



A1. CONTRACT ADVISOR

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Request for Qualification (RQ)

A2. TITLE Architectural and Engineering Services for the Embassy of Canada to Czech Republic, in Prague		
A3.SOLICITATION NUMBER 24-248401	A4 .PROJECT NUMBER N/A	A5. DATE October 6, 2023
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”) <p>In the event of discrepancies, inconsistencies or ambiguities of the wording of these documents, the document that appears first on the above list shall prevail.</p>		
A7. PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 14:00 Eastern Daylight Time (EDT) on October 25, 2023 referred to herein as the “Closing Date”. Electronic proposals must be sent only to the following email address: realproperty-contracts@international.gc.ca		
A8. ENQUIRIES All enquiries or issues concerning this RQ must be submitted in writing to the Contract Advisor no later than three (3) business days prior to the Closing Date and Time in order to allow sufficient time to provide a response.		
A9. LANGUAGE Proposals shall be submitted in English or French.		
A10. RESPONDENTS’ CONFERENCE A Respondents’ conference will be held virtually on October 16, 2023 . The conference will begin at 14:00 (local time in Prague, Czech Republic) . The scope of the requirement outlined in the RQ will be reviewed during the conference and questions will be answered. It is recommended that Respondents who intend to submit a proposal attend or send a representative. Respondents are requested to communicate with the Contract Advisor before the conference to confirm attendance. Respondents should provide, in writing, to the Contract Advisor, the name(s) of the person(s) who will be attending and a list of issues they wish to table no later than three (3) business days prior to the conference. Any clarifications or changes to the solicitation resulting from the Respondents' conference will be included as an amendment to the solicitation. Respondents who do not attend will not be precluded from submitting a proposal.		

SECTION "I" – SUBMISSION REQUIREMENTS

- 1.1 Proposals must be received by the Department of Foreign Affairs, Trade and Development (DFATD) at the email address identified and by the date and time specified on page 1 of the solicitation.
- 1.2 Respondents should ensure that their name and the solicitation number are clearly referenced in the email subject line. It is the responsibility of the Respondent to confirm that their submission has been received on time and to the correct email address.
- 1.3 More than one (1) e-mail can be sent if necessary. If the same file is sent twice, the latest file received will be used for evaluation purposes and the previous one(s) will not be opened.
- 1.4 His Majesty requests that Respondents provide their electronic proposals in Portable Document Format (.pdf) software application files or Microsoft office version 2003 or greater files.
- 1.5 Respondents should follow the specifications format instructions described below, during the preparation of their proposal:
 - Minimum type face of 10 points.
 - All material be formatted to print on 8.5" x 11" or A4 paper.
 - For clarity and comparative evaluation, the Respondent should respond using the same subject headings and numbering structure as in this RQ document.
- 1.6 Proposals may be modified or resubmitted only before the solicitation Closing Date and Time, and must be done in writing. The latest proposal received will supersede any previously received proposals.
- 1.7 His Majesty will take no responsibility if a proposal is not received on time because the e-mail was refused by a server for the following reasons:
 - The size of attachments exceeds 10 MB.
 - The e-mail was rejected or put in quarantine because it contains executable code (including macros).
 - The e-mail was rejected or put in quarantine because it contains files that are not accepted by DFATD server, such as, but not limited to, .rar, encrypted .zip, encrypted .pdf, .exe., etc.
- 1.8 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.
- 1.9 It is strongly recommended that Respondents confirm with the Contract Advisor that their complete proposal was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the proposal is submitted, the emails be numbered and the total number of emails sent in response to the solicitation also be identified.
- 1.10 His Majesty requires that each proposal, at Closing Date and Time or upon request from the Contract Advisor, be signed by the Respondent or by an authorized representative of the Respondent. If any required signature(s) are not submitted as requested, the Contract Advisor may inform the Respondent of a time frame within which to provide the signature(s). Failure to comply with the request of the Contract Advisor and to provide the signature(s) within the time frame provided may render the proposal non-responsive.
- 1.11 It is the Respondent's responsibility to:



- obtain clarification of the requirements contained in the RQ, if necessary, before submitting a proposal;
 - prepare its proposal in accordance with the instructions contained in the RQ;
 - submit by Closing Date and Time a complete proposal;
 - send its proposal only to the email address specified on page 1 of the solicitation;
 - ensure that the Respondent's name, and the solicitation number are in the subject line of the email containing the proposal; and
 - provide a comprehensible and sufficiently detailed proposal, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the RQ.
- 1.12** Unless specified otherwise in the RQ, His Majesty will evaluate only the documentation provided with a Respondent's proposal. His Majesty will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the proposal.
- 1.13** This RQ must not be construed as an invitation to submit a proposal to the RFP and no contract will be negotiated or awarded to any respondent. The Minister is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Respondents responding to this RQ.
- 1.14** The Minister reserves the right to modify the project requirement, in part or in full, as it deems necessary. The Minister also reserves the right to use the responses in the preparation of any subsequent solicitation or for any other reason.



SECTION "II" – BACKGROUND & REQUIREMENT DESCRIPTION

1. OBJECTIVES

- 1.1. His Majesty the King in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for Architectural and Engineering services for roof investigations and roof repair design for the Embassy and the Official Residence (OR) and design of a residential renovation in the attic space at the OR in Prague, Czech Republic. The Consultant will be responsible for investigating and designing the roof repair, the design of the residential renovation in the attic space and construction administration services during investigations and implementation. The Consultant will be required to obtain local permits for construction in Prague, Czech Republic.
- 1.2. To fulfill this requirement, DFATD is initiating a procurement with the intention of selecting one (1) Contractor for the works.
- 1.3. The procurement will be carried out in two (2) separate stages, as followed:
 - Stage 1 – Request for Qualification (RQ), herein referred to as "RQ"
 - Stage 2 – Request for Proposals (RFP), herein referred to as "RFP"
- 1.4. The objective of the RQ is to prequalify Contractors with the necessary knowledge, skills and experience in similar projects for participation in the subsequent RFP. Contractors responding to this RQ will herein be referred to as "Respondents".
- 1.5. Respondents meeting the mandatory criteria set out in this RQ will be invited to the subsequent RFP. Existing specifications of the property in its current state will be included in the RFP.
- 1.6. Should only one (1) Contractor become prequalified under this RQ, DFATD reserves the right (but will not be obligated) to award the contract to the single responsive Respondent.
- 1.7. Should no Contractor become prequalified under this RQ, DFATD reserves the right (but will not be obligated) to cancel and reissue the RQ.

2. OUTLINE OF TASKS

- 2.1. Works solicited through the subsequent RFP will be based on the specifications provided by DFATD. Contractors whom submit proposals in response to the RFP will herein be referred to as "Bidders".
- 2.2. Following the evaluation of the RFP, should a contract be awarded, the Contractor will be obligated to complete the works using the specifications provided by DFATD in the RFP. The awarded Contractor will be required to perform all works while adhering to the laws and regulations of local authorities having jurisdiction in Prague, Czech Republic.
- 2.3. The extent of work related to the roof investigations, design of roof repairs and attic design generally include, but are not limited to the following:
 - Review existing documentation;
 - Understand existing building structure and systems;
 - Prepare documentation for roof investigations on at least five different roof assemblies (roof investigations to be performed by a Contractor hired by DFATD);
 - Design residential attic space renovation including but not limited to a new staircase, new washroom, new laundry room, reconfiguration of the main area and other existing spaces with appropriate lighting, power supply and connections, general modifications to the existing rooms including new surfaces finishes, paint, flooring, lighting and power supply;
 - Provide construction administration services during investigations and construction; and
 - Provide post-construction services.



- 2.4. A Departmental Representative of DFATD will be available to provide quality assurance services throughout the duration of the works.

3. REQUIRED RESOURCES

- 3.1 Resources may include, but not limited to, health and safety resources, sub-contractors, and main Contractor.

4. PROPOSED SCHEDULE AND KEY MILESTONES

- 4.1. The project has an expected completion date of two (2) months after contract award. Respondent's should note, below, the anticipated key milestone dates for this project. These time lines are subject to change at the sole discretion of DFATD.

Stage 1 – Request for Qualification

Issuance of Stage 1	October 6, 2023
Closing of Stage 1	October 25, 2023
Evaluation of Submissions Stage 1	October 30, 2023
Notification of results for Stage 1	November 3, 2023

(Note: Stage 2 will be by invitation only to firms prequalified in Stage 1.)

Stage 2 - Request for Proposal

Issuance of Stage 2	November 8, 2023
Closing of Stage 2	November 24, 2023
Evaluation of Submissions Stage 2	November 27, 2023
Contract Award	December 6, 2023

5. ANTICIPATED PROJECT CONSTRAINTS

- 5.1 The Consultant may not make changes without receiving writing consent from the Departmental Representative indicating their approval of the proposed modifications or changes.
- 5.2 The building must remain occupied during investigations and design.



SECTION “III” – PRE-QUALIFICATION REQUIREMENTS

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 His Majesty has any previous knowledge of the Respondent's qualifications other than that supplied pursuant to this RQ.

2. MANDATORY REQUIREMENTS FOR PRE-QUALIFICATION

- 2.1. Failure to comply with any of the mandatory requirements will render the Proposal non-compliant and the proposal will receive no further consideration for the RFP stage.

Criteria	Mandatory Requirement	Compliance
M1	<p>Licensing, Certification, or Authorization</p> <p>Respondents, responsible for the provision of architectural and engineering services must be licensed, certified or otherwise authorized in a Canadian or Czech jurisdiction to provide the necessary professional services to the full extent that may be required by the local laws in which the Respondent resides.</p>	<p>Respondent must provide the following:</p> <ul style="list-style-type: none"> Name of firm; Provide a copy⁷ of the license or authorization and/or indicate how the Respondent meets the licensing requirements.
M2	<p>Respondents must submit three (3) projects completed as Prime Consultant of similar size and scope to the Statement of Work, that have been completed in the last ten (10) years from bid closing date and must meet the following criteria:</p> <ul style="list-style-type: none"> Two of the projects must be an interior renovation to an existing building; Each project must have included a multi-disciplinary design team; One of the projects must include a renovation or replacement of a slate roof; Each project should have a minimum construction value of CAD \$300,000 excluding taxes; 	<p>Respondent must provide the following information:</p> <ul style="list-style-type: none"> Title of project; Client name and contact information; Project description (scope of work); Project location (city, country); Narrative describing how the project is similar in nature to the Work described in Section 2 – Outline of Tasks Location of the Respondent's office during the project (city, country); Final construction cost in Canadian dollars (\$); Start and completion date (month, year); Description of services provided by the Respondent; Confirmation that the Respondent was Prime Consultant on the project; Identification of multi-disciplinary design team disciplines; and Project photos.
M3	<p>Respondents must demonstrate capability to perform the Work in Prague, Czech Republic.</p>	<p>Respondents must submit a statement outlining how they will provide professional services in Prague, Czech Republic to the full extent that may be required by local laws which will include obtaining construction permits.</p>



<p>M4</p>	<p>Respondents must propose a Project Manager (or equivalent position) that has at least five (5) years of experience as a Project Manager (or equivalent position) gained within the last 10 years from bid closing date.</p> <p>The Project Manager's (or equivalent position) responsibilities must have included the successful design and implementation of projects while coordinating multi-disciplinary teams of Sub-Consultants and directly engaged team members from start to finish.</p>	<p>Respondents must:</p> <ul style="list-style-type: none"> • Demonstrate the Project Manager (or equivalent position) was responsible for the coordination of teams of Sub-Consultants and directly engaged team members; • Demonstrate that the Project Manager (or equivalent position) has five plus (5+) years of experience as a Project Manager (or equivalent position); and • Provide a CV that demonstrates that the experience is within the last ten (10) years from bid closing date and summary of the Project Manager's overall work experience.
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