



# PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

## Requests for Interest Portland Parks & Recreation **Shared Lease Opportunities**

### **Laurelhurst Dance Studio**

3756 SE Oak Street  
Portland, OR 97214



#### **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 Laurelhurst Dance Studio (LHDS).

Various leasing opportunities are currently available at several PP&R locations. Details of these distinct facility leasing opportunities can be found at: <https://www.portlandoregon.gov/bibs/68383>

At LHDS, the 1,304 sq. ft. rehearsal space and restroom of this facility is being made available for tenancy with PP&R's Laurelhurst Dance Studio program through a shared space agreement. Lease availability for the following days will be considered: Monday, Wednesday, Friday, and Sunday. Hours available are from 5 am – 10:30 pm. Saturday after 6pm may also be available. The current lease rate is prorated per day, based on a fulltime lease rate of \$13.88 per square foot. A copy of the rent schedule and floor plan is attached to this RFI. A copy of a draft lease agreement is available at:

<https://www.portlandoregon.gov/bibs/68383>

Responsive proposals must demonstrate a sound business operation with financial sustainability. PP&R will consider proposals for an initial lease term of 1-2 years with the possibility to renew if mutually agreed upon by tenant and PP&R.

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

- Provide affordable spaces that serve community needs
- 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 submitted 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)
  - Description of how proposer has demonstrated alignment with the City of Portland's values of diversity and inclusion
- **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. Proposals with interest all days are ideal. Multiple days proposals will be considered over single day usage.
- **Non-Compete:** Statement confirming that proposer's services, programs, or activities do not directly compete with PP&R programs for revenue.

### Citywide 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**

An evaluation review committee will evaluate the proposals received. For the purpose of scoring, each of the committee members will evaluate proposals in accordance with the criteria and point factors 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 to 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 and point factors.
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:

Approval of one or multiple proposals and enter into negotiations to:

1. Lease Laurelhurst Dance Studio in a shared use agreement anticipated to commence Winter 2019; or
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 pre-submittal tours will be held prior to submission deadline.

- Laurelhurst Dance Studio will host on-site tours on #####, #####, and #####.
- Proposers are strongly encouraged to attend this meeting as they will have the opportunity to view the current interior design of the building and its fixtures.

**Proposals are due not later than Friday, January 18**

*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 listed below by due date.

**PP&R Contact:**

Soo Pak  
 Arts, Culture, & Special Events Manager  
 Portland Parks & Recreation  
 1120 SW Fifth Ave, Suite 1302  
 Portland, Oregon 97204  
 503-823-3345 (office)  
[soo.pak@portlandoregon.gov](mailto:soo.pak@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 quality screening. Proposals that meet the desired objectives for year-round, daily positive activity will be prioritized.

(i) 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.

- ◆ Rehearsal space for nonprofit performing arts groups
- ◆ Opportunities and activities that support arts/culture
- ◆ Free community programs and activities

(ii) 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:

- ◆ Services, programs, or activities that compete with PP&R dance programs for revenue.

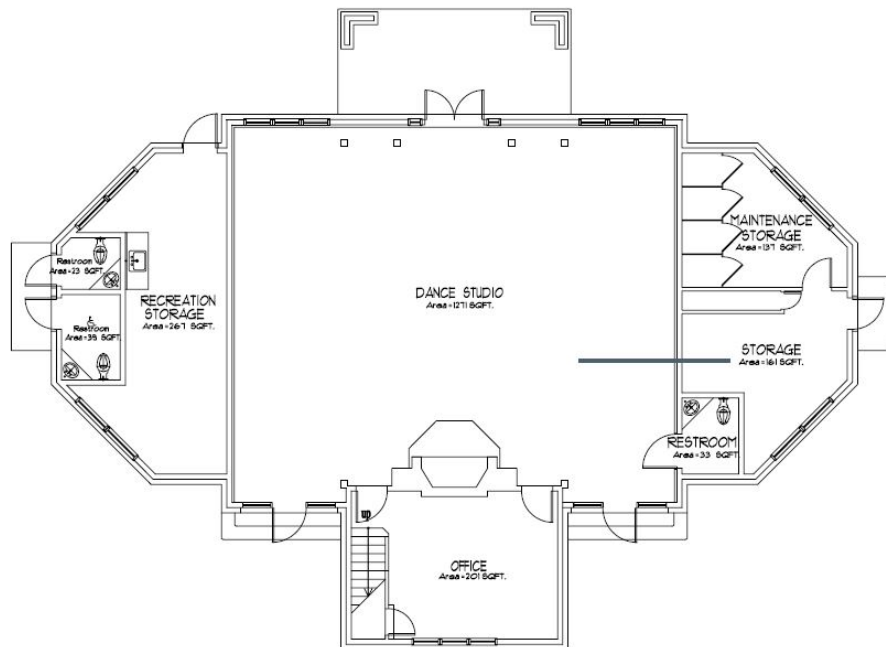
## Attachment A: Rent Schedule & Floor Plan

Nonprofit or community arts organizations are offered a rate of \$13.88 per square foot

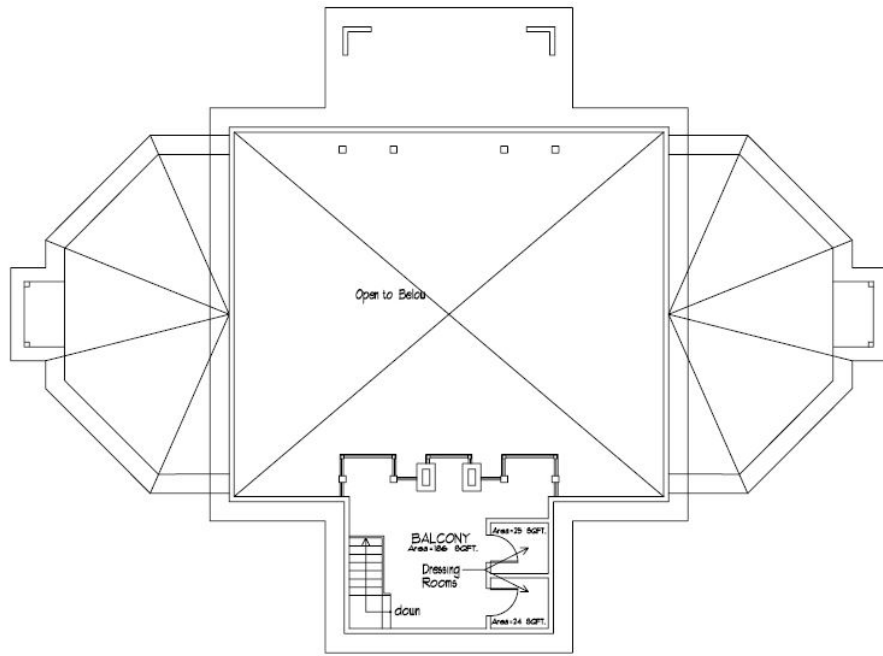
*Special Information: Park hours: 5:00am-10:30pm*

LHDS @ \$13.88	Sq. Ft.	Monthly Payment	Yearly Cost
Full Occupancy (for reference )	1,304	\$1508	\$18,100
M, W, F, Su (All four days)	1,304	\$862	\$10,343
Three Day	1,304	\$646	7757
Two Days	1,304	\$431	5171
One Day	1,304	\$215	\$2,580

### Laurelhurst Dance Studio



Floor Plan - First Floor



Floor Plan - Second Floor

**Attachment B: Sample Lease Agreement**