



A1. CONTRACT ADVISOR

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Request for Qualification (RQ)

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|--|--|-------------------------------------|
| A2. TITLE Physical Security Upgrades at the Embassy of Canada to Peru, in Lima | | |
| A3. SOLICITATION NUMBER 23-225773 | A4. PROJECT NUMBER B-LIMA -810 | A5. DATE October 20, 2022 |
| A6. RQ DOCUMENTS <ol style="list-style-type: none"> 1. Request for Qualification (RQ) title page 2. Submission Requirements (Section "I") 3. Background and Requirements Description (Section "II") 4. Evaluation for Prequalification (Section "III") 5. Annex "A" - Identification of Supplier or Joint Venture 6. Annex "B" - Mandatory Technical Criteria 7. Annex "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 November 04, 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: Brent Hygaard Solicitation #: 23-225773</p> <p>Suppliers should include their name and solicitation number in the subject/title of the email.</p> | | |
| A8. LANGUAGE Responses must be submitted in English or French only. | | |



Section "I" - Submission Requirements

Title: Physical Security Upgrades at the Embassy of Canada to Peru, in Lima

- 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 security upgrades work at the Canadian Embassy to Peru in Lima.
Interested Suppliers are required to respond to this Request for Qualifications. Only those Suppliers 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. Please note that the all qualified Suppliers will be required to sign a Non-Disclosure Agreement in order to receive the Stage 2 RFP.
- 1.2. The project includes mainly exterior security improvements in addition to minor interior renovations. The scope will include but is not limited to the following:
 - a. Anti-ram furniture – stationary and retracting bollards
 - b. Anti-pedestrian fencing – raising and refinishing the walls, adding the topper and raising the garage doors
 - c. Main guard house (existing is approximately 50 m2) extension on Bolognesi Street
 - I. New electrical service to the guard house
 - II. New mechanical requirement for ventilation and plumbing to the guard house
 - III. New fire alarm service to the guard house
 - IV. Perimeter lighting
- 1.3. This work will be delivered in the Bid - Build methodology. The pre-qualified Supplier('s) will follow the drawings and scope of work that will be outlined in the Request for Proposals (RFP) - Stage 2 (henceforth referenced as RFP Stage 2) to qualified firms.
- 1.4. Suppliers 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 Lima, Peru
- 1.5. Interested Suppliers 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 Suppliers with the necessary experience. The prequalification of Suppliers is based on defined mandatory requirements specified in this document (refer to item 2. MANDATORY REQUIREMENTS FOR PREQUALIFICATION).
- 1.7. Should there be an insufficient number of prequalified Suppliers 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. Suppliers that are capable and interested are to provide a technical offer by email to realproperty-contracts@international.gc.ca by the date and time indicated in A7. RESPONSE DELIVERY. Technical offers must include all three (3) appendices (Annex A - Identification of Supplier, Annex B – Mandatory Technical Criteria and Annex 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 Supplier meets the requirements.
- 1.9. Email technical offers must include attachments in Portable Document Format (.pdf). Suppliers 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 10 single-sided pages. Material exceeding the 10 single-sided page maximum will not be considered.
 - iv. For clarity and comparative evaluation, the Supplier 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 Suppliers 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 Supplier. DFATD is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Suppliers 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 no later than three (3) calendar days prior to the Closing Date and Time 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 Suppliers, 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 Suppliers 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 the planned security upgrades at the Embassy of Canada to Peru, in Lima.

2. OUTLINE OF TASKS

- 2.1. This presents a unique opportunity for appropriately qualified and experienced Suppliers to demonstrate their knowledge, skills and experience to implement quality physical 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.
- 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 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.

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 | October, 2022 |
| Closing of RQ Stage 1 | November, 2022 |
| Review of submissions from RQ Stage 1 | November, 2022 |
| Selection of prequalified firms | November, 2022 |
| Issuance of Stage 2 RFP | November, 2022 |

5. RESPONSIBILITIES OF THE CONTRACTOR

- 5.1. **Design** – The Contractor will be responsible for all aspects of the design process, based on the drawings and scope of work in the RFP documents, 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 and implementation 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 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 site supervisor full time on site during construction.



- 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 contract.
- 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 contract.
- 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 contract.
- 5.9. **Quality Control** – In the interest of ensuring quality control, the Contractor will be required to follow DFATD's procedures during the entire contract 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.



SECTION "III" – EVALUATION FOR QUALIFICATION

1. PROPOSAL

The evaluation will be based solely on the content of the responses and any correctly submitted amendment. The proponent should make no assumption that Her Majesty has any previous knowledge of the Supplier's qualifications other than that supplied pursuant to this RQ.

2. 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, Suppliers should explain and demonstrate how they propose to meet the requirements.

Technical offers will be evaluated against the mandatory criteria listed below. Suppliers 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.

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

Each technical criterion should be addressed separately.

The Supplier must:

Complete and submit **ANNEX A - IDENTIFICATION OF SUPPLIER**.

In the event the Supplier 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. Suppliers 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 Annex 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 Supplier in accordance with the Contract Documents.

Complete and submit attached **ANNEX B – MANDATORY TECHNICAL CRITERIA**.

Complete and submit attached **ANNEX C – EXPERIENCE CERTIFICATION**.

NOTE TO SUPPLIERS: In the interest of facilitating the evaluation of technical offers, Suppliers should use the forms below for their technical offer submission.



ANNEX A - IDENTIFICATION OF SUPPLIER OR JOINT VENTURE

| |
|-----------------------------------|
| Legal Operating Name of Supplier: |
| 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: |



ANNEX B – MANDATORY TECHNICAL CRITERIA

B1 Corporate Experience

| CORPORATE EXPERIENCE | | |
|----------------------|--|---|
| Item | Description | Compliance |
| B1 | <p>The Supplier must provide three (3) complex building renovation projects in which the Supplier functioned in the role of the General or Prime Contractor for the entire period of the project. The project must demonstrate experience in major structural renovation and include elements such as mechanical, electrical and exterior site work.</p> <p>(a) In order to be considered “Complex” the project must have had a construction value equivalent to at least \$1,300,000 CAD.</p> <p>(b) At least two (2) of the three (3) projects must include implementation of complex exterior site and civil work or high security elements such as perimeter security, anti pedestrian fencing, guardhouse, vehicle barriers, sally ports, access controls, electronic surveillance, etc. Such projects must each include at least two such exterior civil work or security elements.</p> <p>(c) At least two of the projects must have been completed either: - In Peru, or: - In a country other than that in which the headquarters of the Supplier is located.</p> <p>(d) Each project must have started, and been completed, in the ten (10) years prior to bid closing date.</p> <p>If the contract is in a different currency than CAD, provide the amount in that currency and then use the current exchange rate at: https://www.xe.com/currencyconverter/ on the day of project completion for the CAD equivalent.</p> | <p>Supplier should complete three (3) project information tables below to demonstrate project experience.</p> <p>Suppliers must show the following:</p> <ul style="list-style-type: none"> • Suppliers HQ location; • Project title and location; • Client name and representative; • Explanation of the project scope demonstrating experience in major structural renovation and include elements such as mechanical, electrical and exterior site work; • Construction costs in excess of \$1,300,000 CAD; • Implementation of complex exterior site and civil work or high security elements such as perimeter security, anti pedestrian fencing, guardhouse, vehicle barriers, sally ports, access controls, electronic surveillance, etc.; and • Demonstrate projects were started and completed in the ten (10) years prior to RQ closing date. |



B1 - PROJECT 1

| | |
|---|---|
| Suppliers HQ location | Country: |
| Project Title and Location | Title: City: Country: |
| Client | Company Name: Company Representative: |
| Includes implementation of complex exterior site and civil work or high security elements such as perimeter security, anti pedestrian fencing, guardhouse, vehicle barriers, sally ports, access controls, electronic surveillance, etc. | <input type="checkbox"/> Project includes perimeter security <input type="checkbox"/> Project includes at least two of these elements <input type="checkbox"/> Project includes anti pedestrian fencing <input type="checkbox"/> Project includes guardhouse <input type="checkbox"/> Project includes vehicle barriers <input type="checkbox"/> Project includes sally ports <input type="checkbox"/> Project includes access controls <input type="checkbox"/> Project includes electronic surveillance |
| Project Cost | <input type="checkbox"/> Project cost is over \$1,300,000 CAD Project Cost (CAD): _____ |
| Project Start and End Dates (start date must be after October 31, 2012) | <input type="checkbox"/> Project start date is after October 31, 2012 Date Project Started (month, year): _____ Date Project Completed (month, year): _____ |
| Description of project scope demonstrating experience in major structural renovation and include elements such as mechanical, electrical and exterior site work details and supporting that the Supplier functioned in the role of General or Prime Contractor for the entire period of the project | |



| B1 - PROJECT 2 | |
|---|---|
| Suppliers HQ location | Country: |
| Project Title and Location | Title: City: Country: |
| Client | Company Name: Company Representative: |
| Includes implementation of complex exterior site and civil work or high security elements such as perimeter security, anti pedestrian fencing, guardhouse, vehicle barriers, sally ports, access controls, electronic surveillance, etc. | <input type="checkbox"/> Project includes perimeter security <input type="checkbox"/> Project includes at least two of these elements <input type="checkbox"/> Project includes anti pedestrian fencing <input type="checkbox"/> Project includes guardhouse <input type="checkbox"/> Project includes vehicle barriers <input type="checkbox"/> Project includes sally ports <input type="checkbox"/> Project includes access controls <input type="checkbox"/> Project includes electronic surveillance |
| Project Cost | <input type="checkbox"/> Project cost is over \$1,300,000 CAD Project Cost (CAD): _____ |
| Project Start and End Dates (start date must be after October 31, 2012) | <input type="checkbox"/> Project start date is after October 31, 2012 Date Project Started (month, year): _____ Date Project Completed (month, year): _____ |
| Description of project scope demonstrating experience in major structural renovation and include elements such as mechanical, electrical and exterior site work details and supporting that the Supplier functioned in the role of General or Prime Contractor for the entire period of the project | |



B1 - PROJECT 3

| | |
|---|---|
| Suppliers HQ location | Country: |
| Project Title and Location | Title: City: Country: |
| Client | Company Name: Company Representative: |
| Includes implementation of complex exterior site and civil work or high security elements such as perimeter security, anti pedestrian fencing, guardhouse, vehicle barriers, sally ports, access controls, electronic surveillance, etc. | <input type="checkbox"/> Project includes perimeter security <input type="checkbox"/> Project includes at least two of these elements <input type="checkbox"/> Project includes anti pedestrian fencing <input type="checkbox"/> Project includes guardhouse <input type="checkbox"/> Project includes vehicle barriers <input type="checkbox"/> Project includes sally ports <input type="checkbox"/> Project includes access controls <input type="checkbox"/> Project includes electronic surveillance |
| Project Cost | <input type="checkbox"/> Project cost is over \$1,300,000 CAD Project Cost (CAD): _____ |
| Project Start and End Dates (start date must be after October 31, 2012) | <input type="checkbox"/> Project start date is after October 31, 2012 Date Project Started (month, year): _____ Date Project Completed (month, year): _____ |
| Description of project scope demonstrating experience in major structural renovation and include elements such as mechanical, electrical and exterior site work details and supporting that the Supplier functioned in the role of General or Prime Contractor for the entire period of the project | |



ANNEX 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 Supplier: _____

Authorized Name (print): _____

Capacity: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Date: _____