

**CLEMENTE SOTO VÉLEZ CULTURAL &
EDUCATIONAL CENTER INC.
REQUEST FOR PROPOSAL for CONSULTING SERVICES
RESULTING IN A MASTER PLAN**

July 20, 2009

**Deadline for responses: Monday, August 10, 2009, 5:00 PM EST, delivered to
the Clemente Soto Vélez Cultural & Educational Center Inc. (aka CSV),
107 Suffolk Street, Room 312, New York NY 10002.**

**CSV is a registered 501(c)(3) non-profit organization registered in the state of
New York.**

**Manuel Morán, Gladys Peña, Board Co-Chairs
Jan Hanvik, Executive Director**

Questions must be submitted in writing no later than Wednesday August 5 at 5:00 PM EST to Jan Hanvik,
Executive Director, CSV, by email at jhanvik@csvcenter.net or by fax to: (212) 260-0015.

This RFP and addenda, including responses to any questions, will be posted on the CSV web site www.csvcenter.net
and that of the Lower Manhattan Development Corporation www.renewnyc.org.

Answers to timely submitted questions will be posted no later than Friday August 7, 2009 at 5:00 PM EST. CSV
will not accept, and cannot respond to, questions via other methods.

I. GENERAL INFORMATION

A. Mission of the Clemente Soto Vélez Cultural & Educational Center Inc.:

The Clemente Soto Vélez Cultural & Educational Center Inc. is a Puerto Rican/Latino cultural institution that has demonstrated a broad-minded cultural vision and a collaborative philosophy. While CSV's mission is focused on the cultivation, presentation, and preservation of Puerto Rican and Latino culture, it is equally determined to operate in a multi-cultural and inclusive manner, housing and promoting artists and performance events that fully reflect the cultural diversity of the Lower East Side and the city as a whole.

CSV was founded in 1994 by Puerto Rican, Uruguayan, and Dominican literary and performing artists to sponsor art exhibits and performances within the facility and in the greater community, focused on the fostering, promotion, and support for Puerto Rican-Latino arts, while establishing relations with like-minded people and organizations regardless of ethnicity. CSV's principal efforts have been focused on maintaining affordable spaces for these artists to develop, make, promote, and present their art forms, & on the development of audiences to whom to present them.

B. Overview of Services Requested and the Submission Process

In fulfilling terms of its grant for the Master Plan, CSV will retain the services of a firm or firms that provide both architectural and community survey planning services in and surrounding its home in the 98,000 sq ft 1897 C.B.J. Snyder-designed former P.S. 160 on Manhattan's Lower East Side. From the applicants, CSV will select a firm or firms to provide such services. Firms interested in submitting a

proposal to provide such services are required to follow the guidelines and instructions contained in this Request for Proposals (“RFP”). In the event it becomes necessary to revise any part of this RFP, revisions will be provided by addenda posted on the CSV web site: <http://www.csvcenter.net>. RFPs should provide a straightforward, complete and concise description of the firm’s capabilities and qualifications to provide master planning services to CSV. Please prepare six (6) copies of your RFP and work samples. Each copy of the RFP should be bound in a single volume and include any supporting documentation. Any firm submitting an RFP may be required to give an oral presentation of their qualifications to CSV. This oral presentation may provide an opportunity for the firms to clarify or elaborate on their qualifications but will in no way change the original submission. Applicant staff should be present at the oral presentation. CSV’s request for an oral presentation shall not constitute retention of the firm for services. Representatives of the selected firm may be required to attend meetings and confer with other CSV consultants/constituents.

Proposals must be received no later than **5:00 PM EST, Monday August 10 2009**. Deliver all statements of qualifications to:

RFP PROCESSOR
Clemente Soto Vèlez Cultural & Educational Center Inc.
107 Suffolk Street, Room 312
New York, NY 10002

CSV may reject any or all RFPs submitted if such decision is deemed to be in the best interest of CSV. CSV assumes no obligation, responsibility, or liability for costs incurred by the responding firms prior to the issuance of a contract.

The current schedule for this effort is as follows:

- *Monday July 20, 2009* – RFP Issued to the public and posted on LMDC and CSV websites
- *Wednesday August 5, 2009* – Deadline for written questions related to the RFP
- *Monday August 10, 2009* – Responses Due
- *Week of August 17, 2009* – Oral Presentations Conducted, if necessary
- *August 24, 2008* – Qualified Firm(s) Selected

Subject to review and approval by the CSV Board of Directors, the selected firm(s) will be retained for the Master Planning period, estimated at 3 – 9 months, to commence immediately on signing of contract.

II. ANTICIPATED SCOPE OF SERVICES

A. Services Needed

The Clemente Soto Vèlez Cultural and Educational Center Inc., 107 Suffolk Street, New York, NY 10002 was awarded a grant from the Community Enhancement Fund of LMDC to support interior design and planning efforts.

SUMMARY IN PHASES:

- a) Measure and create CAD drawings of the building interior to identify current common and tenanted spaces and their usage, as well as approximately 21,000 sq ft of unused basement space from which asbestos and coal ash were recently abated
- b) Survey current common spaces and studio, office, and theater residents as to the suitability of the spaces to both current, projected, and potential needs

- c) Survey Lower East Side Latino and multicultural not for profit and for profit organizations and key individuals, arts and non-arts, as to current and projected community service provision by, and collaborations with, CSV
- d) Develop a community design charette, indicating how existing common and tenanted spaces can be redesigned or adapted to bring internal CSV cultural resources into line with the needs of identified external cultural partners from the surrounding community.
- e) CSV with the consultant will improve its website and develop a comprehensive "list serve", and media contact data base to apprise the community of ongoing developments at CSV.

Funds are to conduct research and surveys to create a plan to answer the questions listed below, as well as others which might surface during the course of the survey.

1) Is CSV effectively identifying and reaching out to Lower East Side Latino and multicultural groups, arts and non-arts, as to the cultural services CSV can provide them? The survey will consider what resources CSV resident artist members and organizations do and can provide with their current and future capacity. The survey will review the Lower East Side's neighborhood resources to see where gaps in programming, activities and services exist, and where they might work with CSV resident groups. The challenge of gentrification and subsequent displacement of longtime immigrant Latino populations in the area will be addressed by the survey. CSV's statement of mission will guide the research, and statements of vision, core values, and philosophy will be developed out of the research. Improved facilities will enhance CSV's ability to compete as a viable venue for many of the City's ongoing Latino and multicultural theater, visual arts, festivals, and film. CSV can begin to expand its in-house national & international productions in and audiences for all the arts.

- 2) How do we insure that CSV's renovated spaces attract more Latino and multicultural artists and audiences?

There is a tremendous need for the spaces at CSV dedicated to artists at subsidized usage rates, and the renovation of those spaces. CSV's unique history and location provide access and credibility to Latino and multicultural communities. CSV has a proven track record/history_of attracting Latino and other audiences, which survey results will enhance and expand. A marketing and audience development strategy targeting Latino/multi-cultural audiences and based on population statistics might derive from the survey. The grant can assess the contemporary picture of potential Latino and multicultural residents and users. CSV will improve its website and develop a comprehensive "list serve", and media contact data base.

- 3) How do we insure that CSV's facilities attract families and the elderly?

The site must be accessible to accommodate all. It must be safe and attractive. The essentialness of providing venues and activities at affordable rates and fees is primary. Daytime programming will be studied. Cross programming, utilizing internal CSV resources, can be developed.

- 4) What kind of spaces or facilities will attract artists working in new media?

The infrastructure must be upgraded to meet electrical and technological needs.

5) What does a broader and deeper review of Manhattan and city-wide organizations suggest are the key areas for CSV to provide leadership in activities and services?

6) What resources might our resident members & organizations provide with their current and future capacity to ensure that CSV achieves its mission, vision, core values, & philosophical statement of intent?

III. SUBMISSION REQUIREMENTS

Please follow submission requirements in the order presented below, and limit to twelve (12) 1-sided pages, except work samples, which must be included in a separate, bound appendix. CSV has no preference that all services be provided by the same firm. Firms may submit qualifications to provide less than all of the anticipated scope of services. Responding firms must specify which services they are qualified to provide. CSV will review all proposals without prejudice as to which services are proposed.

Interested firms are invited to submit proposals that contain the following information:

A. Experience, Structure, and Personnel

1. A history of the firm's experience providing Master Planning services to not-for-profits and cultural organizations that cover work including adaptive re-use of historic buildings, cultural or community centers.
2. A description of the firm's organizational structure, including resumes of the principals, project manager(s) and professional staff who would work directly with CSV.
3. Samples of up to five (5) major projects that the firm has completed in the areas of Master Planning including the above. Include the client, the name of a contact person who can provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.
4. Any other information that you believe would make the firm's work on behalf of CSV superior to that of other firms, or information about your firm's specialty or particular skill to perform specified services.

B. Fees

1. Provide total fee for scope.
2. The normal hourly rate of each principal and staff member whose resume is provided or whose job category may be required, and the rate that would be charged to CSV.
3. A list of anticipated reimbursable expenses and the rate charged for each.
4. Any other fees or charges.

NOTE: Although proposed fees will be taken into account, CSV reserves the right to negotiate a lower or different fee structure with any firm that is selected.

C. Contact Information (NOTE: does not count toward 12-page limit)

On a single cover sheet in your statement of qualifications, please provide:

1. The lead firm or individual's name.
2. The lead firm's contact person.
3. License or certification information of lead firm principal(s) or individual(s) that are anticipated to work on the CSV project.
4. Telephone, fax, and wireless numbers for firm principal(s) or individual(s) who are anticipated to work on the CSV project.
5. E-mail address and website for firm principals or individuals anticipated to work on the CSV project.

6. The street address of lead firm or individual.
7. Year the firm or individual practice established.
8. The M/WBE status of the firms (Minority□owned Business Enterprise or Women□owned Business Enterprise, as certified by New York State).
9. The type of work or specialty and size of firm.
10. The signature of the lead individual, and the date of the signature.

IV. CRITERIA FOR SELECTION

In evaluating statements of qualifications submitted pursuant to this request, CSV places high value on the following factors, in order of importance:

- Experience of firm and employees to be assigned to the CSV project, in particular, providing master planning services including architectural and community surveys to not-for-profit cultural organizations.
- Quality of work product as demonstrated through submitted work samples.
- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide all services requested by CSV.
- Innovative or outstanding work by firm that demonstrates the firm's unique qualifications to provide master planning services.
- Number, complexity, and nature of master planning services handled by the firm.
- Firm's staff ability, availability and facility for working with CSV directors, officers, staff and consultants.
- Conformity with or exceeding applicable CSV policies as noted herein, including specific policies relating to nondiscrimination and affirmative subcontracting goals.
- Proposed fee structure relating to services the firm(s) would provide.

V. CONTRACT TERMS AND REQUIREMENTS

Selected firm(s) will be required to enter into a formal contract with CSV. Contents of the proposal prepared by the selected firm(s), with any amendments approved by CSV, will become a part of the contract awarded as a result of this RFP process.

The selected firm(s) will be required to:

- Work with CSV staff and its consultants to provide master planning services to CSV on matters that may arise in connection with the project.
- Assume sole responsibility for the complete effort as required by this RFP, and be the sole point of contact with regard to contractual matters.
- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on CSV request, to make such records available to CSV at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of CSV.
- Comply with applicable laws governing projects initiated or supported by CSV or its funder, LMDC, including all applicable HUD requirements and regulations.
- CSV may select more than one firm that responds to this RFP for CSV's master planning services needs.
- CSV may terminate any contract entered into as a result of this RFP at any time, provided that written notice has been given to the contractor at least thirty (30) days prior to such proposed termination date.

VI. MISCELLANEOUS CONDITIONS

A. Obligation Only on Formal Contract

Issuance of this RFP and the submission of a response by any candidate firms or the acceptance of such response by CSV do not obligate CSV in any manner. Legal obligations will arise only on the execution of a formal contract by CSV and the firm(s) selected by CSV. Responses to this RFP will be prepared at the sole cost and expense of the candidate firms. No materials submitted with this RFP will be returned.

B. CSV Reservation of Rights

CSV may (i) amend, modify, or withdraw this RFP, (ii) revise requirements of this RFP, (iii) require supplemental statements or information from any firm, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) cancel this RFP, in whole or in part, if CSV deems it in its best interest to do so. CSV may exercise the foregoing rights at any time without notice and without liability to any proposing firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

C. Nondiscrimination and Affirmative Action Policies

It is the policy of the State of New York and CSV to comply with all federal, state and local laws, policies, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that Minority and Women-owned Business Enterprises (“M/WBEs”), Minority Group Members and women share in the economic opportunities generated by CSV’s participation in projects or initiatives, and/or the use of LMDC funds. The selected firm shall be required to use its best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of each responding firm’s equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation as subcontractors of M/WBEs, shall be included as part of the response to the RFP. The ESDC Affirmative Action Unit (“AAU”) is available to assist you in identifying M/WBEs certified by the State of New York that can provide goods and services in connection with the contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.

VII. ATTACHMENTS

The selected respondent(s) will be working with CSV in conjunction with the Lower Manhattan Development Corporation. Therefore, the following attached documents (which are also posted on the LMDC website – www.renewnyc.com) are required to be completed and submitted along with the proposal:

- 1) Attachment C-1-Workforce employment utilization Report
- 2) Attachment C-2- MBE/WBE Compliance Report
- 3) LMDC Standard Business Background Questionnaire
- 4) Exhibit A-7: Workforce Utilization Report for Section 3 Clause
- 5) Exhibit A-8: Workforce Utilization Report for Employees Impacted by September 11, 2001