

# ARTISTS SPACE

## REQUEST FOR PROPOSALS For Consulting Services

ARTISTS SPACE, a registered 501 (c) (3) non-profit organization in the state of New York, seeks proposals to provide consulting services relating to its relocation to a site in Lower Manhattan

ARTISTS SPACE  
Sara Meltzer Ames, Board President  
Igor Da Costa, Board Treasurer  
Craig Konyk, Board Member and Building Committee Chair  
Benjamin Weil, Executive Director

September 25, 2006

Deadline for responses: October 20, 2006, 5:00PM EDT

Questions should be submitted in writing before September 22, 2006 by email to:

[rfp@artistspace.org](mailto:rfp@artistspace.org)

## I. GENERAL INFORMATION

### A. MISSION AND STRUCTURE OF ARTISTS SPACE, INC.

One of the first alternative art spaces in New York; ARTISTS SPACE was founded in 1972 to support contemporary visual artists, architects and designers. Dedicated to the development of new ideas, ARTISTS SPACE continually looks for innovative methods to introduce artists and exhibit work in a wide range of media. Most importantly, ARTISTS SPACE offers support and exhibition opportunities for artists at a critical early juncture in their careers. The mission of ARTISTS SPACE is to encourage experimentation, diversity, and dialogue in contemporary arts practice, provide an exhibition space for new art and artists, and foster an appreciation for the vital role that artists play in our community.

ARTISTS SPACE is renowned for its innovative exhibition of work by artists who are not yet established in New York. Support for emerging artists extends beyond exhibitions in the gallery to curatorial advice and dialogue; peer networking opportunities; commission and production fees; and informational workshops and seminars. Exhibition publications, whenever possible, provide critical context for the work presented and enable artists to promote their projects beyond the duration of the exhibition.

ARTISTS SPACE also offers an efficient and centralized location for the viewing of artists' work: the Irving Sandler Artists File, available online at [www.artistspace.org](http://www.artistspace.org). The File substantially increases the number of professional contacts available to emerging artists and its seamless, searchable structure and democratic nature are emblematic of the principles of experimentation, diversity, and dialogue central to ARTISTS SPACE's mission.

### B. OVERVIEW OF SERVICES REQUESTED AND THE SUBMISSIONS PROCESS

ARTISTS SPACE seeks to relocate to a new space in Lower Manhattan in order to extend the organization's reach to new audiences and improve its capacity as a venue for the presentation and discussion of contemporary visual arts, architecture, and design. The acquisition of a space is also an integral step toward achieving fiscal security, which would further strengthen the organization's ability to carry out its mission in the future.

In order to achieve this goal, ARTISTS SPACE is looking to find a consulting agency that will provide institutional planning services in order to strategize the organization's relocation to a new home.

Proposals must provide a straightforward, complete, and concise description of the consulting agency's capabilities to satisfy the requirements of this RFP.

Consulting agencies may be required to give an oral presentation to Senior Staff and/or Board Members of ARTISTS SPACE. This is intended as an opportunity to clarify and elaborate on the proposal, although it will not alter the original submission.

Proposals must be received no later than 5.00 PM EDT, October 6, 2006. Deliver all proposals to:

Stephanie Howe  
Administrative Manager  
ARTISTS SPACE  
38 Greene Street, 3<sup>rd</sup> Fl.  
New York, NY 10013

ARTISTS SPACE reserves the right to reject any or all of the proposals if such election is deemed to be in the best interest of ARTISTS SPACE. ARTISTS SPACE assumes no obligation, no responsibility, and no liability for costs incurred by the responding firms prior to the issuance of a contract.

The current schedule for this call is as follows:

September 25, 2006:	RFP issued
October 20, 2006:	Responses Due
November 3, 2006:	Firm Selected

## II. ANTICIPATED SCOPE OF SERVICES

ARTISTS SPACE seeks to retain the services of a consulting agency to provide strategic planning, guidance, and operational support toward the execution of ARTISTS SPACE's relocation to a new dwelling.

### A. PROJECT AREA

Working with the ARTISTS SPACE Senior Staff and Board, the consulting agency will carry out planning work for the relocation of ARTISTS SPACE from its current location (38 Greene Street, New York, NY) to a new one. The selected agency will produce a series of new documents that will facilitate the actual relocation of the organization: a Strategic Plan, Feasibility Study and Property Offering Guidelines.

### B. SCOPE OF PROJECT

- Assess existing documents – Feasibility Study, Strategic Plan, Board Meeting Minutes, Property Offering Guidelines and Summary, and other related documents.
- Consult with ARTISTS SPACE Senior (Executive Director, Deputy Director, Curator) and other staff; Board Officers; Building Committee and Artists Committee in order to update information pertaining to relocation purpose and scope.
- In collaboration with Senior Staff, establish and maintain contact with potential institutional partners with whom ARTISTS SPACE could become associated in order to seek relocation opportunities. This includes other non-profit arts organization and organizations with missions and concerns compatible with those of ARTISTS SPACE.
- In collaboration with Senior Staff and ARTISTS SPACE Building Committee, establish and maintain contact with city officials, real estate developers, and real estate agents in order to promote ARTISTS SPACE as a viable non-profit partner for potential FAR deals and other opportunities for reduced rate space acquisition.
- In collaboration with ARTISTS SPACE Senior Staff, maintain contact with the Lower Manhattan Development Corporation and the United States Department of Housing and Urban Development, and create activity reports as needed.

### C. PROJECT SCHEDULE

The project schedule will be established with the consulting agency whose appointment will be announced on October 20, 2006.

Completion of the planning phase is expected no later than February 2, 2007.

### III. SUBMISSION REQUIREMENTS

Please letter your responses exactly as the questions are presented herein.

#### A. CONTACT INFORMATION

On a single cover sheet in your proposal, please provide:

1. The lead consulting agency or individual practice name.
2. The lead consulting agency's contact person.
3. License or certification information of lead consulting agency principal or individuals working on the ARTISTS SPACE project.
4. Telephone, fax, and wireless numbers for consulting agency principals or individuals working on the ARTISTS SPACE project.
5. E-mail address for consulting agency principals or individuals working on the ARTISTS SPACE project.
6. The street address of the lead consulting agency or individual.
7. The year the consulting agency or individual practice was established.
8. The MBE/WBE status of the consulting agency (Minority-owned Business Enterprise or Women-owned Business Enterprise, as certified by New York State).
9. The type of work or specialty and size of consulting agency.
10. The signature of the lead individual, and the date of the signature.

#### B. EXPERIENCE, STRUCTURE AND PERSONNEL

1. Materials that highlight the consulting agency's unique strengths, talents, philosophy, sensitivity to the public realm, breadth of knowledge, and experience.
2. A description of the consulting agency's organizational structure, including resumes of the principals, project manager(s), and professional staff who would work directly with ARTISTS SPACE.
3. Overall description of the consulting agency's relevant work. Include synopses of major projects that the consulting agency has completed involving art organizations or other relevant not-for-profit organizations. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.
4. Innovative and outstanding work experience and unique qualifications related to strategy planning and, more specifically, applied to real estate.
5. Any other information that applicants believe would make the consulting agency's work on behalf of ARTISTS SPACE superior to that of other consulting agencies, or information about applicant's specialty or particular skill to perform a specific requested service.

#### C. METHODOLOGICAL APPROACH

1. A description of how the consulting agency intends to address the anticipated scope of services set forth in Section II of this RFP.
2. A statement explaining the consulting agency's approach to institutional planning, including methods, analytical techniques, models, etc., that would be employed.

D. CONFLICTS OF INTEREST

1. Submit a statement describing any potential conflict of interest or appearance of impropriety relating to other clients of the consulting agency or officers, directors, and employees of ARTISTS SPACE, that could be created by providing services to ARTISTS SPACE.
2. Indicate what procedures will be followed to detect and notify ARTISTS SPACE of and to resolve any conflicts of interest.
3. Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the consulting agency's ability to serve ARTISTS SPACE.
4. Indicate if the consulting agency has ever had a prior contract with any governmental entity terminated for any reason, and provide an explanation.
5. Submit a completed Standard Background Questionnaire (Attachment 3).
6. Submit a completed Contractor Disclosure Contracts Form and the Contractor Disclosure of prior Non-Responsibility Determinations form (Attachment 4) in compliance with New York State Executive Order 127.

E. NON-DISCRIMINATION POLICY

1. Consulting agencies with 50 or more employees shall submit a copy of their nondiscrimination or affirmative action plan.
2. Firms with less than 50 employees shall submit a statement of their commitment to equal opportunity and affirmative action from their chief executive officer.
3. Each responding consulting agency must also complete and submit both (a) Attachment 1 relating to the anticipated workforce to be utilized on the contract, and (b) Attachment 2 relating to the anticipated participation of minority- and women-owned business enterprises as subcontractors, if any.

F. FEE

1. Total estimated consulting agency fee for completion of the project, and whether the consulting agency would be willing to agree to a cap.
2. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate used in the proposal.
3. A list of anticipated reimbursable expenses and the rate charged for each.
4. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
5. Any other fees or charges.

NOTE: The fee proposal must be submitted in a separate, clearly marked, sealed envelope. The fees will not be opened until all proposals have been initially evaluated. Although proposed fees will be taken into account, ARTISTS SPACE reserves the right to negotiate a lower or different fee structure with any consulting agency that is selected.

All information and documents described in subsections A through F above must be included or addressed in the submission.

#### IV. CRITERIA FOR SELECTION

In evaluating proposals submitted pursuant to this request, ARTISTS SPACE requires the following minimum qualifications of consulting agencies submitting proposals to be considered for evaluation:

- Five years experience providing institutional planning services for projects of similar scope, complexity, and visibility.
- Extensive knowledge of commercial real estate market including, but not limited to, major real estate developers and agents active in Lower Manhattan, city agencies and their proceedings.

In evaluating proposals submitted pursuant to this request, ARTISTS SPACE places high value on the following factors, not necessarily in this order of importance:

Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to ARTISTS SPACE.

- Experience of consulting agency and employees to be assigned to the project in general, and, in particular, providing institutional planning to non profit art or cultural organizations.
- Experience of consulting agency and employees to be assigned to the project in dealing with municipalities, economic development organizations, or other governmental entities.
- Experience of consulting agency on projects in New York City.
- Quality of work product as demonstrated in submitted work samples.
- Demonstrated knowledge of institutional planning.
- Experience of the consulting agency with comparable projects.
- Innovative or outstanding work by consulting agency that demonstrates the agency's unique qualifications to provide institutional planning services.
- Number, complexity, and nature of institutional planning projects handled by the consulting agency.
- Consulting agency's staff ability, the availability of the assigned staff (team), their commitment to this project, and their facility for working with ARTISTS SPACE directors, officers, staff and consultants.
- Conformity with or exceeding of applicable ARTISTS SPACE policies as noted herein, including specific policies relating to nondiscrimination and affirmative subcontracting goals.
- Projected cost of services.

## **V. CONTRACT TERMS AND REQUIREMENTS**

The contents of the proposal prepared by the successful consulting agency, with any amendments approved by ARTISTS SPACE, will become a part of the contract that is signed as a result of this RFP process. The terms outlined throughout this RFP should be considered all-inclusive. The selected consulting agency(s) will be required to:

- Work with ARTISTS SPACE staff to provide institutional planning services to ARTISTS SPACE on matters that may arise in connection with the planning, development, and revitalization of Lower Manhattan.
- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and, on ARTISTS SPACE's request, to make such records available to ARTISTS SPACE at all reasonable times during the contract period and for six (6) years after the date of the final payment to the consulting agency under the contract.
- Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, subletting, or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, consulting agency, partnership, company, or corporation without the prior consent and approval in writing of ARTISTS SPACE.
- Comply with applicable laws governing projects initiated or supported by ARTISTS SPACE, including all applicable HUD requirements and regulations.

ARTISTS SPACE reserves the right to terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the consulting agency at least thirty (30) days prior to such proposed termination

## VI. MISCELLANEOUS CONDITIONS

### A. OBLIGATION ONLY ON FORMAL CONTRACT

The issuance of this RFP, the submission of a response by any consulting agency, and the acceptance of such response by ARTISTS SPACE do not obligate ARTISTS SPACE in any manner. Legal obligations will only arise on the execution of a formal contract by ARTISTS SPACE and the consulting agency selected by ARTISTS SPACE.

Responses to this RFP will be prepared at the sole cost and expense of the proposing consulting agencies. No materials submitted in response to this RFP will be returned.

### B. ARTISTS SPACE, INC. RESERVATION OF RIGHTS

ARTISTS SPACE reserves the right to:

1. Amend, modify, or withdraw this RFP.
2. Revise requirements of this RFP.
3. Require supplemental statements or information from any consulting agency.
4. Accept or reject any or all responses hereto.
5. Extend the deadline for submission of responses thereto.
6. Negotiate or hold discussions with any respondent and waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein.
7. Cancel this RFP, in whole or in part, if ARTISTS SPACE deems it in its best interest to do so. ARTISTS SPACE may exercise the foregoing rights at any time without notice and without liability to any proposing consulting agency or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

### C. NONDISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

It is the policy of the State of New York and ARTISTS SPACE to comply with all federal, state, and local laws, policies, orders, rules and regulations, which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that Minority- and Women-owned Business Enterprises (M/WBEs), Minority Group Members and women share in the economic opportunities generated by ARTISTS SPACE's participation in projects or initiatives, and/or the use of ARTISTS SPACE funds. The selected consulting agency(s) shall be required to use best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of each responding consulting agency's equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation by M/WBEs as subcontractors, shall be included as part of the response to the RFP. The ESDC Affirmative Action Unit (AAU) is

available to assist you in identifying M/WBEs certified by the State of New York that can provide goods and services in connection with the contract anticipated by this RFP. If you require M/WBE listings, please call the AAU at (212) 803-3224.