



**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](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  
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

<b>Title-Sujet</b> Stage 1 - Supply and Install of Four Road Closure Gates, Cape Breton Highlands National Park		
<b>Solicitation No. - No. de l'invitation</b> 5P468-23-0076/A		<b>Date:</b> June 2, 2023
<b>Client Ref. No. – No. de réf du client.</b> S/O		
<b>Solicitation Closes – L'invitation prend fin :</b>		
<b>at – à</b> 2:00 PM	<b>on – le</b> June 13, 2023	<b>Time Zone - Fuseau horaire</b> EDT - HAE
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>		
<b>Address Inquiries to: - Adresser toute demande de renseignements à :</b> Cloë Pelland Tessier <a href="mailto:cloe.pelland-tessier@pc.gc.ca">cloe.pelland-tessier@pc.gc.ca</a>		
<b>Telephone No. - No de téléphone</b> 418 928-7252		<b>Fax No. – No de FAX:</b> <b>1-855-983-1808</b>
<b>Destination of Goods, Services, and Construction:</b> <b>Destinations des biens, services et construction :</b>  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>Title - Titre</b>	
<b>Telephone No. - N° de téléphone:</b> _____	
<b>Email Address – Courriel :</b> _____	
<b>Signature</b>	<b>Date</b>

## **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>

## **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 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.

### **OPTIONAL SITE VISIT**

There will be no site visit for Stage 1.

### **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 [cloe.pelland-tessier@pc.gc.ca](mailto:cloe.pelland-tessier@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**

Solicitation No. - N° de l'invitation  
5P468-23-0076/A

Amd. No. - N° de la modif.  
-

Contracting Authority - Autorité contractante  
Cloë Pelland Tessier

Client Ref. No. - N° de réf. du client  
N/A

File Name - Nom du dossier  
Stage 1 - Supply and Install of Four Road Closure Gates, Cape Breton Highlands National Park

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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.

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

### **DESCRIPTION:**

This project will be carried out within the Cape Breton Highlands National Park (CBHNP) in Nova Scotia. The project will involve the supply and install of four (4) road closure gates (one on each side of the Cabot Trail) at two locations in CBHNP: near Big Intervale and Pleasant Bay. The purpose of the gates is to allow for road closures on both lanes of the Cabot Trail on either side of North Mountain in the event of severe weather/poor driving conditions. In addition to the gates, the project also includes the supply/installation of streetlighting at gate locations and protective roadside barriers along with associated civil/electrical work.

Specifically, construction will involve:

- Labour, plant, material, tools, construction machinery and equipment, water, heat, light, power, transportation and other facilities and services required to perform the work.
- Site preparation consisting of surveying, grubbing, excavation, grading and landscape reinstatement.
- Concrete work consisting of excavation, formwork, reinforcing, and concrete placement for gate/light posts.
- Supply and installation of gates and light posts.
- Highway shoulder widening (for vehicle turn-arounds) consisting of excavation, placement of suitable granular materials, grading, compacting, and asphalt if required
- Installation of substantial highway safety measures including highway guardrails and bollards
- Supply and installation (and modification) of permanent highway warning signage / flashing lights.
- Electrical services installation (underground and/or overhead) and may include electrical transformer installations and highway cutting, excavation, service installation and patching with asphalt.
- The work involves multiple trades and suppliers and must be coordinated by a General Contractor. Furthermore, the General Contractor shall be responsible for Occupational Health and Safety on site including traffic control during construction.

Successful bidder will have until October 27, 2023, to complete the work.

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 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.

Select three (3) reference projects undertaken by the Bidder within the last 10 years for each mandatory requirement. A response to each mandatory requirement is required. Only the first three (3) projects listed for each, in sequence, will receive consideration and any others will not receive consideration.

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 three (3) construction projects in the last ten (10) years that involved the installation of road closure gates, streetlights, or similar installations with an electrical component. The relevant projects must also demonstrate experience working adjacent to an active roadway in accordance with the NS Public Works Temporary Workplace Traffic Control Manual. The projects should have been in the public sector (i.e. work completed for a federal, provincial/territorial or municipal government client).</p> <p>The Bidder must have been the Prime Contractor and not have been retained to complete the work under sub-contract.</p> <p>The relevant construction project must have been at least \$200,000 or higher 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><b>Note: The Bidder must provide substantiation of above Mandatory Requirement using Project 1 and Project 2 Tables below (use extra pages if necessary).</b></p>	

PROJECT 1:	Met (Yes/No)
<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>	
<b>Did the project involve construction of road closure gates and/or streetlights or similar installations with an electrical component? ____ Yes or ____ No</b>	
<b>Did the project include work adjacent to an active roadway? ____ Yes or ____ No</b>	
<b>Was this project a Publicly funded project? ____ Yes or ____ No</b>	
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.	
<b>Name:</b>	

<b>Email:</b>	
<b>Phone #:</b>	
Cost of project work involving similar scope: \$ _____ (must be at least \$200,000 thousand or higher excluding Tax)	
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>	

<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>	
<b>Did the project involve construction of road closure gates and/or streetlights or similar installations with an electrical component? ____Yes or ____No</b>	
<b>Did the project include work adjacent to an active roadway? ____Yes or ____No</b>	
<b>Was this project a Publicly funded project? ____Yes or ____No</b>	

<p>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.</p> <p><b>Name:</b> <b>Email:</b> <b>Phone #:</b></p>	
<p>Cost of project work involving similar scope: \$ _____ (must be at least \$200,000 thousand or higher excluding Tax)</p>	
<p><b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b></p>	

<b>PROJECT 3:</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>
Was this project substantially completed in the past 10 years? ____ Yes or ____ No	
Did the project involve construction of road closure gates and/or streetlights or similar installations with an electrical component? ____ Yes or ____ No	
Did the project include work adjacent to an active roadway? ____ Yes or ____ No	



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<b>Was this project a Publicly funded project? ____ Yes or ____ No</b>	
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. <b>Name:</b> <b>Email:</b> <b>Phone #:</b>	
Cost of project work involving similar scope: \$ _____ (must be at least \$200,000 thousand or higher excluding Tax)	
<b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>	

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

**(ATTACHED SEPARATELY)**