

**INVITATION TO SUBMIT AN EXPRESSION OF INTEREST (EOI)
AS TO THE AVAILABILITY OF SPACE FOR LEASE
IN THE CITY OF OTTAWA
FILE NUMBER 5225-2-2020-1**

Public Works and Government Services Canada (PWGSC) is asking interested parties to provide information for a potential lease of space. The space should meet the following criteria:

Section A: Lease Components

1. a lease term of 10 years, commencing on or about September 1, 2021, plus options to extend the lease for three (3) additional periods of two (2) years each;
2. approximately 1,260.0 usable square metres (um²) of contiguous commercial/office space;
3. the proposed space must be available approximately thirty-six (36) weeks prior to the above-noted lease commencement date so all spaces may be prepared for occupancy;
4. the proposed space must be located in the city of Ottawa and within the following boundaries (the geographical boundaries include sites on either side of the road):

North: Ottawa River

East: Trim Road

South: Innes Road, Blackburn Hamlet Bypass, Navan Road, Brian Coburn
Boulevard

West: Blair Road

Click [here](#) for a visual display of the above boundaries. Please note that this information is for presentation only and that the Boundaries above have precedence;

5. the proposed space shall satisfy or be capable of satisfying the following criteria:
 - i. the proposed space shall be contiguous;
 - ii. the proposed space must be located on the ground floor or the main entrance level;
 - iii. the proposed space must be within a commercial/office building; industrial type buildings and those with industrial space will not be considered;
 - iv. the proposed space must be located on one (1) floor only;
 - v. the proposed space must have public parking available within 500m;
 - vi. long and narrow spaces may not be suitable for the user's operational requirements. A proposed location may not be considered if deemed incompatible with the different design options;
 - vii. the hours of service must be in with the core hours of the public service. Office will be open to the public Monday to Friday from 8am to 5pm; opened on Family Day and closed on all Federal holidays.
 - viii. as of the lease commencement date, the proposed space shall fall within Category A or Category B, as defined in Section B.
2. On or before the lease commencement date, the proposed space will have to comply with all requirements contained in PWGSC's *Standards for Leased Accommodation*, a copy of which may be obtained from the contact listed in Section H;

3. A response to this EOI that meets, in the opinion of PWGSC, all of the criteria in subsection A.1 to A.5 is hereinafter referred to as a "Provisionally Compliant Response";
4. PWGSC may wish to visit or inspect the proposed space upon reasonable notice and a threat and risk assessment may be undertaken in order to assess potential threats to the security of the proposed space and to the public.

Section B: Location

1. "Category A" means proposed space that is located no more than 600m Walking Distance between a Building Entrance and the Centre of a Station;
2. "Category B" means proposed space that is located within 600m Walking Distance between a Building Entrance and a bus stop that is serviced at least once every thirty (30) minutes between the hours of 06:30 and 18:30 on weekdays, excluding statutory holidays;
3. "Centre of a Station" means a point located at the Global Positioning System (GPS) coordinates for each Rapid Transit Station, a copy of which may be obtained from the contact listed in Section H;
4. "Building Entrance" means any entrance reasonably used by the public to the building in which the proposed space is located;
5. "Walking Distance" means the distance measured between two points along a path that is limited to sidewalks, paved pedestrian pathways, pedestrian bridges or tunnels, and the side of a roadway where no sidewalk exists on either side of a roadway. With respect to any roadway classified as "arterial" under Table 1 entitled "Road of Right-of-Way Protection" in Section 7, Annex 1 of the City of Ottawa Official Plan, the crossing of any such roadway is required to be made at a stop sign or traffic light for the purposes of measuring distance under this paragraph;
6. "Rapid Transit Station" means a transit station that, as of the lease commencement date identified in section A, is considered a OC Transpo O-Train and/or Transitway in Ottawa;
7. PWGSC reserves the right to request from any interested party a certified land survey (the "Land Survey") by an accredited land surveyor that attests and clearly demonstrates, with appropriate graphics and sketches, that the Walking Distance is 600m or less. Should PWGSC request a Land Survey, such interested party will have ten (10) business days to deliver the Land Survey to PWGSC.

Section C: Invitation Process

In the event that PWGSC proceeds with a tender process pursuant to this EOI, interested parties shall be invited to participate in accordance with the following parameters:

1. if at least two (2) Provisionally Compliant Responses are for proposed spaces that fall within Category A, only interested parties whose proposed space(s) fall within Category A shall be invited by PWGSC to submit an Irrevocable Offer to Lease for their proposed space(s) on the tender process; or
2. if zero (0) or one (1) Provisionally Compliant Response is for proposed spaces that fall within Category A, but there is a total of two (2) or more Provisionally Compliant Responses, all interested parties that submitted provisionally Compliant Responses shall be invited by PWGSC to submit Irrevocable Offer to Lease for their proposed space(s) on the tender process.

Section D: Responses

Interested parties are requested to submit their response and any other such documentation required by PWGSC to this EOI in writing to the following address:

Public Works and Government Services Canada
191 Promenade du Portage, 4th Floor
Gatineau, Quebec
K1A 0S5

or by email to the contact listed below in Section H.

Please indicate File No. 5225-2-2020-1 on all correspondence.

Section E: Responses Requested by

As this may be the only invitation to submit an Expression of Interest for these potential lease projects, owners or their agents should provide their response by January 28, 2020. Any response received after this date may not be considered.

Section F: Information Provided by Interested Parties or Agents of Interested Parties

Information provided by interested parties or agents of interested parties should include the file number, the location and municipal address of the building, current zoning, specific location of space within the building, measured area of space, architectural drawings identifying the proposed space with washrooms, exits and other design elements, private/public parking facilities, and details addressing the criteria listed above in Section A. Agents submitting a response to this EOI must provide PWGSC with a letter authorizing them to do so.

Section G: Security Requirement

If this EOI results in future tender processes, the building owners of the proposed spaces will have to hold a valid security clearance at the “**Reliability**” level, approved and granted by the Canadian Industrial Security Directorate (CISD) of PWGSC prior to award. All parties interested in these potential lease projects are advised to obtain this security clearance level in advance. Information regarding security clearance can be obtained on the website of the CISD/ PWGSC at <http://ssi-iss.tpsgc-pwgsc.gc.ca>. Please contact the person listed in Section H to initiate the security clearance process.

Section H: Additional Information

For more information, please contact Emmanuel Lalonde, leasing officer by phone at 819-271-7972 or by email to: emmanuel.lalonde@pwgsc-tpsgc.gc.ca.

Section I: List of Available Space

This EOI is issued in order to invite interested parties to demonstrate their interest in providing the requirements described herein. This information may be included in a list of available space and used for potential future solicitations.

Section J: Not a Solicitation Process

This is not a tender process, nor a request for proposal, but only an inquiry as to the availability of space to lease. PWGSC will not necessarily invite offers, or lease any space, and may not post any future ads related to this request. The information provided through this EOI may be included in a source list of available space and PWGSC may issue an invitation to tender for other leasing requirements based on this information, or based on any other information which may come to its attention prior to an issuance of an invitation to tender; or it may invite offers by way of public tender. PWGSC reserves the right to proceed with an Invitation to Offer to Lease by inviting only parties deemed to most effectively meet specific operational, security and public safety requirements.

In the event of any conflict between the provisions of this Section J and any other provision of this EOI, the provisions of this Section J shall prevail.