

REQUEST FOR EXPRESSION OF INTEREST

Community Amenity Space
T19-091

Submission Deadline:

Submissions will be received on the Bonfire online submission portal prior to
2:00 pm Local Time Friday, November 29, 2019

Date of Issue: November 5, 2019

All enquiries must be directed via the Bonfire portal to:
Franca Cividino

Purchasing Branch

1435 Water Street
Kelowna BC V1Y 1J4
TEL 250 469-8530
purchasing@kelowna.ca

It is the sole responsibility of the respondent to check the City of Kelowna Bonfire portal for any updated information and addenda issued before the Submission Deadline.

The City of Kelowna shall not be held responsible for our competitive bid documents that are located on any other website.

REQUEST FOR EXPRESSION OF INTEREST
T19-091
Creative Hub, 350 Doyle Avenue, Kelowna BC

1.0 INTRODUCTION

1.1 SEEKING EXPRESSIONS OF INTEREST

The City of Kelowna, hereafter referred to as the “City”, is requesting Expressions of Interest (EOI) from interested parties for participation in a consultant-led process to determine the feasibility for the development and operation of a creative hub housed within a 6,000 square foot community amenity space (the ‘CAS’) in a multi-use facility to be constructed at 350 Doyle Avenue in Kelowna BC.

This EOI is not an application for space; it is intended to gauge the level of market interest. Responses will support the City in its understanding of the potential for this hub initiative and potential feasibility of the project.

1.2 PROFILE OF INTERESTED PARTIES

Parties responding to this EOI are envisioned to be, and include:

- a registered BC Society or registered charity, or creative enterprise, that creates, produces and/or presents works in performance-based disciplines, where the majority of activities undertaken take place in Kelowna and area, and include professional artists who are remunerated for their work. Such organizations may include performing arts companies, artist run centres, arts festivals and other presenters; OR
- a self-employed professional artist* in a performance-related discipline, residing within the Central Okanagan; AND
- interested in, and capable of, co-locating all or part of their administrative and creative functions in a shared space in downtown Kelowna with up to three (3) other parties; and
- have the capacity to participate, with up to three (3) other parties, in an intensive consultant-led process over the next 12 months, to determine the feasibility for the development, construction and operation of a shared creative hub in the CAS.

Parties may express their interest as individual entities, or as a collective.

***NOTE:** For the purposes of this project, a professional artist (as defined by the Canada Council for the Arts) is an artist who:

- *has specialized training the artistic field (not necessarily in academic institutions)*
- *is recognized as a professional by his or her peers (artists working in the same artistic tradition)*
- *is committed to devoting more time to artistic activity, if possible financially; and*
- *has a history of public presentation or publication.*

2.0 CULTURAL DISTRICT / CIVIC PRECINCT OVERVIEW

The City’s Cultural District, a cluster of cultural and civic facilities and outdoor amenities, was formally established in the late 1990s and was followed by a consistent pattern of complementary residential and commercial development around its perimeter. A comprehensive community

consultation process led to adoption of the [Civic Precinct Plan](#) in 2016, and the City is now actively working to realize the Plan's vision to ensure that this area will continue to grow into a destination to live, work, shop, learn and play. Included within the Plan are goals for the redevelopment of key sites such as 350 Doyle Avenue and public realm enhancements which support cultural vibrancy and increased pedestrian movement through and around the Cultural District.

The City's new [2020-2025 Cultural Plan](#), adopted by Council on September 16, 2019, includes goal areas which address the need for more cultural spaces. In particular, Goal 4 addresses the need to commit to developing new facilities for cultural activities, with five accompanying strategies which speak to understanding community needs, finding creative funding solutions and increasing production space. Solutions which reflect a collaborative approach within the cultural sector, and between the cultural sector and other interests, are identified throughout the plan as highly desirable.

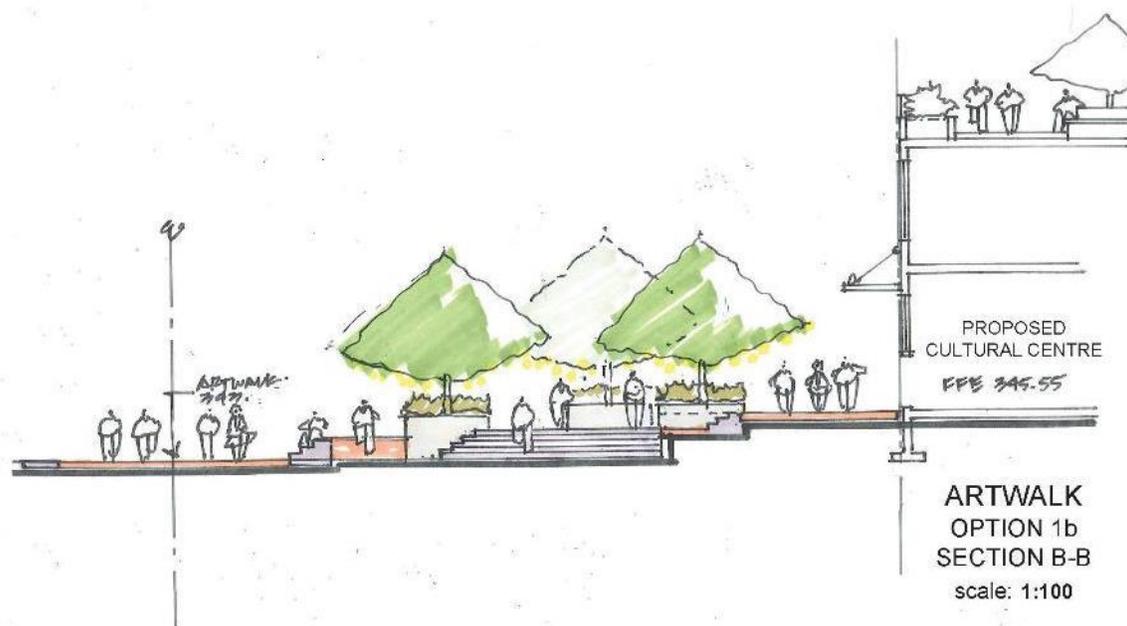
3.0 COMMUNITY AMENITY SPACE (CAS) BACKGROUND

350 Doyle Avenue is owned by the City of Kelowna and was the site of Kelowna's main RCMP detachment. In June 2017, Kelowna's police services relocated to a new building on Richter Street. During the 2018 winter season, the old detachment building was demolished, and in summer, 2019, the City issued an offer for sale for the site, which closed on September 30, 2019. A final disposition of the site to the selected developer is anticipated in early 2020.

As set out in the Civic Precinct Plan, the offer for sale specified a number of development requirements, including the provision of a 6,000 sq ft shell space for community use (the 'CAS') on the ground floor, interfacing with a civic plaza and a re-developed ArtWalk. The CAS will be sold back to the City as a dedicated strata lot for \$1.00. The City, as strata owner, will determine the ultimate usage for the space, informed by the feasibility work described in the following section.

The images below are conceptual (not final) sketches of the CAS (marked as 'B') within the context of the new development, and illustrate the significant potential of connecting the CAS with the outdoor plaza and ArtWalk.





4.0 DESCRIPTION OF THE FEASIBILITY PROJECT

4.1 THE CREATIVE HUB CONCEPT

Based on community feedback during the Cultural Plan development process, and priorities emerging from the master plans listed in Section 2.0, the City wishes to explore the feasibility of establishing a creative hub in the CAS at 350 Doyle Avenue. For the purposes of this project, the characteristics of a creative hub are:

- The co-location in a shared space of at least two (2) and up to four (4) cultural/creative organizations, interests or artistic disciplines
- A space that, through good design and appropriate technical equipment, can flexibly accommodate administration, essential storage, incubation and rehearsal of new work, and performance
- Through co-location and inter-disciplinary exploration, a shared commitment to professional artistic development, the creation of new work and professional arts presentation
- An operating model supported by sound governance, administration and financial sustainability
- Community engagement, accessibility and connection, including public access space and programming.

4.2 CONSULTANT – BC ARTSCAPE

The City intends to retain the services of [BC Artscape](#) as a consultant to work with selected interested parties. BC Artscape provides community-focused consulting work which supports the development of secure, affordable and appropriate cultural spaces for arts organizations, and empowers and supports non-profit organizations to work strategically and build capacity and organizational resilience through the process of cultural space development. BC Artscape currently

operates the largest community cultural hub in the province – BC Artscape Sun Wah, a 50,000 sq ft facility in Vancouver’s Chinatown, which is home to over 70 artists, cultural organizations, and social impact organizations.

The role of BC Artscape will be to work with selected interested parties to:

- clarify and articulate the project vision
- explore and articulate sustainable operating models, including partnerships, operations, governance, business cases and risk profiles
- identify development mechanisms, preliminary budget, sources of capital funding and forms of tenure to advance a successful creative hub capital project.
- Devise design criteria to support the established types of artistic practices.

The timeline for BC Artscape’s work will be approximately 12 months. At the conclusion of their work, reporting will include:

- broad-based analysis of creative hub feasibility within the CAS;
- options / recommendations for a sustainable operating model including forms of tenure
- a capital development proposal including preliminary design specifications and costing, and potential funding sources.

Any proposals or recommendations arising from this project will be subject to consideration and approval by Kelowna City Council.

The role of selected interested parties will be to:

- commit to the concept of a shared hub and a collaborative process to determine its feasibility
- be open and honest about their ability to contribute financially to the project and their capacity to operate within a shared space model
- dedicate staff and Board time, without compensation, to work through the feasibility process with the consultant.

5.0 Interested parties are invited to respond to this EOI by submitting a letter to the City that includes a brief statement of the nature of their interest in this project. Responses should only include a statement of interest, and a reason for that interest which relates to current and future space requirements. There will be no evaluation, ranking, or selection of respondents as a result of this EOI; it will not be used to pre-qualify or screen respondents for a subsequent application process, if any.

6.0 If a subsequent application process is issued, the City is under no obligation to advise any party responding to this EOI. In issuing any subsequent process, the City may use the BC Bid website (www.bcbid.ca), or other means of advertising the opportunity, which may be open to all interested parties, whether or not a response to this EOI was submitted.

7.0 Submission Instructions

Please follow these instructions to submit via our Public Portal. For assistance on how to use the Bonfire software, please follow the link below:

<https://bonfirehub.zendesk.com/hc/en-us/articles/204209803-Creating-and-Uploading-a-Submission-VIDEO->

a) Submissions to be Submitted at Prescribed Location

Submissions must be submitted through the City's online portal at:

<https://kelowna.bonfirehub.ca/portal/>

Submissions by other methods will not be accepted.

All correspondence through Bonfire will go to the individual who submitted the submission. If the project manager wishes to receive notifications, all submissions for the project will need to be made under that account.

Minimum system requirements are Google Chrome or Mozilla Firefox. Javascript must be enabled.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions, or visit Bonfire's help forum at <https://bonfirehub.zendesk.com/hc>.

b) Submissions to be Submitted on Time

Submissions must be submitted at the location set out above on or before the Submission Deadline. Submissions submitted after the Submission Deadline will be rejected.

The Submission will only be visible by the City after the Closing Date and Time.

c) Submissions to be Submitted in Prescribed Format

Respondents should submit one electronic copy in the file formats listed under Requested Information for this opportunity in the City's portal.

The maximum upload file size is 1000 MB.

Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated

d) Amendment of Submissions

Respondents may amend their submissions prior to the Submission Deadline by un-submitting the submission and re-submitting a revised submission through the City's portal.

e) Withdrawal of Submissions

At any time throughout the EOI process until the execution of a written agreement for provision of the Deliverables, a respondent may withdraw a submitted submission. To withdraw a submission prior to the Submission Deadline, a respondent should un-submit the submission through the City's portal. Following the Submission Deadline, a notice of withdrawal must be sent to the EOI Contact and must be signed by an authorized representative of the respondent. The City is under no obligation to return withdrawn submissions.

8.0 Enquiries

To contact the City in relation to this EOI, respondents must register with the City's public purchasing portal at <https://kelowna.bonfirehub.ca/portal/> (the "City's Bonfire Portal") and initiate the communication electronically through the Messages>Opportunity Q&A function. The City will not accept any respondent's communications by any other means, except as specifically stated in this EOI.

For the purposes of this procurement process, the "EOI Contact" will be:

Franca Cividino at Purchasing@kelowna.ca

Respondents should only contact the EOI Contact where specifically instructed to in this EOI. All other communication in relation to this EOI must be through the City's Bonfire Portal, as described above.

Respondents and their representatives are not permitted to contact any employees, officers, agents, elected officials or other representatives of the City, other than the EOI Contact, concerning matters regarding this EOI. Failure to adhere to this rule may result in the disqualification of the respondent and the rejection of the respondent's submission.