

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**
Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave. Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6
Bid Fax: (780) 497-3510

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

Comments - Commentaires

Title - Sujet Market Survey Report for Residential	
Solicitation No. - N° de l'invitation EP721-151811/A	Date 2015-04-23
Client Reference No. - N° de référence du client PWGSC-EP721-151811	
GETS Reference No. - N° de référence de SEAG PW-\$EDM-305-10425	
File No. - N° de dossier EDM-4-37257 (305)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2015-05-19	Time Zone Fuseau horaire Mountain Daylight Saving Time MDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Campbell (EDM), Brad	Buyer Id - Id de l'acheteur edm305
Telephone No. - N° de téléphone (780) 721-5224 ()	FAX No. - N° de FAX (780) 497-3510
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA ATB PLACE NORTH, 5TH FLOOR 10025 JASPER AVE EDMONTON Alberta T5J1S6 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
ATB Place North Tower
10025 Jasper Ave./10025 ave Jasper
5th floor/5e étage
Edmonton
Alberta
T5J 1S6

Delivery Required - Livraison exigée See Herein	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

EP721-151811/A

Amd. No. - N° de la modif.

File No. - N° du dossier

EDM-4-37257

Buyer ID - Id de l'acheteur

edm305

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

PWGSC-EP721-151811

CCC No./N° CCC - FMS No/ N° VME

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**Market Survey Report for Residential Properties in
Fort Simpson, Fort Smith, Hay River, Inuvik, Norman Wells And Yellowknife, Northwest Territories**

TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION	3
1.1 STATEMENT OF WORK.....	3
1.2 DEBRIEFINGS	3
1.3 TRADE AGREEMENTS	3
1.4 COMPREHENSIVE LAND CLAIM AGREEMENTS	3
PART 2 - BIDDER INSTRUCTIONS	3
2.1 STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS.....	3
2.2 SUBMISSION OF BIDS.....	3
2.3 FORMER PUBLIC SERVANT.....	3
2.4 ENQUIRIES - BID SOLICITATION.....	5
2.5 APPLICABLE LAWS.....	5
PART 3 - BID PREPARATION INSTRUCTIONS.....	6
3.1 BID PREPARATION INSTRUCTIONS	6
PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION	7
4.1 EVALUATION PROCEDURES.....	7
4.2 BASIS OF SELECTION.....	8
PART 5 - CERTIFICATIONS.....	8
5.1 CERTIFICATIONS PRECEDENT TO CONTRACT AWARD.....	9
PART 6 - RESULTING CONTRACT CLAUSES	10
6.1 SECURITY REQUIREMENTS	10
6.2 STATEMENT OF WORK.....	10
6.3 STANDARD CLAUSES AND CONDITIONS.....	10
6.4 TERM OF CONTRACT	10
6.5 AUTHORITIES	10
6.6 PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS	11
6.7 PAYMENT	11
6.8 INVOICING INSTRUCTIONS	12
6.9 CERTIFICATIONS	12
6.10 APPLICABLE LAWS.....	12
6.11 PRIORITY OF DOCUMENTS	12
6.12 SACC <i>MANUAL</i> CLAUSES	13
ANNEX "A" - STATEMENT OF WORK.....	14
APPENDIX "1" - LONG FORM MARKET DATA COMPARABLES CHECKLIST	18
ANNEX "B" - BASIS OF PAYMENT.....	19
ANNEX "C" - COMPREHENSIVE LAND CLAIM AGREEMENT BENEFICIARY INVOLVEMENT - PROGRESS REPORT	20
ANNEX "D" - ABORIGINAL OPPORTUNITIES CONSIDERATION – EVALUATION CRITERIA	21

Solicitation No. - N° de l'invitation
EP721-151811/A
Client Ref. No. - N° de réf. du client
PWGSC-EP721-151811

Amd. No. - N° de la modif.
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PART 1 - GENERAL INFORMATION

1.1 Statement of Work

The Work to be performed is detailed under Article of the resulting contract clauses.

1.2 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.3 Trade Agreements

The requirement is limited to Canadian goods and/or services.

1.4 Comprehensive Land Claim Agreements

This procurement is subject to the following Comprehensive Land Claim Agreements (CLCA):

- Gwich'in Comprehensive Land Claim Agreement, Article 10 - Economic Measures;
- Inuvialuit Final Agreement, Article 16 - Economic Measures ;
- Sahtu Dene and Metis Comprehensive Land Claims Agreement, Article 12 - Government Employment and Contracts ;
- Tlicho Land Claims Agreement, Chapter 26 - Economic Measures

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003** (2014-09-25) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable

the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c.C-17, the [Defence Services Pension Continuation Act](#), 1970, c.D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c.R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c.R-11, the [Members of Parliament Retiring Allowances Act](#), R.S., 1985, c.M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c.C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **YES** [] **NO** []

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **YES** [] **NO** []

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 7 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.5 Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (4 hard copies)
Section II: Financial Bid (1 hard copy)
Section III: Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

Bidders should identify the level and extent of opportunities for Comprehensive Land Claim Agreement (CLCA) beneficiaries to experience benefits from this requirement.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in **Annex "B"**. The total amount of Applicable Taxes must be shown separately.

3.1.2 Exchange Rate Fluctuation

C3011T (2010-01-11), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under Part 5.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Mandatory requirements are evaluated on a simple pass or fail basis. To be considered responsive, a bid must meet **all** of the following **Mandatory Criteria AT BID CLOSING**. Failure by Bidders to meet any of the mandatory requirements will render the Bidder's proposal non-responsive.

- M1** The bidder must clearly demonstrate that the proposed resource has a minimum of 1 years experience in the last 5 years completing comprehensive real estate market surveys North West Territories, Nunavut or the Yukon.

The Bidder and its proposed resource should demonstrate using project descriptions which include:

- a) Project description
- b) Project time frame in date & total months (ex: Jan 2005 to Jan 2006 – 12 months)
- c) Objective and outcome of the project
- d) Name and description of client organization
- e) Name and phone number of client reference
- f) Scope and size in dollars
- g) Contribution of the proposed resource to the project

Note that the month(s) of experience listed for a project whose time frame overlaps that of another referenced project will only be counted **once**. For example, Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002. The total month of experience for these two referenced projects is seven (7) months. Bidders are encouraged to insert in brackets the exact numbers of months claimed for the cited project whose timeframe overlap with another project.

Résumés for Proposed Resources: Unless specified otherwise in the RFP, the technical bid must include résumés for the consultant(s) identified in the bid solicitation that demonstrate that each proposed individual meets the requirement(s).

M2 The bidder must clearly demonstrate that the proposed resource is a member in good standing of the Appraisal Institute of Canada (and possess the AACI designation) or l'Ordre des évaluateurs agréés du Québec (and possess the ÉA designation). The bidders name and designation must appear in their association's current directory of designated members.

Education: Academic Certification (Degree, etc) must be obtained through a recognized academic institution in the field of expertise.

The consultant(s) proposed must meet the education requirements for the category for which they are being proposed. Where the RFP requests the Supplier to provide information about the education of the proposed individual(s), the individual(s) must have obtained its education from a recognized* Canadian university, college or high school, or the equivalent as established by a recognized* Canadian academic credentials assessment service, if obtained outside Canada.

*The list of recognized organizations can be found under the Canadian Information Centre for International Credentials website, at the following Internet link: <http://www.cicic.ca/indexe.stm>.

4.1.2 Financial Evaluation

4.1.1.1 The total evaluated bid price will be determined using the prices provided in the Basis of Payment of Annex "B" and will be calculated as follows:

- (a) The Bidder is to provide a firm lot price under section A.
- (b) The firm lot price will then be reduced by the Aboriginal Opportunities Consideration percentage, as determined in Annex "D", to obtain the total evaluated bid price.

4.1.1.2 SACC Manual Clause

SACC *Manual* Clause [A0220T](#) (2014-06-26), Evaluation of Price

4.2 Basis of Selection

4.2.1 Basis of Selection – Mandatory Technical Criteria

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and associated information to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to comply with the request of the Contracting Authority and to provide the certifications within the time frame provided will render the bid non-responsive.

5.1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions [2003](#) (. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

5.1.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](#)" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

5.1.3 Additional Certifications Precedent to Contract Award

5.1.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the services offered are Canadian services as defined in paragraph 4 of clause [A3050T](#).

5.1.3.1.1 SACC Manual clause [A3050T](#) (2014-11-27) Canadian Content Definition

5.1.3.2 Status and Availability of Resources

5.1.3.2.1 SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

5.1.3.3 Education and Experience

5.1.3.3.1 SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

6.1 Security Requirements

There is no security requirement applicable to this Contract.

6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A and the Contractor's technical bid entitled TBD, dated TBD.

6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual)(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

6.3.1 General Conditions

2010B (2014-09-25), General Conditions – Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award to 31 March 2016 inclusive.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Brad Campbell
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
ATB Place North Tower (Telus Plaza North)
5th floor, 10025 - Jasper Avenue,
Edmonton, AB T5J 1S6

Telephone: 780-721-5224
Facsimile: 780-497-3510
E-mail address: brad.campbell@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

6.5.2 Project Authority

The Project Authority for the Contract is: TBD

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however, the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

6.5.3 Contractor's Representative

Name: _____
Title: _____
Telephone: _____
Facsimile: _____
E-mail: _____

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid a firm price, as specified on Annex B for the cost of \$_____. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.2 Limitation of Price

SACC Manual Clause 6C000C (2011-05-16), Limitation of Price

6.7.3 Single Payment

SACC Manual clause H1000C (2008-05-12), Single Payment

6.7.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 – Direct Request by Customer Department
C0705C (2010-01-11), Discretionary Audit
C0710C (2007-11-30), Time and Contract Price Verification

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of the release document and any other documents as specified in the Contract;
- b. a copy of the Comprehensive Land Claim Agreement beneficiary involvement progress report.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications

6.9.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

6.9.3 SACC Manual Clauses

A3060 (2008-05-12) Canadian Content Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Alberta.

6.11 Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;

Solicitation No. - N° de l'invitation
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-
- (a) the general conditions 2010B (2014-09-25) General Conditions – Professional Services (Medium Complexity);
- (b) Annex A, Statement of Work;
- (c) Annex B, Basis of Payment;
- (d) the Contractor's bid dated _____ (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award: “, as clarified on _____” or “, as amended on _____” and insert date(s) of clarification(s) or amendment(s)*)

6.12 SACC Manual Clauses

A7017C (2008-02-12), Replacement of Specific Individuals

A9068C (2010-01-11) Government Site Regulations

B9028C (2007-05-25), Access to Facilities and Equipment

G1005C (2008-05-12) Insurance

ANNEX "A" - STATEMENT OF WORK

Market Survey Report for Residential Properties in Fort Simpson, Fort Smith, Hay River, Inuvik, Norman Wells And Yellowknife, Northwest Territories

Project Specifications:

Background

We have been asked by an internal client to undertake a Market Survey Report (MSR) for a total of six communities located at Fort Simpson, Fort Smith, Hay River, Inuvik, Norman Wells and Yellowknife.

The *purpose* of the reports are to estimate the lease rental range (for the various space/building types above), based on the most relevant market data under the following definition:

Market Rent which may be defined as the rental income that a property would most probably command in the open market: indicated by current rents paid and asked for in comparable space as of the date of the appraisal/survey.

The *function* of the reports are to assist PWGSC in negotiating/setting a fair market- based rent for current and future negotiations/transactions, and to establish market rental rates for Crown owned housing.

The information that our client is seeking is a comprehensive survey and analysis of various Residential dwelling unit types in six communities in the Northwest Territories.

Essentially,

Residential: Current rents/rates for the following residential unit types;

- Single Family Detached (SFD) of 3 & 4 - Bedroom,
- Townhouse Row Housing of 3 & 4 - Bedroom,
- Duplex Housing 3 - Bedroom
- Apartments of 1 & 2 - Bedroom,
- Rental rates for all the above are to be provided excluding utilities and furniture
- **Lease term: The rents are to be expressed on a monthly basis.**
- Typical operating/utilities costs for all the above by residential unit type and size (i.e.# of bedrooms) are to be provided separately, broken down by utility type, and expressed on a per sq. mete per year basis
 - Electricity;
 - Charges for the Supply of Water to the premises;
 - Charges for Sewer and garbage removal;
 - Charges for heating fuel for the premises
 - Other (as applicable)

Important Note: the apartments, row houses or single family detached must contain a **minimum** gross floor area per unit as follows:

One (1) bedroom.....	65 m2
Two (2) bedrooms.....	85 m2
Three (3) bedrooms.....	115 m2
Four (4) bedrooms.....	130 m2

Important Note: the minimum number of buildings/units acceptable for inclusion in this Survey is as follows for each community location:

Fort Simpson:

Single Family Detached Dwellings
Three (3) bedroom SFD's – 11 units
Four (4) bedrooms SFD's – 5 units

Duplex Housing
Minimum number of buildings to be surveyed – 6 units containing 3 bedrooms

Fort Smith:

Single Family Detached Dwellings
Three (3) bedroom SFD's – 9 units
Four (4) bedrooms SFD's – 3 units

Hay River:

Single Family Detached Dwellings
Three (3) bedroom SFD's – 18 units
Four (4) bedrooms SFD's – 2 units

Inuvik:

Single Family Dwellings
Three (3) bedroom SFD's – 27 units
Four (4) bedrooms SFD's – 12 units

Duplex Housing
Minimum number of buildings to be surveyed – 10 units containing 3 bedrooms

Apartment Buildings
Minimum number of building complexes to be surveyed – 1
(containing a minimum of 8 – 1B/R, 8 – 2B/R units)

Norman Wells:

Single Family Detached Dwellings
Three (3) bedroom SFD's – 1 units

Duplex Housing
Minimum number of buildings to be surveyed – 4 units containing 3 bedrooms

Yellowknife:

Single Family Dwellings
Three (3) bedroom SFD's – 18 units
Four (4) bedrooms SFD's – 35 units

Townhouse Housing
Minimum number of building complexes to be surveyed – 19

(containing a minimum of 103 - 3 B/R, and 27 - 4 B/R units)

Duplex Housing

Minimum number of buildings to be surveyed – 26 units containing 3 bedrooms

Apartment Buildings

Minimum number of building complexes to be surveyed – 11

(containing a minimum of 30 - 1B/R, 16 - 2B/R units)

In this exercise a **long version** comparables checklist (in the **exact** format provided in the file Long Form Market Data Comparables Checklist.xls) must be completed for each comparable Rental Housing Unit (RHU).

No modifications are to be made to the format of the spreadsheet, as it will be used to import the information into a database. The photograph .jpeg name must be inserted into the respective row as a photograph must be provided for each comparable.

The concluded rental ranges for each unit type and bedroom count will be presented based on age (new or newer units vs. older units) and by location within Yellowknife, based on the findings of the surveyed buildings/units, and by the appraisers' observations and judgment.

In addition, a discussion of the current market conditions, for each unit type, including, (but not limited to), the major players (owners and tenants), motivations, nuances in the market, and all other pertinent information (past and present) that impacts this segment of the market.

Dwelling unit types with limited detail representative of each benchmark will be provided upon award of the contract.

Survey Report-Format/Contents:

The appraiser will provide a current, summary market overview, and how it impacts residential housing in each respective community of Fort Simpson, Fort Smith, Hay River, Inuvik, Norman Wells and Yellowknife.

Each 'comparable' identified in the survey will contain the following information; (one page for each comparable)

- Address, legal description, year built, exterior picture of the building, brief location/neighbourhood description, brief building description /general condition, tenant(s) (if available), assessment and taxes, and rental rate per month, and lease term/expiry(if applicable).

A summary chart for each building/unit type including all the 'comparables' identified and included in the survey is also required. The summary chart will include;

Residential: Comparable/Index number, address, type (i.e. row), #of bedrooms, size (m2), rent /month, rent per m2.

Additional Survey Requirements - Projected/Forecast Rents/Rates and Expenses

In addition to current market conditions, we also require your projections/forecast, as to future market conditions. This forecast will be presented in a separate section of the Survey Report, (to avoid any confusion) for the foreseeable future, (one year) based on the appraiser's knowledge of the local market in all six subject communities. For example, public and private sector announcements (recent or expected) policies, new funding, new initiatives, inflationary/deflationary pressures, vacancy rates, demand, etc., that will (or may) impact the local residential markets in the Survey.

The data collected will include;

- Current availability (i.e. vacant or upcoming lease expiry) for residential and their asking rents/rates,
- Current and projected vacancy rates,
- Current and projected/anticipated supply and demand changes for residential space

Based on all the above, we are asking for;

- A discussion and projection/forecast of expected increases/decreases in rents/rates and expenses for residential - (by type and number of bedrooms), for each respective community. **The projection/ forecast timeframe is to be one year from the effective date of the Survey.**

Deliverables

The Market Survey Report will incorporate all the communities of Fort Simpson, Fort Smith, Hay River, Inuvik, Norman Wells and Yellowknife into one report.

The effective date of the survey should be a specified date, (i.e. as of the date of the inspection)

The appraiser will provide a report as defined by PWGSC Guidelines -1B5 Valuation Program Products in Support of Leasing/Letting Activities. The Guidelines can be found at the following link;

<http://www.tpsgc-pwgsc.gc.ca/biens-property/vlt/n/1b5-eng.html#app2>

The appraiser will provide a **draft report** for review purposes to the Valuation Program prior to finalizing the report. This draft report must be submitted to the Valuation Program **no later than 10 weeks after contact award.**

The appraiser will e-mail an electronic copy of the **draft** report(s) to the Project Authority, for review and acceptance by PWGSC.

The appraiser must provide adequate response and/or revision to the Valuation Program in respect to any ambiguities, contradictions, concerns or issues that may arise as a result of the review of the completed draft report undertaken by the Valuation Program, Public Works and Government Services Canada.

Upon acceptance by PWGSC of the report(s) including any necessary revisions, one electronic copy (in PDF format) of the **finalized** (signed) report is to be delivered to the Project Authority at PWGSC.

The appraisal report must be completed and signed by a member in good standing of the Appraisal Institute of Canada (AACI) or l'Ordre des évaluateurs agréés du Québec (ÉA). Accordingly, the report must comply with the standards of the member's association.

Solicitation No. - N° de l'invitation
EP721-151811/A
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PWGSC-EP721-151811

Amd. No. - N° de la modif.
File No. - N° du dossier
EDM-4-37257

Buyer ID - Id de l'acheteur
edm305
CCC No./N° CCC - FMS No./N° VME

APPENDIX "1" - LONG FORM MARKET DATA COMPARABLES CHECKLIST

Attached as a separate document

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ANNEX "B" - BASIS OF PAYMENT

- Firm prices are to include the supply of labour, supervision, materials, equipment, tools, travel/meals/accommodation, permits and general overheads, necessary for the contractor to provide the services in accordance with the Statement of Work, Annex "A", contained herein.
- FOB Destination for all deliverables / reports.
- Prices quoted are to remain firm for the duration of the Contract.
- Prices quoted do not include Applicable Taxes. However, Applicable Taxes will be added as a separate item on any invoices issued against this contract.

Section A

Item	Description	Unit	Firm Price (CAD)
1.	Firm Lot Price for Appraisal Services as defined in the Statement of Work - Annex A	1 Lot	\$ _____
Total Firm Price (CAD)			\$ _____

APPLICABLE TAXES:

The Total Estimated Applicable Taxes is not included in the amounts above. The Applicable Taxes is to be shown as a completely separate item on each invoice.

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**ANNEX "C"- COMPREHENSIVE LAND CLAIM AGREEMENT BENEFICIARY INVOLVEMENT -
 PROGRESS REPORT**

The Contractor hereby agrees to provide information on CLCA Beneficiary involvement, as per the format below;

Supplier Name		Contract Name:	
Contract Number:		Period Covered	
Contracting Authority Name:		Brad Campbell	

Record of involvement for this reporting period

CLCA Opportunity	(A) CLCA Hrs / Dollars	(B) Total Hrs / Dollars (CLCA and Non-CLCA)	% of CLCA to Total (A) / (B)
Sub-contracting			

(C) Total Accumulated CLCA Sub-contracting Dollars to date:		
(D) Total Accumulated Sub-contracting Dollars to date:		
Percentage of CLCA Sub-contracting Dollars to date (C/D):		

NIL REPORT: We have not done any business with the federal government for this period []

PREPARED BY:

NAME:

TELEPHONE NO.:

SIGNATURE:

DATE:

ANNEX “D” - ABORIGINAL OPPORTUNITIES CONSIDERATION – EVALUATION CRITERIA

This procurement is subject to the following Comprehensive Land Claim Agreements:

- Gwich'in Comprehensive Land Claim Agreement, Article 10 - Economic Measures;
- Inuvialuit Final Agreement, Article 16 - Economic Measures ;
- Sahtu Dene and Metis Comprehensive Land Claims Agreement, Article 12 - Government Employment and Contracts ;
- Tlicho Land Claims Agreement, Chapter 26 - Economic Measures

OPTIONAL:

This Annex allows the bidder the opportunity to receive a price deduction on their total assessed bid price by addressing the opportunity for Comprehensive Land Claim Agreement (CLCA) Beneficiary Involvement in the performance of this contract.

FOR EVALUATION PURPOSES ONLY, a deduction of up to 5% may be taken from the “total assessed bid price” based on the provision of proof that the bidder has addressed the following CLCA beneficiary evaluation criteria. Proof of efforts and/or commitments made by suppliers should include, but not be limited to, the names of persons or companies contacted and the nature of the undertakings at the time of the submission and as applicable.

For each point earned against the evaluation criteria below, an equivalent percentage will be deducted from the bidders total assessed bid price.

Item	Description	Score	Percentage deduction
1.	<p>Offices - the existence or creation of head offices, administrative offices or other facilities in any of the applicable Comprehensive Land Claim Agreements areas.</p> <p>Bidder has demonstrated the existence or creation of:</p> <p>1 point – 1 Office or other facilities 2 points – 2 or more Office(s) and/or other facilities</p> <p>Points are not cumulative.</p>		
2.	<p>Sub-Contracting – the employment of participants labour, engagement of participants professional services, or use of suppliers that are participants or participant firms which can act as sub-contractors in assisting with the carrying out of the contract.</p> <p>CLCA beneficiary (participants) Engagement to be evaluated as a percentage of contract value to be spent/directed towards participant suppliers against the total estimated value for the whole project.</p> <p>Note: if the Bidder itself is a Participant Firm, they may include their portion of the contract into the Participant Supplier Engagement value.</p> <p>1 point – 20% to 44% of total contract value</p>		

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	2 points – 45% to 69% of total contract value 3 points – 70% to 100% of total contract value Points are not cumulative.		
	Maximum total points available	5	
	Maximum percentage deduction earned		

Property Condition

Excellent
Very Good
Good
Average
Poor

Neighbourhood Condition

Excellent
Very Good
Good
Average
Poor

Housing Type

1 Storey
1.5 Storey
2 Storey
3 Storey
Bi Level
Mobile Home
Split Level
Row House
Unknown

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Housing Form	Parking Type	Basement Type	Province
Detached	Surface	None	NB
Apartment	Single Carport	Partial - Unfinished	NL
Semi Detached	Double Carport	Partial - Partially finished	NS
Duplex	Single Detached Garage	Full - Unfinished	PE
Triplex	Single Attached Garage	Full - Partially finished	AB
Fourplex	Single Underground Stall	Full - Fully finished	
Stacked Townhousing	Double Detached Garage	Raised full - unfinished	
Townhousing	Double Attached Garage	Raised full - partial finished	
Garage	Double Underground Stall	Raised full - fully finished	
Unknown	Triple Detached Garage	Raised partial - unfinished	
	Triple Attached Garage	Raised partial - partial finished	
	Triple Underground Stall	Raised partial - fully finished	
	Unknown	Unknown	

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Number	Lease Status	Yes	No	Yes	Source
1	Existing	Yes	No	No	Physical Inspection
2	Recently Negotiated	No	Yes	Yes	Telephone Interview
3	Due for Increase				Landlord
4	Not Known				Property Manager
5					Other

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PSLA Checklist for Comparable Properties	Property 1
Address	
Postal Code	
Community	
Province	
Year Constructed	
Source of Information	
Lot Size (Dimensions in metres)	
Housing Form	
Housing Type	
Total Living Area (m ²)	
# 4-pc Baths	
# 3-pc Baths	
# 2-pc Baths	
# Bedrooms	
# Decks / patios	
# Fireplaces	
Parking Type	
Property Condition	
Neighbourhood Condition	
Monthly Rent	
Annual Rent	
Lease Status	
Amenities	
Updated Kitchen	
If yes, provide details of updates, including year completed, if known.	
Updated Bathrooms	
If yes, provide details of updates, including year completed, if known.	
Updated Doors / Windows	

If yes, provide details of updates, including year completed, if known.	
Updated Exterior / Insulation	
If yes, provide details of updates, including year completed, if known.	
Updated Heating	
If yes, provide details of updates, including year completed, if known.	
Updated Electrical	
If yes, provide details of updates, including year completed, if known.	
Appliances Included	
Fridge	
Stove	
Washer	
Dryer	
Dishwasher	
Other	
Additional Comments	
Photo Name	
Current Property Assessment	
Taxes	