



A1. DEPARTMENTAL REPRESENTATIVE

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**Architectural and
Engineering Services
Request for Proposals (RFP)**

For :

Paris Chancery Relocation Project

A2. TITLE Quality Assurance Management Support Services – Chancery Relocation, Paris - France		
A3. SOLICITATION NUMBER ARP-AESVC-PARIS-14192	A4. PROJECT NUMBER B-PARIS-105	A5. DATE 15 juin 2015
A6. RFP DOCUMENTS <ol style="list-style-type: none"> 1. Request for Proposals (RFP) title page 2. Submission Requirements and Evaluations (Section “I”) 3. Price Proposal (Section “II”) 4. General Instructions (Section “IIP”) 5. Draft Contract 6. Annexes A,B & C <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. PROPOSAL DELIVERY <p>In order for the proposal to be valid, it must be received no later than 16:00 (4:00 PM) on July 27th, 2015 (Ottawa time, UTC-4) referred to herein as the “Closing Date”.</p> <p>Electronic proposals must have two (2) separate files attached: the first must be labelled "Technical Proposal", the second must be labelled "Price Proposal". Hard copies or facsimiles will not be accepted. Links to a website, storage service or FTP will not be considered, all documents must be attached to the email.</p> <p>To ensure successful delivery of your proposal, the email size should not exceed 10 MB (bidders are allowed to submit more than one email) or contain any compressed, encrypted files (.zip are allowed if not encrypted and password protected), or executable code.</p> <p>Electronic proposals must be sent only to the following email address: Email: realproperty-contracts@international.gc.ca Please note: Electronic Proposals must not be copied to any other address or individual.</p> <p>Requests for confirmation of receipt of proposal should be sent to the Departmental Representative as listed under A1. NO proposals are to be sent directly to the Departmental Representative.</p> <p>Failure to comply with any of the above will result in the entire proposal being declared non-compliant and rejected from further consideration. Proponents should ensure their name, address, Closing Date, and Solicitation Number is clearly marked in their electronic submission.</p>		
A8. PRICE PROPOSAL All the information required in section SR5 must appear on Section “II” - Price Proposal ONLY and be sealed in a separate envelope marked “Price Proposal”. Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.		
A9. SITE VISIT No site visit required.		
A10. ENQUIRIES All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative no later than five (5) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.		
A11. LANGUAGE Proposals shall be submitted in French.		
A12. CONTRACT DOCUMENTS The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative in accordance with A10 - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.		
A13. PROPONENT CONFERENCE (IF ANY) Not applicable		

SECTION "I" – SUBMISSION REQUIREMENTS AND EVALUATIONS**SR1 DEFINITIONS****1.1 Request For Proposals**

Her Majesty the Queen in right of Canada ("Her Majesty"), represented by the Minister of Foreign Affairs ("The Minister"), is inviting Proponents to submit proposals to provide Quality Assurance (QA) consultant services pursuant to this Request For Proposals (RFP).

1.2 The Proponent

An entity, whether a firm or individual, that submits a proposal on behalf of a consultant team will be referred to as the "Proponent." A consultant team is defined as the team of consultants, specialists and other firms, including the Proponent, proposed to perform the services required. If the Proponent subcontracts parts of the Work to other individuals or firms, the Proponent is legally responsible for all of the Work. In the case of a joint venture, one of the parties must be designated as the Proponent who represents the other members of the joint venture in contractual and operational matters. Where the Proponent is a joint venture, all parties in the joint venture will be held jointly and severally liable for all obligations and undertakings entered into pursuant to any subsequent contract that may arise.

1.3 Proponent - Consultant

For readability, clarity and ease of reference of the narrative that follows, the term "Proponent" is used to identify all entities responding to this RFP. The Proponent responding to this RFP who is selected to carry out the Work is identified as the "Consultant".

1.4 Professional and Technical Services

The Minister seeks to enhance its presence through excellence of design and quality of construction in its Missions abroad. The successful Architectural & Engineering Firm, as Consultant, will provide all professional and technical services as described and required in the attached draft contract, the Statement of work (Appendix A), all other control and administrative services, as described in this RFP, and generally associated with implementing the quality assurance (QA) services in support of the project (the "Project").

1.5 Proponent's Team

Unless previously authorized in writing by The Minister, the composition of the Proponent's Team actually performing the Work must be identical to the one identified in their proposal. Proponents must use the same architects, engineers and other professionals named in this proposal and in the same roles and responsibilities as presented in their proposal.

1.6 Proposal Forms Part of QA Consultant Services Contract

All Requirements, Provisions and Submissions of the RFP phase of this Project, including the Successful Proposal as it relates to the performance of the Work which is the subject of the Project, shall become a part of the QA Consultant Services Contract between the Consultant and Her Majesty.

SR2 INTRODUCTION

This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the Mandatory Requirements set out in SR3 of the RFP. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR4 - Technical Proposal and SR5 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.

In the case of a tie for the highest total score, the Proponent submitting the lowest Fixed Price will be selected. In the case of a tie for the total score and a tie for the price proposal score, the Proponent with the highest score for "Management of the Services" will be selected.

Seven (7) copies of the information required by Section SR3 Mandatory Requirements and Section SR4 Technical Proposal shall be submitted sealed in a separate envelope marked "Technical Proposal".

The evaluation will be based solely on the content of the responses and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents' qualifications other than that supplied pursuant to this RFP.

SR3 MANDATORY REQUIREMENTS

3.1 Corporate Experience

Proponents must have a minimum of ten (10) years of recent experience in QA and/or A&E consulting accomplishments based on a minimum of three (3) projects including successfully completed, embassy, significant heritage buildings, museum or culture center with exhibition spaces, 5 star hotels, Class A major office building projects with complex IT systems and functional complexity, with major construction and fit-up projects, with construction and fit-up costs over 5 million Euros and carried out in France. The proponent must be located in Paris and have significant relevant experience in providing QA support in Paris, France.

3.2 Consultant and Engineering Experience

The Consultant (principal architect) assigned to this project must have a minimum of ten (10) years of recent experience in A&E consulting accomplishments based on a minimum of three (3) major projects including completed embassies, significant heritage buildings, museum or culture center with exhibition spaces, 5 star hotels, Class "A" major office building projects with complex IT systems and functional complexity, with major construction and fit-up projects, with costs over 5 million Euros and carried out in France. The proponent must be located in Paris and have significant relevant experience in providing QA support in Paris, France.

The Civil, Structural, Electrical and Mechanical Engineers assigned to this project, each must have a minimum of ten (10) years of recent experience in QA and / or A&E consulting accomplishments based on a minimum of three (3) major projects including embassies, significant heritage buildings, museum or culture center with exhibition spaces, 5 star hotels, Class "A" major office building projects with complex IT systems and functional complexity carried out in France. At least one of the projects submitted must have a minimum value of 3 million Euros. The Consultant must be located in Paris and have significant relevant experience in providing QA support in Paris, France.

3.3 Certifications and Licensing

Proponents must have relevant professional experience in France and relevant professional experience using French building regulations. The individuals carrying out the Work shall hold appropriate professional certifications and be fully licensed to practice in France. Proponents should be prepared to provide proof of Certification and Licensing within ten (10) calendar days of request.

SR4 TECHNICAL PROPOSAL (80 points)

Points for the Technical Proposal account for eighty percent (80%) of the total score and are allocated to the criteria listed in section SR4.1 to SR4.6 inclusively.

Proponents are required to obtain, at minimum, a rating of "adequate" on the criteria set out in SR4.1 Understanding of the Project, SR4.2 Management of the Services and SR4.3 Time Control. Note that "adequate" ratings are defined below for each evaluation criteria. Proposals not meeting this requirement will not be given any further consideration.

Seven (7) copies of the Technical Proposal shall be submitted on 8.5" x 11" or A4 paper signed by the Principal in charge representing the Proponent.

Technical Proposals **should not** exceed Thirty (30) **double-sided pages**, minimum type face 10 pts, **plus Annexes A,B and C** as required. All material shall be printed on 8.5" x 11" or A4 paper with the exception of project schedules which may be printed on 11"x17" or A3 paper (these larger sheets shall count as one sheet). Material exceeding the **30 double-sided** pages maximum will **NOT** be considered. Annexes **A,B** and **C**, copies of required Certificates and Licences, and Title pages are not included in the **30 double-sided** pages count.

For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure as in this RFP document.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR3.1, in SR3.2 and in SR3.3. Note that "adequate" ratings are defined below for each evaluation component. Proposals not meeting this requirement will not be given any further consideration.

4.1 Understanding of the Project: (15 out of 80 points)

Intent: Evaluate the Proponent's understanding of the requirements. Adequate response consists of an analysis that demonstrates a thorough understanding of the Work. For a Proposal to receive higher marks it must demonstrate "value added". Simply reprinting excerpts from the Statement of work in response to issues will not be perceived as adding "value."

Mandatory Requirements

There are no Mandatory Requirements for the Management Plan.

Points Rated Requirements

The following information requested will be evaluated on points. For a proposal to receive higher marks, it should elaborate on the perceived challenges of the project.

Points Rated Information to be submitted:

- 1.1.1 a narrative which demonstrates a clear understanding of the requirements of the Statement of Work
- 1.1.2 a project organization chart showing names and titles of all Proponent Team resources named for the Project; and
- 1.1.3 a short description of the roles of key team members at each phase of the project; and
- 1.1.4 a description of the particular challenges of this project ; and
- 1.1.5 a description of the intended approach to quality management assurance and monitoring and in assessing and managing quality assurance issues relative to terms of design and construction contracts and managing the assessment and processing compliance issues; and
- 1.1.6 a description of how the proponent intends to coordinate itself with the QS consultant and the Developer
- 1.1.7 a narrative on the specific aspects of this particular Project that entail the greatest risk; and
- 1.1.8 a description of the project management software tools and instrumentations that the Proponent would utilize for the work.

Rating:

Significantly exceeds the requirement 14-15	Exceeds the requirement 9-13	Adequate 8	Do not meet the requirement 0-7
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4.2 Corporate Experience (15 out of 80 points)**Intent:**

Evaluate the Proponents, and his major teams, recent corporate experience on projects of size, complexity and scope similar to the current requirement (such as Diplomatic Premises, Class “A” Offices, Banks, Courthouses, etc.).

Mandatory Requirements

To achieve an “adequate” rating Proponents **must** have professional quality assurance experience on a minimum of **three (3)** -projects of size and scope similar to the current Project , that are currently under construction or that have been completed in Paris during the last 7 years (between 2007 to 2015)

Points Rated Requirements

The following information requested will be evaluated on points. For a proposal to receive higher marks, it should elaborate on the relevance to this project of the individual projects/experience presented; describe specific challenges that were overcome on those projects, highlight lessons learned, etc.

Points Rated Information to be submitted:

3.2.1 To facilitate points rated evaluation, information on specific projects should be submitted on the attached form attached as **Annex ‘A’** and include:

- title of project(s), location (city, country);
- brief description of project scope, complexity, cost and schedule;
- dates of participation in the project; and
- a detailed description of the proponent’s role in the project.
- names, with current telephone and email contact information, of the Client representatives of the project;
- other information of relevance and merit

3.2.2 Additional Project Experience, beyond the minimum requirement, representing specific and/or significant relevant expertise will be considered an asset. Such projects should be included in **Annex ‘A’**. The significance of the experience should be explained for evaluation.

3.2.3 Awards, photographs and brochure material, where appropriate (within the page limit).

Rating:

Significantly exceeds the requirement 14-15	Exceeds the requirement 9-13	Adequate 8	Do not meet the requirement 0-7
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4.3 Experience of Personnel (40 points)**Intent:**

To facilitate point rated evaluation, information on individuals should be submitted on the attached forms attached as **Annex 'B'** and **Annex 'C'** and include:

- 3.3.1 area(s) of expertise of individual being proposed for the project and the role for which they will be responsible;
- 3.3.2 individuals' years of experience;
- 3.3.3 individuals' years with the Proponent entity;
- 3.3.4 detailed resume of key projects and associated responsibilities for the mandatory period required; and
- 3.3.5 proof of Certification and Licensing of personnel, as appropriate.
- 3.3.6 Additional Experience, beyond the minimum requirement, representing specific and/or significant relevant expertise will be considered an asset. Such projects should be included in both **Annexes 'A' and 'B'**. The significance of the experience should be explained for evaluation.
- 3.3.7 Detailed profiles of select individuals is not to be included in the 30 page submission. Such profiles should include details of the individual's particular strengths, particular project experience that could be considered as assets for this project, or elaborate on issues that may contribute to higher marks

Rating:

Significantly exceeds the requirement 31-40	Exceeds the requirement 22-30	Adequate 21	Does not meet the requirement 0-20
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4.4 Presentation (10 points)

Intent:

As part of the evaluation of the Technical Proposals for this project, Proponents will be required to provide a 30 minute presentation of their Technical Proposal to the Evaluation Committee to be followed by 3 questions from DFATD, via teleconference or videoconference, during September 2015. To assess the ability of the team to communicate effectively their understanding of the work plan, the corporate resources available to support the plan and their individual roles. The presentation should demonstrate the ability of the individuals to function effectively as a team.

Who should be there:

A maximum of four people to include:

- 2.4.1 Corporate Director- a representative that can place the delivery of this project in the context of your firm's corporate goals, objective and principles
- 2.4.2 Senior Architect – the leader of the team
- 2.4.3 Senior Engineer – individual(s) responsible for the delivery of the required professional services.

What should be presented and addressed:

The following information requested will be evaluated on points. For a proposal to receive higher marks, it should provide for an:

- 2.4.4 Elaboration on project organization and details of recent work
- 2.4.5. Elaboration of the method for the execution of works as well as roles and responsibilities of the project team.
- 2.4.6 Elaboration of the team's Project Risk Management.

- 2.4.7. Elaboration of the compliance process.
- 2.4.8. Collaboration between DFATD multiple teams and the Developer.

Three (3) Questions and clarifications will follow the presentation

Rating:

Significantly exceeds the requirement 9-10	Exceeds the requirement 6-8	Adequate 5	Does not meet the requirement 0-4
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SR5 PRICE PROPOSAL (20 out of 20 points)

5.1 All of the information required in section SR5 must appear on Section “II” - Price Proposal ONLY and sealed in a separate envelope marked “Price Proposal”. Failure to comply will result in the Proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the Technical Proposal evaluation is completed. If it becomes clear that the Price Score would not alter the standing of any Proposal, that Price Proposal envelope will NOT be opened.

5.2 Fixed Price

- 5.2.1 Proponents shall quote an all inclusive Fixed Price (excluding the cost of The Minister’s services and equipment\ furniture) on the form attached as Section “II” - Price Proposal. The Fixed Price must include, but not necessarily be limited to, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any additional Work described in the Proponent’s Proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements;
- 5.2.2 Proponents shall estimate the value of the taxes (including VAT as per SR5.3) expected to be payable by Her Majesty as a result of entering into a contract with the Proponent on the Price Proposal;
- 5.2.3 All payments shall be made according to the terms of payment set out in the attached draft contract;
- 5.2.4 Exchange rate fluctuation protection is not offered; and
- 5.2.5 Price Proposals not meeting the above requirements will not be given any further consideration.

5.3 Taxes & Duties

Proponents are to provide full details concerning the applicability, amount and administration of the payment of all taxes (including VAT as described below) and duties (including import duties) payable in respect of the Work, as well as any possible exemption from all or part of same.

Her Majesty will pay the VAT specified in the Price Proposal provided:

- 5.3.1 that amount is applicable to the Work provided by the Consultant to Her Majesty under the Contract. Her Majesty will not be responsible for the payment of any VAT payable by the Consultant to any third party (including Subcontractors);
- 5.3.2 Her Majesty is unable to procure an exemption from VAT in respect of the Work;
- 5.3.3 the Consultant agrees to render every reasonable assistance to Her Majesty in obtaining reimbursement of all VAT paid in respect of the Work from the appropriate Government Agency;
- 5.3.4 the VAT is shown separately on all of the Consultant’s invoices and progress claims; and

- 5.3.5 the Consultant agrees to remit to the appropriate Government Agency any amounts of VAT legally required to be remitted by the Consultant pursuant to applicable tax laws.

5.4 Rating

The lowest Price Proposal will score twenty (20) points. Price Proposals costing 150% or more of the lowest Price Proposal will score zero (0) points. Other Price Proposals will be scored in arithmetic proportion as per the following formula:

$$\text{Score} = 20 - [(\text{Price Proposal} - \text{lowest Price Proposal}) \times 20 / (\text{lowest Price Proposal} \times 0.5)]$$

Example:

(In this example, Proposal 1 is the lowest Fixed Price)

Proposal 1 = 100	Score = 20 pts
Proposal 2 = 110	Score = $20 - [(110 - 100) \times 20 / (100 \times 0.5)] = 20 - 4 = 16$ pts
Proposal 3 = 125	Score = $20 - [(125 - 100) \times 20 / (100 \times 0.5)] = 20 - 10 = 10$ pts
Proposal 4 = 145	Score = $20 - [(145 - 100) \times 20 / (100 \times 0.5)] = 20 - 18 = 2$ pts
Proposal 5 = 150	Score = 0 pts
Proposal 6 = 175	Score = 0 pts

Her Majesty reserves the right to request a breakdown of the components of the proposed Fixed Price should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rational and assumptions used to determine the cost of each component of the Work, may lead to disqualification.

SECTION "II" – PRICE PROPOSAL

Name of Firm: _____

Address: _____

Contact Person: _____

Phone number: (____) ____-____ Fax number: (____) ____-____

Email: _____@_____

A) **FIXED LUMP SUMP PRICE** to provide the services required in the Statement Of Work:**A1: During the Pre-Construction Phase**QA € _____ exclusive of VAT;
Commissioning € _____ exclusive of VAT;

to provide the Pre-Construction services described in section C of the Statement of Work

A2: During the Construction PhaseQA € _____ exclusive of VAT;
Commissioning € _____ exclusive of VAT;
Move Coordinator € _____ exclusive of VAT;

to provide the Construction services described in section D of the Statement of Work

A3: During the Project Close Out, Commissioning and Move PhasesQA € _____ exclusive of VAT;
Commissioning € _____ exclusive of VAT;
Move Coordinator € _____ exclusive of VAT;

to provide the Project Close Out services described in sections E, F & G of the Statement of Work

A.4: Allowance –

100K Euros exclusive of VAT to provide for services described in Section II – Terms of Payment

A5: Fixed Lump Sum Price

€ _____ exclusive of VAT; being the total of the amounts listed in A1, A2, A3 and A4 above.

B) Fixed Hourly Rates

(in accordance with TP 2):

Category

- Architect: €____ /hr
- Structural Engineer: €____ /hr
- Mechanical Engineer: €____ /hr
- Electrical Engineer: €____ /hr
- Environmental Engineer: €____ /hr
- Commissioning Engineer: €____ /hr
- Professional Support Staff: € ____-/hr
- Move Coordinator: €____ /hr

*List and specify respective rates as required

All amounts are in the currency specified in the contract

Signature

Date

Print Name and Capacity

SECTION "III" - GENERAL INSTRUCTIONS

GI1 RESPONSIVENESS

- 1.1** For a Proposal to be considered valid, it must comply with all the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

GI2 ENQUIRIES - SOLICITATION STAGE

- 2.1** All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in A10 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2** To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 2.3** All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD

- 3.1** Should any Proponent consider that the Specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in A10 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

GI4 PROPOSAL PREPARATION COST

- 4.1** The costs, including travel incurred by the Proponent in the preparation of its Proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

GI5 PROPOSAL DELIVERY

- 5.1** Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A7, on or before the Closing Date and Time specified in A7.
- 5.2** Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals

that are directed to a location other than the one stipulated in A7.

- 5.3** Late Proposals: The minister will return unopened proposals received after the Closing Date and Time specified in A7.

GI6 VALIDITY OF PROPOSAL

- 6.1** Any proposal must remain open for acceptance for a period of not less than ninety (90) calendar days after the Closing Date.

GI7 RIGHTS OF CANADA

- 7.1** Her Majesty reserves the right:
- 7.1.1** during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;
- 7.1.2** to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her different stakeholders;
- 7.1.3** to accept any proposal in whole or in part without prior negotiation;
- 7.1.4** to cancel and/or re-issue this RFP at any time;
- 7.1.5** to award one or more contracts, if applicable;
- 7.1.6** to retain all proposals submitted in response to this RFP;
- 7.1.7** not to accept any deviations from the stated terms and conditions;
- 7.1.8** to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful Proposal in any resulting contract; and
- 7.1.9** not to contract at all.

GI8 INCAPACITY TO CONTRACT WITH GOVERNMENT

- 8.1** Canada may reject a Proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:

- 8.1.1** Section 121, Frauds upon the Government;
- 8.1.2** Section 124, Selling or Purchasing Office; or
- 8.1.3** Section 418, Selling Defective Stores to Her Majesty.

(Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)

- 8.2** Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Departmental Representative will so inform the Proponent and provide the Proponent ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

GI9 INCURRING OF COST

- 9.1** No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written

requests or instructions from any government personnel other than the Departmental Representative. The Proponent's attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

GI10 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT

10.1 Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

GI11 PROPERTY OF HER MAJESTY

11.1 All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

GI12 RIGHTS OF UNSUCCESSFUL PROPONENTS

12.1 Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

GI13 PRICE SUPPORT

13.1 In the event that the Proponent's bid is the sole responsive Proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:

- 13.1.1** a current published price list indicating the percentage discount available to the Minister;
- 13.1.2** copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
- 13.1.3** a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
- 13.1.4** price or rate certification;
- 13.1.5** any other supporting documentation as requested by the Minister.

GI14 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THIS PROJECT

14.1 Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project, except for their response to Her Majesty pursuant to this RFP.

GI15 ACCEPTANCE OF BIDS

15.1 Proponents must meet and adhere to the architectural and design standards contained in the bid documentation.

15.2 Proponents must submit a list of Sub-Contractors they propose to use on the Work. The successful Proponent shall not be allowed any subsequent substitution of the submitted list of Sub-Contractors, unless authorized, in advance in writing by Her Majesty.

GI16 SIGNATURES

16.1 The following requirements are to be adhered to when signing the Price Proposal:

16.1.1 Corporation

The signatures of the authorized signatories shall be affixed and their names and titles typed or printed.

16.1.2 Partnership

The signatures of the partners shall be affixed and their names typed or printed. If not all of the partners sign or if the signatory is not a partner then a certified true copy of the agreement signed by all partners authorizing such person or persons to execute the document on their behalf shall accompany the bid.

16.1.3 Sole Proprietorship

The signature of the sole proprietor shall be affixed and the name typed or printed. In the event that the signatory is not the sole proprietor then a certified true copy of the agreement signed by the sole proprietor authorizing such person or persons to execute the document shall accompany the proposal.

16.1.4 Joint Venture

The signatures of the authorized signatories of each member of the joint venture shall be affixed and their names and titles typed or printed. Each of the participating signatories shall sign the document in the manner applicable to their particular business arrangement which is more particularly described in 16.1.1 to 16.1.3 above.

GI17 RETURN OF DOCUMENTS

17.1 Unsuccessful Proponents must, if requested by the Departmental Representative, return all bid documents (e.g. Working Drawings, Specifications and Bills of Quantities) intact and in good condition within fourteen (14) days of notification. Any copies of the Working Drawings, Specifications and Bill of Quantities are to be returned along with the original bid documents.

GI18 CLASSES OF OFFICE SPACE: DEFINITIONS

18.1 Class "A":

- 18.1.1** A Class "A" Building is a relatively new

- building situated in a prime location, with high occupancy and rental rates.
- 18.1.2** This definition needs more detail, especially for buildings outside of North America, to more fully assess the varying quality and availability of office space classes around the world. A Class "A" building also is new or not older than ten (10) years since construction or a major renovation, and either through recent construction or major renovation has:
- 18.1.2.1** a modern design (prestigious) with few if any columns restricting use of the floor plate,
 - 18.1.2.2** the mechanical and electrical systems and equipment provide fully powered and climate-controlled space,
 - 18.1.2.3** a prestigious location in terms of exposure and access (i.e., within a fifteen (15) minute walk from a bus or other mass transit station, in the central business district or a very important sector of the city or a diplomatic enclave/area),
 - 18.1.2.4** large, efficient floor plate,
 - 18.1.2.5** appropriate building features including drop ceilings, box lighting, HVAC controls, attractive common area lobbies and washrooms,
 - 18.1.2.6** emergency fire sprinklers, detectors and alarms,
 - 18.1.2.7** at least two (2) staircases for emergency exiting,
 - 18.1.2.8** on-site parking and storage facilities for lease,
 - 18.1.2.9** built to the latest earthquake standards for the area,
 - 18.1.2.10** employed building codes similar to Canada's codes,
 - 18.1.2.11** back-up generator capability for at least the vital building systems,
 - 18.1.2.12** professional security and property management, and
 - 18.1.2.13** on-site or nearby support retail, banking and other business support services.
- 18.2 Class "B":**
- 18.2.1** A Class "B" Building is an older building fully renovated to modern standards situated in a still prime location with very good occupancy rates.
 - 18.2.2** A Class "B" building is eleven (11) years or OLDER since initial construction or since a major renovation. Therefore, some (or all) of the fourteen Class "A" points above would not apply or would be inferior or lacking.
- 18.3 Class "C":**
- 18.3.1** A Class "C" Building is an older, un-renovated building (at least eleven (11) years of age) in fairly good condition, with moderate rental rates and good occupancy, in a secondary location that has been surpassed by new downtown developments.

GI19 INTERPRETATION

- 19.1** In this RFP, "Her Majesty", "the Minister" or "Canada" means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.