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K1A 0S5

**LETTER OF INTEREST  
LETTRE D'INTÉRÊT**

Comments - Commentaires

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

Issuing Office - Bureau de distribution  
Information Products/Produits d'information  
11 Laurier St. / 11, rue Laurier  
Place du Portage, Phase III, 6A2  
Gatineau  
Quebec  
K1A 0S5

<b>Title - Sujet</b> RFI Process	
<b>Solicitation No. - N° de l'invitation</b> EP157-183162/A	<b>Date</b> 2018-03-05
<b>Client Reference No. - N° de référence du client</b> 20183162	<b>GETS Ref. No. - N° de réf. de SEAG</b> PW-\$\$PI-014-74538
<b>File No. - N° de dossier</b> pi014.EP157-183162	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-04-06</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT	
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Mashali, Aryanna	<b>Buyer Id - Id de l'acheteur</b> pi014
<b>Telephone No. - N° de téléphone</b> (819) 420-6387 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III PROMENADE DU PORTAGE Gatineau Quebec K1A0S5 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

## **Request for Information (RFI) – Real Estate Market Data**

### **1. Purpose and Nature of the Request for information (RFI)**

Public Works and Government Services Canada (PWGSC) located in Gatineau, Quebec, is requesting industry feedback regarding the provision of historical and current data on the real estate market that can be used to support analysis and decision-making in the management of its commercial, industrial and office space portfolio.

By issuing this RFI, PWGSC is seeking to better understand the nature of available real estate information products, inform a cost estimate for the project and solicit industry feedback to inform the project approach and a potential request for proposals (RFP).

### **2. Potential Work Scope and Constraints**

Following the RFI solicitation, PWGSC would aim to create a Statement of Work (SOW) to support a potential (RFP) that would be released by PWGSC and available on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca).

### **3. Important Notes to Respondents**

Interested Respondents may submit their responses to the PWGSC Contracting Authority, identified below, by e-mail to:

Name: Aryanna Mashali  
Title: Supply Specialist  
Public Works and Government Services Canada, Acquisitions Branch  
Place du Portage  
11, rue Laurier,  
Gatineau, Quebec K1A 0S5  
Téléphone | Telephone: 819-420-6387  
Courriel | Email: [Aryanna.mashali@tpsgc-pwgsc.gc.ca](mailto:Aryanna.mashali@tpsgc-pwgsc.gc.ca)

A point of contact for the Respondent should be included in the package which included Name, Telephone and E-mail information of the individual we can contact for clarification or additional information.

Changes to this RFI may occur and will be advertised on the Government Electronic Tendering System. Canada asks Respondents to visit [www.Buyandsell.gc.ca](http://www.Buyandsell.gc.ca) regularly to check for changes, if any.

### **Communications during the Posting Period:**

All **Requests for information inquires** must be submitted by email to [Aryanna.mashali@tpsgc-pwgsc.gc.ca](mailto:Aryanna.mashali@tpsgc-pwgsc.gc.ca)

**Subject: RFI- Real Estate Market Data**

#### 4. Closing date for the RFI

The RFI will remain available on [www.buyandsell.gc.ca](http://www.buyandsell.gc.ca) until a formal RFP is released.

However, responses to this RFI with regards to the questions at Annex B are to be submitted to the PWGSC Contracting Authority identified above, **April 6, 2018 at 14H00 Eastern Standard time (EST)**.

#### 5. Draft Statement of Work (SOW)

Annex A contains a preliminary description of the requirement. Suppliers are invited to examine the scope of the work and to respond to the questions in Annex B.

#### 6. Security Requirements

There is no security requirement associated with this RFI; it is not anticipated that a security requirement will be associated with the potential follow-on solicitation.

#### NOTES TO INTERESTED SUPPLIERS

This RFI is neither a call for tender nor an RFP. No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

Although the information collected may be provided as commercial-in-confidence (and, if identified as such, will be treated accordingly by Canada), Canada may use the information to assist in drafting performance specifications (which are subject to change) and for budgetary purposes.

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary or confidential. Please note that Canada may be obligated by law (e.g. in response to a request under the *Access of Information and Privacy Act*) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://lawslois.justice.gc.ca/eng/acts/a-1/>).

Participation in this RFI is encouraged, but is not mandatory. There will be no short-listing of potential suppliers for the purposes of undertaking any future work as a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation.

Respondents will not be reimbursed for any cost incurred by participating in this RFI.

## **ANNEX A – DRAFT STATEMENT OF WORK**

### **1. TITLE**

Market Data on the Office, Commercial and Industrial Real Estate Market for Public Services and Procurement Canada (PSPC), Real Estate Services (RES).

### **2. INTRODUCTION**

PSPC manages one of the largest owned and leased portfolios of office space in Canada and is the Government of Canada's provider of office accommodation to federal public servants across the country. Through its real property business line, PSPC provides federal departments and organizations with affordable, productive work environments, a full range of real property services, as well as strategic and expert advice that supports the Government of Canada in the delivery of programs to Canadians.

PSPC is continually seeking ways to deliver real property and procurement services more efficiently (i.e., smarter, faster and at reduced cost to Canadians). One of the means to achieve this goal in the context of the provision of office and other special purpose space to clients is the creation of a contract for the provision of reliable and high-quality data on the real estate market upon which informed investment decisions can be made.

### **3. BACKGROUND**

PSPC's mission is to deliver high-quality services and programs that meet the needs of federal organizations and ensure sound stewardship on behalf of Canadians. The core mandate of the RES is to deliver quality office accommodation, special purpose space and related services to the government.

PSPC's real property portfolio consists of 6.9 million square metres of space (approximately 50% owned, 50% leased), the majority of which categorized as office and common use space, and accommodates about 250,000 public servants and parliamentarians in more than 1,500 locations across Canada.

### **4. OBJECTIVE**

Real Estate Services requires a Supplier to provide historical (a minimum of five years) and current market data that can be utilized to support analysis and decision-making in the management of its commercial, industrial and office space portfolio.

## **5.0 APPLICABLE DOCUMENTS**

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by PSPC. An electronic version of the Manual is available on the PSPC Web site:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual> .

## 6.0 REQUIREMENTS

The Information Product must provide online access to current and historical market information and should comply with the following:

1. The Information Product should be available and fully functional 24 hours per day, 365 days per week;
2. Access should be secure, password-protected and available concurrently to a large number of PSPC personnel from anywhere in Canada;
3. The Information Product should allow for user-friendly and effective searching, locating and reporting of space currently available for lease or sub-lease. It should also allow for the map-based searches and the identification or grouping of space by type of space (i.e. office, commercial and industrial), market or submarket; specific geographic boundaries; building class; or other characteristics of the space;
4. The Information Product should allow for a comparison of data between properties available for lease;
5. Information should be capable of being downloaded to, and be compatible with, the Microsoft Office software suite (e.g. Microsoft Excel);
6. Historical information (a minimum of five years) for the areas covered by the Information Product should be archived and be accessible for reference by PSPC.
7. The Information Product should provide technical support services to aid employees in using the database and interpreting the information provided. Support services should include, but not be limited to, log-in support, help with passwords, help with downloads or printing and clarification of database information. Technical support availability should ensure adequately service levels in all regions of the country.
8. The Information Product should provide market information on the country's major real estate markets. Respondents should specify, by Census Metropolitan Areas (CMA) or other means, the areas covered by the Information Product. Markets should include:
  - a. Halifax, Nova Scotia
  - b. Montreal, Quebec
  - c. Québec City, Quebec
  - d. Ottawa, Ontario
  - e. Gatineau, Quebec
  - f. Toronto, Ontario
  - g. Winnipeg, Manitoba
  - h. Calgary, Alberta

- i. Edmonton, Alberta
  - j. Vancouver, British Columbia
9. The Information Product should provide PSPC, either within the database Web site or through its support services, with the geographic boundaries of all the relevant submarkets within each area covered.
10. Space Availability — the following information should be available for all space for lease and must be current and accurate:
- a. Address and building name
  - b. Location, with central business district (CBD) or submarket identified
  - c. Owner or management group
  - d. Class of building (A,B,C) or equivalent indicator of building quality rating
  - e. Year built
  - f. Year of last major renovation
  - g. Building designations and certifications (e.g. BOMA, LEED)
  - h. Total office space in building (m<sup>2</sup> or ft<sup>2</sup>)
  - i. Number of floors
  - j. Typical floor size (m<sup>2</sup> or ft<sup>2</sup>)
  - k. Area available for rent (m<sup>2</sup> or ft<sup>2</sup>)
  - l. Asking annual net rent, O&M costs, taxes (value \$/m<sup>2</sup> or \$/ft<sup>2</sup>), where available
  - m. Leasing agent contact (name, telephone number, e-mail address)
11. Market Summary — the Information Product should provide current and historical quantitative information summarizing, for each area covered, the state of the real estate market. Wherever possible, data must be conveyed in tables, graphs or bullet lists. Historical information must be provided based on quarters of years, defined as follows, and updated regularly.
- a. Quarter 1: January to March (required no later than May 15th)
  - b. Quarter 2: April to June (required no later than August 15th)
  - c. Quarter 3: July to September (required no later than November 15th)
  - d. Quarter 4: October to December (required no later than February 15th)
12. The following quarterly information should be provided for each market covered:
- a. Physical inventory parameters — Overall market totals and subtotals for CBD and each submarket, by class of space (office A, B and C; or other):
    - i. Number of buildings
    - ii. Total inventory (m<sup>2</sup> or ft<sup>2</sup>)
    - iii. Direct available space (m<sup>2</sup>), direct vacancy rate (%)
    - iv. Sublet available space (m<sup>2</sup>), sublease vacancy rate (%)
    - v. Total vacant space (m<sup>2</sup>), total vacancy rate (%)
    - vi. Inventory change since last quarterly report (m<sup>2</sup> or ft<sup>2</sup>)
    - vii. Changes to space occupied (m<sup>2</sup> or ft<sup>2</sup>)

Standing Offer No. - N° du contrat  
EP157-183162/A  
Client Ref. No. - N° de réf. du client  
EP157-183162

Amd. No. - N° de la modif.  
File No. - N° du dossier  
pi014. EP157-183162

Buyer ID - Id de l'acheteur  
PI014  
CCC No./N° CCC - FMS No./N° VME

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- viii. Absorption (m<sup>2</sup> or ft<sup>2</sup>), absorption rate (%)
- ix. New supply (m<sup>2</sup> or ft<sup>2</sup>)
- x. Space planned or construction underway (dollar value, number of projects, and m<sup>2</sup> or ft<sup>2</sup>)

- b. Occupancy costs — Overall market averages and averages for CBD and each submarket, by class of space, listed either per rentable square metre or rentable square foot:
  - i. Asking rental rates
  - ii. Operating costs and realty taxes (presented individually, where possible)

13. The database must be provided in English and French.

## **ANNEX B – QUESTIONS**

Answers to the following questions must provide information on the technical challenges and the major commercial and budgetary issues of the requirement described at Annex A.

Answers can be submitted in one of the two official languages of Canada (English or French).

### **Notes:**

1. Suppliers who respond to this Request for Information should identify their potential partners if there is a need to enhance the existing expertise of their company.
2. Suppliers should provide the contact information of a single point of contact, if further questions or clarifications are required.
3. Since this Request for Information is not an RFP and since no contract will be awarded based on this process, Canada reserves the right to see the responses upon receipt, if Canada wants to be able to consult the responses before the closing date.

### **Suppliers are requested to provide answers to the following questions with their response to this Request for Information:**

1. Are any of the draft requirements not achievable? If not, which one(s) and why?
2. How can the draft requirements be improved upon?
3. What is your estimation of the cost and the schedule/timeline associated with your ability to meet this requirement?
4. Are there some elements that prevent the supplier from performing the services stated in Annex A?
5. What useful or value-added features not already included in the SOW could be provided to better meet PSPC's requirement?
6. If the supplier does not have the capacity to provide all required information outlined in Section 6 of Annex A above (i.e. current and historical data for all space types in all markets), specifically what portions of the requirements can they currently meet.
7. If the supplier does not currently have the capacity to provide all required information outlined in Section 6 of Annex A above (i.e. current and historical data for all space types in all markets), what portions of the requirements do they expect to be able to meet in the future and when?
8. In the event PWGSC releases an associated RFP, would the supplier expect PWGSC to agree to a License Agreement or additional Terms and Conditions (including third-party terms and conditions) associated with this requirement? If so, the supplier should provide PWGSC a copy of all their terms for review.
9. How will the supplier price its product (e.g. charge per market, user, site, institution or request; monthly charge for database access)?