



ADDENDUM # 1

Project Name: Building Assessments (International)
Solicitation No.: ARA-IN TL-AESVC-15067
Date: 2016-03-16

The following supplements and/or supersedes the request for supply arrangement documents issued on February 16, 2016. This addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. Any change to the cost of the work as a result of this addendum is to be included in the price proposal. The following revisions supersede the information contained in the original Request for Supply Arrangement Package for the above-mentioned project to the extent referenced and shall become part thereof.

1. At article 4.1.1.2.1 “Corporate Experience”:

Delete: 45 points
Replace with: 30 points

2. At article 4.1.1.2.1 “Corporate Experience”, R1:

Delete: ISO certification = 15 points

3. At article 4.1.1.2.1 “Corporate Experience”, R2:

Delete: 15 additional points for projects done in 3 different countries, or more, other than Canada.
Replace with: 5 additional points if some of the submitted projects were done in 3 different countries, or more, other than Canada.

4. At article 4.1.1.2. “Point Rated Technical Criteria”:

Add:

4.1.1.2.3 Additional Experience (40 points)

Intent:

Evaluate the Supplier’s approach related to the requirements of the Statement of Work.

R5	<p>The Supplier should describe his approach to:</p> <ul style="list-style-type: none"> a) ensuring the requirements of the Statement of Work (Annex A) can be met including role of the various resources of the bidder’s team, sub-contractors and other specialists (if any); b) planning and scheduling the work including site visits and completion of assessments and reports; c) reporting process and products to meet requirements of the Statement of work. 	<ul style="list-style-type: none"> a) = 1 to 20 points b) = 1 to 10 points c) = 1 to 10 points
-----------	---	---

Information to be submitted:

The response to be provided here consists of an effective delivery strategy to meet the requirements of the Statement of Work and a clear description of how the team will be effectively managed. For higher marks, the proposal must elaborate on the approach and describe in detail how the various components of the Supplier's team relate to each other, assist and communicate with each other, including:

- a) the degree to which the approach will be effective in meeting the requirements of the Statement of Work;
- b) the degree to which the approach demonstrate best value to Canada;
- c) the flexibility of the approach to adapt to change, including changes in the volume and location of work;
- d) the effectiveness of the governance model.

Q & A

Q1. When is GAC expecting to issue the first round of RFP's following issuance of the arrangements?

A1. Canada anticipates issuing the first RFP(s) shortly after issuance of the SA's.

Q2. Is there a priority list of locations to be inspected?

A2. There is not a priority list although Canada considers the Americas portfolio as a first priority.

Q3. Does GAC intend to invite tenders for individual locations or geographical regions?

A3. Canada intends to solicit bids for geographical regions but may have to consider specific locations if required.

Q4. What is the anticipated frequency of RFP's to be issued in the first year?

A4. The frequency of RFP issuance in the first year is subject to operational requirements. Canada's intention is to complete assessments for buildings located in the Americas portfolio during the first year. Canada will evaluate and determine the required level of effort on an ongoing basis.

Q5. At M2 requires bidders are to clearly demonstrate that they can complete deliverables in both official languages. We are proposing to present a Project Summary for a project where the client, a federal agency, required full reports in both languages. Could you confirm that this is sufficient to satisfy M2 or can you provide alternate guidance?

A5. Suppliers must be able to complete building assessments, including deliverables, in both Canadian official languages (French and English). This means that the proposed resources must be able to communicate with mission personnel complete the on-site assessment in English or French, whichever is required for the particular location as well as completing the assessment documentation.

Q6. The requested team size in the RFSA response is 3 members. Given the size of the endeavour, 3 team members are not nearly sufficient and the ability to supply many team members with relevant experience will greatly impact the success of the project. Would supplying a list of additional qualified reviewers positively impact a proponents' score?

A6. The team size requested in the RFSA is a minimum team size. See above added evaluation criteria to evaluate the Supplier's approach to ensure the requirements of the Statement of Work can be met.

- Q7. For M3, it is required that the Senior Resource hold a degree in engineering or architecture in the “real property field”. Could you specify what is meant by this? For example, is civil engineering or mechanical engineering sufficient to meet this mandatory requirement? Could you provide examples to clarify?**
- A7. The proposed resource(s) must have experience working in a real property related field. Examples include project management, building sciences, property and facilities management, environmental management and accessibility, carried out within the context of real property. Civil engineering or mechanical engineering is sufficient if the proposed resource has worked in the real property field as described.
- Q8. For M4, it is required that the Junior Resources be building technologists or technicians. Given the very wide range of academic and professional programs in this field, could you clarify this requirement with examples?**
- A8. Examples of building technologists or technicians include, among others, stationery engineers, building maintenance technical staff, building systems technicians, architectural technologists, building mechanical trades and electrical trades persons working within the context of real property.
- Q9. For R4, could you specify what is meant by Junior Resource? Often this is based on the number of years’ experience (for example 0 to 5 years). We are concerned that some proponents may present intermediate-level or higher staff “posing” as juniors. Could you confirm that you will be rejecting candidates that have more experience than called for?**
- A9. Proposed resources that exceed the requirements will not be rejected. The evaluation criteria assesses proposed resources on the basis of the number of related projects they have completed not the years of experience.
- Q10. Several of the evaluation criteria (M1, R3 and R4) call for the presentation of a number of building assessment projects “for commercial buildings”. We understand this to include not only commercial properties such as shopping centres and hotels, but also general office, institutional and government buildings. Could you confirm this interpretation, giving other examples of accepted / non-accepted building types?**
- A10. Your interpretation is correct. In the context of this Request for Supply Arrangements, our focus is on office buildings, official residences, staff residential quarters and common buildings on embassy sites.
- Q11. What is required in response to the RFSA in order to meet the QA (ISO) requirements indicated at R1?**
- A11. The ISO certification has been removed from this criteria, see above included changes to the RFSA.
- Q12. In reference to article 6.2 « Security Requirements », at which moment the bidder and/or his sub-contractor(s) must hold the “Reliability Status” security clearance? At resource qualification, at first RFP or when services are actually provided?**
- A12. All proposed resources in response to a RFP issued under this supply arrangement must hold a valid security clearance at the “Reliability Status” level in order to be awarded a contract. When the proposed resources, in response to an individual RFP, are residents of a foreign country and that they do not hold a valid Canadian security clearance, a security clearance must be processed by the mission in order to grant the require security level before contract issuance. For Canadian proposed resources clearance verifications can be done, for the SA holders, before issuance of individual RFP’s.

Q13. It doesn't seem to have a limit as far as a bid being realised by a sub-contractor. Is this the case or is there a limit where bidder must form a Joint Venture with sub-contractor?

A13. Yes it is the case.

Q14. Is it possible to obtain a list of suppliers interested by this tender in order to offer our services as a sub-contractor?

A14. We do not provide such a list. However, you can consult the buyandsell.gc.ca website in order to access the list of interested suppliers for this tender. You can access it by clicking on the hyperlink appearing at the upper right hand side of the following link: <https://buyandsell.gc.ca/procurement-data/tender-notice/PW-16-00723322>.

Q15. What will be the used currency for the Class D estimates required at 5.5 and 5.6 of the Statement of Work?

A15. The required Class D estimates must be done according to the local market and submitted (converted) in Canadian dollars.

Q16. Can a Mission Summary Report be provided?

A16. Summary Reports will be provided with subsequent RFP's. The content of the Mission Summary Reports is similar to an executive summary bringing forward key points from the building assessments.

Q17. What is the budget for the mandate?

A17. The estimated anticipated expenditure under this Supply Arrangement is approximately \$4 million (Canadian).

Q18. Are there anticipated to be any extension to this requirement?

A18. Canada's intent is to complete all assessments within the SA period (3 years).

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

End of Addendum 1