



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions -  
TPSGC

11 LaurierSt./ 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**Comments - Commentaires**

There are security requirements associated with this requirement.

**Vendor/Firm Name and Address**

Raison sociale et adresse du  
fournisseur/de l'entrepreneur

**Issuing Office - Bureau de distribution**

Infrastructure Maintenance and Solution Services

Division (FK)

L'Esplanade Laurier,

East Tower 4th Floor

L'Esplanade Laurier,

Tour est 4e étage

140 O'Connor, Street

Ottawa

Ontario

K1A 0R5

<b>Title - Sujet</b> RFP Property facility Management, Project Delivery and Optional Services London	
<b>Solicitation No. - N° de l'invitation</b> 08324-200590/B	<b>Amendment No. - N° modif.</b> 008
<b>Client Reference No. - N° de référence du client</b> 20200590	<b>Date</b> 2022-04-14
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$FK-307-80991	
<b>File No. - N° de dossier</b> fk307.08324-200590	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> Eastern Daylight Saving Time EDT <b>on - le 2022-04-29</b> Heure Avancée de l'Est HAE	
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Cowell, Philip	<b>Buyer Id - Id de l'acheteur</b> fk307
<b>Telephone No. - N° de téléphone</b> (613) 296-1922 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

Instructions: See Herein

Instructions: Voir aux présentes

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

Solicitation Amendment 008 is raised to respond to questions from the Industry.

Q1. Does the direct salaries of the property manager is considered as an allowable cost (direct labor) and doing so, is not needed to be cover in the management fees?

R1. Correct. In accordance with Clause 2.1.3.1 (Allowable Costs) of Appendix B (Terms of Payment) to the Request for Proposal (RFP), labour costs associated with the direct performance of services that form part of the Statement of Work are deemed to be allowable costs. This would include a proportionate share of the salary, benefits and the Contractor's contribution to benefit plans and/or legislated employment / pension programs for a property manager performing services included in the Statement of Work. Allowable costs (including direct labour) should not be a consideration in determining the management fee.

Q2. Does the direct salaries of the project delivery service manager is considered as an allowable cost (direct labor) and doing so is not needed to be cover in the contractor percentage rate for PDS fees?

R2. Correct. In accordance with Clause 2.1.3.1 (Allowable Costs) of Appendix B (Terms of Payment) to the Request for Proposal (RFP), labour costs associated with the direct performance of services that form part of the Statement of Work are deemed to be allowable costs. This would include a proportionate share of the salary, benefits and the Contractor's contribution to benefit plans and/or legislated employment / pension programs for a project delivery service manager performing services included in the Statement of Work. Direct labour costs associated with the performance of Project Delivery Services would form part of the total allowable project cost to which the percentage Project Delivery Services (PDS) fee applies.

Q3. Who is the current owner of the building automation system and operation parameters? Does the software and the parameters will be available on-site and operational to the winning proponent.

R3. DFATD is the owner of the building automation system (BAS) and operational parameters. The BAS and associated operational parameters will be operational and available onsite for the winning Bidder.

Q4. Who is the current owner of the CMMS system? What is the software used by the current property manager? Does the current system will be transfer or only the data will be available?

R4. Acquiring (if required) configuring, deploying, managing and/or maintaining a Computerized Maintenance Management System (CMMS) to support the planning, execution, monitoring and reporting on legislated and routine maintenance performed at 5 Trafalgar Square and 2-4 Cockspur Street is the responsibility of the Contractor, as described in the Statement of Work. The CMMS used to perform maintenance management services under the current Contract is owned by the incumbent Contractor. As part of the Contract Close-out process that forms part of the current Contract, the incumbent Contractor will transfer all information and data specific to the performance of maintenance management services at 5 Trafalgar Square and 2-4 Cockspur Street to Canada, who will in turn provide the information and data to the new Contractor as part of the Contract Initiation process described in Section 9.1, Contract Initiation, of the Statement of Work.

- Q5. Is there any specific health and safety and environment concerns for instance: **Asbestos Management Survey record**, work in height etc.
- R5. There are no specific health and safety, or environmental concerns related to the Canadian High Commission in London, UK. Similar to other buildings of this vintage, there are small amounts of asbestos at 5 Trafalgar Square and 2-4 Cockspur Street (e.g.: insulation around the wiring in the vaults at 5 Trafalgar Square) that are categorized as non-friable and are better managed in place than removed through abatement. DFATD staff manage and maintain an asbestos register, which must be reviewed and updated every five (5) years, in accordance with applicable legislation.
- Q6. Is there any building conditions report available? Does the winning proponent will have access to the old version of the building condition report?
- R6. Building Condition Reports (BCRs) were prepared for both 5 Trafalgar Square and 2-4 Cockspur Street in 2018. The BCR's form part of the information that will be shared with Bidders that register for access to the Central Collab Website maintained by the Department of Foreign Affairs, Trade and Development (DFATD). During the recent Bidders Conference, participants were advised to register for access to the Central Collab Website through the PSPC Contract Authority identified in the RFP.
- Q7. Is the (PPM) Planner **Planned Preventative Maintenance** available?
- R7. A complete inventory of the building systems and equipment located in 5 Trafalgar Square and 2-4 Cockspur Street has been collected by Canada and is available on the Central Collab Website maintained by DFATD. Canada is currently working with the incumbent Contractor to assemble information on the Planned Preventive Maintenance (PPM) schedule as part of the close-out of the existing Contract. Information specific to the PPM for 5 Trafalgar Square and 2-4 Cockspur Street will be posted on the Central Collab Website in the next few days.
- Q8. For the optional facility management services fees (appendix B section 3.4), does the % applicable is only applicable on the allowable cost for the specified optional facility management services or it applies on the total allowable cost of the contract. May we have the baseline volume of work \$ for the optional facility management services only.
- Does the same rule of calculation is applicable for Optional Building Condition Reports (OBCR) (appendix B section 3.6). May we have the baseline volume of work \$ for the Optional Building Conditions Reports. Do you have a rough order of magnitude of the number of OBCR that will be required?
- R8. Correct. The percentage fee for Optional Facility Management Services (OFMS) would be applied exclusively to the allowable costs incurred in the delivery of the services identified in Section 6.1, Optional Facility Management Services, of the Statement of Work. As the services described in Section 6.1 of the Statement of Work are not provided through the current Contract, but through a combination of internal staff and small service contracts, establishing a business volume is difficult, which is why the bid fee for OFMS isn't included in the Financial Evaluation that forms part of the RFP. For the purposes of the RFP, assume that the total potential business volume attributable to OFMS over the core period of the resultant Contract, if the option were exercised, is CAN \$500,000.

The percentage fee for Optional Building Condition Reports (OBCR) would be applied exclusively to the allowable costs incurred in the delivery of the services identified in Section 6.3, Building Condition Reports, of the Statement of Work. As the services described in Section 6.3 of the Statement of Work are not provided through the current Contract, but through small service contracts and/or supply arrangements, establishing a business volume is difficult, which is why the bid fee for OBCR isn't included in the Financial Evaluation that forms part of the RFP. For the purposes of the RFP, assume that the total potential business volume attributable to OBCR over the core period of the resultant Contract, if the option were exercised, is CAN \$100,000. In accordance with DFATD Asset and Portfolio Management protocols, BCR's are typically prepared for individual assets every five years. As the last BCR's for 5 Trafalgar Square and 2-4 Cockspur were prepared in 2018, Bidders can assume that BCR's would be prepared for the two buildings once during the core period of the Contract if the associated option were exercised.

Q9. 2.5.4 Scenario 4 – Project Delivery Services:

- Clarification: should the programme aim to complete construction by Oct 2023 or March 2024?
- Can we infer the size of each of the 20 residences by dividing the total number of mission staff by the number of residences? Or if not, can you provide more detail on the size and type of residences to be considered for recladding?

R9. In accordance with the scenario described in Question 2.5.4 of the evaluation criteria, the cladding replacement program specific to the twenty (20) staff quarter residences must be completed by March 31, 2024. In the scenario description, the construction completion date of October 31, 2023, was identified in the master project schedule prepared by in-house DFATD staff and is provided as background information only. As part of the scenario, Bidders are instructed to develop a Project Management Plan and Work Breakdown Structure to demonstrate how they would ensure completion the cladding replacement program by March 31, 2024.

For the purposes of the evaluation criteria, assume that each of the twenty (20) staff quarters is a two (2) story single family home with three (3) bedrooms and an approximate total floor area of 200m<sup>2</sup>

Q10. Does Canada House have Catering/ Vending Services? Delivered by whom?

R10. Catering Services are currently delivered by DFATD at the Canadian High Commission in London, UK, through supply arrangements. There are no Vending Services onsite.

Q11. Appendix – L Insurance requirements: there is no currency stated, please would you confirm that Canadian Dollars will be accepted.

R11. Correct. The currency is Canadian Dollars.

*No other changes apply*