



**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
Québec, QC, G1R 3Z8

Title-Sujet Stage 1 - Bethune Memorial House Envelope Restoration – National Historic Site		
Solicitation No. - No. de l'invitation 5P468-23-0291/A		Date: January 24, 2024
Client Ref. No. – No. de réf du client. PR 10233022		
Solicitation Closes – L'invitation prend fin :		
at – à 2:00 PM	on – le February 7, 2024	Time Zone - Fuseau horaire EST-HNE
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 : Annik Piché Annik.piche@pc.gc.ca		
Telephone No. - No de téléphone (581) 398-3489		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

2 STAGE SELECTION PROCESS

IMPORTANT NOTICE TO BIDDERS

TWO STAGE SELECTION PROCESS

This is the first stage (Stage one) of a two-stage competition: the first stage will evaluate the qualifications of all bidders; second stage (Stage two) 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 Two 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 Two, 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 One will not be released. Contract award notice of the successful bidder of Stage Two 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 One 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 Two Bidders will be provided an INVITATION TO TENDER (ITT) for further qualifications 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.

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 annik.piche@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 One 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 One 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.

REPLACEMENT OF SPECIFIC INDIVIDUALS

1. If specific individuals are identified in the Contract to perform the Work, the Contractor must provide the services of those individuals unless the Contractor is unable to do so for reasons beyond its control.
2. If the Contractor is unable to provide the services of any specific individual identified in the Contract, it must provide a replacement with the same level of qualifications and experience as the individual who is being replaced. The replacement must meet the criteria used in the selection of the Contractor and be acceptable to Canada. The Contractor must, as soon as possible, give notice to the Contracting Authority of the reason for replacing the individual and provide:
 - a. the name, qualifications and experience of the proposed replacement; and
 - b. proof that the proposed replacement has the required security clearance granted by Canada, if applicable.
3. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Departmental Representative may order that a replacement stop performing the Work. In such a case, the Contractor must immediately comply with the order and secure a further replacement in accordance with paragraph 2. The fact that the Departmental Representative does not order that a replacement stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
4. If the contractor fails to provide an replacement equally qualified and experienced as the individual originally proposed, Canada may apply a reduction up to 10% of the progress payment that the replacement provided has been demonstrated as equivalent or superior to the original individual identified in the contractor submission. Canada will have the right to hold back, drawback, deduct or set off from and against the amounts of any monies owing at any time by Canada to the Contractor, any penalties owing and unpaid under this section.

Canada reserves the right, at their sole discretion, to reduce or eliminate amounts withheld if it can be clearly demonstrated that significant efforts were made to meet the specific individual commitments but could not due to circumstances out of the Contractor's control.

APPENDIX 1 – STAGE ONE QUALIFICATION REQUIREMENTS

DESCRIPTION:

Parks Canada requires restoration to the building envelope on the Bethune Memorial House at 235 John Street, Gravenhurst, ON. The building and grounds are a National Historic Site of Canada, originally constructed in 1879-1880. The house is a two-storey timber structure with stone foundation, clapboard exterior, brick chimneys and a steep pitched gable cedar shingle roof. The work at this National Historic Site must be completed with extreme care and consideration for the cultural defining elements as described in the tender package. This project has been reviewed by the Federal Heritage Building Review Office and the design intent must be followed.

This restoration project includes but not limited to:

- Restoring/replacing exterior wood elements of the heritage building
- Installation of new flashing details
- Improvement to building soffit ventilation
- Window restoration
- Brick repointing at chimneys
- Repointing of existing stone foundation at specified locations with drainage improvements
- Full cedar shingle roof replacement

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

BASIS OF SELECTION:

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

MANDATORY REQUIREMENTS:

At Stage One 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 (M1, M2) 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 requirement M1:

- Select **two (2) reference projects** undertaken by the Bidder within the last twelve (12) years. Only two (2) projects listed for M1, in sequence, will receive consideration and any others will not receive consideration.

For Mandatory requirement M2:

- Provide CV for **one (1) Site Foreman** to be used for Bethune House project. CV must identify relevant experience over the last five (5) years. Only the first CV listed for M2, in sequence will receive consideration and any others will not receive consideration.

A response to each **mandatory requirement** is required.

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) envelope restoration or repair</u> projects in the last <u>twelve (12)</u> years.</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>For at least one (1) of the project examples, the Bidder must have been the Prime Contractor and not have been retained to complete the work under sub-contract.</p> <p>Selected project scope of work must have included wood restoration, wood repairs and masonry repointing.</p> <p>One of the projects completed by the bidder related to envelope restoration must have been at least \$50,000 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 (M1) using Project 1 and Project 2 Tables below (use extra pages if necessary) and can supplement with pictures as needed, no page restriction.</p>	
M2	<p>By the closing date of this pre-qualification, the Bidder must provide CV for the proposed Site Foreman. The CV must indicate they have experience in the role of Site Foreman for the last <u>five (5)</u> years.</p> <p>The relevant experience of the Site Foreman can be with one, or multiple companies. (i.e., could be projects performed with a previous employer(s)). A brief description of at least one (1) completed project shall be included as part of the CV to demonstrate experience supervising projects.</p> <p>The project(s) 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>Note: The Bidder must provide substantiation of above Mandatory Requirement (M2) by providing proposed Site Foreman detailed CV – no specific format required, no page restriction.</p>	

Mandatory Requirements, M1 - PROJECT 1		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 12 years? ____ Yes or ____ No		
Prime/General Contractor? ____ Yes or ____ No		
Selected project scope of work includes wood restoration, wood repairs and masonry repointing? ____ 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 Envelope Restoration \$ _____ (One must be at least \$50,000 excluding taxes)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

Mandatory Requirements, M1 - PROJECT 2		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 12 years? ____ Yes or ____ No		
Prime/General Contractor? ____ Yes or ____ No		
Selected project scope of work includes wood restoration, wood repairs and masonry repointing? ____ 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 Envelope Restoration \$ _____ (One must be at least \$50,000 excluding taxes)		
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)		

Solicitation No. - N° de l'invitation
5P468-23-0291/A

Amd. No. - N° de la modif.
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Contracting Authority - Autorité contractante
Annik Piché

Client Ref. No. - N° de réf. du client
PR 10233022

File Name - Nom du dossier
Stage 1 – Bethune Memorial House Envelope Restoration – National Historic Site

APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)

(ATTACHED SEPARATELY)