



Request for Expressions of Interest

Office Space

within the District of Muskoka

Purpose:

We are seeking to begin a dialogue regarding the provision of office space for Muskoka Futures to provide enhanced supports to the business community.

Who we are?

We are Muskoka Futures, a not for profit business development organization for the community, helping businesses succeed through support and investment. We are approachable, knowledgeable and connected. We deliver the Community Futures program on behalf of the Government of Canada.

What do we do today?

Our \$9 million investment fund is designed to do what no one else does, take the necessary level of risk to help businesses create positive economic growth and diversification in Muskoka. Our investment philosophy is built upon Support, Invest, Grow, where all investment earnings grow our fund and allow us to invest in the next business.

Our *Momentum program* offers businesses access to mentors, advisors/consultants, bookkeepers and HR professionals. These supports are available to any business in Muskoka regardless of their size or capacity and are independent of our investment activities. Our *Momentum* philosophy is built upon concierge services, our staff individually design support unique to each entrepreneur. The result is a detailed roadmap to support and funding tailored to each business' needs.

What we will do tomorrow?

As a Community Futures Development Corporation, the **future** is in our name. As we look to the future we are redefining the economic landscape in Muskoka, turning our attention to diversification through the digital economy and all the opportunities for growth it brings.

Core to our evolution as a business development agency, we are developing **FUSE**, a physical resource for entrepreneurs and tech startups. Fuse is more than an incubator, accelerator or a coworking space, **FUSE** will provide real time personal support and strategy for local and incoming entrepreneurs. We will offer direct connections to all other support agencies and funders a list of examples can be found in Appendix A.



In parallel to FUSE, we are also launching Muskoka 4.0, earmarking a minimum of \$250,000 per year in a new investment competition for businesses that choose to locate and grow in Muskoka. A key element in attracting new business is providing them with access to a physical space where they can connect, collaborate and access resources from within and beyond Muskoka.

These connections will be through direct in person introductions to agencies choosing to locate on site, and real time digital introductions (Google Hangouts, Facetime, Zoom, Skype etc.) We believe one of the most innovative things we can do in today's world is to personally connect people and then remain connected.

Fuse is a collaborative support centre offering:

- peer to peer,
- business to business,
- business to organization, and
- business to community, connections,

Fuse will connect the dots and create roadmaps to success for the businesses in or locating to Muskoka.

Looking for a Partner

Muskoka Futures is seeking a long term provider of physical space of approximately 4,500 - 6,000 square feet in the District of Muskoka to develop and house **FUSE**. We are looking for an individual, corporation or municipality that understands our vision and recognizes the opportunity to be a leader in redefining the economic landscape of Muskoka. Muskoka Futures will work to create a value added space for both parties, and the community at large.

We endeavor to create a partnership with the provider that provides mutual benefit. We are open to expressions from each provider as to their expectations in return for their partnership. These could include naming rights on the space in whole or in part, early access to investment ready businesses, co-branding on all collateral, physical or otherwise, and more.

The Provider will

- Recognize the value to their business that economic growth and diversification can provide.
- Be willing/able to enter into up to 5 year lease with Muskoka Futures.
- Be willing/able to negotiate a competitive lease rate.
- Give consideration to investing in the leasehold improvements.



The Space

(Please see Photos in Appendix B which are provided only to illustrate the type of finish/environment FUSE will provide)

- 6-8 Private Offices. Totalling approximately 1200 sq ft
 - 10-12 Hot Desks - open office space. Totalling approximately 500 sq ft
 - 1 Large Boardroom - seating 20-22 people. Approximately 600 sq ft
 - 1 Large Conference Room - seating 10-12 people. Approximately 300 sq ft
 - 1 Medium Conference Rooms - Seating 6-8 people ea. Approximately 180 sq ft
 - 1 Small Conference Rooms - Seating 4 people ea. Approximately 120 sq ft
 - 1 communal event space with fireplace (gas or electric). Approximately 600 sq ft
 - 1 Cafe space - Approximately 300 sq ft
 - 1 communication room - lockable. Approximately 100 sq ft
 - Washrooms as required by occupancy levels and Ontario Building Code standards.
- TOTAL 4500 sq ft.
- Future growth potential of 1,500 sq ft or more.

Requirements for submission:

All interested parties must complete the attached form (Appendix C). In addition to the form, all submissions must also include photographs of interior and exterior of proposed space.

Submission deadline is 4:30pm on December 12, 2018.

Submissions to be submitted to:

David Brushey

Executive Director

Muskoka Community Futures Development Corporation

By:

Email - david@muskokafutures.ca

Or by mail to :

Muskoka Community Futures Development Corporation

345 Ecclestone Drive

Bracebridge, ON P1L 1R1



Process:

Muskoka Futures will review the Expressions of Interest and engage providers in additional dialogue and due diligence for all properties deemed potentially suitable. All providers deemed potentially suitable will be contacted by December 20th, 2018 to set meetings to enter into additional dialogue early in 2019.

Acceptance of an Expression of Interest does not bind Muskoka Futures to a lease or any other agreement. Muskoka Futures reserves the right to not proceed with any Expressions of Interest at its sole discretion.



APPENDIX A

Intended Partner Agencies and Funders:

Muskoka Small Business Centre
Parry Sound Muskoka Community Network (PMCN)
National Research Council- Industrial Research Assistance Program (NRC-IRAP)
Ontario Centres of Excellence (OCE)
Materials Joining Innovation Centre (MAJIC)
Northern Centre for Advanced Technology (NORCAT)
Innovative Initiatives Ontario North (IION)
Venture Lab
MaRS
Business Development Bank of Canada (BDC)
Angel Networks
Venture Capital firms
Founder's Circle Muskoka.

APPENDIX B





APPENDIX C

Provider/Company Name:

Contact Name:

Phone Number:

Email Address:

Building Address:

Date of Availability:

Proposed Lease Rate (per sq.ft.):

Is there potential for future expansion of FUSE in the proposed building? If yes, please describe:

Feel free to outline any additional considerations you feel are relevant to this proposal:

The finished space is/provides:

Yes

No

If 'No' Can accommodations be made?

Between 4,500- 6,000 square feet.

At current Ontario Building Code Standards,
including proper fire separations/doors between tenants.

Accessible, meeting all OBC/ADA requirements.

Required accessible parking and access to public
parking within a reasonable distance

Central heating and air conditioning with independent
control of temperature from other building tenants.

The finished space is/provides:

Yes

No

If 'No' Can accommodations be made?

Access to 1GB internet service.

Properly secured external doors and windows.

Private washroom facilities based on square footage and intended use.

Kitchenette points (water, drain and electricity) on each floor in case of a multi-level building

Required firefighting, exit routes and fire suppression systems.

Vertical Transportation (Lifts) in case of a multi-storey Building.