



## **Request for Submissions**

### **Market Rate Spaces – Students' Association of MacEwan University (SAMU) Building**

**October 9, 2018**

**Deadline for submissions:**      **4:00 PM (MTN) – December 17, 2018**

**Contact Person:**                      Darryl Kostash, Director Building Operations SAMU Building

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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 Students' Association of MacEwan University (SAMU). 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 SAMU 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.

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Attachments:

- Submission Form Prospective Tenant
- General Information (Schedule 1)
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- Space Requirements (Schedule 3)
- Reference Floor Plans & Elevations (Schedule 4)
- Artistic renderings of leasing opportunities (Schedule 5)
- Draft Lease (Schedule 6) *Only intended for those that pass evaluation process and could potentially become tenants of SAMU*
- Facade and design guidelines (Schedule 7) *Only intended for those that pass evaluation process and could potentially become tenants of SAMU*

## **Part 1**

### **Intent and General Instructions**

The Intent of this Call for Submissions is to lease four selected spaces within the SAMU Building at market lease rates. The selection and lease negotiation by SAMU is at the SAMU's sole discretion and leases will be awarded only as SAMU sees fit.

The SAMU Building is currently under construction and once built will be the new home to the Students' Association of MacEwan University. The new SAMU building is 3 stories in height siting on the corner of 109 St and 104 Ave on the MacEwan University campus. The building is a central hub for the university campus that will house students' social activities, study, as well as Student Council Executive and Administrative Staff. It will be interconnected to the MacEwan University campus via enclosed walking pedways and exterior walkways, accessing the campus and City streets. Anticipated opening date is the 2019 school year.

#### **Our Building:**

The SAMU Building operational plan base model assumes that SAMU will have space leased at market rates for adding food/beverage vendors to service the students' current and future needs on campus.

#### **Proposals shall include the following:**

- Completed Prospective Tenant Form and attachments
- Articles of Incorporation
- Proposed Operational Plans:
  - Space Plan / Space requirements (Basic floor map of space use minimum)
  - Company's Organizational Chart / Structure
  - Sustainability and Environmental Stewardship Programs or Initiatives
- Financial Health
  - Model / Business Plan
- Additional information required

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

## Part 2

### Evaluation Outline

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

#### **SAMU Needs**

**25%**

Alignment with Student Wants

- Menu Offering and Price
- Healthy
- Style of Options
- Alignment with SAMU Mission Values

#### **Plan for Space**

**15%**

Operational Plan

- Basic proposed layout
- Sustainability & Environmental Stewardship

Current Operational Venue design and operation (Other business(s) currently operating to view)

#### **Space Allocation Requirements**

**10%**

Proposed Occupancy Date

Length of Term Requested

Does the Requested Space Suit the Proposed Use?

- Does it align with the building guidelines for design intent?
  - Façade and interior design
  - Interior signage specifications and intent

#### **Organizational Sustainability**

**50%**

Financial Health

Organizational Stability

- Years of Operation and Experience/Expertise
- Ownership (partnership/group) Strength

Only Submissions with a minimum score of 75% will be considered for possible lease discussions.