



**A1. Contract Advisor**

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**Request for Qualification (RQ)**

<b>A2. Title</b> Replacement of Roofs at the Embassy of Canada to Haiti, in Port-au-Prince		
<b>A3. Solicitation Number</b> 23-239841	<b>A4. Project Number</b> N/A	<b>A5. Date</b> June 2, 2023
<b>A6. RQ Documents</b> <ol style="list-style-type: none"><li>1. Request for Qualification (RQ) title page</li><li>2. Submission Requirements (Section "I")</li><li>3. Background and Requirement Description (Section "II")</li><li>4. Evaluation for Qualification (Section "III")</li><li>5. Appendix "A" – Identification of Respondent or Joint Venture</li><li>6. Appendix "B" – Respondent's Projects Information</li><li>7. Appendix "C" – Experience Certification</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. Technical Offer Delivery</b> <p>In order for the technical offer to be valid, it must be received no later than <b>14:00 Eastern Daylight Time (EDT) on June 20, 2023</b> referred to herein as the "Closing Date".</p> <p><b>Technical offers must be sent only to the following email address:</b> realproperty-contracts@international.gc.ca</p>		
<b>A8. Language</b> <p>Technical offers shall be submitted in English or French.</p>		
<b>A9. Enquiries</b> <p>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.</p>		



## Section "I" – Submission Requirements

### 1 SUBMISSION REQUIREMENT

- 1.1 Technical offers 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 RQ.
- 1.2 Respondents should ensure that their name and the solicitation number is 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 technical offers 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 technical offer:
  - 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 Technical offers may be modified or resubmitted only before the RQ Closing Date and Time, and must be done in writing. The latest technical offer received will supersede any previously received technical offers.
- 1.7 His Majesty will take no responsibility if a technical offer 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 technical offer was received. For this same reason, it is recommended that in cases where more than one (1) e-mail containing documents comprising the technical offer 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 technical offer, 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 technical offer 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 technical offer;
  - prepare its technical offer in accordance with the instructions contained in this RQ;
  - submit by Closing Date and Time a complete technical offer;
  - send its technical offer only to the email address specified on page 1 of this RQ;
  - ensure that the Respondent's name, and the solicitation number are in the subject line of the email containing the technical offer; and
  - provide a comprehensible and sufficiently detailed technical offer, 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 technical offer. 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 technical offer.
- 1.13** A technical offer cannot be assigned or transferred in whole or in part.

## **2    REQUEST FOR QUALIFICATION**

- 2.1** The objective of this Request for Qualification is to prequalify suppliers with the necessary knowledge, skills and experience in similar projects for participation in the subsequent Request for Proposal in Stage 2.
- 2.2** Interested suppliers are required to submit their technical offer to this Request for Qualification (RQ) in Stage 1 (henceforth referenced as RQ Stage 1).
- 2.3** RQ Stage 1: This stage is intended to prequalify suppliers with the necessary experience to be considered as the construction contractor. The prequalification of suppliers is based on defined mandatory requirements specified in this document (refer to Section "III" – Evaluation for Qualification, 2. Mandatory Requirements for Qualification).
- 2.4** Should there be an insufficient number of prequalified suppliers after RQ Stage 1 to permit a competition in Request for Proposals (RFP) in Stage 2 (henceforth referenced as RFP Stage 2), DFATD reserves the right, but will not be obligated, to cancel RFP Stage 2 or to modify the requirements and re-publish the solicitation using the same or a different approach, including but not limited to the aforementioned prequalification process and opening the RFP process to any and all suppliers. The assessment of the sufficiency of number of prequalified suppliers shall be at DFATD's sole and absolute discretion. Alternatively, if technical offers received from this RQ Stage 1 indicate that such capability and interest exists, DFATD may solicit proposals by means of a RFP.
- 2.5** This RQ Stage 1 must not be construed as an invitation to submit a proposal and no contract will be negotiated or awarded to any Respondent. DFATD is under no obligation to issue a subsequent RFP and will not reimburse expenditures incurred by Respondents responding to this RQ Stage 1.
- 2.6** Respondents are to provide a technical offer by the Closing Date and Time on page 1. Technical offers must include all three appendices (Appendix A - Identification of Respondent or Joint Venture, Appendix B – Respondent's Projects Information, and Appendix C – Experience Certification) in this RQ Stage 1, duly completed.



## Section “II” – Background & Requirement Description

### 1. OBJECTIVES

- 1.1. The objective of the proposed work is for the replacement of roofs at the Embassy of Canada to Haiti in Port-au-Prince.

### 2. OUTLINE OF TASKS

- 2.1. His Majesty the King in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD), is initiating a process to prequalify contractors for the replacement of two (2) roofs at the Embassy of Canada to Haiti, in Port-au-Prince. Interested suppliers are required to respond to this Request for Qualifications. Only those Respondents considered by DFATD to meet the prequalification requirements as defined in this document will be invited to submit competitive bids for this work during the Request for Proposal phase of the solicitation.
- 2.2. The project includes but is not limited to:
- Removal and disposal of existing water proofing membrane and roofing materials;
  - Repairs of damages and cracks in the roof deck;
  - Removal and reinstallation of electrical, mechanical and HVAC components as needed to ensure proper installation of waterproofing materials.
- 2.3. Following the subsequent RFP Stage 2, should a contract be awarded, the Contractor will be obligated to complete the works using the specifications provided by DFATD in the RFP. The Contractor will be required to perform all works while adhering to the laws and regulations of local authorities having jurisdiction in Port-au-Prince, Haiti.
- 2.4. The supply and installation of roof materials and waterproofing membranes shall match or exceed the quality of current material and membrane. All materials must be verified and approved by a departmental representative prior to installation.
- 2.5. The contractor will be required to exercise logistical efficiency during the construction, including, but not limited to: scheduling, progress reporting, change management, submission of shop drawings and technical product information, and reviews/inspections, on-site commissioning, and other tasks typical in construction.
- 2.6. Respondents must be capable of providing the full range of services required in English or French, and have the ability to travel to, and perform work in, Port-au-Prince, Haiti.

### 3. REQUIRED RESOURCES

- 3.1. A Site Foreman/Project Manager will be required for the overall successful management of the project, from start to finish. The Project Manager will be the first point of contact with DFATD for day to day communications.

### 4. PROPOSED SCHEDULE AND KEY MILESTONES

- 4.1. The dates below are estimates only to provide potential contractors with a general indication of 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 (RQ)**

Issuance of Stage 1 – RQ

June 2, 2023

Closing of Stage 1 – RQ

18 days after Issuance of Stage 1

Notification of Results of Stage 1 – RQ

14 days after Closing of Stage 1



**Stage 2 – Request for Proposal (RFP)**

Issuance of Stage 2 – RFP

Closing of Stage 2 – RFP

Evaluation of Proposals

Award of Contract

Construction Completion

7 days after the Notification of Results of Stage 1

15 days after Issuance of Stage 2

10 days after Closing of Stage 2

7 days after Evaluation of Proposals

4 months after Award of Contract



**Section “III” – Evaluation for Qualification**

**1. TECHNICAL OFFER**

- 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.
- 1.2 The Respondent’s technical offer **must not** exceed 20 single-sided pages of 8½ "x 11" (21 cm x 27,5 cm), minimum type face 10 pts. Material exceeding the 20-page maximum will **NOT** be considered.

**2. MANDATORY REQUIREMENTS FOR QUALIFICATION**

- 2.1 Failure to comply with any of the mandatory requirements will render the technical offer non-compliant and will receive no further consideration.
- 2.2 Technical offers may also include existing material (brochures, corporate profiles, reference letters, etc.), but must clearly demonstrate how the Respondent meets the requirements.

<b>Respondent’s Experience</b>		
<b>Criteria</b>	<b>Mandatory Requirement</b>	<b>Information Required</b>
<b>M1</b>	The Respondent must have five (5) years’ experience in the supply and installation of commercial roofing systems within the last 10 years from RQ closing date.	The Respondent must provide documentation proving that they have five (5) years of experience in supply and installation of commercial roofing systems within the last 10 years from RQ closing date.  Documentation should specify the dates by month/year.
<b>M2</b>	The Respondent must have completed two (2) similar commercial construction projects within the last five (5) years from the RQ closing date.  Similar commercial construction is defined as the following: <ul style="list-style-type: none"> <li>• Supply and installation of torched on membrane or built-up roofs; parapets metal capping; carpentry; drains, metal flashing, insulation and ballast application.</li> <li>• Experience with disconnecting and reconnecting all lines to roof top units to allow for roofing applications.</li> <li>• Work is valued at least \$200,000 USD (taxes and fees included).</li> </ul>	The Respondent must complete forms in <b>Appendix B – Respondent’s Projects Information.</b>



**Appendix "A" - Identification of Respondent or Joint Venture**

Legal Operating Name of Respondent:
Name of Contact:
Mailing Address:
Telephone Number:
E-mail Address:

**In the case of a Joint Venture, the following must also be completed:**

Name of each member of the Joint Venture:
Role and expertise of each member of the Joint Venture:
Name of the representative of the Joint Venture:



### Appendix “B” – Respondent’s Projects Information

#### Project 1:

The Respondent must have completed two (2) similar commercial construction projects within the last five (5) years from the RQ closing date.

Project Title:

Client:

Completion Date:

*(must be after June 20, 2018)*

Description of project:

To be considered a similar construction project, the work must include the following tasks performed by the Respondent. Check all that apply:

- Supply and installation of torched on membrane roofs, parapets metal capping, carpentry, metal flashing, insulation and ballast application.
- Experience with disconnecting and reconnecting all lines to roof top units to allow for roofing applications.
- Work is valued at least \$200,000 USD (taxes and fees included).





**Project 2**

The Respondent must have completed two (2) similar commercial construction projects within the last five (5) years from the RQ closing date.

Project Title:

Client:

Completion Date:

*(must be after June 20, 2018)*

Description of project:

To be considered a similar construction project, the work must include the following tasks performed by the Respondent. Check all that apply:

- Supply and installation of torched on membrane roofs, parapets metal capping, carpentry, metal flashing, insulation and ballast application.
- Experience with disconnecting and reconnecting all lines to roof top units to allow for roofing applications.
- Work is valued at least \$200,000 USD (taxes and fees included).



**Appendix “C” - Experience Certification**

I, the Respondent, by submitting the present information to the Contract Advisor, certify that the information provided is true as of the date indicated below. The information provided to Canada are subject to verification at all times. I understand that Canada will declare a Technical Offer non-responsive, or will declare a Respondent in default, if information is found to be untrue, whether during the Technical Offer evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Respondent's information. Failure to comply with any request or requirement imposed by Canada may render the Technical Offer non-responsive or constitute a default under the Contract.

Legal Operating name of the Respondent:	
Contact information for Respondent's Representative	Name:
	Telephone Number:
	E-mail address:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_