

## Re: Office Space Announcement

Dear colleagues,

It gives me great pleasure to inform you that Engineers Canada is in the final stage of negotiation to lease part of the 3rd floor of the Manulife Place building at 55 Metcalfe (see picture below).

Let me share with you the description of the building from the Manulife website:



"Manulife Place is located at the corner of Queen and Metcalfe Streets, in the heart of Ottawa's business and cultural communities, within close proximity to the Transitway. Perhaps the most elegant office building in the city, Manulife Place boasts 16 floors each with impressive finishes and superior building systems. Built in 1987, the 327,024 square foot building has secured its place among the city's finest office buildings, earning the Building Owners and Managers Association (BOMA) Building of the Year Award in 1990, and more recently the BOMA Go Green Plus designation received in November 2007 in recognition of environmental best practices in the management of the building."

I have linked two files below providing more information on the building amenities and the revised decision-making grid (based on your feedback) used to compare 55 Metcalfe to 180 Elgin, the two finalist locations. You will notice that 55 Metcalfe scored double the points of what we collectively thought was important!

We will be proceeding quickly to plan the move with the project team comprised of David Grant as Project Manager, Colin and Chantal; they will be working in close collaboration with our designers Bryan and Stephanie from LWG Architectural Interiors.

The target date for the move is mid-August 2015. The project team will keep you informed throughout the project and consult on a few key items as required. This is a very short period of time and your usual understanding and collaboration will be most appreciated.

Guy

# 55 Metcalfe

## Amenities

### Access to the Building:

Manulife Place is open to the public from 7:00 a.m. to 6:00 p.m., Monday to Friday, except for Statutory Holidays. Access is available to tenants and their guests at any time.

The Property Management Office is open from 8:00 a.m. to 5:00 p.m., Monday to Friday, except for Statutory Holidays.

### Bicycles:

An outdoor bicycle parking area is located on the north side of the building on Queen Street, as well as within the underground parking area on season. All bicycles must be parked neatly in the designated area and locked. Bicycles are not allowed in the building.

### Mezzanine Level:

The mezzanine level of the Building has a restaurant / caterer open during Building's regular working hours; individual shower and locker facilities; access to the loading dock; and an ATM.

### Nearby:

The Building is located at the heart of Ottawa Central Business District and is within walking distance to public transit, shopping centre, hotels, and restaurant.

### Telecommunication Suppliers:

The following telecommunication suppliers have presence in the building:

- Rogers;
- Bell;
- Atria Networks; and
- MTS Allstream

### Building Security:

The Building is equipped with a Security Access Card System, complimented by remotely monitored cameras strategically placed in and around the building.

The Building is monitored by on-site security guard on a 24/7 basis. The building is also monitored via a camera security system controlling access to the underground parking facilities, main building, and all elevators including the parking shuttle elevator.

The main lobby entrance has a card reader mounted outside the building entrance. The security system maintains a record of each transaction.

Each elevator is controlled via a card reader for access outside of regular building hours.

Fire detection system and sprinklers are in accordance with current code.

## **NEW CONFERENCE CENTRE FACILITY**

Manulife Real Estate, in our continuing efforts to provide our tenants with convenient building amenities, has constructed a new Conference Centre on the 5<sup>th</sup> floor that is available for tenant use.

A general description of equipment provided is as follows:

- Mobile tables and high quality seating for 24 persons.
- Twenty (20) additional stacking chairs available as required.
- Large TV monitor with HDMI connection.
- Basic WiFi internet connectivity.
- Large, full wall White Boards.
- Garbage and recycling collection station.

#	55 Metcalfe	Max Points	55 Metcalfe		Elgin	Comments (list features)
			180	Elgin		
<b>Essential Criteria</b>						(minor variance may be considered)
1	Within 10 km of Parliament (Ontario side)	Must meet all of these criteria				
2	Office space of at least 15,000 sf and option to expand by 30% to 50%					
	Easily accessible by public transit					
3	Natural light - bright					
4	Onsite security					
5	Parking for at least 10 cars					
6	Indoor air quality (no environmental concerns)					
<b>Highly Desirable (30 to 75 Points each)</b>						
7	All space on one floor	75	75	0	21,000sf floor plate vs. 9,500 sf	
8	Proximity to a Transitway station within 500 m - 50 within 1km - 40 one bus route from the station where the walking distance is less than 400 m and the bus frequency is at least every 15 minutes - 30	70	70	40	adjacent to transit way stop	
9	Public parking available in the building or close by	65	65	35	able public parking near by	
10	Proximity to Parliament (Ontario side) 10 minute walk - 35 within 2 km - 20 within 5 km -10	60	60	30	5 minute walk	
11	Ability to provide closed offices for staff whose work requires high levels of concentration without affecting the natural light for everyone	55	55	55	Space was previously used by Heenan Blakie - we will be leaving a number of the offices	
12	Security at building reception	50	50	0	Building security all day	
13	Showcases respect and concern for the environment (i.e., LEEDS certification, rooftop or wall of green)	45	45	0	LEED Gold	
14	Able to provide additional large meeting space (50+ participants) Already in place - 40 Able to be built - 20	40	40	20	Meeting room with movable wall already in place	
15	Appropriately supports the professional and progressive image of Engineers Canada and engineering profession	38	38	20	Moving to A class Building vs current B class building	
16	Proximity to Green Space (i.e. Parks, Rideau Canal pedestrian way) less than 300 m - 30 less than 500 m - 20	36	30	25	close to walk on the Hill	
17	Lunch room facilitates as a meeting place for staff	34	34	25	will need to design . . . Big linchroom exists, however it won't be in our space	
18	Additional parking on site (indicate how many and monthly cost)	32	15	32	Parking is more expensive	
19	Proximity to a business class hotel within 1 km -25 within 2 km - 15 within 5 km - 5	30	30	25	closer to hotels	
<b>Desirable (11 to 29 Points each)</b>						
20	Amenities for staff (i.e. café, gym, wellness program )	29	24	0	Building has a restaurant / caterer open during Building's regular working hours; individual shower and locker facilities; access to the loading dock; and an ATM	
21	The building is an area surrounded by attractive buildings and other public amenities (ie. decent restaurants, drug store, dry cleaners, etc.) .	25	25	15	in the core	
22	Fiber optics feed in the building Rogers - 23 Other - 15	23	23	23	no change	
23	Sole occupancy of a single floor or building	20			we will use 15,000 sf of the 21,000 sf floor plate	
24	Less than 10 minutes walking distance to Parliament	19	19	10	5 minute walk	
25	Loading dock	17	17	5	off of Queen Street	
26	Close to green space (i.e. Rideau Canal pedestrian way)	15	12	10	about the same distance to the canal, closer to the Hill and the River	
	High tech training space and video conferencing up to 10 people	14	7		Need to buy the technology	
27	External signage to identify Engineers Canada	11		11	Landlord was willing to provide	
<b>Bonus Features (up to 10 Points each)</b>						(i.e. generator, video conference centre, storage, etc.)
28	located at the heart of Ottawa Central Business District and is within walking distance to public transit, shopping centre, hotels, and restaurant		10			
29						
<b>Total</b>			<b>744</b>	<b>381</b>		

**One time features (avoided costs)**

Similar requirements to build out, however existing build is higher quality