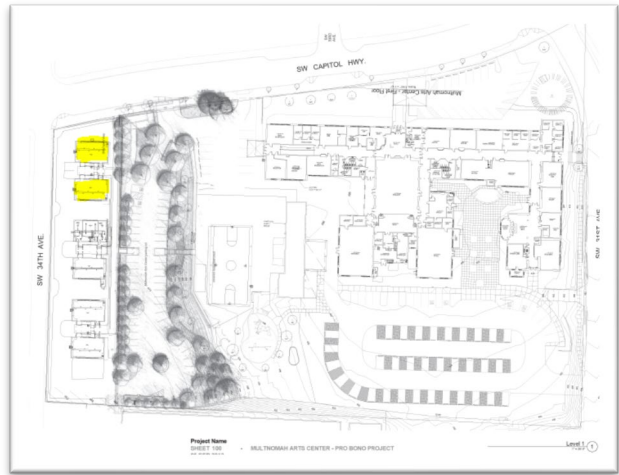




Requests for Interest
Portland Parks & Recreation
Long-Term Lease Opportunities

Multnomah Arts Center: Cottages 1 & 2

7688 SW Capitol Highway
Portland, OR 97219



PP&R Program Objective: Portland Parks & Recreation (PP&R) invites interest from licensed non-profit or community arts organizations to submit proposals for a lease agreement at the Multnomah Arts Center (MAC).

Various space opportunities are currently available at several PP&R locations. Details of these distinct facility opportunities can be found at: <https://www.portlandoregon.gov/parks/78321>

At MAC, Cottages 1 & 2 will be available October 2019. Each Cottage is 1040 square feet with a small restroom. The Cottages will be ADA accessible beginning in October 2019. The lease rate will be \$14.37 per square foot. A copy of the rent schedule and floor plan for each space is attached to this RFI (Attachment A). A copy of a draft lease agreement is available upon request.

Responsive proposals must demonstrate a sound business plan with financial sustainability. PP&R will consider proposals for initial lease terms starting October 2019 for 1-2 years. Options to renew will be considered based on mutual benefit but are not guaranteed.

Note: The grounds of these spaces will be made ADA accessibility during August and September 2019 through bond funding. We anticipate construction will be completed by October 1, 2019.

Goals for Leasing PP&R's Community Arts Spaces:

- Advance the City of Portland's Racial Equity Goals
- Advance the City of Portland's Affordable Arts Space Plan
- Support diverse and inclusive community spaces reflective of the greater community
- Support activities that strengthen networks and encourage creative partnerships between the City, nonprofits, community-based organizations, and residents
- Support cultural and artistic practices that bring diverse people together and contribute to more cohesive, resilient communities

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
 - Description of how proposer has demonstrated alignment with the City of Portland's Racial Equity Goals (see below). Please be specific.
 - Description of how proposer has demonstrated alignment with the City of Portland's values of diversity and inclusion. Please be specific.
- **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
 - Last year's Tax Form 990 (if applicable) or Federal tax returns
- **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.

City of Portland's Racial Equity Goals

- Equity Goal #1 - We will end racial disparities within city government, so there is fairness in hiring and promotions, greater opportunities in contracting, and equitable services to all residents.
- Equity Goal #2 - We will strengthen outreach, public engagement, and access to City services for communities of color and immigrant and refugee communities, and support or change existing services using racial equity best practices.

- Equity Goal #3 - We will collaborate with communities and institutions to eliminate racial inequity in all areas of government, including education, criminal justice, environmental justice, health, housing, transportation, and economic success.

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:

1. The committee will score the written proposals based on the information submitted according to the evaluation criteria.
2. The committee will require a minimum of 10 working days to evaluate and score the written proposals.
3. 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:

1. Approval of one or multiple proposals and enter into negotiations to lease Cottage 1 and/or Cottage 2 at Multnomah Arts Center, anticipated to commence October 2019 (for 1- to 2-year leasing)
2. Request additional information from the proposer(s); or
3. Reject all proposal(s).

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

Proposal Submission:

Optional on-site tours of Cottages 1 & 2 will be held at Multnomah Arts Center:

- By Appointment: Monday, March 18, 12-7pm.
Contact Michael.Walsh@portlandoregon.gov to schedule a 30-minute tour
- By Appointment: Sunday, March 24, 12-5pm.
Contact Soo.Pak@portlandoregon.gov to schedule a 30-minute tour.
- By Appointment: Wednesday, April 10, at 12-7pm.
Contact Michael.Walsh@portlandoregon.gov 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.

Proposals are due no later than Friday, April 12, 2019.

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 Friday, April 12.

PP&R Contact:

Michael Walsh

Arts Programs Supervisor | Multnomah Arts Center

Portland Parks & Recreation

503-823-2284 (office)

michael.walsh@portlandoregon.gov

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 nonprofit community 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 for revenue

(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 equity and inclusion
- Art gallery

(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

Attachment A: Rent Schedule & Floor Plans

Multnomah Arts Center: Cottages 1 & 2

Rent Schedule

Nonprofit or community arts organizations are offered an annual rate of \$14.37 per square foot starting July 1, 2019. The rate will increase 3.5% annually through June 30, 2023.

Included in rent:

Utilities (water, gas, electricity)

Wi-Fi/internet

Not included in rent:

Phone

Janitorial service

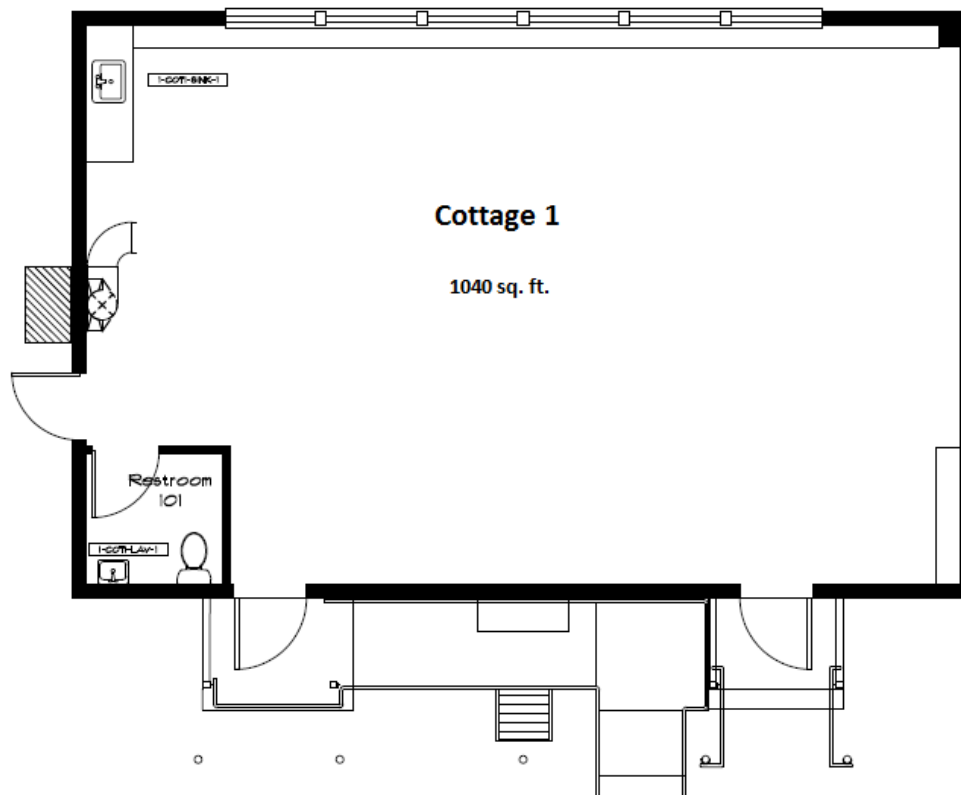
Additional costs:

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.

Multnomah Arts Center: Cottage 1

Cottage 1	Square Footage	Monthly Cost	Yearly Cost
All	1040	\$1,245.40	\$14,944.80



Multnomah Arts Center: Cottage 2

Cottage 2	Square Footage	Monthly Cost	Yearly Cost
All	1040	\$1,245.40	\$14,944.80

