



**A1. CONTRACT ADVISOR**

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**REQUEST FOR INFORMATION (RFI)**

**Comments:**

**Respondent Name and Address —**

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone : \_\_\_\_\_

Email : \_\_\_\_\_

<b>A2. TITLE</b> International Construction Services	
<b>A3. REQUEST FOR INFORMATION (RFI) No</b> 20-173852-BH	<b>A4. DATE</b> April 09, 2020
<b>A5. RFI DOCUMENTS</b> 1. Request for Information (RFI) Title Page 2. General Instructions (Section "1") 3. Annex A – Draft Description of Services 4. Annex B – Questions for the Industry  In the event of discrepancies, inconsistencies, or ambiguities of the wording of these documents, the document that appears first on the above list will prevail.	
<b>A6. PROPOSAL DELIVERY</b> In order for the response to be valid, it must be received no later than <b>14:00 EDT</b> (Eastern Daylight Time) on <b>May 19, 2020</b> referred as the "Closing Date".  Only electronic copies will be accepted and received at the following email address:  realproperty-contracts@international.gc.ca  Attention: <b>Brent Hygaard</b> RFI # 20-173852-BH Respondents should ensure that their name and RFI number are in the email subject/title. <b>Return of Response:</b> Responses to this RFI will not be returned.	
<b>A7. Reviewing the Responses</b> Since this RFI is not a request for proposal and since no contract will be awarded solely because of this RFI, Canada reserves the right to open and review the responses upon receipt, if Canada wishes to be able to consult the Respondents before the closing date.	
<b>A8. ENQUIRIES</b> All enquiries or issues concerning this RFI must be submitted in writing to realproperty-contracts@international.gc.ca no later than <b>May 12, 2020</b> in order to allow sufficient time to provide a response. Please note, since this is not a bid solicitation, Canada will not necessarily respond to enquiries in writing or by circulating answers to all Respondents.	
<b>A9. LANGUAGE</b> Responses must be submitted in English or French only.	



## **GENERAL INSTRUCTIONS SECTION “I”**

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## 1. Title:

International Construction Services

## 2. Purpose and Nature of the Request for Information (RFI):

Department of Foreign Affairs, Trade and Development Canada (DFATD) is requesting industry feedback regarding a program to upgrade the physical security of its facilities, offices, and official residences and, in some cases, staff residences.

The objectives of this RFI are:

- a. To inform industry of this forthcoming requirement;
- b. To identify solutions and potential approaches to meet DFATD's requirements;
- c. To obtain industry feedback on the proposed Description of Services found in ANNEX A that contains a preliminary description of the requirement;
- d. To realign DFATD's expectations with industry capacity and experience; and
- e. To provide advance notice to allow interested parties to obtain/initiate required security clearances.

## 3. Planned Industry Engagement Strategy:

This RFI is used as a means of exploring industry interests and possible options to meet DFATD objectives as outlined under item 2 above, *Purpose and Nature of the Request for Information*.

This RFI includes a number of questions, in ANNEX B, posed to industry on which DFATD requires feedback.

Suppliers are invited to examine the draft description of services document in ANNEX A and respond to the questions in ANNEX B.

Industry participants will be provided with an opportunity to seek further clarification, by email, to the questions posed in the RFI in ANNEX B.

## 4. Instructions for Responding to this Request for Information

Respondents are reminded that this is an RFI and not a Request for Proposal (RFP) and, in that regard, respondents are requested to provide their comments, concerns and, where applicable, alternative recommendations regarding how the requirements or objectives described in this RFI could be satisfied.

RFI responses should clearly identify any additional information and/or clarification that respondents suggest be incorporated into any future solicitation documents. Respondents are also invited to provide comments regarding the content, format and/or organization of any draft documents included in this RFI.

Respondents should explain any assumptions they make in their responses. Any marketing or promotional information submitted as part of the responses will not be reviewed.

Responses will not be used for competitive or comparative evaluation purposes. Therefore, there is no formal structure or format for a response to this RFI. Respondents should feel free to submit whatever information they feel would make a useful and relevant contribution to the development of solicitation documents to procure the goods and/or services to meet DFATD's requirements.

For ease-of-use and in order that the greatest value be gained from responses, DFATD requests that any submissions to this RFI cite the questions appearing in ANNEX B to which the respondents' information pertains. This will assist DFATD in gathering and collating submission information addressing specific areas of the requirement.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System at [Buyandsell.gc.ca](http://Buyandsell.gc.ca). Canada asks respondents to visit [www.Buyandsell.gc.ca](http://www.Buyandsell.gc.ca) regularly to check for changes, if any.



The information contained in this document remains a work in progress and respondents should assume that DFATD may add new requirements to any poster that is ultimately published by Canada, and respondents should assume that DFATD may delete or revise some of the requirements, at its own discretion.

## 5. Legislation, Trade Agreements, and Government Policies:

The following list is an example of some of the legislation, trade agreements, and government policies that could impact on any follow-on solicitation(s):

1. Canadian Free Trade Agreement (CFTA)
2. World Trade Organisation-Agreement on Government Procurement (WTO-AGP)
3. Canada Korea Trade Agreement (CKTA)
4. North American Free Trade Agreement (NAFTA)
5. Canada free trade agreements with Chile/Colombia/Honduras/Panama
6. Canada-Peru Free Trade Agreement
7. Canada-European Union Comprehensive Economic and Trade Agreement (CETA)
8. Procurement Strategy for Aboriginal Business
9. Comprehensive Land Claim Agreements
10. Federal Contractors Program for Employment Equity

## 6. Note to interested suppliers:

This Request for Information is neither a call for tender nor a Request for Proposal. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way as a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. Potential suppliers of any goods or services described in this RFI should not reserve stock or facilities, nor allocate resources, as a result of any information contained in this RFI. Nor will this RFI result in the creation of any source lists.

This RFI is not to be considered as a commitment by the Government of Canada to issue a subsequent solicitation or award contract(s) for the work described herein. This RFI is simply intended to solicit feedback from industry with respect to the subject matter described in this RFI.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third-party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access to Information and Privacy Act) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Participation in this RFI is encouraged, but not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

## 7. Response Costs

Canada will not reimburse any supplier for expenses incurred in responding to this RFI. Participants are responsible for their own transportation, accommodation, meals, parking, and any other expenses related to engagement activities. Canada will not reimburse any supplier or participants for expenses incurred in responding to Canada's questions, or attending any meetings or other events, during the engagement process.

## 8. Treatment of Responses

**Use of Responses:** Responses will not be formally evaluated. However, the responses received may be used by Canada to develop or modify the procurement approach, as well as any draft documentation contained in this RFI. Canada will review all responses received by the RFI closing date. Canada may, at its discretion, review



responses received after the RFI closing date. Canada may also, at its discretion, contact any respondent to follow-up with additional questions or for clarification of any aspect of a response.

**Review Team:** A review team composed of representatives of DFATD will review the responses. Canada reserves the right to hire any additional independent consultants, or use any Government of Canada resources that it considers necessary to review any response. Not all members of the review team will necessarily review all responses.

**Confidentiality:** Respondents should mark any portions of their response that they consider proprietary or confidential. Canada will handle the responses in accordance with the Access to Information Act.

## 9. Submission of Responses

Proposals must be received by the Department of Foreign Affairs, Trade and Development (DFATD) at the email address identified and by the date and time on page 1 of the RFI. Canada will not be responsible for proposals delivered to a different email address.

Respondents should ensure that their name and the RFI number are in the subject header of the email containing the proposal. It is the responsibility of the Respondent to confirm that their submission has been received on time, and to the correct email address.

More than one (1) 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 opened).

Canada requests that Respondents provide their electronic proposals in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.

Respondents should follow the specifications format instructions described below, during the preparation of their response:

- (a) Minimum type face of 10 points.
- (b) All material be formatted to print on 8.5" x 11" or A4 paper.
- (c) For clarity and comparative evaluation, the Respondent should respond using the same subject headings and numbering structure as in this RFI document.

Canada will take no responsibility if a proposal 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);  
or
- 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 the Contract Advisor that their complete proposal was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the quote is submitted, the emails be numbered and the total number of emails sent in response to the RFI also be identified.

It is the Respondent's responsibility to:

1. obtain clarification of the requirements contained in the RFI, if necessary, before submitting a proposal;
2. prepare its proposal in accordance with the instructions contained in the RFI;
3. submit by closing date and time a complete proposal;
4. send its proposal only to the email address specified on page 1 of the RFI; and
5. ensure that the Respondent's name, and the RFI number are in the subject header of the email containing the proposal.



## ANNEX A – DRAFT DESCRIPTION OF SERVICES

### 1. PROJECT TITLE

International Construction Requirements

### 2. BACKGROUND

The Department of Foreign Affairs, Trade and Development Canada (DFATD), specifically the Physical Resources Bureau, is the designated custodian of real property outside Canada that supports diplomatic and consular services. DFATD is also the common service organization providing accommodation services abroad to other Canadian partners.

### 3. OBJECTIVES

The primary objective of the work is to assemble a team of construction resources required to carry out demolition or fit-up or renovation services within secure office spaces of approximately 50 m<sup>2</sup> to 100 m<sup>2</sup> at DFATD facilities abroad (outside Canada). This work typically has a value of CAD \$50,000 to \$800,000 and requires the contractor to be on-site for a period of up to eight (8) weeks. Work is not limited to the primary objective and other similar tasks may be required as determined by DFATD and the Departmental Representative.

### 4. SCOPE

The scope of Work is for construction projects and includes the following:

The demolition and reconstruction of conduits, walls, concrete walls, block walls, doors c/w frames, ductwork, HVAC units, flooring, etc., or the re-routing of power and communication conduits (possibly fiber), disconnection of power sources and reconnection in secured areas of DFATD facilities in major international centres.

The construction projects (tasks) may include, but are not limited to, all of the necessary tasks typically required for the delivery of a secure facility found within a Government of Canada building, such as:

1. Demolition;
2. Repair work;
3. Fit up work;
4. Supply/secure procurement/ secure delivery / secure storage and secure moving of materials;
5. Secure disposal of garbage and construction debris;
6. Changes to walls of all types of construction;
7. Installation of doors, door frames, ductwork, HVAC units, flooring, etc.;
8. Removal, repair and re-routing of electrical power (both North American 120V and International 220V systems) and communication conduits (possibly fiber);
9. Decommissioning of rooms;
10. Disconnection, relocation and reconnection of power sources within secured areas of DFATD facilities in major international centres.

Before procuring materials for the Work to be shipped to site by DFATD, the Contractor must review the fit up drawings and estimate the amount of material and specialty tools required for the job within a pre-determined degree of accuracy. The Contractor may also be expected to allow qualified subject matter experts and resources to assist with the procurement of materials and ensuring those procured materials are shipped to the job site.

The types of Real Property assets subject to these projects under this contract include, but are not limited, to Staff Quarters, Official Residences, and Chanceries including the land/grounds thereof. The properties involved may be Crown owned or leased and are sometimes located in multi-tenant facilities.

### 5. CONTRACTOR'S RESOURCES

The project team is generally comprised of the following resource categories: Headquarters based Project Managers, Construction Team Leaders, General Construction Resources, Electricians, Mechanical Resources, and Labourer Resources.



## ANNEX B – QUESTIONS FOR THE INDUSTRY

The following questions are key elements for which DFATD is seeking feedback. Though respondents are invited to make any comments or suggestions freely. DFATD requests that respondents comment specifically on the subjects addressed in the questions below. DFATD also requests that respondents indicate the number of the questions listed below to which the responses pertain.

- Q1. Do you currently have facilities and/or personnel security clearances and if so, to what level and to which countries standards?
- Q2. Are you in the process of obtaining facilities and/or personnel security clearances, and if so, to what level and to which countries standards? When do you anticipate the clearances to be completed?
- Q3. If you don't have facilities and/or personnel security clearances are you willing to undergo the process with DFATD sponsorship? Details concerning navigating the Canadian security screening process, including learning how to obtain the required security screening for your organization, appointing a company security officer, and getting security screening for your personnel can be found here: <https://www.tpsgc-pwgsc.gc.ca/esc-src/enquete-screening-eng.html>
- Q4. What suite of services do you provide?
- Q5. Do you have international construction experience (defined as having performed work outside the country that your headquarters is located) and if so, please elaborate on locations (HQ city/country, Work location city/country) and what type of projects.
- Q6. Are you interested in participating in future DFATD works as described in ANNEX A?
- Q7. Do you have any suggestions for alternative means of achieving the completed work as described in ANNEX A?
- Q8. Do you have experience with construction projects in secure facilities/areas/clean rooms/labs?
- Q9. Do you have the capacity to work on multiple projects concurrently, as described in ANNEX A?
- Q10. What is the value range (in Canadian Dollars) of the type of construction projects you work on?
- Q11. What is your current resource pool size?
- Q12. Do you have experience in estimating and procuring materials? What is your methodology on material quantity estimations to ensure the accuracy of the materials that are sent to site?