



**RETURN BIDS TO /  
RETOURNER LES SOUMISSIONS Á:**

**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](mailto: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**

**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  
Cornwall, Ontario, K6H 6S2

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<b>Title-Sujet</b> Stage 1 - Cape Breton Highlands National Park - Keltic Road Infrastructure Upgrades (East)		
<b>Solicitation No. - No. de l'invitation</b> 5P468-23-0046/A		<b>Date:</b> May 02, 2023
<b>GETS Reference No. – No de référence de SEAG</b> n/a		<b>Client Ref. No. – No. de réf du client.</b> 2277
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> May 25, 2023	<b>Time Zone - Fuseau horaire</b> HAA - ADT
<b>F.O.B. - F.A.B.</b> Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Sheldon Lalonde <a href="mailto:sheldon.lalonde@pc.gc.ca">sheldon.lalonde@pc.gc.ca</a>		
<b>Telephone No. - No de téléphone</b> 343-585-3836		<b>Fax No. – No de FAX:</b> 1-855-983-1808
<b>Destination of Goods, Services, and Construction:</b> Destinations des biens, services et construction :  See Herein – Voir aux présentes		

**TO BE COMPLETED BY THE BIDDER  
À ÊTRE COMPLÉTÉ PAR LE SOUMISSIONNAIRE**

<b>Vendor/Firm Name – Nom du fournisseur/de l'entrepreneur</b>	
<b>Address - Adresse</b>	
<b>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</b>	
<b>Titale - Titre</b>	
<b>Telephone No. - N° de téléphone:</b> _____	
<b>Facsimile No. - N° de télécopieur:</b> _____	
<b>Signature</b>	<b>Date</b>

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## **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 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](http://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](mailto: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](mailto: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>

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## 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 stages. 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 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 Single Envelope ITT with a Low Price Basis of Selection. The attached sample is only being provided for bidders to reference the General Conditions.

### SITE VISIT

n/a.

### 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 [sheldon.lalonde@pc.gc.ca](mailto:sheldon.lalonde@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.

Solicitation No. - N° de l'invitation  
**5P468-23-0046/A**  
Client Ref. No. - N° de réf. du client  
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Amd. No. - N° de la modif.  
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File Name - Nom du dossier  
**Stage 1 - Cape Breton Highlands National Park - Keltic Road Infrastructure Upgrades  
(East)**

Contracting Authority - Autorité contractante  
**Sheldon Lalonde**

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## **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.

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## **APPENDIX 1 – STAGE ONE QUALIFICATION REQUIREMENTS**

### **DESCRIPTION:**

Parks Canada requires a contractor to upgrade road and underground infrastructure at the Keltic Lodge Area of Cape Breton Highland National Park (CBHNP). The work within this tender would be for the Phase 1 upgrades to the roads and underground infrastructure on the eastern portion of the Keltic Lodge facilities including the renewal of the water distribution system, sanitary sewer collection system, storm sewer system, asphalt roads, parking lots and driveways.

Parks Canada has engaged a multi-disciplinary engineering consult to provide project design and construction supervision services. Construction activities will generally involve tree clearing, excavation, underground utility pipe installation by trenching, mechanical and electrical upgrades to sanitary sewer lift station, retaining wall installation, full depth road reconstruction with gravels and asphalt paving, concrete curb, landscaping, and revegetation.

- .1 The work will be carried out on park facilities at Cape Breton Highlands National Park, NS.
- .2 The work of this contract will include the supply of all materials, labour, equipment, and ancillaries, all as necessary for the completion of the work. Specifically, the project is anticipated to include but is not limited to the following components:
  - .1 Supply and install all environmental protection measures required for site erosion and sediment control measures, maintained for the duration of the project, and removed following completion.
  - .2 Supply and operation of traffic control and signage for the duration of the project.
  - .3 The rehabilitation of roadways within the eastern portion of Keltic Lodge area. This includes the realigned Keltic-in road at the bin wall with a new precast concrete retaining wall.
  - .4 The replacement of watermain under eastern portion Keltic Lodge area. This includes the replacement of all water services to the various building in the project area.
  - .5 Replacement of the sanitary pipe network on the eastern portion of Keltic Lodge area. This includes a portion of the force main from an existing lift station.
  - .6 Construction of a new storm sewer network at the Keltic Lodge facility area.
  - .7 Mechanical and Electrical Upgrades to of the Keltic Lodge lift station.
  - .8 Reinstatement of all areas at the end of construction.
  - .9 Restoration of all affect off road areas.
  - .10 Maintain roadways clean and control dust throughout the duration of the project.
- .3 All work to be carried out in accordance with applicable federal and provincial regulations for those agencies having jurisdiction for the work. The work is subject to the National Park Act and Regulations, Canadian Environmental Protection Act, Canada Labour Code and the NS Occupational Health and Safety Act and Regulations.

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 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

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**5P468-23-0046/A**  
Client Ref. No. - N° de réf. du client  
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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.

**MANDATORY REQUIREMENTS:**

**M1: Phase One – Qualification Form**

**Achievements of Bidder and identified Key Sub contractors on Projects involving Roads and Municipal Infrastructure Construction.**

Select two (2) reference projects undertaken by the Bidder within the last 10 years that demonstrate substantial completion within the civil engineering, municipal infrastructure and roads construction sector on high visitor traffic, pedestrian, or tourist areas. 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).

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 and time of this pre-qualification, the Bidder must have substantially completed two (2) construction projects within the last 10 years that demonstrate similar size and scope to the subject project including municipal infrastructure and road construction projects in high volume visitor, pedestrian or tourist area in North America, at a value of \$1.0M or greater. The projects preferably have been in the public sector (i.e. work completed for a federal, provincial/territorial or municipal government client).</p> <p><b>Of the Two (2) projects required, a minimum of one (1) project must demonstrate the following experience:</b></p> <ul style="list-style-type: none"> <li>- Municipal Infrastructure and Road construction on high volume visitor, pedestrian or tourist area in North America.</li> </ul> <p><b>Bidders must demonstrate they have met all of the below mandatory experience criteria. This can be demonstrated amongst the breadth of experience in the two (2) reference projects provided.</b></p> <ul style="list-style-type: none"> <li>- Management of construction sites with visitors and facility operations that are open to the public during construction.</li> <li>- Experience working with and coordination of multi-disciplinary teams along with successful supply change management.</li> <li>- Experience in traffic control pedestrian accommodation and site cleanliness on high volume visitor sites.</li> </ul> <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><b>Note:</b> The Bidder must provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below (use extra pages if necessary).</p>	

**FORM – PROJECT 1**

<b>PROJECT 1:</b>		<b>Met (Yes/No)</b>
<b>Project Title:</b>		
<b>Project Location:</b>		
<b>Client (Owner or General Contractor if sub-contract):</b>		
<b>Project Start Date (YYYY/MM/DD):</b>	<b>Project Substantial Completion Date (YYYY/MM/DD):</b>	
<b>Was this project substantially completed in the past 10 years? _____ Yes or _____ No</b>		
<p><b>Did this project include; Municipal Infrastructure and Road construction on high volume visitor, pedestrian or tourist area in North America?</b></p> <p>_____ Yes or _____ No <b>If Yes, please describe with sufficient detail to demonstrate compliance.</b></p> <p><b>Did this project include road construction in North America similar in scope and scale to this project?</b></p> <p>_____ Yes or _____ No</p> <p><b>In the project description be sure to identify and describe with sufficient detail which of the following elements were included in the example project.</b></p> <ul style="list-style-type: none"> <li>- Management of construction sites with visitors and facility operations that are open to the public during construction.</li> <li>- Experience working with and coordination of multi-disciplinary teams along with successful supply change management.</li> <li>- Experience in traffic control, pedestrian accommodation, and site cleanliness on high volume visitor sites.</li> </ul>		
<p><b>Provide a client reference.</b> 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.</p> <p>Name :</p> <p>Email :</p> <p>Phone #:</p>		
Total Value of Project \$ _____ (must be at least \$1,000,000)		
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, and relevance as defined by the scope elements listed herein, etc.)</b>		

*(use extra pages if necessary)*



**FORM – PROJECT 2**

<b>PROJECT 2:</b>		<b>Met (Yes/No)</b>
<b>Project Title:</b>		
<b>Project Location:</b>		
<b>Client (Owner or General Contractor if sub-contract):</b>		
<b>Project Start Date(YYYY/MM/DD):</b>	<b>Project Substantial Completion Date (YYYY/MM/DD):</b>	
<b>Was this project substantially completed in the past 10 years? _____ Yes or _____ No</b>		
<p><b>Did this project include Municipal Infrastructure and Road construction on high volume visitor, pedestrian or tourist area in North America?</b></p> <p>_____ Yes or _____ No <b>If Yes, please describe with sufficient detail to demonstrate compliance.</b></p> <p><b>Did this project include road construction in North America similar in scope and scale to this project?</b></p> <p>_____ Yes or _____ No</p> <p><b>In the project description be sure to identify and describe with sufficient detail which of the following elements were included in the example project.</b></p> <ul style="list-style-type: none"> <li>- Management of construction sites with visitors and facility operations that are open to the public during construction.</li> <li>- Experience working with and coordination of multi-disciplinary teams along with successful supply change management.</li> <li>- Experience in traffic control, pedestrian accommodation, and site cleanliness on high volume visitor sites.</li> </ul>		
<p><b>Provide a client reference.</b> 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.</p> <p>Name :</p> <p>Email :</p> <p>Phone #:</p>		
Total Value of Project \$ _____ (must be at least \$1,000,000)		
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, and relevance as defined by the scope elements listed herein, etc.)</b>		

*(use extra pages if necessary)*

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**APPENDIX 2 – EXAMPLE INVITATION TO TENDER (ITT)**

**(ATTACHED SEPARATELY)**