

## 1614 Paseo RFP FAQs

### RESPONDING TO THE RFP

**Q: Who is qualified to respond to the RFP?**

A: Any individual, group, company, organization, or coalition may respond to RFP #ED-AC-2405. The RFP seeks an entity with the vision and capacity to lease, develop, activate, and manage the space at 1614 Paseo de Peralta in accordance with the City's goals and parameters outlined in the RFP.

**Q: Can City staff help me prepare my proposal, or is there a list of consultants for responding to a Santa Fe RFP?**

A: For fairness and transparency, City staff cannot consult with any potential respondent about the fitness of their entity, circumstances, or contents of their proposal. The City does not maintain a list of consultants.

**Q: Will the City consider a proposal that includes an offer to lease the property for a specific period of time, after which the lessee will make an offer to purchase it?**

A: The City will consider all proposals that meet the criteria outlined in the RFP, including those stating intent to make a purchase offer when the lease period expires. All purchase offers, including those made by the successful lessee, must be approved by the Governing Body and cannot be guaranteed by the RFP committee. The selection of a proposal by the RFP committee does not imply future approval or special consideration of a purchase offer.

**Q: What happens if you don't receive any proposals?**

A: The City would go back to the drawing board to determine what factors may have contributed to the poor response. The City would re-release a new edited RFP.

**Q: Can we use schools or the Santa Fe Public School District as a reference?**

A: Yes.

**Q: What exactly is the City of Santa Fe looking for in this proposal? Obviously a plan for how the space is to be utilized - would the City of Santa Fe like to understand or know certain monetary information?**

A: See page 27, Section C1 of the RFP.

**Q: Is it feasible for IW to pitch a proposal for/with a few collaborative art non profits such as Wise Fool at once or should individual letters of interest etc. be sent in indicating collaboration?**

A: See page 5, number 24 of the RFP.

**Q: What are your suggestions in making our proposal the most competitive?**

A: In an effort to promote fairness and transparency, the City of Santa Fe cannot provide advice.

**Q: Are there certain parameters to be met with the submission, such as fonts and font size for example Times New Roman size 12 etc.**

A: There are no required parameters in the RFP, though The City suggests using standard document fonts, sizes, and margins.

#### BUILDING SPECS, MODS & IMPROVEMENTS

**Q: What is the ceiling height?**

A: All building specs are located in the floor plan, available at [sfpublicassets.org](http://sfpublicassets.org).

**Q: What are the wall and floor materials?**

A: Walls are cinder block and the floor is poured concrete. More details are available on the building spec sheet and floor plans found at [sfpublicassets.org](http://sfpublicassets.org).

**Q: Is the City going to replace the glass?**

A: The building is “as is”. You must specify in the proposal if you want the City to replace or repair anything. It is not guaranteed the City will agree to it, but it must be in the proposal in order to be considered.

**Q: Can we paint over the murals?**

A: Yes

**Q: Are there any tenant allowances available?**

A: You’re welcome to request them, but the building is currently offered as-is and The City can’t guarantee allowances.

**Q: Would the City be willing to approve tenant-funded improvements?**

A: The City expects tenants to make some building modifications to improve the space. Requested modifications should be listed in the proposal, and the proposed

improvements of the awardee will be submitted to the Construction Industry Division (CID) for review and approval.

**Q: If the chosen tenant wants to make renovations before occupying the building, will there be time allowable?**

A: Respondents should put an estimated timeline for renovations in their proposal, which will then become part of the lease agreement.

**Q: What, if any, equipment is remaining in the building at this time (i.e., sound equipment, lighting equipment..)?**

A: There is no sound equipment in the building and other than the few existing spotlights that are in place within the first and second floor performance areas, lighting is standard fluorescent downlighting.

#### LEASE AGREEMENT & LEGAL REQUIREMENTS

**Q: Are you looking for a single lessee for the whole building, and if so, can that lessee sublet parts of the space?**

A: Yes, The City will select one entity to be the master tenant and serve as operator/manager of the building. The master tenant can sublet the space by contract, but the City must approve all sublet contracts.

**Q: Are there any limits for how much the master tenant can charge for subleases?**

A: The City's hope is that subleases will be sensitive to community/non-profit accessibility in accordance with the City's goals for this to be a space that provides public benefit.

**Q: Will the lease be required to comply with the Railyard Master Plan?**

A: Yes. A copy of the Railyard Master Plan is available on the Office of Economic Development's website at [sfpublicassets.org](http://sfpublicassets.org).

**Q: What type of insurance is required to lease the space?**

A: See Exhibit E: Lease Agreement, Section 9, which is available on the Office of Economic Development's website at [sfpublicassets.org](http://sfpublicassets.org).

**Q: Is it possible to add other names to the lease after the lease is signed?**

A: No. The master tenant can sublet the space by contract, but the City must approve all sublet contracts.

## RENT & UTILITIES

### **Q: Is there any set rent amount?**

A: The City has not set a rent for this building. The City acknowledges the significant investment a master tenant would be required to make in order to develop, activate and manage the property. Proposals should stipulate a proposed rent, and will be evaluated based, in part, on the combined value of the proposed improvements and proposed rent.

### **Q: Is there a grace period for paying full rent for the space, and if so, what is it?**

A: See Exhibit E: Lease Agreement, Section 3c, which is available on the Office of Economic Development's website at [spublicassets.org](http://spublicassets.org).

### **Q: Are utilities included in the rent? If not, what are the estimated utilities?**

A: As utilities will depend on usage and utility rates, which fluctuate depending on seasons and local or national external factors, respondents are encouraged to engage with an energy consultant to provide estimates for monthly/annual utility costs.

## BUILDING USES

### **Q: Will the building still be required to accommodate staging for organizations that have been using it for events while it's been empty?**

A: The lease terms can outline those terms if the master tenant has a preference.

## OTHER

### **Q: Has the City done any analysis on what didn't go well here for the previous tenant?**

A: Yes. The previous tenant lost funding, and much of its demographic (teens) shifted south and are being served by the brand new teen center on the Southside.

### **Q: Will the City provide any way for the master tenant and interested subletters to find each other/communicate?**

A: If you provided your name and email address on our sign-up sheet for the open house tour, The City will share that with other attendees and with the awardee, but The City encourages everyone interested in collaboration to connect with each other to exchange contact information.

**Q: Are there any funding or grants we could apply for in order to have youth programming remain free or extremely low cost for local youth?**

A: Arts and Culture offers modest grants and sponsorships through their annual application process that could be tailored toward youth. However, their granting opportunities would not likely cover an amount required to keep 1614 Paseo de Peralta a youth-focused facility. The City recommends a national search for youth grants, such as through the NEA or Americans for the Arts.