



A1. Contract Advisor

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Architectural & Engineering (A&E) Services

Invitation to Qualify (ITQ)

A2. Title Architectural & Engineering (A&E) Services for the Relocation of the High Commission of Canada in Guyana, in Georgetown		
A3. Solicitation Number 25-265399	A4. Project Number L-GRGTN-100	A5. Date May 6, 2024
<p>A6. ITQ Documents</p> <ol style="list-style-type: none"> ITQ title page Submission Requirements (Section “I”) Background and Requirements Description (Section “II”) Evaluation for Prequalification (Section “III”) Annex “A” – Identification of Respondent Annex “B” – 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 shall prevail.</p>		
<p>A7. Proposal Delivery</p> <p>In order for the proposal to be valid, it must be received no later than 14:00 Eastern Daylight Time (EDT) on May 31, 2024, referred to herein as the “Closing Date”.</p> <p>Electronic proposals must be sent only to the following email address: realproperty-contracts@international.gc.ca</p>		
<p>A8. Enquiries</p> <p>All enquiries or issues concerning this ITQ must be submitted in writing to the Contract Advisor no later than seven (7) business days prior to the Closing Date and Time in order to allow sufficient time to provide a response.</p>		
<p>A9. Language</p> <p>Proposals shall be submitted in English or French.</p>		
<p>A10. Respondents’ Conference</p> <p>A Respondents’ conference will be held virtually on May 15, 2024. The conference will begin at 14:00 (local time in Georgetown, Guyana). 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.</p> <p>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.</p> <p>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.</p>		



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 & 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) requires Architectural and Engineering (A&E) services for the fit-up of a new leased space of approximately 1,200m² in a multitenant building for the High Commission of Canada in Guyana, in Georgetown. The A&E services will include the following services: concept design, design development, construction documents, tendering, bid evaluation and contract award, contract administration during construction and post-construction services.

The project is intended to be delivered through Design- Bid- Build approach. 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 A&E services which will incorporate Canadian Code 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 follows:
- 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 Georgetown, Guyana.
- 2.3. The extent of work related to the fit-up of the new high commission space generally include, but is not limited to the following:
- Review existing documentation;
 - Understand the existing building systems, and local requirements of authorities having jurisdiction in the designated location;
 - Design the fit-up of the designated space;
 - Provide contract administration services;
 - Provide post-construction services.

3. REQUIRED RESOURCES

- 3.1 The resources required may include, but are not limited to : Principal Architect, Interior Designer, Structural Engineer, Mechanical Engineer, Electrical Engineer, Quantity Surveyor and LEED



Commissioning Authority/ Agent (CxA).

4. PROPOSED SCHEDULE AND KEY MILESTONES

4.1. The project has an expected substantial completion date of 21 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 – Invitation to Qualify

Issuance of Stage 1	May 2024
Closing of Stage 1	May 2024
Evaluation of Submissions Stage 1	May 2024
Notification of results for Stage	June 2024

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

Stage 2 - Request for Proposal

Issuance of Stage 2	June 2024
Closing of Stage 2	July 2024
Evaluation of Submissions Stage 2	July 2024
Contract Award	July 2024

5. ANTICIPATED PROJECT CONSTRAINTS

5.1 The Consultant may not make changes without receiving written consent 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.
- 1.2. The Respondent’s technical response **must not** exceed 15 single-sided pages of 8.5” x 11” or A4 paper, minimum type face 10 pts. Material exceeding the 15-page maximum will **NOT** be considered.

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:</p> <p>The Respondent responsible for the provision of architectural and engineering services must be capable of providing professional services to the full extent that may be required by the local laws in Guyana and meet the Canadian code standards.</p>	<p>The Respondent is required:</p> <ul style="list-style-type: none"> • to submit a valid copy of their corporate architectural and engineering certificate(s) of practice in their jurisdiction; and • to provide written statement in their bid indicating how they will provide professional services in Guyana to meet local laws requirements and how their work will meet the Canadian code standards.
M2	<p>Corporate Experience:</p> <p>The Respondent must have a minimum of ten (10) years’ experience in A&E services as a corporation. The experience provided must have been gained in the past fifteen (15) years to the ITQ closing date.</p>	<p>The Respondent is required to submit a summary of work experience to verify their corporate experience.</p>
M3	<p>Past Project Experience:</p> <p>Respondents must submit three (3) projects completed as a Prime Consultant of similar size and scope to Section “II”, Article 1.1 and the current requirements*. The experience provided must have been gained in the past ten (10) years to ITQ closing date.</p> <p>To be considered, each project must have included a minimum of three (3) of the following works performed by the Respondent:</p> <ul style="list-style-type: none"> • Interior renovation project of the existing building; • A “security component”, (meaning of “Security Component” can include but not limited to Access Control Systems, Security CCTV cameras, secure doors and windows); • Project had a multi-disciplinary design team of professional subconsultants including engineers and interior designers. • Minimum construction value of \$5,000,000 USD**; 	<p>The 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); • Final construction cost in USD dollars (\$); • Start and completion date (month, year); • Location of the Respondent’s main office during the project (city, country); • Narrative describing how the project is similar in nature to the Work described in Section 2 – Outline of Tasks • Description of services provided by the Respondent; • Confirmation that the Respondent was Prime Consultant on the project; • Identification of multi-disciplinary design team disciplines; • Project photos (if applicable); and • Reference letters (if applicable).



	<ul style="list-style-type: none"> • Project delivered internationally outside of the firms headquarter location. <p>Note 1: If more than three (3) projects are submitted, only the first three (3) will be used for evaluation purposes. Additional projects submitted will not be considered.</p> <p>Note 2: The following are not considered of similar function: residential, hotel, multi-use commercial, retail, other interior renovation projects with engineering emphasis and limited architectural design and planning requirements.</p> <p>* Current requirements such as: Embassies, Class A offices, Bank headquarters, Courthouses, or institutional projects.</p> <p>** The Respondent's project value is calculated on the basis of the monthly average exchange rate for the month in which the Respondent completed its project, as provided by [the Universal Currency Converter (< https://www.ofx.com/en-ca/currency-converter/ >)].</p>	
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3.0 Phased Bid Compliance Process (PBCP)

A. General

- a. Canada is conducting the PBCP described below for this requirement.
- b. Notwithstanding any review by Canada, Respondents are and will remain solely responsible for the accuracy, consistency and completeness of their Responses and Canada does not undertake, by reason of this review, any obligations or responsibility for identifying any or all errors or omissions in Responses or in replies by a Respondent to any communication from Canada.
- c. The Respondent acknowledges that the review in Phase I of this PBCP is preliminary and does not preclude a finding in Phase II of the Response that the Response is non-responsive, even for mandatory requirements which were subject to review in Phase I and notwithstanding that the Response had been found responsive in such earlier Phase. Canada may deem a Response to be non-responsive to a mandatory requirement at any Phase of the PBCP.
- d. The Respondent acknowledges that its reply to a Notice or a Compliance Assessment Report (CAR) (each defined below) in Phase I may not be successful in rendering its Response responsive to the mandatory requirements that are the subject of the CAR, and may render its Response non-responsive to other mandatory requirements.
- e. Canada may, in its discretion, request and accept at any time from a Respondent and consider as part of the Response, any information to correct errors or deficiencies in the Response that are clerical or administrative, such as, without limitation, failure to sign the Response 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 of any component thereof that is subject to evaluation. This shall not limit Canada's right to request or accept any information after the closing of the ITQ stage in circumstances where the ITQ expressly provides for this right. The Respondent will have the time period specified in writing by Canada to provide the necessary documentation. Failure to meet this deadline will result in the Response being declared non-responsive.
- f. The PBCP does not limit Canada's rights under this ITQ nor Canada's right to request or



accept any information during the ITQ period or after the closing of the ITQ in circumstances where the ITQ expressly provides for this right, or in the circumstances described in subsection (c).

- g. Canada will send a CAR by any method Canada chooses, in its absolute discretion. The Respondent must submit its Response by the method stipulated in the CAR. Replies are deemed to be received by Canada at the date and time they are delivered to Canada by the method and at the address specified in the CAR. An email Response permitted by the CAR is deemed received by Canada on the date and time it is received in Canada's email inbox at Canada's email address specified in the Notice or CAR. A CAR sent by Canada to the Respondent at any address provided by the Respondent in or pursuant to the Response is deemed received by the Respondent on the date it is sent by Canada. Canada is not responsible for late receipt by Canada of a reply, however caused.

B. Phase I: Technical Response

- a. Canada's review at Phase I will be limited to a review of the Technical Criteria to identify any instances where the Respondent has failed to meet any mandatory requirements. This review will not assess whether the Technical Criteria meets any standard or is responsive to all ITQ requirements. Mandatory requirements are all mandatory technical criteria that are identified in this ITQ as being subject to the PBCP. Mandatory technical criteria that are not identified in the ITQ as being subject to the PBCP, will not be evaluated until Phase II.
- b. Canada will send a written notice to the Respondent (Compliance Assessment Report or "CAR") identifying any mandatory requirements that the Response has failed to meet. A Respondent whose Response has been found responsive to the requirements that are reviewed at Phase I will receive a CAR that states that its Response has been found responsive to the requirements reviewed at Phase I. Such Respondent shall not be entitled to submit any reply to the CAR.
- c. A Respondent shall have the period specified in the CAR (the "Remedy Period") to remedy the failure to meet any mandatory requirements identified in the CAR by providing to Canada in writing additional or different information or clarification in Response to the CAR. Replies received after the end of the Remedy Period will not be considered by Canada, except in circumstances and on terms expressly provided for in the CAR.
- d. The Respondent's reply must address only the mandatory requirements 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 Respondent which is not necessary to achieve such compliance will not be considered by Canada, except that, in those instances where such a reply to the mandatory requirements specified in the CAR will necessarily result in a consequential change to other parts of the Response, the Respondent shall identify such additional changes.
- e. The Respondent's reply to the CAR should identify in each case the mandatory requirements in the CAR to which it is responding, including identifying in the corresponding section of the original Response, the wording of the proposed change to that section, and the wording and location in the Response of any other consequential changes that necessarily result from such change. In respect of any such consequential change, the Response must include a rationale explaining why such consequential change is a necessary result of the change proposed to meet the mandatory requirements. It is not up to Canada to revise the Respondent's Response, and failure of the Respondent to do so in accordance with this subparagraph is at the Respondent's own risk. All submitted information must comply with the requirements of this ITQ.
- f. Any changes to the Response submitted by the Respondent other than as permitted in this ITQ, will be considered to be new information and will be disregarded. Information submitted in accordance with the requirements of this ITQ in Response to the CAR will replace, in full, only that part of the original Response as is permitted in this Section.



- g. Additional or different information submitted during Phase I permitted by this section will be considered as included in the Response, but will be considered by Canada in the evaluation of the Response at Phase I only for the purpose of determining whether the Response meets the mandatory requirements. It will not be used at any Phase of the evaluation to increase any score that the original Response would achieve without the benefit of such additional or different information. For instance, a mandatory requirement that requires a mandatory minimum number of points to achieve compliance will be assessed at Phase I to determine whether such mandatory minimum score would be achieved with such additional or different information submitted by the Response in Response to the CAR. If so, the Response will be considered responsive in respect of such mandatory requirements, and the additional or different information submitted by the Respondent shall bind the Respondent as part of its Response, but the Respondent's original score, which was less than the mandatory minimum for such mandatory requirements, will not change, and it will be that original score that is used to calculate any score for the Response.
- h. Canada will determine whether the Response is responsive for the requirements reviewed at Phase I, considering such additional or different information or clarification as may have been provided by the Respondent in accordance with this Section. If the Response is not found responsive for the requirements reviewed at Phase I to the satisfaction of Canada, then the Response shall be considered non-responsive and will receive no further consideration.
- i. Only Responses found responsive to the requirements reviewed in Phase I to the satisfaction of Canada, will receive a Phase II evaluation.

C. Phase II: Final Evaluation of the Response

- a. In Phase II, Canada will complete the evaluation of all Responses found responsive to the requirements reviewed at Phase I. Responses will be assessed in accordance with the entire requirement of the ITQ.
- b. A Response is non-responsive and will receive no further consideration if it does not meet all mandatory requirements of the ITQ.



Annex “A” – Identification of Respondent

Respondents may submit responses in joint venture (JV) with other firms. The JV arrangement and relevant experience of each entity must be clearly articulated in the Response.

In the event the Respondent 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 Response to this ITQ Stage one and, if prequalified, then later submit a proposal to the RFP Stage two. Respondents who submit a Response to this ITQ Stage one 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 Response to the ITQ Stage one 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. Canada 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 Response to the ITQ Stage one and, in turn, a proposal to the RFP Stage two.

All members of the joint venture will be jointly and severally responsible for the obligations entered into by the Respondent in accordance with the Contract Documents.

Legal Operating Name of Respondent:
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, including telephone and email:
Role and expertise of each member of the Joint Venture:
Name of the representative of the Joint Venture:



Annex "B" – 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 Canada 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 Canada disclose untrue statements, Canada 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 Respondent: _____

Authorized Name (print): _____

Capacity: _____

Phone Number: _____

E-mail Address: _____

Signature: _____

Date: _____