

**REQUEST FOR INFORMATION AS TO THE AVAILABILITY OF OFFICE SPACE  
FOR LEASE, WAREHOUSE SPACE FOR LEASE, AND VACANT LAND  
IN THE CITIES OF OTTAWA AND GATINEAU  
File No. 5225-2-2019-11**

Responses to this request for information ("RFI") are for planning purposes only. This is not a tender process, nor a request for proposals, but only a general inquiry as to the availability of office and warehouse space to lease, and vacant land. Public Works and Government Services Canada ("PWGSC") will not solicit offers or lease any space as a result of this RFI. Based on the responses provided, other information not obtained through the RFI and the requirements of PWGSC, PWGSC may issue an expression of interest ("EOI") for specific lease requirements, which may lead to a lease tender call ("LTC"); or, it may invite offers by way of public tender based on information it receives as a result of an EOI. For clarity, PWGSC is under no obligation to issue an LTC or otherwise lease space as a result of this RFI.

**A. Definitions:**

1. "**Base Building**" empty shell in compliance with PWGSC's Standards for Leased Accommodation. All leased space shall be able to meet PWGSC's Standards for Leased Accommodation, a copy of which may be obtained through the contact listed in Section H;
2. "**Bus Stop**" means a public transit bus stop that is serviced by a bus operated by OC Transpo or la Société de transport de l'Outaouais ("**STO**") 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. "**City Limits**" means the city limits, of a municipality, as defined by the provincial government holding jurisdiction over such city;
5. "**Contiguous**" means an office space premises that consists of
  - i. whole floors; or
  - ii. whole floors and no more than one (1) partial floor (the "**Partial Floor**").

Such floors shall be immediately adjacent to one another. All office space located on the Partial Floor shall be internally accessible without having to exit the proposed space, save and except in the event that common corridors are present solely required in accordance with the *National Fire Code of Canada* or any other laws, acts, regulations, and codes whether federal, provincial, territorial, municipal or regional, including, but not limited to, the *National Building Code of Canada*;

6. "**Gatineau**" means the municipality of Gatineau, Quebec;
7. "**Ottawa**" means the municipality of Ottawa, Ontario;
8. "**Rapid Transit Station**" means a transit station being: OC Transpo O-Train and/or Transitway in Ottawa, and/or the STO Rapibus in Gatineau;
9. "**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. For the purposes of measuring distance under this paragraph, the crossing of a roadway is required to be made at a stop sign or traffic light for the following roadways:
  - (a) within Ottawa, 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*.
  - (b) within Gatineau, any roadway classified as "Artères Urbaines" under [Section 535 in Part 2 "Concept de Transport \(2-191\)"](#) of the *Plan d'urbanisme numéro 500 de la Ville de Gatineau*.

**B. Geographic Boundaries:**

Responses should encompass

- (a) office space premises located within 600m Walking Distance of either a Bus Stop, or the Centre of a Station;
- (b) warehouse space premises; and
- (c) vacant lots of land,

within the City Limits of Ottawa and the City Limits of Gatineau.

## C. Space Components:

PWGSC wishes to obtain information on

- (a) the availability of office space and warehouse space for lease in existing buildings;
- (b) planned redevelopment projects for existing sites or buildings;
- (c) planned new buildings; and
- (d) vacant land.

Responses that will be considered within the scope of this RFI must meet one of the following area criteria:

- (1) Existing buildings: office space premises or warehouse space premises with a minimum vacant Contiguous usable area in the amount of one thousand (1,000) square metres;
- (2) Redevelopment projects or planned new buildings: office space premises or warehouse space premises with a planned Contiguous usable area no less than two thousand (2,000) square metres; and
- (3) Vacant land: contiguous land that measures no less than one thousand (1,000) square metres.

### D.1 Existing Buildings

The following information is requested with respect to buildings that meet the above-noted **criterion C(1)**:

1. Amount in usable and rentable square metres and location (i.e., floor numbers) of Contiguous space(s) available for the next three (3) years.;
2. The date the space is available and compliant with the Base Building definition;
3. Floor plates' population capacity expressed in an absolute number of persons according to existing or planned mechanical and electrical systems, and all relevant statutory requirements such as fire code (collectively, the "**Building Constraints**");
4. Number of interior and/or exterior parking stalls, if available;
5. Within a 600 metres Walking Distance to any Rapid Transit Station;
6. Obtained or targeted sustainable management standard. For example, Leadership in Energy and Environmental Design ("LEED") "Existing Building: Operations & Maintenance" ("EB: O&M"), Building Owners and Managers Association ("BOMA") Building Environmental Standards (BEST), and/or ENERGY STAR rating;

*PWGSC may request a site visit to view the space. In such event, reasonable notice shall be provided.*

### D.2 Redevelopment Projects or Planned New Buildings

The following information is requested with respect to buildings that meet the above-noted **criterion C(2)**. Responses should include a plan clearly outlining where the building will be located.

#### D.2.1 Proposed Building Details:

1. Proposed building size in usable and rentable square metres;
2. Other type of space available within the proposed building (such as retail space, storage or LAN room) in usable and rentable square metres and the location;
3. Estimated size of the floor plates expressed in usable and rentable square metres;
4. Number of interior and/or exterior parking stalls, if available;
5. Maximum planned floor plates' population capacity expressed in an absolute number of persons taking into account all Building Constraints;
6. Targeted sustainable design standard. For example, LEED Canada Silver, Gold or Platinum rating for "Core and Shell" certification;
7. Targeted sustainable management standard. For example, LEED Canada Silver, Gold or Platinum rating for LEED EB: O&M; BOMA BEST 3.0 Certified, Bronze, Silver, Gold or Platinum rating; and/or, targeted ENERGY STAR rating;
8. Within a 600 metres Walking Distance to any Rapid Transit Station.

#### D.2.2 Construction Timeline Details:

1. Minimum amount of pre-leasing required, per type of space for multi-use buildings, expressed both as an area in rentable square metres and as a percentage of the building's gross leasable area in order to commence construction;
2. The minimum lease term required in order to commence construction;
3. Soonest possible construction start date. This can be expressed in terms of a fixed date, or the date that sufficient pre-leasing contracts have been awarded and/or executed with tenants (in the latter case, for example, construction will start X months after the pre-leasing threshold identified in subsections 1 & 2 herein are met);

4. Time from start of construction to completion of Base Building with necessary approvals from the relevant municipal bodies with respect to code requirements and all other statutory requirements ("**Completion Date**");

### **D.3 Vacant Land**

The following information is requested with respect to vacant land that meets the above-noted criterion **C(3)**:

1. Area of the vacant contiguous land in square metres;
2. Visual representation of the vacant land (including, without limitation, an illustration that clearly shows the demarcation and/or limits of the land lot(s));
3. Existing zoning; and
4. Any encumbrances that exist in respect to the vacant land (including, without limitation, any easements).

### **E. Responses**

Interested parties are requested to submit their responses **in the form of the Excel spreadsheet attached to the *Buy and Sell* advertisement for this RFI**, together with any drawings, illustrations and other supporting documents (collectively, a "**Submission**") by uploading their Submission to the following website (the "**Website**"):

<https://app.centralcollab.com/>

An account is required in order to upload documents to the Website. In the event that an interested party does not have an account, they must contact the individuals identified in Section H by email **no later than five (5) business days prior to the closing date** identified in section F in order to request that one be created. The following information must be included in the request:

1. First and last names of the individual (the "**Individual**") seeking access;
2. Email address of the Individual; and
3. Name of the company for which the Individual is employed.

For clarity, a single interested party may request one (1) account.

Please indicate file No. 5225-2-2019-11 on any submissions uploaded to the Website and on all correspondence.

### **F. Response Requested by**

Owners or their agents should provide their response by January 16, 2020 (the "**Closing Date**"). Any response received after this date may not be considered.

### **G. Information Provided by interested parties or agents of interested parties**

Information provided by interested parties or agents of interested parties should include, the information requested in Sections D.1, D.2 and D.3, and the file number. Agents submitting a response to this RFI must provide PWGSC with a letter authorizing them to do so.

### **H. Additional Information**

For more information, please contact Sébastien Sigouin-Campeau, Leasing Officer, at [sebastien.sigouincampeau@tpsgc-pwgsc.gc.ca](mailto:sebastien.sigouincampeau@tpsgc-pwgsc.gc.ca) and refer to file No. 5225-2-2019-11.