



Date: November 29, 2021

Title: Energy audit and microgrid feasibility assessment of the Embassy of Canada to Haiti

Solicitation Number: 21-178705B

#### **Addendum # 4**

**Addendum #4 has been raised to answer questions received to-date and to modify the Request for Proposal (RFP).**

#### **RFP MODIFICATION**

-----  
The following supplements and/or supersedes the request for proposals documents issued on October 22, 2021. 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.  
-----

#### **1. Section A10. ENQUIRIES**

DELETE:

Section **A10. Enquiries** in its entirety.

INSERT:

#### **A10. Enquiries**

All enquiries or issues concerning this RFP must be submitted in writing to [realproperty-contracts@international.gc.ca](mailto:realproperty-contracts@international.gc.ca) no later than **November 30, 2021 at 16:00 EST (Eastern Standard Time)** in order to allow sufficient time to provide a response.

#### **2. Section 3.1 TECHNICAL EVALUATION**

DELETE:

3.1.1 The Bidder's Technical response must not exceed thirty (30) single-sided pages of 8½" x 11" paper, minimum type face 10 pts., including organization charts and schedule. Material exceeding the thirty (30) page maximum will NOT be considered. The thirty (30) page limit does not include appendices (sample report, resumes, copies of certifications and licensing, etc.). For the sake of clarity and comparative evaluation, Bidders should respond using the same subject headings and numbering structure in this document.

INSERT:

3.1.1 The Bidder's Technical response must not exceed thirty-five (35) single-sided pages of 8½" x 11" paper, minimum type face 10 pts., including organization charts and schedule. Material exceeding the thirty-five (35) page maximum will NOT be considered. The thirty-five (35) page limit does not include appendices (sample report, resumes, copies of certifications and licensing, etc.). For the sake of clarity and comparative evaluation, Bidders should respond using the same subject headings and numbering structure in this document.



---

The following Questions & Answers is in link with the solicitation document mentioned above.

---

### Questions & Answers # 3

**Q12.** “Will the templates be made available in Word format?”

**A12.** Yes, we have added a Word version of the templates to the [Request for Proposals webpage](#) on buyandsell.gc.ca.

**Q13.** “Is there a document summarizing the changes between the last RFP and the current one?”

**A13.** Here is a summary of the primary changes. The [original RFP](#) is still available for viewing on buyandsell.gc.ca.

#### *Request for Proposals*

- Implementing corrections that DFATD had previously made as addenda.
- Definitions provided for key terms.
- Now providing mandatory templates for bidders to fill out.
- Clarification on relationships between companies if more than one is identified in a bid submission (especially joint ventures vs. subcontracting).
- Flexibility to accept subconsultants’ experience.
- Evaluating the technical experience of only key team members as part of core personnel criteria. Previously we did not specify team members so we had to evaluate everyone identified against the established criteria. Additional team members are optional and are only evaluated for the value added they bring.
- Project manager no longer needs experience in both energy audit and microgrid feasibility.
- Creation of energy audit lead and microgrid lead to specialize in their respective components.
- Clearer requirements for site visit in terms of who (at minimum) must travel.
- Removal of requirement to submit a sample report with bid.
- Requirement to submit proof of certification materials as part of bid.
- Change of weight of price proposal from 20 to 40 points.

#### *Statement of Work*

- Implementing corrections that DFATD had previously made as addenda.
- Removal of a microgrid feasibility study from the Official Residence. The OR is now only included for an energy audit.
- Addition of the adjacent land to the microgrid feasibility study, should it provide useful to a hypothetical microgrid system.
- Removal of the literature review and audit plan proposal component.
- Clarification on climate change risk assessment requirement within the scope of the energy audit.
- Change of the microgrid section to be an options analysis / feasibility study, instead of a design proposal.

**Q14.** “Regarding the mandatory criteria, you mentioned that you want to see ten years of experience and 4 projects. If these 4 projects took place in the last 2-3 years, does that create a problem? Do you prefer that the projects span over the last 10 years?”



- A14.** The project provided can be from any time during the last 10 years. The bidder must confirm that it has at least 10 years of relevant A&E experience (e.g., if the company has been in existence for at least 10 years). This must be clearly identified in the bid. We will allow experience from subcontractors.
- Q15.** “Do we need to include the costs of security into the overall price?”
- A15.** Yes.
- Q16.** “Keeping in mind challenges with security, do you have a timeline for the project delivery?”
- A16.** For now, there is no determined deadline. We expect that the project will not be able to be completed by March 31, 2022; however, we are aiming for at least the first payment stage (Completion of initial site visit and submission of draft site survey report identifying initial assessment and preliminary recommendations) to be completed by March 31, 2022, if conditions for travel and security allow. There will be further discussions to determine the ideal timeline.
- Q17.** “On the added-value personnel section, is the added [value] personnel sharing the points with the key personnel? If so, is there any formula or is it at the discretion of the evaluator?”
- A17.** The added personnel share the points matrix with the key personnel. We are looking to see if their experience and role are relevant and provide a certain value to the project. All personnel will be evaluated against the same matrix. We clarify that it is not mandatory to include added value personnel in the project. If the bidder is of the opinion that their key personnel are sufficient for the delivery of the project, it is not necessary to add other personnel.
- Q18.** “Can you comment on the availability of electrical load information? In the previous RFP there was a requirement for on site power monitoring and data logging that does seem to be present in the solicitation. Is there any hourly or sub-hourly load information or is the proponent requirement to record the power and data log information on site?”
- A18.** No, there is no requirement for data logging at this time. DFATD will provide the consultant with the Embassy’s average diesel consumption.
- Q19.** “Is there a possibility the page limit could be increased to 35 or 40 pages?”
- A19.** We will allow an increase to the page limit to 35 pages.

---

All other conditions and requirements remain unchanged.