



A1. CONTRACT ADVISOR

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Invitation to Qualify (ITQ)

A2. TITLE Fit Up of a New Embassy of Canada to Armenia, in Yerevan		
A3. RFQ NUMBER 24-247444	A4. PROJECT NUMBER L-YERVN-101	A5. DATE September 8, 2023
A6. RFQ DOCUMENTS <ol style="list-style-type: none"> 1. Request for Qualification (RFQ) title page 2. Submission Requirements (Section “I”) 3. Background and Requirements Description (Section “II”) 4. Evaluation for Prequalification (Section “III”) <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>		
A7. PROPOSAL DELIVERY In order for the proposal to be valid, it must be received no later than 14:00 Eastern Daylight Time (EDT) on September 29, 2023 referred to herein as the “Closing Date”. Electronic proposals must be sent only to the following email address: realproperty-contracts@international.gc.ca		
A8. ENQUIRIES All enquiries or issues concerning this RFQ 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.		
A9. LANGUAGE Proposals shall be submitted in English or French.		
A10. RESPONDENT’S CONFERENCE Not applicable.		

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 RFQ.
- 1.2 Respondents should ensure that their name and the RFQ 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 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; and
 - for clarity and comparative evaluation, the Respondent should respond using the same subject headings and numbering structure as in this RFQ document.
- 1.6 Proposals may be modified or resubmitted only before the RFQ 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 megabytes;
 - The e-mail was rejected or put in quarantine because it contains executable code (including macros); or
 - 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 RFQ 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 RFQ, if necessary, before submitting a proposal;
 - prepare its proposal in accordance with the instructions contained in the RFQ;
 - submit by Closing Date and Time a complete proposal;
 - send its proposal only to the email address specified on page 1 of the RFQ;
 - ensure that the Respondent's name, and the RFQ 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 RFQ.
- 1.12** Unless specified otherwise in the RFQ, 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 RFQ must not be construed as an invitation to submit a proposal to any Requests for Proposal (RFPs) and no contract will be negotiated or awarded to any respondent. The Minister is under no obligation to issue subsequent RFPs and will not reimburse expenditures incurred by Respondents responding to this RFQ.
- 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) has a requirement for the construction of a new Canadian Embassy fit-up, located in Armenia (Yerevan).
- 1.2. Construction target cost will be specified in each RFP but will be in the CAD \$1.5 - 2 million range.
- 1.3. The Construction procurement will be carried out in two (2) separate stages, as follows:

Stage 1 – Request for Qualification (RFQ), herein referred to as "RFQ" for the selected Region;
Stage 2 – Request for Proposals (RFP), herein referred to as "RFP" for each of the subsequent projects in the Region.
- 1.4. The objective of the RFQ is to prequalify firms with the necessary knowledge, skills and experience in similar projects for participation in the subsequent RFPs. Firms responding to this RFQ will herein be referred to as "Respondents".
- 1.5. Respondents meeting the mandatory criteria set out in this RFQ will be invited to the subsequent RFP stage for the project(s). Existing information for the property as well as a concept design will be included in the RFP.
- 1.6. Should only one (1) firm become prequalified under this RFQ, DFATD reserves the right (but will not be obligated) to issue the RFP(s) to the single responsive Respondent.
- 1.1. Should no firm become prequalified under this RFQ, DFATD reserves the right (but will not be obligated) to cancel and reissue the RFQ.

2. OUTLINE OF TASKS

- 2.1. Firms that submit proposals in response to the RFPs will herein be referred to as "Bidders".
- 2.2. Following the evaluation of each RFP, should contracts be awarded, the Construction Contractor will be required to undertake all construction works while adhering to the laws and regulations of local authorities having jurisdiction in Yerevan and other cities as required.
- 2.3. The extent of work related to Construction generally includes, but is not limited to the following:
 - understanding existing buildings structures and systems, the drawings and Specifications provided by DFATD;
 - tendering construction work packages competitively and selecting best value proposals to provide a fully costed proposal to undertake the construction work;
 - 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.

- 2.4. 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.

3. REQUIRED RESOURCES

- 3.1. The successful Construction Contractor will be responsible for ensuring that they possess sufficient resources in terms of personnel and materials in order to plan, manage, supervise and construct the works in accordance with the agreed technical drawings and specifications packages (such as architectural, civil, mechanical, electrical, closed-circuit television system (CCTV)).
- 3.2. Other resources to ensure health and safety on site, cost management, time management, change management and quality control will be required.

4. PROPOSED SCHEDULE AND KEY MILESTONES

- 4.1. The projects are being delivered on a fast track basis with proposed completion dates (Construction Handover) provided with the RFP. For this RFQ, the key milestones are set out below:

RFQ Stage 1 – Qualification (All Projects)

Issuance of Stage 1 – RFQ	September 8, 2023
Closing of Stage 1 – RFQ	September 28, 2023
Evaluation of Stage 1 – RFQ submissions by	October 16, 2023
Notification of results Stage 1 – RFQ to Respondents	October 23, 2023

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

5. RESPONSIBILITY OF THE CONTRACTOR

5.1. General Responsibilities of the Contractor (Following Contract Award)

5.1.1. 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.

5.1.2. 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.

5.1.3. 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.

5.1.4. 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.

5.1.5. 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.

5.1.6. 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. These on-site requirements will be strictly enforced by DFATD.

5.2. Specific Responsibilities of the Contractor

5.2.1. 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.

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

5.2.3. 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.

5.2.4. 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 outlined above.

6. ANTICIPATED PROJECT CONSTRAINTS

6.1. Fast Track Design and Construction

6.1.1. Each 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 each RFP.

6.1.2. Each 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.

6.2. DFATD Supplied Materials

6.2.1. 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.

6.2.2. DFATD will supply and install 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.

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 RFQ.
- 1.2. Respondents may submit proposals in joint venture (JV) with other firms. The JV arrangement and relevant experience of each entity must be clearly articulated in the proposal.

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.

Respondent Team			
Criteria	Mandatory Requirement	Compliance	Cross-Reference in Proposal (ex: attachment 1, pg.6)
M1	<p>Organization</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. 	
M2	<p>Licensing, Certification, or Authorization</p> <p>The Respondent must be licensed, certified, or otherwise authorized to provide the necessary services to the full extent that may be required for office fit-up works.</p>	<p>The Respondent must provide copies of the licenses, certifications, and/or proofs of authorization to perform the installation of the following systems:</p> <ul style="list-style-type: none"> • Electrical; • Fire; and • Mechanical. 	
Respondent's Experience			
Criteria	Mandatory Requirement	Compliance	Cross-Reference in Proposal (ex: attachment 1, pg.6)

<p>M3</p>	<p>Past Project Experience</p> <p>The Respondent must have met substantial completion on two (2) Construction projects for an Embassy/consulate/commercial office, fit-up, each with a construction value of at least CAD \$1.5 million or equivalent local currency, in which the Respondent functioned in the role of the General Contractor for the entire period of the project.</p> <p>The projects provided must have reached substantial completion in the past ten (10) years to ITQ closing date.</p> <p>Respondents must have been fully responsible for the construction portion of the projects.</p> <p>If more than two (2) projects are submitted, only the first two provided will be evaluated.</p>	<p>Respondent must provide the following information for two (2) Construction projects:</p> <ul style="list-style-type: none"> • title of project; • date substantial completion was attained; • brief description of the project/office fit-up work undertaken; • total value of the contract in Canadian dollars; and • a client reference* for the project for validation purposes. <p>*Client references must include: Client name, telephone number, and e-mail address.</p>	
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