

Request for Information
RFI

St. Andrew's United Church, Edmonton
Redevelopment Project



CONFIDENTIALITY NOTICE

All information included in this RFI is confidential and only for the recipients' knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Date: 30 June 2016

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Introduction and purpose of the RFI

With this RFI we request information regarding your company and your services. The same information will be gathered from different companies and will be used to evaluate potential redevelopment alternatives for the St. Andrew's United Church site, located at 9915- 148 St. NW, Edmonton, Alberta T5N 3G1.

Scope

Specific information is requested according to the form below, and through other comments or documentation as may be appropriate.

Abbreviation and terminology

St. Andrew's United Church has chosen to implement its planning for future mission and ministry by establishing a special committee known as the Long Range Planning Task Group (LRPTG).

St. Andrew's is governed as a congregation and registered as a charitable organization under The United Church of Canada Act, 1925, a federal statute that establishes legal and operating structures for The United Church of Canada, with local congregations as Trustees.

St. Andrew's functions under the administrative oversight of Edmonton Presbytery, a local governing body for United Church congregations in the area. Edmonton Presbytery has a range of governance and administrative structures by which it executes its mandate.

St. Andrew's is currently landlord to two key community tenants, operating in its Hall facility: City West Childcare & Community Support Society ("City West") and Little Friends Nursery Centre Society ("Little Friends"). Both are long term facility partners in the St. Andrew's United Church space.

RFI procedure

To respond to this RFI please fill in the attached form, adding relevant documentation or commentary as necessary.

Development Management Consultant Joel Den Haan, listed below, is available for assistance.

The answers to this RFI will be evaluated by Joel Den Haan Consulting Group and the Long Range Planning Task Group of St. Andrew's United Church, Edmonton, AB.

Priority consideration for forthcoming development proposals will be given to respondents to the current RFI.

How to deliver the answer

Send the attached form and relevant supporting documentation in PDF format by email to joel.denhaan@gmail.com.

Contacts

For questions regarding this RFI, you are welcome to contact:

Joel S. Den Haan, Development Management Consultant to
St. Andrew's United Church, Edmonton.

Joel Den Haan Consulting Group
107 Bailey Ridge Place SE,
P.O. Box 776

Turner Valley, Alberta T0L 2A0
403-317-0593/ 403-933-7229

joel.denhaan@gmail.com

Timeframe

This is the timeframe for the RFI, review, and decision-making process:

30/06/2016 – The RFI is sent out

10/07/2016– Last date for questions; responses to questions will be posted.

15/07/2016– Last date for submission of RFI responses

20/07/2016- 15/08/2016 – St. Andrew's United Church LRPTG and Development Management Consultant review and evaluate responses

On or About 30/08/2016- LRPTG recommends qualified respondent(s) to St. Andrew's United Church Board, and communicates recommendations to respondents.

On or About 15/09/2016- St. Andrew's United Church Board ratifies recommendations and directs LRPTG to implement next steps.

Background description of what is requested

Of St. Andrew's United Church, Edmonton, Alberta:

St. Andrew's United Church was established in its present location at 9915- 148 St. NW in 1958, under the authority of Edmonton Presbytery. The congregation maintains a facility including worship and program space for an approximate 300-family membership, a memorial garden, parking facilities under a shared-use agreement with the City of Edmonton, and community program space occupied by City West Childcare & Community Support Society and Little Friends Nursery Centre Society. The building complex is located on a 77,000 square foot parcel in the Crestwood community.

Of the context in which redevelopment services will be implemented:

Since 2013, St. Andrew's United Church has engaged in an extensive congregational and community consultation process. Through this process the congregation has discerned that it wishes to retain its ministry presence at the present address, in a new and more sustainable facility to be held in ownership by congregational Trustees. The congregation wishes to retain as far as possible existing relationships and revenue streams with key tenants in the Church Hall, notably City West and Little Friends. Further, the congregation is seeking to use the proceeds from divestiture of un-needed lands as part of the redevelopment process, to fund facility reconstruction.

Overall Statement of Need

1. As part of the overall redevelopment process, the congregation will create a new sustainable facility with good mission potential and minimal debt/ maximized financial return long term;
2. The congregation is seeking to achieve the optimal use of unneeded lands for the development of new built forms, along with potential revenue sources for St. Andrew's. New development on the property needs to interface with a congregational facility owned for The United Church of Canada to be reconstructed on site.
3. Provide business model to support existing tenancies (City West, Little Friends) and where possible enhance the quality of their relationship with congregation and community;
4. Plans and operating structures for redevelopment should allow ultimate control over the site to remain as far as possible with The United Church of Canada;
5. Compliance with municipal regulatory requirements including parking arrangements with the City of Edmonton; provision to work with congregation on community engagement prior to Development Permit application;
6. Work within approvals framework of United Church of Canada, with assistance from the congregation's chosen development management consultant, Joel Den Haan Consulting Group.

Further Requirements

In Fall 2015, St. Andrew's United Church and representatives from tenant organizations, Edmonton Presbytery, and the wider area community agreed on the following requirements for redevelopment:

1. Maintain St. Andrew's United Church as a continuing congregation to the fullest degree possible, physically at its present address.
2. Development must comply with applicable municipal regulatory provisions and requirements of Canada Revenue Agency. Presbytery and Conference approvals will be needed as appropriate; governance model shall be in compliance with United Church of Canada regulations and governance. As part of regulatory considerations, we need to preserve or enhance parking relationship with the City of Edmonton;
3. We must attend to aesthetics. Redevelopment plans need to retain space for an atmosphere for worship and additional congregational activities, along with an arrangement that facilitates various presentations and events.
4. The Memorial Garden currently located on the SE corner of the church facility will be maintained in some location. Although the new location may differ, the integrity of the garden will be retained.
5. Development must be financially congruent with sustaining ongoing operations and programs; we have to maintain a revenue stream during and after the redevelopment process.
6. We wish to focus ministry efforts on children and families. A viable option for St. Andrew's will give priority to City West and Little Friends as collaborative participants in any proposed development solution.
7. We must have the Crestwood neighbourhood "on board" with any development planning.
8. We must have congregational approval for any development scenario.
9. St. Andrew's LRPTG reserves the right to exercise all due diligence necessary to assess qualifications of all respondents.

Qualifications

Firms responding to this RFI should have the following qualifications:

-All requirements of the accompanying table dealing with commercial background, business structure, and current operations, should be met to the satisfaction of the LRPTG.

-Suitable firms will be able to develop plans that consider the interests of congregational and community participants, existing leasehold partners, and the resources of the congregation and wider United Church in the course of leveraging needed and un-needed lands to support the objectives outlined above.

-Suitable firms will show demonstrated willingness to work collaboratively within all approvals processes (congregational, community, United Church, municipal, and financial).

-Suitable development firms will show flexibility regarding ownership and financial arrangements to maximize long-term benefits accruing to the congregation.

-Suitable firms will be willing to work collaboratively and transparently with the congregation's chosen development management consultants, and any other expert resources to be employed by St. Andrew's United Church to support the redevelopment process.

RFI RESPONDENT INFORMATION TABLE

Question	Answer
Company name	
Company address	
Company web page	
Main products/services	
Main market/customers	
Ownership structure with ownership status in percentage	
Structure of mother corporation, joint ventures, subsidiaries, partnerships or other relevant relations	
Number of years on the market	
Company location(s)	
Environmental management system(s)	
Quality management system(s)	
Describe your business continuity management	
Principal staff/ associates	
Professional affiliations and qualifications of relevant staff	
Financial information	
Last year turnover	
Last year gross margin	
Last year profit	
Stock markets where your company is listed	
Contact person responsible for answering this RFI	
Telephone	
Email	

Capacity conditions today	
Anticipated capacity conditions within 12-18 months	
Please disclose and describe any potential conflicts of interest relating to the City of Edmonton.	
Description of comparable current/ historic projects or services	
Reference customers (including contact information)	
RFI Conditions/ Requirements your firm cannot meet.	
Are you representing a third party in your response to this RFI?	

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