



neighborhoods within reach

REQUEST FOR PROPOSALS (RFP)

Capitol Hill Housing Seeks Performance Space Management Organization for 12th Avenue Arts Project

Due: 3:00 PM Wednesday October 5th, 2011

INVITATION

Background: Capitol Hill Housing (CHH) is developing a multi-user arts facility on the East Precinct Parking lot located on 12th Ave between E. Pine and E. Olive Streets. The project will include long-term affordable arts space, arts oriented commercial tenants, arts and non-profit office space, four floors of affordable housing, and replacement parking for the police vehicles. The development includes the creation of two performance spaces; a proposed 149-seat raked theater with fixed seats, and an 80-seat flexible black box space. CHH is working with SMR Architects on the design of the building, and has recently selected Candela as the theater design consultant. CHH has also convened an Arts Advisory group comprised of local and regional arts leaders to help guide the development of the dedicated arts spaces. The project is nearing a time when major decisions about the design and configuration of the performance spaces are going to need to be finalized. The architects, theater design consultant, and several arts advisory board members have urged that CHH to issue an RFP and select a performance space management tenant so that they can be a part of the final decision making process.

Vision: 12th Avenue Arts will be a vibrant, multi-user arts facility that will house two performance spaces along with several arts related retail spaces. The facility will be active around the clock, providing a stable and long-term affordable home to Capitol Hill's dynamic arts community. The second floor of the facility will house non-profit office space along side community meeting rooms. Substantial office and administration space will likely be made available for the facility's performance space management organization, to be determined later through a separate RFP.

SPACE SIZE AND COST

6,200 SF: 149-seat performance space, 80 seat performance space, two tech booths, green rooms, and dressing rooms. Each space will have 20' ceilings.

\$12/SF Annually (\$1/SF Monthly) + NNN

PROJECT TIMELINE

Summer 2012: Construction begins.

First Quarter 2014: Projected completion.

QUALIFICATIONS

Please submit a proposal that concisely addresses each of the following needs:

- **Financial Capacity:** Proposed tenant must be able to demonstrate the ability to manage the space in a way that is financially sustainable over time. The following financial information should be provided:
 - Tax returns and financial statements for the past 3 years
 - Operating budget for current fiscal year
 - Proposed operating budget for 12th Ave Arts' performance spaces
 - 3 financial references
- **Accessibility:** 12th Avenue Arts was conceived as a multi-user project, and it will be critical that the master tenant ensure that use of the space remains available to multiple groups.
- **Quality of Work:** As important as accessibility, the space must ensure that the balance of programming is of high enough quality to maintain a strong reputation and brand for the space.
- **Compatibility:** The ideal tenant would have an understanding of the other arts organizations in the neighborhood and in the broader community and would be able to program the space in a way that is complimentary to their work, providing affordable performance space to a number of local arts groups. The ideal tenant would likely also rent administrative office space in the building, making it the home for the organization.
- **Collaboration:** Working in partnership will be a crucial component across every aspect of the 12th Avenue Arts development, and the master theater tenant must be willing to work in collaboration with others.

SCHEDULE INFORMATION

Distribution of this RFP: Friday, August 26th, 2011

Proposals Due: Wednesday October 5th, 2011 at or before 3:00 pm

Interviews: If needed, will be scheduled the week of October 10th, 2011

Final Selection: Not later than October 28th, 2011

Anticipated notice-to-proceed: November 1st, 2011

CONTACT

For questions about the RFP: contact Randy Engstrom, CHH Arts Consultant, at (206) 290-3369 or by email at randy@reflexstrategies.com

RFP DELIVERY DEADLINE, ADDRESS AND NUMBER

All documentation required in this RFP must be delivered no later than

Wednesday October 5th 2011 by 3:00 p.m. to:

12th Avenue Arts: Performance Space Management

CAPITOL HILL HOUSING

1406 10th Avenue, Suite 101

Seattle WA 98122

PLEASE PROVIDE TWO (2) HARD COPIES OF THE PROPOSAL

Incomplete submittals, or those that do not address information requested in this RFP, will be considered non-responsive.

End of RFP