

# Request for Expression of Interest

## Below-Market Non-Profit Lease Space at MacEwan West

The City of Edmonton (City) recognizes the contributions of non-profit organizations towards the improvement of the quality of life in Edmonton, and acknowledges a need to provide qualified non-profit organizations with leases of City property at below market rent.

This Request for Expression of Interest and review process will help to clarify potential leasing interests of non-profit organizations in the repurposed MacEwan West University Campus and help evaluate how lease space could be allocated. This is the first phase of the process and all submissions are for information only. The information you provide is very important to help us determine who is interested in this space, details about your organization and your specific space interests. This information will be presented to City Council in late fall 2016 where they will approve the final governance structure and tenancy model. If you are interested in leasing/ renting this space you will need to complete an official application form in late 2016/ early 2017.

<b>Facility Details:</b>	<b>MacEwan West Centre for the Arts and Communications Campus</b> <ul style="list-style-type: none"> <li>• Located at the corner of 156 Street and 100 Avenue</li> <li>• 4 story educational facility with wide open corridors and common spaces</li> <li>• Over 150 potential individually leasable space opportunities (≈110,000 ft<sup>2</sup>)</li> <li>• Purpose-built spaces include: theatres, classrooms, production spaces, storage spaces, rehearsal studios, music/art studios, meeting rooms and office spaces.</li> </ul>
<b>Eligible Applicants:</b>	Non-profit organizations that align with the vision of creating an intercultural and interagency community hub for arts, recreation, wellness, social service or learning.
<b>Submission Deadline:</b>	<b>Friday July 29<sup>th</sup>, 2016</b>
<b>Submission Requirements:</b>	Complete Part 3 of the application package. Applications can be submitted in the following ways: <ul style="list-style-type: none"> <li>• <u>By Email</u>: <a href="mailto:Samuel.juru@edmonton.ca">Samuel.juru@edmonton.ca</a></li> <li>• <u>By Fax</u>: 780-577-3525</li> <li>• <u>By Mail/Drop-Off</u>                The City of Edmonton                Citizen Services Reception                11th Floor CN Tower                10004 104 Avenue                Edmonton, AB T5J 0K1                Hours: 8:30 – 4:30 PM</li> </ul>
<b>Site Tour and Information Sessions:</b>	Optional <a href="#">site tour and information sessions</a> will be arranged to support potential interested applicants on June 24 <sup>th</sup> and 25 <sup>th</sup> from 10:00 AM – 2:00 PM. Please contact Samuel Juru ( <a href="mailto:Samuel.juru@edmonton.ca">Samuel.juru@edmonton.ca</a> ) by email no later than Friday June 17, 2016, if you are interested in attending.

If you should have any questions please email [Samuel.juru@edmonton.ca](mailto:Samuel.juru@edmonton.ca) or call (780) 442-4383

\*Personal information is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used by the City of Edmonton and associated organizations to help evaluate potential leasing interests for MacEwan West and support future space allocation planning for this facility. If you have any questions about the collection, use or disclosure of your personal information, please contact the Project Team, c/o Samuel Juru at 780-442-4383 (7<sup>th</sup> Floor, CN Tower, 10004 - 104 Ave, Edmonton, AB T5J 0K1).

# Request for Expression of Interest

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### Part 1: Background

#### THE FACILITY

Name: MacEwan West Centre for the Arts and Communications Campus (MacEwan West)

Built: 1981 (≈ 259,000 gross square feet)

Address: 10035 -156 Street, Edmonton Alberta

Location: Centered between West Jasper Place, Glenwood, Britannia Youngstown, and Canora neighbourhoods

Occupancy: Anticipated facility transfer to City; Oct 1, 2017 (official opening to be determined)



#### AN EMERGING VISION

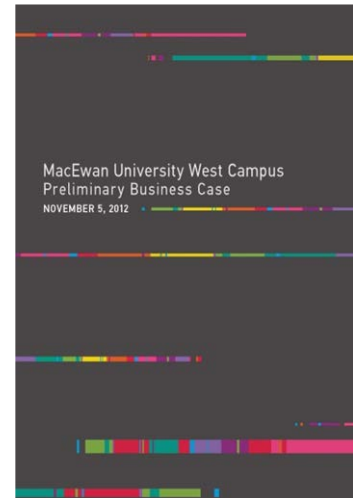
In 2012 as a result of MacEwan University's plan to consolidate all their arts programs at their main downtown campus by the Fall of 2017, the City formally agreed to purchase MacEwan West with the long-term goal of using the land to support future LRT expansion interests and repurposing the overall facility into:

##### Facility's Vision

*an intercultural and interagency community hub for arts, recreation, wellness and learning*

##### Facility's Mandate

*providing affordable and accessible spaces for the non-profit sector, while also supporting opportunities that help connect people and build vibrant local communities*



#### POTENTIAL TENANCY MODEL SCENARIOS

Following ongoing consultation with various community stakeholders and the results of a preliminary space interest survey, work is now underway on clarifying potential leasing interests under each of the following high-level tenancy models scenarios that have emerged:

##### Mixed Use Model

- Anchor tenant occupies around 30% of the space with remaining space allocated to other tenants
- City initially responsible for facility operations, however, over the next 3 years a new management board made up of facility tenants would gradually assume this role
- City supports ongoing building maintenance & renewal costs

##### Hybrid Option Model

- Anchor tenant occupies around 50% of the space with remaining space allocated to other tenants
- Facility tenants immediately responsible for full facility operations (based on increased capacity through a larger anchor tenant)
- City supports ongoing building maintenance & renewal costs

##### Predominant Use Model

- Anchor tenant occupies the majority of the space (around 70%) with remaining space allocated to other tenants
- Anchor tenant assumes full operations and the City would not be providing any subsidies through ongoing building maintenance & renewal costs
- City might consider selling the facility, but would retain land for future LRT development

# Request for Expression of Interest

Below-Market Non-Profit Lease Space at MacEwan West

## Part 2: General Process & Considerations

### THE REVIEW TEAM

A Tenant Selection Review Advisory Committee (composed of five members from the City and four representatives from the arts, non-profit, community organizations, and intercultural/social policy communities of interest) will be reviewing submissions to help assess the viability of each potential tenancy model scenario for City Council’s subsequent consideration.

### FOR APPLICANTS’ CONSIDERATION

We welcome and invite all non-profit organizations interested in leasing space at MacEwan West to submit an Expression of Interest form. This facility is an exciting and innovative opportunity for community groups to collaborate, share space and offer programs and services in this new community hub in West Edmonton.

In assessing potential space utilization and best-fit under each contemplated model, the team will assess applications based on some of the following criteria:

- Organizational sustainability
- Alignment with vision and mission of the building
- Benefits to Edmontonians, local communities and special user groups
- Ability to collaborate and create positive synergies with other facility tenants

### SOME KEY DATES & OTHER MILESTONES

<b>Facility Site Tour &amp; Information Sessions</b>	<b>June 24<sup>th</sup> 10:00am – 2:00pm</b> <b>June 25<sup>th</sup> 10:00am – 2:00pm</b> Please email <a href="mailto:Samuel.juru@edmonton.ca">Samuel.juru@edmonton.ca</a> to confirm attendance
<b>Deadline for Submissions</b>	<b>Friday July 29, 2016</b>
<b>Review Process</b>	<b>Aug/Sept 2016</b>
<b>Council Approval of Preferred Tenancy Model</b>	<b>Fall 2016</b>
<b>Submission of application to become a tenant</b>	<b>Late Fall 2016</b>
<b>Tenant negotiations and approvals</b>	<b>Winter/ Spring 2017</b>
<b>City Council finalizes Governance Structure</b>	<b>Spring 2017</b>
<b>Official Transfer of Facility to City</b>	<b>Fall 2017</b>
<b>Facility Grand Opening</b>	<b>Early 2018 (tentative)</b>

*\*Note: Above schedule is subject to change, and notice of any major changes will be provided where feasible.*

# Request for Expression of Interest

## Below-Market Non-Profit Lease Space at MacEwan West

### Part 3: Application Form

#### SOME POTENTIAL LEASING CONSIDERATIONS

While more detailed terms will be clarified through subsequent lease development and negotiation processes with potential short-listed organizations, the following are some initial considerations for potentially interested tenants:

- **Facility Hours:** anticipated open 7days/week, 8am-10pm daily (closed statutory holidays)
- **Operating and Maintenance:** Operating and Maintenance Costs are the costs the Landlord incurs to manage the facility and its grounds, for example snow removal or elevator maintenance. The costs for 2016 are estimated to be \$10-13 per square foot per year. This cost would be applied to both non-profits and for profit companies.
- **Basic Rent:** Should an organization's status be non-profit, rent is \$1 per year. If the organization is for profit rent, would be based on current market value for similar space in the neighborhood.
- **Square Foot (Sq. Ft.):** This is calculated by measuring from wall to wall, for example a 12 x 10 foot room would be 120 sq. ft.
- **Lease Terms:** potential 3 year, 5 year or 10 year terms. Renewal options to be determined.
- **Facility Access:** public transit and on-site paid parking options (not included in lease rate)
- **Facility Rentals:** additional spaces may be available for rental (not included in lease rate)
- **Some Tenant Lease Space responsibilities include:**
  - controlling access within assigned lease space
  - supplying all required furnishing, fixtures, or equipment
  - paying for required phone/internet, parking and applicable insurance costs
  - getting City consent prior to any potential sub-letting interests or changes in use

#### SOME APPLICATION FORM TIPS

To help City Council decide the appropriate tenancy model that will support your interests, the following are some tips to consider when completing the application form:

- ✓ Complete **ALL** portions of the application form to the best of your current knowledge.
- ✓ Be thorough when describing your needs and why (assume we know nothing about you).
- ✓ Where you are flexible, be sure to state it so you are not discounted if other alternatives arise.
- ✓ Consider how your submission will be reviewed (see considerations on page 3).
- ✓ To learn more about the facility, please indicate your interest in attending one of the optional site tour and information sessions on June 24<sup>th</sup> and 25<sup>th</sup> by emailing [Samuel.juru@edmonton.ca](mailto:Samuel.juru@edmonton.ca). Deadline to RSVP to attend these sessions is June 17<sup>th</sup> 2016.

# Request for Expression of Interest

Below-Market Non-Profit Lease Space at MacEwan West

## EXPRESSION OF INTEREST APPLICATION FORM

### PART A: Organization Summary

Registered Name of Organization:			
Mailing Address:			
Website Address:			
Incorporation:	<input type="checkbox"/> Societies Act <input type="checkbox"/> Non-Profit Corporation <input type="checkbox"/> Other (specify): _____ Date Incorporated: _____		
What is your annual operating budget		How many staff do you employ?	
Submission Key Contact Name:	Name: _____ Daytime Phone: _____	Title: _____ Email Address: _____	

Is your Board of Directors aware that this Expression of Interest is being submitted?  
Yes  No

### PART B: Organization Alignment

1. Choose the sector that best reflects your organization's primary mandate.  
(Check only one✓)

- Arts & Heritage     Recreation/ Amateur Sport     Wellness/ Social Services     Learning (course related)     Other describe: \_\_\_\_\_

2. Does your organization target any potentially vulnerable populations?  
(Check all that apply✓)

- Youth at risk     Indigenous     Persons with Disabilities     New Immigrants or Refugees     Seniors at risk  
 Multicultural     N/A (don't target a specific group)

3. What is your organization' mandate as described under 'Objects' in your registered documents?

4. In the last 5 years, has your organization received any operating/capital grants from the City or is in any other type of formal agreement with the City?

NO

IF YES (describe when that occurred and for what type of support)

# Request for Expression of Interest

## Below-Market Non-Profit Lease Space at MacEwan West



5. List in order of importance the top key programs, activities or services your organization currently offers.

	Name of Key Program, Activity or Service	When do they run (day, evening, weekend)	# of times per yr	# of people served	% of people living in Edmonton
1					
2					
3					
4					
5					
6					
7					

6. What are the requirements to become a member of your organization or to participate in your programs, activities or services?

7. What information can you provide (if requested) that can help demonstrate the long-term sustainability of your organization? **(Check all that apply✓)**

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Recent year-end financial statements | <input type="checkbox"/> Strategic plan or recent annual report | <input type="checkbox"/> Board meeting frequency and composition | <input type="checkbox"/> Organizational Chart (with titles and hours work) | <input type="checkbox"/> Reference(s) from other organizations |
|---|---|--|--|--|

### PART C: Organization Need / Community Benefit

8. What is your current tenancy situation (what you have now)?

Is it under a Lease/ Rental Agreement?	Date current lease/ rental agreement expires (if applicable)	Total Square Feet Used	Annual Lease / Rental Costs

9. How will accommodating your potential space leasing interests at MacEwan West affect your current operating space situation? **(Check only one✓)**

- It will **replace** our current arrangements
- It will **supplement** our current arrangements

10. As work is still underway to confirm the facility's opening date, what potential occupancy date(s) would you be willing to accept?

**(Check all that apply✓)**

- |                                    |                                   |                                     |                                  |
|------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|
| <input type="checkbox"/> Late 2017 | <input type="checkbox"/> Jan 2018 | <input type="checkbox"/> March 2018 | State your ideal occupancy date: |
|------------------------------------|-----------------------------------|-------------------------------------|----------------------------------|

# Request for Expression of Interest

## Below-Market Non-Profit Lease Space at MacEwan West

**11. What leasing terms would you be willing to accept? (Check all that apply✓)**

3yr term    |     5yr term    |     10yr term    |    State your ideal term preference:

**12. What benefits do you anticipate for your organization and/or programs/ services by being close to other non-profit organization tenants in MacEwan West?**

**13. Describe how Edmontonians will benefit through your organization's use of this space. Will there be benefits to residents living in the surrounding neighbourhoods?**

**14. How will your organization actively promote community participation in your programs, activities or services at this new space?**

**15. Are you working in partnership, or as part of a consortium, with any other groups to optimize the overall use of your potential lease space at MacEwan? If so, please list your partners.**

**16. Briefly describe how does your organization plan to use this space in MacEwan West?**

**17. Are there any facility improvements that your organization is considering that could benefit other tenants/users (e.g., accessibility, aesthetics, etc.)?**

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### PART D: Facility Integration

18. Realistically, based on your current operations, what is your best estimate of the amount of space that you need and can afford?

Type of Space Use	Total Lease Space Required	Describe Purpose
Office Space	total number total sq. ft	
Classroom / Meeting Room Space	total number total sq. ft	
Theatre Space	total number total sq. ft	
Dance Space	total number total sq. ft	
Art Studio	total number total sq. ft	
Recording Studio	total number total sq. ft	
Large Open Space	total number total sq. ft	
Storage Space	total number total sq. ft	
Parking spaces required	total number of spaces	
Other Describe	total number total sq. ft	

19. Which of the following 20 bundled space opportunities do you have potential interest in leasing to help address some or all of your above space needs?

**(Check all that apply ✓)** \*Note: see Part 4 for bundle opportunities floor plan locations.

		Approximate Sq. Feet	Yes	Not Sure
<b>4<sup>th</sup> Floor</b>	Office Space Cluster (#1)	≈ 1,100 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>3<sup>rd</sup> Floor (Main Floor)</b>			
	Office Space Cluster (#2)	≈ 1,500 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Office Space Cluster (#3)	≈ 1,600 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Office Space Cluster (#4)	≈ 1,800 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Wood Working (incl. space on 4 <sup>th</sup> floor) (#5)	≈ 5,200 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Library Spaces Cluster (#6)	≈ 10,700 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Main Theatre (incl. space on 4 <sup>th</sup> floor) (#7)	≈ 13,000 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2<sup>nd</sup> Floor</b>				
	Office Space Cluster (#8)	≈ 500 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Office Space Cluster (#9)	≈ 600 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Sound Proof Rooms Cluster (#10)	≈ 1,000 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
	Assorted Rooms Cluster (#11)	≈ 3,000 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
<b>1<sup>st</sup> Floor</b>				
	Bookstore Cluster (#12)	≈ 1,300 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>



# Request for Expression of Interest

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Assorted Rooms Cluster (#13)	≈ 1,500 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Blackbox Theatre (#14)	≈ 1,900 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Drawing Studio Cluster (#15)	≈ 2,000 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Display Studio Cluster (#16)	≈ 3,200 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Cafeteria Cluster (#17)	≈ 4,100 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Large Open Space Rooms Cluster (#18)	≈ 4,500 ft <sup>2</sup>	<input type="checkbox"/>	<input type="checkbox"/>
Wenger Sound Isolation Booths (#19)	up to 21 units	# ?	<input type="checkbox"/>

**20. Do you have any special requirements in your lease space or within the building, such as direct access to water, plumbing, high ceilings, extra wide access doors?**  
 NO  IF YES (please describe)

**21. Will there be any direct or indirect commercial “in nature” use of your leased space (e.g., selling of goods or services that may result in a profit)?**  
 NO  IF YES:

Describe the anticipated commercial use:

Describe how this supports your organization’s mission or purpose:

What % of your total space needs would support this commercial use:

How often would that commercial use occur:

**22. What potential tenancy scenario(s) do you want your space interests to be considered under (see page 2 for more details)? (Check all that apply✓)**

\*Note: as it is unknown which scenario may advance, selecting multiple scenarios increases the likelihood that your potential space interests may be accommodated.

- Mixed Use Model**
- An anchor tenant occupies around 30% of the space with the remaining space allocated to other tenants.
  - The City would initially be responsible for facility operations, however, over the next 3 years a new management board made up of facility tenants would gradually assume this role.

- Hybrid Option Model**
- An anchor tenant occupies around 50% of the space with the remaining space allocated to other tenants.
  - The facility tenants would be immediately responsible for overseeing full facility governance & operations (based on increased capacity through a larger anchor tenant).

- Predominant Use Model**
- An anchor tenant occupies the majority of the space (around 70%) with any remaining space allocated to other tenants.
  - The Anchor tenant would assume full operations, and the facility would not receive any ongoing City building maintenance and renewal costs support.

# Request for Expression of Interest

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23. Which of the above potential tenancy models would be your preference, why?

24. Does your organization have any future plans for expansion that would alter the amount of lease/ rental space that you would require? If yes, please elaborate.

25. Provide any examples demonstrating how you effectively collaborate with other groups (i.e., other tenants/landlords) in a shared space setting?

26. Please describe what expertise and level of support you could contribute in support of future facility governance and operations (eg., by serving on a board comprised of various facility tenants)?

### **PART E: General/Other Comments**

27. Feel free to provide any other comments or considerations that will help us better understand your space needs and organizational fit that has not been already captured.

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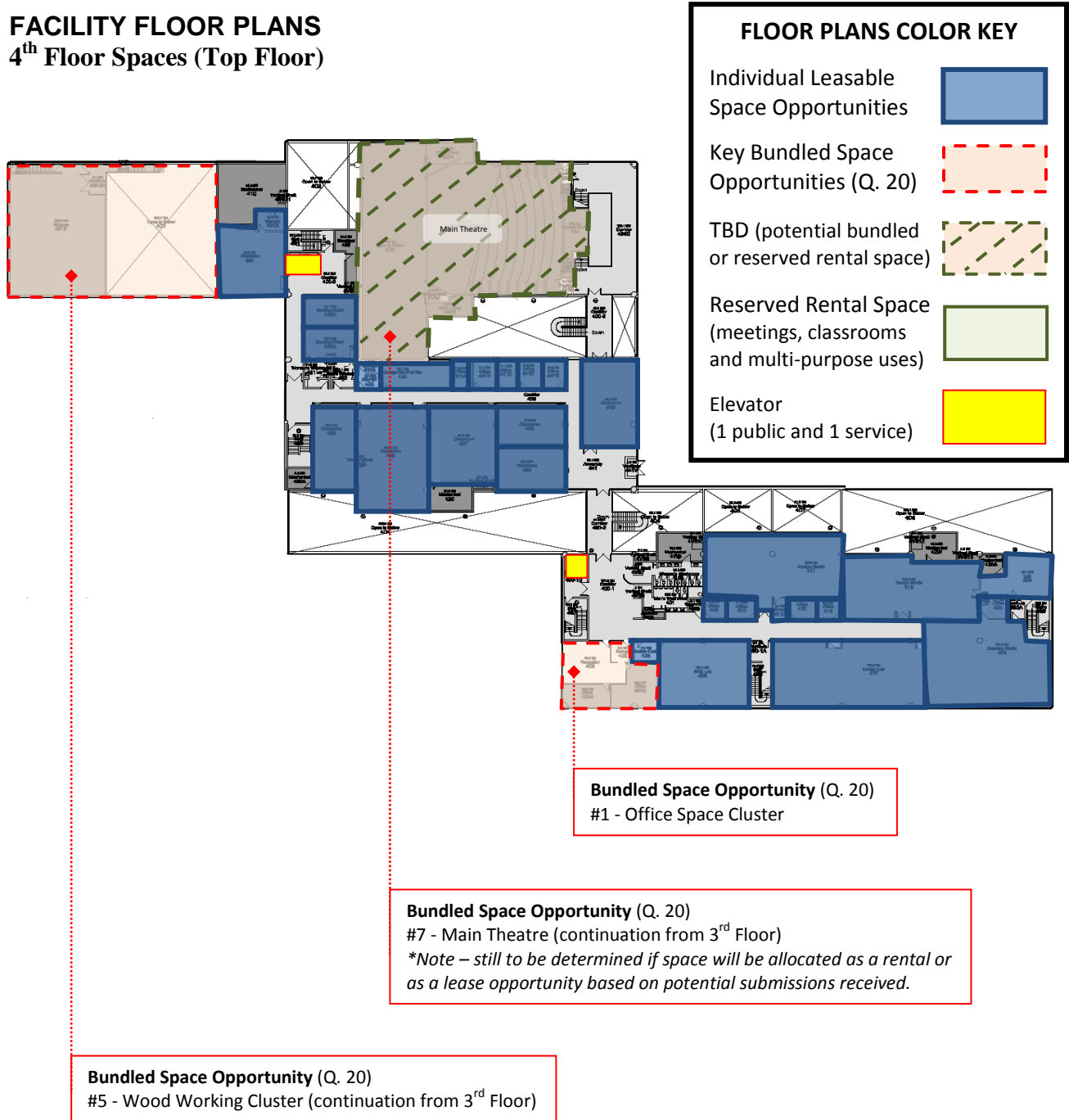


### Part 4: Facility Floor Plans (for general information)

For a more detailed version of the Floor Plans please visit:

[http://www.edmonton.ca/city\\_government/projects\\_redevelopment/macewan-west-campus.aspx](http://www.edmonton.ca/city_government/projects_redevelopment/macewan-west-campus.aspx)

#### FACILITY FLOOR PLANS 4<sup>th</sup> Floor Spaces (Top Floor)

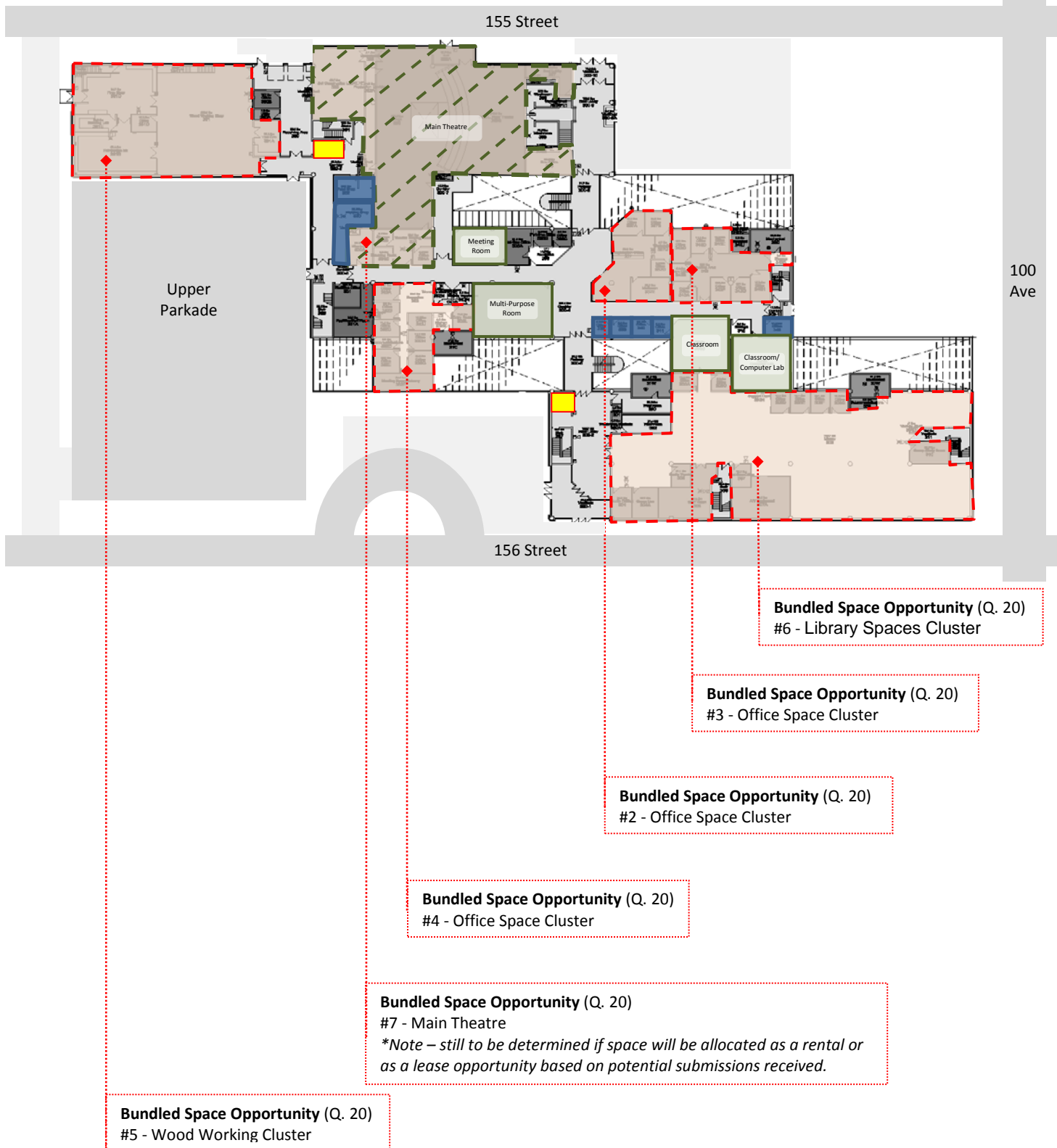


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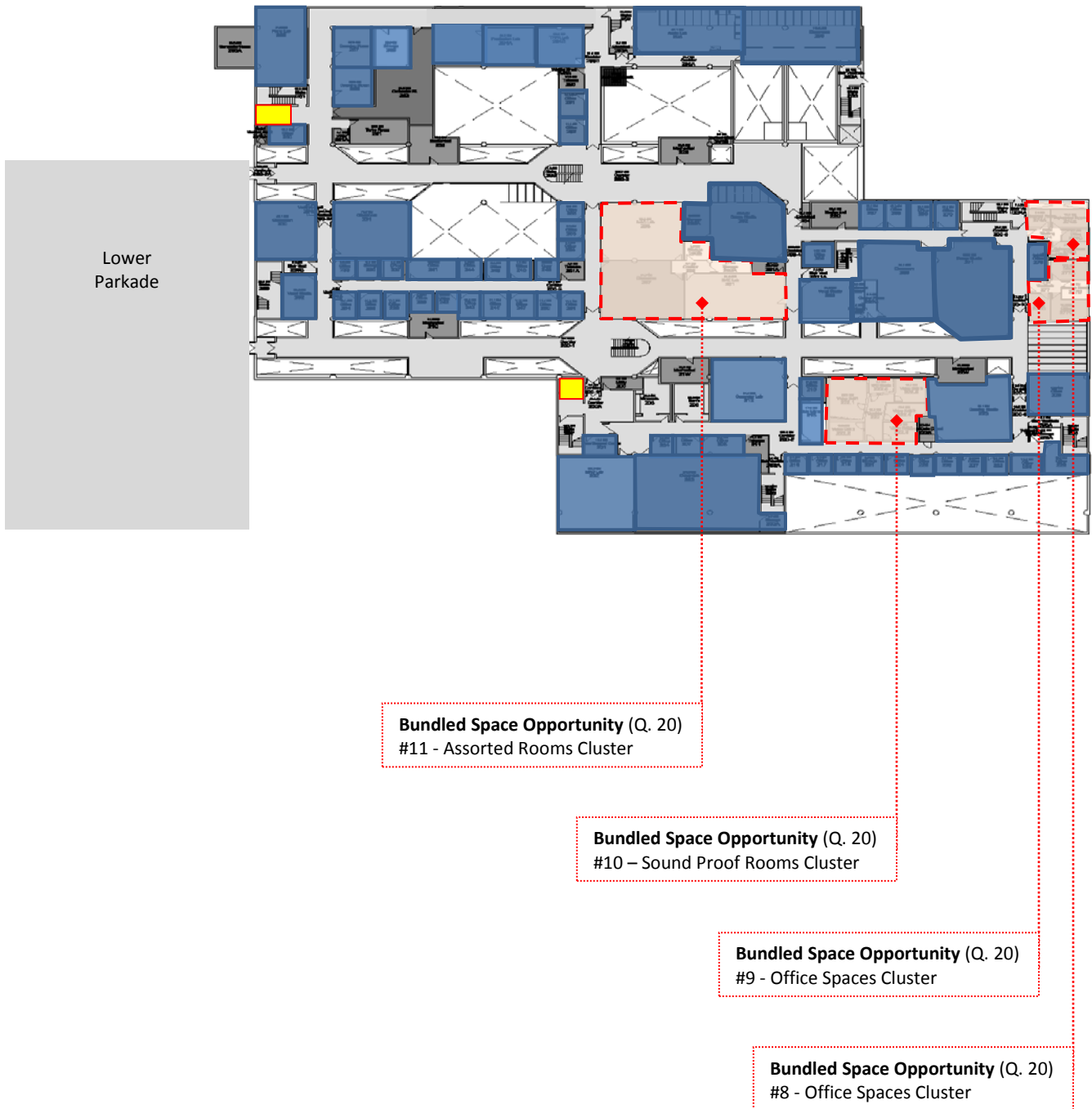
### 3<sup>rd</sup> Floor Spaces (Ground Floor)



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## Below-Market Non-Profit Lease Space at MacEwan West

### 2<sup>nd</sup> Floor Spaces (Upper Basement)



# Request for Expression of Interest

## Below-Market Non-Profit Lease Space at MacEwan West



### 1<sup>st</sup> Floor Spaces (Lower Basement)

