



**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](mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca)  
[Cc simon.cousineau@dfo.mpo.gc.ca](mailto:simon.cousineau@dfo.mpo.gc.ca)

**REQUEST FOR QUALIFICATIONS /  
DEMANDE DE QUALIFICATION**

Comments: - Commentaires :

**THIS PROCESS HAS A SECURITY  
REQUIREMENT /  
LE PRÉSENT DOCUMENT  
COMPORTE UNE EXIGENCE EN  
MATIÈRE DE SÉCURITÉ**

<b>Title / Titre</b> LL818 OTTER ISLANDS HELIPAD REPLACEMENT		<b>Date</b> 2023-08-22
<b>Solicitation No. / N° de l'invitation</b> 30004013		
<b>Client Reference No. / No. de référence du client(e)</b> 30004013		
<b>Solicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 2 :00PM / 2 :00PM EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le :</b> September 6, 2023 / 6 Septembre, 2023		
<b>F.O.B. / F.A.B.</b> Destination	<b>Taxes</b> See herein — Voir ci-inclus	<b>Duty / Droits</b> See herein — Voir ci-inclus
<b>Destination of Goods and Services / Destinations des biens et services</b> See herein — Voir ci-inclus		
<b>Instructions</b> See herein — Voir ci-inclus		
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Simon Cousineau <b>Email / Courriel:</b> <a href="mailto:simon.cousineau@dfo-mpo.gc.ca">simon.cousineau@dfo-mpo.gc.ca</a>		
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>		
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>	
<b>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 (taper ou écrire en caractères d'imprimerie)</b>		
<b>Signature</b>	<b>Date</b>	



## 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 \$30,300 for goods and \$121,200 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](mailto:boa.opo@boa-opo.gc.ca), by telephone at 1-866-734-5169, or by web at [www.opo-boa.gc.ca](http://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 [buyandsell.gc.ca](http://buyandsell.gc.ca)



## 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](mailto:DFO.tenders-soumissions.MPO@dfo-mpo.gc.ca)

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 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) shall be submitted by email as a pdf attachment with the following information 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 buy and sell 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.



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## 5. Procurement Strategy for Indigenous Business

### 5.1 Conditional Set-Aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This is an open tender. However, it will be conditionally set-aside under the Government of Canada's Procurement Strategy for Indigenous Business (PSIB) if two or more bids have been received by Indigenous businesses who are certified under the Procurement Strategy for Indigenous Business (PSIB) criteria and who may be listed in the Government of Canada's Indigenous Business Directory (<https://www.sac-isc.gc.ca/eng/1100100033057/1610797769658>).

If your Indigenous business is not yet registered in the Indigenous Business Directory, please do so at the link provided above. If bids from two or more Indigenous businesses are compliant with the terms of the Request for Proposal, the contracting authority will limit the competition to those Indigenous businesses and will not consider bids from any non-Indigenous businesses that may have been submitted.

If the bids from the Indigenous businesses are found to be non-compliant or non-responsive or are withdrawn, such that fewer than two compliant bids from Indigenous businesses remain, bids from all of the non-Indigenous businesses that had submitted bids will then be considered by the contracting authority.

### 5.2 Set-aside under the Federal Government Procurement Strategy for Indigenous Business (PSIB)

This procurement is set aside under the federal government Procurement Strategy for *Indigenous* Business. For more information on *Indigenous* business requirements of the Set-aside Program for *Indigenous* Business, see [Annex 9.4](#) of the *Supply Manual*.

Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.



## APPENDIX 1 - DESCRIPTION OF PROJECT – STATEMENT OF WORK

The following is a summary of the work to be undertaken to replace the existing concrete helipad with a new two-tier wood helipad at Otter Islands Rear Range (LL818). The helipad coordinates will match the existing helipad, approximately 45° 17' 33.30"N, 81° 41' 12.30"W. The site is located on the North Otter Island, 4.25km offshore from Tobermory, Ontario. The site is accessible by water only.

The description of work in this project includes:

- Mobilizing to site with a work barge of appropriate size and certification based on the Contractor's assessment of the site;
- Providing means of a temporary laydown and tool storage area at the site;
- Demolition and disposal of existing concrete helipad, associated rebar, and supports;
- Procurement of all required materials including but not limited to pressure-treated wood, fasteners, safety netting etc.;
- Transportation and installation of Canadian Coast Guard supplied base plates;
- Transportation and installation of a new two-tier wood helipad to meet requirements in the statement of work and engineered drawings;
- Transportation of demolished goods from the site;
- Demobilizing from site;
- Disposal of all waste at a licensed waste disposal facility.

Security Requirement: Unscreened personnel to be escorted

Site work is expected to take approximately four weeks and shall be completed by March 31<sup>st</sup>, 2024. Due to the remote site location and proximity to the water, a detailed Environmental Protection Plan shall be implemented and shall account for the items listed in the specifications, as well as the demolition of the structure and transportation of the demolished goods from the site to the licensed waste disposal facility.



**APPENDIX 2 – PHASE 1 QUALIFICATION FORM**

The Contractor's Representative for the Contract is:

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 Telephone: \_\_\_\_\_  
 Facsimile: \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

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

**MANDATORY REQUIREMENTS**

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.	Mandatory Criteria	Meets Criteria (✓)
M1	<p>The Bidder must have successfully completed two (2) Commercial Construction project in the past 5 years.            Bidder to provide:</p> <ul style="list-style-type: none"> <li>• Project Title</li> <li>• Project Location</li> <li>• Project start and end date (month and year)</li> <li>• Project description;</li> </ul> <p>**Commercial construction is defined as any construction of an exclusively non-residential nature, where the final purpose of the structure is for either:            a) commerce - whether public or private; or            b) ***service – whether public or private; or</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 construction above.</p>	



	Commercial construction includes all structures sub-defined under the definition of an institutional structure.	
<b>M2</b>	<p>The Bidder must provide proof of the following vessel related documentation:</p> <p>Proof of vessel registration as a commercial vessel in accordance with the Canada Shipping Act 2001. Either of the two registrations will be accepted:</p> <ul style="list-style-type: none"> <li>- Proof of commercial vessel registration in the Small Vessel Register (SVR), if less than 15 Gross Tons; or</li> <li>- Proof of commercial vessel registration in the Canadian Register of Vessels (CRV), if more than 15 Gross Tons.</li> <li>- NOTE: Pleasure Craft are not acceptable for the performance of this work, it must be a commercially registered vessel.</li> </ul>	
<b>M3</b>	Photographs of the vessel(s) with the registration number(s) shown	
<b>M4</b>	<p>Copies of the crew certification that will be operating the vessel. Crewing and certification of crew shall be in accordance with the Marine Personnel Regulations, latest edition.</p> <p>Acceptable documents:</p> <ul style="list-style-type: none"> <li>- Training certificate for MED A3 (or equivalent)</li> <li>- Training certificate for small vessel operator proficiency</li> <li>- Master Limited for a vessel of less than 60 GT</li> </ul>	

<b>M1: Project 1</b>	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	
Project Title:	
Was this project 100% completed in the past 5 years? _____Yes or _____No	
Was this project a **commercial construction project? _____Yes or _____No	
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)	
<b>M1: Project 2</b>	
Project Start Date(YYYY/MM/DD):	Project 100% Completion Date(YYYY/MM/DD):
Project Location:	



<b>Project Title:</b>
Was this project 100% completed in the past 5 years? _____ Yes or _____ No
Was this project a **commercial construction project? _____ Yes or _____ No
Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)





### **APPENDIX 3 - BID SUBMISSION CHECK LIST**

#### **Submission of Bid:**

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

**To be submitted by the date, time and place indicated on page 1 of the bid solicitation.**