



PORTLAND PARKS & RECREATION™

Healthy Parks, Healthy Portland

Leasing Opportunities

Multnomah Arts Center

Rooms 28-33 and Cottages 2 and 4

Request for Interest

Proposal Reviews Begin April 13th

Open until lessee(s) selected

Kierra Wing

1120 SW Fifth Avenue, Suite 858

Portland, Oregon 97204

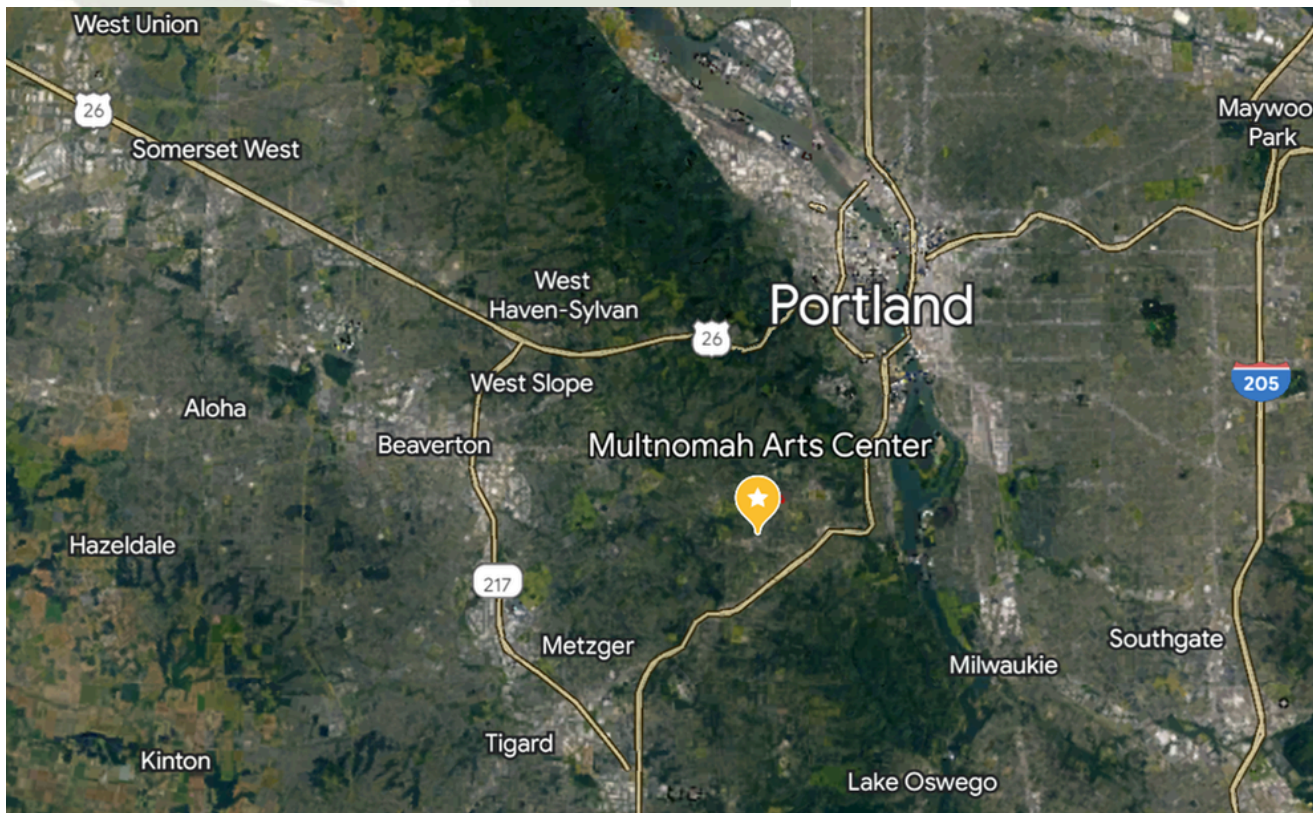
503-307-7504

PORTLANDPARKS.ORG



Sustaining a healthy park and recreation system to make Portland a great place to live, work, and play.

Portland Parks & Recreation (PP&R) invites organizations to submit proposals for interest in a **lease agreement at the Multnomah Arts Center (MAC)**. PP&R will consider proposals for an **initial lease term up to 5 years** with renewal options to be mutually agreed upon by tenant and PP&R.



Multnomah Arts Center is located at **7688 SW Capitol Hwy, Portland, OR 97219**

MAC is currently leasing Cottage 2 and 4 as well as Rooms 28–33 and the surrounding common areas.
More information can be found at:

<https://www.portland.gov/parks/multnomah-arts-center>

Leasing Rates for Multnomah Arts Center: Rooms 28-33, Cottage 2 and 4

Multnomah Arts Center's current annual rental rate is **\$17.66 per square foot**, which increases by **3.5% each year**.

For the purposes of this RFI, organizations are welcome to **propose any rate**. Organizations will be partly evaluated on their proposal's equivalence to the current rental rate.

Included in rent:

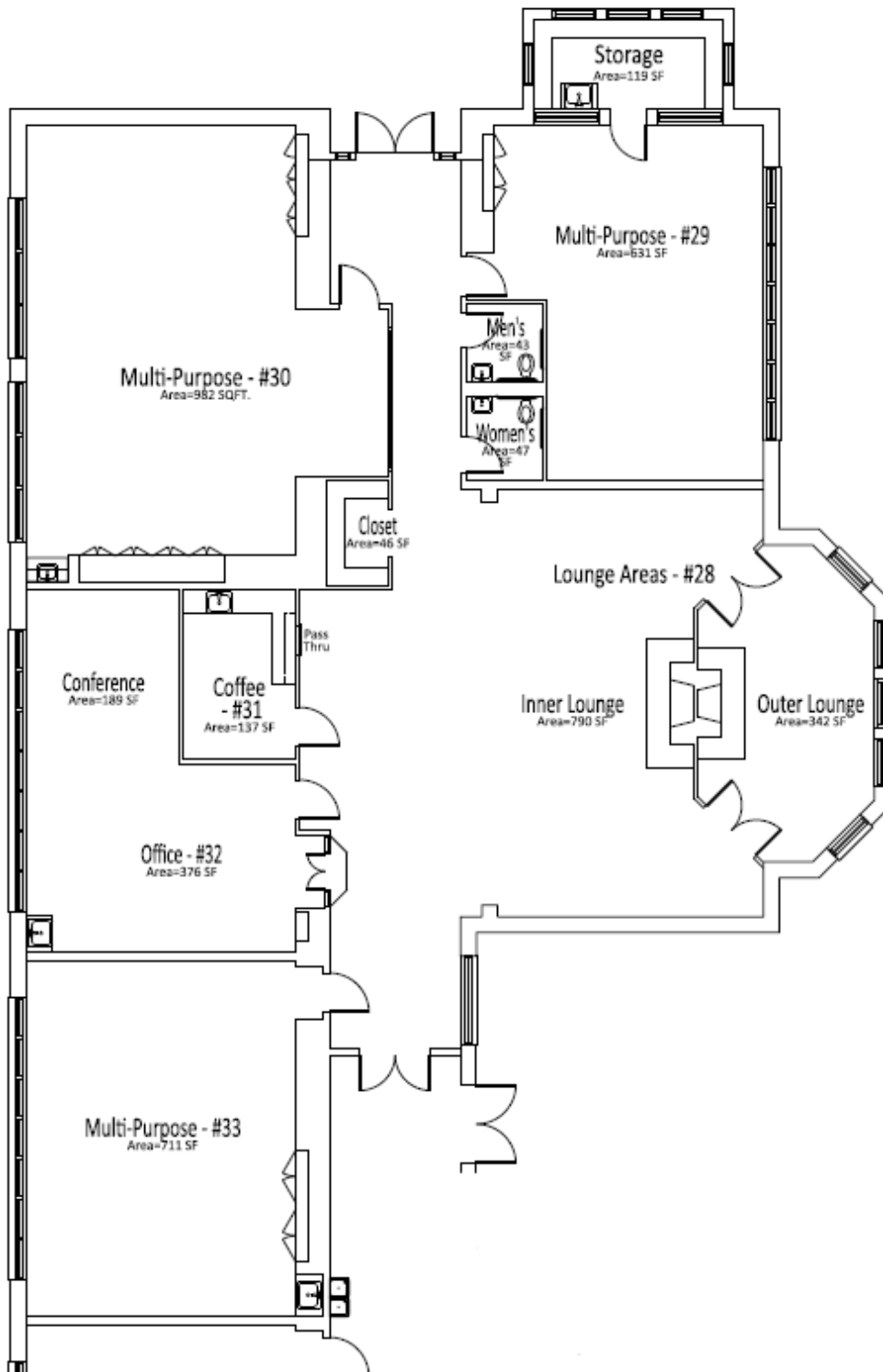
- Utilities (water, gas, electricity)
- Wi-Fi/internet (public hosted Wi-Fi)

Additional requirements:

- Tenant must maintain and provide proof of commercial general liability insurance coverage at minimum coverage of \$2,000,000 per occurrence, and \$4,000,000 annual aggregate.
- Security deposit equal to one month's rent will be due upon signing of the lease.
- 3.5% increase each year to be negotiated.

About MAC Rooms 28-33

Rooms 28–33 are now available for **immediate occupancy**. This unique **5,195sqft** ADA accessible space features **private restrooms**, storage areas, and a range of room sizes. Spaces can be leased individually or together **with priority given to proposals interested in the entire space**.





Exterior Entrance



Exterior Entrance



Lounge



Lounge



Room 28



Room 28



Room 29



Room 29



Room 30



Room 30



Kitchenette
(Room 31)



Lobby facing Room 32



Room 33



Room 33



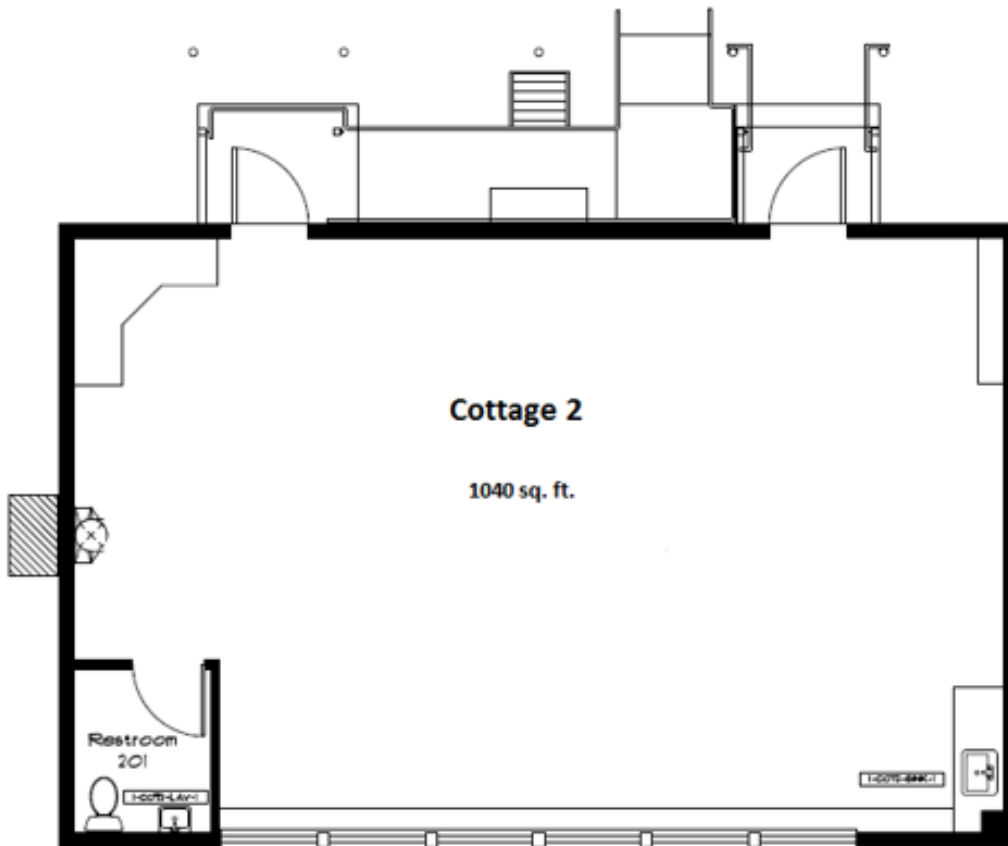
Room 32



Room 32

About Cottage 2

At MAC, Cottage 2, to the west of the main building, is available for **immediate occupancy**. The Cottages are **ADA accessible**.

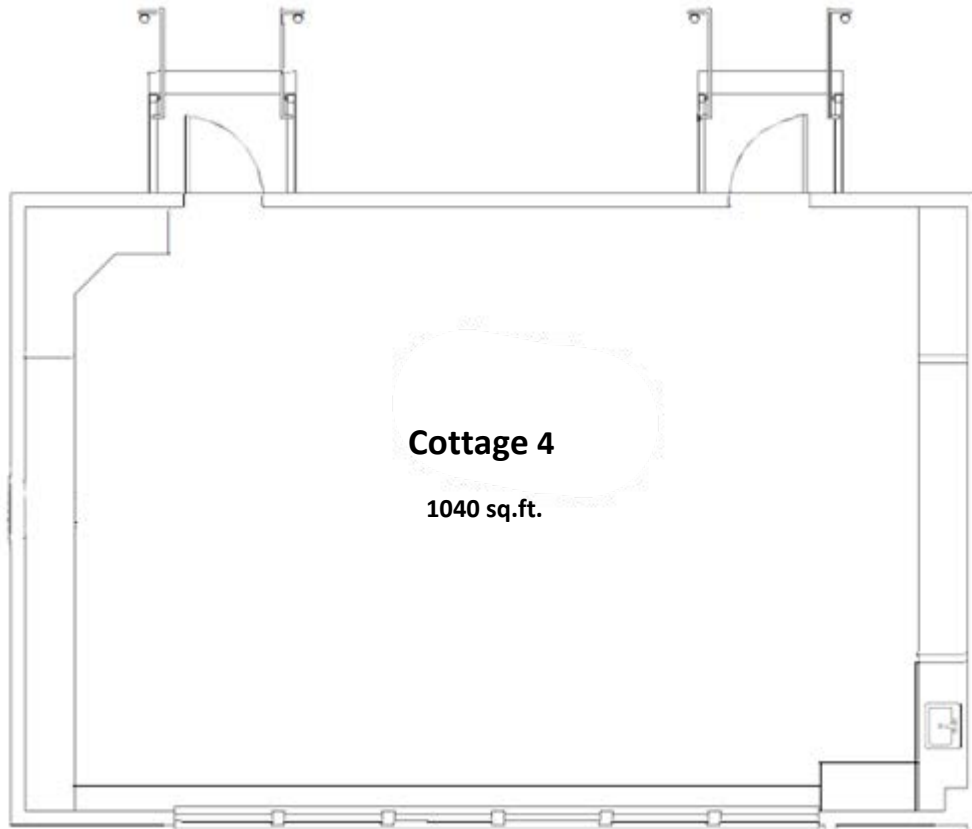


Cottage 2 Interior View

Each Cottage is **1040 square feet**.
Cottage 2 features a small open-air restroom.
Public Restrooms are available in Cottage 3.

About Cottage 4

At MAC, Cottage 4, to the west of the main building, is available for **immediate occupancy**. The Cottages are **ADA accessible**.



Cottage 4 Interior View

Each Cottage is **1040 square feet**.
Public Restrooms are available in Cottage 3.



RFI Goals

Goal for Leasing PP&R's Community Spaces:

- Support cultural and artistic practices that **bring diverse people together** and contribute to more cohesive and resilient communities
- Provide affordable space that **increases service** to the community
- Generate revenue that **supports arts education** in our community
- Support and align with PP&R's mission, vision, and values



Cottage 2

Preferred Use Guidelines:

The following list of desired uses is a tool for prospective applicants. However, PP&R will consider all proposals that meet the desired program objectives and stated goals. The following list has been created to serve not as pre-approval, but as guidelines, each use remaining subject to a level of quality screening.

(i) Single-Tenant Preferred Uses

The following uses are desired for the premises:

- Office and meeting space for licensed non-profit, community service, or arts organizations
- Rehearsal space for nonprofit performing arts groups
- Art studio space for nonprofit community arts organizations or social practice artists
- Services, programs, or activities that do not directly compete with PP&R programs

(ii) Compatible Uses

The following complementary activities will also be considered, provided the proposed combination of activities meets PP&R's primary objective for daily, positive activity.

- Opportunities and activities that support arts and culture.
- Opportunities and activities that support PP&R's centered communities, which include but are not limited to Black people, Indigenous people, and people of color, immigrants and refugees, people earning low incomes, people living with disabilities, older adults, LGBTQIA+ communities, and youth.

(iii) Incompatible uses

The following uses have been identified as generally not desired for the Premises. PP&R will not consider proposals for the following activities:

- Welding, soldering, open flames, or other activities for which fire hazards cannot be adequately mitigated
- Sale of controlled substances
- Any activities that would include the handling, storage, disposal, transportation, or discharge of hazardous or toxic wastes, substances, pollutants, or contaminants

Evaluation Criteria

This RFI requires proposers to provide the following:

- **Cover Letter** must include the following:
 - Name of individual or organization submitting RFI
 - Name(s) of person(s) authorized to represent the proposer in any agreement negotiations and execution
 - Contact information (street address, phone, and email address)
- **Mission, Values & Goals** must include the following:
 - Stated mission or purpose
 - A description of your organization guiding values
 - A description of the goals of your organization and how leasing this space supports these goals
- **Business Plan** must include the following:
 - Description of the community services, programs or activities the proposer provides that result in positive financial, social, environmental and/or cultural impact and positive community experience
 - Description of the specific communities and demographics the proposer serves
 - Proposer's qualifications and experience to operate their business
 - Demonstration of a sound business plan with financial sustainability
- **Concept Use Plan:** Provide description of your utilization of the space and design needs for your proposed idea/activity in narrative form. A simple site plan sketch, and other graphics including but not limited to images of your concept are welcome.
- **Proposed Rent:**
 - Provide a monthly rental amount or cost per SF your organization proposes to lease space at Multnomah Arts Center. Organizations will be partly evaluated on their proposal's equivalence to MAC's current rental rate of \$17.66/SF.
- **Alignment with PP&R Mission, Vision and Values:** Provide a description of how your organization aligns with the mission, vision, and values of PP&R, as shared below.
 - PP&R Mission: Portland Parks & Recreation's mission is to provide equitable access to welcoming places, programs, and services that improve community health and our environment.
 - Vision: We envision a parks and recreation system that is responsive to diverse and changing community needs, nurturing health and connection for all.
 - Values:
 - Equity and Anti-Racism: We work to acknowledge and abolish the harms of racism and oppression in the parks and recreation system.
 - Stewardship: As caretakers of millions of trees and over 15% of the land called Portland, we protect and nurture healthy ecosystems for generations. We ensure spaces and services are resilient and responsive to a changing world.
 - Safety and Belonging: We strive to make spaces safe, accessible, and welcoming for all people.
 - Connection: The parks and recreation system connects people to places and each other. We build collaborative partnerships that energize our public spaces.
 - Accountability: We listen to community priorities and communicate transparently. We set clear goals and take responsibility for our actions and results.

Proposal Evaluation

A review committee will evaluate the proposals received. Each of the committee members will evaluate proposals in accordance with the criteria listed above. The evaluation committee may seek outside expertise, including but not limited to input from technical advisors, to assist in evaluating proposals. High scoring of a proposal is not a guarantee that an agreement will result.

The successful proposer(s) shall be selected by the following process:

- The committee will score the written proposals based on the information submitted according to the evaluation criteria.
- The committee will require a minimum of 10 working days to evaluate and score the written proposals.
- A short list of proposers may be selected for oral interviews if deemed necessary, which may result in additional points. The City reserves the right to increase or decrease the number of proposers on the short list depending on whether the proposers have a reasonable chance of being awarded a contract.

PP&R reserves the right to consider one or multiple proposals with compatible uses/activities. PP&R also reserves the right to reject all proposals. Nothing in this RFI mandates PP&R enter into any contract with proposer. Following the proposal evaluation, PP&R may select one of these options:

- Approval of one or multiple proposals and enter into negotiations to lease one or more of the rooms or cottages at Multnomah Arts Center, anticipated to commence Spring 2026 for one to four year leasing.
- Request additional information from the proposer(s); or
- Reject all proposal(s).

All PP&R decisions are final, and not subject to appeal or dispute.

Proposal Submission

Priority review of the proposals will begin on **Monday, April 13th, 2026**.

PP&R reserves the right to extend RFI period to receive ongoing submissions until a proposal is chosen.

Proposals submitted will be no more than 10 pages. Please submit one electronic copy to the PP&R contact person listed below by Monday, April 2026 to receive priority review.

Optional on-site tours will be held at Multnomah Arts Center by appointment. Contact Kierra.Wing@portlandoregon.gov with any questions or to schedule a 30-minute tour. Proposers are strongly encouraged to attend a site tour as they will have the opportunity to view the current interior design of the building and fixtures. A copy of a draft lease agreement is available on <https://www.portland.gov/parks/multnomah-arts-center>.

RFI Contact

Kierra Wing, Property Coordinator II
Portland Parks & Recreation
503-307-7504
Kierra.Wing@portlandoregon.gov