



PORTLAND PARKS & RECREATION™

Healthy Parks, Healthy Portland

REQUEST FOR INTEREST

Multnomah Arts Center Cottage 4

Long-Term Lease Opportunity

Due Date: September 30th, 2023

Kierra Wing

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Portland, Oregon 97204
503-307-7504

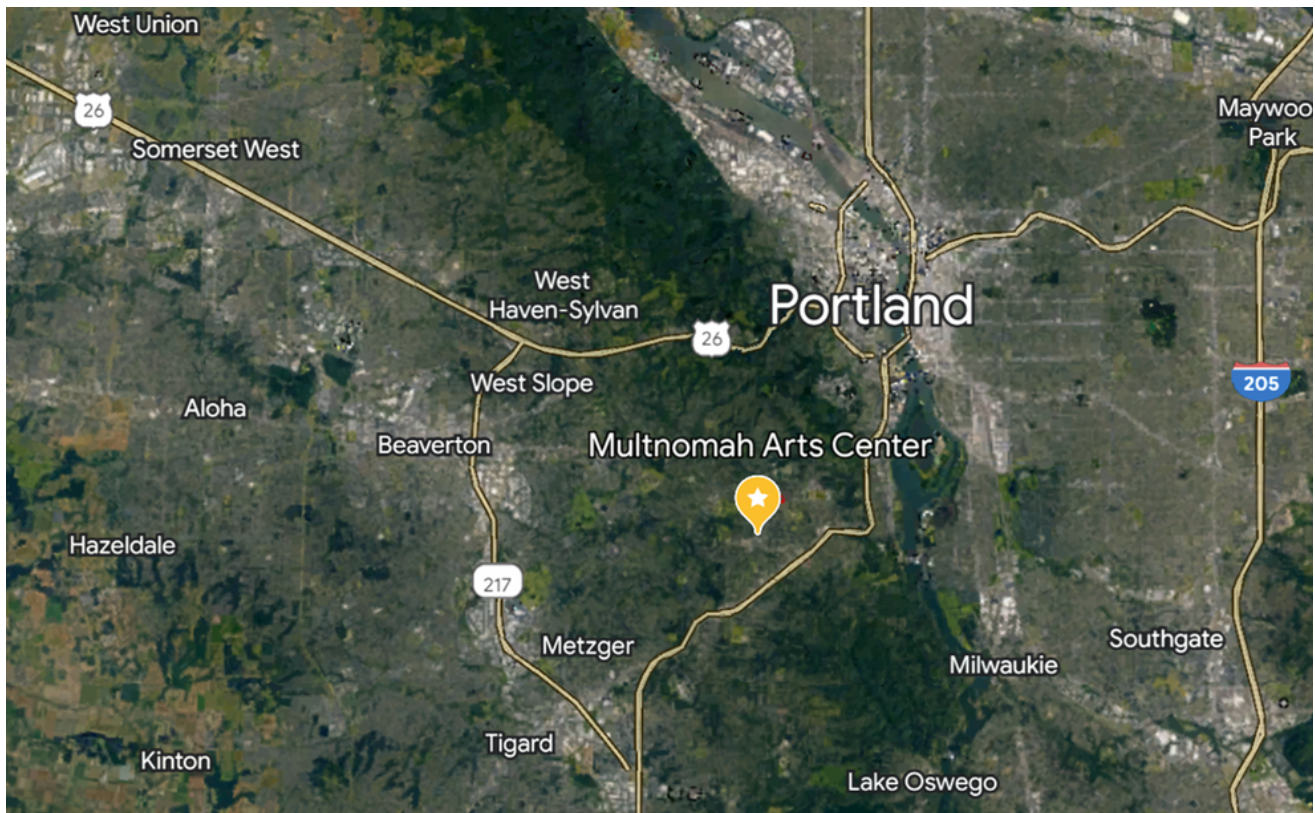
PORTLANDPARKS.ORG

Commissioner Dan Ryan
Director Adena Long



Sustaining a healthy park and recreation system to make Portland a great place to live, work, and play.

Portland Parks & Recreation (PP&R) invites interest from **licensed non-profit, community service or arts organizations** to submit proposals for a **lease agreement at the Multnomah Arts Center (MAC)**. PP&R will consider proposals for an **initial lease term up to 4 years** with the possibility to renew if mutually agreed upon by tenant and PP&R.



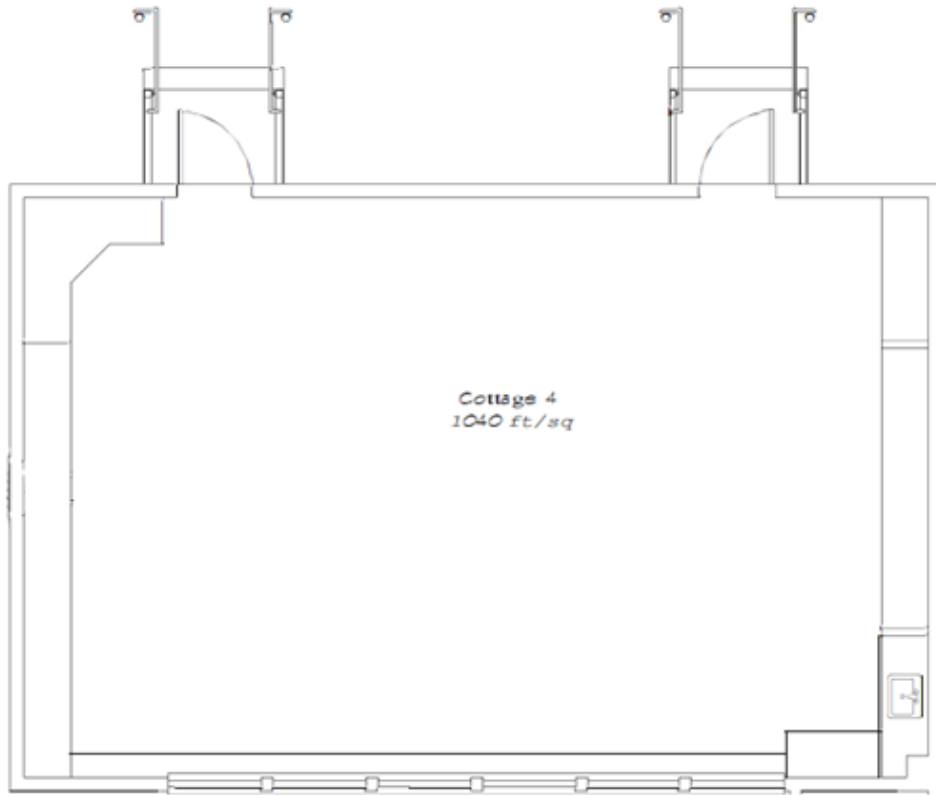
Multnomah Arts Center is located at **7688 SW Capitol Hwy, Portland, OR 97219**

Current MAC leasing opportunities include both Room 37 and Cottage 4. More information including pricing and floorplans can be found at:

<https://www.portland.gov/parks/multnomah-arts-center>

About Cottage 4

At MAC, Cottage 4, to the west of the main building, is available for **immediate occupancy**. The Cottages are **ADA accessible**.



Cottage 4 Interior View

Each Cottage is **1040 square feet**.
Public Restrooms are available in Cottage 3.

Rent Schedule for Multnomah Arts Center Cottage 4

Organizations are offered an annual rate of **\$16.49 per square foot**. The rate will **increase 3.5% annually**.

Included in rent:

- Utilities (water, gas, electricity)
- Wi-Fi/internet

Additional costs:

- Tenant must provide proof of liability insurance coverage up to \$2,000,000.
- Security deposit equal to one month's rent will be due upon signing of lease.

Costs below are based on \$16.49 per square foot calculations and may vary slightly depending on the rounding of pennies.

Cottage 4	Square Footage	Monthly Cost	Yearly Cost
All	1040	\$1,429.13	\$17,149.60



Exterior View of Cottage 4

RFI Goals

Goal for Leasing PP&R's Community Spaces:

- Support cultural and artistic practices that **bring diverse people together** and contribute to more cohesive and resilient communities
- Provide affordable space that **increases service** to the community
- Generate revenue that **supports arts education** in our community
- Support and align with PP&R's mission, vision, and values
- Support PP&R's centered communities



Exterior View of Cottages

Preferred Use Guidelines:

The following list of desired uses is a tool for prospective applicants. However, PP&R will consider all proposals that meet the desired program objectives and stated goals. The following list has been created to serve not as pre-approval, but as guidelines, each use remaining subject to a level of quality screening.

(i) Single-Tenant Preferred Uses

The following uses are desired for the premises:

- Office and meeting space for for licensed non-profit, community service, or arts organizations
- Rehearsal space for nonprofit performing arts groups
- Art studio space for nonprofit community arts organizations or social practice artists
- Services, programs, or activities that do not directly compete with PP&R programs

(ii) Compatible Uses

The following complementary activities will also be considered, provided the proposed combination of activities meets PP&R's primary objective for daily, positive activity.

- Opportunities and activities that support arts and culture.
- Opportunities and activities that support PP&R's centered communities, which include but are not limited to Black people, Indigenous people, and people of color, immigrants and refugees, people earning low incomes, people living with disabilities, older adults, LGBTQIA+ communities, and youth.

(iii) Not acceptable uses

The following uses have been identified as generally not desired for the Premises. PP&R will not consider proposals for the following activities:

- Welding, soldering, open flames
- Malodorous chemicals/processes
- Uses that involve disruptive sound levels to other users of MAC

Evaluation Criteria

This RFI requires proposers to provide the following:

- **Cover Letter** must include the following:
 - Name of individual or organization submitting RFI
 - Name(s) of person(s) authorized to represent the proposer in any agreement negotiations and execution
 - Contact information (street address, phone, and email address)
- **Mission, Values & Goals** must include the following:
 - Stated mission or purpose
 - A description of your organization guiding values
 - A description of the goals of your organization and how leasing this space supports these goals
- **Business Plan** must include the following:
 - Description of the community services, programs or activities the proposer provides that result in positive financial, social, environmental and/or cultural impact and positive community experience
 - Description of the specific communities and demographics the proposer serves
 - Proposer's qualifications and experience to operate their business
 - Demonstration of a sound business plan with financial sustainability
- **Concept Use Plan:** Provide description of your utilization of the space and design needs for your proposed idea/activity in narrative form. A simple site plan sketch, and other graphics including but not limited to images of your concept are welcome.
- **PP&R's Centered Communities**
 - PP&R is committed to better serving historically underserved communities which include but are not limited to Black people, Indigenous people, and people of color, immigrants and refugees, people earning low incomes, people living with disabilities, older adults, LGBTQIA+ communities, and youth. Does your organization serve any of these groups? If so, please describe.
- **Alignment with PP&R Mission, Vision and Values:** Provide a description of how your organization aligns with the mission, vision, and values of PP&R, as shared below.
 - PP&R Mission: Portland Parks & Recreation's mission is to provide equitable access to welcoming places, programs, and services that improve community health and our environment.
 - Vision: We envision a parks and recreation system that is responsive to diverse and changing community needs, nurturing health and connection for all.
 - Values:
 - Equity and Anti-Racism: We work to acknowledge and abolish the harms of racism and oppression in the parks and recreation system.
 - Stewardship: As caretakers of millions of trees and over 15% of the land called Portland, we protect and nurture healthy ecosystems for generations. We ensure spaces and services are resilient and responsive to a changing world.
 - Safety and Belonging: We strive to make spaces safe, accessible, and welcoming for all people.
 - Connection: The parks and recreation system connects people to places and each other. We build collaborative partnerships that energize our public spaces.
 - Accountability: We listen to community priorities and communicate transparently. We set clear goals and take responsibility for our actions and results.

Proposal Evaluation

A review committee will evaluate the proposals received. Each of the committee members will evaluate proposals in accordance with the criteria listed above. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in evaluating proposals. High scoring of a proposal is not a guarantee that an agreement will result.

The successful proposer(s) shall be selected by the following process:

- The committee will score the written proposals based on the information submitted according to the evaluation criteria.
- The committee will require a minimum of 10 working days to evaluate and score the written proposals.
- A short list of proposers may be selected for oral interviews if deemed necessary, which may result in additional points. The City reserves the right to increase or decrease the number of proposers on the short list depending on whether the proposers have a reasonable chance of being awarded a contract.

PP&R reserves the right to consider one or multiple proposals with compatible uses/activities. PP&R also reserves the right to reject all proposals. Nothing in this RFI mandates PP&R enter into any contract with proposer. Following the proposal evaluation, PP&R may select one of these options:

- Approval of one or multiple proposals and enter into negotiations to lease Room 37 at Multnomah Arts Center, anticipated to commence October 2023 for one to four year leasing.
- Request additional information from the proposer(s); or
- Reject all proposal(s).

All PP&R decisions are final, and not subject to appeal or dispute.

Proposal Submission

Proposals are due no later than **Saturday, September 30th, 2023 at 5:00pm PST.**

PP&R reserves the right to extend RFI period. If extension is issued, all submitted Proposals will have the opportunity to use this extra time to update their proposals if they desire.

Proposals submitted will be no more than 10 pages. Please submit one electronic copy to the PP&R contact person listed below by Saturday, September 30th.

Optional on-site tours of Cottage 4 will be held at Multnomah Arts Center by appointment. Contact Kierra.Wing@portlandoregon.gov with any questions or to schedule a 30-minute tour. Proposers are strongly encouraged to attend a site tour as they will have the opportunity to view the current interior design of the building and its fixtures. A copy of a draft lease agreement is available upon request.

RFI Contact

Kierra Wing, Property Coordinator II
Portland Parks & Recreation
503.307-7504
Kierra.Wing@portlandoregon.gov