

CALL FOR TENANTS FOR THE J.K. TETT CENTRE (JKTC)

FOR THE ARTS

The City of Kingston is in the process of renovating the historic J.K. Tett Building at 370 King St West to re-vitalize and transform its function as a community arts facility adjacent to the proposed Isabel Bader Centre for the Performing Arts at Queen's. Organizations interested in being considered as participants in the JKTC are hereby asked to identify.

- their space needs;
- the scope of their operation and programming;
- their potential contribution to the management, programming, and operation of the JKTC.

This call for submissions does not require a commitment at this time. Rather, submissions are expressions of interest by parties interested in engaging in the planning and participating in the process of negotiating formal agreements that will result in a new arts cluster at the JKTC. It is intended that this process will be seen as an opportunity to participate in the creation of a unique community resource of built-to purpose arts spaces in the City of Kingston.

It is emphasized that in this call, the term "arts" refers to a broad range of visual, material, and performing arts, including, but not limited to, fine art, crafts, new media, film, music, dance, theatre, and literature.

It should be noted that, depending on the success of funding applications, the completion of the JKTC is currently estimated to be Fall of 2012. Through this period, in order to ensure the success of the JKTC revitalization, the City anticipates working in close cooperation with selected tenants who will be consulted with regard to their specific requirements.

It should also be noted that, while rental rates are still to be determined, current estimates range from \$6.50 to \$10 per square foot. The aim of the project is to provide spaces for arts groups that are within their available resources. Potential applicants should be aware that the creative participation of arts organizations in this project will enhance the capacity of JKTC and its participants to attract funding.

Finally, it has become clear to the AAC that the demand for space by community arts and cultural organizations exceeds the capacity of the JKTC. Given the recognition in the the City of Kingston's Culture Plan that, "Culture and cultural activity are instruments of community development considered integral to creating a sense of identity, place and overall well being enjoyed by citizens and visitors," the City is aware of the need for the development of other sites for the accommodation of community arts and cultural organizations.

GOALS OF THE JKTC

- The new JKTC is envisioned as an actively used, dynamic platform for arts learning, skills building, production and presentation, providing affordable space for specialized facilities for a range of non-profit, community-based arts organizations.
- This civic arts cluster will provide operational stability for arts groups within its mandate for innovation that encourages creative partnerships, resource sharing, and inter-disciplinary cross-fertilization.
- The programs and activities of the JKTC will reflect the rich cultural diversity of the Kingston community. They will enhance quality of life in this city by fostering wide participation in the arts, and by nurturing artistic excellence at all levels of experience.

TENANT CATEGORY

Tenant: Eligible tenants are non-profit organizations who will become lease-holders or license-holders of space within the building. While incorporation will be a requirement for tenancy, unincorporated groups may apply if they indicate their willingness to become incorporated.

EVALUATION CRITERIA FOR TENANTS OF THE JKTC

1. **Vision:** Is the proposal rooted in a strong organizational vision?
2. **Capacity:** Does the application demonstrate the necessary level of leadership, effective project management, fundraising capacity, and adherence to best practices to deliver the proposal?
3. **Sustainability:** Is the organization's sustainability and financial stability supported by appropriately reviewed financial statements? Attention will also be paid to how the organization responds to the social and cultural diversity of the community through its operations, programs, and approaches to community development/outreach. Where appropriate, applications will refer to how they contribute to the City's program of environmental sustainability.

4. **Impact:**

To what extent will the applicant and proposed activities:

- Nurture the arts among a wide range of Kingston residents through learning, skills development, production, and presentation?
- Foster interdisciplinary collaboration and new partnerships through innovative approaches to co-operation and engagement?
- Develop leading-edge artistic endeavours and forms of participation?
- Contribute to community vitality and social inclusivity by cultivating diverse membership and public participation?
- Contribute to the distinctive character of the JKTC?

APPLICATION PROCESS

In preparing their submissions, applicants are advised to pay close attention to the definitions of categories of users, JKTC Goals, and the evaluation criteria identified above. They will constitute the template against which all submissions will be evaluated. Applications should consist of the following:

1. A Letter of Interest that addresses the following elements:

SECTION A (maximum 2 pages, plus appendix of *curricula vita*):

- Your organizational vision, mandate, and mission;
- Your organization's functional capacity, including years of operation, governance structure, funding history, principal activities, range of project types, awards, and any other information documenting the achievements and sustainability of your organization;
- A reviewed financial statement for the last complete fiscal year;
- A list of Board members, and an appendix of the resumés, or artistic or professional profiles, of three key-leaders and/or employees of your organization.

SECTION B (maximum 3 pages):

- Identification of the preferred type of occupancy of the JKTC;
- Description of the proposed program of activities and how these meet the Goals of the JKTC;
- An assessment of your organization's impact on, and contribution to, the community.

2. A completed Information Sheet (See below).

STATEMENT OF LIMITATIONS

It should be noted that any respondent making a submission in response to this Request for Information does so fully accepting the following provisions:

- This Request for Information (REOI) a procurement document and the information provided is intended only to assist interested parties in assessing whether or not to respond to such request.
- No representation or warranty, expressed or implied, is made by the City of Kingston or any of its agents, as to the accuracy or completeness of such information. Neither the City of Kingston nor its agents will be responsible for, and hereby expressly disclaim, any and all liability for errors, omissions or inaccuracies in connection therewith.
- In its response to this REOI, the respondent must disclose to the client, any potential conflict of interest that might compromise this process. If such a conflict of interest does exist, the City of Kingston Corporation may, at its discretion, refuse to consider the response in question.
- The Respondent must also disclose whether any City of Kingston employee or member of Council has a financial interest in the respondent and the nature of that interest. If such an interest exists or arises at any point leading to the selection of the successful respondent, the City of Kingston Corporation may, at its discretion, refuse to consider the response, or proceed with the respondent any further in this process unless and until the matter is resolved to the City of Kingston's sole satisfaction.
- All information provided by or obtained at any time from the City of Kingston or its agents in any form in connection with this REOI that is not publicly available:

(i) must be treated in a highly confidential manner;

(ii) is not to be used for any other purpose other than responding to this REOI;

(iii) must not be disclosed to any other person without the prior written authorization of the City of Kingston and;

(iv) shall be returned to the City of Kingston Corporation immediately upon the request of the City of Kingston Corporation.

- This is a request for information only and no legal obligations will arise hereunder in any circumstances.
- The City of Kingston Corporation reserves the right to amend the scope of this Request for Information, and to carry out discussions with one or more prospective respondents at any time, or from time to time, for the purpose of attempting to finalize an acceptable agreement, at all times without resource against the City of Kingston Corporation and its agents, should no such agreement be concluded.
- The City of Kingston Corporation may proceed as it determines in its sole discretion, including to discontinue, invalidate, and/or to re-issue or proceed with a further Request for Information. The City of Kingston will not be responsible for any losses or costs incurred by any respondent as a result thereof.
- The City of Kingston Corporation has the right not to respond to any report or request made by a respondent and not to distribute copies of any reports or requests received from a respondent and responses thereto, to the other respondents.
- Where the City of Kingston Corporation considers that such report or request necessitates a change to this REOI, the City of Kingston Corporation will prepare and issue an appropriate addendum to it.

INFORMATION SHEET

J.K. Tett Centre Complex Information Sheet

Type in your information below, **RESAVE** the document to your desktop (i.e., **MYNAME.doc**), **print out + mail** with your (REOI) submission by 15 November 2010, to: Attn: Arts Advisory Committee, c/o City Clerk, 216 Ontario Street, Kingston, Ontario K7L 2Z3.

YOUR INFORMATION			
FIRST NAME		LAST NAME	
TITLE			
ORGANIZATION			
STREET ADDRESS			
CITY		PROVINCE	
POSTAL CODE		TELEPHONE	
EMAIL		FAX	

FACILITY NEEDS ASSESSMENT	
1. Annual Operating Budget for the last three years (if applicable)	
2006/2007: \$	2007/2008: \$ 2008/2009: \$
2. Describe your current space and rental arrangements:	
Monthly Rent: \$	Square Footage: sq. ft.
Breakdown of space by use:	
3. What are your proposed space requirements?	
Minimum: sq. ft.	Maximum: sq. ft.
Breakdown of use:	

<p>4. What common space amenities would you be willing to share costs on (e.g. lobby, rehearsal rooms, business services, meeting rooms, exhibition hall, studio for workshops, etc.)?</p>																		
<p>5. Traffic (by month): Number of people you employ/attract:</p> <p style="padding-left: 40px;">Staff:</p> <p style="padding-left: 40px;">Volunteers:</p> <p style="padding-left: 40px;">Clients/audiences/student</p>																		
<p>6. Do you have special requirements?</p> <table border="0" style="width: 100%;"> <tr> <td style="padding-right: 20px;">Sound:</td> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">Sprung floors:</td> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">Seating Capacity</td> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">Parking:</td> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">Hours of Operation:</td> <td style="padding-right: 20px;">No</td> <td>Yes</td> </tr> <tr> <td style="padding-right: 20px;">Other:</td> <td></td> <td></td> </tr> </table>	Sound:	No	Yes	Sprung floors:	No	Yes	Seating Capacity	No	Yes	Parking:	No	Yes	Hours of Operation:	No	Yes	Other:		
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Parking:	No	Yes																
Hours of Operation:	No	Yes																
Other:																		
<p>7. Is your organization affiliated with or a member of any professional arts service organizations?</p> <p style="padding-left: 40px;">Organization: </p> <p style="padding-left: 40px;">Organization: </p>																		
<p>8. Is your organization involved with any community group based in the community?</p> <p style="padding-left: 40px;">Organization: </p> <p style="padding-left: 40px;">Organization: </p>																		
<p>9. Please provide evidence of incorporation. Charitable incorporation is not a requirement.</p> <p style="padding-left: 40px;">Charitable Status: </p> <p style="padding-left: 40px;">Liability Insurance: </p>																		

10. **Other space comments (maximum one page)**

RESAVE the document to your desktop (i.e., **MYNAME.doc**), **print out + mail** with your REOI submission by 15 November 2010 to: Arts Advisory Committee, c/o City Clerk, 216 Ontario Street, Kingston, Ontario K7L 2Z3.

Requests for further information should also be directed to the same address.