



RFP for the TABOR COMMONS space



BACKGROUND

The Tabor Commons is located at 5633 SE Division Street. The community gained ownership of this former drug crime property after a three-year effort lead by the Mount Tabor and South Tabor Neighborhood Associations and the Atkinson Elementary School PTA.

In 2006, these community organizations asked Southeast Uplift to take formal ownership of the property on behalf of the community partners. SE Uplift is an independent non-profit corporation that is one of seven neighborhood coalitions in the Portland Neighborhood System. We provide services and support to 20 neighborhoods in inner southeast and northeast Portland. SE Uplift's mission is to *collaborate with the SE Portland community to build informed, inclusive, and participatory neighborhoods that support our social and ecological well-being.* Learn more about our organization at seuplift.org.



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Request for Proposal (RFP) Overview

What: SE Uplift is currently seeking a long-term tenant for our Tabor Commons space.

Commercial Opportunity: Tabor Commons offers an exciting retail or office space opportunity. Many people live near and pass by. It's located across from a park, along a high capacity transit corridor, and in a high biking neighborhood. Very desirable location.

Minimum Qualifications: To be eligible for consideration of this RFP, the responder must meet the following minimum requirements:

1. Financial capability to provide necessary tenant improvements, equipment, and to operate the space for up to 24 months.
2. Demonstrate the responders' mission/values align with SE Uplift.

Other Qualifications: Preferential ranking/scoring of proposals will be given to applicants whose:

1. Mission closely aligns with or furthers SE Uplift's mission and/or values.
2. Proposed use of the space meets one or more of the community identified priorities for Tabor Commons: the proposal includes a 1) community gathering place, 2) a place for arts and cultural opportunities, and/or 3) a space that is open to the public. **Note: we understand that due to COVID-19 health and safety requirements these priorities may not be possible at this time. This will be taken into consideration when reviewing proposals.*
3. Organization or enterprise is BIPOC-owned, culturally-specific and/or serves historically marginalized communities in Portland.

Selection Process

Submission Information:

- Organization Overview (2 page limit). Please provide the following background information on your organization:
 - Name of Organization
 - Mission
 - Board Members and list of Key Staff



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- Contact Person and contact information (include address, email, phone)
- Years in operation
- Project Proposal/Operating Plan (4 page limit) – Provide a brief description of how your organization would operate the space, number of employees and the type of services that would be offered. Additionally:
 - Provide last financial report for the organization and a budget for this project. Please note any additional funding sources for this project.
 - Outline any special needs that your organization will have to successfully operate the space.
 - Provide a brief description of tenant improvements you will provide and estimated costs.
 - If you are requesting a rent reduction (from our asking price of \$1,800 per month) due to hardship from COVID-19, please provide a description of your hardship and how a temporary rent reduction will benefit your organization.

DEADLINE FOR RESPONSE: SE Uplift will do a first round of proposal reviews on **FRIDAY, October 30th, 2020 by 11:59 PST**; we reserve the right to keep the RFP open until the space is filled with a qualified tenant.

Questions should be submitted by email to Leah Fisher (leahf@seuplift.org) on or before Wednesday October 28th 2020.

All interested parties are invited to walk through the space. Please contact Leah Fisher (leahf@seuplift.org) to set up a walk through appointment. (Masks required)

SE Uplift will respond to applicants within fifteen (15) days of receiving an RFP.

SE UPLIFT RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

Proposals should be submitted as PDF documents by email to: Leah Fisher, Neighborhood Planning Program Manager | leahf@seuplift.org

Please title email: TC Proposal_ *Name of Organization*



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EXHIBIT A: Proposed Lease Term Sheet

Seeking a tenant with a community focus or mission fit with SE Uplift Neighborhood Coalition.

Location: 5633 SE Division Street, Portland, OR 97206

Zoned: Commercial Mixed Use 2 (CM2), last used as an arts education studio and Restaurant/Cafe.

Premises: Approximately 1,005 square feet interior area, with outdoor patio and seven parking spaces. Property size with parking and patios is approximately 14,040 square feet. Existing Play structures and sand box.

Lease Term: Termed Lease of 24 months. Renewal options are available.

Monthly Rent: *Lease Year 1: up to 1,800 per month – we are willing to negotiate rent in the first year if applicant has been impacted by COVID-19 and is able to provide documentation for current financial stability and a plan for the recovery.*

Lease Year 2: \$1,800 per month

Property Taxes: Last taxes paid in 2006 and were \$2,604.46. Since that time the space is owned by a tax exempt non-profit. Therefore, tenant's mission and work must be in alignment with SE Uplift.

Landscaping: SE Uplift will provide basic landscaping, additional landscaping to be provided by tenant.

Tenant Improvements: Space delivered to tenant as a finished shell. All modifications and improvements will be made by the tenant with the approval of the Owner's Agent.

- Floor: Concrete
- Interior Surfaces: Clean and Painted
- Exterior Surfaces: Clean and Painted
- Parking Lot: Seven Spaces, one ADA space.
- Roof: Repaired
- Electrical: newer electrical service; 200 amp panel; interior and exterior lighting.

Utilities: All utilities for premises to be paid by Tenant.

Insurance: Tenant to provide personal property insurance and liability insurance and indemnify.

Lease Deposit: Refundable deposit of \$1,800 upon execution of lease.