



Expression of Interest (EOI)
for
Regina Public Library – Central Library Renewal
Project

Expression of Interest No.: **RPL-2024-02**

Issued Date: **March 7, 2024**

Date of Submission: **April 5, 2024**

Doc: P1201-178935929-143 (2.0)

**** Note: Respondents are not to provide a Proposal, only Appendix B is required at this time. ****

Part 1 – Invitation and Submission Instructions

1.1 Introduction

This Expression of Interest (EOI) is issued by the Regina Public Library (RPL) for the purposes of assessing market interest in participating in the Central Library Project (the “Project”) and gathering information about the marketplace in order to assist in the determination of a future procurement. Respondents are asked to respond and provide the information requested below.

Respondents to this EOI are expected to be a company that will lead a consortium to collectively respond to a future procurement. Individual service providers are encouraged to collaborate with other consortium members to submit a single response with one company listed as the Project lead.

The intention of this EOI is to identify potential Respondent(s) who are interested in participating in this Project.

1.2 Process Summary

Upon EOI close, RPL will review Submissions received from interested Respondents.

The following is a high-level summary of the EOI process:

- EOI document is released on SaskTenders;
- Interested Respondents should provide a completed Submission Form [Appendix B] as outlined in Section 3 [Submissions];
- EOI closes on date specified in Section 1.4 [EOI Timetable];
- RPL will review Submissions received; and
- RPL will determine if there is sufficient market interest to proceed to a procurement process.

1.3 EOI Contact

Direct any questions regarding this competition to:

Erin.turner@colliersprojectleaders.com

Subject: RPL EOI - [Subject]

1.4 EOI Timetable

Issue Date of EOI	March 7, 2024
Deadline for Questions	March 28, 2024
Final Deadline Date	April 5, 2024
Review of Submissions	At EOI Close

The EOI timetable is tentative and may be changed by RPL at any time.

1.5 Submissions

Respondents must submit by email.

If there are multiple Submissions received from a Respondent, the last copy submitted will prevail.

One (1) electronic copy in .pdf, .doc or .docx, which includes the EOI reference number is to be forwarded to:

Erin.turner@colliersprojectleaders.com

The subject line of the email should contain: RPL EOI – [Respondent Name]

One (1) email, including attachment(s), should not be larger than 20MB or it may not successfully be transmitted.

The received time in the recipient's email inbox will be the recorded date and time of submission. A confirmation email receipt will be sent to Respondents for any Submission received. If no confirmation email is received, please contact Jenna Mouck at 306-540-7753.

[End of Part 1]

Part 2 – Review

2.1 Confirmation of Intent Process

Any confirmation of intent will be subject to the process rules contained in the Terms and Conditions of the EOI Process (Part 3) and will not constitute a legally binding offer to enter into any agreement, make or accept a nomination on the part of RPL or the Respondent. Confirmation of intent may include requests by RPL for supplementary information from the Respondent to verify, clarify or add context to the information provided in their Submission or to confirm the conclusions reached in the evaluation.

2.2 Time Period for Confirmation of Intent

A Respondent invited to confirm their intention should be prepared to provide requested information in a timely fashion.

[End of Part 2]

Part 3 – Terms and Conditions of the EOI Process

General Information and Instructions

3.1 Respondents to Follow Instructions

Respondents should structure their Submissions in accordance with the instruction in the EOI.

In responding to this EOI, the Respondent acknowledges acceptance of the following EOI Terms of Reference:

3.1.1 Request for Information Not a Formal Competitive Bidding Process

This EOI is issued for information-gathering purposes and is not intended to be a formal legally binding “Contract A” bidding process. Without limiting the generality of the foregoing, this EOI may result in subsequent market engagement and does not constitute a commitment by RPL to proceed with the Project.

3.1.2 EOI Not to Limit RPL’s Pre-existing Rights

This EOI will not limit any of RPL’s pre-existing rights. Without limiting the generality of the foregoing, RPL expressly reserves the right, at its discretion, to:

- (i) Seek subsequent information or initiate discussion with any potential Respondent, including potential Respondents that did not respond to this EOI;
- (ii) Initiate direct negotiations for service with any potential Respondent regardless of whether the Respondent responded to this EOI;
- (iii) Proceed with an alternative process for delivering the Project without regard for the Submissions received pursuant to this EOI or another process conducted by RPL; and
- (iv) Elect not to proceed to procurement.

3.1.3 Information in EOI Only an Estimate

RPL and its advisers make no representation, warranty or guarantee as to the accuracy of the information contained in the EOI or issued by way of addenda. Any quantities shown or data contained in this EOI, or provided by way of addenda, are estimates provided only as general background information.

3.1.4 Accuracy of Submissions

The Respondent acknowledges that the information provided is, to the best of their knowledge, complete and accurate.

3.1.5 Governing Law

This EOI process will be governed by and construed in accordance with the laws of the Province of Saskatchewan and the federal laws of Canada applicable therein.

3.1.6 No Media Contact

The Respondent may not at any time directly or indirectly communicate with the media in relation to this EOI without first obtaining the written permission of RPL.

3.1.7 Respondents to Bear Their Own Costs

The Respondent will bear all costs associated with or incurred in the preparation and presentation of its Submission, including, if applicable, costs incurred for interviews or demonstrations.

3.1.8 Respondents to Review EOI

Respondents should promptly examine all of the documents comprising this EOI, and may direct questions or seek additional information to the EOI Contact on or before the Deadline for Questions. No such communications are to be directed to anyone other than the EOI Contact. RPL is under no obligation to provide additional information, and RPL is not responsible for any information provided by or obtained from any source other than the EOI Contact. It is the responsibility of the Respondent to seek clarification from the EOI Contact on any matter it considers to be unclear. RPL is not responsible for any misunderstanding on the part of the Respondent concerning this EOI or its process.

3.1.9 Confidential or Proprietary Information

3.1.9.1 Confidential Information of RPL

All information provided by or obtained from RPL in any form in connection with this EOI either before or after the issuance of this EOI:

- (i) Is the sole property of RPL and must be treated as confidential;
- (ii) Is not to be used for any purpose other than replying to this EOI;
- (iii) Must not be disclosed without prior written authorization from RPL; and
- (iv) Must be returned by the Respondent to RPL immediately upon the request of RPL.

3.1.9.2 Confidential Information of Respondent

Submissions will be accepted in confidence, as they may contain financial, commercial, scientific, technical and/or labour relations information, except as may be otherwise provided herein. The Respondent should identify any information in its Submission or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by RPL. The confidentiality of such information will be maintained by, except as otherwise required by law or by order of a court or tribunal.

The Respondent consents to the disclosure, on a confidential basis, of the Submission by RPL to advisers retained by RPL for the purpose of reviewing this Submission. The Respondent acknowledges that RPL may make public the name of any and all Respondents.

[End of Part 3]

Appendix A – EOI Particulars

A Background

Since 2008, a key focus of the RPL has been the renewal of its Central Library. RPL identified the Central Library Renewal Project as critical to meeting customer needs and sustaining its pivotal role as a downtown anchor, attracting citizens and visitors and making a significant contribution to a vibrant city centre.

Driving Factors for the Project

The Project's driving factors are summarized below:

Financial Stewardship: The Project is being explored as an alternative approach to building a new standalone Central Library. It is the objective of this EOI to explore a more economical solution to replacing the Central Library and combining with other complementary programming with the aim of reducing capital and operating expenditure.

Changing Demographics: Since 1962, the City of Regina's population has more than doubled. It is anticipated to continue to grow. The Central Library has tried to accommodate rising demand but is already experiencing significant capacity constraints that will be further exacerbated with future population growth. Furthermore, as the City's demographics change, influenced by a spike in immigration to Saskatchewan, increases in overall demand specifically for specialized programs and services, has been voiced by the community.

Role in Libraries in Communities: The role of libraries is evolving. In line with this, the new Central Library will expand its role as a community gathering place that provides both traditional library services and acts as a venue for social interaction, community learning, and all forms of artistic, cultural, social, and other expression.

Central Library as a Foundation for Branches: The Central Library is the heart of Regina's library system, supporting satellite services from its source. However, branches cannot reach their potential without an expanded Central Library to host and serve its diverse collection, wider distribution, broader programming, and overall administrative support function. The Regina Central Library is used as an integral part of the Saskatchewan System of Libraries and the sharing of items that are borrowed throughout the province.

RPL Central Branch Facility Condition & Accessibility: As with anything ageing, the Central Library building is now over 60 years old and requires extensive upgrades to both its building envelope and to its mechanical and electrical systems. The current building also fails to meet accessibility requirements as per the Uniform Building and Accessibility Standards Act and City of Regina policy. Investment in addressing present, condition-related requirements would place even greater capacity constraints on the Central Library. Also, bringing the existing Central Library up to code and addressing accessibility requirements would result in a reduction in floor space for programs and services, space already contend with demand outstripping capacity. Investment in renovation alone

would not address RPL's customer requirements but, instead, further reduce already inefficient support and compromise strained service delivery.

Alignment with Community Priorities: Central library development contributes to community-identified priorities, including the revitalizing of Regina's downtown, by encouraging economic development and enhancing the overall quality of life for all its residents.

Project Priorities

This Project is to be an anchor and destination for downtown. It needs to align with the goal to revitalize downtown, advancing the vision for downtown (aligned with the vision of the City of Regina, Regina Downtown Business Improvement District, and local businesses.

Location:

- Physically accessible location – easy to find for the public, adequate parking, and transit and pedestrian access.
- Creating a destination location and activating the downtown.
- Revitalization of the downtown core – an attractive downtown library becomes a catalyst for public engagement, participation, and creates an economic benefit.

Affordability:

- The comparison to building new on existing RPL land will be made.

Adequate Space:

- 100,000 to 155,000 square feet

Additional considerations/priorities with potential partners:

- RPL will be active in the design of the library and also retain final approval of this space (interior and exterior).
- If partners are co-located in the same building/facility, alignment with RPL values (e.g. value of inclusion for all). Partners cannot operate on a model that purposefully excludes communities/demographics.
- If a partner is designing/constructing/retrofitting, understanding of functional and design requirements specific to library facilities (e.g. floor loading).
- Ability to generate property tax revenue for the City of Regina is highly attractive (RPL does not pay property tax).

B Project Description

RPL is interested in procuring a private partner to design and construct/renovate a building that would include the Project (Regina Public Library's Central Library). Note that any other tenants or occupants of the building would need to align with RPL's values (e.g. value of inclusion for all).

The Project is to include between 100,000 and 155,000 square feet for the library. The functional

requirements of the library would need to be met, including specific requirements for floor loads.

RPL will consider various deal structures, however RPL ownership of the library space is preferred.

RPL is open to a redevelopment of the existing Central Library site or a different site located within the following area:

- Angus St. (West)
- Osler St. (East)
- CP Rail (North)
- 13th Avenue (South)



Based on work done to date on the existing facility, the building is end of life and that it would not be economically viable to renovate the existing building.

RPL is open to various arrangements and opportunities for advancing this project. Therefore, we ask Respondents to consider the following options including, but not limited to:

- New construction in partnership with Respondent on RPL's existing central location or another location within the geographic area defined;
- Renovation of an existing building within the geographic area defined; or
- Purchase of land at another location within the geographic area defined, with subsequent renovation of an existing building under a lease or purchase.

A summary of the responsibility allocation is shown in the table below for the commercial deal structure:

Summary of Responsibility Allocation	RPL	Private Partner
Functional and performance requirements of the library space	X	
Interior library furnishings and equipment	X	
Functional requirements for any additional spaces		X
Design approvals (Library)	X	Input
Design approvals (Adjoining facility, if applicable)	Input	X
Building maintenance	Negotiable	Negotiable
Municipal approvals	Support	X
Utility requirements	Support	X

C Project Timeline

Based on market feedback received through this EOI process, RPL will determine the next steps, which may include a procurement process, if approved to proceed.

Respondents may be contacted for more information post-EOI close, if needed.

D Project Funding

RPL is legislated to seek funding and request debt from the City of Regina. RPL currently has approximately \$18M in reserves that can be allocated to the Project.

RPL does not pay property taxes.

E RPL is aware of other “branch” library developments that have been a part of larger partnership structure. A few examples of these types of developments are provided at the links below , however, it is worth noting that these branch concepts may not be suitable for a central library and are subject to further consideration:

<https://www.cityofsantacruz.com/home/showpublisheddocument/93124/638188152689100000>

<https://baltimorefishbowl.com/stories/howard-county-unveils-plans-for-100k-square-foot-library-and-affordable-housing-project-in-columbia/>

F Submission Guidelines

To ensure your Submission is considered, it should comprise all of Appendix B, which is to include the following:

Respondent Information – Each Submission should include a Respondent Information form, or a document containing the information requested by the Respondent Information form, completed and signed by an authorized representative of the Respondent.

EOI Questions – Each Submission should include responses to the questions provided in Appendix B, Section B.2.

Appendix B – Submission Form

B.1 Respondent Information

Please fill out the following form, naming one person to be the Respondent's contact for the EOI process and for any clarifications or communication that might be necessary. As noted in Section X [Invitation to Respondents], Respondents to this EOI are expected to be a company that will lead the consortium.	
Full Legal Name of Respondent:	
Any Other Relevant Name under which Respondent Carries on Business:	
Street Address:	
City, Province:	
Postal Code:	
Phone Number:	
Company Website (if any):	
Respondent Contact Name and Title:	
Respondent Contact Phone:	
Respondent Contact Email:	
Respondent Partners (if any):	

The Respondent acknowledges the EOI process will be governed by the terms and conditions of the EOI, and that, among other things, such terms and conditions confirm that this procurement process does not constitute a formal, legally binding process (and for greater certainty, does not give rise to a bidding process contract), and that no legal relationship or obligation regarding the procurement of any good or service will be created between RPL and the Respondent.

Signature of Witness

Signature of Respondent Representative

Name of Witness

Name of Respondent Representative

Date

Title of Respondent Representative

B.1 EOI Questions
Question #1: Based on the information provided in this EOI, would your company be planning to participate in the procurement process?
Response #1:
Question #1A: If the response is 'yes' to Question #1, what role would you play in the private sector consortium? <i>Would you lead the Project (i.e. play the role of a developer who would put together the consortium, lead the pursuit and Project implementation, and make necessary investment to deliver the Project)?</i>
Response #1A:
Question #1B: If the response is 'no' to Question #1, what are your major concerns regarding the Project? What changes to the Project would result in you deciding to participate in the Project?
Response #1B:
Question #2: What is your vision for the Project that can be an anchor in the downtown and is a draw for local and beyond?
Response #2:

Question #3: What is the benefit you would bring to RPL by partnering with them on this Project?

Response #3:

Question #4: What additional spaces would you envision as part of this Project, in addition to the Central Library? And, what additional property taxes would you envision from this Project overall (noting that the RPL does not pay property taxes)?

Response #4:

Question #5: What other companies would you envision partnering with?

Response #5:

Question #6: What type of project would you be interested in pursuing? Check all that apply and note your preference.

Response #6:

- ☐ Redevelopment of the existing RPL site (demolish existing building and build new)
- ☐ Large new build on a different parcel of land within the geographic constraints provided, which would include multiple groups including the library
- ☐ New build on a different parcel of land within the geographic constraints provided, with the library as a separate building and other development within and around the site
- ☐ Redevelopment of an existing building within the geographic constraints provided
- ☐ Other: _____

Preference: _____

Question #7: What land location would you be interested in pursuing? Check all that apply and note your preference.

Response #7:

- ☐ Existing RPL Central Library location
- ☐ Other downtown location within the geographic constraints provided (location: _____)
- ☐ Existing building (location: _____)
- ☐ Other: _____

Preference: _____

Question #8: What type of ownership/lease structure would you be interested in? Please describe in detail, including whether you have interest in multiple types, including your preference. Note that RPL would prefer to own the library space.

Response #8:

Question #9: What would you envision being included in the developer's scope, and why?
Design, construction, financing, maintenance?

Response #9:

Question #10: What type of upfront capital would you need for the Project during the construction period or at construction completion?

Response #10:

Question #11: Are there any financial assumptions that you can share that would support the business case for partnering on this development versus RPL building a new standalone facility? The more financial information the Respondent can provide to assist RPL with assessing options, the easier it will be to analyze these market-driven alternatives compared to building a new library on the current site.

Response #11:

Question #12: What kind of project timeline would be reasonable, if RPL was able to select a private partner within 2024?

Response #12:

Question #13: Any other feedback and/or suggestions you would like to provide to RPL?

Response #13: