

# ARTS SPACE CONSORTIUM

## REQUEST FOR PROPOSALS

### For Consulting Services

A consortium of organizations committed to working with artists– the **Artists Community Federal Credit Union, College Art Association, International Studio and Curatorial Program, Joan Mitchell Foundation, Marie Walsh Sharpe Art Foundation, and New York Creates** – seeks proposals to provide consulting services relating to the development of a shared space facility in Lower Manhattan. The College Art Association, a registered 501 (c) (3) non-profit organization in the state of New York, serves as the fiscal agent for the Consortium.

For the Consortium

Artists Community Federal Credit Union – Norma Munn, President  
College Art Association –Linda Downs, Executive Director  
Michael Fahlund, Deputy Director  
International Studio and Curatorial Program- Dennis Elliott,  
Executive Director  
Joan Mitchell Foundation – Carolyn Somers, Executive Director  
Marie Walsh Sharpe Art Foundation – Joyce Robinson, Executive Director  
New York Creates – Ted Berger, Executive Director

February 26, 2007

**Deadline for Responses: March 19, 2007**

Questions should be submitted in writing before March 12, 2007 by email to:  
[tedsberger@aol.com](mailto:tedsberger@aol.com)

Applications should be submitted by email to the email address above or to:  
Arts Space Consortium  
351-A W. 54<sup>th</sup> St./ Attn. Ted Berger  
New York, NY 10019

## **I. General Information**

### **A. Background and Structure of the Downtown Arts Consortium**

The Arts Space Consortium is a partnership that was formed in late 2005 to unite six unique and disparate arts organizations with the common goal of needing new space for future program expansion and/or long-term stability. Collectively, the organizations of the Arts Space Consortium focus on artists, providing programs and services that directly benefit creators, the development of their work, professional development, educational opportunities, and public programs. (The Arts Space Consortium hereafter is referred to as the Consortium.)

The Consortium received a \$173,000 Planning Grant from the Lower Manhattan Development Corporation (LMDC) to enable the partnership to investigate the feasibility of developing a shared space in Lower Manhattan.

It is anticipated the space will combine studio spaces for artists, administrative spaces for arts organizations, classroom spaces, public spaces including conference facilities, shared exhibition and performance space, showcase/retail space, archives, storage, kitchen and other related work and public facilities.

### **B. Overview of Services Requested**

The Consortium is seeking a planning consultant or consultants to facilitate the strategic development phase of the Consortium's growth and space needs. The consultant(s) will be expected to explore and analyze with the Consortium comparable models and various scenarios that may emerge in the process of analyzing each organization's needs as well as common needs in a shared space.

Working with the key executives and Board members of the partnering organizations, the consultant(s) will help to refine the space program, developing specific space requirements for each organization and for shared usage. The program will also explore the feasibility of including other organizations and/or incubator space in the shared facility.

In collaboration with the Consortium, the consultant(s) will suggest other institutional partners whose mission and space needs may be compatible with this concept.

The consultant(s) will assist the Consortium in establishing and maintaining contact with government officials, real estate developers, and agents for potential opportunities for reduced rate space rental or acquisition. It is expected that part of the planning process at least three site possibilities will be identified as feasible for this project.

The consultant(s) will examine multiple financial approaches for the development and operation of the shared space, including building purchase, condominium purchase,

lease-to-buy agreements, rentals, subsidized space, donated space, and/or other possibilities or combination of financial arrangements.

The consultant(s) will work with the Consortium to develop an Institutional Plan which includes key issues such as governance, organizational structure, and management. The Plan will also include the development of a comprehensive financial plan for the development, maintenance, and operations of the shared space.

The selected consultant(s) will provide required activity reports to the Consortium and LMDC and a final written report incorporating all aspects of the planning process and recommendations for next steps.

Accordingly, the following schedules and reports are expected during this process:

- A timetable for key planning meetings and discussions;
- An analysis of adaptable shared space models and any suggestions of potential collaborators;
- An analysis of financial options for the development and operation of a shared space;
- An overall Institutional Plan for governance, structure, and management, including suggestions for next steps;
- An analysis of 3 potential sites;
- Any required periodic activity and accounting reports including a Final Report.

## **II. Submission Requirements**

### **A. Experience, Structure, and Personnel**

Please send materials that highlight your experience, unique strengths, and your organizational structure. Include resumes or bios of the principals, project manager(s), and professional staff who would work directly with this project.

Please include synopses of major projects, especially other non-profit and/or consortia initiatives that are relevant. Provide a description of the nature of your work on the project, the size and complexity of the project, and the amount and agreed fee arrangements. Include the names and contact information of up to three people who are able to provide references for your work on their projects.

Include any other information that you think makes you especially qualified than others to work with the Consortium.

## **B. Methodological Approach**

Please describe how you plan to address the anticipated scope of work described above, providing a preliminary timetable of activities necessary to complete the project.

Describe your approach to institutional planning, analyses, and models, etc. that may be used for this project.

## **C. Fee**

Please indicate your estimated fee for completion of this project, indicating whether you are willing to agree to a cap.

Include a list of other anticipated reimbursable expenses and the rate used in your estimate.

NOTE: Although proposed fees will be taken into account, the Consortium reserves the right to negotiate a lower or different fee structure with any consultant(s) selected.

## **D. Non-Discrimination Policy**

If you employ 50 or more employees, please include a copy of your nondiscrimination or affirmative action plan.

If you employ less than 50 employees, please submit your equal opportunity and affirmative action statement.

## **E. Conflict of Interest**

Please submit a statement describing any potential conflict of interest or appearance of impropriety relating to other clients that could impact on this project.

Indicate what procedures will be followed to avoid any potential conflicts of interest.

Indicate any pending litigation and/or regulatory action that could impact this project.

Provide an explanation if you have had a prior contract with any governmental entity terminated for any reason.

## **III. Criteria for Selection**

Proposals will be evaluated by members of the Arts Space Consortium based on the following criteria:

- Experience in developing comparable projects;
- Experience in developing effective processes for involving and responding to multiple players and stakeholders;
- Organizational expertise and capability;
- Projected timetable and planning process;
- Projected cost of services

The Consortium anticipates holding interviews for final candidates before selection.

#### **IV. Contract Terms and Requirements**

The contents of the submitted proposal, along with any amendments approved by the Consortium, will become the basis for the signed contract as a result of this RFP process. (The terms outlined throughout this RFP should be considered all inclusive.)

The selected consultant(s) will be required to

:

- Work with the Consortium to provide the necessary feasibility planning and development of a shared space in Lower Manhattan;
- Maintain accurate accounting records;
- 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, firm, partnership, company, or corporation without the prior consent and approval in writing of the Consortium;
- Comply with applicable laws governing projects initiated or supported by the Consortium, including all applicable HUD requirements and regulations.

The Consortium 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 at least thirty (30) days prior to such proposed termination date.

## **V. Miscellaneous Conditions**

The issuance of this RFP, the submission of a response by any consultant(s), and the acceptance of such response by the Consortium do not obligate the Consortium in any manner. Legal obligations will arise only on the execution of a formal contract by the Consortium and the consultant(s) selected by the Consortium. The formal contract will also require any appropriate forms required by LMDC to be submitted.

Responses to this RFP will be prepared at the sole cost and expense of the proposing consultant(s). No materials submitted in response to this RFP will be returned.

It is the policy of the State of New York and the Consortium to comply with all federal, state, and local laws, policies, orders, rules and regulations which prohibit unlawful discriminate 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 the Consortium's participation in projects or initiatives, and/or the use of Consortium funds. The selected consultant(s) shall be required to use best efforts to provide for the meaningful participation of United State M/WBEs, Minority Group Members and women in the execution of this contract.

---