



RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:
Bid Receiving - PWGSC/Réception des soumissions -
TPSGC
11 Laurier/11 rue Laurier
Place du Portage, Phase III
Core 0A1/Noyau 0A1
Gatineau, Québec K1A 0S5
Gatineau
Ontario
K1A 0S5
Bid Fax: (819) 775-7279

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address
Raison sociale et adresse du
fournisseur/de l'entrepreneur

Issuing Office - Bureau de distribution
Property Management Project Division/Division du
projet de gestion immobilière
Sir Charles Tupper Building 4th Fl
Édifice Sir Charles Tupper 4e étage
A-425-F
2720 Riverside Drive/
2720, promenade Riverside
Ottawa
Ontario
K1A 0S5

Title - Sujet Real Property 1	
Solicitation No. - N° de l'invitation EP008-112560/D	Amendment No. - N° modif. 003
Client Reference No. - N° de référence du client 20112560	Date 2013-11-06
GETS Reference No. - N° de référence de SEAG PW-\$\$GC-002-63671	
File No. - N° de dossier gc002.EP008-112560	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-01-14	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Wong, Lisa	Buyer Id - Id de l'acheteur gc002
Telephone No. - N° de téléphone (613) 736-3058 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)	
Signature	Date

Solicitation No. - N° de l'invitation

EP008-112560/D

Client Ref. No. - N° de réf. du client

20112560

Amd. No. - N° de la modif.

003

File No. - N° du dossier

gc002EP008-112560

Buyer ID - Id de l'acheteur

gc002

CCC No./N° CCC - FMS No/ N° VME

Please see attached.

AMENDMENT 003

REQUEST FOR PROPOSAL FOR REAL PROPERTY - 1

PROPERTY MANAGEMENT AND PROJECT DELIVERY SERVICES

(RP-1)

FOR PUBLIC WORKS AND GOVERNMENT SERVICES CANADA

THIS AMENDMENT HAS BEEN RAISED TO EFFECT THE FOLLOWING CHANGES:

SECTION A: QUESTIONS AND ANSWERS

Q13:

Bullet #3 under the Bid Submission Requirements for R-3 states that the description of our proposed organizational model must, in part, describe:

“...the proposed organizational strategy for assigning functions to and managing relationships between Bidder’s internal resources, subcontractors, and business partners and how this strategy will provide best value to Canada;”

A key planning factor in the development of our organizational model is functional relevance and alignment of our managerial positions at all levels to the PWGSC and OGD real property organizations.

To ensure we maximize our resource alignment and provide Best Value for Canada, could PWGSC please provide their internal real property organizational structures, position titles and reporting relationships, both national and for the six Regions, to Bidders?

A13:

The organizational charts that are attached to this Amendment 003 represent the PWGSC organizational structure for the 8 existing AFD contracts. PWGSC has a responsive contract oversight structure that will be adjusted to ensure best value in internal government operations and effective relationships with Contractor organizations. This organizational structure is expected to change to respond to the requirements specific to RP-1, as well as to respond to continuous improvement opportunities related to PWGSC’s evolving oversight and governance.

Q14:

We would like a copy of the transcript and slide presentation for the Real Property-1 Bidders’ Conference.

A14:

The transcript of the Real Property-1 Bidders’ Conference is being translated and will be made available at the end of November. Bidders must submit a request to the Contracting Authority if they would like to obtain a copy of the transcript. With respect to the slide presentation, it will be provided in a subsequent amendment to the RFP.

SECTION B: CHANGES TO THE REQUEST FOR PROPOSAL

6. At SI02 Security, under Special Instructions to Bidders (SI):

Delete:

There is a security requirement associated with this requirement. Security (Designated Organizational Screening – DOS clearance) is required prior to bid closing. For additional information, see SC15 Security Requirement. Bidders should consult the “Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders” document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) Website.

Insert:

There is a security requirement associated with this requirement. **Bidders must hold a valid Facility Security Clearance at the level of SECRET prior to bid closing and obtain approved Document Safeguarding at the level of SECRET prior to contract award, as issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).** For additional information, see SC15 Security Requirement. Bidders should consult the “Security Requirements on PWGSC Bid Solicitations - Instructions for Bidders” document on the Departmental Standard Procurement Documents (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) Website.

7. Under Column D Evaluation Criteria, at M-2 Lease Administration Experience, under SRE4 Mandatory Technical Evaluation Criteria:

Delete:

The Bidder must demonstrate its experience in the provision services of a similar nature and scope to at least the following Management Services as described in the SOW:

- Respond to incidents in Leased Space;
- Ensure Leased Space and Services Provided by Landlords Meet Lease Covenants;
- Administer Expenditures Associated with Leased Space; and
- Act to Resolve Issues with Landlords.

Insert:

The Bidder must demonstrate its experience in the provision services of a similar nature and scope to at least the following **Lease Administration** Services as described in the SOW:

- Respond to incidents in Leased Space;
- Ensure Leased Space and Services Provided by Landlords Meet Lease Covenants;
- Administer Expenditures Associated with Leased Space; and
- Act to Resolve Issues with Landlords.

8. Under Column C Bid Submission Requirements, at M-3 Project Delivery Services Experience, under SRE4 Mandatory Technical Evaluation Criteria:

Delete:

The Bidder should demonstrate its experience by providing the following for each program of projects the Bidder has delivered that are included to support this mandatory requirement, where a program of projects is defined as a series of projects that are undertaken within a given timeframe that share a common objective or common client, or are planned to collectively address the requirements a specific asset or situation:

- description of the project(s);
- description of how the project(s) are of a similar nature and scope to the

- Provide Project Delivery Services Section of the SOW, as well as how these services were provided within the context of the service delivery regime;
- start and finish dates;
- value of the Work completed in the 12 month period;
- client business and operating name;
- and
- client point of contact including full name, title, phone number and email address

Insert:

The Bidder should demonstrate its experience by providing the following for each program of projects the Bidder has delivered that are included to support this mandatory requirement, where a program of projects is defined as a series of projects that are undertaken within a given timeframe that share a common objective or common client, or are planned to collectively address the requirements of a specific asset or situation:

- description of the project(s);
- description of how the project(s) are of a similar nature and scope to the
- Provide Project Delivery Services Section of the SOW, as well as how these services were provided within the context of the service delivery regime;
- start and finish dates;
- value of the Work completed in the 12 month period;
- client business and operating name;
- and
- client point of contact including full name, title, phone number and email address

9. Within SRE7, Evaluation Procedures, under 4. Information Systems (IS) Demonstration Format and Guidelines, at the first bullet of g) Part 3 – Demonstration of three example processes:

Delete:

- Cleaning
 - Labour
 - Other Costs
 - Labour
 - Other Costs
- Utilities
- Roads, Grounds, and Security
 - Labour
 - Other Costs
- Administration
 - Labour
- Other Costs;

Insert:

- Cleaning
 - Labour
 - Other Costs
- **Operations and Maintenance and Minor Repairs**
 - Labour
 - Other Costs
- Utilities
- Roads, Grounds, and Security
 - Labour
 - Other Costs
- Administration
 - Labour
- Other Costs;

10. At Bid Submission Forms (BSF)

Delete:

BSF9 Labour Resource Plan and Updates in its entirety.

Insert:

BSF9 LABOUR RESOURCE PLAN AND UPDATES

The following is a modified version of DID PL-3, Labour Resource Plan and Updates that is provided to assist Bidders in the preparation of their responses to Technical Scenario TS-1 and Financial Scenario FS-1

SOW Reference: Develop the Labour Resource Plan.

Preparation Instructions:

Provide the following information:

1. Overview

Provide the organizational strategy, its structure, identification of contracted and in-house functions, and an organization chart for the teams required for the scenario. Describe how the teams would be linked to the rest of the Bidder's organization that would be delivering the services of this Solicitation. Identify any shared resources or functions and provide a rationale for the allocation of the costs of those resources to the scenario.

2. Internal Resource Requirements

Use the tables in Appendix A to BSF9 to provide a detailed breakdown of the individual internal resources for each team. Use the Management Services table for internal resources associated with the property management team and the Project Delivery Services table for those associated with the project team. Use generic names for resources where actual names aren't known.

Internal resources include resources working on the Contract that are not sub-contracted through the Contractor's competitive procurement process, such as employees of the Contractor or employees from members of a business partnership, joint venture, consortium or other contractual or legal vehicle expressly established for the purposes of delivering services under the contract.

3. External Resource Requirements

Use the tables in Appendix B to BSF9 to provide a detailed breakdown of any external resources required for the property management or project teams that would be secured through per diem-based or time-and-materials-based professional services contracts. Use the Management Services table for external property management resources and the Project Delivery Services table for external project team resources, as required. If the actual name of a sub-contracting company is not available, use a generic name that describes the type of organization that would be contracted. Use generic names for resources where actual names aren't known.

4. Year 2 Update

Provide the detailed internal and external resource requirements and, in the case of Financial Scenario FS-1, the costs for both Year 1 and Year 2 using the tables from Appendix A and B. Support any year-over-year changes in the resources and costs using the Justification Form in Appendix C to BSF9. Use one Justification Form for all changes expected and provide details to support each change proposed in

the relevant sections of the form.

5. GFA Assumption

Assume that 50% of the property management team is located in Government Furnished Accommodations (GFA). Assume that all of the Project team is located outside of GFA.

Appendix A to BSF09: Internal Resources Table Templates

Management Services																						
Position Title	Description of Duties	BMP O&U Qualifier*	Name of Resource	GFA (Y/N)	Allocation %	Year 1			Year 2			Variance - Year 2 / Year 1										
						FTEs**	Direct Labour Cost	Overhead	FTEs	Direct Labour Cost	Overhead	FTEs	Direct Labour Cost	Overhead								
1. Internal Resources																						
1a. Shared																						
Function 1																						
Position A																						
Position B																						
etc.																						
Function N																						
Position D																						
Position E																						
etc.																						
1b. Dedicated																						
Function 1																						
Position A																						
Position B																						
etc.																						
Function N																						
Position D																						
Position E																						
etc.																						
2. Total by BMP O&U Qualifier																						
Qualifier 1																						
Qualifier N																						
3. Grand Total																						

* Use the following as the BMP O&U Qualifiers:

- 1 = Cleaning
- 2 = Operations and Maintenance and Repairs
- 4 = Roads, Grounds, and Security
- 5 = Administration

** FTE = Full Time Equivalent Resources

*** Notes should explain the method of allocation to PWGSC and any year-over-year variation

Project Delivery Services

Position Title	Description of Duties	Name of Resource	GFA (Y/N)	Allocation		Year 1			Year 2			Variance - Year 2 / Year 1			Notes**	
				%	FTEs*	Direct Labour Cost	Direct Labour Overhead	FTEs	Direct Labour Cost	Direct Labour Overhead	FTEs	Direct Labour Cost	Direct Labour Overhead			
1. Internal Resources 1a. Shared Function 1 Position A Position B etc. Function N Position D Position E etc.																
1b. Dedicated Function 1 Position A Position B etc.																
Function N Position D Position E etc.																
3. Grand Total																

* FTE = Full Time Equivalent Resources

** Notes should explain the method of allocation to PWGSC and any year-over-year variation

Appendix B to BSF09: External Resources Table Templates

External Resources - Management Services											
Position Title	Name of Sub-Contracting Company	Description of Duties	BMP O&U Qualifier*	Name of Resource	Year 1		Year 2		Variance - Year 2 / Year 1		Notes**
					Level of Effort (Hours)	Total Cost	Level of Effort (Hours)	Total Cost	Level of Effort (Hours)	Total Cost	
1. External Resources											
Function 1											
Position A											
Position B											
etc.											
Function 2											
Position D											
Position E											
etc.											
Function N											
Position F											
Position G											
etc.											
2. Total by Qualifier											
Qualifier 1											
Qualifier N											
3. Grand Total											

* Use the following as the BMP O&U Qualifiers:

- 1 = Cleaning
- 2 = Operations and Maintenance and Repairs
- 4 = Roads, Grounds, and Security
- 5 = Administration

** Notes should explain the method of allocation to PWGSC and any year-over-year variation

External Resources - Project Delivery Services										
Position Title	Name of Sub-Contracting Company	Description of Duties	Name of Resource	Year 1		Year 2		Variance - Year 2 / Year 1		Notes*
				Level of Effort (Hours)	Total Cost	Level of Effort (Hours)	Total Cost	Level of Effort (Hours)	Total Cost	
1. External Resources										
Function 1										
Position A										
Position B										
etc.										
Function 2										
Position D										
Position E										
etc.										
Function N										
Position F										
Position G										
etc.										
2. Total by Qualifier										
Qualifier 1										
Qualifier N										
3. Grand Total										

* Notes should explain any year-over-year variation in these costs

Appendix C to BSF09: Resource Change Justification Form

Job Title	
Name	
Main Work Location	

Description of Duties

Financial Impact

Qualifier	Allocation %	FTE – Current Year	Cost – Current Year

Allocation Rationale:

Business Case

Provide documentation of:

- The rationale for the change
- The expected benefits
- Impact on overall cost benchmarks
- The risks of not proceeding

Term of Employment	Permanent Position: Yes _____ No _____
	Temporary Position: from _____ to _____

11. Under section Terms of Payment (TP), at TP5, Payment:

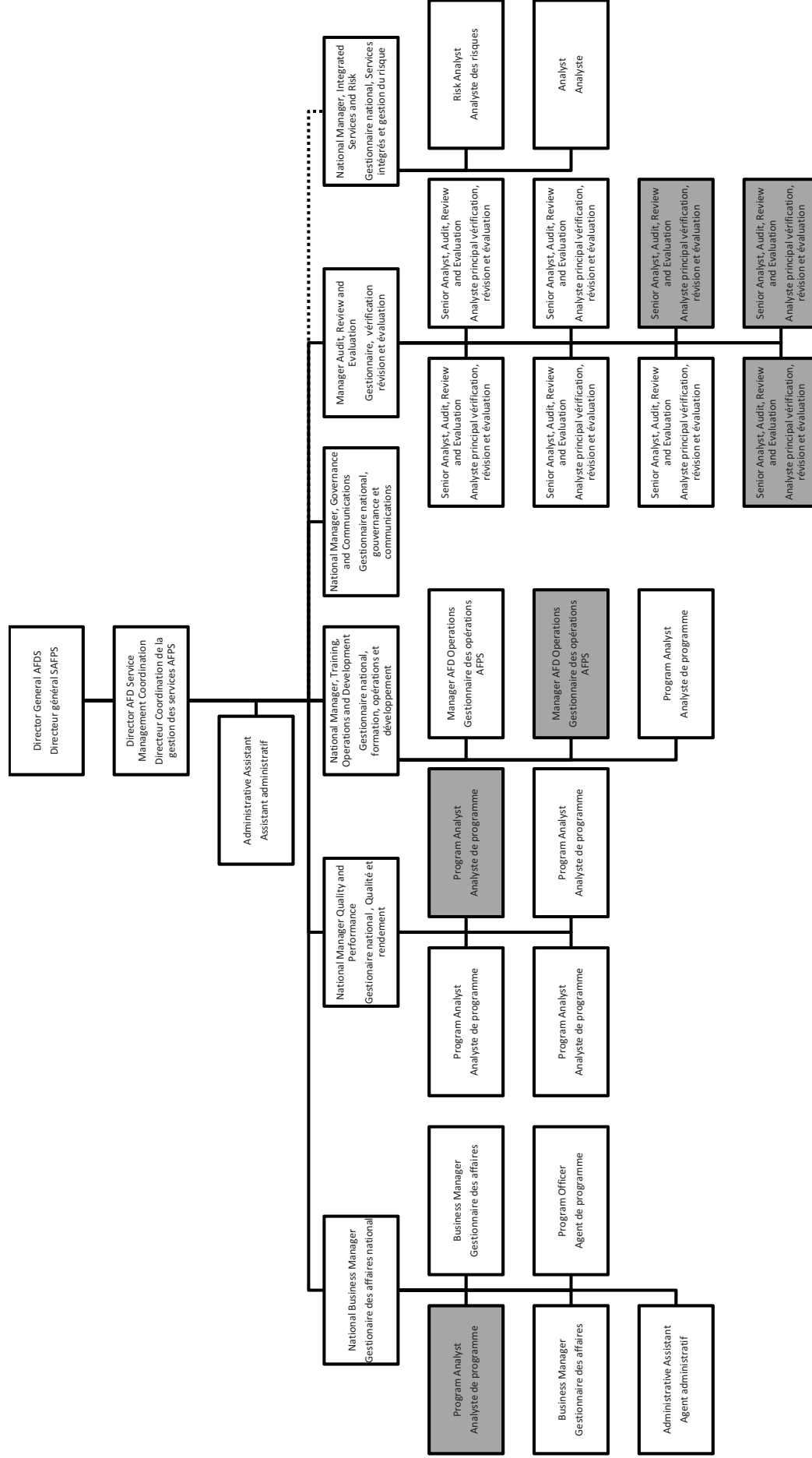
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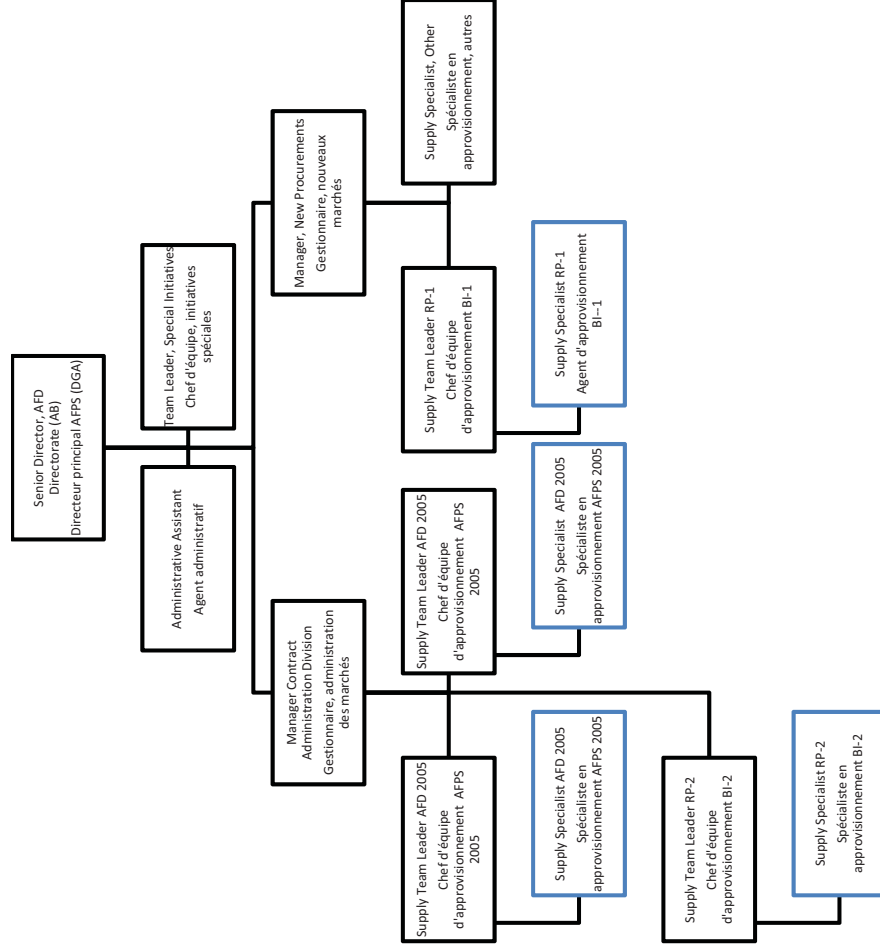
- 3.3 The total Performance Holdback of 25% is allocated as 10% to the Contract level and 15% to the portfolios making up the Contract. Individual portfolio Performance Holdback amounts are developed by apportioning the 15% portfolio level fee to each portfolio based on the ratio of each portfolio's Allowable Costs to the total contract Allowable Costs as per the accepted Audited Cost Statement.
- 3.4 Each portfolio Performance Holdback amount is payable to the Contractor provided the Contractor meets the minimum required score for each of the four KPIs associated with that portfolio. The Contract-level Performance Holdback amount of 10% is payable to the Contractor provided the Contractor has acquired the portfolio Performance Holdback amount for all of the portfolios in the Contract.

Insert:

- 3.3 The total Performance Holdback of 25% **is comprised of 15% at the individual portfolio-level and 10% at the over-all Contract level.** Individual portfolio-level Performance Holdback amounts **are 15% of the total fees associated with each portfolio. For the purposes of this calculation, the Management Fee component of the total fees is apportioned to each portfolio based on the ratio of each portfolio's Allowable Management Services Costs** to the total Contract Allowable **Management Services** Costs as per the accepted Audited Cost Statement.
- 3.4 Each portfolio-**level** Performance Holdback amount is payable to the Contractor provided the Contractor meets the minimum required score for each of the four KPIs associated with that portfolio. The Contract-level Performance Holdback amount of 10% is payable to the Contractor provided the Contractor has acquired the portfolio Performance Holdback amount for all of the portfolios in the Contract.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

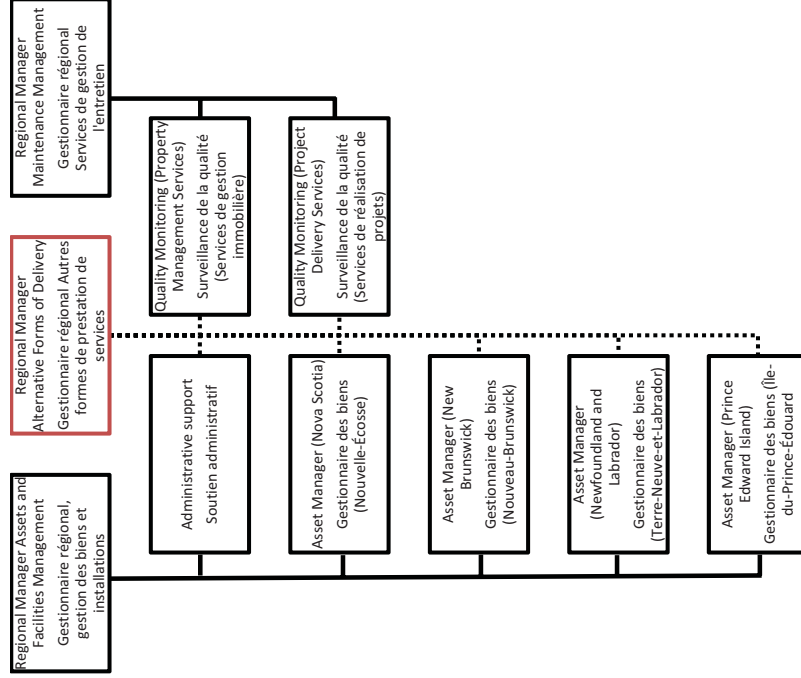




Legend/Légende

Contracting Authority /
Autorité contractuelle

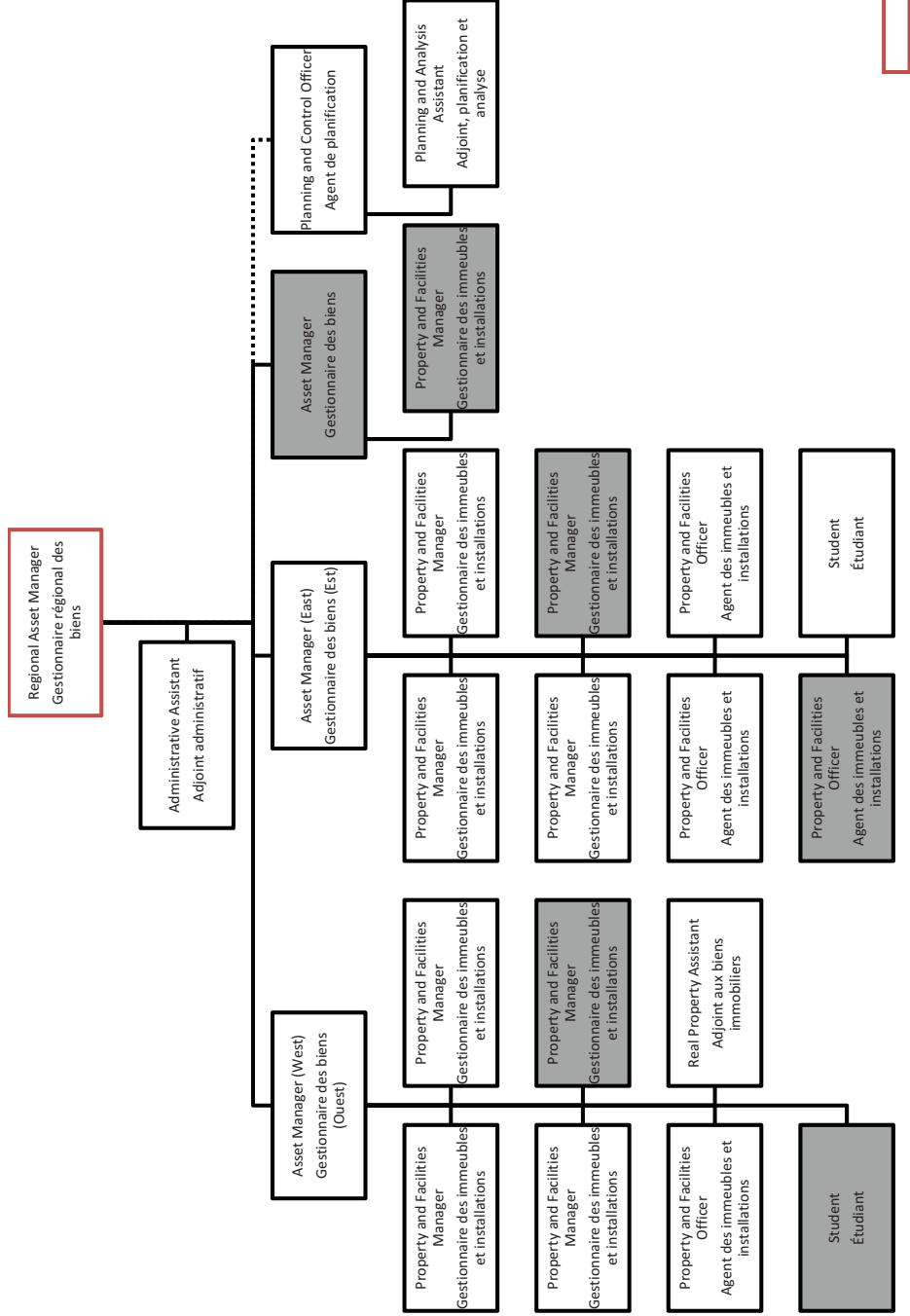




Legend/Légende

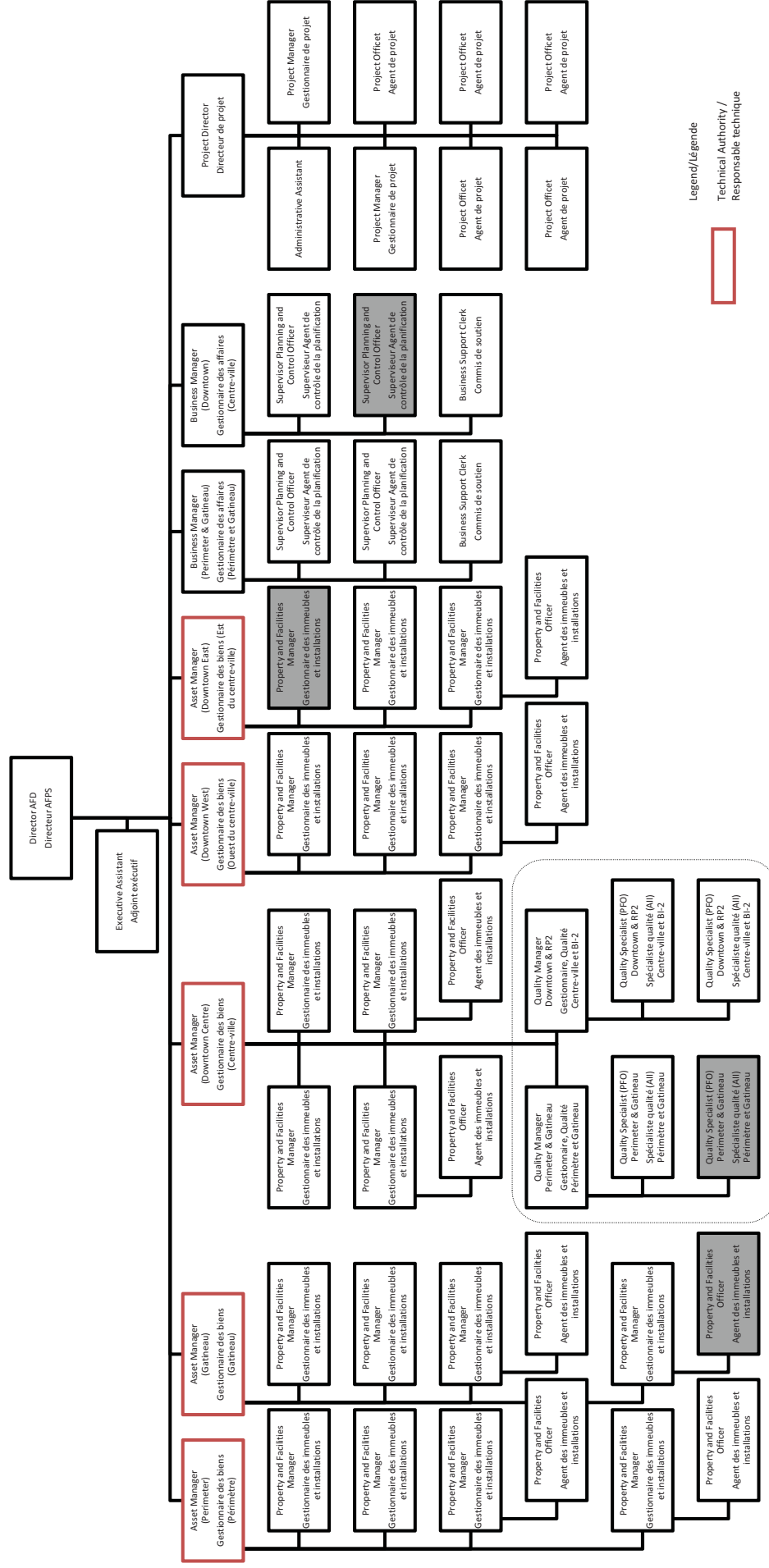


Technical Authority /
Responsable technique



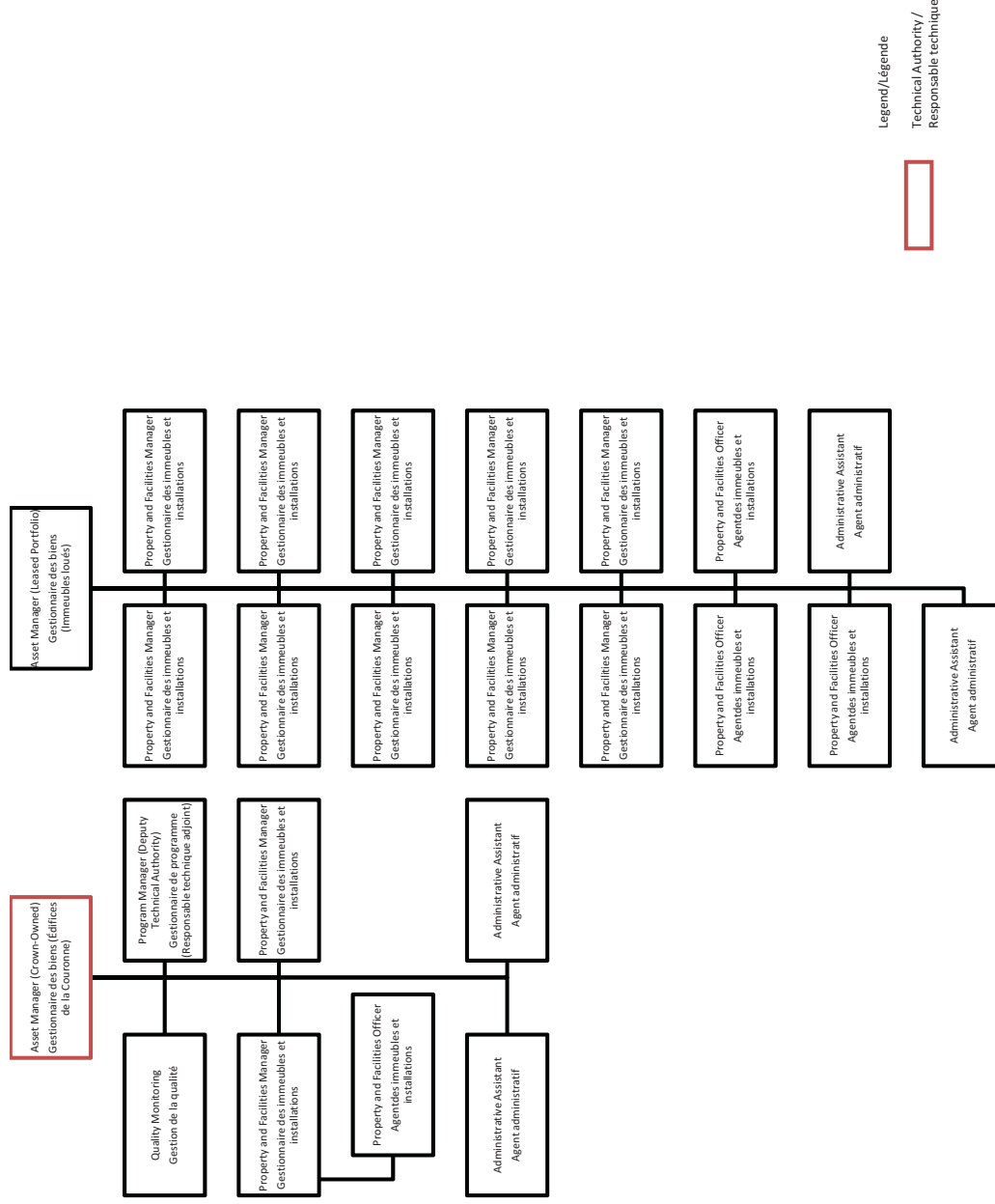
Legend/Légende
Technical Authority /
Responsable technique





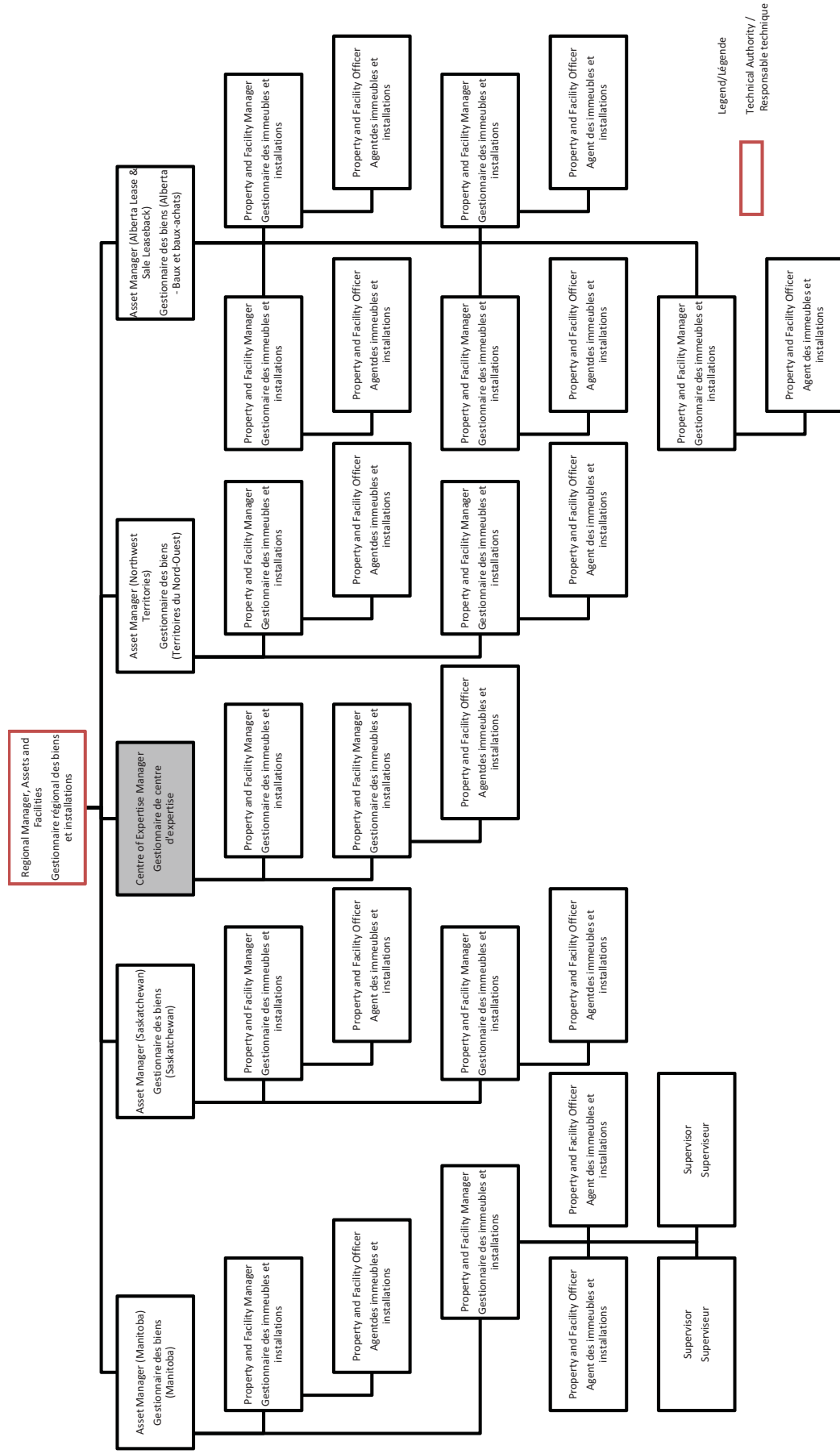
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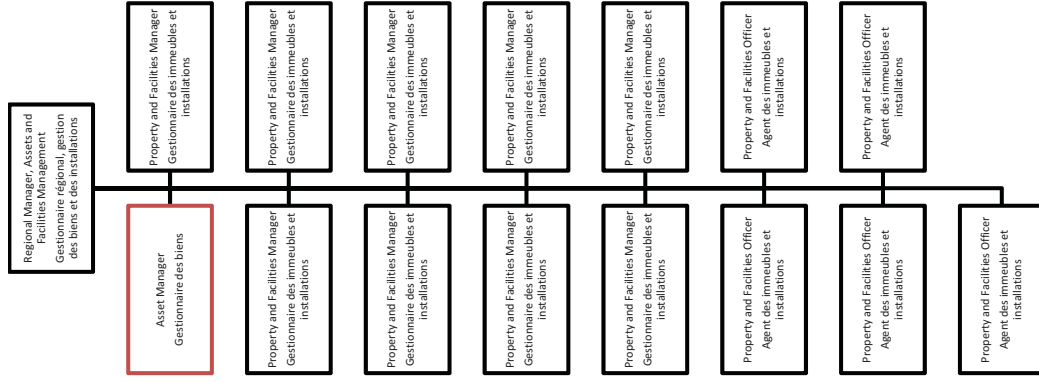
Technical Authority / Responsable technique



Legend / Légende
Technical Authority /
Responsable technique







Legend/Légende
Technical Authority /
Responsable technique

