

Subject: Request for Proposal (RFP) - Tenancy for Greenhouse Space at Kemptville Campus

Dear Prospective Tenants,

Kemptville Campus Education and Community Centre is excited to announce the availability of our greenhouse facility for tenancy, located at 75 Campus Dr, Kemptville ON. This unique space is well-suited to a diversity of potential users and activities. We invite you to submit a comprehensive proposal outlining your intended use of the space and how it supports the campus mandate and goals.

Campus Background and Objectives

Kemptville Agricultural College operated for 100 years as an educational institution and a cornerstone of the agricultural community. After the college closed in 2017, the lands and buildings were purchased by the Municipality of North Grenville in 2018. A multi-year planning process delivered a Master Plan in 2021 that re-envisioned the campus as a mixed-use, multi-tenant education and community centre. A non-profit organization was created to operate the campus at arms-length from the municipality, with its own board of directors, staff, and financial management.

The renewed Campus mandate is to serve North Grenville and Eastern Ontario in ways that promote our thematic pillars: education and training, health and wellness, and local economic development – all under an overarching framework of environmental sustainability.

Campus objectives for the greenhouse include:

- Strengthening our local food economy by supporting small-scale farmers and agricultural businesses;
- Fostering learning, collaboration and innovation in agriculture;
- Creating opportunities for education and community engagement around local food;
- Promoting environmental sustainability and addressing the challenges posed by climate change;
- Building long-term relationships that enhance the viability of the greenhouse and create community impact.

Available Rental Space

Our greenhouse facility offers several spaces for tenancy. The central wing, west wing, and a garage/storage area are all currently available, while a brand-new polyhouse will be ready for Fall 2023. Details on each space are as follows:

AJ Logsdail Greenhouse - Central Wing: This is the largest and most visually appealing space in the greenhouse. This glass greenhouse is 1,709 sq. ft. This wing has a concrete floor, central heating, and an automated ventilation system (Damatex), with an easy-access water source and floor drainage. The Campus is prepared to partner with a long-term tenant on the capital costs of upgrades needed for the ventilation/climate control system. With no permanent grow benches in this wing, the space is open to a diversity of uses. A stone pond in one corner houses a fountain and goldfish. The central wing has been recently used for vertical growing, which it is well-suited to due to its height. It has also been used for photo shoots, plant sales and community events.

AJ Logsdail Greenhouse - West Wing: This space is divided into two halves, each with heated grow benches along the sides for seed starting. The north half (672 sq. ft.) features rolling benches in the centre, while the south half (650 sq. ft.) features an in-ground growing bed in the centre. This wing has a concrete floor, central heating, automated roof vents and manual side vents, with an easy-access water source and floor drainage. The Campus is prepared to partner with a long-term tenant on capital upgrades needed for the ventilation/climate control system. This wing is suitable for seed starting or a children's growing project, among other uses.

AJ Logsdail Greenhouse - Garage/Storage Area: Adjacent to the glass greenhouses and central classroom, the larger part of this area is a ground-level enclosed space with an overhead door, suitable for dry storage or potentially serving as a packing station. It provides a concrete floor with convenient sheltered loading and unloading options. Two smaller rooms could be used for dry or cold storage.

Polyhouse: A brand new Ovaltech III poly-covered (two layers) steel greenhouse will be ready for occupancy in Fall 2023. This stand-alone greenhouse is just steps from the main greenhouse facility. The poly house will be 30 feet by 96 feet with central heating and ventilation fans with louvres. In-ground growing is an option, as is growing in pots or trays on tables/shelves. The Campus is prepared to partner with a long-term tenant on the cost of installing roll-up poly sides. The polyhouse includes a water supply for irrigation.

This greenhouse could be used to start seedlings or grow heat-loving in-ground crops like tomatoes, eggplants, peppers, cucumbers and more. It is also well-suited for workshops and instruction on gardening and landscaping.

AJ Logsdail Greenhouse - Central Classroom Area: This shared indoor space connects the three glass greenhouse wings (including the East Wing which is currently occupied), the garage/storage area, washrooms, and a few small offices that are occupied. The

classroom area is available for short-term rentals and is suitable for meetings, workshops, classes, and other events.

NB: Please refer to the attached document for visual representations and plans of the available space, showcasing the layout and dimensions in greater detail.

For reference, recent uses of the greenhouse facility have included the following:

- Research and development on vertical growing technology
- Innovative research in molecular biology and sustainable agriculture, using grains of rice as the internal location for chemical reactions
- Seed starting space for a local organic vegetable farm and flower farm
- School workshops on plant growth and food production
- Event venue for “Seedy Saturday” and community plant sales
- Meet-and-greet events where local flower growers showcased their products to local florists
- Educational workshops on nutrition, healthy eating, gardening, medicinal plants and more
- Creative workshops where participants make centrepieces and seasonal decorations
- Private workshops and training sessions led by external organizations for their audience, such as employment support centres and post-secondary institutions
- Meeting space for community groups
- Yoga classes
- And more!

This is not an exhaustive list of potential uses. Kemptville Campus is open to a diversity of tenants and uses that align with our thematic pillars. We want to hear your ideas!

Rental Rates

Our pricing structure takes into account current market rates and allows for flexibility to accommodate partnership opportunities.

The current greenhouse rental rate for for-profit organizations (other than small farm operations) is \$16.00 per square foot. Rates for non-profit organizations and small-scale farm businesses are \$8.00 per square foot. Additionally, there is a shared facility fee of \$2.32 per square foot, which covers the maintenance and management of common areas.

This rate covers utility expenses for non-profit organizations. For-profit organizations will have their utility costs calculated separately and billed accordingly.

Note that these financial terms are open to negotiation based on the merit and alignment of the proposal with our thematic pillars, and benefits to the broader community. We are also open to considering programming or profit-sharing arrangements in exchange for a reduction in rent. We believe that such arrangements can create a mutually beneficial relationship and further enhance our collaboration.

We look forward to discussing the specific details of your proposal and finding a financial arrangement that meets the needs of both parties.

Proposal Submission:

Interested tenants should prepare a comprehensive proposal containing the following information:

a. Introduction:

Provide background information about your organization, highlighting your interest in and commitment to local and sustainable food production. Give an overview of your mission, values, and efforts to build a resilient local food ecosystem.

b. Proposed Activities:

Describe in detail how you intend to utilize the greenhouse space, emphasizing how it aligns with the Campus mandate and objectives as stated above. Outline any of the following elements that apply to your proposal:

- Proposed cultivation methods/crops,
- Research or learning objectives,
- Community engagement or partnerships,
- Expected results – be sure to articulate the ways in which your proposal will strengthen the local food system, foster educational opportunities and/or promote climate change resilience.

c. Technical Specifications:

Specify which of the available locations are best suited for your needs and the approximate space required (measured in square feet). Projects that utilize one or more full spaces for long-term rentals will have preference.

Specify any additional equipment or infrastructure that the Campus would have to provide to support your activities.

Briefly address energy, water, or environmental considerations relevant to your proposal, showcasing your commitment to sustainable practices.

d. Timeline:

Indicate the proposed start date and expected duration of the tenancy, with a preference for longer-term agreements that can foster community collaboration and impact.

Highlight any specific milestones or project phases, demonstrating the potential for growth and positive outcomes.

e. Financial Proposal:

Present your proposed pricing structure, based on the rental rates listed above and considering the possibility of partnership opportunities such as programming or profit-sharing in exchange for rent reduction.

Proposal Submission Deadline

Proposals will start being reviewed in mid-August, but Campus will continue accepting proposals until spaces are filled. Please submit all proposals to Leela at Lramachandran@kemptvillecampus.ca.

Confidentiality: All submitted proposals and associated materials will be treated as confidential and used solely for the purpose of evaluating the proposals.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Alignment with our organization's thematic pillars: education and training, health and wellness, and local economic development, and environmental sustainability.
- Demonstrated experience and expertise in supporting local food production, fostering innovation, and implementing sustainable practices.
- Viability and sustainability of the proposed project, with a focus on long-term tenancies and community impact.
- Financial terms and value for money, considering the potential for partnership opportunities.
- Overall fit within the greenhouse community and potential for collaboration and knowledge sharing.

For More Information

For questions regarding this RFP, please contact:

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A site visit could be scheduled to allow interested tenants to familiarize themselves with the greenhouse facility before submitting proposals. Visits must be booked in advance.

We look forward to receiving your proposals and working with you to foster sustainable agriculture, build community partnerships, and create a thriving local food ecosystem. Together, we can make a significant impact on our community's well-being and environmental sustainability.

Liz Sutherland, Executive Director

Kemptville Campus