



**Kemptville Campus Education and Community Centre  
2 - 40 Campus Drive, Parish Hall - 3<sup>rd</sup> Floor  
Kemptville, Ontario K0G 1J0**

**PURVIS HALL  
TENANT SELECTION BACKGROUNDER  
(the “Backgrounder”)**

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## 1.0 INTRODUCTION

### 1.1 North Grenville

With a population of approximately 4,000, Kemptville is the largest community in North Grenville. The community serves as a local service centre for both North Grenville and the immediate rural area with a sizeable range of commercial and institutional offerings, including a full-service hospital. The residential areas of the community are generally located in the south and east areas of Kemptville. A historic commercial downtown is found along Prescott Street in the vicinity of Kemptville Creek, while a significant 'large-format' commercial development is located adjacent to the interchange of Highway 416 and County Road 43.

Within Kemptville, the lands referred to as the Kemptville Campus Education and Community Centre (the "**Campus**") is located approximately 1.5 km south of the downtown core, at the southern periphery of the community. East of the site, a cluster of residential and commercial buildings along Prescott Street as well as the University of Guelph's former Research Station. To the west is a residential subdivision. Located immediately north are the Kemptville District Hospital and the Kemptville urban area, while to the south lies a Canadian Pacific Railway line and an expansive rural area.

### 1.2 Kemptville Campus Education and Community Centre

In 2018, the Municipality of North Grenville (the "**Municipality**") acquired the Campus; the Campus consists of 626 acres of land (on the west side of Prescott Street, north of Bedell Road and south of Concession Road), and includes 17 main buildings - a double gymnasium, a 200-bed residence, cafeteria, buildings with meeting, conference rooms and classrooms, greenhouses, an Agroforestry Education Centre, and maple syrup production facility, cropland, woodland, wetland and greenspace.

The Kemptville Campus Education and Community Centre (the "**KCECC**") was incorporated as an arm's length not-for-profit in 2018, with a transitional Board, Governance and Administration established in 2019. Currently, the KCECC's Board Chair is focused on evolving the KCECC's Board from 3 to 11 Directors, and is in the process of establishing sub-committees and working groups.

KCECC's 2018 Strategic Plan established the vision for the Campus which is built around 3 foundational pillars of Education and Training, Health and Wellness, and Economic Development - under an overarching theme of "sustainability." As the Campus embarks on a new era and mandate; still rooted in a century of agriculture, the Campus is renewing as a "sustainable" community and destination.

In 2020, the Campus undertook the first ever Campus-wide Master Plan which articulated the vision, guidelines, and direction for the future development of the Campus. The Master Plan will steer decision-making related to buildings, land use, open space, natural areas, transportation and infrastructure, and will have significant influence over the operations of the Campus, and the experience of its tenants and visitors. The Master Plan will be a primary instrument of the Campus' Business, Strategic, and Operational Planning.

As a former college campus, the concepts of education and training are inextricably linked to the Campus through its site layout, architectural styles, building typologies, and facilities. Today the Campus plays an important role in providing education from early years, to elementary, secondary, post-secondary, special interest and adult learners. However, education and training opportunities are not restricted to just the four walls of a classroom, and the Master Plan takes a broad view of education and training, and will

explore learning opportunities in agriculture, the environment, and sustainable development in realizing the Education and Training pillar.

The Campus' Health and Wellness pillar touches on a variety of concepts that includes Arts, Culture, Leisure and Recreation; individual physical and mental health; ecological and environmental health; and the social and civic health of the community. The Campus is co-locating social service agencies, and is providing community access to recreational trails, sports fields, and indoor recreational facilities.

The Economic Development pillar is committed to the financial sustainability of the Campus' operations, and is fostering For-profit, Not-for-profit and Applied Research. The Campus continues to be a hub location for several provincial ministries and associated agencies. The Campus is once again gaining significant traction as a major economic driver for the North Grenville economy.

While the Master Plan primarily focuses on the redevelopment of the Campus, the future use of the unoccupied buildings plays a significant and defining role in the Campus' renewal.

### **1.3 Purvis Hall**

Purvis Hall is one of the oldest and best-known buildings on the Campus. When the land was purchased in 1916 for the purposes of operating a college, the old barns on the original Murphy farm were demolished and a Judging Pavilion and Gymnasium were built in their place. Known today as Purvis Hall, it was named after Jim Purvis, who headed the English Department at Kemptville Agricultural School (KAS).

Opened in 1919, the Judging Pavilion was used for livestock judging, with a gymnasium on the upper floor. The upper floor was used as a Hall and Gym, where sports like indoor softball and basketball were played. Regular dances were held there over the years, as well as dancing classes. The downstairs space has seen many events over the years. From 1927, when the first College "Royal" was held, students showing their cattle would walk them across the highway from the farm buildings and into the Pavilion.

In more modern times, the upstairs gymnasium was converted to a library and resource room for the students. The downstairs continued to be used as conference and meeting space until 2015.

For a complete copy of the Campus' Master Plan Report, please see:  
<https://www.kemptvillecampus.ca/regen>.

## **2.0 SELECTION OF TENANT**

### **2.1 Marketing Campaign and Evaluation Process**

The Municipality and KCECC are soliciting letters of intent from interested parties (each a “**Proponent**”) for a lease of Purvis Hall. The Municipality and KCECC are committed to a selection process that is fair, inclusive and transparent.

Together with a commercial leasing consultant (the “**Consultant**”), the Municipality and KCECC will develop a marketing campaign to identify and receive offers to lease from prospective tenants based on a standard letter of intent (each a “**Letter of Intent**”) and lease (the “**Lease**”). The Consultant, the Municipality and KCECC will also develop a process for the submission and evaluation of Letters of Intent and for responding to questions and clarifications in respect of Letters of Intent, the process of which is to be fair, inclusive and transparent.

A selection of the anticipated terms of the Letter of Intent and Lease are set out in Section 3 below. The balance of this document includes some of the key components that the Municipality and KCECC are likely to require which have been included for additional reference.

## **3.0 TERMS**

### **3.1 Monthly Billing**

The successful Proponent shall remit monthly lease payments as per the terms listed in Appendix 1.

### **3.2 Letter of Intent Validity**

Letters of Intent shall remain valid and open for acceptance by the Municipality for a period of fourteen days (14) calendar days following the deadline for receipt of same, as set out at Section 3.7.

### **3.3 Follow-On Contracts**

The Municipality also reserves the right to request competitive Letters of Intent at the end of the term of the Lease.

### **3.4 Scope**

The following provides a guideline and details of what is specifically required to be provided from the Proponent:

#### Organization / Company Profile/Financial Strength

Provide company name, a brief description of organization / company including organizational structure and number of employees, contact person and three (3) references, one (1) of which must be a Canadian chartered bank.

#### Intent of Use

Clearly identify the intended use for the Premises.

#### Objectives

The Municipality is seeking offers to lease in the form of Letters of Intent that are consistent with the Campus' values of professionalism, collaboration and collegiality, and demonstrate a culture of inclusion and diversity; providing access to Indigenous communities, people with disabilities and or other identifiable groups and minorities.

Specifically, the following objectives must be demonstrated in the Proponent's Letter of Intent:

- Operations are aligned with the Campus' three pillars of Education and Training, Health and Wellness, and Economic Development and over-arching theme of "sustainability".
- Corporate policies are in place that speak to environmental sustainability, or are able to demonstrate that sustainability is a core part of their operations and mandate. More specifically, the Proponent commits to operate with environmental sensitivity and a low carbon footprint.
- A viable business case; specifically, the Proponent has the capacity to pay all associated rents and fees, and has the ability to commit to a long-term lease agreement.
- Diversified use to avoid the overconcentration of specific uses; specifically, by proposing unique or 'destination' uses that provide opportunities to engage the greater communities, and attract regular users and visitors is preferred.
- Articulate plans to preserve the building heritage (and confirm available resources).
- Prospective Proponent will be amenable to employment, training, and experiential opportunities for the Campus' learners / students.
- Commitment to bilingualism.

#### Approach and Methodology

Proponents will be asked to describe the approach and methodology that will be followed in order to achieve the objectives mentioned above. Proponents will also be asked to detail the specifics of their proposed "fit up" of the building, in order to accommodate the intended use and the timeline associated with that work.

### Lease Rates and Fees

The Proponent acknowledges and confirms the following terms of the Letter of Intent to be entered into by the parties and the subsequent Lease:

- A five-year Lease term, with one option to renew for an additional five-year term;
- The Lease shall commence on December 1, 2021;
- The Basic Rent with increases as outlined in Appendix 1;
- The Shared Facilities Fees and IT Infrastructure Fees as outlined in Appendix 1;
- The Premises is to be leased in as-is, where-is condition;
- The form of Letter of Intent provided for reference, in Appendix 4;
- The form of lease provided for reference, outlining landlord and tenant responsibilities in Appendix 5;

### Assumptions

It is important that Letters of Intent acknowledge certain assumptions which the Municipality holds to be true:

- All liability and financial risk to the Municipality is to be minimized;
- The Campus shall become more effective and efficient with the provision of services to the Campus and greater communities; and
- The Campus will continue to be one of the principal economic drivers in North Grenville, and serve multiple industry and governmental sectors in Eastern Ontario.

### **3.5 Communication and Reporting**

The Proponent shall regularly communicate and coordinate with the Campus' Administration and Facility Management regarding activities that impact facilities (including but not limited to traffic, parking, additional facility rentals, hours of operation - evenings and weekends).

### **3.6 Background Documents Provided**

1. Lease Rates and Fees – Appendix 1
2. Floor Plan (Ground Floor) – Appendix 2
3. Floor Plan (Second Floor) – Appendix 3
4. Form of Letter of Intent – Appendix 4
5. Form of Lease Agreement – Appendix 5

### **3.7 Summary of Key Dates for Letters of Intent**

<b>MILESTONES</b>	<b>DEADLINES</b>
Distribution of Backgrounder	Friday, September 3, 2021
Site Visit	TBD
Proponent Clarification - Question Submission	TBD
Clarification Answer Distribution	TBD
Submission of Letter of Intent	Friday, October 1, 2021
Consultant Review and Recommendations to Board	Friday, October 29, 2021

Execution of Letter of Intent	TBD
Lease Negotiations	Tuesday November 30, 2021
Anticipated Award	Wednesday December 1, 2021
Lease Commencement Date	Wednesday December 1, 2021

#### 4.0 EVALUATION CRITERIA

The successful Proponent will possess the requisite ability to fulfill the expectations outlined in Section 3.0, and will be required to work directly with the Municipality, their staff, students, agencies and stakeholders, and the public, in a professional manner.

To achieve this, the Municipality is interested in a Proponent who exhibits such skills as timeliness, diplomacy, tact, strong communication ability (both written and verbal) and an understanding of the municipal, education, and community centre culture.

The Municipality and KCECC anticipate that the evaluation criteria will include the following:

The Proponent must demonstrate:

- Inclusion;
- Diversity;
- Collaboration; and
- Collegiality.

#### 4.1 Basis of Selection

The Municipality intends to recommend the selection of the Proponent on the basis of best overall value, based upon a review of the **Letter of Intent**. The selection of a Proponent is subject to approval by the Municipality in accordance with the provisions of the Municipality's Procurement By-Law.

#### 4.2 Evaluation Criteria

A total of 100 points will be allocated to each Letter of Intent, as follows:

<b>Category</b>	<b>Available Points</b>
<i>Criteria:</i>	
Company Profile	15
Understanding of Objectives	15
Quality of Approach and Methodology	40
<b>Sub-total</b>	<b>70</b>
<i>Financial: (Lease Terms and proposed Capital Improvements )</i>	
Acceptance of Lease Rates and Fees	30
<b>Total</b>	<b>100</b>



Up to three (3) of the highest rated Letters of Intent *may* be invited by the Municipality to attend an interview to present and discuss their Letters of Intent. Interview details and evaluation criteria will be provided at the time of notification of request to attend an interview.

## 5.0 SPECIAL TERMS AND CONDITIONS

The Municipality and KCECC also anticipate that the marketing campaign contemplated in Section 2 hereof will require the following acknowledgements from Proponents:

Submission of a Letter of Intent constitutes acknowledgement the Proponent has read and agrees to be bound by all the terms and conditions of this Backgrounder.

The Municipality will not make any payments for the preparation of the Letter of Intent. All costs incurred by a Proponent will be borne by the Proponent.

The Proponent acknowledges and agrees that this is not an offer. The Municipality is not bound, required, or otherwise obligated to accept the lowest priced Letter of Intent, or any Letter of Intent submitted.

The Municipality has the right to cancel the Letter of Intent process at any time, and to re-issue it for any reason whatsoever, without incurring any liability, and the Proponent shall not have any claim against the Municipality as a result of the cancellation or re-issuing of a request for Letters of Intent.

The Proponent acknowledges that the Municipality shall have the right to reject any, or all, Letters of Intent for any reason, or to accept any Letter of Intent which the Municipality in its *sole unfettered discretion* deems most advantageous to itself. The lowest, or any, Letters of Intent, will not necessarily be accepted, and the Municipality shall have the *unfettered* right to:

- (i) Accept a non-compliant Letter of Intent;
- (ii) Accept a Letter of Intent which is not the lowest Letter of Intent; and
- (iii) Reject a Letter of Intent that is the lowest even if it is the only Letter of Intent received.

The Municipality reserves the right to consider, during the evaluation of Letters of Intent:

- (i) information provided in the Letter of Intent document itself;
- (ii) information provided in response to enquiries of industry references set out in the Letter of Intent;
- (iii) information received in response to enquiries made by the Municipality of third parties apart from those disclosed in the Letter of Intent in relation to the reputation, reliability, experience and capabilities of the Proponent;
- (iv) the manner in which the Proponent provides services to others;
- (v) the experience and qualification of the Proponent's senior management, and project management;
- (vi) the compliance of the Proponent with the Municipality's requirements and specifications; and
- (vii) innovative approaches proposed by the Proponent in the Letter of Intent.

The Proponent acknowledges that the Municipality may rely upon the criteria which the Municipality deems relevant, even though such criteria may not have been disclosed to the Proponent. By submitting

a Letter of Intent, the Proponent acknowledges the Municipality's rights under this Section and absolutely waives any right, or cause of action against the Municipality, by reason of the Municipality's failure to accept the Letter of Intent submitted by the Proponent, whether such right or cause of action arises in contract, negligence, or otherwise.

If a Lease is to be awarded as a result of the Letter of Intent, it will be awarded to the Proponent whose Letter of Intent, in the Municipality's opinion, provided the best potential value to the Municipality and is capable in all respects to fully fulfill the tenant's under the Lease obligations based on the objective assessment outlined above.

If the Municipality decides to award a lease based on a submission received in response to this Letter of Intent, the successful Proponent will be notified of the intent to award in writing, and the subsequent execution of a written agreement shall constitute the making of a lease agreement. Proponents will not acquire any legal or equitable rights or privileges whatsoever until the contract is signed by both parties.

In the event of any inconsistency between the Letter of Intent and the Lease, the Lease shall govern.

The Municipality reserves the exclusive right to determine the qualitative aspects of all Letters of Intent relative to the evaluation criteria. Unsuccessful Proponents will be provided with a written debriefing on the evaluation of their submission after the selection process has been completed, if so requested.

Proponents may not amend or withdraw their Letter of Intent after the closing date and time.

Letter of Intent will be evaluated as soon as practicable after the closing time.

The Letter of Intent and accompanying documentation submitted by the Proponent are the property of the Municipality and will not be returned.

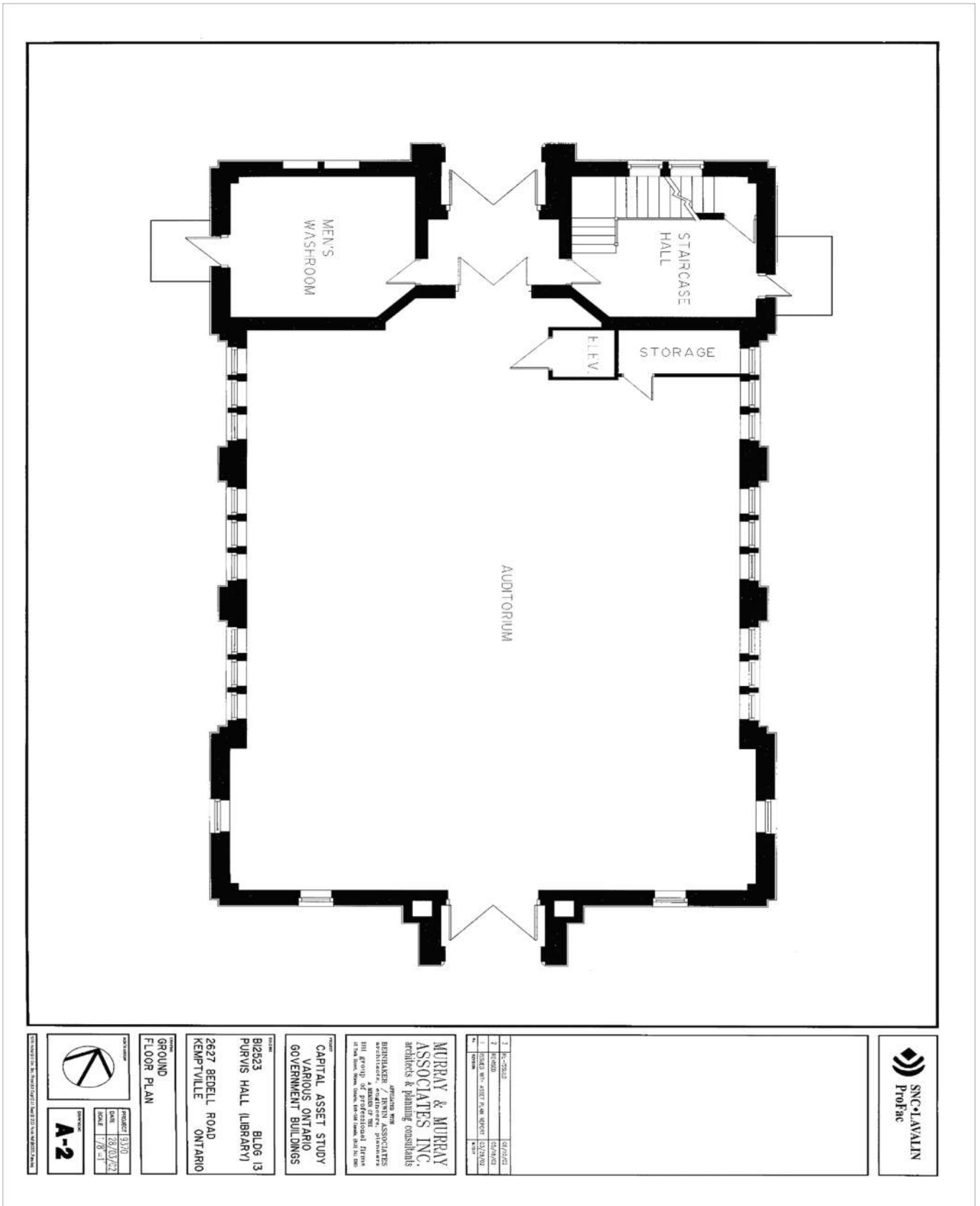
Proponents are advised that all communications with the Municipality related to Letters of Intent during the bidding process must be directly and only with the individual nominated in Section 2.6, above.

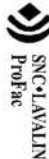
## 6.0 APPENDIX 1 – LEASE RATES AND FEES

Location of Premises	Purvis Hall 850 Heritage Drive Kemptville, ON K0G 1J0
Gross Rentable Area of Premises	6899 Square Feet
Term	Five (5) year lease with an option to renew for one additional term of five (5) years
Commencement Date	December 1, 2021
Pre-Paid Rent	The amount of <b>[\$26,335.08]</b> plus HST concurrently with execution of the Lease, which amount shall be applied to first and last months' Base Rent, provided the Tenant is not in default.
Base Rent Year 1	6899 sq. feet @ \$22.00 per square foot Annual \$ 151,778.0 plus HST Monthly \$ 12,648.16 plus HST  Monthly billing
Base Rent Year 2 2% increase	6899 sq. feet @ \$22.44 per square foot Annual \$ 154,816.56 plus HST Monthly \$ 12,901.13 plus HST  Monthly billing
Base Rent Year 3 2% Increase	6899 sq. feet @ \$22.88 per square foot Annual \$ 157,849.12 plus HST Monthly \$ 13,154.09 plus HST  Monthly billing
Base Rent Year 4 2% Increase	6899 sq. feet @ \$23.34 per square foot Annual \$ 161,006 plus HST Monthly \$ 13,417.18 plus HST  Monthly billing
Base Rent Year 5 2% Increase	6899 sq. feet @ \$23.80 per square foot Annual \$ 164,243.11 plus HST Monthly \$ 13,686.92 plus HST  Monthly billing
Additional Fees <b>Rates change annually next increase January 2022</b>	<ul style="list-style-type: none"> <li>• Tenant's Proportionate Share of Shared Operating Costs and Facility Fees: for 2021 estimated to be \$12,169.56 / annum or \$1,014.13/month plus HST;</li> <li>• IT Infrastructure Fee: for 2021 estimated to be \$1,411.15 / annum or \$117.59 per month plus HST;</li> </ul>

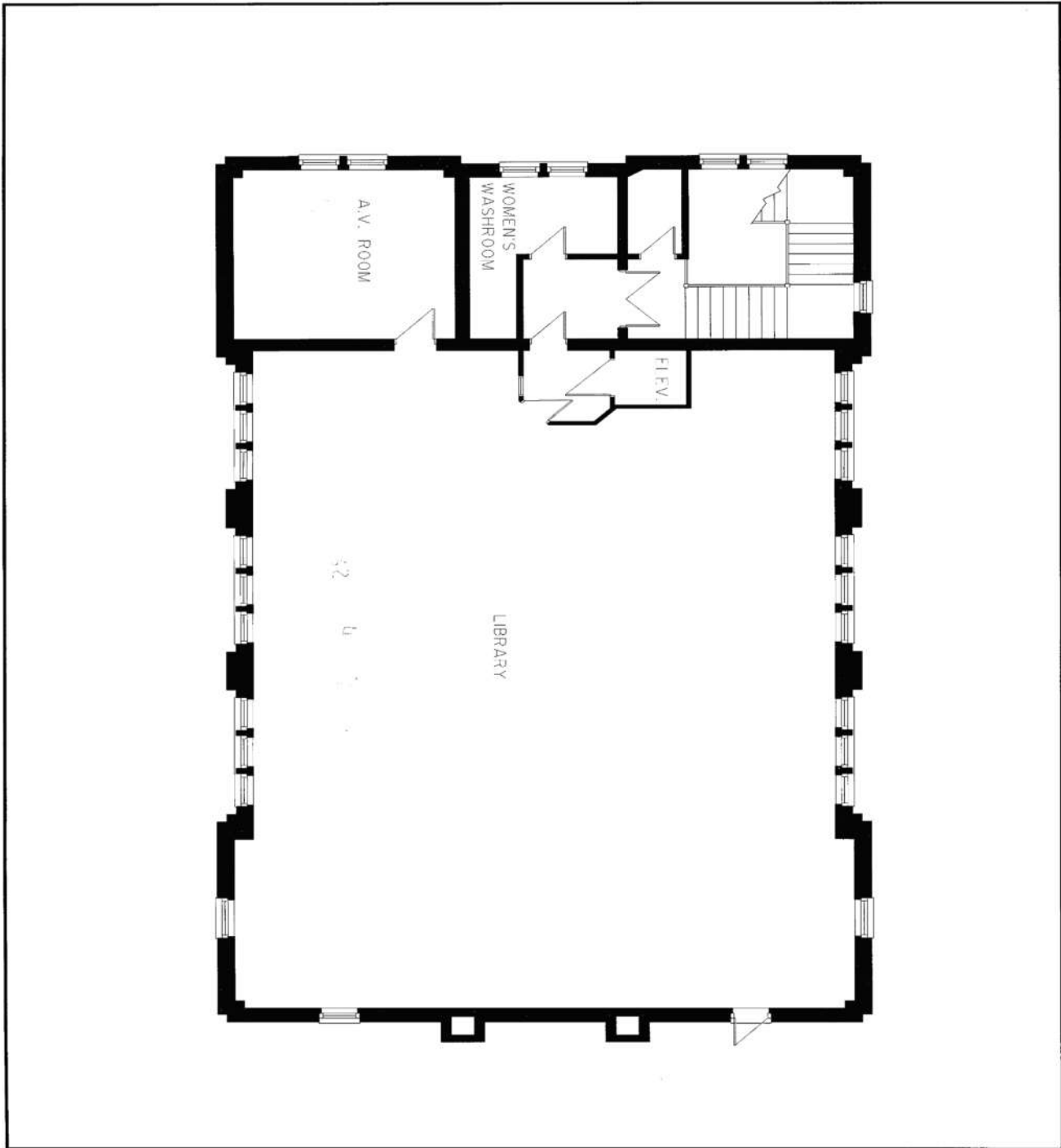
	<ul style="list-style-type: none"> <li>• all Additional Service Costs payable by the Tenant in accordance with the Lease;</li> <li>• where applicable, all other amounts payable by the Tenant pursuant to the Lease.</li> </ul>
Wi-Fi	If required, \$50.60 per month for 20 MB, plus HST
COVID-19	Tenant responsible for ensuring Provincial requirements related to COVID-19 are met.
Cleaning	Basic cleaning after hours will be provided for the term of this contract. Additional or enhanced cleaning related to COVID-19 will be at an additional cost.
<p>Please note, this summary of terms will require KCECC’s Board of Director’s approval to proceed.                  No additional costs related to normal costs associated with utilities, taxes, and garbage.</p>	

7.0 APPENDIX 2 – FLOOR PLAN (GROUND LEVEL)



	
<p><b>MURRAY &amp; MURRAY ASSOCIATES INC.</b> architects &amp; planning consultants</p> <p><small>OFFICERS: MURRAY &amp; MURRAY ASSOCIATES INC. 1111 AVENUE 66 EAST, SUITE 1000, CALGARY, ALBERTA T2C 1A8 REGISTERED ARCHITECTS AND PLANNERS (PROFESSIONAL SOCIETY OF ARCHITECTS OF ALBERTA AND THE SOCIETY OF PROFESSIONAL PLANNERS OF ALBERTA)</small></p>	
<p><b>CAPITAL ASSET STUDY</b> VARIOUS ONTARIO GOVERNMENT BUILDINGS</p>	
<p><b>PROJECT</b> BLDG 13 PURVIS HALL (LIBRARY) 2627 BEDELL ROAD KEMPVILLE ONTARIO</p>	
<p><b>GROUND FLOOR PLAN</b></p>	
<p><b>DATE</b> 18/07/22</p> <p><b>SCALE</b> 1/8" = 1'</p>	<p><b>PROJECT</b> 1310</p> <p><b>DATE</b> 18/07/22</p> <p><b>SCALE</b> 1/8" = 1'</p>
<p><b>A-2</b></p>	

8.0 APPENDIX 3 – FLOOR PLANS (SECOND LEVEL)



3	REVISED	10/7/00
2	REVISED	05/7/00
1	ISSUED WITH AESTHETIC REPORT	02/28/00
0	ISSUED	04/07

**MURRAY & MURRAY ASSOCIATES INC.**  
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**CAPITAL ASSET STUDY**  
 VARIOUS ONTARIO  
 GOVERNMENT BUILDINGS

**BLDG 13**  
 PURVIS HALL (LIBRARY)  
 2627 BEDELL ROAD  
 KEMPTVILLE  
 ONTARIO

**SECOND LEVEL**  
 FLOOR PLAN

PROJECT 93170  
 DATE 28/03/02  
 SCALE 1/8" = 1'

**A-3**

CONSULTANTS OF ARCHITECTURE INC. 100 UNIVERSITY AVENUE, SUITE 200, TORONTO, ONTARIO M5S 1A8

**9.0 APPENDIX 4 – STANDARD FORM OF LETTER OF INTENT**

See attached.

**10.0 APPENDIX 5 – STANDARD FORM OF LEASE**

See attached.