



SEATTLE ARCHITECTURE FOUNDATION
SHAPE SEATTLE!

Seattle Architecture Foundation
1010 Western Avenue
Seattle, Washington 98104
Request for Proposal for Office Space

The Seattle Architecture Foundation (SAF) requests proposals from firms or organizations that would be interested in providing office space for their staff. Proposers are requested to provide their proposals meeting the requirements described below. The process for evaluating and selecting a proposal is also described in this document.

Basic Instructions

Submission of proposals Submissions must be submitted electronically in the format specified. All submissions must be signed by an individual with the authority to enter into a lease agreement with the Foundation. Submissions shall be emailed to:

Jim Bourey

Executive Director, Seattle Architecture Foundation

jim@seattlearchitecture.org

Addendums Any addendums to this document will be posted on SAF's website, seattlearchitecture.org. Proposers must meet all addendum requirements.

Award of Proposal The staff of SAF and a Committee of the SAF's Board of Directors will make a recommendation to the full Board of Directors. The Board of Directors will make the final decision on the accepted office space proposal.

General Instructions

Proposal The proposal will include the specifications of the space offered as well as any associated costs. It shall be responsive to all the requirements specified below and follow the format described in this document.

Lease The proposal that is approved will be subject to the negotiation of a lease acceptable to both parties. That lease must meet all the requirements contained in this document.

Schedule

Issue RFP	January 13, 2025
Deadline for questions	January 27, 2025
Answers to questions	February 3, 2025
Due date	March 12, 2025
Space selected	May 14, 2025
Lease negotiation finalized	July 1, 2025
Move into space	October 6 – 17, 2025

Right to Reject

The Seattle Architecture Foundation reserves the right to reject any and/or all proposals or to waive any technicality it deems in the best interest of the SAF.

Space Requirements

The accommodations shall include the following:

Three office spaces which can be in an open office arrangement or individual offices. These spaces must be contiguous to one another. The office spaces shall be a minimum of six feet by eight feet. While space without cubical walls or desks will be considered, the preference is for space with cubical walls and desks provided. While the office could be anywhere within a larger office, spaces which

are readily accessible to an exterior entrance will be given preference. Preference will also be given to spaces which can be identifiable as a unit. Preference will be given to spaces which have a significant amount of natural light. **Spaces must have adequate lighting.**

Access to at least one conference room capable of accommodating 15 people is required. The SAF recognizes that this would be a conference room shared with others and must be reserved in advance of use. It is highly desirable for this conference room to be relatively accessible and proximal to SAF's offices.

It is highly desirable to have access to a large conference room space that can accommodate up to 30 people for occasional meetings.

It is also highly desirable to have access to a space that can be used for SAF's youth workshops. A 25-foot by 25-foot space would be preferable for this activity. This space would most likely be used to host school children during SAF's weekday school programs. It is desirable that this space also be available on weekends and evenings if necessary. It is understood that SAF would reserve the use of this space in advance of any programs.

Space to store SAF's workshop materials is required. These include craft materials used mainly for SAF's model-building workshops for youth and families.

Access to a waiting area which is not too far from the offices is also preferable.

It is highly desirable to have access to a shared kitchen space.

While it is expected that the offices may be in a larger group of offices, the preference is for a relatively low level of background noise.

Preferably there would be access to a machine to print, copy, and scan documents. It would be expected that SAF would need to absorb some of the costs of using the machine.

It would be desirable for the name of the SAF to be identified on the exterior of the building in some fashion. This would not need to be large or prominent.

The ability to utilize a Wi-Fi signal with a relatively high speed is required. The Foundation anticipates using their own cloud storage system for files.

A sufficient electrical supply to the offices for computers and other devices is essential.

The general location of the office must be in a central location readily accessible by transit which includes the light rail line and accessible to a significant portion of SAF's Board of Directors.

The office needs to be in a relatively safe area, including during the evening hours.

There should be a proximity to restaurants and other services.

Lease terms

The space must be available for a minimum of a year with an option to extend it by mutual agreement. A multi-year commitment is preferable.

The proposer will specify any rent or other costs which SAF would need to pay. It is preferable to have a space rent-free, or at least at a modest cost.

The preference is for a commitment to a particular location in the office that is not subject to change.

Submission requirements

Proposals must address EVERY space and term requirement itemized above, including all specifications of the space including square footage and other pertinent details. **Those items are shown in bold type.**

The proposal must include a detailing of any and all costs for SAF as well as the term of commitment.

The proposal must include any special or extraordinary provisions within the potential term.

If the proposal is accepted, the proposer must be willing to share any lease arrangements they have for the space with the Executive Director. This information will be held in strict confidence and not shared with the Foundation's Board members.

The proposer must have a lease agreement in place that allows them to remain in the space for the term they are proposing to house SAF. They must also commit to remain in that space for the term offered SAF.

The proposal must be accompanied by a signature of the firm's Chief Executive Officer who must be able to commit the firm to carry out any commitments contained in the proposal.

Evaluation

The SAF staff will evaluate all proposals and make a recommendation to the Office Space Committee established for this process. During the evaluation process, the staff may request to visit the space.

Evaluation criteria

The first consideration will be if the proposal meets all requirements. Those are the items described as a **requirement**. Only proposals that meet the minimum requirements will be evaluated for further consideration. These requirements are listed below for clarity:

Space Requirements

- 1. Three office spaces which can be in an open office arrangement or individual offices. These spaces must be contiguous to one another. The office spaces shall be a minimum of six feet by eight feet.**
- 2. Spaces must have adequate lighting.**
- 3. Access to at least one conference room capable of accommodating 15 people is required.**
- 4. Space to store SAF's workshop materials is required.**
- 5. The ability to utilize a Wi-Fi signal with a relatively high speed is required.**

- 6. A sufficient electrical supply to the offices for computers and other devices is essential.**
- 7. The general location of the office must be in a central location readily accessible by transit which includes the light rail line and accessible to a significant portion of SAF's Board of Directors.**
- 8. The office needs to be in a relatively safe area, including during the evening hours.**
- 9. There should be a proximity to restaurants and other services.**

Lease terms

- 1. The space must be available for a minimum of a year with an option to extend it by mutual agreement.**
- 2. The proposer will specify any rent or other costs which SAF would need to pay.**

Those that meet the minimum requirements will be evaluated on the basis of the following weighted criteria:

Location, 30%

Space qualities, 20%

Cost, 35%

Lease terms, 15%

Notification All proposers will be notified of the final decision of the Board of Directors in May 2025. Their decision will be final.