



May 13, 2019
UNCLASSIFIED

Subject: REQUEST FOR QUALIFICATION (RFQ)
Project: Building Upgrades, Embassy of Canada to Burkina Faso in Ouagadougou.

Her Majesty the Queen in right of Canada, represented by the Minister of Foreign Affairs, is initiating a process to prequalify construction firms interested and capable of implementing Building Upgrades & renovations at the Embassy of Canada to Burkina Faso in Ouagadougou.

This project may be of interest to medium-sized construction firms who are capable of providing the full range of services required in English or French (Note: the local working language is French), have the ability to travel to and perform construction work in Ouagadougou, Burkina Faso, and are experienced in implementing building upgrades (interior and exterior) and other special enhancements to unique architectural projects such as embassies and other finely detailed buildings and interiors located in West Africa or areas with similar environmental and socio-economic conditions. In addition to previous experience in working on such new buildings and interiors, this project will require expertise and experience in integrating renovation work with new construction.

Project 1 – L-OUGA-300

Physical upgrades (exterior) and other special enhancements.

Project 2 – L-OUAGA-100

Integrating renovation work (interior).

Interested construction firms are required to submit their response to this Request For Qualification (RFQ) Stage 1 – Prequalification in advance of a subsequent Request for Proposal (RFP) - Stage 2, to be issued later.

Stage 1 – Prequalification: This Stage is intended to prequalify companies with the necessary experience to be considered as the General Contractor. The prequalification of companies is based on defined mandatory requirements specified in this document (refer to item 7. Mandatory Requirements for Prequalification). Among other requirements, these include: technical capability, competence, and experience of the Respondent.

Should there be an insufficient number of prequalified companies after Stage 1 to permit a competition in Stage 2, DFATD reserves the right (but will not be obligated) to cancel Stage 2 or to modify the requirements and re-publish the solicitation using the same or a different approach, including but not limited to the aforementioned prequalification process and opening the RFP process to any and all companies. The assessment of the sufficiency of number of prequalified companies shall be at DFATD's sole and absolute discretion. Alternatively, if responses received from this RFQ indicate that such capability and interest exists, the Minister may solicit proposals by means of a Request for Proposals.

Organizations capable and interested are to provide a response by email to realproperty-contracts@international.gc.ca no later than 14:00 Eastern Daylight Time (EDT) on 28 May 2019. Responses may be in the form of existing material (resumes, brochures, corporate profiles, reference letters, etc.), but also **must** clearly demonstrate how the respondent meets the mandatory requirements.

Email responses should include attachments in a Portable Document Format (.pdf) software application or Microsoft Office version 2003 or greater. Respondents should follow the specifications format instructions described below, during the preparation of their response:

- Minimum type face of 10 points.



- All material should be formatted to a document size of 8.5" x 11" or A4.
- For clarity and comparative evaluation, the Bidder should respond using the same subject headings and numbering structure as in this RFQ document.

More than one e-mail can be sent if necessary. If the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be considered.

Canada will take no responsibility if a response is not received on time because the e-mail was refused by a server for the following reasons:

- The size of attachments exceeds 10 MB;
- The e-mail was rejected or put in quarantine because it contains executable code (including macros);
- The e-mail was rejected or put in quarantine because it contains files that are not accepted by our server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.

Links to an online storage service (such as Google Drive™, Dropbox™, etc.) or to another website, a File Transfer Protocol (FTP) service access, or any other mean of transferring files, will not be accepted. All documents submitted **must** be attached to the e-mail.

It is strongly recommended that respondents confirm with Canada's Representative that their complete response was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the response is submitted, the emails be numbered and the total number of emails sent in response to the RFQ also be identified.

This RFQ **must** not be construed as an invitation to submit a proposal and no contract will be negotiated or awarded to any respondent. The Minister is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by respondents responding to this RFQ.

The Minister reserves the right to modify the project requirement, in part or in full, as it deems necessary. The Minister also reserves the right to use the responses in the preparation of any subsequent solicitation or for any other reason.

All responses will be treated confidentially.



1. OBJECTIVES

- 1.1 The objective of this construction project is to implement building upgrades (exterior and interior) to the Embassy of Canada, located in Ouagadougou, Burkina Faso.
- 1.2 The objective of this RFP Stage 1 – Prequalification (henceforth referenced as RFP Stage 1) is to prequalify companies with the necessary knowledge, skills and demonstrated experience in such projects to be considered as the primary construction firm for a subsequent RFP Stage 2 – Construction, which may be issued later.

2. OUTLINE OF TASKS

- 2.1. This is an important project for DFATD and presents a unique opportunity for appropriately qualified and experienced construction firms to demonstrate their knowledge, skills and experience to implement quality upgrades as will be defined in DFATD's (technical and operational) requirements while adhering to the laws and regulations of local authorities having jurisdiction in Ouagadougou, Burkina Faso. Within this context, the contractor eventually selected in (RFP Stage 2- Construction) will be required to ensure excellent quality construction comprising all major construction trades, such as architectural, civil, mechanical, electrical, CCTV, Security and telecommunications etc.

- 2.2. The range of the planned upgrades includes, but is not limited to:

Phase 1: Review partially completed guard house (approx. 45%) and components and complete outstanding elements as per construction drawings and update construction drawings as per current conditions. This includes implementing security measures such as perimeter security control, vehicular and pedestrian access control stations, building envelope modifications, mail screening facility, visitor screening room, exterior lighting, and CCTV etc.

The contractor shall only be responsible for work undertaken to bring project to completion phase and shall not be responsible or accountable for work previously completed by others. A site visit will be mandatory as part of RFP Stage 2.

Phase 2: Interior fit-up which includes implementing, open space concept, architectural finishes, washroom work, kitchen work, electrical, mechanical and security features.

- 2.3. The selected contractor will be required to exercise logistical and operational efficiency during the entire construction process, including, but not limited to: scheduling, progress reporting, change management, submission of shop drawings and technical product information, participation in project meetings and site inspections, commissioning, rectification of deficiencies, and other tasks typical in building construction projects.
- 2.4. The quality of construction for this project will be ensured by requiring strict adherence to technical construction drawings, specifications and other related procedural requirements related to construction contracts in general as well as specific constraints necessitated by a fully operating embassy complex.

3. REQUIRED RESOURCES

- 3.1. As in any major construction project, a full range of resources will be required in the implementation of this project, ranging from license and certified expertise in the relevant trades as required for by the technical drawings and specifications package (such as architectural, civil, mechanical, electrical, CCTV, and



telecommunications etc.), as well as for the overall successful management of the project during all phases of construction, such as mobilization, interim and final completion, commissioning and hand-over, etc.

- 3.2. This construction project will also require access to the necessary tools and equipment, along with the required level of expertise in their use, to achieve quality construction. Other resources to ensure health and safety on site, cost management, time management, change management and quality control will be required.

4. PROPOSED SCHEDULE AND KEY MILESTONES

- 4.1. Following is a general indication of the currently anticipated key milestone dates for this project. These time lines are subject to change at the sole discretion of DFATD.

RFP Stage 1 – Prequalification

Issuance of RFP Stage 1	May 2019
Closing of RFP Stage 1	May 2019
Notification of results of RFP Stage 1 (selection of prequalified firms)	May 2019

(Note: The following will be by invitation only to firms prequalified in Stage 1)

RFP Stage 2 – Construction

Issuance of RFP Stage 2	June 2019
Closing of RFP Stage 2	June 2019
Anticipated award of construction contract	July 2019
Mobilization for construction	Aug. 2019
Construction start	Aug. 2019
Substantial (Interim) Completion	Jan. 2020
Rectification of Deficiencies	Feb. 2020
Final Completion	Mar. 2020
Hand-over	Mar. 2020

5. RESPONSIBILITIES OF THE CONTRACTOR

- 5.1. General Responsibilities of the Contractor

- 5.1.1. Scope - The Contractor will be responsible for construction according to the full set of contract documents, including procuring any required permits for the transport and storage of materials, and for all materials and labour for construction, including roof, wall and floor assemblies, plus all related inter-connections between the existing and new building systems.

- 5.1.2. Special materials and equipment - Some materials and equipment as specified in the final contract documents may or may not be locally available may or may have to be imported from abroad by the contractor. Other materials and equipment will be supplied by DFATD to be installed by the selected contractor. This information will be noted in the technical documents to be provided only to prequalified firms invited to submit proposals in RFP Stage 2 - Construction.

- 5.1.3. Sustainable Development - DFATD is committed to the principles of sustainable design and energy efficiency and encourages their incorporation in all its building projects. To this end, the selected contractor will be expected to reflect these principles in all stages of the construction process, and to



document specific evidence of the same in this project.

- 5.1.4. Special Operational Protocols - The selected contractor will be required to adhere to special operational protocols to be approved in advance by DFATD for areas within and along the perimeter of the compound of the HCC in Ouagadougou. There may also be other special requirements as defined by local authorities having jurisdiction during the construction process for areas outside the HCC compound.
 - 5.1.5. Contractor's Document Management - The contractor will be responsible for setting up and maintaining its own comprehensive and orderly document management system during all stages of project delivery from shop drawing approvals, construction, change management process, commissioning, to project close-out and handover.
 - 5.1.6. On-Line Document Management - DFATD will use a previously selected on-line documentation system to facilitate collaboration between the various members of the project team. All project participants, including the selected contractor will be expected to use DFATD's on-line document management system during the entire construction process.
 - 5.1.7. Health and Safety on site - The contractor will be required to adhere to accepted international standards for the management of on-site health, safety, security, and environmental issues and will have primary responsibility for these issues. Within this context, the contractor will be required to provide a plan for DFATD approval that ensures compliance with all statutory requirements and provides for healthy and safe working conditions on the construction site. These on-site requirements will be strictly enforced by DFATD.
 - 5.1.8. DFATD's Project Team - The role and responsibilities of the DFATD project team (Departmental Representative or Project Manager, Site Liaison, prime/sub consultant, and others) will be as defined in RFP Stage 2 - Construction.
- 5.2. Specific Responsibilities of the Contractor
- 5.2.1. Construction - The contractor will be responsible for all aspects of the construction process including the procurement, transport, storage, handling and installation of materials and equipment, payment of all taxes, duties and surcharges, recruitment, deployment, management and accommodation of personnel etc.
 - 5.2.2. Commissioning - The contractor will be responsible for all commissioning activities necessary to demonstrate compliance with requirements for the commissioning of all installed systems and equipment and to document compliance with the specifications. Any required training of DFATD maintenance personnel by the contracting team will also form a part of this responsibility.
 - 5.2.3. Health and Safety - The contractor will be responsible for establishing and maintaining a project-specific Health and Safety program and for providing the necessary personnel to ensure a safe environment during the work.
 - 5.2.4. Cost Control – The contractor will be required to maintain and present detailed valuations and related breakdowns of costs associated with progress billings through the entire construction process.
 - 5.2.5. Schedule Control – The contractor will be required to provide regular schedule updates in industry standard formats as approved by DFATD through the entire construction process.



- 5.2.6. Quality Control – In the interest of ensuring quality control, the contractor will be required to follow DFATD's procedures during the entire construction process as related to the submission of shop drawings and product information, Request for Information (RFI); Request for Product Substitution; and the submission of mock-ups of selected building elements, as directed by DFATD.
- 5.2.7. Change Management - The contractor will be required to follow DFATD's change management procedures and keep detailed records for all proposed and approved changes to the construction contract using the on-line document management system outlined above.

6. ANTICIPATED PROJECT CONSTRAINTS

6.1. Operational Construction During Construction

- 6.1.1 Given the distinctive architecture of the existing compound and the irrevocable condition that the Embassy **must** continue to be fully operational during the entire construction period, the successful contractor will be required to produce high quality work under logistically complex operating conditions. Within this context and in view of the Embassy as an operating diplomatic mission, details regarding allowable working hours for the construction contractor will be clarified during RFP Stage 2 – Construction, which would be open only for firm prequalified in this RFP Stage 1 selection process.
- 6.1.2 Given that some security upgrades are focused along the exterior perimeter of the Embassy compound, constraints exist related to allowing the free passage of pedestrians along adjacent public streets. Within this context, the contractor eventually selected after RFP Stage 2 will be required to configure the perimeter hoarding to contain the construction zone and manage all construction activities in a safe and efficient manner. For the same reason, the final contractor will be required to operate under other operational constraints related to the secure storage of materials on and around the site.
- 6.1.3 Approvals from local Authorities Having Jurisdiction (AHJ) may be required in the execution of the eventual construction contract as some work may be required along the perimeter of the property, adjacent to the public realm. As a consequence, it is possible that arrangements with local stakeholders may be necessary for approvals by AHJ.

7. MANDATORY REQUIREMENTS FOR PREQUALIFICATION

(Note: This evaluation is based on Fail/Pass criteria)

7.1 The Respondent **must**:

- 7.1.1 Complete and submit **APPENDIX A - IDENTIFICATION OF RESPONDENT**. In the event the Respondent is a joint venture, the following applies:
A Joint Venture is an association of two or more parties who combine their money, property, knowledge, expertise or other resources in a single joint business enterprise, sometimes referred to as a consortium, in order to submit together a response to this Stage 1 and if prequalified, then later submit a response to the RFP Stage 2. Respondents who submit a Letter of Intent in response to this RFP Stage 1 as a joint venture **must** indicate clearly and formally that it is a joint venture and provide this following information in Appendix A:
- name of each member of the joint venture
 - role and expertise of each member of the joint venture
 - name of the representative of the joint venture, i.e. the member chosen by the other members



- to act on their behalf, if applicable
- name of the joint venture, if applicable

- 7.1.2 The response to the RFQ **must** be signed by all the members of the joint venture unless one member has been appointed to act on behalf of all members of the joint venture. Canada may, at any time, require each member of the joint venture to prove that the representative has been appointed with full authority to act as its representative for the purposes of submitting a response to the RFQ and in turn a response to the Request for Proposal.
- 7.1.3 All members of the joint venture will be jointly and severally responsible for the obligations entered into by the Respondent in accordance with the Contract Documents.
- 7.2 Complete and submit attached **APPENDIX B - EXPERIENCE OF RESPONDENT (Corporate Experience)**, ensuring that each project conforms with the requirements identified in Part A and Part B below.

Part A – Construction Projects

The Respondent **must** submit three (3) projects completed after January 1, 2009, that clearly demonstrate knowledge and experience in the construction, and renovation (including implementing security upgrades and other special enhancements) of unique architectural projects such as embassies and other finely detailed buildings and interiors. Should Respondents submit more than three (3) projects, only the first three (3) projects will be evaluated.

- (a) Each project **must** have had a construction value of at least USD \$750,000.
- (b) The Respondent **must** list the names and current telephone numbers of Client(s), and Consultant(s) where applicable, for reference purposes.

Part B – Interior Renovation Projects

The Respondent **must** identify two (2) building interior renovation projects completed after January 1, 2009, in which the Respondent functioned in the role of the General Contractor for the entire period of the project. Should Respondents submit more than two (2) projects, only the first two (2) projects will be evaluated.

- (a) The project **must** have had a construction value of at least equivalent to USD \$250,000 and included the renovation of a building interior, including modifications to the electrical and mechanical systems. This **must** be adequately demonstrated in the Project Description section.
- (b) The Respondent **must** list the names and current telephone numbers of Client(s), and Consultant(s) where applicable, for reference purposes.
- (c) The same project cannot be used for both this Part B above and Part A in the Respondent's submission as evidence supporting the experience of the Respondent.

- 7.3 Complete and submit attached **APPENDIX C - EXPERIENCE OF RESPONDENT (Key Personnel)**, ensuring each person conforms with the requirements identified in Part C, Part D, and Part E below. The Respondent **must** demonstrate, through previous projects that the proposed key persons possess the capabilities, experience, and skills required to deliver the services outlined in this RFQ, regardless of their previous association with the business presenting the proposal. The curriculum vitae of each of the proposed Key Personnel should be included to demonstrate how and when the experience was gained.

Part C – General Manager

Requirement for wide-ranging experience in the construction industry as a senior corporate executive for at least fifteen (15 years) within the last 20 years with demonstrated capability to direct multiple project implementation teams and financial and legal issues related to the construction industry.



Part D – Project Manager

Requirement to be professionally qualified as an architect, engineer, technologist, cost estimator or scheduler with at least ten (10) years' experience within the last 15 years in the construction and renovation of new building and interiors.

Part E – Site Manager (or Superintendent)

Requirement to have at least eight (8) years' on-site experience within the last 12 years in the successful implementation of construction projects using teams of sub-contractors and directly engaged workers.

7.4 Complete and submit attached **APPENDIX D – EXPERIENCE CERTIFICATION**.

NOTE TO RESPONDENTS: In the interest of facilitating the evaluation of responses, please use the forms below for your response submission.



APPENDIX A - IDENTIFICATION OF RESPONDENT OR JOINT VENTURE

Legal Operating name of Respondent:
Contact Name:
Mailing Address:
Telephone No.:
E-mail Address

In the case of a Joint Venture, the following must also be completed

Name of each member of the Joint Venture:
Role and expertise of each member of the Joint Venture:
Name of the representative of the Joint Venture:



APPENDIX B – EXPERIENCE OF RESPONDENT (Corporate Experience)

Part A – Construction Projects (1 of 3)

Project Title:	Location:
Role in project:	
Cost at bid:	Cost at Completion: <i>(must be at least USD \$1,000,000)</i>
Client:	Completion Date: <i>(must be after 01 January 2009)</i>
Description:	
Explanation of how this project meets the parameters of construction, and renovation (including implementing security upgrades and other special enhancements) of unique architectural projects such as embassies and other finely detailed buildings and interiors.	
Client Representative: Telephone: E-mail:	
Consultant: Telephone: E-mail:	



Part A – Construction Projects (2 of 3)

Project Title:	Location:
Role in project:	
Cost at bid:	Cost at Completion: <i>(must be at least USD \$1,000,000)</i>
Client:	Completion Date: <i>(must be after 01 January 2009)</i>
Description:	
<p>Explanation of how this project meets the parameters of construction, and renovation (including implementing security upgrades and other special enhancements) of unique architectural projects such as embassies and other finely detailed buildings and interiors.</p>	
Client Representative: Telephone: E-mail:	
Consultant: Telephone: E-mail:	



Part A – Construction Projects (3 of 3)

Project Title:	Location:
Role in project:	
Cost at bid:	Cost at Completion: <i>(must be at least USD \$1,000,000)</i>
Client:	Completion Date: <i>(must be after 01 January 2009)</i>
Description:	
<p>Explanation of how this project meets the parameters of construction, and renovation (including implementing security upgrades and other special enhancements) of unique architectural projects such as embassies and other finely detailed buildings and interiors.</p>	
Client Representative: Telephone: E-mail:	
Consultant: Telephone: E-mail:	



APPENDIX B – EXPERIENCE OF RESPONDENT *(continued)* (Corporate Experience)

Part B – Interior Renovation Projects *(1 of 2)*

Project Title:	Location:
Role in project:	
Cost at bid:	Cost at Completion: <i>(must be at least USD \$300,000)</i>
Client:	Completion Date: <i>(must be after 01 January 2009)</i>
Description:	
Explanation of how the project meets the parameters of the renovation of a building interior, including modifications to the electrical and mechanical systems.	
Client Representative: Telephone: E-mail:	Consultant: Telephone: E-mail:



Part B – Interior Renovation Projects (2 of 2)

Project Title:	Location:
Role in project:	
Cost at bid:	Cost at Completion: <i>(must be at least USD \$300,000)</i>
Client:	Completion Date: <i>(must be after 01 January 2009)</i>
Description:	
Explanation of how the project meets the parameters of the renovation of a building interior, including modifications to the electrical and mechanical systems.	
Client Representative: Telephone: E-mail:	Consultant: Telephone: E-mail:



APPENDIX C – EXPERIENCE OF RESPONDENT (Experience of Key Personnel)

Part C – General Manager

Name:
Qualifications:
Experience:
Explanation of how the experience meets the parameters of demonstrating capability to direct multiple project implementation teams and financial and legal issues related to the construction industry.
Years of experience demonstrated to be at least 15 years within the last 20 years?
Curriculum Vitae (CV) included?



Part D – Project Manager

Name:
List the Certifications/Qualifications beside the appropriate discipline: Architect Engineer Technologist Cost estimator Scheduler
Experience:
Explanation of how the experience meets the parameters of demonstrating experience in the construction and renovation of new building and interiors.
Years of experience demonstrated to be at least 10 years within the last 15 years?
Curriculum Vitae (CV) included?



Part E – Site Manager (or Superintendent)

Name:
Qualifications:
Experience:
Explanation of how the experience meets the parameters of demonstrating the successful implementation of construction projects using teams of sub-contractors and directly engaged workers.
Years of experience demonstrated to be at least 8 years within the last 12 years?
Curriculum Vitae (CV) included?



APPENDIX D - EXPERIENCE CERTIFICATION

We certify that all statements made with regard to the experience of the company are accurate and factual, and we are aware that Canada reserves the right to verify any information provided in this regard and that untrue statements may result in the submission being declared non-responsive.

Should verification by the Canada disclose untrue statements, Canada will have the right to treat any resulting selection from this submission as being in default and to nullify the selection.

Failure to include this representation and warranty with the submission by executing the signature block immediately following this paragraph will render the submission non-responsive.

Legal Operating name of the Respondent: _____

Authorized Name (print): _____

Capacity: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Signature: _____

Date: _____