



ADDENDUM # 04 OF 04

Project Name: A&E Services for Critical Infrastructure, Seismic Upgrades & Space Optimizations in Nairobi, Kenya
Project No.: B-NROBI-102
Solicitation No.: ARL-CONST-NROBI-16029
Date: 31 OCTOBER 2016

The following supplements and/or supersedes the request for proposals documents issued on 26 SEPTEMBER 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 Proposals Package for the above-mentioned project to the extent referenced and shall become part thereof.

Questions and Answers:

1. **Question 1:** Please advise the number of current HC staff and the number of additional staff for which the space optimization will be planned.

Answer 1: The current number of staff is approximately 115 people. The space optimization must account for all 115 people.

2. **Question 2:** Please clarify DFATD's intentions with respect to the deadline for ready-for-tender documents. SOW paragraph 4.2 states March 2017 but Draft Contract Paragraph DP4 states April 2017.

Answer 2: Ready for tender documents must be ready by July 2017.

3. **Question 3:** Please note that there is a minor discrepancy in the documents with respect to the construction timeframe. DP4 in the Draft Contract indicates 22 months (from Contract Award to Project Close Out). Project Brief Section 1.1.1.1 states 24 months.

Answer 3: The construction timeframe is 24 months.

4. **Question 4:** Please confirm if specialist consultants are required for the following disciplines which are listed in SOW Section 31. If these specialists are, in fact, required, please provide an idea of the scope of services intended:
 - Acoustical Engineering. (Design of meeting room acoustics? Design of a sound masking system? Are there existing acoustic problems that need to be addressed?)
 - Permit Expeditors. (Is there a requirement for services not normally provided by an architectural and engineering team?)
 - Commercial Kitchen Design. (Is there an intention to redesign the Canada Club kitchen and/or to develop a significant commercial kitchen facility?)

Answer 4:

- The use of an acoustical engineer is recommended to ensure the meeting room/ offices meet the requirements of The Government of Canada Workplace 2.0 Fit-up Standards. Use of a sound

masking system will depend of the wall / ceiling design and could be an option but is not mandatory. DFATD is currently not aware of additional acoustical problems to be addressed.

- The use of a permit expeditor could be a benefit but is not mandatory as the successful Proponent will be responsible to obtain all required permits.
 - There is no intent to redesign the Canada Club. The redesign of the Chancery will include new and retrofit kitchenettes as per the requirements of Workplace 2.0.
5. **Question 5:** With reference to Draft Contract Section DP2 Paragraph 2.1 please confirm if a Landscape Architect's services are required and, if so, please advise on the relevant project scope.

Answer 5: A landscape architect is not required.

6. **Question 6:** With reference to Project Brief Section 1.1.2 Construction Phasing, please confirm building permit fees will be paid by DFATD.

Answer 6: Building permit fees will be paid for by DFATD.

7. **Question 7:** With reference to Request for Proposals Section 5.2.1 please confirm that the Fixed Price is not to include printing for hard-copy tender distribution to bidders and is not to include printing of Issued for Construction sets for the general contractor.

Answer 7: The Contractor is not responsible for printing hard-copy tender documents or Issued for Construction sets. Therefore, these items are not to be included in the Fixed Price.

8. **Question 8:** With reference to Project Brief Section 1.1.14.2 and SOW Section 6.2 please advise if the dedicated workstation for the DFATD representative is preferred to be in Canada or in Kenya.

Answer 8: The dedicated workstation for the DFATD representative is to be in the facility where the successful Proponent's design work will take place.

9. **Question 9:** With reference to Project Brief Section 6.2.3, we suggest that DFATD sets a Cash Allowance for the specialist electrical studies, tests, and inspections which are referenced. The services required by 6.2.3 (a) through (f) and (i) must be performed by firms with specialist expertise. It will be very difficult to obtain fixed fee proposals for them at this stage. A Cash Allowance will also give DFATD Engineers an opportunity to review the qualifications of the specialists, their detailed scope of services, and their fees.

Answer 9: DFATD will review setting a cash allowance and confirm if there will be one prior to the bid closing date.

10. **Question 10:** Please confirm that the Fixed Price is not to include costs related to intrusive investigations. (For example, seismic reinforcement of shear walls at duct shafts is expected to impact existing piping, ductwork and electrical conduit; locating these, prior to construction, is expected to be impractical without intrusive cutting and patching.)

Answer 10: The Fixed Price is not to include costs related to intrusive investigations.

11. **Question 11:** With reference to SOW Section 3.1.1, the adjacent crown-owned land intended for the contractor's laydown/storage area is assumed to be the adjacent plot on Limuru Road northwest of the High Commission. This property is heavily forested and very steeply sloping. In the Fixed Fee

proposal, should the proponent include services for related local authority approval and for design of earthworks, siteworks, and fencing?

Answer 11: Yes, the proponent must include in their Fixed Fee proposal services for related local authority approval and for design of earthworks, siteworks, and fencing. Also note, that the crown-owned land is South-East of the High Commission.

12. **Question 12:** Please describe the level of detail expected in the description and sketches of structural options required in section 4.3.1.1(c) of the Project Brief.

Answer 12: The level of detail required in the description and sketches of structural options will be enough to allow the general contractor to price out the options for evaluation by DFATD.

13. **Question 13:** With reference to RFP Section 3.3, does DFATD require proof within our submission of professional licensing / certification for the proposed architectural, civil, structural, electrical, and mechanical engineering firms? Or persons? Or both. (Kindly note that if this is to include the persons for each discipline, for both Canadians and Kenyans, a good part of the 30-page limit will be consumed.)

Answer 13: DFATD requires proof of professional licensing for each proposed individual (Architect, Civil, Structural, Electrical and Mechanical Engineers). The proof of licensing documents will not be included in the 30 page limit shown on page 3 of the RFP document.

14. **Question 14:** With reference to RFP Section 5.5.8, please advise how “Professional Services Rates and Additional Travel” scorings are calculated.

Answer 14: The total amount from table B in “Section II – Price Proposal” will be calculated similarly to the Fixed Price where the lowest total amount of all bids scores 5 points and all other total amounts will be prorated against it. See the example below:

	BIDDER 1	BIDDER 2	BIDDER 3
TABLE B – TOTAL PROFESSIONAL SERVICES RATES	\$25,000.00	\$20,000.00	\$15,000.00
CALCULATIONS	$15/25 \times 5 = 3$	$15/20 \times 5 = 3.75$	$15/15 \times 5 = 5$
PROFESSIONAL SERVICES RATES AND ADDITIONAL TRAVEL	3/5	3.75/5	5/5

15. **Question 15:** Request clarification to the RFP Submission Requirements as they relate to the Proponent and senior staff.
 SR 1.3 Defines the Proponent as a firm or individual. Even in a joint venture, one of the parties must be designated as the Proponent.
 SR 3.1 Corporate Experience, refers to the “Proponent” experience in BOTH Kenya and Canada. One firm or individual that meets the mandatory requirements.
 Question, can the Proponent, a Canadian firm or individual, build a team that includes a full service firm in Nairobi. The responsibility of the project remains with the Canadian firm however the local expertise comes from the Nairobi firm. The mandatory requirements outlined in 3.2 and 3.3 are met by the combined team.

Answer 15: Yes, this is acceptable.

16. **Question 16:** Request clarification to the RFP Submission Requirements item SR 3.3 Certifications and Licensing.

Item SR 3.2 paragraph 1 notes the “Consultant (principal)” to have the experience.

Item SR 3.2 paragraph 2 notes the “Senior Architect(s)...” to have the experience.

Item SR 3.3 notes “...The proposed Architect... ... to hold appropriate professional certifications...”

Question, is it acceptable to have a NON-OAA certified architectural technologist act as the consultant principal and the Senior Architect (holder of OAA certificate) as the architect of record and principal at the proponent firm?

Answer 16: Yes, this is acceptable.

17. **Question 17:** In Section 3.1 Corporate Experience it states the “projects must be carried out in Kenya and Canada” and in Section 3.2 Consultant and Engineering Experience it states “the projects must be carried out in Africa and Canada.” Since the RFP language is different would it be acceptable to demonstrate work experiences in Canada, work experience for Canadian facilities overseas and work in Africa for SR3 Mandatory Requirements in Section 3.1 Corporate Experience?

Answer 17: For Section 3.1, projects must have been carried out in Kenya and Canada. For Section 3.2, projects must have been carried out in Africa and Canada.

18. For Section SR5 of the RFP, 5.5 “Rating – Highest Combined Rating of Technical Merit and Price”:

DELETE: The Proponent’s Price score will be determined by the sum of the Fixed Price and Professional Services Rates.

INSERT: The Proponent’s Price score will be determined by the sum of the Fixed Price and the TOTAL Professional Services Rates (Shown in Table A and B from Section II Price Proposal).

19. For Section SR5 of the RFP, 5.5 “Rating – Highest Combined Rating of Technical Merit and Price”, item 5.5.4:

DELETE: To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained/ maximum number of point available, multiplied by the ratio of 70%.

INSERT: To establish the technical merit score, points will be allocated to the proponents’ answers as per the Evaluation Criteria listed in SR3 and added up to a maximum total of 70 points.

20. For Section SR5 of the RFP, 5.5 “Rating – Highest Combined Rating of Technical Merit and Price”, item 5.5.8:

DELETE: The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 105 and the lowest evaluated price is \$45,000 (45).

INSERT: The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively. The total available points equal 100 and the lowest evaluated price is \$45,000 (45).

End of Addendum # 04