



Date: July 4, 2022

Title: Master Planning for Missions at Various International Locations / B

Solicitation Number: 20-165272

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

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### Questions & Answers # 1

- Q1. “If the proponent is successful at getting prequalified for this mandate, are we precluded from bidding on Architectural and Engineering services for DFAIT at the same missions that we completed the master planning for?”
- A1. Companies who are successful in a Request for Proposal for a master planning project will be excluded from projects that stem from that master plan in order to avoid any company being given an unfair advantage.
- Q2. “How many prequalified vendors will be selected?”
- A2. There is no limit to the number of suppliers who can be placed on the source list.
- Q3. “In 2.3.3, the technical application must not exceed 30 pages single sided. Can it be confirmed that the page count excludes the 17 key individuals listed in MT2 (Appendix B.2)? Does the page count include or exclude the requirements listed under Appendix A.2 TR1.1?”
- A3. Confirmed, the technical application limit of 30 pages does not include the maximum of 2 pages per key individual (now 15 key individuals as per addendum no.3, item 1). It also does not include the requirements listed under Appendix A.2 TR1.1.
- Q4. “In Appendix B.2, TA3 (b) - As the federal security process has changed, where security clearance can only be applied while having a current contract with a federal department, do all key individuals require secret clearance at the time of solicitation or only prior to being engaged to provide master planning services?”
- A4. As per Appendix “A.2”, TR1.1 - Security Requirement, “all proposed individuals MUST hold a valid Government of Canada security clearance at the level of SECRET at the time of the submission of the Application and during the performance of ANY Work.”
- Q5. “In Appendix B.2, TA3 (c) – As there is a larger team that will be supporting the key individuals listed to deliver the services, is it DFAIT’s intent to have all staff names that may access classified or protected information, assets or sensitive work sites? Or can the list of names and security clearance be provided at the time of each RFP as outlined in Appendix A.5?”



- A5. The list of names and security clearance for those **supporting** the key individuals can be provided at the time of the resulting RFPs.
- Q6. “Professional certification and licensing requirements – Are individuals to carry Canadian certifications/licenses or can foreign certifications/licenses be considered equivalent (US, UK, etc)?”
- A6. Applicants need to have at least one (1) architect that carries Canadian certification/licensing.
- Q7. “Does the form in Appendix B.1 require a Commissioner of Oaths signature and seal for submission? Typically a firm’s representative signature is acceptable on this form.”
- A7. The Application and Certification Form in Appendix “B.1” requires the signature of a Commissioner of Oath and a seal.
- Q8. “Due to the number of resumes, security questions and commissioner of oaths question above – would DFAIT consider providing firms with an extension of 2 weeks?”
- A8. Yes, the closing date has been extended. Please refer to addendum no. 3, item 8.
- Q9. “Will the Master Planning Source List teams be eligible to pursue any subsequent capital projects for the properties they have completed master planning services for (as a result of the source list)?”
- A9. Companies who are successful in a specific RFP for a master planning project will be excluded from projects that stem from that master plan in order to avoid any company being given an unfair advantage.
- Q10. “Appendix A.5: can you please clarify the difference between the threshold dollar values for general services, and architecture and engineering services in Band 1 and Band 3?”
- A10. The thresholds are based on the departmental contracting limits for these commodities.
- Q11. “Appendix B.2, MT1. Corporate Experience: can you please confirm the lead firm’s experience must be completed by the same legal entity? For example, if we are a global company with multiple legal entities/multiple supplier names, can we showcase a project from another legal entity/supplier name within our parent firm that is not the same entity as the submitting Qualified Supplier?”
- A11. Yes, it is acceptable.
- Q12. “Appendix B.2, MT2. Experience of Personnel: can you please clarify what aspects of MT1 Corporate Experience the Key Individuals must have a minimum of 10 years’ experience in? Are you referring to numerical points listed (e.g. 1. Conducting stakeholder visioning exercises; etc.). If so, are we to understand that all Key Individuals (including roles such as Scheduling, Real Estate Services, etc.) are to present this experience on their CVs?”



- A12. The intention of MT1 is to evaluate the corporate experience, not the personnel (Key Individuals). The lead firm must demonstrate that they have the experience listed in 1) to 5). The experience required for each Key Individual is listed in MT2.
- Q13. “Under 3.5.9 – it appears that DFAIT would entertain the possibility of a supplier being on multiple teams. Would DFAIT allow for engineers to be carried on multiple teams? Would there be limitations placed on the solicitation process (Band 1, 2, &3) if engineers are on multiple teams?”
- A13. Firms can use the same sub-consultants, such as engineers. There will be no limitations placed on the solicitation process if engineers are on multiple teams. During the resulting Request for Proposals, potential conflict of interest will be assessed.
- Q14. “Confirm if there is a suggested page length for the MT1 Corporate Experience project examples”
- A14. There is no suggestion or requirement for page length.
- Q15. “Please confirm if cover pages and divider pages are counted towards the page limit”
- A15. Cover pages and divider pages do not count in the page limit as per section 2.3 Technical Application, item 2.3.3. Please refer to addendum no. 3, item #2
- Q16. “Please confirm that, while team resumes are to be two pages, they are NOT counted towards the overall 30 page limit (per item 2.3.3 on page 7 of the ITQ document).”
- A16. Resumes do not count in the page limit as per section 2.3 Technical Application, item 2.3.3.
- Q17. “Appendix B.2 Technical Application on page 35 of ITQ invitation to qualify PDF document. Under MT1. Corporate Experience.  
“a) The full legal name of the supplier and b) Identification of the supplier’s proposed team”  
Please clarify whether a) and b) are information to be included for the project examples from the supplier or for the Master Planning for Mission ITQ.” ADDENDUM TO MT1 B) I) (delete or amend)
- A17. The information in a) and b) is required for the project examples completed by the Lead Firm. Please refer to addendum no.3, item 3.
- Q18. “Appendix B.2 Technical Application on page 35 of ITQ invitation to qualify PDF document. Under MT1. Corporate Experience.  
“The lead firm must demonstrate the provisions of these services over a minimum of two (2) and maximum four (4) master plan projects”  
Please clarify if there’s any project completion year requirement for the master plan project examples.”
- A18. As per MT1, f), “Information to be Provided”, the start and end date of participation in the project must be provided.



- Q19. “Appendix B.2 Technical Application on page 36 of ITQ invitation to qualify PDF document. Under MT2. Experience of Personnel.  
“Documentation no longer than two(2) pages per key individual; resumes and reference letters must be submitted for evaluation”.  
Would providing the reference name and contact for each key individual be sufficient for evaluation or an actual reference letter is required for each key individual?  
If an actually reference letter is required, please clarify how many reference letters to provide for each key individual and whether the reference letter is counting towards the two (2) pages per key individual’s documentation limit.”
- A19. A reference letter is not required. See addendum no.3, item 1. Providing the reference name and contact for each key individual is sufficient for evaluation.
- Q20. “Appendix A.2 Technical Requirements on page 22 of ITQ invitation to qualify PDF document. Under TR1.1 Security Requirement.  
“b. The supplier must provide the full addresses of the Bidder’s and proposed individuals’ sites or premises for which safeguarding measures are required for Work Performance.”  
Is this required for the lead supplier only or is this required for all of the sub consultants that the lead supplier will be carry on the source list?”
- A20. This is required for all premises where safeguarding measures are required for work performance.
- Q21. “Appendix A.5 Competing for Subsequent contract on page 29 of ITQ invitation to qualify PDF document. Under Solicitation Methods.  
“Solicitation Methods: Supplier must clearly indicate at the time of their submission what bands they are interested in being evaluated against.”  
Please clarify if the lead supplier is required to indicate what bands they are interest in at the time of this ITQ submission or after the lead supplier become qualified supplier during the solicitation process.”
- A21. Supplier is not required to indicate what bands they are interest in. See addendum no. 3, item 4.
- Q22. “Q1: Appendix B2 MT2 (2) and Appendix A2 TR1.3 (b) both list “geotechnical” as one of the required engineering disciplines.  
  
Appendix A.1 Section 5.1.1 states “meet with GAC to gather functional and operational requirements for security, seismic accommodation policies and standards...”  
  
Section 5.1.5. states “...additional data collection may include but is not limited to: building condition reports, property surveys,...geotechnical studies/reports...”  
  
Section 5.1 Optional Phase 1a states:”...Examples of additional studies could include “building systems condition reports, property surveys....geotechnical studies/reports...”  
  
As you may know, the OAA strongly discourages architects from directly contracting specialist consultants who describe existing conditions of a clients’ properties, (such as geotechnical, land surveying, BCR’s or some environmental issues), and there may be limitations or difficulties with insurance coverages. We can help procure these services, collate the reports into masterplanning exercises, but they are typically contracted by the client.



Please confirm GAC is expecting to directly contract these services as needed for individual properties, or if the intent is for the masterplanning consultant to carry out investigations of exiting conditions with specialists.”

- A22. DFAIT will not require the services of a geotechnical engineer in this ITQ. Please refer to addendum no. 3, item 1.

DFATD will either contract these services on its own or with the assistance of the successful candidate.

- Q23. “Subconsultants. Can you confirm whether subconsultant arrangements are acceptable to supply certain members of the requested team? The RFP mentions the formation of Joint ventures, but we wanted to clarify whether a prime-subconsultant agreement is in fact acceptable.”

- A23. Sub-consultants and sub-contractors are acceptable.

- Q24. “Requirement MT1. Corporate Experience.

- In line with the use of subconsultants, it is possible to present corporate experience (one or more) from a sub consultant firm?
- For this requirement, would it be possible to clarify if a firm can present project experiences where it partnered with other firms to deliver these services (and not partnering with this other firm for the purposes of the bid)?”

- A24. The experience of a sub-consultant firm cannot be used to meet criteria MT1. The experience must be of the Lead Firm. It is possible to present project experience where the Lead Firm partnered (I.E. Joint Venture) with another firm.

- Q25. “Requirement MT2. Roles 4 (Real Estate Services) and 10 (Financial Analysis and auditing). Based on the nature of the assignment, can you confirm the following interpretation of these two roles?

- Role 4 - Real Estate: We understand this as being related to “real estate strategy” or providing information on the local real estate market, instead of roles related to facility management and real estate transaction services.
- Role 10 - Financial Analysis and Auditing. We understand this role to provide financial analysis (CAPEX, OPEX, etc.) based on recommendations of the Master Plan, rather than an auditing role or providing financial analysis related to a transaction.”

- A25. Role 4 – Real Estate Services, your understanding is correct. This individual is intended to provide the team with market trends in the local real estate industry, conduct comparisons with similar properties to Canada and provide valuations on Canada’s existing property(s).

Role 10 – Financial Analysis and Auditing, your understanding is correct. This individual is intended to provide analysis on capital investment versus operational expenses including any rates of return of investments. The analysis would be in context of building or purchasing efficient buildings and the associated factors in the reduction of operational costs.

- Q26. “Under Mandatory Technical (MT1), is it expected that all master plan projects presented either has design awards or publications (MT1.i) to qualify at a minimum? Or is this considered an asset only?”



- A26. It is not a requirement for the projects submitted to have received awards or be featured in publications. The proponent may submit these awards or publications but it is not mandatory. See addendum no.3, item 3.
- Q27. “Can an engineering firm be the lead entity if the Lead Architect is not part of the lead firm (e.g., the architect leading the architecture/engineering is a subconsultant to the lead firm)?”
- A27. No, an architectural firm must be the Lead Entity with engineering as a sub-discipline.
- Q28. “Can a proposed “Key Individual” be proposed on multiple submitting teams (e.g., geotechnical, security or others) in the following cases?  
Where a “Key Individual” is an employee of a lead firm on another bid?  
Where a “Key Individual” is an employee of a firm which is acting as a subconsultant on another bid?”
- A28. Please refer to question 13.
- Q29. “Item 3.1.1 Binding Contract  
Section 3.1.1 and Paragraph 3 of the ITQ contain language indicating that applicants fully agree to all of the terms and conditions of the ITQ. Given that there do not appear to be certain legal terms and conditions contained in the ITQ (e.g., ownership of deliverables, insurance requirements, etc.), we seek clarification as to whether there are any other terms and conditions beyond what is contained in ITQ Solicitation #20-165672. If not, what does DFATD intend for terms and conditions to be based on?”
- A29. The proponent agrees to all wording in the ITQ. Terms and conditions will be included in subsequent solicitations.
- Q30. “ITQ Reference:  
TR1.1. Security Requirement: (page 22)  
c. All proposed individuals MUST hold a valid Government of Canada security clearance at the level of SECRET at the time of the submission of the Application and during the performance of ANY Work. Failure to hold a valid security clearance at the time of submission and/or during the performance of ANY Work will result in the termination of any contract and/or the removal of the Supplier from the Source List.
- We are being challenged by the requirement that the entirety of the team have Secret level clearances in place. While the entirety of the design consulting and estimating/scheduling team is cleared, specialists in real estate services, and financial analysis typically work in the commercial /private sector that has no requirements for security clearances. It has been impossible for us to find a secret cleared firm. If we cannot find a satisfactory solution we may need to abandon this proposal – notwithstanding the fact we are highly qualified.  
Will DFATD consider either of these two alternatives?  
Relax the requirement as it pertains to project management, real estate services, and financial analysis – as these aspects of the work are unlikely to require access to secret information.  
Allow "name of firm" to sponsor these specialists to obtain the requisite security clearances in short order.”



- A30. The Security Requirements in TR1.1 will not be amended. All proposed individuals MUST hold a valid Government of Canada security clearance at the level of SECRET at the time of the submission of the Application and during the performance of ANY Work.
- Q31. “Given that the Real Estate/ Financial Analysis and Auditing evaluations are performed by the local consultants in the country of master plan exercise. Do the security requirement (secret level) apply to those positions?”
- A31. Yes, please refer to Appendix “A.2” TR1.1 - Security Requirement.
- Q32. “I was hoping you could clarify MT2 Experience of Personnel on pages 35/36 in Appendix B.2. Do we need to include reference letters for each key individual or list a reference for each key individual.”
- A32. Please refer to question no. 19.
- Q33. “We understand that we are authorized to present a proposal grouping several companies in order to cover all the specialties required. Our understanding of the tender documents is that the architects are the prime consultants, who have the responsibility for cross-disciplinary coordination. We are an architectural firm and are considering submitting a proposal with subcontractors for the other disciplines. Can you confirm that this team structure is acceptable and that this is not considered a joint venture? Are our contractors allowed to bid on other teams?”
- A33. Please refer to the definition of a Joint Venture found at Section 3.3.2. Joint Venture – Definition. Sub-contractors and sub-consultants are acceptable. Please refer to question 23.
- Q34. “At TR1.2 Corporate Experience:
- a) Do we only have to present projects carried out by our firm or can we also present projects carried out by our subcontractors?
  - b) Can functional and technical programs be considered as master plans?
  - c) Can you clarify what you mean by “Project of Mixed Land Use”?”
- A34. a) Please refer to question 24.
- b) No, functional and technical programs cannot be considered as master plans.
  - c) Project of Mixed Land Use refers to a land that has multiple uses, such as recreational, office and/or residential.
- Q35. “At 1.5 Applicable laws it is stated "This IQ must be interpreted and governed by the laws in force in the province of Ontario in Canada". Does this imply that architects and engineers must be licensed in Ontario or are licenses from another province (Quebec) allowed?”
- A35. The applicable laws of the ITQ are those of the province of Ontario. It is not related to the licenses of the architects and engineers. Professional licenses and certifications from any jurisdiction in Canada is acceptable.



- Q36. “1. When the tender was extended to June 6, 2022, the name of the solicitation was changed to ITQ for Source List – Master Planning for Missions at Various International Locations/B - Solicitation # 20-165672. Does this mean that our submission of May 16, 2022 needs to be re-submitted to reflect the new name (including /B)?  
2. If the submission must be resubmitted with the new name, do we need to have the signatures witnessed again?”
- A36. Your submission of May 16<sup>th</sup> does not need to be resubmitted. However, you can chose to resubmit your proposal until the solicitation closes.
- Q37. “Currently, the ITQ asks for the proponent to carry a geotechnical engineer. Since projects vary by international location, is it possible to select a geotechnical engineer when a location is known? Also, will the proponent’s responsibility be limited to coordinating geotechnical services?”
- A37. DFAIT will not require the services of a geotechnical engineer in this ITQ. Please refer to addendum no. 3, item 1.
- Q38. “Page 38 of the ITQ: Foreign Recipient Contractor. Is this page of the document only to be signed if the firm submitting is outside of Canada?”
- A38. Yes, this document only needs to be signed if the firm submitting is outside of Canada.
- Q39. Would a PWGSC Reliability Clearance be sufficient for sub-consultants, such as environmental and geotechnical engineers?
- A39. DFAIT will not require the services of a geotechnical engineer in this ITQ. Please refer to addendum no. 3, item 1.  
However, as per Appendix “A.2”, TR1.1 - Security Requirement, all proposed individuals **MUST** hold a valid Government of Canada security clearance at the level of SECRET at the time of the submission of the Application and during the performance of ANY Work.”
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