



A1. CONTRACT ADVISOR

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Request for Qualification (RQ)

A2. TITLE Construction Works for the Relocation of the Embassy of Canada, San Salvador, El Salvador		
A3. SOLICITATION NUMBER 22-216492	A4. PROJECT NUMBER L-SSAL-100	A5. DATE April 29, 2022
A6. RQ DOCUMENTS <ol style="list-style-type: none"> 1. Request for Qualifications (RQ) title page 2. Submission Requirements (Section “I”) 3. Background and Requirements Description (Section “II”) 4. Evaluation for Prequalification (Section “III”) 5. Appendix “A” - Identification of Respondent or Joint Venture 6. Appendix “B” - Mandatory Technical Criteria 7. Appendix “C” - Experience Certification <p>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.</p>		
A7. RESPONSE DELIVERY <p>In order for the response to be valid, it must be received no later than 14:00 EDT (Eastern Daylight Time) on May 13 2022 referred as the “Closing Date”.</p> <p>Only electronic copies will be accepted and received at the following email address:</p> <p>realproperty-contracts@international.gc.ca</p> <p>Attention: Meghan Andrews Solicitation #: 22-216492</p> <p>Responders should include their name and solicitation number in the subject/title of the email.</p>		
A8. ENQUIRIES <p>All enquiries or issues concerning this RQ must be submitted in writing to realproperty-contracts@international.gc.ca no later than May 10, 2022 in order to allow sufficient time to provide a response.</p>		
A9. LANGUAGE <p>Responses must be submitted in English or French only.</p>		



Section "I" - Submission Requirements

Title: Construction Works for the Relocation of the Embassy of Canada, San Salvador, El Salvador.

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 Bidders for General Contractor Services for the planned fit-up of an office space of approximately 480 m². at the planned Embassy of Canada to El Salvador. Interested suppliers are required to respond to this Request for Qualifications. Only those respondents considered by DFATD to meet the prequalification requirements as defined in this document will be invited to submit competitive Bids for this work during the Request for Proposal phase of the solicitation.

1.2. The construction fit-up works will provide DFATD with a space suitable for the new embassy, complete with the following amenities, as listed below.

The fit-up of the office site will provide the future embassy location with the following amenities:

- Main Lobby area consisting of a:
 - o Receptionist/Security Desk
 - o Consular Booth
 - o Waiting area for patrons
- IT room, accessed via main lobby
- Storage room, accessed via main lobby
- Conference room
- 4 (four) Various sized meeting rooms c/w storage
- Kitchen c/w millwork (cabinetry)
- 2 (two) Gender neutral washrooms
- Mechanical Room
- Electrical Room
- Janitors Closet
- Mail sorting area c/w millwork (cabinetry)
- Various sized operational rooms
- Enclosed office, c/w kitchenette and washroom
- Floor space for 14 workstations and waiting area

1.3. 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 work in, San Salvador, El Salvador.

1.4. Interested construction firms are required to submit their technical offer to this Request for Qualification (RQ) Stage 1 – Prequalification (henceforth referenced as RQ Stage 1).

1.5. RQ Stage 1: This stage is intended to prequalify companies with the necessary experience to be considered as the primary construction firm. The prequalification of companies is based on defined mandatory requirements specified in this document (refer to item 2. MANDATORY REQUIREMENTS FOR PREQUALIFICATION).

1.6. Should there be an insufficient number of prequalified companies after RQ Stage 1 to permit a competition in Request for Proposals (RFP) - Stage 2 (henceforth referenced as 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.

1.7. Contractors that are capable and interested are to provide a technical offer by email to realproperty-contracts@international.gc.ca no later than **14:00 Eastern Daylight Time (EDT) on May 13, 2022**. Technical offers must include all three appendices (Appendix A - Identification of Respondent, Appendix B – Mandatory technical Criteria, 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.



- 1.8. 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) double-sized 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.
- 1.9. More than one e-mail can be sent if necessary. If the same files are sent in more than one e-mail, the latest of those files received will be used for evaluation purposes and the previous one(s) will not be considered.
- 1.10. 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.
- 1.11. 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.
- 1.12. 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 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.
- 1.13. 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.
- 1.14. 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.
- 1.15. Mandatory criteria are expressed by using imperative verbs such "must", "shall", and "will".
- 1.16. All technical offers will be treated confidentially.
- 1.17. 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 **May 06, 2022** 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.



SECTION "II" – BACKGROUND & REQUIREMENT DESCRIPTION

1. OBJECTIVES

- 1.1 The objective of this RQ Stage 1 – Prequalification is to prequalify general contracting construction 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 the construction fit-up of a space approximately 480 m2 at the planned Embassy of Canada to El Salvador.

2. OUTLINE OF TASKS

- 2.1. This presents a unique opportunity for appropriately qualified and experienced general contracting firms to demonstrate their knowledge, skills and experience to implement quality 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 high quality construction in several fields, such as architectural, mechanical, electrical and structural.
- 2.2. The Contractor will be required to exercise logistical efficiency during the construction, 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 for this work will be ensured by: design reviews by DFATD; by requiring strict compliance to approved construction drawings, specifications; and by other procedural requirements related to construction contracts in general.

3. REQUIRED RESOURCES

- 3.1. A Project Manager and a Site Supervisor 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. The respondent must identify a project team member who will act as LEED Coordinator for the Project. The LEED Coordinator shall be in regular communication with on-site personnel and GAC's sustainability lead. And is responsible for ensuring that all the Contractor's LEED requirements are met and submittals are properly completed and delivered on time, including any required submittals of the Contractor's Subcontractors.

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	April, 2022
Closing of RQ Stage 1	May, 2022
Review of submissions from RQ Stage 1	May, 2022
Selection of prequalified firms	May, 2022
Issuance of Stage 2 RFP	May, 2022

5. RESPONSIBILITIES OF THE CONTRACTOR

- 5.1. **Construction** - The Contractor will be responsible for all aspects of the construction and implementation process based on the drawings and scope of work, which will be supplied in the RFP Stage 2
- 5.2. **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. 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 site supervisor full time on site during construction.

- 5.3. **Health and Safety** - The Contractor will be responsible for establishing and maintaining a project-specific Health and Safety program at their location of construction and for providing the necessary Personal Protective Equipment (PPE) to ensure a safe environment during the work.
- 5.4. **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.
- 5.5. **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 construction process.
- 5.6. **Cost Control** – The Contractor will be required to maintain and present detailed valuations and related breakdowns of costs associated with progress billings throughout the entire duration construction process.
- 5.7. **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.
- 5.8. **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 design drawings, specifications, shop drawings and product information, Request for Information (RFI), Request for Product Substitution, as directed by DFATD.
- 5.9. **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.



SECTION "III" – EVALUATION FOR QUALIFICATION

1. PROPOSAL

- 1.1. The evaluation will be based solely on the content of the responses and any correctly submitted amendment. No assumptions should be made that Her Majesty has any previous knowledge of the Respondent's qualifications other than that supplied pursuant to this RQ.

2. MANDATORY REQUIREMENTS FOR PREQUALIFICATION

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

2.1. OUTLINE OF TASKS

- 2.1.1. This presents a unique opportunity for appropriately qualified and experienced general contracting firms to demonstrate their knowledge, skills, and experience required to implement the planned construction fit-up that will be awarded a contract (in RFP Stage 2) and will be required to ensure high quality construction in several fields, such as architectural, mechanical, electrical and structural.
- 2.1.2. 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
- 2.1.3. The quality of construction for this work will be ensured by: design reviews by DFATD; by requiring strict compliance to approved construction drawings, specifications; and by other procedural requirements related to construction contracts in general.

3. REQUIRED RESOURCES

- 3.1. A Project Manager and a Site Supervisor 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. The respondent must identify a project team member who will act as LEED Coordinator for the Project. The LEED Coordinator shall be in regular communication with on-site personnel and GAC's sustainability lead. And is responsible for ensuring that all the Contractor's LEED requirements are met and submittals are properly completed and delivered on time, including any required submittals of the Contractor's Subcontractors
- 3.3. A technical offer must comply with the requirements of the RQ Stage 1 and meet all mandatory technical evaluation criteria to be declared responsive.
- 3.4. 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.
- 3.5. 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 or more mandatory criteria will be declared non-responsive.
- 3.6. 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.
- 3.7. Each technical criterion should be addressed separately.
- 3.8. The Respondent must:
 - a) 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 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.

b) Complete and submit attached **APPENDIX B – MANDATORY TECHNICAL CRITERIA.**

B1 Minimum Corporate Experience

The Respondent must have completed a minimum of three (3) construction fit-up projects for commercial buildings in which the Respondent functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past 10 years to RQ closing date.

To be considered a construction project, the works must include a minimum of three (3) of the following works performed by the Respondent:

- Interior wall construction;
- Installation of cabinetry / millworks;
- Installation of floors and/or ceilings;
- Installation of a partition wall; or
- Plumbing works
- Electrical works

The Respondent must list the names and current telephone numbers of Client(s), and Consultant(s), for reference purposes.

In this context 'substantial completion' means achievement of 'handover' of the project to the client.

B2 Site Manager

The respondent must propose a Site Manager who has a minimum of five (5) years' experience as a site manager on construction fit-up or renovations within commercial office buildings. Experience must have been gained in the last ten (10) years prior to solicitation closing date.

Information to be provided:

- Summary of the Site Manager's experience;
- Demonstration of 5+ years' experience as a sitemanager for construction fit-up projects in commercial office buildings; and
- Demonstration that experience has been gained in the last ten (10) years prior to the solicitation close date.



B3 LEED Coordinator

The respondent must identify a project team member who will act as LEED Coordinator for the Project

The LEED Coordinator shall be in regular communication with on-site personnel and GAC's sustainability lead. And is responsible for ensuring that all the Contractor's LEED requirements are met and submittals are properly completed and delivered on time, including any required submittals of the Contractor's Subcontractors

The LEED Coordinator shall be familiar with the principals of green building, as demonstrated by a minimum of (1) project of green building design and/or construction. This can include knowledge of best practices relating to energy and water efficiency, waste management, indoor air quality, and sustainable materials.

Information to be provided:

- Demonstration that experience has been gained in the last ten (10) years prior to the solicitation close date.
- To be considered a green building design and/or construction project, the work must have included a minimum of three (3) of the following:
 - Energy efficiency;
 - Water efficiency;
 - Waste management;
 - Outdoor Air Quality;
 - Sustainable Materials

OR

Have been a project targeting LEED certification

c) Complete and submit attached **APPENDIX C – EXPERIENCE CERTIFICATION**.

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 – MANDATORY TECHNICAL CRITERIA

B.1 Construction Projects (project 1 of 3)

The Respondent must have completed a minimum of three (3) construction fit-up projects for commercial buildings in which the Respondent functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past 10 years to RQ closing date.

Project Title:

Client:

Completion Date:
(must be after May 01, 2012)

Description of project (give details supporting that the Respondent functioned in the role of General or Prime Contractor for the entire period of the project:

Large empty rectangular box for project description.

To be considered a construction project, the works must include a minimum of 3 of the following works performed by the Respondent. Check all that apply, minimum of 3.

- Interior wall construction;
- Installation of cabinetry / millworks;
- Installation of floors and/or ceilings;
- Installation of a partition wall; or
- Plumbing Works
- Electrical Works

Client Representative: Telephone:
E-mail:



B.1 Construction Projects (*project 2 of 3*)

The Respondent must have completed a minimum of three (3) construction fit-up projects for commercial buildings in which the Respondent functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past 10 years to RQ closing date.

Project Title:

Client:	Completion Date: <i>(must be after May 01, 2012)</i>
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Description of project (*give details supporting that the Respondent functioned in the role of General or Prime Contractor for the entire period of the project:*)

To be considered a construction project, the works must include a minimum of 3 of the following works performed by the Respondent. Check all that apply, minimum of 3.

- Interior wall construction;
- Installation of cabinetry / millworks;
- Installation of floors and/or ceilings;
- Installation of a partition wall; or
- Plumbing Works
- Electrical Works

Client Representative:	Telephone:
E-mail:	



B.1 Construction Projects (*project 3 of 3*)

The Respondent must have completed a minimum of three (3) construction fit-up projects for commercial buildings in which the Respondent functioned in the role of the General Contractor for the entire period of the project. The projects provided must have reached substantial completion in the past 10 years to RQ closing date.

Project Title:

Client:	Completion Date: <i>(must be after May 01, 2012)</i>
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Description of project (*give details supporting that the Respondent functioned in the role of General or Prime Contractor for the entire period of the project:*)

To be considered a construction project, the works must include a minimum of 3 of the following works performed by the Respondent. Check all that apply, minimum of 3.

- Interior wall construction;
- Installation of cabinetry / millworks;
- Installation of floors and/or ceilings;
- Installation of a partition wall; or
- Plumbing Works
- Electrical Works

Client Representative:	Telephone:
E-mail:	



B2 Site Manager

The respondent must propose a Site Manager who has a minimum of five (5) years' experience as a site manager on construction fit-up or renovations within commercial office buildings. Experience must have been gained in the last ten (10) years prior to solicitation closing date.

Information to be provided:

- Summary of the Site Manager's experience;
- Demonstration of 5+ years experience as a site manager for construction fit-up projects in commercial office buildings; and
- Demonstration that experience has been gained in the last ten (10) years prior to the solicitation close date. (must be after May 01, 2012)



B3 LEED Coordinator

The LEED Coordinator shall be familiar with the principals of green building, as demonstrated by a minimum of (1) project of green building design and/or construction. This can include knowledge of best practices relating to energy and water efficiency, waste management, indoor air quality, and sustainable materials.

Information to be provided:

- Demonstration that experience has been gained in the last ten (10) years prior to the solicitation close date. (must be after May 01, 2012)

To be considered a green building design and/or construction project, the work must have included a minimum of three (3) of the following: Check all that apply, minimum of 3.

- Energy efficiency;
- Water efficiency;
- Waste management;
- Outdoor Air Quality;
- Sustainable Materials

OR

Have been a project targeting LEED certification



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: _____

Authorized Name (print): _____

Capacity: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Date: _____