

**122 COMMUNITY CENTER, INC**  
**REQUEST FOR PROPOSALS-**  
**March 24, 2017**

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**122 Community Center, Inc.; Kathy Cullen, General Manager**

## 122 COMMUNITY CENTER, INC.

### SUB-TENANT REQUEST FOR PROPOSALS (RFP)

March 24, 2017

#### INTRODUCTION

The 122 Community Center (122CC) invites nonprofit arts and cultural organizations from New York City to submit qualifications and proposals for consideration of rental space in a culturally-tenanted site owned by the City of New York (the "City") located at 150 First Avenue, New York, NY (the "Site").

122CC is a nonprofit organization with a primary purpose to oversee the management of the Site. Pursuant to a license agreement with the City described in more detail below, 122CC sub-licenses portions of the Site to nonprofits that provide educational, artistic, cultural and related services to the public. 122CC's goal is to provide the East Village and Lower East Side with a well-rounded and vibrant cultural center that will serve as a hub for the community and enrich the experience of all those who live in and visit the neighborhood.

This invitation is being issued to identify one or more nonprofit arts and cultural organizations to be included as an additional tenant(s) upon completion of a facility renovation at the Site. The renovation is still in construction and the schedule is subject to change, but it is currently anticipated that the new tenant space will be available by June 19, 2017.

#### BACKGROUND

Located in the East Village, the Site is a five story former public school building, designed by C.B.J. Snyder and built in the 1890's. After being shuttered as a public school in 1976, its present tenants began operating the Site pursuant to a succession of lease agreements with the City. In February 2013, 122CC entered into a new master license agreement with the City for a period of ten years with a ten year renewal (the "License Agreement"). The License Agreement will take effect when the construction project is substantially complete.

In 2003, the Mayor's Office and City Council awarded 122CC funding to restore the Site's stone façade. Further public funding was raised to create two distinct phases of renovation, including: Phase I, which replaced windows and restored the exterior façade and Phase II, which involved interior code compliance work that includes installing a new elevator and stairs, upgrading mechanical systems, and reconfiguring spaces to optimize the building layout. Phase I has been completed and Phase II, designed by Deborah Berke and Partners, Architects and managed by the NYC Department of Design and Construction, is currently in construction.

The new tenant would join the following resident arts/service organizations at the Site:

- Performance Space 122, [www.ps122.org](http://www.ps122.org)
- Mabou Mines, [www.maboumines.org](http://www.maboumines.org)
- Painting Space 122, [www.ps122gallery.org](http://www.ps122gallery.org)
- The Alliance for Positive Change (formerly ASCNYC), [www.alliance.nyc](http://www.alliance.nyc)

## AVAILABLE SPACE

The Site is a City-owned facility that 122CC has been granted the privilege to use, occupy and operate pursuant to the License Agreement with the City. The selected tenant organization(s) will be required to enter into a sublicense agreement in connection with its operation of the Site and to agree to abide by all terms and conditions of the License Agreement between 122CC and the City.

The Site offers the opportunity for a nonprofit cultural organization or organizations to be part of this vibrant community cultural center. After the Site's renovation, the building will contain approximately 47,000 gross square feet total with up to 3,825 NSF available for a new tenant or tenants, broken out as follows:

**- First floor, 3,185 sf. Renovated building. 12-8" ceiling height**

- Room # 1-16 (2,225 sq. ft.)
- Room # 1-17 (960 sq. ft.)

**- Second floor, 640 sf. New Construction. 12-8" ceiling height**

- Room # 2-24 (640 sq. ft.)

For additional information, please refer to the Floor Plans located in Attachment D, below.

Other base building conditions consist of:

- Load-in via lobby is shared with other tenants.
- New elevator, circulation and restrooms are shared among all tenants.
- Large adjacent courtyard (approximately 30' x 90') exists for the shared use of the building tenants.
- Electrical distribution is provided to each space, and spaces will be provided with basic lighting.

The Site will be made available in a raw, unfinished condition and will require fit-out by the designated tenant(s). Fit-out will be similar to that required of any commercial lease and will necessitate partitions, mechanical and electrical distribution within the space, and furniture fixture and equipment as required by the selected tenant. Designated tenants would need to demonstrate funding and capacity to manage a capital construction project while maintaining their regular cultural programming. Construction costs associated with fit-out of the tenant space could range from \$400-600 per square foot and would include:

- Building mechanical systems have been designed and sized to accommodate all tenant spaces. Distribution fit-out in the available space (including necessary air handlers and/or fan coil units) would be the responsibility of the designated tenants. Specific costs would depend on how the space is programmed.

Additional tenant improvement fit-out (partitions, specialized flooring, data communications cabling etc.) and specific costs would depend on the tenant's intended programmatic usage.

Costs associated with operating the space include:

- Rent is anticipated to be between \$15.00 and \$18.00 per square foot annually and will be adjusted annually to correspond to building operations costs; rent includes heat and hot water, building and systems maintenance, building security and insurance. Rent amount is provisional and is subject to change as the project progresses.
- An electrical surcharge will be added to the base rent to cover the cost of electrical and cooling usage. The tenant has the option to install an electrical submeter during fit-out at their own cost. Heating costs are included in the anticipated 'rent' charge.

- An additional operating reserve of \$20,000 deposited annually is required under the building's license agreement with the City to cover emergency repairs and expenses<sup>122CC</sup>. The annual Reserve Fund deposit amount is shared by all tenant organizations and built into the rent amount.

(Note: There may be some additional operating costs assessed by 122CC management during the first year of operation.)

### **TENANT QUALIFICATIONS**

The strongest candidate(s) will meet the following criteria:

- Organization(s) should have a mission and long term vision that are both appropriate for the Site and compatible with other 122CC tenants.
- Organization(s) must be incorporated as a 501(c)(3) not-for-profit with a minimum of five years' experience providing quality arts and cultural programming that reflects the needs and interests of the Manhattan Community District 3.
- Organization(s) should be fiscally sound and provide a viable financial plan to raise construction funds and subsequently transition and sustain operations at the Site as well address any necessary fit-out costs.
- Organization(s)'s key staff should have demonstrated expertise and educational qualifications/training to program and operate in the space.
- Organization(s)'s key staff and board leadership should demonstrate the capacity to execute a capital project, including experience during planning, implementation, and post-construction phases.

### **PROPOSAL EVALUATION**

#### **Selection Process**

All proposals accepted by 122CC will be reviewed to determine whether they are responsive or non-responsive to the requisites of this RFP. An Evaluation Committee will review and evaluate all responsive proposals based upon the selection criteria prescribed below.

122CC reserves the right to conduct interviews and/or to request that the proposers make presentations as the leadership deems applicable and appropriate. Although 122CC may conduct discussions with proposers submitting acceptable proposals, it reserves the right to allocate space on the basis of initial proposals received, without discussions; therefore, the proposer's initial submission should contain its best technical information and terms. 122CC additionally reserves the right to designate multiple tenants.

Pursuant to the terms of the License Agreement, the Department of Cultural Affairs must give final approval to the tenant designation.

#### **Selection Criteria**

The application asks a series of questions specifically designed to provide the Evaluation Committee with information that is pertinent to the established selection criteria. The Committee will evaluate all acceptable applicants according to four categories: 1) community engagement, 2) programming, 3) financial capacity and leadership, and 4) project feasibility. Thus, the overall proposal (including narrative answers, budget information, and supplementary materials) should effectively address the following:

Selection Criteria	Submission Reference	Points 1-5	Wt.	Total
<b><i>Community Engagement and Support</i></b>				
Organization has extensive relationships with the local community of the East Village/Lower East Side (Community Board #3), providing unique and important programs and services and demonstrating significant value to the community	1-b/c 2-a		1.5	
Organization engages with its community and receives support through dedicated attendance, contributions, volunteers, collaborations, etc.	1-c 2-b/c		1	
Organization possesses an institutional commitment for ongoing inclusion of the local community and particularly attempts to capture local diversity	1-e 2-b/c		2	
Organization's mission, vision and core programs are well suited to the neighborhood by reflecting its diversity and character.	1-c 2-b/c		1.5	
<b><i>Programming</i></b>				
Organization's audience/program participants would enliven and populate the building throughout the day	3-a/b/c		1.5	
Mission/programming is aligned with that of current organizations in residence in that it is contemporary and complements rather than duplicates the artistic disciplines already represented, and will enhance the collective identity by demonstrating a disposition to collaborate creatively across disciplines.	3-d/e		2	
Organization can contribute to the life of the center by holding interesting events that engage the community – for example, an open house - within their own space and in the common areas such as the courtyard, the community room or the main lobby.	3-f		1.5	
<b><i>Financial Capacity and Leadership</i></b>				
Positive operating results, positive net assets, realistic business plan	4-a/b/c		2	
Viable fundraising strategy; includes diversity in revenue mix, demonstrated experience in attracting new and multi-year support, capital project funding commitments, and staff dedicated to development functions	4-d/e		1.5	
Demonstration of board's commitment to capital project, understanding of financial implications, and involvement in fund development	4-e/f 5-d/h		1	
Viable projected <i>operating</i> plan for continued occupancy at the Site	4-e/f, 5-c/g		1.5	
<b><i>Project Feasibility</i></b>				
Organization demonstrates a need for the space and has a plan appropriate to the Site	5-a/b/g		2	
Viable <i>project</i> budget and financial assumptions, including relocation and fit-out costs	5-d/e		1.5	
Organization demonstrates the management experience to execute the proposed capital project	5-d/e/f/g		1.5	

### Selection Committee

The Selection Committee shall consist of 9 members, including representatives from each of the existing four resident organizations which comprise 122CC, the 122CC Board Chair, two representatives from the Department of Cultural Affairs, a representative from the office of Councilmember Rosie Mendez and a representative of the cultural community at large.

### Basis for Award

122CC will allocate space to an appropriately qualified nonprofit cultural organization whose proposal is determined to be the most advantageous to the Site, taking into consideration the factors and criteria set forth in this RFP.

### Proposed Timeline

The following is the proposed timeline for the 122CC tenant selection:

Action	Time (Days/Wks)	Completed By
March 24: Request for Proposal posted on websites		March 24
Initial discussions with prospective tenant organizations regarding request for proposals. Tenant proposal submissions	from March 24 to April 21 4 weeks	April 21
Review of proposals by selection committee	April 21 to May 12 3 weeks	May 12
Potential interviews, possible Site walkthrough	May 12 to May 26 2 weeks	May 26
Notification to tenant organizations	May 30	May 30

### FORMAT AND CONTENT OF THE PROPOSAL

Each interested organization should submit a proposal package consisting of:

- ✓ **Cover Letter** form (see Attachment A)
- ✓ **Proposal** (proposal content outlined in Attachment B)

The Proposal should address the Selection Criteria described in the Proposal Evaluation section, effectively detailing the proposer's (1) organizational profile, (2) financial position, (3) capital project planning and (4) proposed use of the facility. All content should be clear and concise, with information clearly labeled and presented in consecutive order. Pages should be paginated. Supplementary materials will be requested after the committee awards the RFP including a construction budget and a 5-year operating pro-forma.

All proposals must identify whether fit-out would be funded using private funds, City funds or a combination. A preliminary budget and schedule should be provided.

***Incomplete submissions will be considered non-responsive and will be rejected.***

### CONTACT INFORMATION

Please send electronic copies of the proposal by the date specified above to:

[the122CC@gmail.com](mailto:the122CC@gmail.com)

All inquiries should be directed to Kathy Cullen at [the122CC@gmail.com](mailto:the122CC@gmail.com)

ATTACHMENT A

PROPOSAL COVER LETTER

**PROPOSER:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tax ID #: \_\_\_\_\_

**PROPOSER'S CONTACT PERSON:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Email \_\_\_\_\_

**PROPOSER'S AUTHORIZED REPRESENTATIVE:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **ATTACHMENT B**

### **PROPOSAL REQUIREMENTS**

**Instructions:** A complete proposal shall contain all the following information. Incomplete submissions will not be considered. Content should be clear and concise, with information clearly labeled and presented in consecutive order. Pages should be paginated.

#### **(1) Organizational Profile**

- a) Name of organization.
- b) Mission statement.
- c) Brief history of organization, including when and why it was founded and by whom (minimum 5 years for consideration); highlight periods of growth and change.
- d) Description of current organizational structure; include staff chart and identify length of time in position and with organization; include bios/resumes of senior staff.
- e) Board composition; provide professional affiliation and year joined board; identify officers and roles in any committees or task forces.

#### **(2) Community Engagement**

- a) Description of organization's current relationship with the community served by Manhattan CB #3.
- b) Detailed description of current programming and metrics that include but are not limited to frequency of program(s), constituents served, program longevity.
- c) Vision statement; include impact that organization's move to 122CC would have on future programming as well as on the proposed relationship with the local community.

#### **(3) Programming**

- a) CDP Program Activity report for the last three years.
- b) Approximate annual audience member/participant count, as well as an estimate of individuals that would enter the building on an average day.
- c) Hours of operation.
- d) Describe what (if any) box office services will be needed in the lobby.
- e) Describe how organization's mission, vision and programming will enhance the Site in a way that is compatible with the existing tenants; describe any opportunities for potential cooperation and collaboration, either operationally or artistically.
- f) Describe the types of events the organization may have that would utilize the shared common spaces at 122CC such as the courtyard, the community room, or the main lobby.

#### **(4) Financial Capacity and Leadership**

- a) Three most recent years of audited financial statements.
- b) Board-approved budgets vs. actuals for the two most recently completed fiscal years.

- c) Board-approved current fiscal year budget vs. year-to-date actuals; describe recent trends.
- d) Description of current financial development strategies; explain changes in fundraising goals and strategies to address impact of a potential capital project (include planning, implementation, and post-construction phases).
- e) Funds committed to capital development.
- f) Board participation in fund development.
  - i) board contribution policy
  - ii) percentage of board contributing to annual budget
  - iii) percentage of total income given by board
  - iv) involvement in securing resources from individuals and institutions

**(5) Project Feasibility**

- a) Draft space program describing organizational needs and including square footages required for each program element.
- b) Describe any previous experience with capital campaigns or projects.
- c) Anticipated financing structure including construction and permanent funds.
- d) Describe preparatory functions already undertaken by the organization to advance the proposed project; clearly describe the timeframe and work products produced.
- e) Description of organization's experience with strategic planning; indicate when process occurred and how it impacted organizational vision, effectiveness, sustainability, etc.
- f) Who will manage the project and what are their qualifications and relevant experience.
- g) Projected 5-year operating plan for occupancy of the Site post-construction.

**(6) Supplementary Materials - To be submitted 4 weeks after selection**

- a) Preliminary construction budget including itemized hard, soft and fit out costs and public and private funding sources.
- b) Five year pro forma operating budget for proposed facility.

## ATTACHMENT C

### FREQUENTLY ASKED QUESTIONS

- 1) 122CC occupies a former New York City (the “City”) public school building completed in 1894 and designed by C. B. J. Snyder located at 150 First Avenue (the northeast corner of 1<sup>st</sup> Avenue and 9<sup>th</sup> Street).
- 2) The 5-story building is owned by the City. 122CC, a nonprofit with a mission to operate and maintain a community center at the site, operates the site pursuant to a master license agreement with the City (the “License Agreement”).
- 3) The 122CC Master License Agreement will take effect when the current construction project is substantially complete and has a ten year term with a ten year renewal period.
- 4) Existing tenants are Performance Space 122, currently occupying approximately 8,555 square feet; Mabou Mines, occupying 3,480 square feet; Painting Space 122, occupying 9,410 square feet; and the Alliance for Positive Change (formerly ASCNYC), occupying 570 square feet.
- 5) Two City-funded capital projects have been undertaken at the site:
  - Phase 1 is a full window replacement and façade restoration and is complete
  - Phase 2 is a major code-compliance renovation, and is currently in construction, managed by NYC Department of Design and Construction and designed by Deborah Berke and Partners.
- 6) After the Phase 2 renovation, the building will contain approximately 47,000 gross sq. ft. of programmable space, with 3,825 sq. ft. available for a new tenant(s).
- 7) Phase 2 construction is expected to be complete by June 19, 2017.
- 8) According to design drawings, the available 5<sup>th</sup> tenant space is principally located on the ground floor, with access through the main lobby as well as three doors that open directly onto 9th Street, and the second floor room in the new addition; ceiling heights vary.
- 9) Load-in via lobby is shared with other tenants.
- 10) New elevator, circulation and restrooms are shared among all tenants.
- 11) Rent is anticipated to be between \$15.00 to \$18.00/sf annually and will be adjusted annually to correspond to building operations costs; includes heat and hot water and possible surcharge for electricity.
- 12) Mechanical and electrical distribution is provided to each space and will be metered separately for each tenant if tenant chooses to sub-meter at its own expense; otherwise there will be a monthly surcharge. Electricity costs for tenant-specific spaces are not included in the rent calculation.
- 13) An additional operating reserve of \$20,000 will be required to cover emergency repairs and expenses; the funds for the reserve fund are shared by all tenant organizations and are built into the annual operating budget and the annual rent costs.

## **ATTACHMENT D**

### **FLOORPLANS**

**With highlighted spaces that are available on the first and second floors**

**122CC**

Floorplan

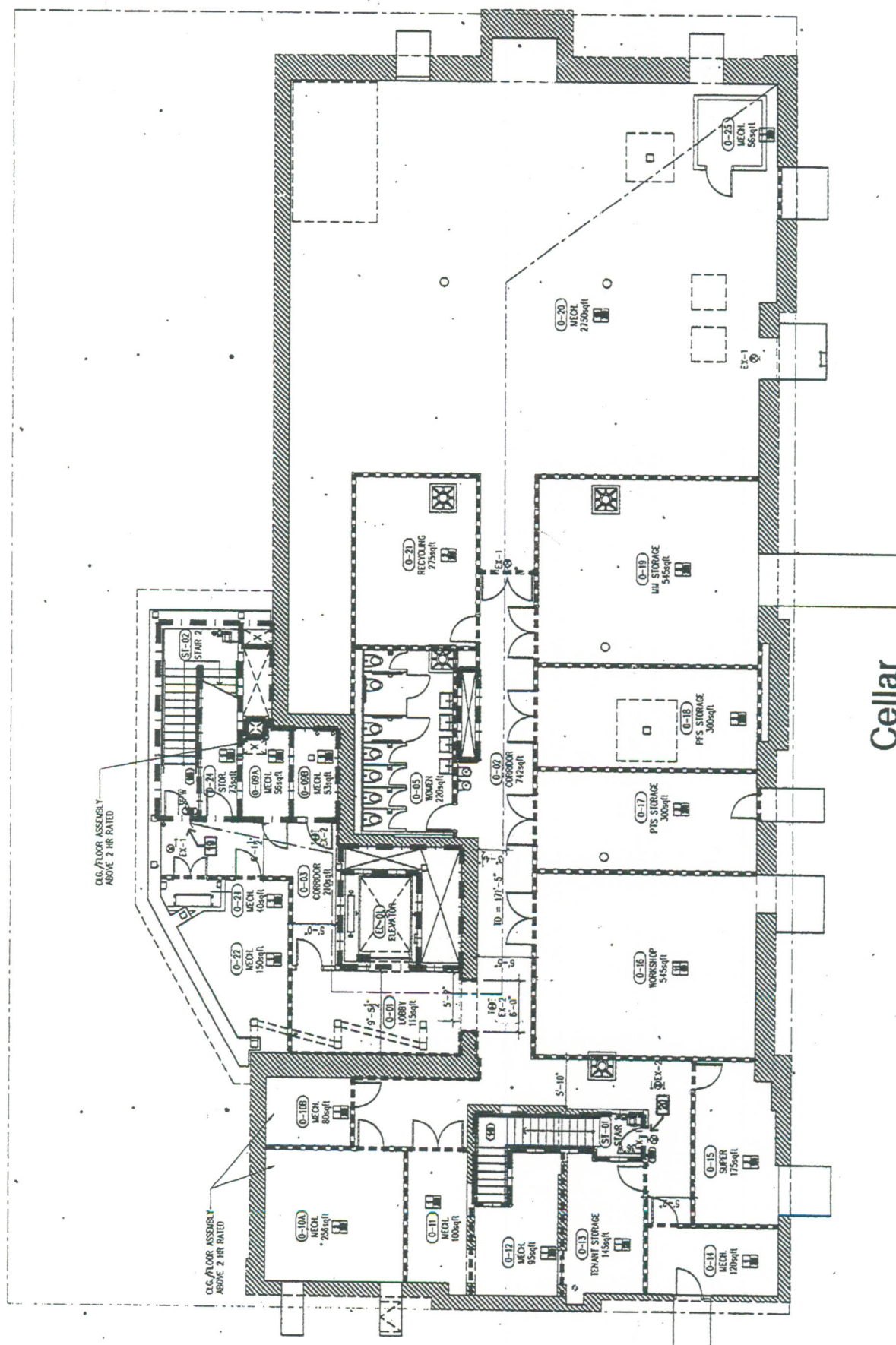
with Square Footage & Room Numbers

from Bid Plan Set

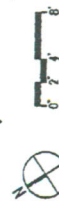
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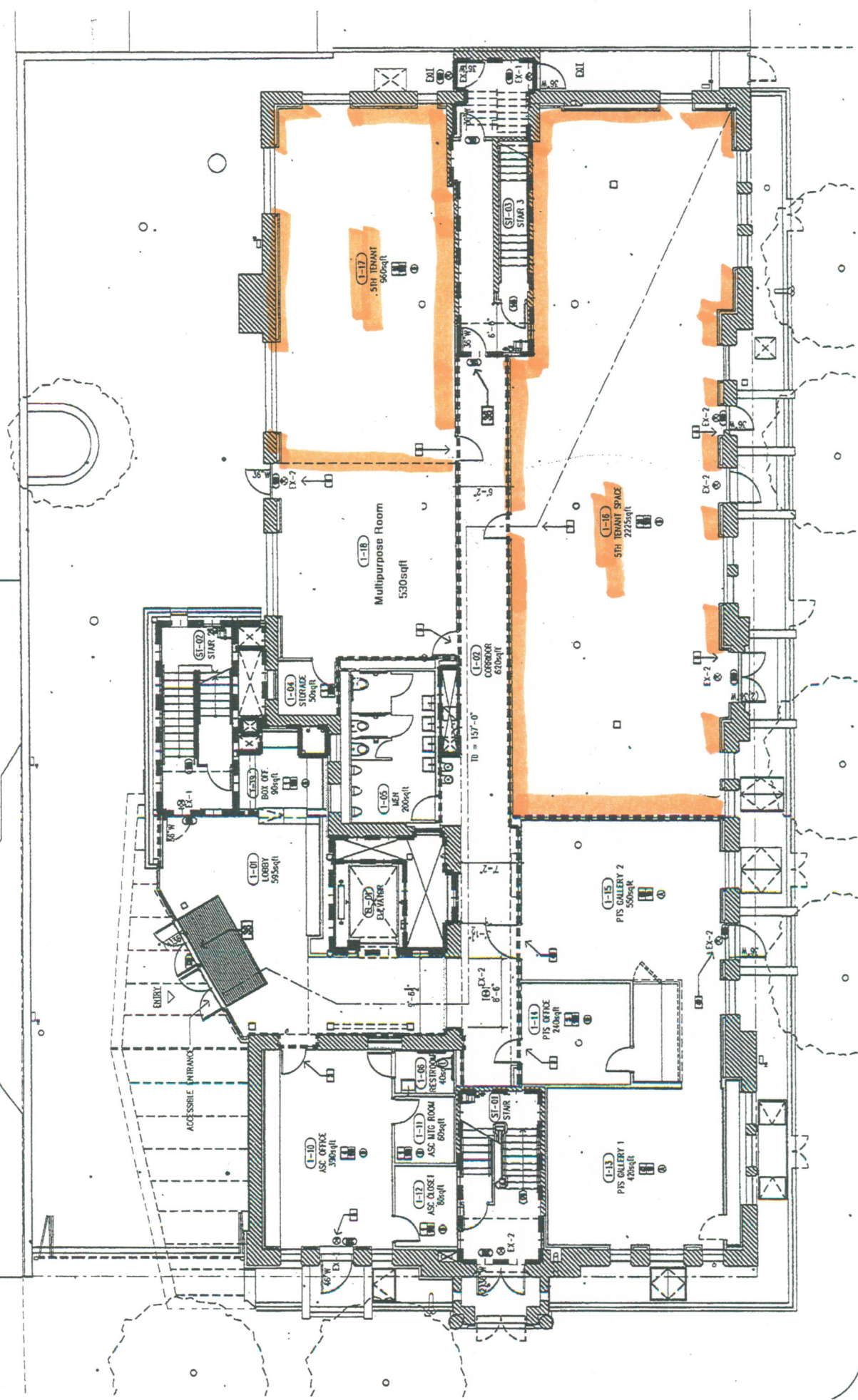




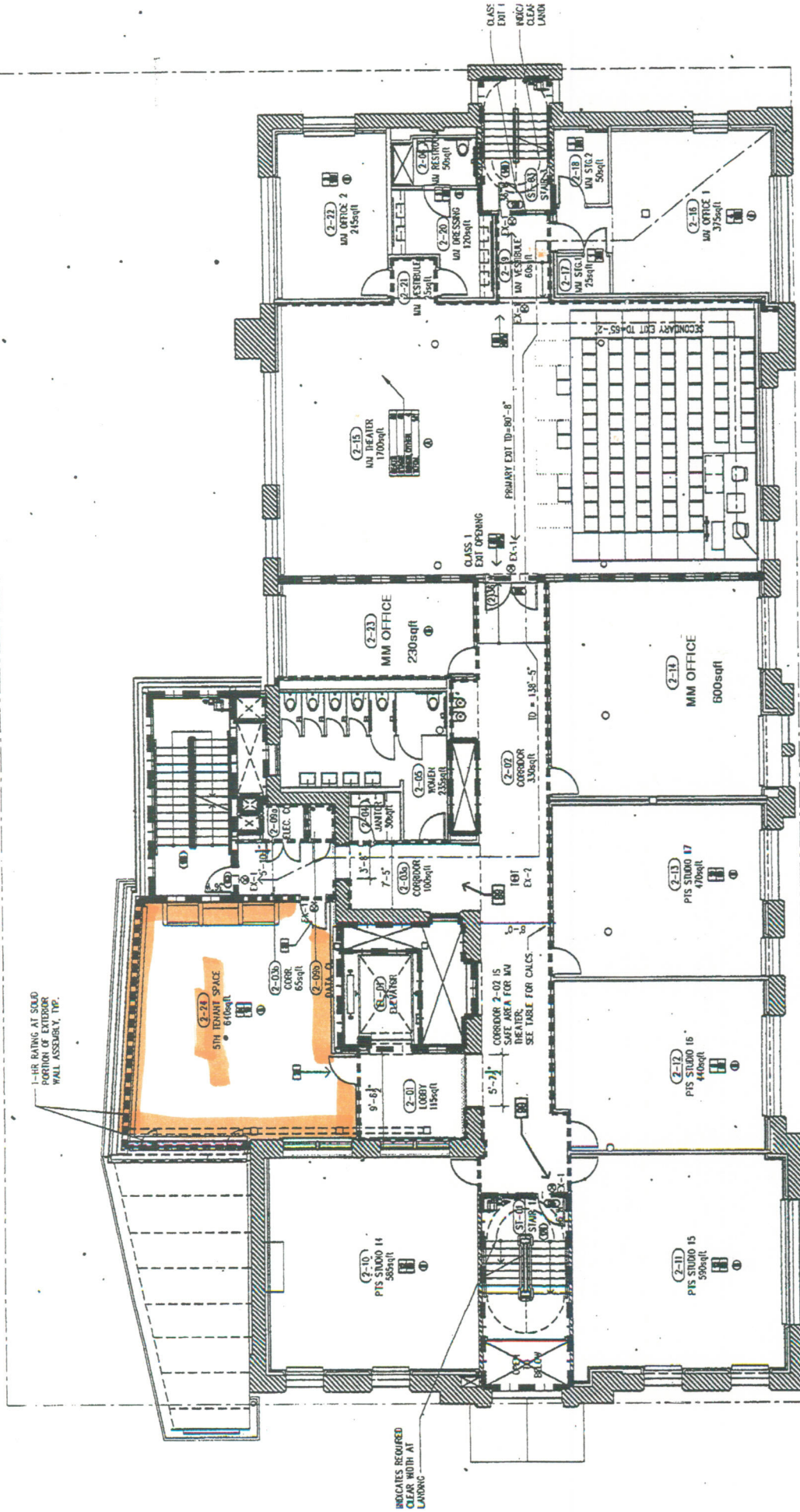
## Cellar



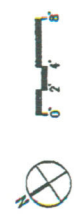
1 CELLAR EGRESS PLAN  
A-010 1/8" = 1'-0"



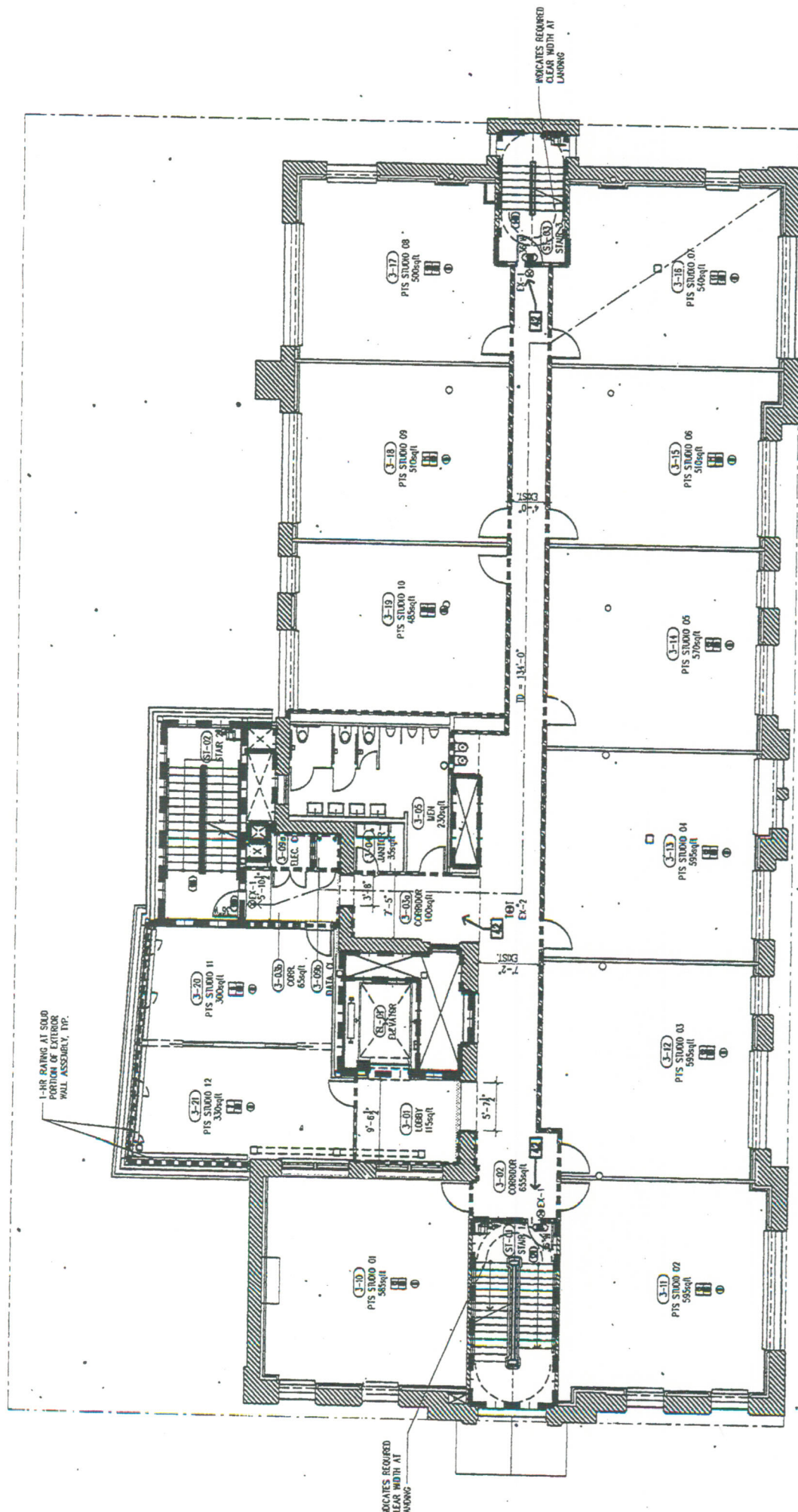
First Floor



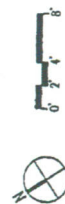
# Second Floor



1 SECOND FLOOR EGRESS PLAN  
A-012 1/8"=1'-0"



# Third Floor



1 THIRD FLOOR EGRESS PLAN  
A-013 1/8"=1'-0"



