



## PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

### Requests for Interest Portland Parks & Recreation **Long-Term Lease Opportunity**

**Multnomah Arts Center**  
**Rooms 36 & 37**  
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 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/parks/72159>

At MAC, Rooms 36 and 37 in the main building are available for immediate occupancy. Each room has 4-7 office or studio spaces ranging from approximately 100-500 sq ft. MAC's main building is ADA accessible. The annual lease rate is \$13.88 per square foot, and 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 operation with financial sustainability. PP&R will consider proposals for an initial lease term up to 4.5 years (through June 2023) with the possibility to renew if mutually agreed upon by tenant and PP&R.

### Goals for Leasing PP&R's Community 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 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 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.
- **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**

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 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.
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:

- I. Approval of one or multiple proposals and enter into negotiations to:
  - a. Lease all of Room 36 at Multnomah Arts Center anticipated to commence Winter 2019
  - b. Lease all or part of Room 37 (offices) at Multnomah Arts Center anticipated to commence Winter 2019
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 Rooms 36 & 37 will be held at Multnomah Arts Center on:

- Sunday, January 6, 3-5pm
- Wednesday January 9<sup>th</sup> at 5-7pm

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, 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:**

Michael Walsh

Arts Programs Supervisor | Multnomah Arts Center

Portland Parks & Recreation

503-823-2284 (office)

[michael.walsh@portlandoregon.gov](mailto: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

**(ii) Compatible Uses**

The following activities will be considered:

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

**Attachment A: Rent Schedule & Floor Plans**  
**Multnomah Arts Center**  
**Rooms 36 & 37**

**Rent Schedule**

Nonprofit or community arts organizations are offered an annual rate of \$13.88 per square foot.

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.

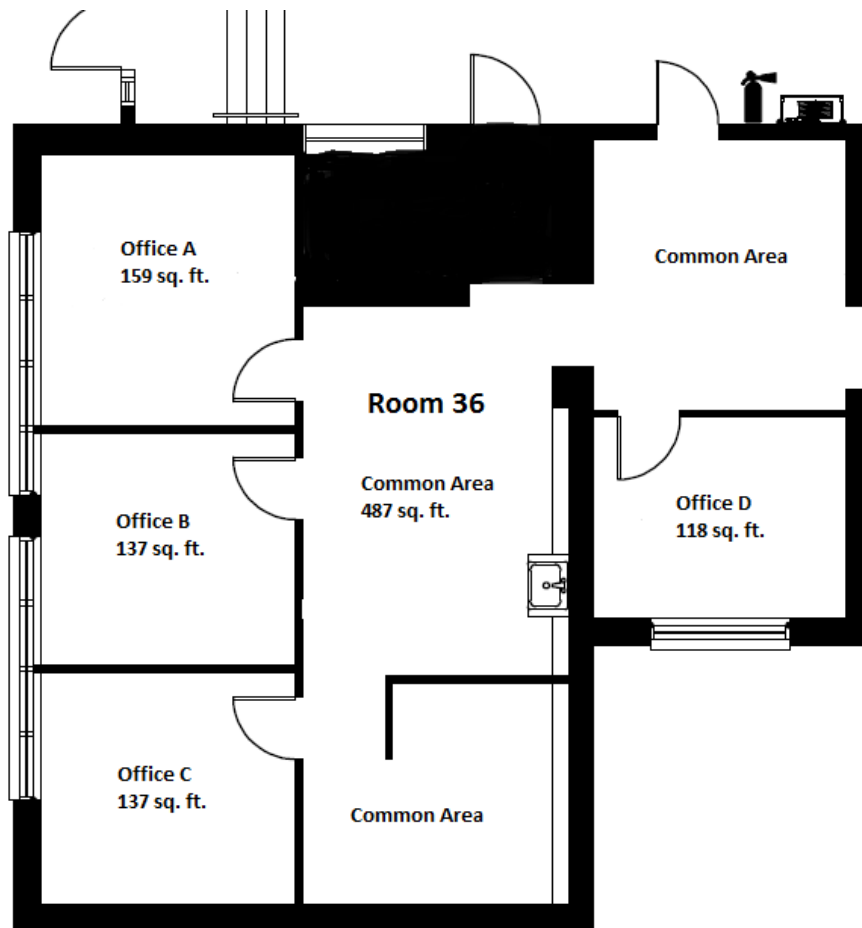
Security deposit equal to one month's rent will be due upon signing of lease.

**Multnomah Arts Center  
Room 36**

Individual spaces A, B, C, & D may be rented separately, while sharing the cost for the common space; or one organization may rent the entire space.

Offices within Room 36	Square Footage	Monthly Cost*	Yearly Cost*
A	159 sq. ft.	\$183.91	\$2,206.92
B	137 sq. ft.	\$158.46	\$1,901.56
C	137 sq. ft.	\$158.46	\$1,901.56
D	118 sq. ft.	\$136.49	\$1,637.84
Common area	487 sq. ft. (estimate)	\$563.28 / 4 offices = \$140.82 each	\$6,759.56 / 4 offices = \$1,689.89 each
All offices and common area	1038 sq. ft.	\$1,200.62	\$14,407.44

\*Totals may vary slightly depending on the rounding of pennies.



**Multnomah Arts Center  
Room 37**

The individual spaces A, B, C cannot be locked. This space is best leased by one organization, but costs are also broken out if 3 individuals and/or organizations come together as one larger group.

<b>Spaces within Room 37</b>	<b>Square Footage</b>	<b>Monthly Cost*</b>	<b>Yearly Cost*</b>
All offices and common area	712	\$823.55	\$9,882.56
A	94	\$108.73	\$1,304.72
B	96	\$111.04	\$1,332.48
C	111	\$128.39	\$1,540.68
Common area	411	\$475.39 / 3 offices = \$158.46 each	\$5,704.68 / 3 offices = \$1,901.56 each

\*Totals may vary slightly depending on the rounding of pennies.

