  
Telephone: 873-355-2516

#### 4.5 TIMELINE

Service Suppliers interested in providing a response to this RFI should deliver them electronically by 2:00 pm on June 30<sup>th</sup>, 2021. Each respondent is solely responsible for ensuring its response is delivered on time.