



## 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/parks/72159>

At LHDS, the rehearsal space and restroom (1,304 sq. ft. total) of this facility are being made available for tenancy with PP&R's Laurelhurst Dance Studio program through a shared space agreement starting March 18, 2019. PP&R's Laurelhurst Dance Studio program will have exclusive use of the rehearsal space on Tuesdays, Thursdays, and Saturdays. Annual leasing is available by day of week, for the following days: Mondays, Wednesdays, Fridays, and Sundays. Hours available are 5 am – 10:30 pm. Saturdays after 6pm may also be available. The building entrance and parking are ADA accessible.

The current lease rate is prorated per day, based on a full-time annual lease rate of \$13.88 per square foot. A copy of the rent schedule and floor plan 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 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:**

- 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)
  - 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 in leasing all available days are ideal. Proposals with interest in leasing multiple days 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/Laurelhurst Dance Studio programs for revenue.

### **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 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:

1. Approval of one or multiple proposals and enter into negotiations to lease Laurelhurst Dance Studio in a shared use agreement anticipated to commence March 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 tours will be held at Laurelhurst Dance Studio on:

- Sunday, January 6, 12-2pm
- Monday, January 7, 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 features.

**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:**

Soo Pak

Arts, Culture, & Special Events Manager

Portland Parks & Recreation

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 of quality screening.

**(i) Compatible Uses**

The following activities will be considered:

- Rehearsal space for nonprofit performing/arts groups
- Opportunities and activities that support arts and culture
- Opportunities and activities that support equity and inclusion
- 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 Laurelhurst Dance Studio

Nonprofit or community arts organizations are offered an annual rate of \$13.88 per square foot  
*Special Information: LHDS hours comply with Laurelhurst Park hours: 5:00am-10:30pm*

<b>LHDS @ \$13.88</b>	<b>Sq. Ft.</b>	<b>Monthly Payment</b>	<b>Yearly Cost</b>
Full Occupancy (7 days—for reference only)	1,304	\$1508	\$18,100
Mon, Wed, Fri, Sun (All 4 days)	1,304	\$862	\$10,343
Three Days	1,304	\$646	\$7,757
Two Days	1,304	\$431	\$5,171
One Day	1,304	\$215	\$2,586

### Rehearsal space features:

Sprung, Marley floors  
Barres  
Mirrors

### Included in rent:

Utilities (water, gas, electricity, garbage)  
Heat  
Janitorial service (2 times per week)  
Alarm/security system

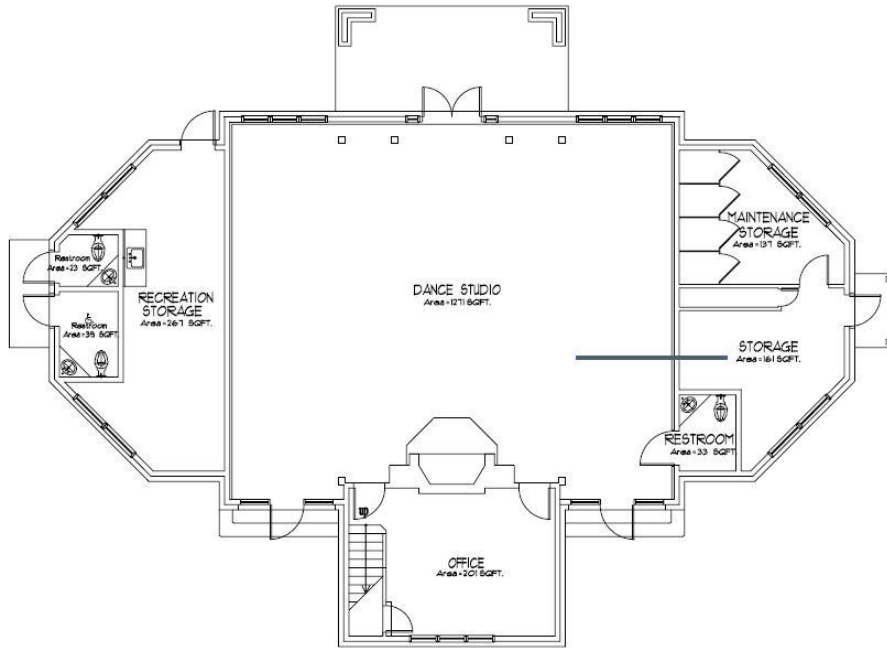
### Not included/not available:

Phone  
Wi-Fi/internet  
Air-conditioning

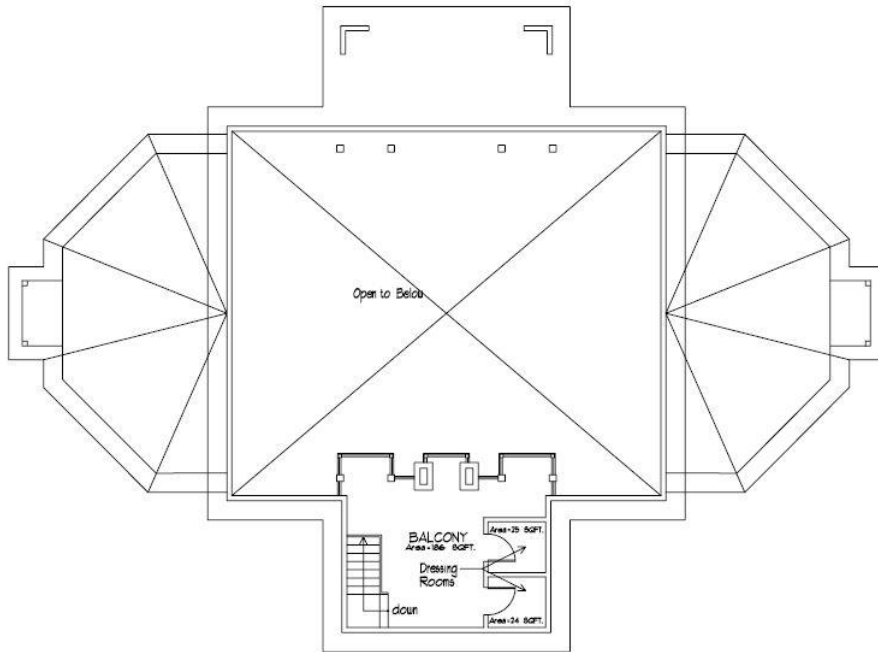
### Additional costs:

Tenant must provide proof of liability insurance coverage up to \$2,000,000.  
\$500 security deposit will be due upon signing of lease.

# Laurelhurst Dance Studio



Floor Plan - First Floor



Floor Plan - Second Floor