

Repurposing MacEwan West University Campus Information Sheet - Request for Expression of Interest Questions & Answers

- **What is the vision for the repurposed MacEwan West University Campus?**
 - The vision for MacEwan West University Campus is to repurpose the facility into an intercultural and interagency community hub for arts, recreation, wellness and learning organizations.
- **Our organization has an interest in the MacEwan West space, what do we need to do?**
 - In order to clarify potential leasing interests, the City of Edmonton through the MacEwan West Tenant Selection Review Advisory Committee has sent out a Request for Expression of Interest, to non-profit and community groups interested in leasing the facility.
- **Does submitting an Expression of Interest guarantee space in the building?**
 - Not necessarily and not yet.
 - Expressions of Interest are for information purposes only, and do not obligate the submitter or City to lease property.
 - However, submitting an Expression of Interest is very important as it indicates your organization's sincere aspiration for space in the building.
 - It will also help to better understand which non-profit groups are interested in the space, what their specific space interests are, and help City Council to select the MacEwan West tenancy model in fall 2016.
- **When will tenants be selected for the building?**
 - Following the Expression of Interest process and Council Report in fall 2016, non-profit tenants will be invited to submit a formal application form (NRFP) in late fall 2016.
 - We anticipate tenants will be approved by early spring 2017.
- **When can approved tenants move into MacEwan?**
 - At this time, the City is expected to take over operation of MacEwan West in fall 2017.
 - To allow time for required facility improvements, it is anticipated that tenants can begin to move into the building in early 2018.
- **We did not receive a Request for Expression of Interest form, where can we get one?**
 - Non-profit groups that have an interest in the building and meet the general eligibility criteria are invited to access the form through the City's MacEwan West project webpage. edmonton.ca/macewanwestcampus

- **What criteria will be used to assess our interests in the building?**
 - The Tenant Selection Review Advisory Committee will review submissions based on some of the following general 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.

- **How do we submit our Expression of Interest?**
 - Applications can be submitted in the following ways:
 - By Email: samuel.juru@edmonton.ca
 - By Fax: 780-577-3525
 - By Mail/Drop-Off (8:30am – 4:30pm)
 - Attention: MacEwan West Project Team
 - Community Initiatives and Coordination
 - The City of Edmonton
 - 11th Floor CN Tower
 - 10004-104 Avenue, Edmonton, AB T5J 2R7

- **What are the timelines for submitting our Expression of Interest?**
 - Submissions open Monday June 6 and close Friday July 29, 2016.

- **What happens after we submit our Expression of Interest?**
 - This will help evaluate potential interests and determine governance and tenancy structures for the facility.
 - City Council will then confirm the preferred tenancy structure by the end of 2016, so that a detailed Business Plan and budget can be completed by early 2017.
 - Final tenant space allocation decisions will be made after non-profit organizations complete the formal application form (NRFP) in late 2016.
 - The Tenant Selection Review Advisory Committee Application will review applications and provide final recommendations to City Council by early spring 2017.

- **What are anticipated lease rates in the repurposed facility?**
 - At minimum, lease rates for non-profit organizations are \$1 per year plus operating costs including utilities, custodial and security.
 - The City anticipates paying for building maintenance costs such as roof repairs, infrastructure, and mechanical systems to support the non-profit sector; however this will depend on the final leasing model, and is subject to review. The larger the anchor tenant, the greater the responsibility for building maintenance and operating costs would be for that tenant.

- **How are you calculating Square Foot?**
 - 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.
- **What are the expected hours of operation?**
 - The facility is anticipated to open 7 days/week, 8am-10pm daily (closed statutory holidays).
- **How long will tenant leases be?**
 - Lease terms will vary, potentially from 3 year, 5 year to 10 year terms. Renewal options to be determined.
- **What is the parking situation, are tenants allocated some parking space?**
 - The facility does have on-site parking options (paid parking) however it is not included in lease rate. Parking rates still need to be determined.
 - MacEwan West is also adjacent the site of the future LRT station in West Edmonton and there is currently good bus service in the area.
- **What are some of the expected tenant responsibilities?**
 - We anticipate some Tenant Lease Space responsibilities to include:
 - tenant improvements to leased space
 - 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 sub-letting interests or changes in use
- **How do I know which space/s will be ideal for our organization?**
 - Interested applicants will have an optional opportunity to tour the building and take part in a detailed information session during the following times;
 - Group A: Friday, June 24 (10:30am - 11:30am)
 - Group B: Friday, June 24 (12:30pm – 1:30pm)
 - Group C: Saturday, June 25 (10:30am – 11:30am)
 - Group D: Saturday, June 25 (12:30pm – 1:30pm)
 - Please contact Samuel Juru by email no later than Friday June 17, 2016, if interested in attending a tour. samuel.juru@edmonton.ca
- **Who can submit an Expression of Interest form?**
 - At this time, we are only accepting applications from registered non-profit organizations.
- **What is the role of the City with MacEwan West?**
 - The City is providing project management support for MacEwan West's repurposing plans.

- Beginning in fall 2017, the City will own MacEwan West and oversee capital maintenance and improvements.
- Once the City assumes facility ownership, the City may provide some initial operational and leasing support. Details are still being confirmed.

Please find below, a description of the facility spaces identified in the Request for Expression of Interest form.

Description of spaces

Space	Description
Art Studio	Concrete walls, concrete floors, sinks, natural light, removable false wall and sound curtain above wall
Assorted Rooms Cluster (Photo Studios)	Contoured photography wall and storage room, no natural light
Bookstore Cluster	Track lighting, carpet, octagon station, back private office, sliding glass doors
Blackbox Theatre	Black concrete walls and black wooden floor, control booth above on the 2 nd floor
Cafeteria Cluster	Full kitchen with serving area, natural light, walking cooler, dry food storage, office and bathroom, access to outdoor open area. Space to sit 150 people
Classroom / Meeting Room Space	Carpeted, some come with natural light. Capacity varies, some rooms have concrete walls and some have drywall, a few have sinks
Dance space	Glass windows, ballet bars around the studios, sound panels, linoleum vinyl dance floor, 186 dance floor can be used as a small concert venue for 80 people
Display Studio Cluster	Concrete floor, skylight, store front window displays, sinks and back storage
Drawing Studio Cluster	Some have concrete floors and some are carpeted. Some walls are concrete and some are drywall, sinks and most have natural light
Large Open Space Rooms Cluster	Carpeted classrooms with storage room and office. Some with natural light.
Parking spaces	Upper parkade with handicapped access, unloading zone, lower parking, laneway parking, drop off zone 156 street with handicapped access
Recording Studio	1 live room, 1 control room, partly carpeted and tiles
Soundproof Rooms	Individual music and audio rooms some confined rooms
Theatre Space	Cat walk, sound and lighting booths, orchestra pit, storage room, wheelchair access, office with full facility bathroom, backstage, dressing rooms, paint shop, green room, box office in main entrance from 155 street
Main Theatre	Performance stage and seating for 360 people
Office Space	Private offices, carpeted, some with natural light
Office Space Cluster	Reception area, individual offices, carpeted, some have kitchenettes
Wenger Sound Isolation Booths	Some booths are smaller and some bigger, carpeted and sound deadening
Wood Working Space	Large area with concrete walls, wood floor, office, tool room, dust collector, 2 large separate work rooms, emergency shut off, large mezzanine (prop storage) above 2 nd floor, wash basins and paint room adjacent to woodshop

Please note: The descriptions above, indicate how the spaces are currently being used, some of the spaces could be reconfigured. In addition, it is likely that most non-fixed items will be removed, remaining with fixed furnishings only.

For Further Information:

Web: edmonton.ca/macewanwestcampus

Email: samuel.juru@edmonton.ca

Tel: 780-442-4383