



Notice of Development Opportunity

**Request for Qualifications and Proposals
For a Civic + Commercial Design/Build/Operate Project**

**Art Center Building (former United Stamping)
4060-4062 Hollis Street
Emeryville, CA**



Submission Deadline: March 30, 2018 at 5:00 PM (PST)

www.emeryville.org/artcenter

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Table of Contents

The Opportunity	3
Overall Objectives & Key Elements	4
The Site	5
Background	7
Selection Process	9
Mandatory Preproposal Meeting	9
Phase I	9
Phase II	10
Exclusive Right to Negotiate	11
Lease Agreement	11
Submittal Requirements	12
Phase I Submittal Requirements	12
Phase II Submittal Requirements	14
Selection Criteria	17
Schedule	19
Other Terms and Conditions	19
Contact	20
Attachments	
1. List of Available Documents	
2. Current Capital Project Plans (excerpt)	

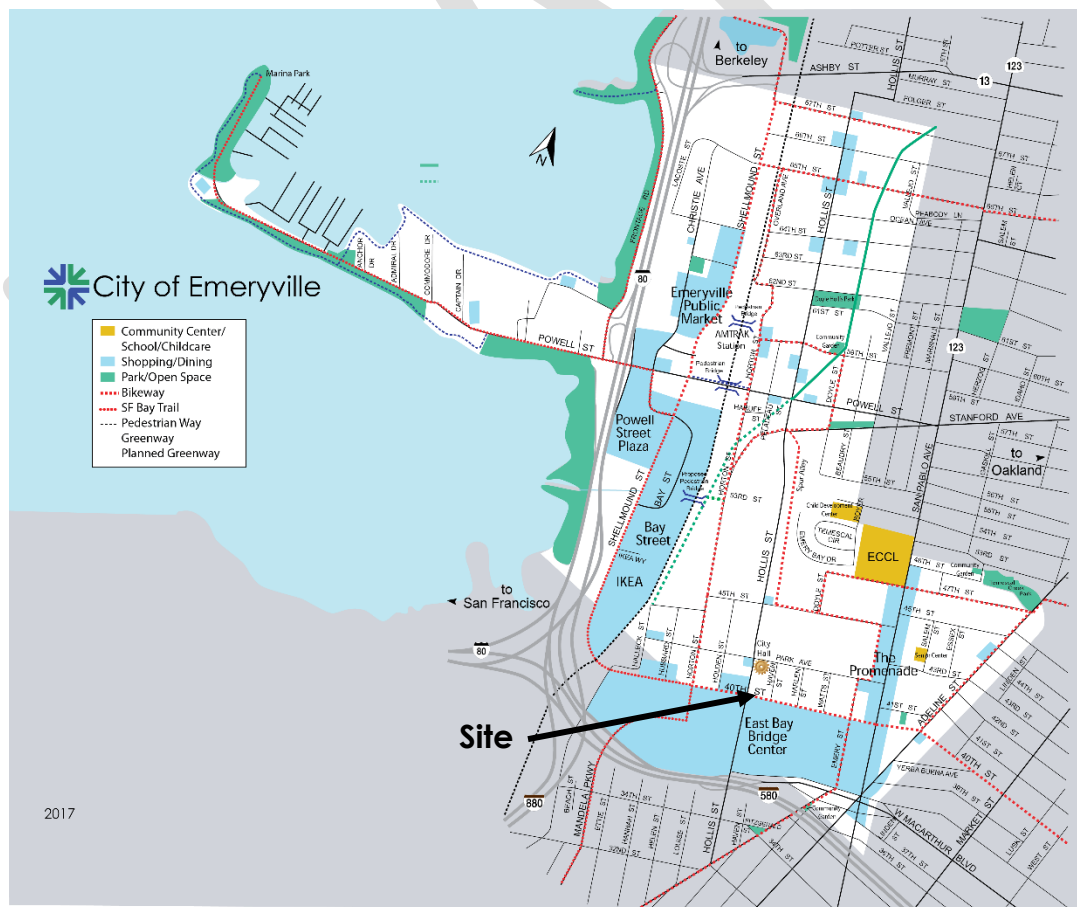
The Opportunity

The City of Emeryville is seeking qualifications and proposals from qualified teams of development and arts/cultural organizations to develop an Arts and Culture Center in the City of Emeryville.

The City of Emeryville is a small, urban community of approximately 12,000 residents and 1,000 businesses employing 21,000 people daily - within 1.2 square miles. Emeryville is located at the eastern foot of the San Francisco-Oakland Bay Bridge, on the east San Francisco Bay shoreline.

Emeryville is a center of art and innovation, where biotechnology, technology, and advance manufacturing firms thrive in a community where residents, employees and businesses produce visual and performing art works known worldwide.

The city was historically a place of heavy industry, but has transformed itself into a dynamic mixed-use community through public-private partnerships. The City has adopted plans and policies that explicitly recognize the synergies between the arts community and the City's economic future. Accordingly, the City is soliciting for partners to join the City in establishing a public-private partnership to design, build and operate a world-class community cultural arts center to amplify the civic and economic benefits of the City's creative class.



Overall Objectives and Key Project Elements

The City has identified the following overall objectives for the Art Center project:

- Minimize City subsidy while ensuring fiscal sustainability of operations
- Maximize civic and community arts-based uses of the facility
- Expedite completion of the project
- Utilize robust community engagement in developing programming for the facility

To achieve these overall objectives, the City has identified the following key elements it seeks to have included in the project:

- Dedicated space for annual Emeryville Celebration of the Arts
- Dedicated and managed gallery space for local artists
- Flexible use space suitable for performing arts and other community events
- Flexible use space to serve as the City's Emergency Operations Center (EOC)

In order to achieve the City's objective relating to fiscal sustainability, it is envisioned that the project will also include a commercial component that could provide revenue to support operation and maintenance costs. Such commercial users could include co-working space, arts-centric retail businesses or office space, and/or a café.

The Site

Owner:

City of Emeryville

Address:

4060 Hollis Street, Emeryville, CA 94608

Assessor Parcel Number (APN):

049-618-004

Land Area:

33,697 square feet (.79 acre)

Improvements:

One single-story unreinforced masonry brick building, approximately 30,000 square feet. Approximately 20,000 square feet of the building is an open factory floor, with the northern third of the building configured for offices, hallways and bathroom facilities. The building is currently vacant and in deteriorated condition. The building is a designated “Significant Structure” per the Emeryville Planning Regulations (additional detail below).

Utilities:

Utilities are available. Proposers are directed to verify the suitability of the available utilities for their proposed project.

General Plan and Zoning:

The site is designated for “Public” land use by both the Emeryville General Plan and Zoning Ordinance. The maximum building height range is 30-55 feet, with floor area ratio (FAR) range of 1.0 to 1.6. The existing FAR at the site is .86; the existing building height is approximately 18 feet.

The site is also subject to the Park Avenue District Plan. The Park Avenue District Plan calls for a cultural arts center (Policy C.1), providing a permanent home for the annual Emeryville Celebration of the Art exhibition (Policy C.4) and identifies the site as a potential location for these activities in the “Implementation” chapter of the plan.

The Park Avenue District Plan identifies the existing building as a “Tier 2” building, meaning it has moderate architectural value. As noted above, the building is a designated “Significant Structure” and is subject to the requirements of Article 9-5.12 of the Emeryville Municipal Code, “Preservation of Structures”. Consequently, demolition of all or a part of the building requires City Council approval.

A previous iteration of the Art Center project was fully entitled in 2011, when the Emeryville Planning Commission approved a Conditional Use Permit and Design Review for a 242 seat theatre, 7,500 square foot gallery, 3,900 square feet of office space, 1,380 square foot exterior courtyard, 1,700 square foot café, a retail store and support spaces for the above

uses including kitchen, restrooms and trash area. These entitlements have expired and are described in further detail in the “Background” section, below.

Setting:

Emeryville’s “Old Town Hall” City offices are located adjacent to the north boundary of site. A public parking lot is adjacent to the east of the site, which is shared by residents of the Bessler Building live-work condominiums (at Haven and 40th Streets) and employees and visitors to City offices.

The site is located in an area with a high level of activity, with major thoroughfares Hollis Street (to the west) and 40th Street (to the south) lined a variety of commercial and residential uses. The site is north of the East Bay Bridge shopping center and Bridgecourt Apartments mixed-use development, which includes 438,000 square feet of retail space anchored by a Home Depot, and 200 residential units.

Environmental Conditions:

The existing building was constructed in the early 1940’s and was in industrial manufacturing use for many years. The most recent user was United Stamping Company, a metal machining and fabrication business. The landscaped area south of the existing building historically contained a rail spur.

The Emeryville Redevelopment Agency (Agency) commissioned a Phase I Environmental Site Assessment (ESA) of the site in 2005, a Phase II ESA in 2006, followed by an Additional Site Investigation in 2008 which included soil and groundwater testing beneath and around the site. These investigations indicated the presence of low concentrations of metals and hydrocarbons that posed no risk to human or environmental health but were present in concentrations above regulatory screening levels.

In 2008, the City commissioned a Final Site Cleanup Plan and Analysis of Brownfield Cleanup Objectives (SCP) which identified shallow soil in the landscaped area south of the building that required removal while soil beneath the building was recommended to be left in place underneath the existing concrete slab. The SCP was approved by the applicable regulatory agencies and soil removal was completed in fall 2010. The remediation was documented in the 2011 Removal Action Completion Report, which was granted final approval by the Regional Quality Control Board and Department of Toxic Substances Control in 2011.

Residual contamination (mostly hydrocarbons) is present beneath the concrete slab, consequently should the building and slab be demolished, these soils may be required by regulatory agencies to be removed.

Additional information and documentation regarding the environmental cleanup is available and listed in Attachment 1, Available Documents.

Background:

The Art Center project has been an ongoing endeavor for over a decade, with extensive community input and interest. In March 2006, the Agency purchased the site for the purposes of adaptive reuse of the existing building to provide space for the annual Emeryville Celebration of the Arts Exhibit as well as year-round performing arts uses.

An initial plan for the Art Center, developed in 2006-07, included 10,000 square feet of gallery space for the Emeryville Celebration of the Arts Exhibition, 3,000 square feet of exhibit and storage areas for the Emeryville Historical Society, 3,000 square feet of classroom space for the Pacific Center for the Photographic Arts, and 15,000 square feet for flexible exhibit and performance space.

In 2011, a second plan was developed in coordination with Emeryville Center for the Arts (ECA), a non-profit entity created to operate the Art Center. In addition to development plans for the site, ECA developed a Strategic Plan, Business Plan, and Fundraising Plan to guide operations of the Art Center (see Attachment 1, Available Documents). In December 2010 the Agency entered into an Exclusive Right to Negotiate Agreement (ERN) with ECA for the purpose of negotiating a Lease Disposition and Development Agreement for the project.

As noted above, on September 22, 2011, the Planning Commission approved a Conditional Use Permit and Design Review application for adaptive reuse of the property. This plan included a 242-seat theater, gallery, office space, exterior courtyard, café, retail store and support spaces for these uses. For the purposes of this RFQ/P, this design is referred to as the “Current Capital Project” (see Attachment 2, Current Capital Project Plans).



In 2012, the State of California dissolved all redevelopment agencies statewide. While ECA had made progress toward funding the Current Capital Project, a funding gap of \$7,600,000 existed at that time. When the Agency was dissolved, both the redevelopment funds programmed for the Art Center as well as the site itself were at risk of loss to other taxing entities.

As these events took place, members of the ECA board explored an alternate design for the Art Center to reduce the scope of the project and associated costs. This design contemplated use of only 13,000 square feet of the existing building, leaving the balance of the space for future redevelopment.

Despite these efforts, the financial uncertainty around the project delayed further progress, the ERN expired and the land use entitlements for the Current Capital Project expired. Eventually, ECA was dissolved as an entity.

Ultimately, the City was able to retain the site for government use and on September 5, 2017 the City Council accepted the property from the Successor Agency to the Emeryville Redevelopment Agency.

In addition to the property, the City retained \$3,800,000 of the Agency's pre-2011 non-housing bond proceeds programmed for the Art Center. Other fund sources for the Art Center project include \$1,425,000 from Pixar Animation Studios and \$5,775,000 in General Capital funds allocated to the Art Center project, for a total of \$11,000,000 available for the project in Fiscal Years 2017-18 and 2018-19 per the City's current Capital Improvement Program.

Selection Process

1) MANDATORY PREPROPOSAL MEETING

A mandatory preproposal meeting will be held on **February 20, 2018 at 10:00 A.M.** at Emeryville Town Hall, 1333 Park Avenue, Emeryville. At least one member from each proposal team must be present for the entire meeting and sign the meeting sign-in sheet for that entity to be eligible to submit a proposal. Firms are encouraged to also bring representatives from potential partnering entities.

The preproposal meeting will include an introductory presentation by City staff, a question and answer period, and a brief site walk. In addition to providing proposing firms an opportunity to familiarize themselves with the project and site, the mandatory meeting serves three primary purposes:

- 1) To provide an opportunity for arts groups and development firms to network and form partnerships
- 2) To provide an opportunity for staff to answer questions in an environment that communicates to all interested parties
- 3) To define the list of eligible proposers, which facilitates equitable communication during the proposal process since all information can be provided to all interested parties at the same time.

Other than those asked at the mandatory preproposal meeting, all substantive questions regarding this RFQ/P must be submitted by email to csmalley@emeryville.org by **March 8, 2018 at 5:00 P.M. (PST)**. Answers to substantive questions will be answered by addenda to this RFQ/P and issued to all attendees of the mandatory preproposal meeting.

2) PHASE I

Phase I submittals from interested parties must be received by **March 30, 2018 at 5:00 P.M. (PST)**. No late submittals will be accepted.

Phase I submittals must include the items listed in the “Phase I Submittal Requirements” section of this RFQ/P (page 12) will focus on proposer’ qualifications and will consist of information about the proposing firm(s), their relevant experience, financial capacities and, for partnerships, the entities’ history of working together.

Phase I submittals will also include basic proposal information based on the Current Capital Project design, including anticipated uses/users, operating model characteristics and projected pro-forma financial statements for the project including the identification of funding gaps and/or minor modifications, if any, to build and operate the Current Capital Project.

Phase I submittals will be evaluated by a panel comprised of City staff members against the criteria specified in the “Selection Criteria” section of this RFQ/P (page 17).

The panel will consist of staff members from Community Development, the City Attorney's Office and Public Works. Depending on the number of submittals received, the panel may elect to conduct interviews with some or all of the applicants. These interviews would take place in early April 2018.

The panel will develop a "short list" of the highest rated submittals, with these applicants invited to prepare a Phase II submittal.

3) PHASE II

Prior to preparing Phase II submittals, shortlisted applicants must attend a mandatory "Community Listening Session" on **May 3, 2018 at 6:00 P.M.** at Emeryville City Hall, 1333 Park Avenue, Emeryville. During the Listening Session, shortlisted applicants will be given an opportunity to introduce themselves to the community, who will then be invited to share their thoughts on the Art Center project. The applicants are to consider this input in developing their Phase II submittals.

Phase II submittals from the short-listed firms are anticipated to be due by **May 11, 2018 at 5:00 P.M. (PST)**. This deadline is subject to change depending on the number of Phase I submittals received, however in no case will the deadline be earlier than May 11.

Phase II submittals must include the items listed in the "Phase II Submittal Requirements" section of this RFQ/P (page 14) and will consist of proposals with additional specificity and detail for two project options, as follows:

Option 1: Current Capital Project as outlined in the Phase I submittal with more specifics added regarding any alterations to the Current Capital Project that are needed to reflect the needs of user groups, and identified means of closing funding gap (if any gap exists).

Option 2: A Revised Capital Project that is responsive to the City's goals but also *fully funded* from existing, secured sources (i.e., without a funding gap). The Option 2 proposal must be developed to a level of detail commensurate with the Option 1 proposal.

For both options, submittals will include preliminary design drawings, project schedules, and additional detail on project finances (both capital sources and operating funds).

Phase II submittals will be reviewed by two bodies: the staff panel that evaluated the Phase I submittals, and an Art Center Interview Panel ("Interview Panel") comprised of various community members and subject area experts.

The Interview Panel will review the Phase II submittals and interview the applicants to develop ratings, with the Interview Panel's evaluation focused on the proposed programming, uses and design of the project, while the staff panel will review the Phase II submittals and evaluate them against all of the criteria in the RFQ/P. The City Council will be presented with two recommendations, the Interview Panel's and staff's, which may not necessarily be identical owing to the differences in focus. The highest scoring proposal(s) will be

recommended to the City Council for execution of an Exclusive Right to Negotiate (ERN) with the City. The estimated date for City Council consideration is July 10, 2018.

4) EXCLUSIVE RIGHT TO NEGOTIATE (ERN)

Immediately subsequent to City Council authorization, the City will execute an ERN with the selected proposer. The ERN term is anticipated to be 60 days, subject to extension by mutual agreement.

During the ERN period, City and proposer will work to finalize a Term Sheet. Additionally, the proposer must also provide further evidence of project financial feasibility, additional design work and a schedule for implementation.

The City Council is anticipated to hold a study session during the ERN period to determine whether to develop the Art Center under Option 1 (Current Capital Project) or Option 2 (Revised Capital Project). This decision will be informed by an analysis of feasibility as well as community input.

If the City Council approves the Term Sheet, the ERN will be extended to allow time to finalize a Lease Disposition and Development Agreement.

5) LEASE AGREEMENT

The City anticipates all business terms negotiated in the Term Sheet to be operationalized in a Lease Disposition and Development Agreement. The lease is expected to be a long-term instrument through which the City ensures the continued cultural arts and civic uses of the site while maintaining financial feasibility for operations and maintenance of the improvements as well as arts programming of the space.

Once negotiations are final, the Lease Disposition and Development Agreement is subject to approval of the City Council. Depending on the length and complexity of the negotiations, City Council action could occur as early as Winter 2018.

If negotiations with the selected applicant are unsuccessful, the City reserves the right to commence negotiations with the second-ranked firm, without recirculation of this RFQ/P.

Submittal Requirements:

1) PHASE I SUBMITTAL REQUIREMENTS

Proposals are to be consistent with the overall objectives and key elements set forth in the previous sections of this document and all applicable regulations. Phase I submittals should contain the qualifications of the proposed project team, basic project information based on the Current Capital Project and including operating information, and financial information for the team, the capital project and proposed operations.

To address these topics, submit four (4) collated binders, one (1) unbound, 8.5" x 11" collated copy and one (1) electronic file in .pdf format on a USB drive with the following materials, in this order:

- a) Title Sheet
Include the applicant(s) business name, the phrase "Art Center RFQ/P Response" and the submittal date.
- b) Cover Letter
Provide a cover letter describing interest in the project and summarizing the major points contained in the proposal. Include a primary contact name, email and phone number to serve as the primary contact for questions regarding the submittal. The Cover Letters should be signed by an individual with the authority to contractually bind the applicant.
- c) Team members
Identify the type of legal entity with whom the City would negotiate and contract. Include the firm name, address and telephone number of each of the key members on the team. Indicate the lead development firm, partnering arts groups, legal representation, architectural/engineering firm, general contractor, management firm, and any other key individuals.

Clearly identify each key individual's role on the team and explain the relationships between partnering entities.

Submit statements describing the qualifications of each of the key team members. Resumes of the principals and other team members undertaking the project should be included in the submittal. The information submitted must be sufficiently detailed to allow the City to judge the team's ability to complete the project.

- d) Relevant Experience of Team Members

Development - Include a statement of prior development experience of key individuals with projects similar in size and nature to the Art Center. Provide information on completed projects as well as visuals of those projects. Include project names, locations, sizes, development costs and current status.

Management – Include a statement of prior management experience of key individuals with operations and programming of commercial/civic/arts spaces of similar size and scope as the project.

e) References

Provide contact names and phone numbers for prior projects completed and referenced in the Relevant Experience section.

f) Preliminary Proposal

Submit a narrative description of the proposed project, including anticipated uses of the space, method of funding capital and operations, and management approach. If commercial leasing is a component of the proposal, outline the marketing strategy for such uses. Include estimated timelines for construction and leasing.

g) Design

Phase I submittals are to be based on the Current Capital Project. Submit preliminary design plans based on the Current Capital Project, with any modifications to the Current Capital Project clearly identified. Provide information that indexes space to users as outlined in the Preliminary Proposal narrative, when possible.

h) Community Outreach

Submit a narrative describing how local resident, business and arts groups input will be solicited and integrated into the proposed project.

i) Financing Plan

Submit a project financing plan that identifies sources and uses of funds for the Current Capital Project and clearly identifying any funding gaps. Capital budget must include a minimum 15% construction contingency line item. Note that the project will require the payment of prevailing wages. Provide proforma statements depicting the Art Center operating revenue and expenses for the greater of 10 years or the term necessary to fully repay debt financing, if applicable. Note that the City's applicable labor standards may have implications for operations costs.

Provide an accompanying narrative detailing the calculation and assumptions used in the financing plan, and identifying potential sources for gap financing.

j) Financial Information

Provide evidence of the applicant's financial ability to fund capital costs in accordance with the financing plan.

Phase I submittals must be submitted in sealed packages and addressed to "Economic Development and Housing Division- Art Center RFQ/P". Submittals must be received at 1333 Park Avenue by **March 30, 2018 at 5:00 P.M. (PST)**. No postmarks will be accepted.

2) PHASE II SUBMITTAL REQUIREMENTS (short-listed teams)

Proposals are to be consistent with the overall objectives and key elements set forth in the previous sections of this document and all applicable regulations. Phase II submittals should consist of proposals with additional specificity and detail for two project options, as follows:

Option 1: Current Capital Project as outlined in the Phase I submittal with more detail added.

Option 2: A Revised Capital Project that is responsive to the City's goals but also *fully funded* from existing, secured sources. The Option 2 proposal must be developed to a level of detail commensurate with the Option 1 proposal.

To address these topics, submit four (4) collated binders, one (1) unbound, 8.5" x 11" collated copy and one (1) electronic file in .pdf format on a USB drive with the following materials, in this order:

- a) Title Sheet
Include the applicant(s) business name, the phrase "Art Center RFQ/P Response Phase II" and the submittal date.
- b) Cover Letter
Provide a cover letter summarizing the major points contained in the proposal for each option, and outlining a comparison of the two options. Include the primary contact name, email and phone number to serve as the primary contact for questions regarding the submittal. The Cover Letters should be signed by an individual with the authority to contractually bind the applicant.
- c) Team members
Confirm the key individuals, entities, partners and contractors remain the same as that proposed in the Phase I submittal. Highlight any substantive changes or new information relevant to the proposal.
- d) Preliminary Proposals

Option 1 Current Capital Project:

Highlight any substantive changes to the proposal as outlined in the Phase I submittal. Provide any additional detail that is available regarding anticipated users of the space, methods of funding capital and operations, and management approach. Include a description of any proposed phasing of the project. Confirm the estimated timelines for construction and leasing outlined in the Phase I submittal remain feasible.

Option 2 Revised Capital Project:

Provide a narrative description of a Revised Capital Project that fulfills the City's objectives of maximizing civic/community arts space, minimizing City subsidy for the project, and expedient completion of the project. Include a detailed description of

anticipated uses/users of the space, the method of funding capital and operations, and management approach. If commercial leasing is a component of the Revised Capital Project proposal, outline the marketing strategy for such uses and what types of activities are expected to market the space to desired users. Include a description of any proposed phasing of the project. Include a timeline for construction and leasing.

e) Design

Option 1 Current Capital Project:

Provide additional detail on any modifications to the Current Capital Project as identified in the Phase I submittal. To the extent possible, indicate on a floor plan which users and activities are anticipated to take place in the project. If phasing is proposed, include a diagram illustrating the phase construction proposal. Provide a construction estimate with line item detail for completion of the Current Capital Project, indexed to the corresponding Financing Plan. Note that the project will require the payment of prevailing wages.

Option 2 Revised Capital Project:

Provide a site plan, floor plans, elevations and two architectural renderings of the Revised Capital Project. Indicate which proposed users use which spaces, and the activities anticipated in those spaces. If phasing is proposed, include a diagram illustrating the phase construction proposal. Provide a construction estimate with line item detail for completion of the Revised Capital Project, indexed to the corresponding Financing Plan. Note that the project will require the payment of prevailing wages.

f) Community Outreach

Submit any relevant additional detail regarding proposed community outreach for the project. Include a narrative describing how residents, businesses and arts groups will engage with the operations of the project.

g) Financing Plan

Option 1 Current Capital Project:

Resubmit and confirm the Financing Plan from the Phase I submittal. Identify any new information regarding potential sources of gap financing, if a gap exists.

Option 2 Revised Capital Project:

Submit a project financing plan that identifies sources and uses of funds for the Revised Capital Project. The capital budget must include a minimum 15% construction contingency line item. Provide proforma statements depicting the Art Center operating revenue and expenses for the greater of 10 years or the term necessary to fully repay debt financing, if applicable. Note that the City's applicable labor standards may have implications for operations costs.

Provide an accompanying narrative detailing the calculation and assumptions used in the financing plan.

h) Financial Information

Provide evidence of the applicant's financial ability to fund capital costs in accordance with the financing plan for each option. Provide the two most recent audited financial statements of the key development firm. Provide three financial references with whom the lead development firm has recently obtained construction financing, including institution name, contact name and title, phone number and address.

Provide evidence of the key operating partner(s) financial ability to fund operating costs under a "worst case" operating revenue scenario. Describe all assumptions used to develop this scenario and tie this discussion to the proforma statements in the Financing Plan section.

i) Contingencies

Explain any conditions or contingencies that limit the submitted proposals and which modify the stated terms and conditions of this RFQ/P.

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Selection Criteria

The following criteria will be used by the selection panel to determine the strongest applicant team and best proposal for both Phase I and Phase II submittals. Each of the following twelve factors will be rated on a one to ten-point scale, weighted as indicated, with scores determined as shown in italics:

Completeness of Submittal

The degree to which the submittal includes all required elements and demonstrates depth of analysis

Understanding of Project

The degree to which the submittal demonstrates the applicant's understanding the project history and nexus to the City's plans, policies and priorities.

Objective: Minimize City subsidy (.2 weight factor)

The amount of City subsidy requested.

Objective: Ensure fiscal sustainability of operations (.5 weight factor)

The level of quality of the assumptions in the submittal's Financial Plan and the amount of operating revenues less operating costs and debt service.

Objective: Maximize civic and community arts-based uses (.5 weight factor)

The amount of square footage dedicated for civic and community-arts based uses. Shared use will also be considered as contributory.

Objective: Expedite completion of the project.

The degree to which the submittal demonstrates a well-understood and feasible project timeline, and evidence of key partners' track record for timely delivery of similar projects.

Objective: Utilize robust community engagement to develop programming (.5 weight factor)

The degree to which the submittal evidences commitment of the project team to partnerships with community groups for operations and development of facility programming

Inclusion of Key Elements

Composite score determined by submittal's demonstrated level of commitment and amount of space for the annual Emeryville Celebration of the Arts, amount of space dedicated for gallery space, demonstrated experience in managing community gallery space or similar facilities, amount of space and experience in managing performance arts facilities, and inclusion of space available for the City's Emergency Operations Center.

Community Engagement (.5 weight factor)

The quality and level of detail of the proposed community engagement strategy for the project.

Development Experience (.25 weight factor)

The applicant's demonstrated depth of experience of the development team as shown by successful prior projects similar in scope and size to the Art Center.

Management/Operations Experience (.25 weight factor)

The applicant's demonstrated depth of experience in operating arts-centric community facilities

Clarity of Roles

The submittal's level of clarity regarding key partner roles and the relationship of these roles to the development and operation of the Project.

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Schedule

The following schedule is an estimate. The schedule for applicant selection will depend in part on the number and quality of responses received.

Milestone	Date
Release of RFQ/P	February 1, 2018
Mandatory Preproposal Meeting	February 20, 2018
Deadline for Questions	March 8, 2018
Phase I Submittals Due	March 30, 2018
Finalists Notified	April 13, 2018
Mandatory Community Listening Session	May 3, 2018
Phase II Submittals Due	May 11, 2018
Finalist Panel Interviews	May 24, 2018
Recommendation to City Council	July 10, 2018
ERN Period (60 days + Lease Period)	July-September, 2018
Lease Negotiation Period (est. 90 days)	September-November, 2018
City Council approval of Lease Disposition and Development Agreement	Winter 2018

Other Terms and Conditions:

The City reserves the right to:

- Request additional information.
- Extend the due date of the RFQ/P
- Interview any or all applicants
- Reject, in whole or in part, any or all submittals
- Obtain additional submittals beyond the due date if the submittals received are unsatisfactory
- Negotiate with any qualified source
- Cancel, in whole or in part, this RFQ/P

All submittals will become the property of the City and are subject to Public Information Requests.

The RFQ/P is not a contract or a commitment of any kind by the City and does not commit the City to award an exclusive development option. No reimbursement will be made by the City for any cost incurred by developers in preparation of the response to this RFQ/P.

Contact

For questions regarding this RFQ/P, please contact:

Chadrick Smalley
Economic Development and Housing Manager
City of Emeryville
p. 510.596.4355
e. csmalley@emeryville.org

Attachments:

- 1) List of Available Art Center Documents
- 2) Current Capital Project Plans

Attachment 1 – Art Center Files-List of Available Materials

The following documents are available for download at www.emeryville.org/artcenter

1. BACKGROUND

Environmental:

- Review and Clean Up
- DTSC Certification

Research materials:

- Benchmark Study
- Focus Group Study
- Newspaper Articles re. area museums/art centers
- Task Force Groups (x 6) and related meeting notes
- Visioning Workshop materials

2. DESIGN

Design Needs

Existing plans

Proposed Architecture

3. FINANCIAL

Building purchase

Project Accounting

Construction Estimates

Consultant Proposals, Contracts and Invoices:

- Architects
- Construction Project Management
- Museum Operation Consultant(s)

Fundraising

Grants:

- CCHE (not funded)
- PG&E (funded)
- Pixar (funded)

Operating Estimates

Site Clean up

4. ORGANIZATION

Legal Documents:

- Agreements
- Lease/DDA
- Nonprofit formation and operating agreements
- RDA/Art Center
- Right of Entry

Non-profit:

- Executive Director Search materials
- Meeting agendas/meeting notes

Operating Documents:

- Business Plan
- Center Organizational Chart
- Fundraising Notebook
- Strategic Plan

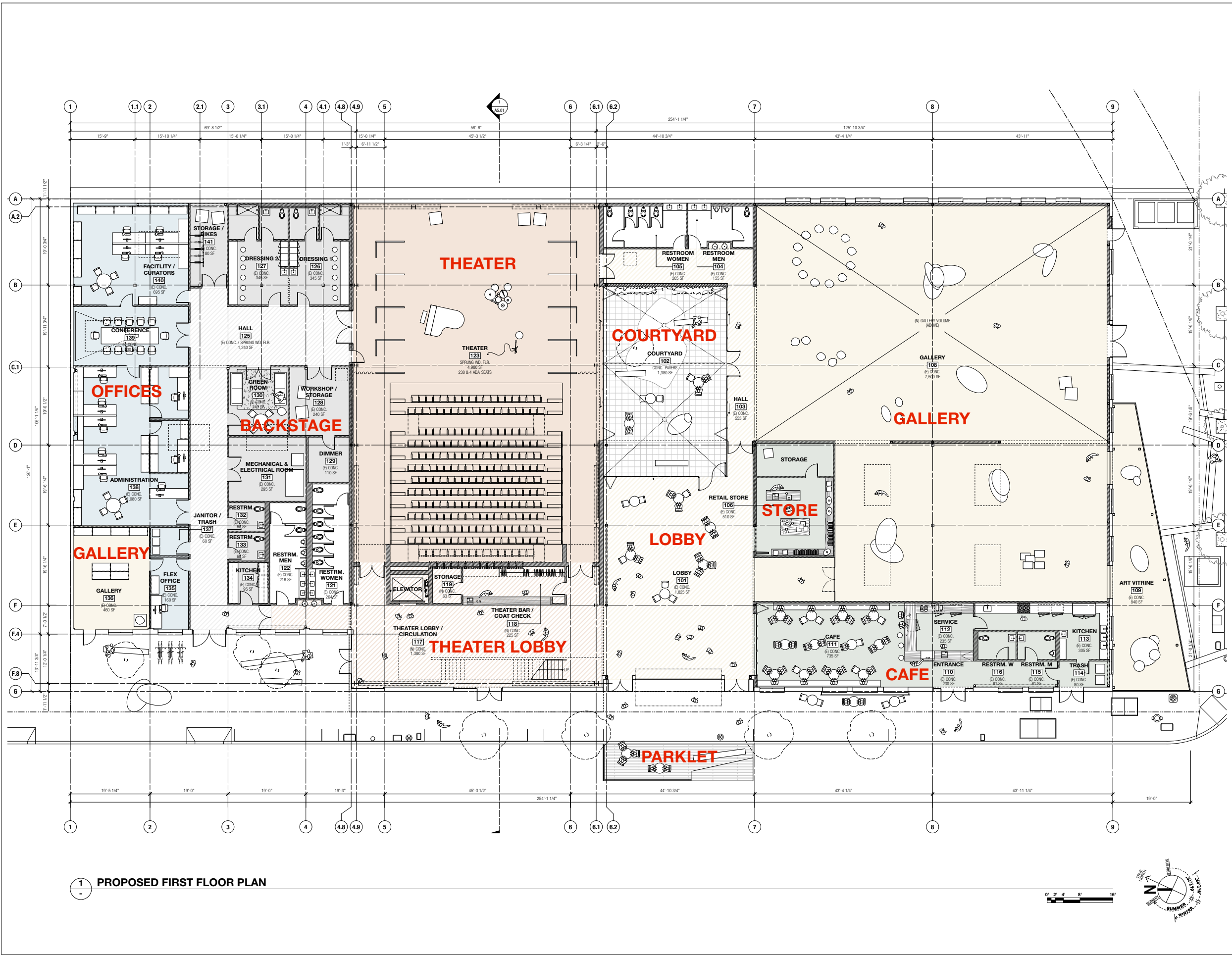
Resolutions (CC/RDA/Art Center Board)

Staff Reports

5. OUTREACH

Attachment 2 – Current Capital Project Plans





1 PROPOSED FIRST FLOOR PLAN