



**A1. CONTRACT ADVISOR**

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**Invitation to Qualify (ITQ)**

<b>A2. TITLE</b> Architectural and Engineering Services for Physical Security Upgrades for the Embassy of Canada Located in Central Africa		
<b>A3.SOLICITATION NUMBER</b> 24-252461	<b>A4 .PROJECT NUMBER</b> N/A	<b>A5. DATE</b> November 30, 2023
<b>A6. ITQ DOCUMENTS</b> <ol style="list-style-type: none"> <li>1. ITQ title page</li> <li>2. Submission Requirements (Section “I”)</li> <li>3. Background and Requirements Description (Section “II”)</li> <li>4. Evaluation for Prequalification (Section “III”)</li> </ol> <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>		
<b>A7. PROPOSAL DELIVERY</b> In order for the proposal to be valid, it must be received no later than <b>14:00 Eastern Standard Time (EST) on January 5, 2024</b> referred to herein as the “Closing Date”.  <b>Electronic proposals must be sent only to the following email address:</b> realproperty-contracts@international.gc.ca		
<b>A8. ENQUIRIES</b> All enquiries or issues concerning this ITQ 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.		
<b>A9. LANGUAGE</b> Proposals shall be submitted in English or French.		
<b>A10. RESPONDENTS’ CONFERENCE</b> A Respondents’ conference will be held virtually on <b>December 11, 2023</b> . The conference will begin at <b>10:00 (local time in Ottawa, Ontario, Canada)</b> . The scope of the requirement outlined in the ITQ 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 ITQ 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 ITQ, if necessary, before submitting a proposal;
  - prepare its proposal in accordance with the instructions contained in the ITQ;
  - 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 ITQ.
- 1.12** Unless specified otherwise in the ITQ, 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 ITQ 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 ITQ.
- 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 &amp; 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 (A&E) Services for physical security upgrades to a Canadian embassy in Central Africa. Only the chosen Consultant will be informed of the specific location. The Consultant will be responsible for the design of the physical security upgrades and providing construction administration services during implementation and post-construction services. The Consultant will be required to engage or partner with a local architecture firm (Sub-Consultant) to support the development of the project. In this context, the Consultant will provide related A&E services which will incorporate Canadian standards and provide required services to complete final documents to obtain local construction permits and for construction.
- 1.2. To fulfill this requirement, DFATD is initiating a procurement with the intention of selecting one (1) Consultant for the works.
- 1.3. The procurement will be carried out in two (2) separate stages, as followed:
  - Stage 1 – Invitation to Qualify (ITQ), herein referred to as "ITQ"
  - Stage 2 – Request for Proposals (RFP), herein referred to as "RFP"
- 1.4. The objective of the ITQ is to prequalify Consultants with the necessary knowledge, skills and experience in similar projects for participation in the subsequent RFP. Consultants responding to this ITQ will herein be referred to as "Respondents".
- 1.5. Respondents meeting the mandatory criteria set out in this ITQ 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) Consultant become prequalified under this ITQ, DFATD reserves the right (but will not be obligated) to award the contract to the single responsive Respondent.
- 1.7. Should no Consultant become prequalified under this ITQ, DFATD reserves the right (but will not be obligated) to cancel and reissue the ITQ.

**2. OUTLINE OF TASKS**

- 2.1. Works solicited through the subsequent RFP will be based on the specifications provided by DFATD. Consultants 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 Consultant will be obligated to complete the works using the specifications provided by DFATD in the RFP. The awarded Consultant will be required to perform all works while adhering to the laws and regulations of local authorities having jurisdiction in Central Africa.
- 2.3. The extent of work related to the physical security upgrades generally include, but are not limited to the following:
  - Review existing documentation;
  - Understand the existing building structure, systems and local requirements of Authorities Having Jurisdiction in the designated location;
  - Design physical security upgrades;
  - Provide construction administration services; and
  - Provide post-construction services.

**3. REQUIRED RESOURCES**

- 3.1 Resources may include, but are not limited to, Architect, Structural Engineer, Mechanical Engineer, Electrical Engineer, Civil Engineer, Environmental Engineer, Interior Designer, and any other resources deemed necessary to meet the Statement of Work.

**4. PROPOSED SCHEDULE AND KEY MILESTONES**

- 4.1. The project has an expected completion date of 24 months after contract award. Respondents should note, below, the anticipated key milestone dates for this project. These timelines are subject to change at the sole discretion of DFATD.

**Stage 1 – Request for Qualification**

Issuance of Stage 1	November 2023
Closing of Stage 1	January 2024
Evaluation of Submissions Stage 1	January 2024
Notification of results for Stage 1	January 2024

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

**Stage 2 - Request for Proposal**

Issuance of Stage 2	January 2024
Closing of Stage 2	February 2024
Evaluation of Submissions Stage 2	March 2024
Contract Award	March 2024

**5. ANTICIPATED PROJECT CONSTRAINTS**

- 5.1 The Consultant may not make changes without receiving consent in writing from the Departmental Representative indicating their approval of the proposed modifications or changes.

**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 ITQ.

**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.

<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Compliance</b>
<b>M1</b>	<p><b>Licensing, Certification, or Authorization</b></p> <p>Respondents responsible for the provision of architectural and engineering services must have an architectural licence to provide the 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"> <li>• Name of firm;</li> <li>• Provide a copy of the licence or authorization and/or indicate how the Respondent meets the licensing requirements.</li> </ul>
<b>M2</b>	<p>Respondents must submit three (3) projects completed as Prime Consultant of similar size and scope to section 1.1 Objectives and 2.3 Outline of Tasks, that have been completed in the last ten (10) years from bid closing.</p> <p>Projects must have a minimum of three (3) of the following elements:</p> <ul style="list-style-type: none"> <li>• A renovation to an existing building;</li> <li>• Included a multi-disciplinary design team of professional Sub-Consultants (example, engineers, interior designers, landscape architects, etc.);</li> <li>• A security related project that has included security infrastructure;</li> <li>• A minimum construction value of CAD \$1,000,000 excluding taxes; and</li> <li>• A project delivered internationally, outside of the firms headquarter location.</li> </ul>	<p>Respondent must provide the following information:</p> <ul style="list-style-type: none"> <li>• Title of project;</li> <li>• Client name and contact information;</li> <li>• Project description (scope of work);</li> <li>• Project location (city, country);</li> <li>• Narrative describing how the project is similar in nature to the Work described in Section 2 – Outline of Tasks;</li> <li>• Location of the Respondent’s office during the project (city, country);</li> <li>• Final construction cost in Canadian dollars (\$);</li> <li>• Start and completion date (month, year);</li> <li>• Description of services provided by the Respondent;</li> <li>• Confirmation that the Respondent was Prime Consultant on the project;</li> <li>• Identification of multi-disciplinary design team disciplines; and</li> <li>• Project photos.</li> </ul>
<b>M3</b>	<p>Respondents must propose a Project Architect that has at least five (5) years of experience as a Project Architect gained within the last 10 years from bid closing date.</p> <p>The Project Architect’s responsibilities must have included the successful design</p>	<p>Respondents must:</p> <ul style="list-style-type: none"> <li>• Demonstrate the Project Architect was responsible for the coordination of teams of professional Sub-Consultants (ex: engineers, interior designers, etc.) and directly engaged team members;</li> </ul>

	<p>and implementation of projects while coordinating multi-disciplinary teams of Sub-Consultants and directly engaged team members from start to finish.</p>	<ul style="list-style-type: none"> <li>• Demonstrate that the Project Architect has five plus (5+) years of experience as a Project Architect;</li> <li>• Demonstrate that the project architect is a licenced architect; and</li> <li>• Provide a CV that demonstrates that the experience is within the last ten (10) years from bid closing date and summary of the Project Architect’s overall work experience.</li> </ul>
<p><b>M4</b></p>	<p>Respondents must provide a list of the proposed Sub-Consultant team including at minimum the following disciplines:</p> <ul style="list-style-type: none"> <li>• Structural engineer;</li> <li>• Mechanical engineer;</li> <li>• Electrical Engineer; and</li> <li>• Civil engineer</li> </ul>	<p>Respondents must provide:</p> <ul style="list-style-type: none"> <li>• Name of firm;</li> <li>• Provide a copy of the license or authorization and/or indicate how the Respondent meets the licensing requirements.</li> </ul>

**3.0 PHASED BID COMPLIANCE PROCESS (PBCP)**

**3.1 General**

- a. His Majesty is conducting the PBCP described below for this requirement.
- b. Notwithstanding any review by His Majesty at Phase I or II of the PBCP, Bidders are and will remain solely responsible for the accuracy, consistency and completeness of their Bids and His Majesty does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Bids or in responses by a Bidder to any communication from His Majesty.

The Bidder acknowledges that the reviews in Phase I and II of this PBCP are preliminary and do not preclude a finding in Phase III that the bid is non-responsive, even for mandatory requirements which were subject to review in Phase I or II and notwithstanding that the bid had been found responsive in such earlier phase. His Majesty may deem a bid to be non-responsive to a mandatory requirement at any phase.

The Bidder also acknowledges that its response to a notice or a Compliance Assessment Report (CAR) (each defined below) in Phase I or II may not be successful in rendering its bid responsive to the mandatory requirements that are the subject of the notice or CAR, and may render its bid non-responsive to other mandatory requirements.

- c. His Majesty may, in its discretion, request and accept at any time from a Bidder and consider as part of the Bid, any information to correct errors or deficiencies in the Bid that are clerical or administrative, such as, without limitation, failure to sign the Bid or any part or to checkmark a box in a form, or other failure of format or form or failure to acknowledge; failure to provide a procurement business number or contact information such as names, addresses and telephone numbers; inadvertent errors in numbers or calculations that do not change the amount the Bidder has specified as the price or of any component thereof that is subject to evaluation. This shall not limit His Majesty’s right to request or accept any information after the bid solicitation closing in circumstances where the bid solicitation expressly provides for this right. The Bidder will have the time period specified in writing by His Majesty to provide the necessary documentation. Failure to meet this deadline will result in the Bid being declared non-responsive.
- d. The PBCP does not limit His Majesty’s rights to request or accept any information during the solicitation period or after bid solicitation closing in circumstances where the bid solicitation expressly provides for this right, or in the circumstances described in subsection c.
- e. His Majesty will send any Notice or CAR by any method His Majesty chooses, in its absolute



discretion. The Bidder must submit its response by the method stipulated in the Notice or CAR. Responses are deemed to be received by His Majesty at the date and time they are delivered to His Majesty by the method and at the address specified in the Notice or CAR. An email response permitted by the Notice or CAR is deemed received by His Majesty on the date and time it is received in His Majesty’s email inbox at His Majesty’s email address specified in the Notice or CAR. A Notice or CAR sent by His Majesty to the Bidder at any address provided by the Bidder in or pursuant to the Bid is deemed received by the Bidder on the date it is sent by His Majesty. His Majesty is not responsible for late receipt by His Majesty of a response, however caused.

### 3.2 Phase I: Financial Bid

- a. After the closing date and time of this bid solicitation, His Majesty will examine the Bid to determine whether it includes a Financial Bid and whether any Financial Bid includes all information required by the solicitation. His Majesty’s review in Phase I will be limited to identifying whether any information that is required under the bid solicitation to be included in the Financial Bid is missing from the Financial Bid. This review will not assess whether the Financial Bid meets any standard or is responsive to all solicitation requirements.
- b. His Majesty’s review in Phase I will be performed by officials of the Department of Foreign Affairs, Trade and Development Canada.
- c. If His Majesty determines, in its absolute discretion that there is no Financial Bid or that the Financial Bid is missing all of the information required by the bid solicitation to be included in the Financial Bid, then the Bid will be considered non-responsive and will be given no further consideration.
- d. For Bids other than those described in c., His Majesty will send a written notice to the Bidder (“Notice”) identifying where the Financial Bid is missing information. A Bidder, whose Financial Bid has been found responsive to the requirements that are reviewed at Phase I, will not receive a Notice. Such Bidders shall not be entitled to submit any additional information in respect of their Financial Bid.
- e. The Bidders who have been sent a Notice shall have the time period specified in the Notice (the “Remedy Period”) to remedy the matters identified in the Notice by providing to His Majesty, in writing, additional information or clarification in response to the Notice. Responses received after the end of the Remedy Period will not be considered by His Majesty, except in circumstances and on terms expressly provided for in the Notice.
- f. In its response to the Notice, the Bidder will be entitled to remedy only that part of its Financial Bid which is identified in the Notice. For instance, where the Notice states that a required line item has been left blank, only the missing information may be added to the Financial Bid, except that, in those instances where the addition of such information will necessarily result in a change to other calculations previously submitted in its Financial Bid, (for example, the calculation to determine a total price), such necessary adjustments shall be identified by the Bidder and only these adjustments shall be made. All submitted information must comply with the requirements of this solicitation.
- g. Any other changes to the Financial Bid submitted by the Bidder will be considered to be new information and will be disregarded. There will be no change permitted to any other Section of the Bidder’s Bid. Information submitted in accordance with the requirements of this solicitation in response to the Notice will replace, in full, **only** that part of the original Financial Bid as is permitted above, and will be used for the remainder of the bid evaluation process.
- h. His Majesty will determine whether the Financial Bid is responsive to the requirements reviewed at Phase I, considering such additional information or clarification as may have been provided by the Bidder in accordance with this Section. If the Financial Bid is not found responsive for the requirements reviewed at Phase I to the satisfaction of His Majesty, then the Bid shall be considered non-responsive and will receive no further consideration.



- i. Only Bids found responsive to the requirements reviewed in Phase I to the satisfaction of His Majesty, will receive a Phase II review.

### 3.3 Phase II: Technical Bid

- a. His Majesty’s review at Phase II will be limited to a review of the Technical Bid to identify any instances where the Bidder has failed to meet any Eligible Mandatory Criterion. This review will not assess whether the Technical Bid meets any standard or is responsive to all solicitation requirements. Eligible Mandatory Criteria are all mandatory technical criteria that are identified in this solicitation as being subject to the PBCP. Mandatory technical criteria that are not identified in the solicitation as being subject to the PBCP, will not be evaluated until Phase III.
- b. His Majesty will send a written notice to the Bidder (Compliance Assessment Report or “CAR”) identifying any Eligible Mandatory Criteria that the Bid has failed to meet. A Bidder whose Bid has been found responsive to the requirements that are reviewed at Phase II will receive a CAR that states that its Bid has been found responsive to the requirements reviewed at Phase II. Such Bidder shall not be entitled to submit any response to the CAR.
- c. A Bidder shall have the period specified in the CAR (the “Remedy Period”) to remedy the failure to meet any Eligible Mandatory Criterion identified in the CAR by providing to His Majesty in writing additional or different information or clarification in response to the CAR. Responses received after the end of the Remedy Period will not be considered by His Majesty, except in circumstances and on terms expressly provided for in the CAR.
- d. The Bidder’s response must address only the Eligible Mandatory Criteria listed in the CAR as not having been achieved, and must include only such information as is necessary to achieve such compliance. Any additional information provided by the Bidder which is not necessary to achieve such compliance will not be considered by His Majesty, except that, in those instances where such a response to the Eligible Mandatory Criteria specified in the CAR will necessarily result in a consequential change to other parts of the Bid, the Bidder shall identify such additional changes, provided that its response must not include any change to the Financial Bid.
- e. The Bidder’s response to the CAR should identify in each case the Eligible Mandatory Criterion in the CAR to which it is responding, including identifying in the corresponding section of the original Bid, the wording of the proposed change to that section, and the wording and location in the Bid of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Bidder must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the Eligible Mandatory Criterion. It is not up to His Majesty to revise the Bidder’s Bid, and failure of the Bidder to do so in accordance with this subparagraph is at the Bidder’s own risk. All submitted information must comply with the requirements of this solicitation.
- f. Any changes to the Bid submitted by the Bidder other than as permitted in this solicitation, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this solicitation in response to the CAR will replace, in full, **only** that part of the original Bid as is permitted in this Section.
- g. Additional or different information submitted during Phase II permitted by this section will be considered as included in the Bid, but will be considered by His Majesty in the evaluation of the Bid at Phase II only for the purpose of determining whether the Bid meets the Eligible Mandatory Criteria. It will not be used at any Phase of the evaluation to increase or decrease any score that the original Bid would achieve without the benefit of such additional or different information. For instance, an Eligible Mandatory Criterion that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase II to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Bidder in response to the CAR. If so, the Bid will be considered responsive in respect of such Eligible Mandatory Criterion, and the additional or different information submitted by the Bidder shall bind the Bidder as part of its Bid, but the Bidder’s original score, which was less than the

mandatory minimum for such Eligible Mandatory Criterion, will not change, and it will be that original score that is used to calculate any score for the Bid.

- h. His Majesty will determine whether the Bid is responsive for the requirements reviewed at Phase II, considering such additional or different information or clarification as may have been provided by the Bidder in accordance with this Section. If the Bid is not found responsive for the requirements reviewed at Phase II to the satisfaction of His Majesty, then the Bid shall be considered non-responsive and will receive no further consideration.
- i. Only Bids found responsive to the requirements reviewed in Phase II to the satisfaction of His Majesty, will receive a Phase III evaluation.

### **3.4 Phase III: Final Evaluation of the Bid**

- a. In Phase III, His Majesty will complete the evaluation of all Bids found responsive to the requirements reviewed at Phase II. Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b. A Bid is non-responsive and will receive no further consideration if it does not meet all mandatory evaluation criteria of the solicitation.

### **3.5 Technical Evaluation**

- a. The Phased Bid Compliance Process will apply to all mandatory technical criteria.