



**A1. DEPARTMENTAL REPRESENTATIVE**

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**Best Value (Point Rated)  
Request for Proposals (RFP)**

for

Performance of the Work described in  
Appendix “A” – Statement of Work of the  
draft contract.

<b>A2. TITLE</b> AACR Seattle, WA – Property Brokerage Services		
<b>A3. SOLICITATION NUMBER</b> ARA-SEATL-SVC-13137	<b>A4. PROJECT NUMBER</b> N/A	<b>A5. DATE</b> March 4, 2014
<b>A6. RFP DOCUMENTS</b> <ol style="list-style-type: none"> <li>1. Request for Proposals (RFP) title page</li> <li>2. Submission Requirements and Evaluations (Section “I”)</li> <li>3. Price Proposal (Section “II”)</li> <li>4. General Instructions (Section “III”)</li> <li>5. Statement of Work (Appendix “A”)</li> <li>6. The attached draft Contract</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. PROPOSAL DELIVERY</b> <p>In order for the proposal to be valid, it must be received no later than 10:00 on April 15, 2014 as per Seattle, WA) referred to herein as the “Closing Date”.</p> <p>Email file size cannot exceed 3MB. Electronic proposals must have two (2) separate files attached, the first must be labelled "<b>Technical Proposal</b>" the second must be labelled "<b>Price Proposal</b>". Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p><b>Electronic proposals must be sent only to the following email address:</b>          Email: <a href="mailto:acr-contracts@international.gc.ca">acr-contracts@international.gc.ca</a>          Solicitation Number: ARA-SEATL-SVC-13137</p> <p>Please note that electronic Proposals must not be copied to any other address or individual. Failure to comply will be grounds for disqualification and proposal will not be evaluated.</p> <p>Please ensure that request of confirmation of receipt of proposal should be sent to:           Attention: Ms Beyan Al-Ghosen          E-mail: <a href="mailto:Beyan.Al-Ghosen@international.gc.ca">Beyan.Al-Ghosen@international.gc.ca</a>          Telephone: 613-960-2771          Solicitation #: ARA-SEATL-SVC-13137</p>		
<b>A8. PRICE PROPOSAL</b> <p>All the information required in section SR3 must appear on Section “II” - Price Proposal ONLY and attached as an attachment marked “Price Proposal”. Failure to comply will result in the entire proposal being declared non-compliant and rejected from further consideration.</p>		
<b>A9. ENQUIRIES</b> <p>All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative no later than three (3) calendar days prior to the Closing Date and Time in order to allow sufficient time to provide a response.</p>		
<b>A10. LANGUAGE</b> <p>Proposals shall be submitted in English or French.</p>		
<b>A11. CONTRACT DOCUMENTS</b> <p>The draft contract which the selected Proponent will be expected to execute is included with this RFP. Proponents are advised to review it in detail and identify any problematic clauses to the Departmental Representative in accordance with A9. - Enquiries. Her Majesty reserves the right not to make any amendment(s) to the Contract Documents.</p>		
<b>A12. PROPONENT CONFERENCE (IF ANY)</b> <p>A mandatory proponents' site visit will be held at 10:00 at 948 11<sup>th</sup> Avenue E on March 31, 2014.</p> <p>Proponents are requested to confirm their attendance with the Departmental Representative three (3) calendar days prior to the site visit.</p>		

## SECTION "I" – SUBMISSION REQUIREMENTS AND EVALUATIONS

**SR1 INTRODUCTION**

- 1.1** This section outlines the information Proponents are required to submit. To qualify, Proponents must meet the mandatory requirements set out in the RFP. Proposals not meeting the Mandatory Requirements will not be given any further consideration. Submissions meeting the Mandatory Requirements shall be evaluated according to the criteria and point rating set out in SR2 – Technical Proposal and SR3 – Price Proposal. Should Her Majesty elect to proceed with a contract, the Proponent with the highest score will be awarded the Contract.
- 1.2** The evaluation will be based solely on the content of the responses and any correctly submitted amendments. No assumptions should be made that Her Majesty has any previous knowledge of the Proponents' qualifications other than that supplied pursuant to this RFP.

**SR2 TECHNICAL PROPOSAL (70 POINTS)**

Technical Proposals **must not** exceed thirty (30) single-sided pages of 8½ "x 11" paper, minimum type face 10 pts. All material shall be printed on 8.5" x 11" or A4 paper. Material exceeding the thirty (30) page maximum will **NOT** be considered. For the sake of clarity and comparative evaluation, Proponents should respond using the same subject headings and numbering structure in this document.

Proponents must obtain, at minimum, a rating of "adequate" on the criteria set out in SR2.1, SR2.2 and SR2.3. Note that "adequate" ratings are defined below for each evaluation component. Proposals not meeting this requirement will not be given any further consideration.

**2.1 Corporate Experience (30 points)****Intent:**

**Mandatory Requirement:** It is mandatory that the Contractor submitting the proposal have a permanent office in Seattle, WA, have provided realtor services within the area for at least the past five years and have completed at least twenty (20) sales in the area during that time. Failure to demonstrate these requirements will deem the proposal non-compliant.

Evaluate the proponent's recent corporate experience on projects of similar size and scope. Adequate experience consists of a minimum of twenty (20) property transactions within the last five (5) years for which the Proponent has been the selling agent including:

- 2.1.1** total dollar value of completed comparable sales transactions in 2013;
- 2.1.2** total number of completed comparable transactions in 2013;
- 2.1.3** total dollar value of completed comparable sales transactions in 2012;
- 2.1.4** total number of completed comparable transactions in 2012.

To achieve a score above adequate, proponents should demonstrate experience more closely related to the Statement of Work (sale of residential units for diplomatic missions or like institutions with elaborate approval processes). Proponents should also demonstrate transactions above the minimum seven (7).

**Information to be submitted:**

The response to be provided here can consist of existing material (brochure, corporate profiles, reference letters, etc.) To facilitate evaluation, information on specific projects must include:

- 2.1.5** A description of the agency's history/background including number of years in operation, number of offices/staff, area(s) of expertise;
- 2.1.6** For each project, the Proponent should indicate;

- 2.1.6.1 title of property(s), location (city, country);
- 2.1.6.2 brief description of project scope including client, list/selling price and schedule;
- 2.1.6.3 type of property(s);
- 2.1.6.4 date of transaction; and
- 2.1.6.5 corporate role in project.

- 2.1.7 Provide details of any qualifications, including memberships and professional bodies, area of specialization of the members of staff who will be involved in this project.
- 2.1.8 Does the firm carry Errors & Omissions or Professional Indemnity Insurance? If so, state the nature and level of the coverage. Is the firm currently, or has it been in the past five (5) years, involved in any litigation? If yes, please provide details.
- 2.1.9 Provide copies of the firm's standard listing agreement (exclusive and non-exclusive). Details of the agreement should include the proposed listing period, notice period(s) for termination, proposed commission rate(s) payable by the Vendor within 30 days of sale completion.

**Rating:**

Significantly exceeds the requirement 26-30	Exceeds the requirement 16-25	Adequate 15	Does not meet the requirement 0-14
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**2.2 Experience of Personnel (25 points)****Intent:**

Evaluate the recent experience of the proposed lead personnel on projects of similar size and scope. Adequate experience consists of seven (7) property sale transactions within the past two (2) years.

To receive a score above adequate, proponents should demonstrate that the proposed resources have experience with the sale of residential units for diplomatic missions (or like institutions with elaborate approval processes) within the past five (5) years.

**Information to be submitted:**

- 2.2.1 Names of proponent's lead and team members assigned to this project, their years of real estate experience, area(s) of specialization, details of any qualifications, including membership of professional bodies.
- 2.2.2 For each project, the Proponent should indicate:
  - 2.2.2.1 title of project(s), location (city, country);
  - 2.2.2.2 brief description of project scope including client, type of property(s), list/selling price and schedule;
  - 2.2.2.3 date of transaction and corporate role in project.

**Rating:**

Significantly exceeds the requirement 23-25	Exceeds the requirement 14-22	Adequate 13	Does not meet the requirement 0-12
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**2.3 Marketing Plan (15 points)****Intent:**

Evaluate the proponent’s strategy for delivering the Project. Adequate response consists of a thorough review of the market for the specific neighbourhood as well as an effective means of establishing a marketing strategy. For a proposal to receive higher marks, it should elaborate on the marketing strategy and describe in detail various components that could affect the marketability of the property.

**Information to be submitted:**

- 2.3.1 Indicate the type(s) of marketing the agency proposes to use to promote the property for sale, including proposed target buyer(s)/market;
- 2.3.2 Provide a market valuation of the subject property(s) including:
- A written opinion with justification of the property listing price
  - Anticipated final sale price of the property being sold by Canada
  - Factors that were taken into account to determine the list and anticipated sale price.
  - Please describe your firm’s access to information which would assist in the sale of the property and the sources of data available.

**Rating:**

Significantly exceeds the requirement 13-15	Exceeds the requirement 9-12	Adequate 8	Does not meet the requirement 0-7
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**SR3 PRICE PROPOSAL (30 POINTS)**

3.1 **All the information required in section SR3 must appear on Section “II” - Price Proposal ONLY and submitted as a separate attachment in the email marked “Price Proposal”.** Failure to comply will result in the proposal being declared non-compliant and rejected from further consideration. Price Proposals will only be opened after the evaluation of the Technical Proposal is completed. If it becomes clear that the Price Proposal Score would not alter the standing of any proposal, that Price Proposal attachment will NOT be opened.

**3.2 Fixed Price**

Proponents shall quote an all-inclusive Fixed Percentage Price on the form attached as Section “II” - Price Proposal. The Fixed Percentage Price must include, but not necessarily be limited to, all marketing expenses, all costs resulting from the performance of the Work as described in this RFP, all costs resulting from the performance of any additional Work described in the Proponent’s proposal (unless clearly described as an option), all travel, living costs and all overhead costs including disbursements, marketing costs and duties (including import duties) and taxes other than the Proponent’s Output VAT payable on the Fixed price.

Proponents must comply with the following:

- 3.2.1 In addition to the Fixed Price, Proponents must provide a detailed summary of the applicability, amount and administration of the payment of all taxes (including VAT as per PP3 – although not included in the Fixed price) and duties (including import duties) payable in respect of the Work as a result of entering into a contract with the Proponent, as well as any possible exemption from all or part of same;
- 3.2.2 All payments shall be made according to the terms of payment set out in the attached Contract;
- 3.2.3 Exchange rate fluctuation protection is not offered; and
- 3.2.4 Price Proposals not meeting above requirements will be declared non-compliant and not be given any further consideration.

**3.3 Rating**

The lowest Fixed Price will score thirty (30) points. Price Proposals costing 150% or more of the lowest Price Proposal will score zero (0) points. Other prices will be scored in arithmetic proportion as per the following formula:

$$\text{Score} = 30 - [(\text{Price Proposal} - \text{lowest Price Proposal}) \times 30 / (\text{lowest Price Proposal} \times 0.5)]$$

Example:

(In this example, Proposal 1 is the lowest priced proposal)

Proposal 1 = 2.5%	Score = 30 pts
Proposal 2 = 3.0%	Score = $30 - [(3.0-2.5) \times 30 / (2.5 \times 0.5)] = 30 - 12 = 18$ pts
Proposal 3 = 3.5%	Score = $30 - [(3.5-2.5) \times 30 / (2.5 \times 0.5)] = 30 - 24 = 6$ pts
Proposal 4 = 4.0%	Score = 0 pts
Proposal 5 = 4.5%	Score = 0 pts
Proposal 6 = 5.0%	Score = 0 pts

### 3.4 Price Breakdown

Her Majesty reserves the right to request a breakdown of the components of the Price Proposal should it believe that the price is unreasonable. Failure to provide an adequate breakdown, describing the rationale and expectation used to determine the cost of each component of the Work, may lead to disqualification.

SECTION "II" – PRICE PROPOSAL

Name of Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_-\_\_\_\_ Fax number: (\_\_\_\_) \_\_\_\_-\_\_\_\_

Email: \_\_\_\_\_@\_\_\_\_\_

Fixed percentage Price Proposal  
*(in accordance with SR3.2):* \_\_\_\_\_  
*(state amount in words)*

The Embassy is tax exempt

*All amounts are in the currency specified in the Contract*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Print Name and Capacity*

## SECTION "III" - GENERAL INSTRUCTIONS

**GI1 RESPONSIVENESS**

1.1 For a proposal to be considered valid, it must comply with all of the requirements of this RFP identified as mandatory. Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will".

**GI2 ENQUIRIES - SOLICITATION STAGE**

- 2.1 All enquiries or issues concerning this RFP must be submitted in writing to the Departmental Representative as early as possible within the solicitation period. Enquiries and issues must be received within the timeframe described in A9 to allow sufficient time to provide a response. Enquiries received after that time will not be answered prior to the Closing Date.
- 2.2 To ensure consistency and quality of information provided to Proponents, the Departmental Representative will give notice, in the same manner as this RFP, of any additional information in response to significant enquiries received without revealing the sources of the enquiries.
- 2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Departmental Representative named herein. Non-compliance with this condition during the solicitation period will (for that reason alone) result in the disqualification of your proposal.

**GI3 PROPONENT'S SUGGESTED IMPROVEMENTS DURING SOLICITATION PERIOD**

3.1 Should any Proponent consider that the specifications or Statement of Work contained in this RFP can be improved technically or technologically, the Proponent is invited to make suggestions, in writing, to the Departmental Representative named herein. The Proponent must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Proponent will be given consideration provided they are received by the Departmental Representative within the timeframe described in article A9 to allow sufficient time to provide a response. Her Majesty reserves the right to accept or reject any or all suggestions.

**GI4 PROPOSAL PREPARATION COST**

4.1 The costs, including travel incurred by the Proponent in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract will be the sole responsibility of the Proponent and will not be reimbursed by Her Majesty.

**GI5 PROPOSAL DELIVERY**

- 5.1 Proposals and/or amendments thereto, will only be accepted by the Minister if they are received at the address indicated in A6, on or before the Closing Date and Time specified in A6.
- 5.2 Responsibility for proposal delivery: The Proponent has sole responsibility for the timely receipt of a proposal by Her Majesty and cannot transfer this

responsibility to the Government of Canada. Her Majesty will not assume responsibility for proposals that are directed to a location other than the one stipulated in A6.

5.3 Late Proposals: The Minister will return unopened proposals received after the Closing Date and Time specified in A6.

**GI6 VALIDITY OF PROPOSAL**

6.1 Any proposal must remain open for acceptance for a period of not less than ninety (90) days after the Closing Date.

**GI7 RIGHTS OF CANADA**

- 7.1 Her Majesty reserves the right:
- 7.1.1 during the evaluation, to submit questions to or conduct interviews with Proponents, at Proponents cost, upon forty eight (48) hours notice, to seek clarification or to verify any or all information provided by the Proponent with respect to this RFP;
- 7.1.2 to reject all proposals received in response to this RFP if it/they fail to meet the objectives of the requirement within the boundaries imposed by Her different stakeholders;
- 7.1.3 to accept any proposal in whole or in part without prior negotiation;
- 7.1.4 to cancel and/or re-issue this RFP at any time;
- 7.1.5 to award one or more contracts, if applicable;
- 7.1.6 to retain all proposals submitted in response to this RFP;
- 7.1.7 not to accept any deviations from the stated terms and conditions;
- 7.1.8 to incorporate all, or any portion of the Statement of Work, Request for Proposals and the successful proposal in any resulting contract; and
- 7.1.9 not to contract at all.

**GI8 INCAPACITY TO CONTRACT WITH GOVERNMENT**

- 8.1 Canada may reject a proposal where the Proponent, including the Proponent's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- 8.1.1 Section 121, Frauds upon the Government;
- 8.1.2 Section 124, Selling or Purchasing Office; or
- 8.1.3 Section 418, Selling Defective Stores to Her Majesty.  
(Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.)
- 8.2 Where Canada intends to reject a proposal pursuant to a provision of paragraph 8.1, the Departmental Representative will so inform the Proponent and provide the Proponent the ten (10) calendar days within which to make representations, prior to making a final decision on the proposal rejection.

**GI9 INCURRING OF COST**

9.1 No costs incurred before receipt of a signed Contract or specified written authorization from the Departmental Representative can be charged to any resulting contract. In addition, the Contractor is not

to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any government personnel other than the Departmental Representative. The Proponent’s attention is drawn to the fact that the Departmental Representative is the only authority which can commit Her Majesty to the expenditure of the funds for this requirement.

**GI10 PROPONENTS NOT TO PROMOTE THEIR INTEREST IN THE PROJECT**

- 10.1** Proponents must not make any public comment, respond to questions in a public forum or carry out any activities to publicly promote or advertise their interest in this Project.

**GI11 PROPERTY OF HER MAJESTY**

- 11.1** All correspondence, documents and information provided to the Minister by any Proponent in connection with this RFP will become the property of Her Majesty and may be released pursuant to the Canadian Federal Access to Information Act and the Privacy Act.

**GI12 RIGHTS OF UNSUCCESSFUL PROPONENTS**

- 12.1** Proponents are reminded that all materials submitted by them in either paper or electronic form, including architectural and engineering design drawings, specifications, photographs, etc. shall, upon opening of the envelope by Canadian officials at the local embassy or in Ottawa, become the property of the Canadian government. In consequence, they will not be returned to the unsuccessful Proponents of this tender competition. The keeping of such information by Canada is necessary to ensure that, in the event of a future internal audit of the tender process, or in the

event of a challenge by one of the unsuccessful Proponents to this tender process, all the documents submitted by competing Proponents are available and not tampered with. Nevertheless, complete copyright in those materials will of course remain with the copyright owners of the materials submitted; Canada assures Proponents that it will at no time use those materials for any commercial purposes without the written consent of the authors.

**GI13 PRICE SUPPORT**

- 13.1** In the event that the Proponent's bid is the sole responsive proposal received, the Proponent must provide, on the Minister's request, one or more of the following price support if applicable:
- 13.1.1** a current published price list indicating the percentage discount available to the Minister;
  - 13.1.2** copies of paid invoices for like services performed for other customers or for like items (same quantity and quality) sold to other customers;
  - 13.1.3** a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., profit;
  - 13.1.4** price or rate certification;
  - 13.1.5** any other supporting documentation as requested by the Minister.

**GI14 INTERPRETATION**

- 14.1** In this RFP, “Her Majesty”, “the Minister” or “Canada” means Her Majesty the Queen in right of Canada, as represented by the Minister of Foreign Affairs.