

Appendix 1

Approved Tenant Selection Process

Stage 1

- Retain Process Monitor
- Identify appropriate financial/experience-based qualification criteria for potential tenants
- Advertise in newspaper for qualified potential tenants and City staff and advisor to notify known potential tenants who may be qualified and interested in participating in process

Stage 2

- Advisor addresses questions from interested parties
- Qualification submission process closes on a predetermined date

Stage 3

- Advisor reviews submissions against established criteria
- Advisor recommends list of qualified potential tenants to City
- City staff approves list of qualified potential tenants

Stage 4(A) – Development of Lease Terms (Iterative)

- Advisor, City staff and Process Monitor meet with each qualified potential tenant to discuss first draft of proposed lease terms and request both verbal and written input

Stage 4(B)

- Qualified potential tenants provide both verbal and written comments
- Feedback reviewed by advisor with City staff
- Advisor and City staff incorporate feedback, as deemed appropriate, and reissue lease terms and solicit further feedback, as many times as deemed necessary to finalize lease terms

Stage 5(A) – Development of Lease Form (Iterative)

- Advisor, City staff and Process Monitor meet with each qualified potential tenant to discuss 1st draft form of lease and request both verbal and written input

Stage 5(B)

- Qualified potential tenants provide both verbal and written comments
- Feedback reviewed by advisor with City staff
- Advisor and City staff incorporate feedback, as deemed appropriate, and reissue lease form and solicit further feedback, as many times as deemed necessary to finalize form of lease

Stage 6

- Final form of lease is issued and qualified potential tenants are each invited to submit an offer to lease
- Qualified potential tenants submit binding offers to lease

Stage 7

- Offers to lease are received and reviewed by advisor
- Advisor recommends acceptance of an offer to City staff
- City staff review advisor's recommendation and report to City Council

Stage 8

- City Council approves tenant and new lease