

FINANCE AND CIVIC DEVELOPMENT COMMITTEE

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

SUBJECT: PROPOSAL CALL PROCESS FOR PENDING COMMUNITY AMENITY SPACES

RECOMMENDATION:

1. THAT Council endorse the proposed process to select non-profit tenants for the subject pending community amenity spaces, as outlined in Sections 2.0 and 3.0 of this report.

REPORT

The Finance and Civic Development Committee, at its meeting held on 2011 February 24, received and adopted the attached report seeking Council's approval to initiate a Request for Proposals (RFP) process to identify community organizations to occupy City-owned non-profit office/program space in developments at 4509 Kingsway (at Willingdon Avenue), at 6451 – 6479 Telford Avenue (at Beresford Street), and at 2085 Rosser Avenue (at Lougheed Highway).

Respectfully submitted,

Councillor D. Johnston
Chair

Councillor N. Volkow
Vice Chair

Councillor C. Jordan
Member

Copied to:	City Manager Deputy City Managers (2) Director Engineering Director Finance Director Parks, Recreation & Cultural Services Director Planning & Building City Solicitor Assist. Chief Bldg. Inspector - Project Mgmt.
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TO: CHAIR AND MEMBERS
FINANCE AND CIVIC DEVELOPMENT
COMMITTEE **DATE:** 2011 February 18

FROM: DIRECTOR PLANNING AND BUILDING **FILE:** 71000 01

SUBJECT: PROPOSAL CALL PROCESS FOR PENDING COMMUNITY AMENITY SPACES

PURPOSE: To seek the Committee's and Council's approval to initiate a Request for Proposals (RFP) process to identify community organizations to occupy City-owned non-profit office/program space in developments at 4509 Kingsway (at Willingdon Avenue), at 6451 – 6479 Telford Avenue (at Beresford Street), and at 2085 Rosser Avenue (at Lougheed Highway).

RECOMMENDATION:

1. **THAT** the Committee request Council to endorse the proposed process to select non-profit tenants for the subject pending community amenity spaces, as outlined in Sections 2.0 and 3.0 of this report.

REPORT**1.0 BACKGROUND**

At its meeting of 2008 April 7, Council approved non-profit office/program space as the use for a community benefit negotiated through the rezoning process for a proposed mix-use development at 4509 Kingsway (REZ#05-48) (see *Sketch #1, attached*). The density bonus negotiated with the developer was deemed to generate a 6,100 square foot space on the third storey of the development, as well as thirteen dedicated parking stalls. Such a space could potentially house one or two non-profit organizations.

At its meeting of 2008 June 9, Council approved non-profit office/program space as the use for a community benefit associated with a mixed-use development at 6451, 6475, and 6479 Telford Avenue (REZ#08-05) (see *Sketch #2, attached*). The community benefit was originally estimated to comprise 4,400 square feet of space and ten dedicated parking stalls. However, up to approximately 16,000 square feet and twenty-two dedicated parking stalls would be achieved under the Supplemental Community Benefit Bonus Density Policy adopted by Council on 2010 November 1. Depending on the results of the proposed call, the City could take less space in this development to meet the specific needs of a selected user group. In this case, should the Committee and Council wish, the balance of the community bonus funds from this development could be applied elsewhere. The amenity space would be located on three floors of the development, with approximately 2,500 square feet available at ground street level. The entire space could possibly accommodate from one to five non-profit organizations.

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From: Director Planning and Building
Re: Proposal Call Process for Three Pending Community
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At its meeting of 2008 June 9, Council also approved non-profit office/program space as the use for a community benefit associated with a mixed-use project at 2085 Rosser Avenue (at Lougheed Highway) (REZ#08-06.) (see *Sketch #3, attached*). The density bonus on this site was deemed to generate a space of 6,000 square feet over two storeys, and thirteen dedicated parking spaces. Such a space could potentially house one or two non-profit organizations.

All three spaces are particularly suited to community programming and/or associated office space for non-profit organizations given their proximity to SkyTrain stations, transit routes and a broad range of other community services and amenities, and their capacity to house community and social services in high-density urban neighbourhoods.

REZ#08-06 received Final Adoption on 2010 November 22. REZ# 08-05 received Second Reading on 2010 December 6, and REZ#05-48 received Final Adoption on 2011 February 14. Thus all three developments can be expected to proceed to construction in the near- to mid-future. In order to ensure that the floor plans and other details of the community amenity spaces reflect the particular needs of the ultimate non-profit occupants, the user group, space layout and finishing requirements for each of the spaces need to be identified.

This report, therefore, requests approval for staff to initiate a Request for Proposals (RFP) process to identify non-profit organizations to occupy the three community amenity spaces.

2.0 TERMS OF THE OFFERINGS

All three community amenity spaces will form air space parcels owned by the City. The basic standard of finishing for the three amenity spaces includes finished, wheelchair accessible spaces with walls, ceilings, and floor coverings; ventilation and heating systems; lighting and electrical wiring, including computer-ready power; counters and other millwork such as cupboards; and finished, wheelchair accessible washrooms. The developments will also feature security alarm systems, including phone lines, ready for hook-up for monitoring by the City's alarm monitoring company. The amenity spaces will be allocated dedicated parking, as noted above. Non-profit tenants will be expected to pay their own utility and other operating costs, and will be responsible for their own office furnishings and equipment.

In keeping with the City's practice with City-owned community resource space at the Edmonds and Holdom Community Resource Centres, it is proposed that tenants pay rent based on the square footage they occupy. The lease rate for the community resource centres is revised annually¹, and non-profit tenants are eligible for lease grants to offset the lease costs based on the extent of service provided to Burnaby residents. Where 75 percent or more of the recipients of the organization's programs or services are Burnaby residents, a non-profit tenant can qualify for a full lease grant to offset lease costs by 50 percent. Where 25 to 75 percent of service recipients are Burnaby residents, an organization can qualify for a partial lease grant to offset costs by 25 percent.

3.0 PROPOSED TENANT SELECTION PROCESS

As noted above, construction on each of the subject developments is imminent and it is advisable that occupants be selected early in the construction process so that space layout and finishing requirements can better reflect the needs of the occupants to the extent possible under the available amenity bonus. It is suggested, therefore, that a proposal call process be initiated for each of the community resource spaces, as outlined below.

¹ The 2011 community resource centre lease rate is \$11.78 per square foot.

3.1 Proposal Call Process

It is recommended that non-profit community organizations be invited to submit proposals for occupancy of the three spaces. As is done for the Edmonds and Holdom Community Resource Centres, the opportunity to apply for space would be advertised through local newspapers, and through community networks (e.g., Burnaby Inter-agency Council.²) Staff would also bring the new opportunities to the attention of community organizations already occupying space in the City's two resource centres and those organizations which have inquired about the availability of lease space. The advertisements would provide general information about each of the spaces and the selection process.

Community organizations would be invited to apply either individually or jointly with other service provider partners for part of an available space or for the space in its entirety. Where a collaborative approach is proposed, one non-profit society would be required to assume responsibility for co-ordinating and submitting the proposal and, if successful, for entering into the necessary agreements with the City.

Staff would make themselves available to meet with service providers regarding the opportunities. The purpose of such a meeting would be to provide additional information about the amenity spaces and the proposal call process, to discuss emerging community needs in the relevant neighbourhoods, and to potentially elicit interest in joint submissions to the proposal calls among Burnaby service providers.

3.2 Assessment of Submissions

It is proposed that submissions be evaluated against the following criteria:

- The proposal emphasizes service delivery and programming over administrative activities;
- The services and programs proposed by the community organizations support the City's social goals, principles and objectives;
- The community organizations, and any partners in the proposals, operate on a non-profit basis;
- The proposed services and programs to be delivered from the space are accessible and relevant to Burnaby residents;
- The proposal meets specific social, cultural or activity needs of the community; and
- The community organizations' aims and activities are consistent with City goals and policies.

In addition, it is proposed that applicants be able to demonstrate that they are financially viable and would not require any additional City funding³ for their operations.

3.3 Proposed Timeline for the Process

With Council approval of the Request for Proposals process on 2011 March 7, the following timeline for the process is proposed:

2011 March (mid)	Launch of Request for Proposals Process
2011 April (mid)	Deadline for Non-Profit Submissions
2011 May (early)	Notification to Short-listed Applicants

² Burnaby Interagency Council is an informal affiliation of approximately 100 representatives from organizations and agencies offering community and social services in Burnaby.

³ "Additional City funding" refers to funding beyond lease grants for which the organization may be eligible and community grants which are approved by Council from time to time.

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2011 May (mid)	Interviews of Short-listed Applicants
2011 May (late)	Formulation of Recommendations for Tenants
2011 June (early)	Recommendations for Tenants to Council

4.0 SUMMARY AND CONCLUSION

Council has designated three community amenity spaces negotiated through the City's Density Bonus Policy as non-profit office/program space. The developments in which the program/office spaces will be located are expected to proceed to construction in the near future. In order to ensure that the floor plans and other details of the amenity spaces reflect the particular needs of the selected occupants, the user group, space layout and finishing requirements for each of the spaces need to be identified.

It is proposed, therefore, that a proposal call process to select a community organization(s) to occupy the spaces be initiated for each of the community amenity spaces. The three spaces will collectively offer approximately 28,000 square feet of space. They could accommodate between three and nine non-profit organizations, applying either individually or on a joint basis. It is proposed that the Request for Proposals process be launched in 2011 mid-March, with a deadline of 2011 mid-April for submissions. Following short-listing of the submissions and interviewing of applicants, it is anticipated that recommendations for tenants for the three spaces could be forwarded to Council through the Committee in June.

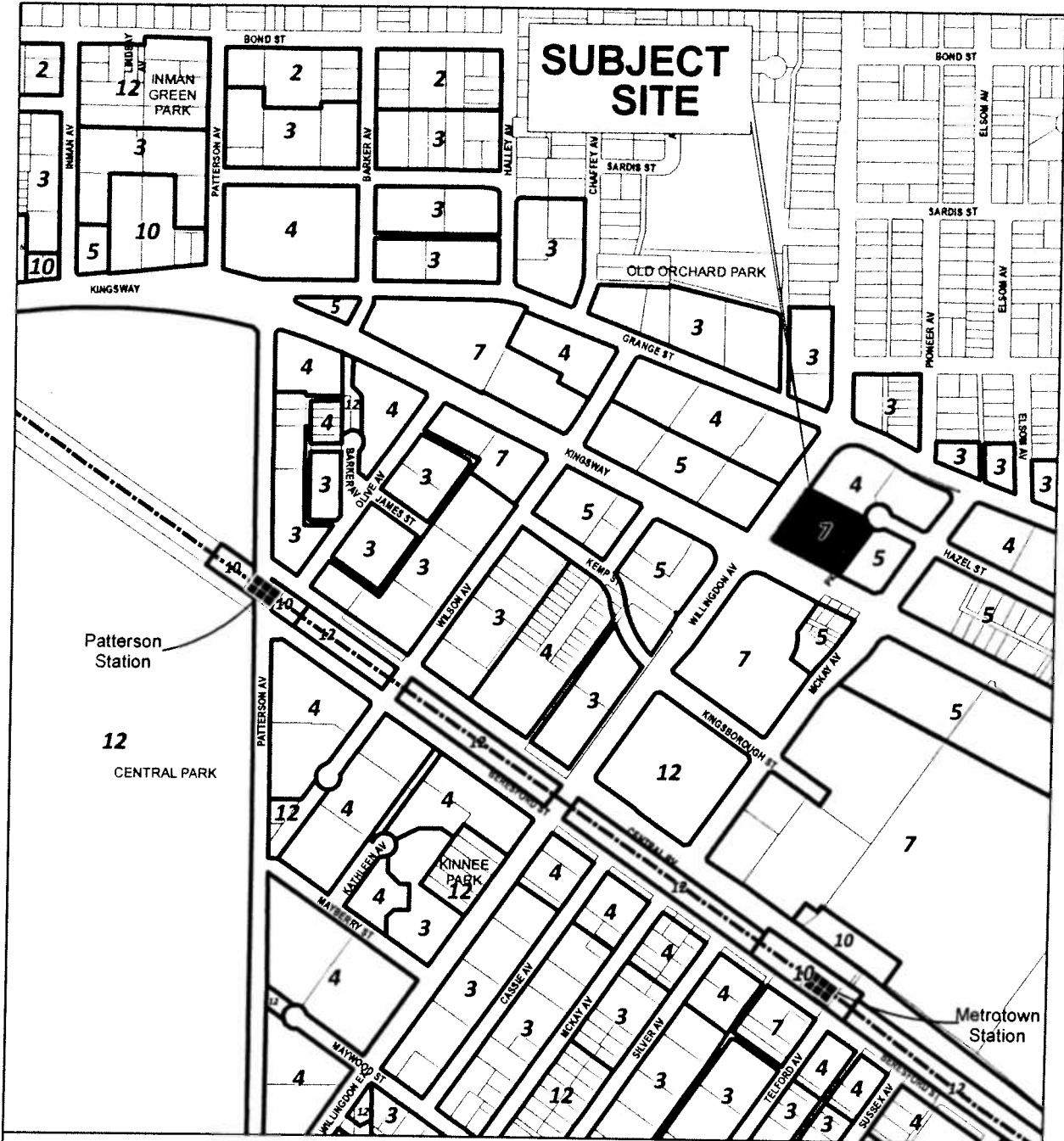
It is recommended that the Committee request Council to endorse the proposed process to select non-profit tenants for three community amenity spaces negotiated through the rezoning process, as outlined in Sections 2.0 and 3.0 of this report.



B. Luksun, Director
PLANNING AND BUILDING

JS/sa/jc
Attachments (3)

Copied to: City Manager
Deputy City Managers
Director Engineering
Director Finance
Director Parks, Recreation & Cultural Services
City Solicitor
Assistant Chief Building Inspector – Project Management
Chief Librarian
O.I.C. - RCMP

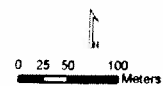


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|--|---|
| 1 Single and Two Family Residential | 7 High Density Mixed Use (RM5/C3 or RM5/C2) |
| 2 Low Density Multiple Family Residential (RM1) | 10 Institutional |
| 3 Medium Density Multiple Family Residential (RM2/RM3) | 12 Park and Public Use/Public School (P3) |
| 4 High Density Multiple Family Residential (RM5) | |
| 5 Commercial (C1) | |
| 6 Medium Density Mixed Use (C9 or RM3/C2) | |



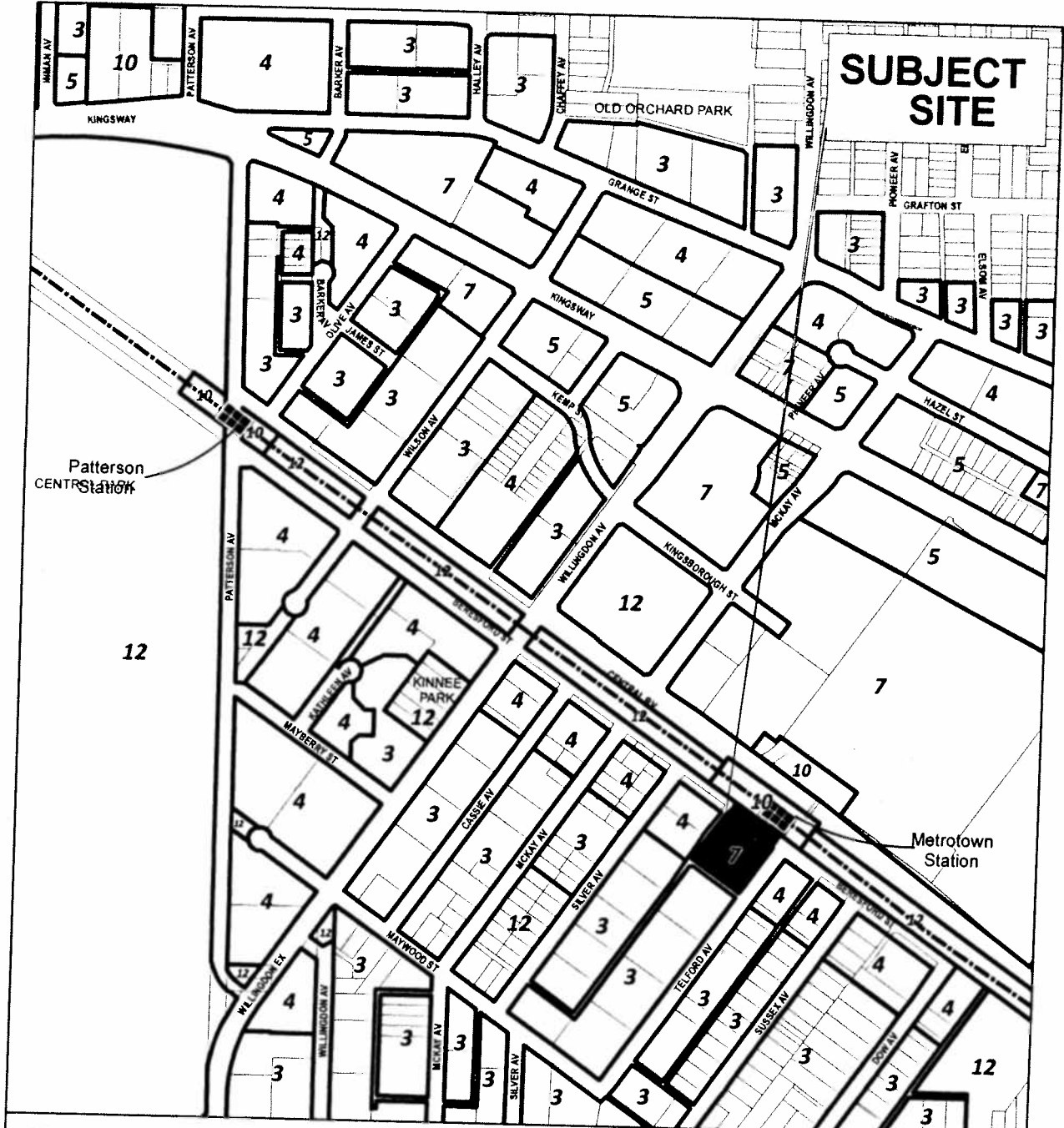
Planning and Building Dept

Metrotown Plan



1:7,500
Updated to Feb 2010

Sketch #1



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|--|---|
| 1 Single and Two Family Residential | 7 High Density Mixed Use (RM5/C3 or RM5/C2) |
| 2 Low Density Multiple Family Residential (RM1) | 10 Institutional |
| 3 Medium Density Multiple Family Residential (RM2/RM3) | 12 Park and Public Use/Public School (P3) |
| 4 High Density Multiple Family Residential (RM5) | |
| 5 Commercial (C1) | |
| 6 Medium Density Mixed Use (C9 or RM3/C2) | |



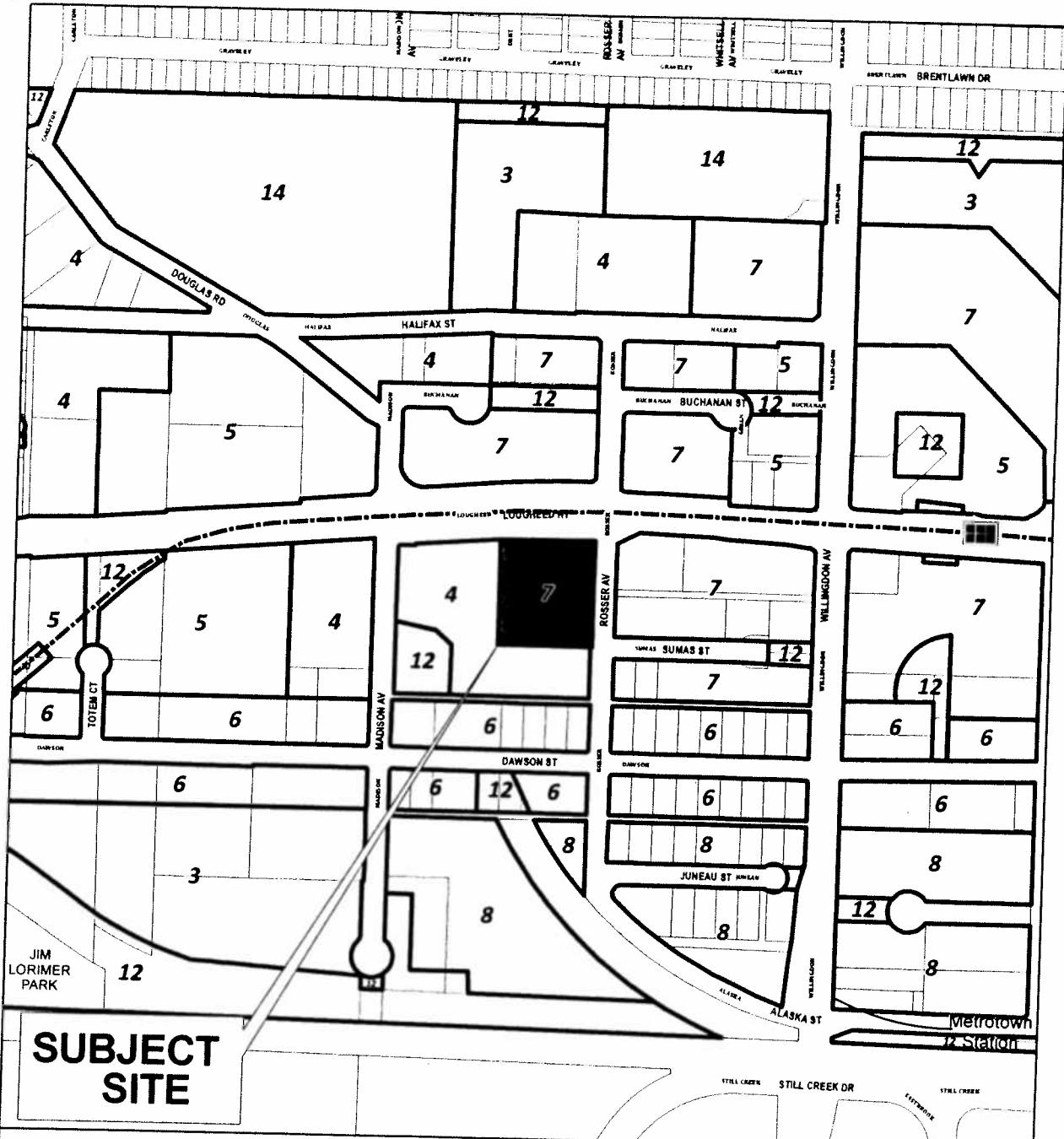
Planning and Building Dept

Metrotown Plan



1:7,500
Updated to Feb 2010

Sketch #2



SUBJECT SITE

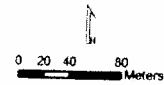
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| 2 Low Density Multiple Family Residential (RM1) | 7 High Density Mixed Use (RM5/C3 or RM5/C2) |
| 3 Medium Density Multiple Family Residential (RM2/RM3) | 8 Medium or High Density Multi Family Residential (RM3/RM4/RM5) |
| 4 High Density Multiple Family Residential (RM5) | 10 Institutional (P2) |
| 5 Commercial (C1) | 11 Business Centre (B1/B2) |
| 6 Medium Density Mixed Use (C9 or RM3/C2) | 12 Park and Public Use/Public School (P3) |
| | 14 Cemetery (P4) |



City of Burnaby

Planning and Building Dept

Brentwood Plan



15.792
Updated to Feb 2010

Sketch #3