



**RETURN BIDS to:
RETOURNER LES SOUMISSIONS à**

Bid Receiving/Réception des soumissions

Procurement Hub | Centre d'approvisionnement
Fisheries and Oceans Canada | Pêches et
Océans Canada

Email / Courriel : DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca

AND

Richard.soulliere@dfo-mpo.gc.ca

**REQUEST FOR QUALIFICATIONS /
DEMANDE DE QUALIFICATION**

Title / Titre Building Envelope Replacement at Lark Harbour Canadian Coast Guard Lifeboat Station		Date June 5, 2024
Solicitation No. / N° de l'invitation 30005772		
Solicitation Closes / L'invitation prend fin At / à : 2:00 P.M. EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : June 20, 2024		
F.O.B. / F.A.B. Destination	Taxes See herein — Voir ci-inclus	Duty / Droits See herein — Voir ci-inclus
Destination of Goods and Services / Destinations des biens et services See herein — Voir ci-inclus		
Instructions See herein — Voir ci-inclus		
Address Inquiries to : / Adresser toute demande de renseignements à : Richard Soulliere, Senior Contracting Officer Email / Courriel: DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca C.c.: Richard.soulliere@dfo-mpo.gc.ca		

TO BE COMPLETED BY THE BIDDER
(type or print)

A ÊTRE COMPLÉTER PAR LE SOUMISSIONNAIRE
(tapez ou écrivez en caractères d'imprimerie)

Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur	
Telephone No. / No. de téléphone	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (tapez ou écrivez en caractères d'imprimerie)	
Signature	Date



IMPORTANT NOTICE TO BIDDERS

TWO PHASE SELECTION PROCESS

This is the first phase (Phase 1) of a two-phase competition: the first phase will evaluate the qualifications of all bidders; second phase (Phase 2) will invite the qualified bidders to provide a financial bid on the project based on the specifications and drawings. Upon award of contract in Phase Two the pre-qualification list will be terminated, no additional contracts will be awarded.

DEBRIEFING

Should a bidder desire a debriefing, the bidder should contact the person identified on the front page of the Request for Qualifications within 15 working days of the notification of the results of the solicitation. The debriefing will include an outline of the strengths and weaknesses of the submission, referring to the evaluation criteria. The confidentiality of information relating to other submissions will be protected. The debriefing may be provided in writing, by telephone or in person.

BID CHALLENGE AND RECOURSE MECHANISMS

- (a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.
- (b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:
 - Office of the Procurement Ombudsman (OPO)
 - Canadian International Trade Tribunal (CITT)

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an impartial, independent venue for Canadian bidders to raise complaints regarding the award of certain federal contracts under \$33,400 for goods and \$133,800 for services. If you have concerns regarding the award of a federal contract below these dollar amounts, you may contact OPO by e-mail at boa.opo@boa-opo.gc.ca, by telephone at 1-866-734-5169, or by web at www.opo-boa.gc.ca.

- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

LIST OF PRE-QUALIFIED BIDDERS

A list of pre-qualified bidders from Phase 1 will not be released. Contract award notice of the successful bidder of Phase Two will be posted on [CanadaBuys](#).



INSTRUCTIONS TO BIDDERS

1. This is a two-phase selection process. Bidders responding to this selection process are requested to submit a bid in two phases. Phase 1 bid covers only the qualifications and experience of the Bidder. Following the evaluation of the submissions, Bidders will be advised of their standings. Pre-Qualified Bidder(s) will advance to Phase Two. Bidders will be sent via email an Invitation to Tender (ITT) including the specification and drawings for the financial evaluation in relation to the requirement.
2. **ENQUIRIES:** All enquiries are to be submitted in writing to the Contracting Authority at DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca as well as to the address of the Contracting Authority listed on page 1 of this document.

Enquiries are to be made in writing and should be received no less than seven (7) working days prior to the closing date to allow sufficient time to respond.

3. **Qualification Submittal** - Appendix 2 – Phase 1 Qualification Form must be submitted **ONLY** to the Fisheries and Oceans Canada by the date, time and place indicated on page 1 of the Request for Qualifications. Fisheries and Oceans Canada will not assume responsibility for submissions directed to any other location.

The maximum size per email (including attachments) is limited to 10MB. If the limit is exceeded, your email might not be received by Fisheries and Oceans Canada. It is suggested that you compress the email size to ensure delivery. Bidders are responsible to send their proposal and to allow enough time for Fisheries and Oceans Canada to receive the proposal by the closing period indicated in the Phase 1 – Request for Qualifications. **Emails with links to bid documents will not be accepted.**

For bids transmitted by email, Fisheries and Oceans Canada will not be responsible for any failure attributable to the transmission or receipt of the email bid.

Bids transmitted by facsimile, courier, or postal mail (to Fisheries and Oceans Canada) will not be accepted.

4. Appendix 2 – Phase 1 Qualification Form, **front page of the Request for Qualifications** and any required associated document(s) must be submitted by email as a pdf attachment and the following information should be clearly typed in the subject line:

- Phase 1 Qualification Form; and
- Solicitation Number.

Any clarifications or changes to the Phase 1 – Request for Qualifications will result in an addendum being posted on the [CanadaBuys](#) and will be included as an amendment to the Request for Qualifications to the bid solicitation. The first page of all addendum(s) that have been duly signed/initialed verifying proof of receipt or written acknowledgement of receipt of addendum(s) should be submitted with the bid but may be submitted afterwards. If any addendum(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.

5. TECHNICAL DIFFICULTIES OF BID TRANSMISSION

Despite anything to the contrary in (05), (06) or (08) of the Standard Instructions, where a Bidder has commenced transmission of its bid through an electronic submission method (such as facsimile or Canada Post Corporation's (CPC) Connect service, or other online service) in advance of the bid solicitation closing date and time, but due to technical difficulties, Canada was unable to receive or



decode the entirety of the Bid by the deadline, Canada may nonetheless accept the entirety of the Bid received after the bid solicitation closing date and time, provided that the Bidder can demonstrate the following:

- i. The Bidder contacted Canada in advance of the bid solicitation closing date and time to attempt to resolve its technical difficulties; OR
- ii. The electronic properties of the Bid documentation clearly indicate that all components of the Bid were prepared in advance of the bid solicitation closing date and time.

6. COMPLETENESS OF THE BID

After the closing date and time of this bid solicitation, Canada will examine the Bid to determine completeness. The review for completeness will be limited to identifying whether any information submitted as part of the bid can be accessed, opened, and/or decoded. This review does not constitute an evaluation of the content, will not assess whether the Bid meets any standard or is responsive to all solicitation requirements, but will be solely limited to assessing completeness. Canada will provide the Bidder with the opportunity to submit information found to be missing or incomplete in this review within two business days of notice.

COMPLETENESS OF THE BID CHECKLIST

Bids will be reviewed and deemed to be complete when the following elements have been submitted by the Bidder:

Complete (Y/N)	Action Taken
	Certifications and securities required at bid closing are included.
	Bids are properly signed, that the bidder is properly identified.
	Acceptance of the terms and conditions of the bid solicitation and resulting contract.
	All documents created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.
	All certifications, declarations and proofs created prior to bid closing but due to technical difficulties Canada was unable to receive them, have been properly submitted and received by Canada.



ANNEX 1 - DESCRIPTION OF PROJECT – STATEMENT OF WORK

The Lark Harbour CCG Lifeboat Station (Category 2 SAR/RER Station, DFRP# 80553) is located at Main Street, Lark Harbour, NL. This facility was constructed in 2004 and consists of a two-storey wood-framed Search and Rescue (SAR) Operations Building (340m² total) and a Boat Storage Building (132m²). The first level of the SAR Operations Building houses office space, radio/operations room, kitchen, living room and other support space. The second level houses staff accommodations. Lifeboat stations are staffed 24-7 seasonally on a rotational basis (closed December - April).

Site Name: Lark Harbour CCG Lifeboat Station
Physical Address: Main Street, Lark Harbour, NL
Directory of Federal Real Property (DFRP) No.: 80553

The Lark Harbour CCG Lifeboat Station Building Envelope Replacement will consist of complete replacement of building envelope components: exterior windows, exterior doors, air infiltration barriers; insulation and roofing revitalization. New color scheme for exterior paint will be included in construction scope.

Additional details can be found in separate attachments that of the specifications and the drawings.

The Contractor must perform and complete the Work by October 31st, 2024.



ANNEX 2 – PHASE 1 QUALIFICATION FORM

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: _____
E-mail address: _____

MANDATORY REQUIREMENTS

Bidder Instructions: The Bidder is requested to respond to the Phase 1 Evaluation Criteria using the table below.

At Phase 1 bid closing time, the Bidder must:

- a) comply with the following Mandatory Requirements; and
- b) provide the necessary documentation to support compliance.

Phase 1 – Qualification Form mandatory requirements, as described below, all mandatories **MUST** be included with the bidder's submission at time of bid closing. Failure by the bidder to provide the required evidence will result in the bidder being disqualified and no further consideration will be given to the bidder and the submission will be deemed non responsive.

Proposals will be evaluated in accordance with the mandatory evaluation criteria as detailed herein. Bidders' Proposals must clearly demonstrate that they meet all Mandatory Requirements for the proposal to be considered for further evaluation. Proposals not meeting the mandatory criteria will be excluded from further consideration.



No.	Description of Mandatory Criterion (M)
M1	<p>The Bidder must have at least three (3) years of experience, within the past six (6) years as of bid closure, in the construction or re-construction of the envelope of an industrial or commercial building**. To qualify, the experience must not have been as a sub-contractor.</p> <p>The Bidder MUST provide the following for each project using the table below (one per project):</p> <ol style="list-style-type: none"> i. Name of the client organization; ii. A description of the project and status of the Bidder on the project (prime vs subcontractor); and iii. Project start and end date (month and year). <p>**Commercial re-construction is defined as any re-construction of an exclusively non-residential nature, where the final purpose of the structure is for either:</p> <ol style="list-style-type: none"> a) commerce - whether public or private; or b) service*** – whether public or private. <p>Commercial re-construction includes all structures sub-defined under the definition of an institutional**** structure.</p> <p>*** Service is defined as a system, program or method satisfying a public or private need, and which complies with the definition of commercial re-construction above.</p> <p>**** Institutional means any building belonging to “the state” that renders a public service or a public operation. “The state” applies to any level of government: municipal, provincial, territorial, or federal.</p>
M2	<p>The Bidder must have completed at least two (2) industrial re-construction projects in the experience mentioned in response to criterion M1. The Bidder must provide the following for each project using the table below:</p> <ol style="list-style-type: none"> i. Name of the client organization; ii. A description of the project and status of the bidder on the project (prime vs subcontractor); and iii. Project start and end date (month and year).

[Note to Bidders: Bidders must complete the following table for each project/experience submitted in response to the evaluation criteria (above) and can copy the table as many times as is required. Only one table is required for each project/experience.]

Project #__ :	
Project Start Date: (YYYY/MM/DD)	Project 100% Completion Date: (YYYY/MM/DD)
Client Name:	
What was the status of the Bidder? Prime <input type="checkbox"/> or subcontractor <input type="checkbox"/>	
Was this project 100% completed in the past 6 years? Yes <input type="checkbox"/> or No <input type="checkbox"/>	
Was this project a commercial re-construction** project? Yes <input type="checkbox"/> or No <input type="checkbox"/>	
Describe the project (i.e.: scope, size, distinguishing characteristics, etc.)	



ANNEX 3 - BID SUBMISSION CHECK LIST

Submission of Bid:

- Front page of the Request for Qualifications:** completed and signed
- Annex 2 – Phase One Qualification Form:** completed
- Front page of Addendum(-a)** (if applicable): signed or initialed

To be submitted by the date and time indicated on page 1 of the bid solicitation to both email addresses indicated on page 1 of the bid solicitation.