REQUEST FOR PROPOSAL

Sullivan Center Venue Management
RFP

Released by:
Tukwila Village Community Development Association

Release Date: December 1, 2019
Due Date: February 4, 2020

Tukwila Village Community Development Association
14350 Tukwila International Boulevard, Tukwila, WA 98168
Contact: Benton Coblentz at benton.coblentz@tukwilawa.gov
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Summary

Key RFP Dates

Below are the intended dates for this RFP process. Actual timing will depend on a number of factors, including the number of applicants and type of applications received. The deadline will be February 4, 2020, but late submissions may be considered if they accord with TVCDA’s schedule. If any of these dates are not tenable for your organization, feel free to contact TVCDA.

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<tr>
<td>Request for Proposal Issued</td>
<td>Dec. 1, 2019</td>
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<tr>
<td>Open House @ Sullivan Center</td>
<td>Dec. 18, 2019 – 4:00 to 5:30 p.m.</td>
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<td>Deadline for Receipt of Application</td>
<td>Feb. 4, 2020</td>
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<td>Board Review</td>
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The Board of Directors of the Tukwila Village Community Development Association (TVCDA) is inviting non-profits, for-profit businesses, and public agencies to submit proposals explaining their respective organization’s interest, capacity, experience, and requirements to serve as venue manager for the newly constructed Sullivan Center at Tukwila Village.

Please submit your proposal via email to Benton Coblentz no later than Tuesday, February 4, 2020. Feel free to contact Benton Coblentz at 206-433-1868 or benton.coblentz@tukwilawa.gov should you have any questions, if you would like to visit the site, or if you would like to receive comment on a draft of your application. If you are planning to apply, contact Benton Coblentz to receive updates or further information.

Policy of Competition

TVCDA is committed to a full and open competition. We encourage any interested parties to apply.

TVCDA does not guarantee it will select any of the proposals submitted and will not compensate applicants for their proposals. Acceptance of a proposal does not imply the signing of a contract.
Section 1

Introduction

Tukwila Village Community Development Association (TVCDA) is looking for an entity to serve as venue manager for the Sullivan Center starting in mid-2020 with direction from the TVCDA Board.

Background Information

Tukwila Village is a new mixed-use development located at the intersection of South 144th Street and Tukwila International Boulevard. Upon completion, it will feature four buildings comprising 398 apartments for seniors and those with disabilities. Over half of the apartments will be dedicated to households with low to moderate incomes. Currently open at Tukwila Village: a new branch of the King County Library System, a restaurant space with fully equipped commercial kitchen, the Sullivan Center (community room with kitchen), and two affordable senior apartment buildings operated by Sustainable Housing for Ageless Generations (SHAG). The third and fourth apartment buildings will open in 2020 and 2021 and will include retail space and restaurant / food business incubation spaces, the latter spearheaded by partner non-profit Food Innovation Network.

Sullivan Center

The Sullivan Center, located in the heart of Tukwila Village, features:

- 1,800 square foot multi-purpose community room with direct access to the outdoor public plaza
- public plaza for outdoor events
- community kitchen with oven, stovetop, refrigerator, freezer, and ample counter space

The community room can accommodate up to 107 people seated at tables or 228 standing. It is named after James E. Sullivan, who served as President of the SHAG Board of Directors for over two decades and oversaw SHAG’s growth to become a major provider of affordable, safe, and attractive senior housing in more than 25 communities from Bellingham to Olympia.

Within the Sullivan Center is an adjacent retail space that is not included within the scope of this RFP, as it is separately leased, owned, and operated. That space, however, is currently occupied by a coffee shop and represents a potential asset to the users of the Sullivan Center and the Tukwila Village community.

TVCDA Overview

The Tukwila Village Community Development Association (TVCDA) is a non-profit community development organization dedicated to improving the quality of life for the Tukwila community. TVCDA was formed by Tukwila Village Development Associates, SHAG, and the City of Tukwila. It was formed to oversee and develop programming for the Sullivan Center community operations.
room, community kitchen, and surrounding plaza of the Sullivan Center, which is in the heart of Tukwila Village. TVCDA is led by a volunteer board of directors representing diverse sectors and groups within Tukwila and the adjacent community. The Board will ensure that TVCDA is successful, sustainable, and mission-focused. More information on Tukwila Village can be found at https://www.tukwilawa.gov/departments/community-development/development-projects/tukwila-village/.

**TVCDA Mission**

TVCDA’s mission as defined in the Articles of Incorporation, is to improve the social welfare, including the physical, emotional, and economic health, of members of the public in the City of Tukwila and the residents of Tukwila Village by promoting arts, economic development, education, health, and community building.

In short, TVCDA’S mission is to *improve the quality of life for the Tukwila community*.

**TVCDA Strategies**

TVCDA will achieve its mission by providing opportunities for the Tukwila community, including residents of Tukwila Village and the City of Tukwila, to gather, celebrate, learn, and build relationships. Through intergenerational and multicultural activities promoting arts and culture, economic development, education, and healthy lifestyles, TVCDA will advance the physical, emotional, and economic well-being of the Tukwila community. TVCDA programs will be accessible to all Tukwila community members.
Sullivan Center Pictures

![Sullivan Center (Exterior)](image1)
![Sullivan Center (Plaza)](image2)

![Sullivan Center (Plaza)](image3)
![Sullivan Center (Interior)](image4)

TUKWILA VILLAGE AND SULLIVAN CENTER IN COMMUNITY CONTEXT

[Map Image]
Section 2

Roles and Responsibilities

TVCDA shall

- agree to negotiate with the venue manager a set of policies and rental rates (*contact Benton Coblentz for a copy of the currently adopted version*) to guide the decision-making process for approving Sullivan Center reservation requests

- reserve the right to use the Sullivan Center, or approve another organization to use the Sullivan Center, for a limited number of hours per month at no cost

Venue Manager shall

- market the venue to attract users and rentals
- show the facilities to prospective users and renters
- maintain a schedule of approved and pending reservations
- manage rental agreements with users and renters
- collect rents and security deposits; refund deposits as appropriate
- open, monitor, and close venue for users and rentals
- be present and available during all events
- provide technical assistance to users and renters for operating lights, shades, microphones, and display screens
- clean and maintain the venue, including restrooms and outdoor plaza
- notify the Tukwila Library, SHAG, and Kona Kai Coffee when planning or accepting reservations for large events
- maintain general liability insurance
Section 3

Eligible Applicants

Organizations eligible to submit proposals may fall within any of the following categories:

- governmental agencies
- non-profit organizations
- for-profit businesses

This list is not exhaustive, and organizations not falling into the listed categories may still be eligible to apply.

Term

In your application, please describe your organization’s minimum and preferred term for the venue management contract. The TVCDA Board is interested in creating an interim long-term agreement with another organization for Sullivan Center venue management for a period extending at least one year with an option to renew. The TVCDA Board envisions that this agreement would start in mid-2020.

Financial Terms

The financial terms for the arrangement between TVCDA and the venue manager are open to negotiation. TVCDA envisions the Sullivan Center as a space that can generate sufficient revenue from events and other uses to cover the costs of venue management and of running the facility (including utilities) and help fund TVCDA’s operational and overhead expenses related to the Sullivan Center. Please outline your preferred terms in your application. An inexhaustive list of sample options for possible financial terms (which might or might not be acceptable to the Board):

- venue manager would pay TVCDA a fixed amount (e.g. $2,000) per month for the right to manage the space, but keep all rental revenue
- after accounting for all the costs of venue management, a share (e.g. 50%) of surplus revenue would be shared with TVCDA
- TVCDA would pay the venue manager a fixed amount (e.g. $1,500) per month to cover overhead costs and receive a share (e.g. 50%) of all revenue
- venue manager would remit 100% of rental revenue to TVCDA, but reserve the right to use all or a portion of the space for itself for a set period each month for free

These are an inexhaustive list of sample options for the possible financial terms TVCDA would consider. The sample amounts such as those in green above are examples only, and the applicant is responsible for justifying the specific financial terms in their proposal.
Section 4

Application Instructions

Please explain how your organization can fulfill the venue management needs identified above. Make sure to discuss following:

- type of experience your organization has in facilities management
- your organization’s administrative and technical capacity
- what scheduling software would you use
- your organization’s plan and staffing capacity to perform the roles and responsibilities described above
- days of the week and hours of the days that you would make the Sullivan Center available for reservations; please explain why the facility should be closed on certain days or times
- suggested criteria for how your organization would approve rental requests and staff the facility to ensure maximum community benefit, including safety and facility maintenance
- minimum term you would accept for the contract and your preferred term for the contract
- your organization’s preferred fee structure and financial arrangement with TVCDA

Required Attachments

Please attach the following information:

- the board-adopted mission statement for your organization (if relevant)
- most recently filed IRS Form 990 or most recent financial statement
- list of 5 most senior staff members, including titles and tenure with your organization. If staff consists of less than 5 persons, provide list of all staff
- please keep your proposal to no more than 5 pages

Submission

Please submit your proposal via email to Benton Coblentz no later than Tuesday, February 4, 2020. Should you have questions, feel free to contact Benton Coblentz at 206-433-1868 or benton.coblentz@tukwilawa.gov.