



Date: May 2, 2024

Title: HVAC and Electrical Upgrade at the Embassy of Canada to South Africa, in Pretoria

Solicitation Number: 24-263048

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

Questions & Answers # 1

- Q1.** “Does each entity submit a tender based on Phase I – III? For example, the architect ONLY with all mandatory requirements, experience, etc.; OR Does the architect submit a tender, with a full consultant team based on Phase I – III AND part 1 to part 7. Consultant team consists of the following: Interior (all finishes to be re-done or match existing?, re-arranging of floor plans?), Mechanical Engineer, Electrical & Electronic Engineer (Including Fire Engineer), Structural Engineering.”
- A1.** We seek a single leading firm capable of orchestrating all necessary disciplines to progress the construction design package. Should the lead firm lack a specific discipline, they have the option to collaborate in partnership or subcontract with other disciplines to fulfill the outlined requirements in the design brief.
- Q2.** “Will we receive a project budget or will the services of a QS be required to get a project budget based on the tender document received.”
- A2.** The A&E firm will be responsible to prepare a construction cost estimate based on the final design package. (See section 1.10.1 Pre-Tender-Construction Cost Estimate).
- Q3.** “Will the GAC concept floor plan be made available to all?”
- A3.** There is no concept floor plan being provided by DFATD. Please see addendum 2 for details.
- Q4.** “All concept, design development and construction documentation must be completed before the tender for construction work will be sent out.”
- A4.** Correct. This is an A&E solicitation only. All documentation identified in the Design brief will be required to be completed before the Government of Canada issues a solicitation for Construction.
- Q5.** “The title A2 of the RFP states that the A&E services for HVAC and Electrical Upgrade; however, reading through the Project Brief - Annex A Part 2 to 7, it seems to have Architectural, Interiors and ICT scope of work as well. Please advise if the scope is limited to HVAC and Electrical upgrades or it would further expand based on the existing condition survey of the Embassy, which would be completed by the consultant as per item 1.9.3 Pre-design submissions requirements.”
- A5.** The scope of work requires to have all ceiling infrastructure (Mechanical, electrical, fire detection, IT cabling) to be reviewed and replaced as required. As such, the need for Architectural/Design and ICT may be required.



- Q6.** “Part 2- Evaluation and Basis of Selection, Item 3.0 Mandatory Requirements M1:
M1: Please advise if the architectural and engineering license(s) need to be both Canadian and South African?”
- A6.** The Architecture and Engineering (A&E) firm requires to be familiar with both Canadian and South African Building Codes. The A&E licenses does not need to both Canadian and South African.
- Q7.** “Part 2- Evaluation and Basis of Selection, Item 3.0 Mandatory Requirements M3:
M3: Please advise if 5 years international project experience on similar projects i.e. Embassies/High Commissions would be acceptable?”
- A7.** Yes.
- Q8.** “Part 4- General Instruction
As per item 3.1 where Bidder’s suggested improvements have been requested by DFATD in this RFP, we would like to put a recommendation that the overall scope of work should be broken down into two phases (preferably two separate contracts with the same consultant for each phase) or the same contract with two separate line items in the tender form with an option to revisit phase 2 fees upon completion of phase 1.
Phase 1 for Design scope of services up to 100% construction documents submission, local authorities’ approvals, pre-tender estimate and tender call.
Phase 2 for Contract Administration Services. This should be based on the output received from the construction tender call, particularly contractor’s proposed construction schedule including any delays from local authorities’ approval in securing required construction permits etc. Given the Embassy need to be operational during the construction phase, the level of effort required from the consultant for the coordination activities, on-site supervision etc. will be better known at this stage. The above recommendation would also provide opportunity to both parties to better manage the available budget for consultant fees and have proper fees breakdown if required by DFATD, for each phase. Leaving this RFP as is, could result in higher price than anticipated for the overall scope of work, as the bidders may translate the “unknowns” into dollar value. This suggestion is based on the experience we have on a recent High Commission Project which we have successfully completed in Ottawa, ON, Canada using the phased strategy for similar scope of services.”
- A8.** For the construction services, please provide a firm price based on a 1-year construction schedule.
- Q9.** “Draft Contract:
7.2 Please provide further details/tables/benchmarks about the reimbursement of travel and living expenses as the National Joint Council Travel Directive referred in the RFP has various appendices, some of which are only applicable to DFATD employee. Please also clarify that the Estimated Cost as mentioned in third paragraph in 7.2, should be included in the firm price in the tender form TF1 or it should be a separate line item in the tender form.”
- A9.** Appendices B, C and D of the National Joint Council Travel Directive and with the other provisions of the directive referring to "travellers", rather than those referring to "employees" should be followed. As well, section 7, 'Persons on contract' of Special Travel Authorities - Canada.ca will be applied for the reimbursement of travel and living expenses. The firm price under TF1 in the Tender Form should include all fees including travel and living expenses.
- Q10.** “Draft Contract:
Option to extend the contract: Please advise if the extended period of contract would be a separate firm price or should be included in the firm price in tender form TF1? For this purpose, we would



like to know the timelines from DFATD for the delivery of overall scope of services i.e. design scope of services and construction contractor administration services.”

- A10.** The firm price for optional services should be separated from the firm price for the initial services, as per TF1 in Part 3 – Tender Form. The timeline for design is estimated at approximately at 6 months which is inclusive of design reviews and workshops. The timeline for construction is estimated at approximately 12 months.
- Q11.** “Draft Contract:
Annex 1 Project brief item 1.9 bullet point 5 states that it is consultant’s responsibility to maintain the construction cost limit and no additional fee will be compensated for value engineering exercise to reduce the construction cost. Please advise if DFTAD can share the information for the estimated approved budget for the construction phase? Since consultant won’t have any control on contractor’s pricing, please advise how consultant will be held responsible for re-design/value engineering if the construction cost limit will not be met when the bids are received from the contractors for construction phase?”
- A11.** If the actual construction costs resulting from the solicitation deviate by more than 20% from the Consultant’s cost estimate, it may be necessary to conduct a workshop with the contractor and the consultant to explore options such as value engineering or de-scoping.
- Q12.** “Draft Contract:
Please advise if £5M Professional Liability Insurance will be acceptable.”
- A12.** Yes, it will be accepted as it is required to have professional liability insurance coverage as per 11. Insurance Terms of the Draft Contract.
- Q13.** “There are few places in the RFP where word Contractor has been used instead of consultant (examples Part 2 Taxes and duties 5.3.2.1, draft contract statement of work 2, optional services 2.1, professional fee and travel expenses 7.2 etc.) Please clarify.”
- A13.** For all purposes of the RFP and draft contract, Contractor is replaced with Consultant.
- Q14.** “Missing Documents
- Appendix B referred in Project Brief Part 2 (Space Requirement) is not included in the RFP
 - Appendix G referred in Project Brief Part 2 (ICT section) is not included in the RFP
 - The Q-Mech Consulting Engineers Report for HVAC condition assessment survey has only 5 pages out of 19. All the Appendices are missing from the report.”
- A14.** Appendix B & G should be removed from the index page. The ICT requirements are identified in Section 8.
The Appendices of Q-MECH HVAC report has been removed as it includes actual floor layouts. These documents cannot be published publicly. The Appendices will be provided once contract is awarded.
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