

## **Expression of Interest – Commercial Real Estate Agent**

### **1. INTRODUCTION**

Strathcona County (the "County") has a requirement for a commercial real estate agent (the "Agent") to secure approximately 10,000 to 25,000 square feet of temporary lease space to facilitate the decanting of staff during renovations.

### **2. REQUIREMENTS**

Up to 25,000 square feet of office space located within Sherwood Park. The space can be in non contiguous units of not less than 5,000 square feet but must be in the same building or development.

Start January 1, 2022

Minimum one-year term with an option to renew for up to an additional 1.5 years.

As the County is seeking swing space, the preferred location would be a demised tenancy that could be a sublet or new lease, where few tenant improvements would be required to accommodate the County's needs

Space to include:

- Offices/Workstations – fully furnished preferred
- Flex office space area
- Front reception desk area
- Meeting rooms
- Lunch room
- Copy area
- Filing area
- Parking

### **3. EXPRESSIONS OF INTEREST**

The County invites Expressions of Interest (EOI) from interested realtors with demonstrated competence and ability to comply with the criteria set out in this EOI.

This EOI is a request for information only. Through this EOI process, the County intends to identify qualified and interested Agents.

This EOI does not imply a commitment by the County to proceed with, continue or complete this or any other similar process. Nothing in this EOI creates an exclusive arrangement between the County and any Agent. The County reserves the right to reject any or all proposals received in response to this EOI.

This EOI is not a request for or an authorization to perform any work. Any costs of replying to this EOI will be at the Agents own expense.

#### **4. BACKGROUND**

The County has grown over time and has forecast a continuation of municipal growth and the services it provides. In review of the current and forecast accommodation needs, the Strathcona Public Services Yard (SPSY), a purpose-built facility needs to expand to address the current and future demand for staffing, vehicle maintenance and storage for the public works support for the community.

In order to meet operational efficiency of the facility, the existing office space will be renovated. During the renovations the current office staff must be relocated off site to allow the work to proceed. Upon completion of the work, staff will be relocated back into their new offices.

#### **5. EOI REVIEW PROCESS**

The information provided in your response to this EOI will be used to assess your ability to secure the required lease space using factors such as the following:

- willingness and ability to devote time and resources;
- willingness and ability to provide high-quality service;
- ability to prepare a legal rental agreement;
- willingness to be flexible in the development of options that will meet the County's needs;
- ability to provide space that would require limited renovations to meet the County's need; and
- ability provide space with fiber optic/high band width supported internet services

#### **6. SUBMISSIONS**

To acknowledge your interest, responding to this expression of interest by **June 3 by 2 pm** is required to receive further consideration. The following information must be included in your submission:

- Identify the name of your firm and provide basic contact information;
- Provide names and contact information of any other team members;
- Identify the name of an individual who will act as a principal contact throughout the EOI process;
- Provide the proposed commission rate structure; and
- Property information of spaces that can be considered

Submit one (1) electronic copy of the proposal in one single file in Adobe PDF format emailed to **lms@strathcona.ca**. The subject line of the email must include the full legal name of the proponent and Commercial Real Estate Agent Expression of Interest 21.0103. Proponents must ensure that they attach only one file to the email, and that the email is not larger than 10Mb in size. Emails including zip files or that are larger than 10 Mb will be rejected by the County firewall and will not be received. The time stamp for the submission will be the date and time on which

the email is received in the lms@strathcona.ca inbox, and proponents are solely responsible for any technical systems delays in the electronic delivery of the email submission.

## **7. FURTHER INFORMATION**

Questions about the content of this document or the EOI process can be submitted to:

Paula Laplante, Manager Land Management Services

Phone: 780.464.8065

Email: [paula.laplante@strathcona.ca](mailto:paula.laplante@strathcona.ca)