



A1. CONTRACT ADVISOR

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Invitation to Qualify (ITQ)

A2. TITLE Relocation of the Embassy of Canada to Managua, Nicaragua.		
A3. ITQ NUMBER 24-253693	A4. PROJECT NUMBER L-MNGUA-100	A5. DATE November 28, 2023
<p>A6. ITQ DOCUMENTS</p> <ol style="list-style-type: none"> 1. Invitation to Qualify (ITQ) cover page 2. Instructions to Bidders (Section “I”) 3. Two-Phase Selection Process (Section “II”) 4. Proposed Schedule and Key Milestones (Section “III”) 5. Project Background (Section “IV”) 6. Evaluation for Prequalification (Section “V”) 7. Annex “A” – Respondent’s Experience Formatting (M2) 9. 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 Standard Time (EST) on December 15, 2023 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 three (3) 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. RESPONDENT’S CONFERENCE</p> <p>A Respondents’ conference will be held <u>virtually</u> on December 8, 2023. The conference will begin at 10:00 (local time in Managua, Nicaragua). 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 ITQ resulting from the Respondents’ conference will be included as an amendment to the ITQ. Respondents who do not attend will not be precluded from submitting a proposal.</p>		



SECTION “I” – INSTRUCTIONS TO BIDDERS

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.
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.
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.
4. His Majesty the King in right of Canada (“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.
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.
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.
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.
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.
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.
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 timeframe 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 timeframe provided may render the proposal non-responsive.



- 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.

- 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.

- 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.

- 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" – TWO-PHASE SELECTION PROCESS

1. Important Notice to Respondents

- 1.1. This is a two-phase selection process. Respondents responding to this selection process are requested to submit a proposal in two phases. Phase One covers only the qualifications and experience of the respondent. Following the evaluation of the submissions, Respondents will be advised of their standings. Qualified Respondents will be referred to as "Bidders" during Phase Two. Phase Two Bidders will be provided a Request for Proposals (RFP) for the point-rated technical and financial evaluation in relation to the specifications and drawings.

2. Objectives

- 2.1. His Majesty, represented by DFATD, has a requirement for a construction Fit-Up of an Office Space for a future Embassy for Canada located in Managua, Nicaragua.
- 2.2. To fulfill this requirement, DFATD is initiating a procurement with the intention of selecting one (1) firm to become the Contractor for Fit-Up project.

3. Selection Process

- 3.1. This is the first phase (Phase one) of a two-phase competition: the first phase will evaluate the qualifications of all respondents; the second phase (Phase two) will invite the qualified respondents to provide a financial bid on the project based on the specifications and drawings. Upon award of contract in Phase Two the pre-qualification list will be terminated, no additional contracts will be awarded.
- 3.2. Respondents meeting the mandatory criteria set out in this ITQ will be invited to the subsequent RFP. Existing specifications of the leased property in its current state as well as a concept design will be included in the RFP.
- 3.3. Should only one (1) firm become prequalified under this ITQ, DFATD reserves the right (but will not be obligated) to award the contract to the single responsive respondent.
- 3.4. Should no firm become prequalified under this ITQ, DFATD reserves the right (but will not be obligated) to cancel and reissue the ITQ.

4. List of Prequalified Bidders

- 4.1. A list of prequalified respondents from Phase One will not be released. Contract award notice of the successful bidder of Phase Two will be posted on <https://canadabuys.canada.ca>.



SECTION “III” – PROPOSED SCHEDULE AND KEY MILESTONES

Respondents should note the anticipated key milestone dates for this project. These timelines are subject to change at the sole discretion of DFATD.

The project is being delivered on a fast-track basis. Proposed completion dates including Construction Handover will be provided with the Stage Two RFP.

Phase One – Invitation to Qualify (ITQ)

<u>Key Milestone</u>	<u>Anticipated Date</u>
Posting on Canada Buys	November 2023
ITQ Closing Date	December 2023
Evaluation of Responses	December 2023
Notification of Results	December 2023

** Phase Two will be by invitation only to firms prequalified in Phase One*

Phase Two – Request for Proposals (RFP)

<u>Key Milestone</u>	<u>Anticipated Date</u>
Distribution to pre-qualified Respondents	January 2024
RFP Closing Date	February 2024
Evaluation of Proposals	February 2024
Notification of Results	February 2024
Contract Award	March 2024
Project Kick-Off	TBD
Project Completion	TBD



SECTION “IV” – PROJECT BACKGROUND

1. SUMMARY OF REQUIREMENT

- 1.1. His Majesty the King in right of Canada, represented by the Department of Foreign Affairs, Trade and Development (DFATD) has a requirement to relocate the Embassy of Canada to Nicaragua, in Managua to a newly leased space in the BDF Headquarters building.
- 1.2. The future Embassy is located on the 6th floor of the BDF Headquarters building and is approximately 417m². There is a separate area in the basement which will serve as a parking area and mail room that is approximately 50.21m² in size. The BDF Headquarters building is classified as a BOMA Class A.
- 1.3. The required work will be delivered in the Design-Bid-Build methodology. The prequalified Respondent(s) will follow the drawings and scope of work that will be provided in the Stage Two – Request for Proposal. The complete design package alongside all technical documentation and specifications will be shared at the RFP phase.
- 1.4. The Stage 2 RFP may contain requirements for construction firms to carry licencing requirements specific to undertaking construction work in Managua and/or obtaining required local permits. Respondents without the required capabilities and/or licensing may wish to explore partnership/Joint Venture opportunities with local firms prior to the issue of the RFP.
- 1.5. During Phase Two, Bidders wishing to submit a proposal will be requested to attend one (1) site visit in Managua, Nicaragua

1. SCOPE OF WORK – GENERAL

- 1.1. The extent of work generally includes, but is not limited to the following:
 - understanding existing buildings structures and systems, the drawings and Specifications provided by DFATD;
 - planning and implementing construction work (with the exception of DFATD works described herein) in accordance with agreed documentation; and
 - completing construction work in accordance with approved schedules and budgets.
- 1.2. The quality of construction for these projects will be ensured by requiring strict adherence to technical construction drawings and specifications. Third-party Advocate Architects/Engineers will be contracted by DFATD to provide quality assurance services throughout the duration of the works.

2. REQUIRED RESOURCES

- 2.1. The successful Construction Contractor will be responsible for ensuring that they possess sufficient resources in terms of personnel and materials to plan, manage, supervise, and construct the works in accordance with the agreed technical drawings and specifications packages (such as architectural, civil, mechanical, and electrical).
- 2.2. Other resources to ensure health and safety on site, cost management, time management,



change management and quality control will be required.

2. OUTLINE OF TASKS

2.1. The awarded Contractor will be responsible for the following tasks in order to complete the office Fit-Up in accordance with DFATD's requirements.

Architectural, Mechanical, and Electrical Disciplines

Tasks related to the construction of new facilities including but not limited to:

- Reception area;
- Screening area;
- Open space concept for offices;
- An enclosed office;
- Meeting rooms;
- Storage, utility and business centre rooms;
- Kitchenette; and
- Bathroom facilities (ie: Toilets and wash stations)

Implementation Considerations and Required Works

The leased space is a warm shell. The Contractor also The Contractor will be required to carry some work in the base building to enclose of the staircase from the 6th floor to the roof top.

More specifically, the intended works will involve the installation of:

- Various types of flooring and ceiling;
- Mechanical components including ducting, plumbing, fan coils and controls;
- Electrical components including lighting, cabling, panels and controls;
- Fire protection system including fire alarm detector, sprinkler, panels and controls;
- Security components supplied by others as doors and windows; and
- Conduits and boxes for Information Technology (IT) and security systems.

Note: Cabling and related CCTV equipment are to be installed by third parties selected by DFATD.

3. GENERAL RESPONSIBILITIES OF THE CONTRACTOR

3.1.1. Scope - The Successful Contractor will be responsible for construction of the works in accordance with the full set of approved contract documents, including obtaining any required permits/approvals for construction.

3.1.2. Construction – The successful Contractor will be responsible for all aspects of the construction process including the procurement, transport, storage, handling and installation of materials and equipment, payment of all taxes, duties and surcharges, recruitment, deployment, management and accommodation of personnel. The successful Contractor must also take delivery of, protect and safely store, DFATD supplied materials for use in the works



3.1.3. Sustainable Development - DFATD is committed to the principles of sustainable design and energy efficiency and encourages their incorporation in all its building projects. To this end, the successful Contractor for each project will be expected to reflect these principles in all stages of the construction process.

3.1.4. The successful Contractor will be required to exercise logistical and operational efficiency during the construction process, including, but not limited to: scheduling, progress reporting, change management, submission of shop drawings and technical product information, participation in project meetings and site inspections, commissioning, rectification of deficiencies, and other tasks typical in construction projects.

3.1.5. Contractor's Document Management – The successful Contractor will be responsible for setting up and maintaining its own comprehensive and orderly document management system during all stages of project delivery from shop drawing approvals, construction, change management process, commissioning, to project close-out and handover.

3.1.6. On-Line Document Management - DFATD will use a previously selected on-line documentation system to facilitate collaboration between the various members of the project team. All project participants, including the selected Contractor will be expected to use DFATD's on-line document management/exchange system during the entire construction process.

3.1.7. Health and Safety on site - The Contractor will be required to adhere to accepted international standards for the management of on-site health, safety, security, and environmental issues and will have primary responsibility for these matters. Within this context, the selected Contractor will be required to provide a plan for DFATD review/comment, that ensures compliance with all statutory requirements and provides for safe working conditions on the selected construction site, and for providing the necessary Personal Protective Equipment (PPE) to ensure a safe environment during the work.

3.1.8. Commissioning - The Contractor will be responsible for all commissioning activities necessary to demonstrate compliance with requirements for the commissioning of all systems and equipment installed to document compliance with the specifications. Any required specialised training of DFATD maintenance personnel by the Contractor will also form a part of this responsibility. Additionally, the Contractor will be required to have a project manager full time on site during construction.

3.1.9. Schedule Control – The successful Contractor is required to provide regular schedule updates in MS Project (or approved alternative) format through the entire construction process.

3.1.10. Cost Control – The Contractor will be required to maintain and present detailed valuations and related breakdowns of costs associated with progress billings through the entire contract

3.1.11. Quality Control – In the interest of ensuring a quality design and construction, the successful Contractor will be required to follow DFATD's procedures during construction. These requirements include the submission of shop drawings and product information as well as Requests for Information (RFI) during construction; Request for Product Substitution; and the submission of mock-ups of selected building elements, as directed by DFATD.

3.1.12. Change Management - The Successful Contractor will be required to follow DFATD's change management procedures and keep detailed records for all proposed and approved changes



to the construction contract using the on-line document management system in order to facilitate collaboration between the various members of the project team. All project participants, including the selected Contractor, will be expected to use DFATD's on-line document management system during the entire contract.

3.1.13. Work Location - The Contractor must be capable of providing the full range of services required in English or Spanish, and have the ability to travel to, and perform the work in Managua, Nicaragua

4. ANTICIPATED PROJECT CONSTRAINTS

4.1. Fast Track Design and Construction

4.1.1. The project is being "fast-tracked" and as such, the successful Contractor must provide appropriate resources and may have to work outside normal hours to achieve the schedule outlined in the RFP.

4.1.2. The fit up is taking place in an occupied multi-tenanted building. The Contractor must comply with the Landlord's site rules including, access limitations, elevator use, use of utilities, parking/loading/unloading, noise limitations, site security, garbage disposal, fire safety, health and safety and other rules the Landlord deems necessary.

4.2. DFATD Supplied Materials

4.2.1. DFATD will supply certain materials for inclusion in the works including security doors and security glazing that the successful Contractor is expected to receive, inspect, store, protect and install at the appropriate time.

4.2.2. DFATD will supply and install furniture, CCTV cameras, door access controls, IT desk outlets and server equipment. The successful Contractor may be required to install cabling and conduit/trunking associated with these systems.



EVALUATION FOR PREQUALIFICATION (SECTION “V”)

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 Phase.

Respondent Team – Organizational Chart	Description	Compliance	Cross-Reference in Proposal (ex: attachment 1, pg.6)
<p>M1</p>	<p>The Respondent must submit an Organizational Chart identifying key personnel and their primary roles and responsibilities within the Construction team.</p> <p>Examples of key personnel include:</p> <p>Chief Executive Officer; Project Manager/ Supervisor; Trade Supervisors; and Project Coordinator.</p>	<p>The Organizational Chart must include the following details:</p> <ul style="list-style-type: none"> • Contractor’s team reporting structure; • Names of key personnel; and • Brief description of primary roles and responsibilities of identified key personnel. 	
Past Project Experience	Description	Compliance	Cross-Reference in Proposal (ex: attachment 1, pg.6)
<p>M2</p>	<p>Within the past 10 years of the closing date of this Invitation to Qualify, the Respondent must have met substantial completion on three office fit-ups for commercial office projects in which the Respondent functioned in the role of the General or Prime Contractor for the entire period of the project.</p> <p>Each project must have had a construction value equivalent to at least \$1.5M CAD.</p> <p>Note: If the contract is in a different currency than CAD, provide the amount in that currency and then use the</p>	<p>Respondent must provide examples of three projects they have completed, meeting all requirements indicated in the <i>Description</i> section of this Mandatory Criteria.</p> <p>The preferred response format for each project is included in Annex “A” - Respondent’s Experience Formatting of this ITQ (M2). Minimum details required for a response to be</p>	



	<p>current exchange rate at: https://www.xe.com/currencyconverter/ on the day of project completion for the CAD equivalent.</p> <p>Each project must demonstrate experience in major fit-up works for commercial offices and include elements of architectural, mechanical, and electrical work.</p> <p>Each project must have included at least five work elements* of a major office fit-up.</p> <p>Work Elements are as follows:</p> <ul style="list-style-type: none">• Partial demolition of some elements as a suspended ceiling, electrical and mechanical components and raised floor;• Construction of different types of partitions;• Construction of different types of high-security partitions;• Installation of different types of flooring and ceiling;• Installation of new mechanical components such as ducting, fan coils, plumbing and controls;• Installation of new electrical components such as lighting, cabling, panels and controls;• Installation of fire protection system such as fire alarm detector, sprinkler, panels and controls;• Installation of security components supplied by third-parties such as doors and windows;• Installation of conduits and boxes for IT and security systems.	<p>considered as “Met” are as follows:</p> <ul style="list-style-type: none">• Project title and location;• Client name and representative;• Dollar-value of the construction requirement• Date substantial completion was met• A brief written summary of the project scope demonstrating experience in major fit-up works for commercial offices and include elements of architectural, mechanical, and electrical work.• A written description demonstrating the Respondent was responsible for a minimum of five of the work elements* described in the <i>Description</i> section of this Mandatory Criteria. <p>A Client reference for validation purposes, including: Client name, telephone number, and e-mail address.</p>	
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ANNEX “A” – RESPONDENT’S EXPERIENCE FORMATTING (M2)

Additional pages may be attached by the Respondent if space provided is insufficient.

Example Project	
Project Title:	
Location of Project:	Date substantial completion was met:
Dollar-value of the construction requirement:	
Client Reference Details:	
Client name:	
Telephone number:	
E-mail:	
Brief written summary of the project scope demonstrating experience in major fit-up works for commercial offices and include elements of architectural, mechanical, and electrical work.	



A written description demonstrating the Respondent was responsible for a minimum of five of the work elements* indicated in the *Description* section of this Mandatory Criteria.

Work Element	Completed (Yes/No)	Written description demonstrating Respondent's role in implementing the Work Element specified.
Construction of different types of partitions;		
Construction of different types of high-security partitions;		
Installation of different types of flooring and ceiling;		
Installation of electrical components including lighting, cabling, panels and controls.		
Installation of new mechanical components such as ducting, fan coils, plumbing and controls.		
Installation of fire protection system including fire alarm detector, sprinkler, panels and controls.		



Installation of security components supplied by third-parties such as doors and windows;		
Installation of conduits and boxes for IT and security systems.		



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: _____