



**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.

**REQUEST FOR QUALIFICATIONS  
DEMANDE DE QUALIFICATION**

**Proposal to: Parks Canada Agency**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

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><br><b>Waverly Heights Park Pathway Construction</b>   |  |   |
| <b>Solicitation No. - No. de l'invitation</b><br><b>5P468-22-0029/A</b>  |  | <b>Date:</b><br><b>June 14, 2022</b>                  |
| <b>GETS Reference No. – No de référence de SEAG</b><br>PW-22-00998419  |  | <b>Client Ref. No. – No. de réf du client.</b><br>350 |
| <b>Solicitation Closes – L'invitation prend fin :</b>  |  |   |
| <b>at – à</b><br><b>2:00 PM</b>  | <b>on – le</b><br><b>June 28, 2022</b> | <b>Time Zone - Fuseau horaire</b><br><b>HAE - EDT</b> |
| <b>F.O.B. - F.A.B.</b><br><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><br><b>Sheldon Lalonde</b> <a href="mailto:sheldon.lalonde@pc.gc.ca">sheldon.lalonde@pc.gc.ca</a> |  |   |
| <b>Telephone No. - No de téléphone</b><br><b>343-585-3836</b>  |  | <b>Fax No. – No de FAX:</b><br><b>1-855-983-1808</b>  |
| <b>Destination of Goods, Services, and Construction:</b><br><b>Destinations des biens, services et construction :</b>  |  |   |
| See Herein – Voir aux présentes  |  |   |

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

|  |             |
|--|-------------|
| <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</b><br><b>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> |

## **INVITATION TO TENDER**

### **IMPORTANT NOTICE TO BIDDERS**

#### **TWO PHASE SELECTION PROCESS**

This is the first phase (Phase one) of a two-phase competition: the first phase will evaluate the qualifications of all bidders; second phase (Phase 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 Phase Two the pre-qualification list will be terminated, no additional contracts will be awarded.

#### **LIST OF PRE-QUALIFIED BIDDERS:**

A list of pre-qualified bidders from Phase One 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)

#### **COVID-19 VACCINATION REQUIREMENT**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification as required precedent to contract award will render the bid non-responsive.

COVID-19 Vaccination Requirement and Certification has been added

APPENDIX 2 - COVID-19 Vaccination Requirement Certification has been added

#### **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.

Solicitation No. - N° de l'invitation  
**5P468-22-0029/A**

Amd. No. - N° de la modif.  
**000**

Contracting Authority - Autorité contractante  
**Sheldon Lalonde**

Client Ref. No. - N° de réf. du client  
**350**

File Name - Nom du dossier  
**Waverly Heights Park Pathway Construction**

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## **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)

This is a two phase selection process. Bidders responding to this selection process are requested to submit a bid in two phases. Phase One bid covers only the qualifications and experience of the Bidder.

Following the evaluation of the submissions, Bidders will be advised of their standings. Phase 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 3)

Please note that any and all vendors that qualify for Phase II of the solicitation are subject to the COVID-19 Vaccination Policy for Supplier Personnel and all vendor will be required to submit a completed COVID-19 Vaccination Requirement Certification with their bid submission.

## 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.

## PHASE 1

Appendix 1 – Phase One Qualification Form must be submitted **ONLY** to the PCA Bid Receiving Unit by the date, time and place indicated on page 1 of the Request for Qualifications. 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 be completed on Appendix 1 - Phase One Qualification Form **and sent along with the completed front page of the Request for Qualifications.**
- b. Must indicate:
  - Solicitation number; and
  - Name of Bidder.

Appendix 1 – Phase One Qualification Form, **front page of the Request for Qualifications** and any required associated document(s) submitted by courier, shall be enclosed and sealed in an envelope with the following information clearly printed or typed on the face of the envelope:

- Phase One Qualification Form;
- Solicitation Number; and
- 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 Bid on the applicable bid 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, by telephone or in person.

## **COVID-19 VACCINATION REQUIREMENT AND CERTIFICATION**

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification (Appendix 2) as required precedent to contract award will render the bid non-responsive.

## APPENDIX 1 – PHASE ONE QUALIFICATION FORM

### DESCRIPTION:

Parks Canada requires the general construction of a multi-use pathway, located at the City of Peterborough's Waverly Heights Park and the Trent Severn Waterway Canal in Peterborough, Ontario; and further identified as 'The Pathway'.

Construction work is intended to proceed in a manner to accommodate continued access to the park and playground premises during construction with exception to the immediate area of work.

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

### MANDATORY REQUIREMENTS:

At Phase One bid closing time, the Bidder must:

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

Phase One – 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.

Select a **maximum** of two (2) reference projects undertaken by the Bidder within the last 5 years for each **mandatory** requirement. A response to each **mandatory requirement** is required. Only the first two (2) projects listed for each, in sequence, will receive consideration and any others will not receive consideration.

The same projects can be used for multiple mandatory requirements providing each response is relevant to the requirement.

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.

| #  | Mandatory Requirements  | Met (Yes/No) |
|----|---|--------------|
| M1 | <p>By the closing date of this pre-qualification, the Bidder must have substantially completed two (2) construction projects in the last five (5) years within the civil engineering and roads construction sector. 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 1 (one) 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>The component of the project completed by the bidder related to civil engineering and roads construction must have been at least \$100,000 in value (excluding taxes)</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> |              |

| <b>PROJECT 1:</b>   |  | <b>Met<br/>(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<br/>(YYYY/MM/DD):</b> |                         |
| <b>Was this project substantially completed in the past 5 years? ____ Yes or ____ No</b>  |  |                         |
| <b>Was this project a civil engineering or roadway construction 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.<br><br><b>Name:</b><br><b>Email:</b><br><b>Phone #:</b> |  |                         |
| Cost of project work related to civil engineering and roads construction \$ _____<br>(must be at least \$100,000 excluding cost)  |  |                         |
| <b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>   |  |                         |

| <b>PROJECT 2:</b>   |  | <b>Met<br/>(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<br/>(YYYY/MM/DD):</b> |                         |
| <b>Was this project substantially completed in the past 5 years? ___ Yes or ___ No</b>  |  |                         |
| <b>Was this project a civil engineering or roadway construction 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.<br><br><b>Name:</b><br><b>Email:</b><br><b>Phone #:</b> |  |                         |
| Cost of project work related to civil engineering and roads construction \$ _____<br>(must be at least \$100,000 excluding cost)  |  |                         |
| <b>Briefly describe the project (i.e.: cost, scope, size, distinguishing characteristics, etc.)</b>   |  |                         |



## APPENDIX 2 - COVID-19 VACCINATION REQUIREMENT CERTIFICATION

I, \_\_\_\_\_ (*first and last name*), as the representative of

\_\_\_\_\_ (*name of business*) pursuant to

\_\_\_\_\_ (*insert solicitation number*), warrant and certify that all personnel that

\_\_\_\_\_ (*name of business*) will provide on the resulting Contract who access federal government workplaces where they may come into contact with public servants will be:

**(check the applicable option[s] below)**

- (a) fully vaccinated against COVID-19;
- (b) for personnel that are unable to be vaccinated due to a certified medical contraindication, religion or other prohibited grounds of discrimination under the *Canadian Human Rights Act*, subject to accommodation and mitigation measures that have been presented to and approved by Canada; or
- (c) partially vaccinated against COVID-19 for a period of up to 10 weeks from the date of their first dose and subject to temporary measures that have been presented to and approved by Canada, immediately after which period the personnel will meet the conditions of (a) or (b) or will no longer access federal government workplaces where they may come into contact with public servants under this Contract;

until such time that Canada indicates that the vaccination requirements of the COVID-19 Vaccination Policy for Supplier Personnel are no longer in effect.

I certify that all personnel provided by \_\_\_\_\_ (*name of business*) have been notified of the vaccination requirements of the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel, and that the

\_\_\_\_\_ (*name of business*) has certified to their compliance with this requirement.

I certify that the information provided is true as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada will declare a contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the bid or contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada will constitute a default under the Contract.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Optional**

For data purposes only, initial below if your business already has its own mandatory vaccination policy or requirements for employees in place. Initialing below **is not** a substitute for completing the mandatory certification above.

**Initials:** \_\_\_\_\_

Information you provide on this Certification Form and in accordance with the Government of Canada's COVID-19 Vaccination Policy for Supplier Personnel will be protected, used, stored and disclosed in accordance with the Privacy Act. Please note that you have a right to access and correct any information on your file, and you have a right to file a complaint with the Office of the Privacy Commissioner regarding the handling of your personal information. These rights also apply to all individuals who are deemed to be personnel for the purpose for the Contract and who require access to federal government workplaces where they may come into contact with public servants.

Solicitation No. - N° de l'invitation  
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Contracting Authority - Autorité contractante  
**Sheldon Lalonde**

Client Ref. No. - N° de réf. du client  
**350**

File Name - Nom du dossier  
**Waverly Heights Park Pathway Construction**

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**APPENDIX 3 – EXAMPLE INVITATION TO TENDER (ITT)**

**(ATTACHED SEPARATELY)**