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### **REQUEST FOR QUALIFICATION (RQ)**

In-Factory Construction of Modular Guardhouse & Modular Mail-Screening Unit

- 1.1. Her Majesty the Queen in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD), is initiating a process to prequalify construction firms interested and capable of designing, to DFATD's specifications and of constructing a custom-made modular guardhouse and modular mail-screening unit (herein collectively referred-to as the "**Units**").
- 1.2. This work will be delivered in the Design - Build methodology with milestone inspections performed by DAFTD. The chosen Contractor will be responsible for the production of all the working drawings (final versions to be stamped by a licensed architect and a licensed engineer that have the authority in the location where the Units will be designed and fabricated), shop drawings and associated technical documentation, based on the concepts outlined in preliminary drawings and specifications which will be supplied in the Request for Proposals (RFP) - Stage 2 (henceforth referenced as RFP Stage 2) to qualified firms.
- 1.3. This project may be of interest to construction/manufacturing firms experienced in designing and manufacturing custom, modular, physical-security buildings, which incorporate the following standards:
  - i. Underwriters Laboratory (UL) 752 Ballistic Standards (specifically for walls, windows, and transaction windows). See <https://standardscatalog.ul.com/ProductDetail.aspx?productId=UL752>
  - ii. Loss Prevention Standard (LPS) 1175 Standards (specifically for walls). See <https://www.redbooklive.com/download/pdf/LPS1175.pdf>
  - iii. BS EN 356:2000 Standards for Security Glazing (testing and classification of resistance against manual attack). See <https://shop.bsigroup.com/ProductDetail?pid=000000000019972718#:~:text=BS%20EN%20356%3A2000%20specifies,resistance%20to%20actions%20of%20force>
- 1.4. Respondents must be capable of providing the full range of services required in English or French, and have the ability to travel to, and perform commissioning guidance in, Central Africa. Only the chosen Contractor will be informed of the specific location.
- 1.5. Interested construction/manufacturing firms are required to submit their technical offer to this Request for Qualification (RQ) Stage 1 – Prequalification (henceforth referenced as RQ Stage 1).
- 1.6. RQ Stage 1: This stage is intended to prequalify companies with the necessary experience to be considered as the primary construction/manufacturing firm. The prequalification of companies is based on defined mandatory requirements specified in this document (refer to item 6. MANDATORY REQUIREMENTS FOR PREQUALIFICATION).
- 1.7. Should there be an insufficient number of prequalified companies after RQ Stage 1 to permit a competition in RFP Stage 2, DFATD reserves the right (but will not be obligated) to cancel RFP 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 technical offers received from this RQ Stage 1 indicate that such capability and interest exists, DFATD may solicit proposals by means of a RFP.

- 1.8. Contractors that are capable and interested are to provide a technical offer by email to [realproperty-contracts@international.gc.ca](mailto:realproperty-contracts@international.gc.ca) no later than 14:00 Eastern Standard Time (EST) on March 11, 2021. Technical offers must include all three (3) appendices (Appendix A - Identification of respondent, Appendix B – Experience of respondent, and Appendix C – Experience certification) in this RQ Stage 1, duly completed. Technical offers may also include existing material (brochures, corporate profiles, reference letters, etc.), but must clearly demonstrate how the Respondent meets the requirements.
- 1.9. Email technical offers must include attachments in Portable Document Format (.pdf). Respondents must follow the specifications format instructions described below, during the preparation of their technical offer:
  - i. Minimum type face of 10 points.
  - ii. All material must be formatted to a document size of 8.5" x 11" or A4.
  - iii. All material should not exceed ten (10) pages. Material exceeding the ten page maximum will not be considered. Copies of required certificates and licences, and title pages are not included in the ten page limit.
  - iv. For clarity and comparative evaluation, the Respondent must respond using the same subject headings and numbering structure as in this RQ Stage 1 document.
- 1.10. More than one (1) e-mail can be sent if necessary. If the same files are sent in more than one (1) e-mail, the latest of those files received will be used for evaluation purposes and the previous one(s) will not be considered.
- 1.11. DFATD will take no responsibility if a technical offer is not received on time because the e-mail was refused by a server for the following reasons:
  - i. The size of attachments exceeds 10 MB;
  - ii. The e-mail was rejected or put in quarantine because it contains executable code (including macros);
  - iii. 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.
- 1.12. 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.
- 1.13. It is strongly recommended that Respondents confirm with the Contract Advisor that their complete technical offer was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the technical offer is submitted, the emails be numbered and the total number of emails sent in the technical offer to the RQ Stage 1 also be identified.
- 1.14. This RQ Stage 1 must not be construed as an invitation to submit a proposal and no contract will be negotiated or awarded to any Respondent. DFATD is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Respondents responding to this RQ Stage 1.
- 1.15. DFATD reserves the right to modify the requirements, in part or in full, as it deems necessary. DFATD also reserves the right to use the technical offers in the preparation of any subsequent solicitation or for any other reason.
- 1.16. Mandatory criteria are expressed by using imperative verbs such "must", "shall", and "will".
- 1.17. All technical offers will be treated confidentially.



#### 1.18. Enquiries

- i. All enquiries or issues concerning this RQ Stage 1 must be submitted in writing to the Contract Advisor as early as possible within the solicitation period. Enquiries and issues must be received by March 05, 2021 to allow sufficient time to provide a response. Enquiries received after that time may not be answered prior to the Closing Date.
- ii. To ensure consistency and quality of information provided to respondents, the Contract Advisor will give notice, in the same manner as this RQ Stage 1, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- iii. All enquiries and other communications with government officials throughout the solicitation period must be directed ONLY to the Contract Advisor named herein. Non-compliance with this condition during the solicitation period may (for that reason alone) result in the disqualification of your proposal.



**1. OBJECTIVES**

- 1.1 The objective of this RQ Stage 1 – Prequalification is to prequalify companies with the necessary knowledge, skills and experience in similar projects to be invited for a subsequent RFP Stage 2 – Construction.
- 1.2 The objective of the proposed work is to design (to DFATD’s specifications, inspections, and approvals) and to construct, in the Respondent’s indoor facilities, a custom-made modular Guardhouse and a custom-made modular Mail-Screening unit.

**2. OUTLINE OF TASKS**

- 2.1. This presents a unique opportunity for appropriately qualified and experienced construction and manufacturing firms to demonstrate their knowledge, skills and experience to implement quality physical security upgrades, as will be defined in DFATD's technical requirements (in RFP Stage 2). The Contractor that will be awarded a contract (in RFP Stage 2) will be required to ensure excellent quality design in several fields, such as architectural, mechanical, electrical, structural, as well as high quality construction/manufacturing.
- 2.2. The Contractor will be required to exercise logistical efficiency during the entire design and construction/manufacturing processes, including, but not limited to: scheduling, progress reporting, change management, submission of shop drawings and technical product information, participation in project meetings and reviews/inspections, on-site commissioning, and other tasks typical in building construction.
- 2.3. The quality of construction/manufacturing for this work will be ensured by: design reviews by DFATD; by requiring strict adherence to approved construction drawings, specifications; and by other procedural requirements related to construction contracts in general.

**3. REQUIRED RESOURCES**

- 3.1. A Project Manager will be required for the overall successful management of the project, from start to finish. The Project Manager would be the first point of contact with DFATD for day to day communications.
- 3.2. A representative of the Contractor will be required to be on site during the installation of the Units in order to guide DFATD on the installation and to certify that the installation was completed as per the Contractor’s installation instructions.

**4. PROPOSED SCHEDULE AND KEY MILESTONES**

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

**RQ Stage 1 – Prequalification**

Issuance of RQ Stage 1	February 2021
Closing of RQ Stage 1	March 2021
Review of submissions from RQ Stage 1	March 2021
Selection of prequalified firms	March 2021



**RFP Stage 2 – Construction**

*(Note: The RFP Stage 2 will be by invitation only.)*

Issuance of RFP Stage 2	June 2021
Closing of RFP Stage 2	July 2021
Review of submissions	July 2021
Award of Contract	August/September 2021
100% Design Drawings	November 2021
Fabrication of Units	November 2021 to January 2022
End of Construction Inspection by DFATD	January 2022
Shipping (by DFATD) to Site	January 2022 to March 2022
Installation on Site (by others)	April 2022
Installation Report from Contractor	April 2022

**5. RESPONSIBILITIES OF THE CONTRACTOR**

- 5.1. **Design** – The Contractor will be responsible for all aspects of the design process, based on the concepts outlined in preliminary drawings and specifications, which will be supplied in the RFP Stage 2. As well, the Design will be subject to a review and approval process with DFATD.
- 5.2. **Construction** - The Contractor will be responsible for all aspects of the construction/manufacturing process.
- 5.3. **Commissioning** - The Contractor will be responsible for all commissioning activities necessary to demonstrate compliance with requirements for the commissioning of all systems and equipment installed in the Units and to document compliance with the specifications. Any required specialised training of DFATD maintenance personnel by the Contractor will also form a part of this responsibility. Additionally, the Contractor will be required to have a representative on site during the installation of the Units in order to guide DFATD on the installation and to certify that the installation was completed as per the Contractor’s installation instructions.
- 5.4. **Health and Safety** - The Contractor will be responsible for establishing and maintaining a project-specific Health and Safety program at their location of construction/manufacturing and for providing the necessary Personal Protective Equipment (PPE) to ensure a safe environment during the work.
- 5.5. **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 design, shop drawing submissions, approvals, construction, change management process, commissioning, to project close-out and handover.
- 5.6. **On-Line Document Management** - DFATD will use a previously selected on-line documentation management system in order 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 Design-Build process.
- 5.7. **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 Design-Build process.
- 5.8. **Schedule Control** – The Contractor will be required to provide regular schedule updates in industry standard formats, as approved by DFATD, through the entire Design-Build process.
- 5.9. **Quality Control** – In the interest of ensuring quality control, the Contractor will be required to follow DFATD’s procedures during the entire Design-Build process as related to the submission of design drawings, specifications, shop drawings and product information, Request for Information (RFI), Request for Product Substitution, as directed by DFATD.



- 5.10. **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. **MANDATORY REQUIREMENTS FOR PREQUALIFICATION**

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

A technical offer must comply with the requirements of the RQ Stage 1 and meet all mandatory technical evaluation criteria to be declared responsive.

In their technical offer, Respondents should explain and demonstrate how they propose to meet the requirements. This section should not exceed ten double-sided pages. Material exceeding the ten page maximum will not be considered. Copies of required certificates and licences, and title pages are not included in the ten page limit.

Technical offers will be evaluated against the mandatory criteria listed below. Respondents must meet every mandatory criteria to be further evaluated. Technical offers which fail to meet one (1) or more mandatory criteria will be declared non-responsive.

Technical offers must identify the qualifications and experience of the Company to carry the tasks by systematically addressing each of the requirements as detailed below.

Each technical criterion should be addressed separately.

The Respondent must:

### 6.1. 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 technical offer to this RQ Stage 1 and, if prequalified, then later submit a proposal to the RFP Stage 2. Respondents who submit a technical offer to this RQ 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:

- i. name of each member of the joint venture
- ii. role and expertise of each member of the joint venture
- iii. name of the representative of the joint venture, i.e. the member chosen by the other members to act on their behalf, if applicable
- iv. name of the joint venture, if applicable

The technical offer to the RQ Stage 1 must be signed by all the members of the joint venture unless one (1) member has been appointed to act on behalf of all members of the joint venture. DFATD 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 technical offer to the RQ Stage 1 and, in turn, a proposal to the RFP Stage 2.

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.

### 6.2. Complete and submit attached **APPENDIX B – EXPERIENCE OF RESPONDENT**.

The Respondent must submit three (3) projects, completed after March 01, 2018, in which the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular,



physical-security buildings that were designed and built by the Respondent.

Each listed project must demonstrate experience in incorporating elements that provide any level of protection specified in each of the following standards in the finished product (i.e., all three (3) standards must have been incorporated into the modular building(s) of this project):

- i. Underwriters Laboratory (UL) 752 Ballistic Standards (specifically for walls, windows, and transaction windows)
- ii. Loss Prevention Standard (LPS) 1175 Standards (specifically for walls)
- iii. BS EN 356:2000 Standards for Security Glazing (testing and classification of resistance against manual attack)

Note: If the Respondent submits more than three (3) projects, only the first three (3) projects will be evaluated.

The Respondent must list the names and current telephone numbers or email addresses, for reference purposes, of the client(s) for the listed projects.

6.3. Complete and submit attached **APPENDIX C – EXPERIENCE CERTIFICATION**.

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**NOTE TO RESPONDENTS:** In the interest of facilitating the evaluation of technical offers, Respondents must use the forms below for their technical offer submission.



### APPENDIX A - IDENTIFICATION OF RESPONDENT OR JOINT VENTURE

Legal Operating Name of Respondent:
Name of Contact:
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

#### B.1 Design-Build Projects *(project 1 of 3)*

The Respondent must provide the following details of a project, completed after March 1, 2018, in which the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular, physical-security building(s) that was/were built by the Respondent.

This project must demonstrate experience in incorporating elements that provide any level of protection specified in each of the following standards in the finished product (i.e., all three (3) standards must have been incorporated into the modular building(s) of this project):

- i. Underwriters Laboratory (UL) 752 Ballistic Standards (specifically for walls, windows and transaction windows)
- ii. Loss Prevention Standard (LPS) 1175 Standards (specifically for walls)
- iii. BS EN 356:2000 Standards for Security Glazing (testing and classification of resistance against manual attack)

Project Title:

Client:

Completion Date:

*(must be after March 1, 2018)*

Description of project *(give details supporting that the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular, physical-security building(s) that was/were built by the Respondent):*



Did this project incorporate bullet resistant elements (in the walls, windows and transaction windows) to some level of the **Underwriters Laboratory (UL) 752 Ballistic Standards**?

Yes  No

Did this project incorporate elements (in the walls) to provide resistance to attempts of force entry to some level of the **Loss Prevention Standard (LPS) 1175 Standards**?

Yes  No

Did this project incorporate elements (in the windows) to provide resistance to attempts of force entry to some level of the **BS EN 356:2000 Standards for Security Glazing**?

Yes  No

Client Representative:

Telephone:

E-mail:



**B.2 Design-Build Projects** (*project 2 of 3*)

The Respondent must provide the following details of a project, completed after March 1, 2018, in which the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular, physical-security building(s) that was/were built by the Respondent.

This project must demonstrate experience in incorporating elements that provide any level of protection specified in each of the following standards in the finished product (i.e., all three (3) standards must have been incorporated into the modular building(s) of this project):

- i. Underwriters Laboratory (UL) 752 Ballistic Standards (specifically for walls, windows and transaction windows)
- ii. Loss Prevention Standard (LPS) 1175 Standards (specifically for walls)
- iii. BS EN 356:2000 Standards for Security Glazing (testing and classification of resistance against manual attack)

Project Title:

Client:

Completion Date:

*(must be after March 1, 2018)*

Description of project (*give details supporting that the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular, physical-security building(s) that was/were built by the Respondent*):



Did this project incorporate bullet resistant elements (in the walls, windows and transaction windows) to some level of the **Underwriters Laboratory (UL) 752 Ballistic Standards**?

Yes  No

Did this project incorporate elements (in the walls) to provide resistance to attempts of force entry to some level of the **Loss Prevention Standard (LPS) 1175 Standards**?

Yes  No

Did this project incorporate elements (in the windows) to provide resistance to attempts of force entry to some level of the **BS EN 356:2000 Standards for Security Glazing**?

Yes  No

Client Representative:

Telephone:

E-mail:



**B.3 Design-Build Projects** (*project 3 of 3*)

The Respondent must provide the following details of a project, completed after March 1, 2018, in which the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular, physical-security building(s) that was/were built by the Respondent.

This project must demonstrate experience in incorporating elements that provide any level of protection specified in each of the following standards in the finished product (i.e., all three (3) standards must have been incorporated into the modular building(s) of this project):

- i. Underwriters Laboratory (UL) 752 Ballistic Standards (specifically for walls, windows and transaction windows)
- ii. Loss Prevention Standard (LPS) 1175 Standards (specifically for walls)
- iii. BS EN 356:2000 Standards for Security Glazing (testing and classification of resistance against manual attack)

Project Title:

Client:

Completion Date:

*(must be after March 1, 2018)*

Description of project (*give details supporting that the Respondent functioned in the role of Design-Build Contractor for designing and manufacturing custom-made, modular, physical-security building(s) that was/were built by the Respondent*):



Did this project incorporate bullet resistant elements (in the walls, windows and transaction windows) to some level of the **Underwriters Laboratory (UL) 752 Ballistic Standards**?

Yes  No

Did this project incorporate elements (in the walls) to provide resistance to attempts of force entry to some level of the **Loss Prevention Standard (LPS) 1175 Standards**?

Yes  No

Did this project incorporate elements (in the windows) to provide resistance to attempts of force entry to some level of the **BS EN 356:2000 Standards for Security Glazing**?

Yes  No

Client Representative:

Telephone:

E-mail:



### APPENDIX C - EXPERIENCE CERTIFICATION

We certify that all statements made with regard to the experience and qualifications of the company are accurate and factual, and we are aware that DFATD 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 DFATD disclose untrue statements, DFATD 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:

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Authorized Name (print):

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Capacity:

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Phone Number:

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E-mail Address:

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Signature:

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Date:

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