



## **Request for Submissions**

### **Market Rate Spaces - The Orange Hub**

**May 22, 2018**

**Deadline for submissions:** 4:00 PM Alberta Time - June 18, 2018

**Contact Person:** John Osborne, Leasing and Property Manager

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This Request for Submissions is only intended to solicit interest and information from potential tenants, and does not create any legally binding arrangement with the City. This Request for Submissions is governed by the law applicable to direct commercial negotiations and therefore this Request for Submissions will not give rise to any "Contract A" based tendering law duties or any other legal obligations arising out of any process contract or collateral contract. Neither the respondent nor the City has, or will have, the right to make a claim of any kind, whatsoever, against the other, with respect to the award of a contract, the failure to award a contract, or the failure to honour a response to this Request for Submissions.

**Please check the link below for Q & A updates as it may be relevant to your submission. If you don't have access to a Gmail account, please forward your question to [John.Osborne@edmonton.ca](mailto:John.Osborne@edmonton.ca).**

**[The Orange Hub FAQ's](#)**

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- Draft lease

## Part 1

### Intent and General Instructions

The intent of this Call for Submissions is to lease ten selected spaces within The Orange Hub at market lease rates. The selection and lease negotiation by the City is at the City's sole discretion and leases will be awarded only as the City sees fit.

The Orange Hub Business Plan base model assumes that 20% of the space be leased at market rates. Generally the selected tenants will be complementary to the vision of The Orange Hub as approved by City Council and as determined by the selection committee. Non-profit groups are encouraged to apply under the express agreement that they pay market rates and that they may not request a non-profit rate at any time during the term of the lease or during any renewals thereof. Non-profit groups may however apply for a property tax exemption as per City policy.

There is some potential to include offices with the identified leasing opportunities. If this is requested, please communicate this in your submission and it can be discussed if your submission is advanced to further discussions.

Proposals shall include the following:

- Completed Proposal Form
- Articles of incorporation
- Proposed operational plan, including the company's organizational chart.
- List an concerns and conflicts with the City's standard form of lease
- Additional information as required

Financial statements, credit checks, annual reports or audited financial statements for the last three years will be requested from companies that meet the requirements of the City, in the City's sole discretion.

Tours of the spaces are scheduled as follows:

- June 5, 2018 – 2:00 PM – Room 333 The Orange Hub
- June 7, 2018 – 2:00 PM – Room 333 The Orange Hub
- Individual tours may be granted if time permits

## Part 2

### Evaluation Outline

The Selection Committee will evaluate submissions using the following criteria and weighting:

**Organizational Sustainability** **35%**

- Financial Health *(to be confirmed once financial information has been received and reviewed)*
- Organizational Stability

**Addressing Needs of Community** **25%**

- Addresses Needs of One or More Population Groups
- Alignment With The Orange Hub Vision
- Benefits to Edmonton and to the Neighborhood

**Plan for Use of Space** **25%**

- Operational Plan

**Space Allocation Requirements** **15%**

- Proposed Occupancy Date
- Does the Requested Space Suit the Proposed Use?
- Are Renovations Required?
- How Well Does the Lease Suit the Tenant and the Proposed Use?

Only submissions with a minimum score of 60% will be considered for lease discussions.

**Only those Proponents deemed by the City to achieve the City's objectives and be relevant based off of the results of the evaluation criteria, in its sole opinion, will be contacted to arrange a site visit of the Building to verify its appropriateness.**