



Date: May 21, 2024

Title: Architectural & Engineering (A&E) Services for the Relocation of the High Commission of Canada in Guyana, in Georgetown

Solicitation Number: 25-265399

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

Questions & Answers # 1

Q1. “Page 4. Section “II” – Background & Requirement Description. Item 1.1: *The Consultant will be required to engage or partner with a local architecture firm (Sub-Consultant) to support the development of the project.*

Please elaborate on the definition of “local” in this context. Must the architecture firm be based in Guyana, or will a firm based in the Caribbean with experience in Guyana be sufficient to meet this requirement?”

A1. “ Local “ in this context means Guyana.

Q2. “Page 6. Section “III” – Pre-Qualification Requirements. M1 : *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.*

It does not appear that there are laws or standards specific to Guyana which apply to Architectural and Engineering services. Please confirm that the proponent will be responsible to determine the required standards which are typically used in Guyana (for example International, American or British standards) and compare them to Canadian codes ensuring both requirements are met by the design?”

A2. Canadian codes must be met. If Guyanese codes/ standards do not exist, DFATD will work with the awarded A&E firm to determine which codes to be followed.

Q3. “Page 6. Section “III” – Pre-Qualification Requirements. M1 : Please confirm that firms with Caricom Single market economy professionals will meet the requirements to demonstrate the ability of providing professional services in Guyana?”

A3. Criteria identified in M1 must be met. Please also refer to A4.

Q4. “Page 6. Section “III” – Pre-Qualification Requirements. M1 : *Submit a valid copy of their corporate architectural and engineering certificates of practice in their jurisdiction.*

There are no known architectural or engineering licensing bodies that we are aware of in Guyana. Please confirm that the area of jurisdiction means the jurisdiction of the proponent. For example, Ontario?”

A4. Business license / certificate is required for the prime consultant /A&E firm from their own jurisdiction.

Q5. “Page 6. Section “III” – Pre-Qualification Requirements. M1 : Please confirm that, at a minimum, the proponent must be licensed in a Canadian jurisdiction.”



- A5.** Please refer to A4.
- Q6.** “Page 6. Section “III” – Pre-Qualification Requirements. M1 : If the proponent is an architectural firm, please confirm that the provision of an architectural license and permit to practice will meet the requirements and that no engineering certificates are required for the submission of this ITQ?”
- A6.** The prime consultant must submit a copy of their business certificate / license. Please refer to addendum #1 for details.
- Q7.** “Page 6. Section “III” – Pre-Qualification Requirements. M1 : *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.*
With respect to indicating how the professional services will be provided, is there a requirement to partner with an Architectural firm based in Guyana (with offices based in Guyana and employees based in Guyana for tax purposes)? Would a firm based in the Caribbean with experience in Guyana be sufficient to meet this requirement?”
- A7.** Each bidder to demonstrate in the statement how they will meet the requirements of M1 and can ensure that Canadian and local codes are met.
- Q8.** “Page 6. Section “III” – Pre-Qualification Requirements. M3 : Considering this is a project for Canada, Canadian dollar values seem to be more appropriate. Is the submission of projects in American dollars is required? Using the currency converter, projects in American or other currencies could be converted to Canadian dollars.”
- A8.** Bidders must convert the construction cost to USD.
- Q9.** “Page 6. Section “III” – Pre-Qualification Requirements. M3 : Please clarify how Note 2, regarding other interior renovation projects with engineering emphasis and limited architectural design and planning requirements, would be applied. All interior renovation projects will have some engineering emphasis; are only projects lead by architects acceptable? In terms of construction dollar value, it would not be unusual for the engineering aspects of a renovation to exceed those of the architectural aspects.”
- A9.** Note 2 is providing examples of what is not considered of similar function. Example projects must meet the mandatory requirements and compliances as indicated in M3.
- Q10.** “Page 6. Section “III” – Pre-Qualification Requirements. M3 : Please confirm that Class A offices with significant engineering emphasis will meet the mandatory requirements.”
- A10.** Example projects must meet the mandatory requirements and compliances as indicated in M3.
- Q11.** “In regard to M3: Can we include at least 1 project under construction at the moment?”
- A11.** No, all projects proposed must have met substantial completion.
- Q12.** “In regard to M3: Can the limit be extended to 15 years for the project experience?”



- A12.** Yes. Please see addendum #1 for details.
- Q13.** “In regard to M3: We did a previous project 15-20 years ago and we did additional work, security vestibule update, elevators and so on in the last years, would that project be eligible?”
- A13.** Please refer to A.12- the previous project must not exceed 15 years.
- Q14.** “In regard to M3: Can the ten (10) years to ITQ closing date be changed to 12 or 15 years, since we have multiple projects we can submit that we have done with GAC in the Caribbean and Africa, but they are just over 10 years.”
- A14.** Please refer to A.12.
- Q15.** “During the solicitation process, when we submit a bid, will you provide receipt be given to us?”
- A15.** Yes, a written confirmation will be provided once your proposal has been received.
- Q16.** “Can international A&E firms be part of the subconsultant or bid on this solicitation?”
- A16.** The solicitation is open to anyone who can meet the mandatory requirements of the ITQ.
- Q17.** “We had participated and were pre-qualified under a previous occasion by the landlord. We heard nothing in regard to the consideration of these proposals. Would our previous pre-qualification be accepted, or do we have to go through this process again?”
- A17.** There was a previous procurement process through the landlord and to the landlord on our behalf. It was mutually agreed between Landlord and DFATD that the best way forward is to procure through DFATD. The landlord is fully aware and is supporting this way forward. As these processes are unrelated, bidders have to bid on the ITQ in order to move forward.
- Q18.** “In the previous RFP, the financial client was the landlord of the building. In this case, who is our client financially?”
- A18.** The client is The Government of Canada: The Department of Foreign Affairs, Trade and Development Canada (DFATD), operationally known as Global Affairs Canada (GAC).
- Q19.** “What will be the currency paid?”
- A19.** This will be identified at the RFP stage.
- Q20.** “We participated in the landlord process. Will this include construction or just post construction? Will this be moving forward on a construction basis?”
- A20.** This is a design-bid-build (the traditional method). The A&E company will be different from the construction company.



- Q21.** “The 1200m2, do you also have the secure zone included in this? Are there special security requirements for this design?”
- A21.** All the office requirements are within the 1200 m2.
- Q22.** “Does the 15-page limit include title page, table of contents, etc.?”
- A22.** Only the following are excluded from the 15 pages limit: the title page, table of contents, Annexes A (Identification of Respondent) & B (Experience Certification). The rest of the submission must be within the 15 pages limit.
- Q23.** “Can resumes not be included in the 15-page limit?”
- A23.** Resumes are not requested as mandatory criteria for the ITQ. If they are being provided, they will be included in the 15-page limit.
- Q24.** “Can you please clarify if we are supplying architectural and engineering certificates for practice in both Canada and the jurisdiction? We don't believe Guyana has a licensing process for engineers, would you permit Caricom licensed engineers? Do all suggested personnel require certificates? This may increase the number of pages of our bid.”
- A24.** Please refer to A6 and A22.
- Q25.** “What level of LEED certification are you seeking?”
- A25.** This will be identified at the RFP stage.
- Q26.** “Can we go beyond the 10 years in M2?”
- A26.** As long as the minimum of 10 years is met and doesn't exceed the 15 years back in time.
- Q27.** For M2 “What this means is 10 years aggregate experience over the last 15 years? Some projects may be 14 or 15 years old, is this correct?”
- A27.** Correct, as long as the total is minimum 10 years within the last 15 years.
- Q28.** “The format of M2, is this a CV or resume format demonstrating that one individual has this experience?”
- A28.** M2 is for the corporate experience and not individual experience. The A&E firm needs to demonstrate their experience.
- Q29.** “In regard to M3, why was the choice of USD chosen over CAD as this is a Canadian project?”
- A29.** Please refer to A8.
- Q30.** “Just to clarify, if our project is in CAD, that's okay?”



- A30.** Project in any currency including CAD are accepted as long as the equivalent value meets the minimum construction value of \$5,000,000 USD and comply with the rest of the requirements.
- Q31.** “You described in M3 what is not considered similar in terms of projects, can you identify what is considered similar?”
- A31.** This is identified under M3 mandatory criteria column.
- Q32.** “What constitutes as a joint venture? Is it a prime/subconsultant arrangement or a form of joint venture?”
- A32.** 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. A prime/subconsultant arrangement would not be considered a joint venture.
- Q33.** “Part of the requirement is to partner with a local Guyanese firm, is this considered a joint venture? If there are no Guyanese architecture firms that one may think are qualified enough, but there may be a project management firm we can use, is that an acceptable substitute?”
- A33.** This would not be considered a joint venture. Regarding the expertise, please refer to M1.
- Q34.** “Because there has been a Landlord process before, can we have more information about the site, building itself? It will help us to address the criteria and put more information related to similar sites?”
- A34.** The ITQ is to evaluate the corporate experiences of the respondents. Any previous knowledge from the landlord process does not affect the ITQ requirement. All the information required for this stage are included in the ITQ. It is recommended to refer to the info in the ITQ to get more info about the square meter requirement and what is considered similar / non similar projects.
- Q35.** “Can we know the expected budget of the project?”
- A35.** This will be identified at a later stage.
- Q36.** “If any respondent will require a Compliance Assessment Report (CAR) process, will this effect the schedule?”
- A36.** Yes, the schedule may be amended to include this process, so the schedule may change. However, we will do our best to meet this schedule.
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