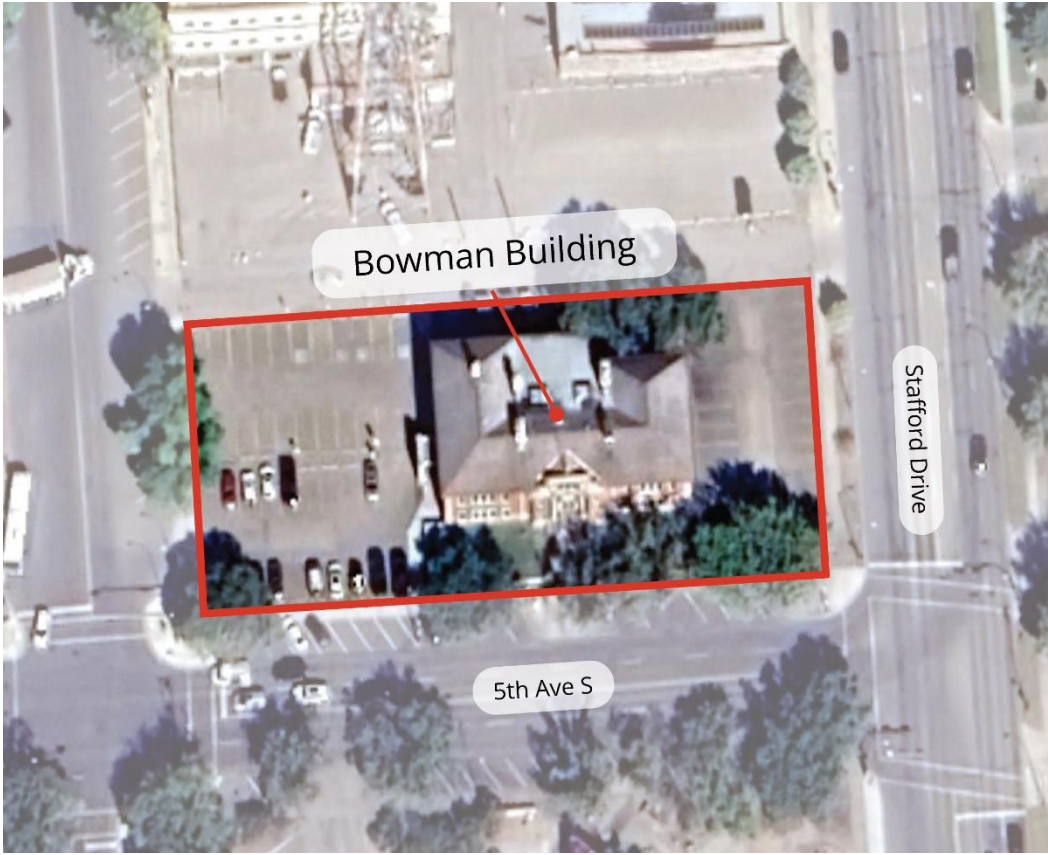


REQUEST FOR EXPRESSIONS OF INTEREST (RFEOI)



APPLICATION PACKAGE FOR 811, 5th Ave. South

The Bowman property

Posted on March 8th, 2024

Request for Expressions Of Interest (RFEOI)

Application for 811 5th Ave South (The Bowman property)

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Please read the Submissions Instructions section carefully as incomplete applications will automatically be deemed as ineligible for this opportunity. 30

1. EXECUTIVE SUMMARY

The City of Lethbridge is seeking expressions of interest for one or more qualified not-for-profit organizations to lease the Bowman property.

The purpose of this Request for Expressions of Interest (RFEOI) is to solicit proposals from qualified not-for-profit organizations to:

- Lease up to ~11,300 ft² (~1050 m²) of space for a recommended term of **5** years from the City of Lethbridge, with possibility of extension
 - The ~11,300 ft² is made up of several spaces such as offices, meeting rooms and flexible spaces, which could easily accommodate multiple organizations;
- Provide opportunity for the activation of a significant historic asset in the city's downtown;
- Manage and operate the property, including identifying a lead tenant and sub-tenants.

Proposals must be from qualified and eligible not-for-profit organizations (see Section 4). While applications from individual not-for-profit organizations are welcomed, applications from multiple tenants are preferred. Within the multi-tenant scenario, a lead tenant who will act as the property manager is expected to be clearly identified as are all sub-tenants.

The RFEOI will be a two-stage process. Stage 1 RFEOI applications and supporting documents are due by **Friday, March 29th, 2024**.

Stage 2 applications will be due by **Friday, April 26th, 2024**.

In advance of the Stage 1 submission deadline, there will be property tour and information session opportunities. Applicants are strongly encouraged to attend a session. The tour/session dates and times are as follows:

- Wednesday, March 20th at 3 pm
- Thursday, March 21st at 6 pm

2. BACKGROUND

The property at 811 5th Ave. South has had a long history as an educational, vocational, and community facility for Lethbridge and area. Most recently, since the mid-2000s, the property has been somewhat underutilized and has been used primarily for 'pop-up' style events and short-term rentals of various types.

PURPOSE

The purpose of this Request for Expression of Interest (RFEOI) is to solicit proposals and select qualified not-for-profit organizations to enter into lease negotiations for 811, 5th Ave. South (the "Property"), to:

- Lease up to ~ 11,300 ft² (~1050 m²) of space for a minimum 5 years from the City of Lethbridge, with possibility of extension
 - The ~11,300 ft² is made up of many smaller spaces such as offices, meeting rooms and flexible spaces, which could easily accommodate multiple organizations; and
- Provide space for not-for-profit organizations serving the Lethbridge community for administrative and community-facing functions such as but not limited to office space, meeting rooms, and suitable related activities; and
- Manage and operate the Property, including a clearly identified lead tenant and sub-tenants;

The Successful Applicants, including the lead and sub-tenants will have to demonstrate that they are capable of meeting the base lease rate and operating and maintenance costs.

This Property comprises approximately 12,000 square feet (~1114 square meters) of space, of which approximately 11,300 ft² (~1050 m²) would be available for eligible organizations (the lead and sub-tenants) to use the property for permitted uses listed in the City of Lethbridge Land Use Bylaw's (LUB) C-D Downtown Commercial land use district, excluding the following permitted uses as defined in the City's Land Use Bylaw; Dwelling, Apartment Mixed Uses, Hotel/Motels, Restaurants, as these uses are considered unsuitable for the Property given the capacity limitations of the Property as related to location, layout of the building, likelihood of the need for significant renovations and/or enhancements, and access to parking, among other things.

The lead tenant will provide property management for the property, the details of which shall be determined through lease negotiations. The successful applicant ("Successful Applicant") will be required to enter into a lease agreement on terms satisfactory to the City, and approval by City Council.

THE VISION: ACTIVATING A HISTORIC ASSET IN DOWNTOWN LETHBRIDGE

The vision for the Property is to provide the broadest community benefit possible, which will be captured by aligning the use of the property with strategic priorities, such as:

- 1) To provide a space for a multi-tenant occupancy (with a clearly identified lead tenant and any sub-tenants) by registered not-for-profit organizations serving the Lethbridge community.
- 2) To inject activity into the property and surrounding area by bringing new long-term tenants into the space; and
- 3) To achieve as many of the City's strategic priorities as reasonably feasible, with a particular focus on those that connect to points one and two of this vision.

Ideally, the property will be home to multiple not-for-profit organizations that serve Lethbridge and area and wish to make their home in downtown Lethbridge.

The City envisions that the property will become a hub for not-for-profit organizations serving Lethbridge and area, and act as a catalyst that contributes to the energy and vibrancy of the downtown core.

As the Property owner, the City will monitor the success of the Property and Tenants (including lead and sub-tenants) to ensure compliance with the vision for the Property as identified in this RFEOI and detailed in the lease agreement the Tenants will enter into with the City. Monitoring activities will include periodic maintenance and operational audits requested by the City.

CITY'S STRATEGIC PRIORITIES

The Gateway to Opportunity City Council Action Plan works with the Municipal Development Plan to set a strategic direction for City Council. Focus areas for the action plan include:

- Economic prosperity – actively encourage the development and diversification of the local economy
- Healthy and diverse – prioritize health-supporting developments and the wellbeing of all residents
- Cultural vibrancy – support the creation of a thriving, dynamic environment that exudes a sense of place and of community identity and belonging
- Quality design – strive to enhance and sustain a quality built environment
- Environmental responsibility – strive to enhance and sustain the natural environment
- Regional support – contribute towards shared regional objectives

Other key guiding documents that support and are supported by the strategic priorities as noted above include the Heart of Our City Master Plan and Downtown Redevelopment Plan; both of which focus on more vibrancy and activity in the downtown, which can be contributed to through the use of the Property.

Proponents are encouraged to submit applications that align with the above strategic priorities as these priorities are most directly tied to the context of the Property in question.

3. PROPERTY DETAILS

The Property is located at 811 5th Avenue South, in the SW area of Lethbridge's downtown core. The Property is owned by the City of Lethbridge and comprises approximately 12,000 ft² (1114 m²), of which 11,300 ft² (1050 m²) may be leased to a lead and sub-tenants, with the possibility of leasing the additional 700 ft² (65 m²) at some point in the future. Each floor can be described as having four quadrants, with space for mechanical, internal circulation, and building access taking up approximately 25% of the total floor area. See Appendix A for a copy of the floor plan.

LEASE TERM

The minimum lease term is recommended to be **5** years, with a further recommendation for option of up to two further **5**-year terms. Tenants are expected to be financially sustainable in the space for the entire lease term.

BUILDING FEATURES

The property includes the building itself, and a parking lot area with ~40 off-street parking stalls. The building itself includes, in its current state:

- Upper (main) floor
 - 2 large meeting rooms
 - 11 office spaces
 - 1 reception area
 - 1 kitchen area
 - 2 washrooms
 - 1 file/storage room
 - 1 server room
 - Main entry (south side of building) including double staircase
 - Corridors for internal circulation

- Lower floor
 - 3 large meeting rooms
 - 4 file/storage rooms
 - 2 washrooms
 - 1 janitorial room
 - Mechanical rooms
 - Main entry (west side of building)
 - Corridors for building access and internal circulation

- A Lethbridge Public Library storage room (~700 ft², not currently available for lease)

Some spaces, including space on the west side of the second floor above the west entrance, and the mechanical rooms in the lower floor, will need to remain accessible by the City for building operation and maintenance purposes. More generally, some of the spaces within the building may require additional fit-up work to be completed, depending on how the Successful Applicants wishes to make use of the building.

BUILDING CONDITION

The Property will be leased in an "as is" condition. The Tenant (including lead and sub-tenants) will be responsible for completing their own due diligence on the suitability of the premises prior to tenancy. The Tenant will be required to design and finish the building fit-up as desired, to make it ready for occupancy by the lead tenant and any sub-tenants. Unless otherwise agreed to by the City, any and all proposed fit-ups, including scope, methodology and construction resources that will be used to add such fit-ups, will be subject to review and approval by the City prior to any work starting. The same requirements shall apply, to the benefit of the province, for any and all work that includes parts of the building under the purview of Alberta Culture as a designated historical resource. Following is a sampling of Tenant and City responsibilities which may include activities and items such as but not limited to:

Tenant responsibilities

- Wall, ceiling, and floor finishes in their leasable spaces.
- Fixtures (plumbing, electrical) in their leasable spaces or added by the Tenant through the fit-up work or after
- Data systems and devices including provider services
- Security systems added by the Tenant through fit-up work or after
- Furniture, Fixtures and Equipment provided by the Tenant
- Millwork in their leasable spaces
- Property management (caretaking, snow removal, etc.)
- Ability to act as Prime Contractor
- Parking lot maintenance/management

City responsibilities

- Wall, ceiling, and floor finishes in common areas
- Structural, mechanical, electrical building-wide systems
- Building envelope systems
- Elevator/Accessible Lift
- Core utility services to the building demarcation points (natural gas, electricity, water and sewer)
- Fire & emergency systems
- Security access control for building entrances and perimeter

The final list of activities and/or items each party is responsible for will be a part of lease negotiations.

CAPITAL AND OPERATING COSTS

Capital Improvements (Fit-up Costs)

The tenant will be responsible for all Tenant Improvements/fit-up costs beyond the base condition finishes noted in the previous section.

Operating Costs

Estimated operating costs are provided below.

	Estimated Costs
Average Annual Operating Cost (incl. utilities, non-residential garbage, waste and recycling, etc.) (excluding property taxes)	~\$130,000 total
Average ft ² Operating cost (inc. utilities, non-residential garbage, waste and recycling, etc.) (excluding property taxes)	~\$10.83/ft ²
Estimated Property Taxes	~\$62,211 (2024)

PROVINCIAL HISTORIC RESOURCE DESIGNATION

The property is a listed Provincial Historic Resource and any changes to character defining elements of the building in particular **MUST** be approved by Alberta Culture. More information on the designation as a historic resource can be found here:

<https://hermis.alberta.ca/ARHP/Details.aspx?DeptID=1&ObjectID=4665-0485>

As noted throughout this RFEOI, applicants are welcome to propose improvements and modifications to the building. Improvements and modifications to the building and/or the introduction of additional uses must comply with the requirements and approvals of Alberta Culture, the current Land Use Bylaw of the City of Lethbridge and all other applicable laws, regulations, bylaws and policies, as may be amended from time to time.

4. TENANT CRITERIA

The City of Lethbridge's priority in conducting this RFEOI process is to find a lead and sub-tenants to lease the Property and sustainably operate it for the duration of the agreed-upon term.

The Tenant (which for the purposes of this section is the lead tenant as previously defined):

- Must be an incorporated not-for-profit organization registered under the Societies Act.
- Is encouraged to have multiple sub-tenants. Sub-tenants must also be incorporated not-for-profit organizations registered under the Societies Act and operating in the City of Lethbridge.
- Will be responsible for Property management, operation and maintenance, including the management of any sub-tenants.
- Must be in good financial standing, with the capacity to manage operating costs during the term of the lease.
- Must have the administrative capacity to manage the Property and provide proof of the same as a part of the submission requirements contained herein.

Ineligible organizations include:

- Organizations proposing to carry out a use defined as one or more of the discretionary uses in the Commercial Downtown (C-D) land use district, and certain permitted uses in the district, including Dwelling, Apartment Mixed Uses, and Hotel/Motels, as per the City's Land Use Bylaw (Bylaw 6300).
- For-profit organizations such as but not limited to corporations, and individuals wishing to lease the space for the purposes of making profit from the sale, resale or wholesale of goods, the provision of services and/or the undertaking of activities that result in profit.

TENANT RESPONSIBILITIES

Property

The Tenant (lead tenant and any sub-tenants) will be responsible for any and all proposed fit-up work (also referred to as Tenant Improvements) for the Property, including project management, contractor procurement, construction management, and paying for all approved Tenant Improvement capital work. The Tenant will also be responsible for all capital and operating costs associated with use of the Property and for undertaking or contracting out routine maintenance and repair of the Property, as per the Lease Agreement. The Tenant will need to be financially self-sustaining.

Lease Agreement

The Tenant will be required to enter into a lease agreement with the City of Lethbridge, in a final form satisfactory to the City of Lethbridge and subject to City Council approval. The Tenant will be required to report back periodically and comply with other monitoring conditions set out in the lease.

Among other things, it will be written into the lease that the Tenant will be required to provide financial and related information in support of a periodic audit of property maintenance and repair work, and any and all capital activities undertaken for the property. The frequency with which such audits will be undertaken will be negotiated between the City and Tenant, with the final decision lying with the City.

Lease Rate

The lease rate for the property has not been set but is expected to be a combination of base lease rate and the recovery of operating costs (sometimes referred to as additional rent). The base lease rate will be recommended at \$14/ft², while additional rent will be determined through lease negotiations with the Successful Applicant. The operating cost recovery range for the property is currently between \$85,000 and \$130,000 annually, which translates to \$7/ft² to \$11/ft².

CITY OF LETHBRIDGE SUPPORT

The City will provide the Property with the following in mind:

- **Building condition:** The Property will be provided to the successful proponent as-is.
- **Ongoing maintenance:** the Successful Applicant will be responsible for all maintenance of the Property as detailed in previous sections of this RFEOI document and to be finalized as a part of lease negotiations, which may include the City contracting related services to a qualified third-party provider. The City will review known maintenance costs with the successful applicant and may require of the applicant that a percentage of average maintenance costs be provided either as a lump-sum or on an ongoing basis, to ensure maintenance activities are able to be accounted for over the lease period.

5. APPLICATION PROCESS

RFEOI PROCESS

This RFEOI will be a competitive, two-stage process. Stage 1 will focus on identifying a short list of applicants, and Stage 2 will allow the short-listed applicants to submit a full business case.

Stage 1: open call (including a property tour and information session)

The first stage will be an open call for interested applicants to submit a response to this RFEOI. As a part of this first stage, a minimum of one property tour and information session will be held by the City. Applicants are strongly encouraged to attend the session(s) prior to submitting their applications.

Stage 2: short-listed applicants submit a full proposal

Short-listed applicants will be selected and invited to submit full proposals, including detailed business plans for the property, and proof of financial viability.

In the event of an unsuccessful process to determine a lead and sub-tenants, the City retains the right to initiate a new process to ensure the development and sustainability of leasing to qualified not-for-profit organizations.

MAIN CONTACT INFORMATION

The City of Lethbridge main contact for this RFEOI is Opportunity Lethbridge, City of Lethbridge. Questions or concerns must be sent to land@lethbridge.ca.

SUBMISSION INSTRUCTIONS

Stage 1 submissions

Applicants must include their Stage 1 RFEOI application submission and supporting documents as required by the **submission form on the Lethbridge Land website, which is available here:** <https://forms.lethbridge.ca/Opportunity-Lethbridge/Bowman-Leasing>

Submissions will only be accepted by way of the completion of the form as posted on the Lethbridge Land website.

Do not submit any documentation that has not been requested in the Required Documents checklist or the RFEOI form. Documentation not requested will not be reviewed and evaluated. If further information is required, City staff will reach out as appropriate.

Please note: Incomplete applications and documents received after the Stage 1 submission deadline of **Friday, March 29th, 2024 will not be accepted and your submission will automatically be deemed ineligible. No exceptions.**

Upon submission of your application, you will receive an email from a representative with the City of Lethbridge indicating your application has been received.

Stage 2 submissions

Applicants must include their Stage 2 RFEOI application submission and supporting documents including all information required as per the Stage 2 requirements listed in Section 6 of this RFEOI. **Stage 2 submissions must be emailed to land@lethbridge.ca in PDF format, in one file.**

Do not submit any documentation that has not been requested in the Required Documents checklist or the RFEOI form. Documentation not requested will not be reviewed and evaluated. If further information is required, City staff will reach out as appropriate.

Please note: Incomplete applications and documents received after the Stage 2 submission deadline of **Friday, April 26th, 2024 will not be accepted and your submission will automatically be deemed ineligible. No exceptions.**

SUBMISSION DEADLINES

Stage 1 – Friday, March 29th, 2024 by 11:59 pm

Stage 2 – Friday, April 26th, 2024 by 11:59 pm

Applications and documents received after the deadline will not be accepted.

For both application deadlines, please remember it is always a good idea to plan on submitting digital information well before the deadline, given the time it can take for submissions of this nature to process.

PROPERTY TOUR AND INFORMATION SESSION

Applicants are strongly encouraged to attend the property tour and information session presented by Opportunity Lethbridge and other relevant City departments on **March 20th at 3 pm and March 21st at 6 pm (please only attend one)**. The dates/times are subject to change, and all applicants will be provided as much notice as possible should there be any changes. Additionally, the City will not be held responsible for any condition that could have been observed or ascertained during these property tours.

The information session(s) will provide further details on the vision for the Property, building condition and preliminary work being conducted by the City of Lethbridge, the RFEOI application and process, and the evaluation and selection process for selecting a Successful Applicant. This will also be an opportunity for interested parties to connect with one another to discuss the possibility of co-location through the identification of a lead tenant, and sub-tenants.

TIMELINES

The following timelines are associated with the RFEOI. Dates may be subject to change.

Activity	Date (all in 2024)
Request for Expression of Interest Release	Friday, March 8th
Property Tours and Information Sessions	Wednesday, March 20th at 3 pm Thursday, March 21st at 6 pm
Stage 1 Submission Due Date	Friday, March 29th
Submission Review and Applicant Short List Selection	Monday, April 1st to Friday, April 12th
Applicant Short List Notification	Friday, April 12th
Stage 2 Submission Due Date	Friday, April 26th
Successful Applicant Agreement Negotiations	May 2024 onward
City Council consideration of approval	Q2-Q3, 2024
Execution of Lease	TBD
Commencement of Lease	TBD
<i>Please note</i> – dates noted above are subject to change. Should one or more dates change, notification will be provided to all applicants in a timely manner.	

6. SUBMISSION REQUIREMENTS

The RFEOI will be a two-stage process. All interested Applicants will need to submit the required information for the first stage of the RFEOI application. Only those applicants that satisfy the requirements of the first phase will proceed to the second phase of the process.

For Stage 1, applicants are required to submit their RFEOI application and required documents by the submission deadline of **Friday, March 29th, 2024** by completing the online form available on the Lethbridge Land website from Friday, March 8th, to Friday, March 29th.

For Stage 2, short listed applicants are required to submit their Stage 2 RFEOI application and required documents by the submission deadline of **Friday, April 26th, 2024** by submitting a PDF of the application to land@lethbridge.ca. Applications must include the below information to be considered complete.

Short Listed Applicants will be required to submit a complete application including additional information required for the second stage of the application process. Short Listed Applicants will be contacted with further information on when their full proposals will be due, and if they require an additional tour of the Property.

Stage 1 Application Submission Requirements

(Applications to be submitted digitally at: <https://forms.lethbridge.ca/Opportunity-Lethbridge/Bowman-Leasing>)

- **Executive Summary**
- **Mandatory Eligibility Requirements Checklist** (see Appendix D)
- **Declaration of Conflict of Interest** – provide a statement of any conflict of interest, if applicable or alternatively, that there is NO conflict of interest.
- **Applicant Profile**
 - a. Applicant Overview – a summary of the Applicant (lead tenant and sub-tenant organizations), including:
 - i. Applicant information – Corporate name, address, main contact information
 - ii. Organization history:
 - 1. Date incorporated
 - 2. Mission and mandate
 - 3. Total number of employees
 - 4. Business partner(s) information
 - 5. Board of Directors information
 - iii. Proof of not-for-profit status demonstrated by a current organization profile report and/or proof of incorporation.
 - iv. Overview of proposed tenancy: if the application is prepared by a group with lead tenant and incorporated sub-tenants, an overview of each entity is required, along with an overview of each entity's role. **The**

application will need to be submitted by the proposed lead tenant, with written confirmation of approval from all sub-tenants to be included in the application.

- b. Experience and Qualifications
 - i. Experience – relevant experience with similar projects, programming and facility management.
 - ii. Relevant skills and key staff – skills, experience and expertise necessary to effectively manage the sub-lease, operation and maintenance of the building and property.
 - iii. References – provide three to five (3-5) references for the purpose of evaluating the Applicant's experience and track record.
- **Proposed Use of the Property**
 - a. High level overview including: vision for the property, goals and objectives, proposed services and programs.
- **Financial Capacity**
 - a. High level overview of the Applicant's existing financial position including recent audited financial statements, cash position, assets and liabilities. Applicants must demonstrate ability to cover monthly and annual operating costs for the Property.
 - b. When an application includes a lead and sub-tenants, proof of financial capacity should include details regarding all tenants, and the percentage of the lease that each tenant is expected to be responsible for over the life of the lease.
- **Organization Structure and Management Assessment**
 - a. High level overview of the Applicant's corporate structure including Board and management composition, etc.
 - b. High level overview of staffing information (excluding personal or identifying information) and proposed management of the Property.

Stage 2 Application Submission Requirements - SHORT LIST APPLICANTS ONLY

(Applications to be submitted in PDF format to land@lethbridge.ca)

In addition to the above, Short-Listed Applicants are required to submit detailed proposals for the use of the property, detailed financial capacity information, and a business plan.

- **Proposed Use of the Property**
 - a. Proposed Services and Programs – clearly demonstrate how the Applicant will deliver programs and services relevant to the vision and need for the Property and alignment with the City of Lethbridge's vision for the property.
 - b. Community Partnerships – identify how the Applicant will partner with local organizations or businesses to engage the community. List the organizations or businesses that the Applicant will partner or engage with.
 - c. Alignment with City's Strategic Priorities – describe how the proposed services and programs align with the City's strategic priorities.
 - d. Community Benefit – describe how the use of the property will create broad community benefit.

○ **Financial Capacity**

- a. **Existing Financial Position** – provide information on the Applicant's existing financial capacity, including:
- i. Revenue and expenses – as per recent audited financial statements, demonstrate if revenues exceed expenses.
 - ii. Revenue mix – provide information of **confirmed** funding sources and the associated amount. Include information for any and all funding that has been applied for. Funding letters and/or confirmation of applications must be submitted as part of the RFEOI package.
 - iii. Existing city grants – list any City of Lethbridge grants the applicant and sub-tenants have or are receiving.
 - iv. Cash position – Explain if the Applicant has ever been in a negative cash position, why and what measures were taken to offset and increase financial position. Submit supporting documents such as purchase invoices to verify the information provided.
 - v. Operating reserves – what is the Applicant's operating reserve and reserve policy. Include information on unrestricted reserve and unrestricted reserve policy, including circumstances to use these reserves. Attach relevant policies.
 - vi. Assets and liabilities – list and explain all assets and liabilities listed on the most recent financial audit.
 - vii. Debt-reduction strategies – describe debt / deficit reduction strategy if the Applicant has accumulated negative net assets or accumulated deficit representing more than 10% of your annual operating budget.
 - viii. Endowments - If the Applicant has an endowment, foundation or parent organization, provide details of the type of relationship, when it was established and terms of agreement. Submit a copy of the organization's audited financial statements and agreement.
 - ix. Financial governance - include information on how the Applicant's Board assures good financial governance.
- b. **Business Plan** – a high-level business plan that includes a 5-year forecast of capital and operating costs. The business plan should include:
- i. Concept overview
 - ii. Proposed timeline
 - iii. Organization and management team
 - iv. Proposed team and resources
 - v. Marketing plan
 - vi. Strategy and implementation
 - vii. Projected impact
 - viii. Financial plan and projections – clearly demonstrate the Applicant's financial plan and capacity to manage any and all capital, occupancy, service and program costs, including:
 1. Information on any capital works or fit-up work to the Property.
 2. Detailed plan and budget for any additional leasehold improvements or Property modifications intended by the Applicant.
 3. Source of funds (both confirmed and projected).

- **Corporate Structure and Management Assessment**
 - a. Staffing Information – number of staff presently employed by the Applicant that will be working within the Property. Do not include any personal or identifying information regarding the employee including name, age, gender and/or ethnicity.
 - b. Board Election – provide details on methodologies used to invite and elect Board members.
 - c. Board and Management Composition - describe the Applicant's Board and management composition and demographics, including functional expertise of each Board and management member (i.e.: marketing, legal, finance, governance, fundraising etc.) and relevant skills for the proposed uses of the Property.

- **Signature Page** – see **Appendix E**

7. EVALUATION AND SELECTION CRITERIA

REVIEW PROCESS

City Administration will consider all compliant RFEOI applications received by the submission deadlines of March 29th (Stage 1) and April 26th (Stage 2) and will act as the “Review Panel” for the scoring of submissions. Members of City Administration will prepare a summary of each RFEOI and summary of all submissions, and recommendations, to assist City Council with their decision regarding the Successful Applicant(s).

SHORT LIST OF APPLICANTS

This RFEOI will be a two-stage process to identify a Successful Applicant(s) who meets the eligibility requirements. The first stage will be an open call for interested applicants to submit an expression of interest. Applicants that score a minimum of 70% in the first stage will be selected and invited to submit full proposals. Short-listed applicants may also be invited for an interview if deemed relevant / appropriate.

EVALUATION RESULTS

Once an Applicant has been determined to be the Successful Applicant and the provisions of a lease have been mutually agreed upon by the City of Lethbridge and the Successful Applicant, City Administration will seek authority from City Council to approve the terms of the lease and authorize its execution.

By responding to this RFEOI applicants are agreeing that the process outlined herein and any decisions rendered by the City, are to be complied with and are final.

Applicants should identify any portions of their application which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence and which will cause harm if disclosed.

NEGOTIATIONS AND AGREEMENT

The final selection of a Successful Applicant will be in the sole and absolute discretion of City Council. The selection of the Successful Applicant will not oblige the City of Lethbridge to negotiate or execute a lease with that organization. Any agreement resulting from this RFEOI will be in accordance with the bylaws, policies and procedures of the City of Lethbridge including approval by City Council. The City of Lethbridge shall have no liability to any person because of the RFEOI and any negotiations which may ensue because of it.

SELECTION CRITERIA

The Review Panel will assess RFEOI applications using the below evaluation criteria. If a submission fails in any of the mandatory requirements, the submission will be rejected.

The submission that achieves the highest total score will be ranked first, followed by the next highest score, and so on.

Mandatory Eligibility Requirements

Applications for Stage 1 and 2 will only be considered compliant if they provide proof of the following:

- A. That the organizations included in the application are incorporated as not-for-profit organizations in the Province of Alberta and that they are not a subsidiary or related entity of a for-profit organization or a for-profit social enterprise.
- B. That the organizations included in the application provide programming and services to Lethbridge and area residents, amongst others.
- C. That the organizations included in the application can satisfy the City that they are in good financial standing and are not in default under any existing lease, service agreement, or other agreement with the City or other organization, and have limited risk of insolvency or bankruptcy.

Evaluation Criteria

CRITERIA	POINTS AVAILABLE	MINIMUM THRESHOLD (70%)
Applicant is a registered not-for-profit organization and/or post-secondary institution	Pass / Fail	Pass
Applicant meets all mandatory eligibility requirements	Pass / Fail	Pass
Submission includes all submission requirements	Pass / Fail	Pass
Stage One: RFEOI Submission Package		
A. Executive Summary	5	3.5
B. Mandatory Eligibility Requirements Checklist	Pass / Fail	Pass
C. Declaration of Conflict of Interest	Pass / Fail	Pass
D. Applicant Profile (lead tenant)	5	3.5
E. Applicant Profile (sub-tenants)	1 per sub-tenant	Total will be calculated based on number of sub-tenants
F. Number of sub-tenants	1 per sub-tenant	
G. Proposed Use of the Property	15	10.5
H. Financial Capacity	15	10.5
I. Corporate Structure and Management Assessment	10	7
Stage One: Total Score	Minimum 50	Minimum 35
Stage Two: Full Proposal Package		
A. Executive Summary	10	7
B. Applicant Profile (lead tenant)	10	7
C. Applicant Profile (sub-tenants)	2 per sub-tenant	Total will be calculated based on number of sub-tenants
D. Number of sub-tenants	2 per sub-tenant	
E. Proposed Use of the Property	30	21
F. Financial Capacity <ul style="list-style-type: none"> • Existing Financial Position • Business Plan 	30	21
G. Corporate Structure and Management Assessment	20	14
Stage Two: Total Score	Minimum 100	Minimum 70

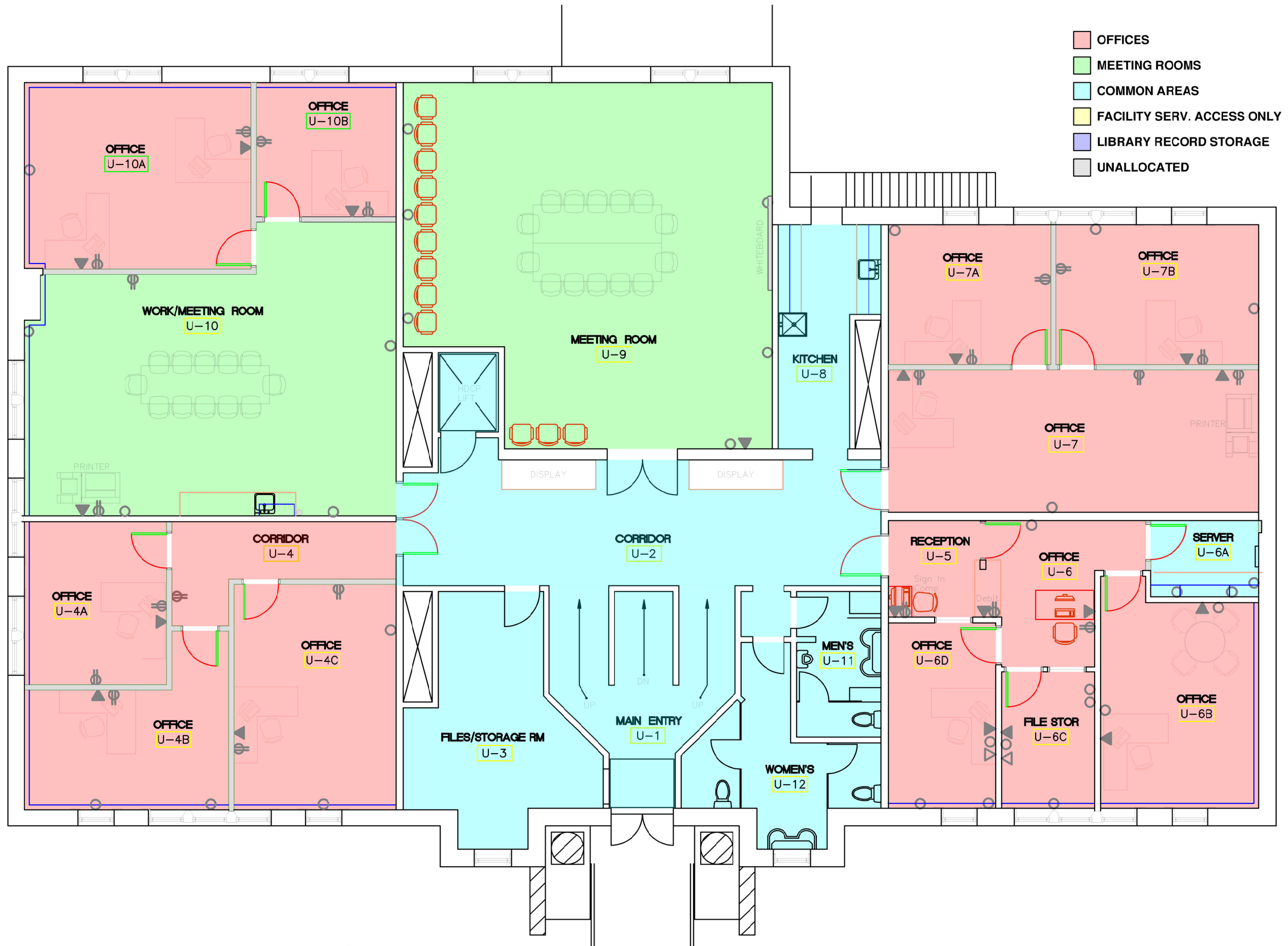
8. APPENDICES

APPENDIX A – PROPERTY FLOOR PLAN

PROPERTY FLOOR PLAN

The property at 811, 5th Ave. South consists of ~12,000 ft² over two stories, with common space equal to approximately 25% of each floor in the form of entrances and access hallways.

The following 2 pages show the upper and lower floors of the building in their current layout.



- OFFICES
- MEETING ROOMS
- COMMON AREAS
- FACILITY SERV. ACCESS ONLY
- LIBRARY RECORD STORAGE
- UNALLOCATED

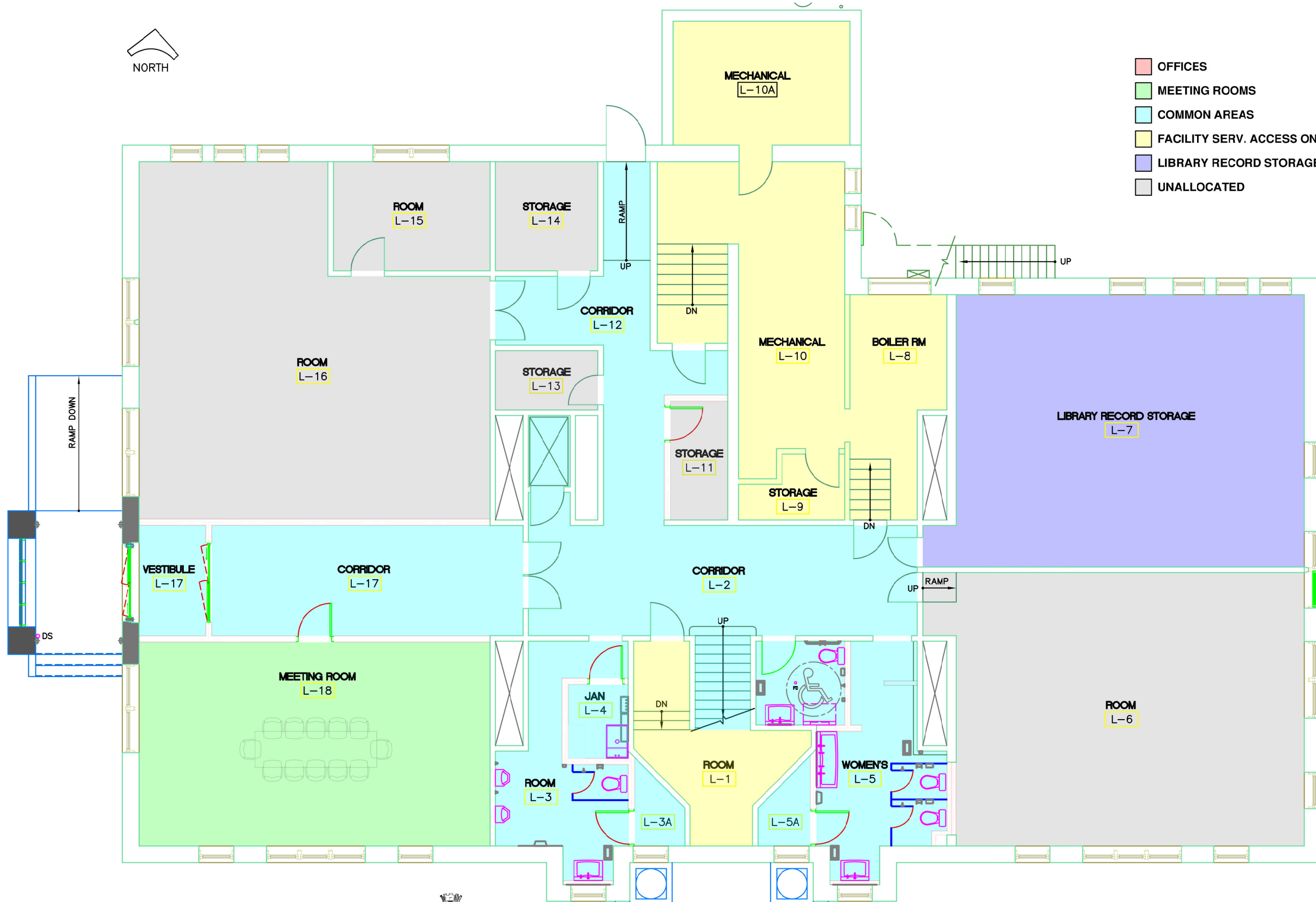


CITY OF
Lethbridge

Project Name:	Bowman Arts Centre	Drawing Name:	Upper Level
Project No.:	-	Date:	Feb / 2022
		Scale:	1 : 100
		Dwg No.:	Dwg 1



- OFFICES
- MEETING ROOMS
- COMMON AREAS
- FACILITY SERV. ACCESS ONLY
- LIBRARY RECORD STORAGE
- UNALLOCATED



CITY OF
Lethbridge

Project Name:	Bowman Arts Centre	Drawing Name:	Lower Level
Project No.:	-	Date:	Feb / 2022
		Scale:	1 : 100
		Dwg No.:	Dwg 2

APPENDIX B – OPERATING AND CAPITAL COSTS

OPERATING COST ESTIMATES

The Tenant will be required to pay a proportionate share of the operating costs for the duration of the lease of the Property.

The operating costs for the Property are being finalized by the City and further details of the Shared Facility Agreement will be shared with Short Listed Applicants as part of their RFEOI application.

Property Taxes for the Property are estimated at ~**\$62,211** per year (2024 estimate).

High level estimates are provided below for the total operating costs for the Property, excluding property taxes.

Type of Cost	Estimated Costs - Totals	Estimated Costs - Leasable Space
Annual Rent	Recommended at \$14/ft ² <i>(base rate, not including operational and maintenance, property tax or insurance costs)</i>	Recommended at \$14/ft ² <i>(base rate, not including operational and maintenance, property tax or insurance costs)</i>
Average Annual Operating Cost (excl. property tax)	~\$130,000 Total (~\$10.83/ft ²)	~\$122,380 (~\$10.83/ft ²)
Municipal Property Tax (estimate)	~\$62,211 Total (2024 estimate)	

APPENDIX C - IMPROVEMENTS PRIOR TO OCCUPANCY

The City of Lethbridge has completed or is in the process of completing certain improvements to the Property prior to tenancy. The below list provides general information on lifecycle improvements that were completed or are in the process of being completed for the Property in 2023/2024. Implementation of any City work not completed prior to occupancy will be coordinated with the successful proponent. Additional capital and maintenance improvements to the Property amenities will be completed by the Tenant.

Item	Description
Plumbing and Electrical	<ul style="list-style-type: none">• Installation of backflow preventor (in process)• Light fixture lamp replacement in select areas only.
Hazardous Materials Abatement	<ul style="list-style-type: none">• Abatement of hazardous materials in select areas only.
Elevators	<ul style="list-style-type: none">• Annual inspections.
Floor Repairs	<ul style="list-style-type: none">• Replacement of carpet in select areas of the upper floor.• Replacement of stained/damaged sheet flooring in NE corner of the upper floor.
Ceiling Repairs	<ul style="list-style-type: none">• Ceiling tiles in select areas only.
HVAC	<ul style="list-style-type: none">• Rooftop air-handling units (scheduled for later in 2024)

APPENDIX D - MANDATORY ELIGIBILITY REQUIREMENTS CHECKLIST

Mandatory Eligibility Requirements (Pass or Fail)

<p>The following are mandatory eligibility requirements. All requirements must be met in order to be eligible. Please complete this check list and include as part of your RFEOI submission package.</p>
<p>Read before proceeding with the rest of the application.</p>
<p>Is your organization incorporated as a not-for-profit organization that is not a subsidiary or related entity of a for-profit organization or a for-profit social enterprise?</p>
<p>Does your organization provide programming and services to Lethbridge and area residents, amongst others?</p>
<p>Is your organization in good financial standing and not in default under any existing lease, service agreement, grant or other agreement with the City or other organization?</p>
<p>If you answered "No" to any of the questions, the mandatory eligibility requirements were not met. Do not proceed further with this application.</p>

APPENDIX E – SIGNATURE PAGE

Please note this signature page is the final page of the RFEOI application. Please review the Submission Requirements section of the RFEOI to ensure that you have completed and submitted all required information and documentation along with this RFEOI application.

All applications must be signed by your Organization's Chair of Board or Designated Signing Authority.

For Stage 1 applications, please complete the digital signature page at the end of the form available on the Lethbridge Land website.

For Stage 2 applications, please complete this form and attach it to the submission.

Please read the Submissions Instructions section carefully as incomplete applications will automatically be deemed as ineligible for this opportunity.

To the best of my knowledge, information in this application is accurate and complete.	
Signature	Date Signed (yyyy-mm-dd)
Name (Print - First, Last or Single)	Position Title
Signature	Date Signed (yyyy-mm-dd)
Name (Print - First, Last or Single)	Position Title
Signature	Date Signed (yyyy-mm-dd)
Name (Print - First, Last or Single)	Position Title

Please note: Request for Expression of Interest Application and evaluation results are the property of the City and are subject to the *Freedom of Information and Protection of Privacy Act*. Applications will be received in confidence subject to the disclosure requirements under the Act or to disclosure being otherwise required by law or an order of a court or tribunal.

Applicants should identify any portions of their Application which contain a trade secret, scientific, technical, financial, commercial or labour relationships information supplied in confidence and which will cause harm if disclosed.