

## Embassy of the United States of America, Ottawa

**July 15, 2021**

**SUBJECT:** Solicitation Number RFQ 19CA1021Q0008  
Project XJ-EB-0005, CG Calgary Office Space Renovations

The Embassy of the United States of America and Consulate General Calgary invite you to submit a proposal for completing renovations to the Consulate General office space, including modification of the multi-purpose room, CLO office, ISC office space, IPO office, ADA-compliant washroom, and maternity room at the U.S. Consulate General, Calgary, located at 615 Macleod Tr. SE, Suite 1000, Calgary, Alberta, Canada. A more detailed scope of work is attached.

If you are interested in submitting a proposal on this project, read the instructions in Section L of the attached Request for Proposals (RFP).

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package. The Embassy intends to conduct a site visit (see L.6, 52.236-27) and hold a pre-proposal conference. All prospective offerors who have received a solicitation package are invited to attend. The conference will be held at 9:00 am MDT on Wednesday, August 4, 2021 at 615 Macleod Tr. SE, Calgary, Alberta, Canada. Any interested attendees must submit notice of their intent to attend to [CalgaryGSO@state.gov](mailto:CalgaryGSO@state.gov) no later than Tuesday, August 3, 2021 by 9:00 am in order to assure security clearance to enter the Consulate General facility. Submit any questions you may have concerning the solicitation documents in writing by August 13, 2021 at 5:00 pm MDT. Responses will be sent in writing to all contractors on our list of interested parties.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Andrew Nelson, Contracting Officer, U.S. Consulate General, 1000 – 615 Macleod Tr. SE, Calgary, AB T2G 4T8 or via e-mail with a single PDF attachment to [CalgaryGSO@state.gov](mailto:CalgaryGSO@state.gov) on or before 5:00 pm MDT on Tuesday, August 31, 2021. No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1442, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. Section B and Attachment 4, Proposal Breakdown by Divisions;
2. Section K, Representations and Certifications;
3. Bar Chart illustrating sequence of work to be performed;
4. Additional information as required in Section L.

The contract will be a firm fixed price contract, with no adjustment for any escalation in costs or prices of labor or materials. Each offeror will be responsible for determining the amount of labor and materials that will be required to complete the project, and for pricing its proposal accordingly.

Please be advised that each offeror is responsible for furnishing complete information to its subcontractor and suppliers, such as details and quantities required by the drawings and specifications. Subcontractors and suppliers should not be referred to the Embassy or the Architect for determining the amount or quantities of materials required.

The construction completion time is 175 calendar days, commencing on September 10, 2021. In the event of an unauthorized or unexcused delay in completing the project, liquidated damages in the amount of \$1000 USD per calendar day will be assessed until substantial completion of the project is achieved.

All contractors must be registered in the SAM (System for Award Management) Database <https://www.sam.gov> prior to contract award pursuant to FAR provision 5.207. Therefore, prospective offers are encouraged to register prior to the submittal of quotations/proposals. The guidelines for registration in SAM are also available at the above web address.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to Andrew Nelson, contracting officer, by letter or by telephone, 403-351-7753, during regular business hours.

Sincerely,

Andrew Nelson, Management Officer