

# REQUEST FOR PROPOSAL (RFP)

## Operations of the West End Theatre at St. Paul & St. Andrew

The Church of St. Paul & St. Andrew (“SPSA”), a non-profit religious corporation, is soliciting proposals to identify a non-profit theater company to manage the theater located at 263 West 86th Street, New York, NY 10024 and to develop a partnership with SPSA for arts programming for the Upper West Side community.

### ***BACKGROUND***

The Church of St. Paul & St. Andrew has its origins dating back 1834, when the Second Wesleyan Chapel (later re-named “St. Paul’s”) opened on Mulberry Street between Houston and Bleecker. In the 19th century, the congregation moved twice, purchasing the current site at the corner of West 86th Street and West End Avenue in 1894; the new building opened in 1897. In 1937, St. Paul’s merged with St. Andrew’s, which had been founded in 1865 and previously resided on West 76th Street between Columbus and Amsterdam.

In the 1960s and 1970s, the members initiated many social outreach projects that closely tied the church to the community, most notably the West Side Campaign Against Hunger. In the 1980s, the building became a New York City landmark.

To this day, the church carries out its mission to be a community of radical welcome whose ministry extends into the street to increase the amount of love and justice in the world.

### ***ABOUT THE WEST END THEATRE***

Located on the second floor of the church, the West End Theatre (WET) is black box theater with 72 fixed seats, a dome ceiling, and an elevated tech booth with in-house lighting, audio, and video gear. The WET is ADA accessible.

Nobody is really sure why the space that is currently the West End Theatre was designed as is, but rumor has it that the minister who was presiding when the church was built in the late 19th century liked to give “learned lectures.” It also may have been a place for children to sing and then break off into small groups for classes. By the 1960’s it was in use as a theatre – Ginger Rogers rehearsed a revival of “Babes in Arms” in the space. In the chapel (directly below the theatre) there are glass fixtures missing from the chandelier because Ms. Rogers and her backup dancers tapped so hard on the floor above that they actually destroyed the chandelier. Amas Musical Theatre workshopped “Bubbling Brown Sugar” in the space in the early 70’s; Moises Kaufman developed “Gross Indecency” and “The Laramie Project” there as well.

The building has a long history of providing space to multiple arts non-profits, and in recent years the WET has been the home to performances by The Bang Group (an internationally acclaimed modern dance company supporting emerging choreographers), Prospect Theater Company (2016 OBIE Award-winning organization developing new musical theater), Theatre 167 (supporting multi-lingual, collaboratively-created new work by artists of wide-ranging traditions and beliefs), and Pan Asian Repertory Theatre (which celebrates Asian and American theatre artists), among many others.

For more information, visit [www.wetnyc.org](http://www.wetnyc.org).

## ***PROJECT DESCRIPTION***

The successful bidder is expected to develop a five-year programmatic and business partnership with the Church of St. Paul & St. Andrew.

The partner is expected to

- 1) manage the theater at 263 West 86th Street,
- 2) present or produce their own organizational performances,
- 3) work with others to develop their own performances, and
- 4) discuss how the partner would renovate/remodel/upgrade space and equipment for use in the theater, utilizing available internal gear (lighting, audio, etc. - see Attachment #6) and supplemental gear acquired/provided by the partner.

While the successful bidder is not required to produce religious works or develop partnerships with religious producers, the bidder should demonstrate experience in connecting with the progressive Christian values held by the church, including racial and gender equity, inter-faith partnership and understanding, LGBTQIA+ affirmation, and the empowerment of the last, the lost and the least.

## ***PARTNERSHIP OPERATIONS***

The willingness to partner with SPSA is a key component in the successful bid. The bidder must demonstrate the enthusiasm and capability to satisfy the following conditions:

### **Personnel**

The operator will be responsible for hiring the necessary personnel to conduct the operation of the venue. The operator will comply with all federal, state, and local laws related to wages, social security, nondiscrimination, ADA, unemployment compensation, and workers' compensation.

### **Operating Hours**

Hours of operation vary, based upon a program schedule that is customarily year round. Due to daily programming by the church and its community partners, the building is generally open 7 days a week, opening at 7 or 8am, and closing between 6pm and 10pm. The operator would need to determine a schedule for box office hours, and a production schedule compatible with the use of the building.

### **Office & Production Space**

In addition to managing the operation of the theater, a two-room office suite adjacent to the theater is available to the operator. The operator should include use of the space as part of the budget narrative.

## ***QUALIFICATIONS***

To ensure a high-quality level of operation for the facility, proposers must demonstrate minimum experience and qualifications.

Applicants must complete SPSA's Vendor Application Form (**Attachment #1**) and separately provide evidence of the following:

- Experience in successfully operating and managing a similar type of business.
- Experience with successful partnerships of a similar nature (references from partners may be requested).

- Fiscal solvency and capacity to complete necessary tenant improvements.

An informational meeting, including a walk-through of the venue, may also be scheduled by contacting Brent Ness, SPSA Director of Operations, at [brent@stpaulandstandrew.org](mailto:brent@stpaulandstandrew.org).

## ***TIMELINE***

**Proposal deadline: by 5:00 PM ET on Friday, December 2, 2022**

**Review process completed: by April 30, 2023**

**Open for business: Fall 2023**

## ***PROPOSAL INSTRUCTIONS***

### **Submission Date and Requirements**

Proposals must be submitted by email in PDF format to [wetrfp@stpaulandstandrew.org](mailto:wetrfp@stpaulandstandrew.org).

The following conditions apply to this submission:

- **Proposals must be submitted by 5:00 PM, on Friday, December 2, 2022.**
- Proposals must be signed by an individual duly authorized to bind the Proposal and must be labeled on the cover with the **RFP** title and Proposer's name.
- Proposals or proposal components **will not** be accepted via facsimile (fax) transmission.
- Proposals shall remain binding for 180 days from the date of proposal submission.
- SPSA reserves the right, at its sole discretion, to reject, without evaluation, any proposal received after the proposal submission time and date.

### **Required Elements of Proposals**

Respondents may submit any information they deem necessary and appropriate for SPSA to fully and completely evaluate their qualifications. The proposal must, at a minimum, include the following general information:

- 1. Vendor Application** (Use form listed as **Attachment #1**)
- 2. RFP Checklist** for a Complete Submission (Use form listed as **Attachment #2**)
- Description of the **business structure, key staff, and their qualifications.**
- Current and valid **proof of the organization's 501(c)(3) tax status.**
- 5. Description of the proposer's relative experience** in operating a partnership or other similar business enterprise, including relative size of business operated, type of retail sales, etc.
- 6. An audited financial statement** (or a financial statement prepared by a certified public accountant) from the last full year of operation of a similar business enterprise. Fiscal statements will only be seen by members of the review committee. If you have additional questions about the financial statements, please email Brent Ness, SPSA Director of Operations, at [brent@stpaulandstandrew.org](mailto:brent@stpaulandstandrew.org)

**7. Budget Information:** A proposed annual budget for the operation of the partnership for the first two years, to include guaranteed payments for space (preferred) and/or revenue sharing with SPSA. Include a brief narrative that generally describes the anticipated expenses, revenues, and net income for each year.

**8. References:** Contact information for at least three references or businesses that have first hand knowledge of the proposer's ability to successfully operate and maintain a high-quality partnership.

## ***RFP TERMS AND CONDITIONS***

**A.** This RFP does not commit SPSA to award a contract. No other party, including any proposer, is intended to be granted any rights hereunder. Proposals which, in the sole discretion of the SPSA, do not meet the minimum requirements, including without limitation the minimum proposal submission requirements, will not be reviewed. This RFP and the process it describes are proprietary to SPSA and are for the sole and exclusive benefit of SPSA. Any response, including written documents and verbal communication by any proposer to this RFP will become the property of SPSA and if required by law may be subject to public disclosure by SPSA or any authorized agent of SPSA. SPSA is not liable for any costs associated with the development, preparation, transmittal or presentation of any proposal or material(s) submitted in response to this RFP.

**B.** It shall be the proposer's responsibility to review and verify the completeness of its proposal. SPSA may request additional or clarifying information or more detailed information from any proposer at any time, including information inadvertently omitted by a proposer. SPSA may request to inspect properties or contact clients referenced in the proposer's proposal. SPSA also reserves the right to conduct investigations with respect to the qualifications of a proposer.

**C.** Verbal communication made by any SPSA employee or agent of SPSA with respect to this RFP is not binding and shall not in any way be considered as a commitment by SPSA. **Only written responses to questions submitted in writing to SPSA or written addenda to this RFP issued by SPSA will be considered binding on SPSA.**

**D.** SPSA employees and officials are prohibited from responding to this RFP or being a party, direct or indirect, to any contract resulting from the RFP and no proposal shall be accepted from, or contract awarded to, any SPSA employee or official who submits a proposal or solicits any contract in which he or she may have any direct or indirect interest. No entity may be a proposer to more than one proposal submitted pursuant to this RFP. Entities that are legally related to each other or to a common entity may not submit separate proposals. Any proposal may be rejected that, in the SPSA's sole judgment, violates these conditions or the spirit of these conditions.

**E.** SPSA reserves and may exercise the following rights and options with respect to evaluation of proposals and selection for negotiation:

- i. To reject any and all proposals and re-issue the RFP at any time prior to execution of a final contract if, in the SPSA's sole discretion, it is in SPSA's best interest to do so;
- ii. To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;
- iii. To accept or reject any or all of the items in any proposal and award the contract in whole or in part if it is deemed in SPSA's best interest to do so;
- iv. To reject the proposal of a proposer that, in the SPSA's sole judgment, has been delinquent or unfaithful in the performance of any contract with SPSA, is financially or technically incapable or is otherwise not a responsible proposer;
- v. To reject as informal or non-responsive any proposal, which in, SPSA's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way, deviates from this

RFP or contains erasures, ambiguities, alterations, or items of work not called for by this RFP;

vi. To waive any informality, defect, non-responsiveness and/or deviation from this RFP that is not, in SPSA's sole judgment, material to the proposal;

vii. To permit or reject, at SPSA's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of proposals by some or all of the respondents following proposal submission;

viii. To request that some or all of the proposers modify proposals based upon the evaluation of SPSA.

**F.** SPSA may enter into negotiations for a contract, on terms and conditions satisfactory to SPSA with one or more selected proposer(s). However, SPSA reserves the right to terminate any negotiations at any time or conduct simultaneous, competitive negotiations with multiple proposers. SPSA reserves the right to negotiate acceptable terms in an otherwise unacceptable proposal. Such negotiations may result in changes in terms material to this RFP; in such an event, SPSA shall not be obligated to inform other proposers of the changes, or permit them to revise their proposals accordingly, unless SPSA, in its sole discretion, determines that doing so and permitting such is in SPSA's best interest. Should negotiations not prove satisfactory with the selected proposer(s), SPSA reserves the right to discontinue negotiations. Additional firms may be asked to enter into negotiations, and/or SPSA may solicit new proposals.

## ***Review of Proposal Responses***

### **Review Process**

All proposals received by the deadline will be considered.

### **Notification of Awards**

Final notification of the outcome of the review process is expected to occur prior to the end of April 2023.

The successful Proposer will be required to execute a partnership agreement with SPSA.

SPSA anticipates that the selected Proposer will be open for business by the start of the theater season in the fall of 2023.

### ***Attachments***

1. Vendor Application Form (Attachment #1)
2. RFP Submission Checklist (Attachment #2)

### ***Available Upon Request***

1. Insurance and Indemnification Requirements
  - If selected, the Successful Bid will need to provide SPSA with certificates of insurance demonstrating coverage prior to the start of the contract.
2. Tours of the space may be scheduled by emailing SPSA Director of Operations Brent Ness  
brent@stpaulandstandrew.org

**ATTACHMENT #1**  
**SPSA VENDOR APPLICATION FORM**

Legal Contractual Name of Organization:

FEIN:

Business Mailing Address:

City, State and Zip Code:

E-Mail Address

Website:

Phone:

Fax:

**General Business**

Contact Person for Business Operations:

Title:

E-Mail Address for Business Operations

Business Telephone:

Business Fax:

**Fiscal**

Contact Person for Fiscal Operations:

Title:

E-Mail Address for Fiscal Operations

Business Telephone:

Business Fax:

Names & Titles of Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Name(s) & Title(s):

Phones:

Names and Titles of Organizational Officers

Name(s) & Title(s):

Phones:

Does organization have any liens or claims?

(If so, please indicate by whom and specify lien or claim, including any tax delinquencies)

Name of Company:

Claim:

Lien:

Amount:



What is the mission of your organization?

Please briefly describe the history of your organization?

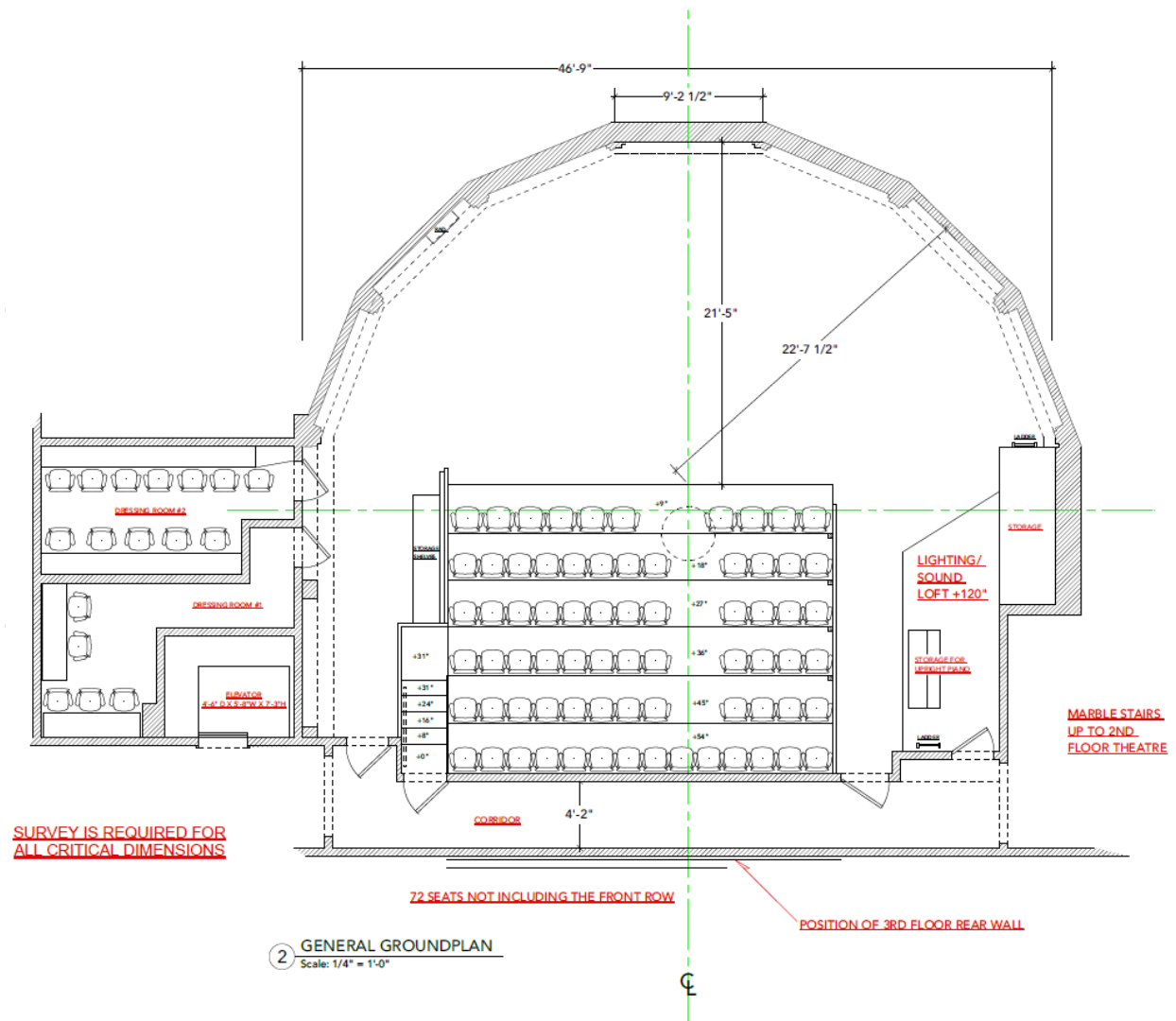
Describe your artistic vision for the West End Theatre:

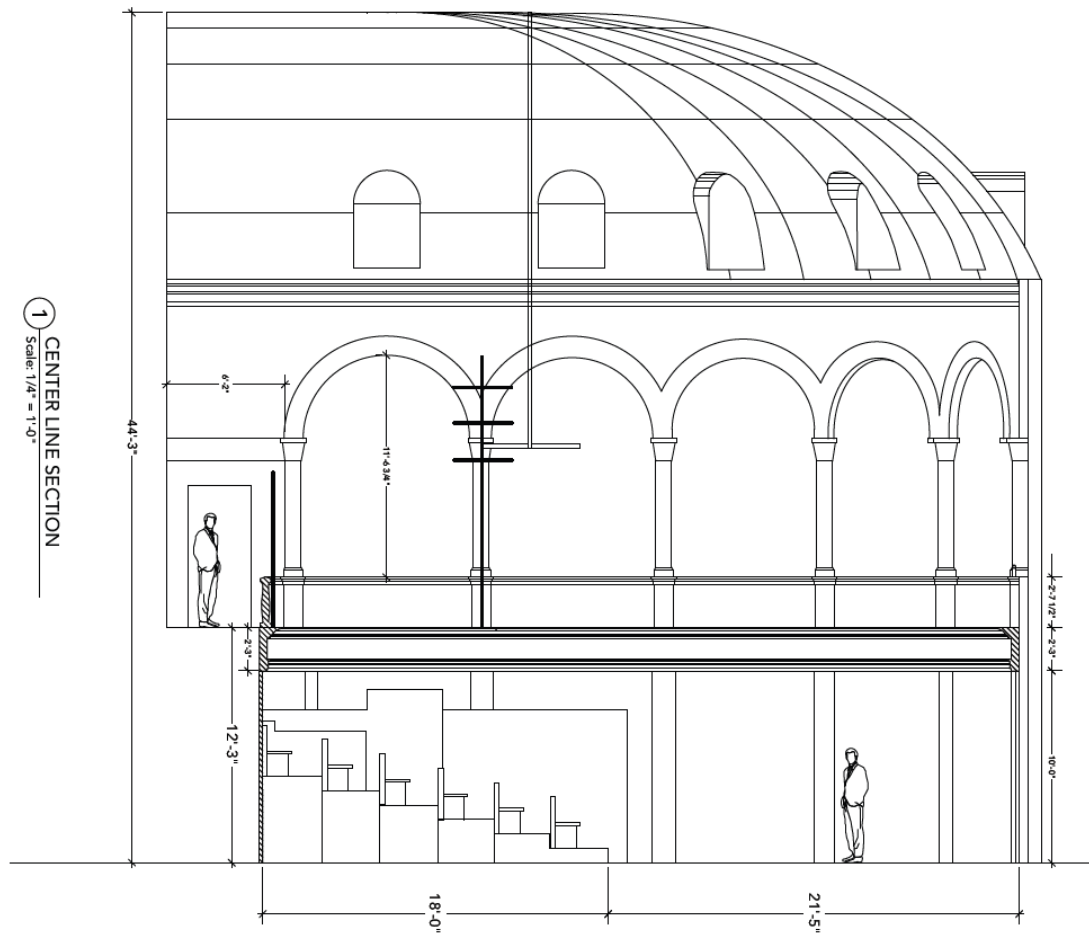
**ATTACHMENT #2**  
**WEST END THEATRE PARTNERSHIP**  
**RFP SUBMISSION CHECKLIST**

- ☐ 1. Vendor Application (Attachement #1)
  - ☐ 2. RFP Checklist
  - ☐ 3. Business Structure, Key Staff and their Qualifications
  - ☐ 4. Proof of Non-Profit Status
  - ☐ 5. Description of Experience
  - ☐ 6. Financial Information
  - ☐ 7. Budget Information
  - ☐ 8. References
- 
- ☐ Name of proposer in the footnote on every page of the proposal

## ATTACHMENT #3

### WEST END THEATER FLOOR PLAN

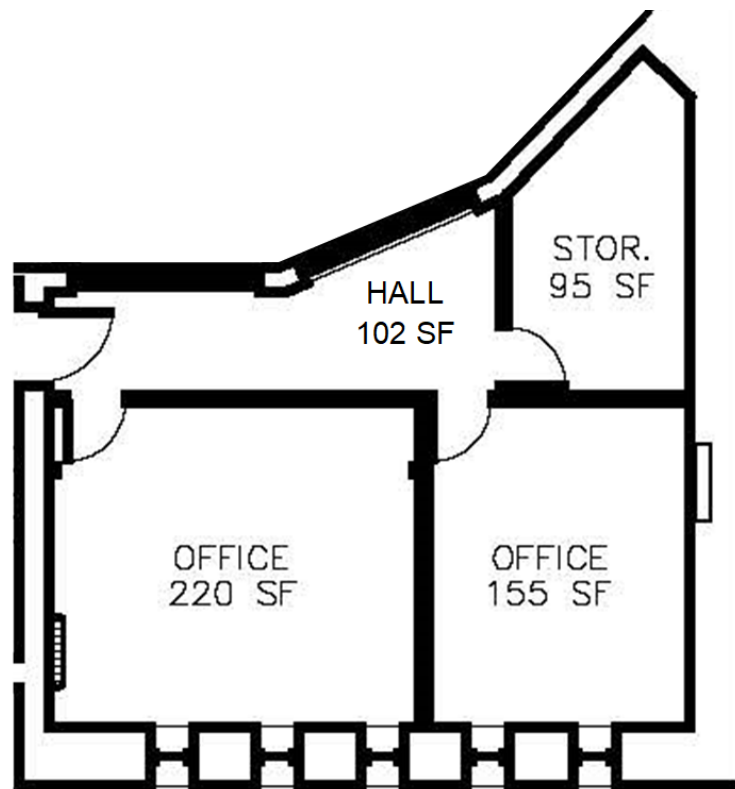




1 CENTER LINE SECTION  
Scale: 1/4" = 1'-0"

**ATTACHMENT #4**  
**OFFICE SUITE FLOOR PLAN**

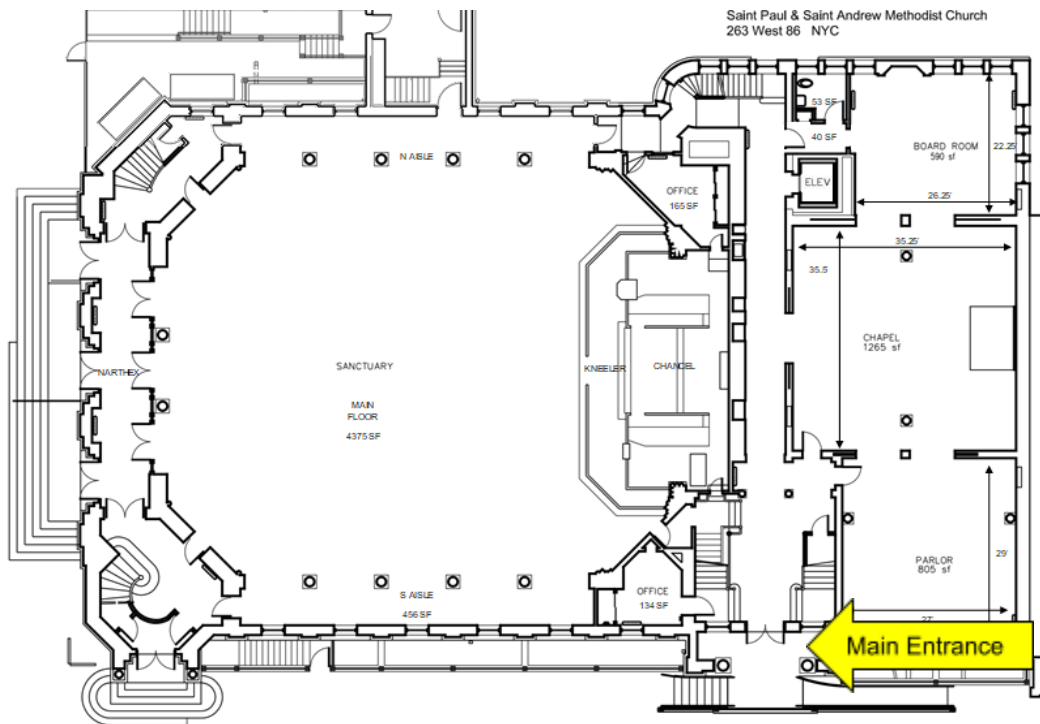
3rd Floor  
572 sq ft  
14' high ceilings  
Heat/Window AC units



# ATTACHMENT #5 BUILDING FLOOR PLAN

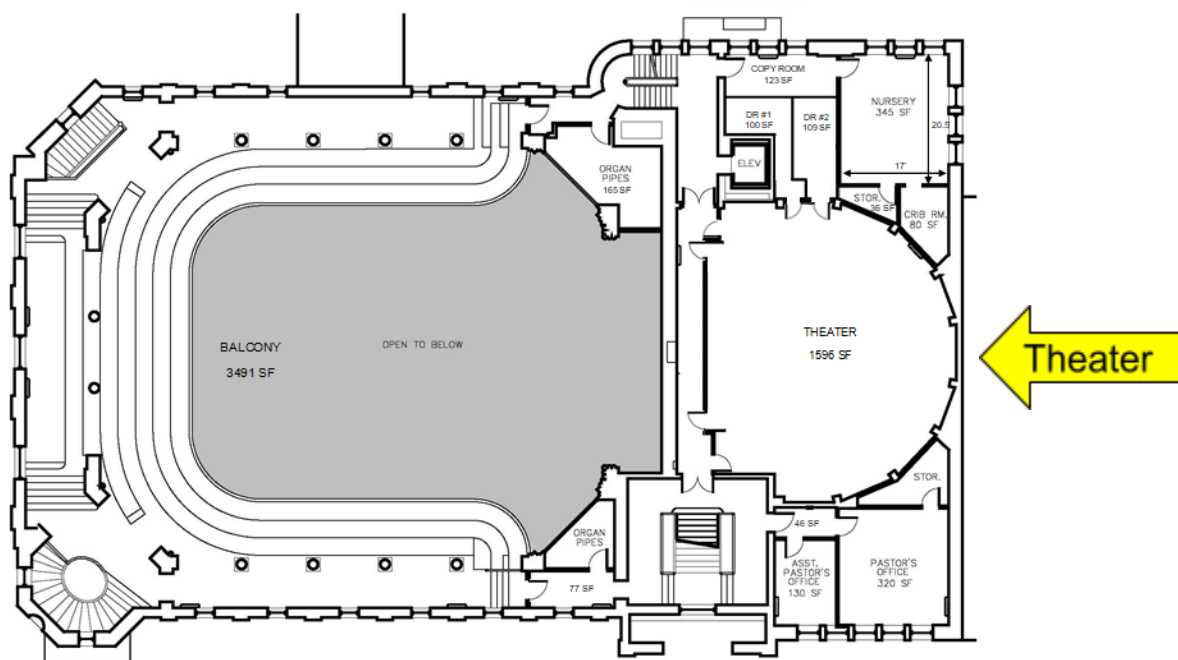
## 1st FLOOR PLAN

Saint Paul & Saint Andrew Methodist Church  
263 West 86 NYC

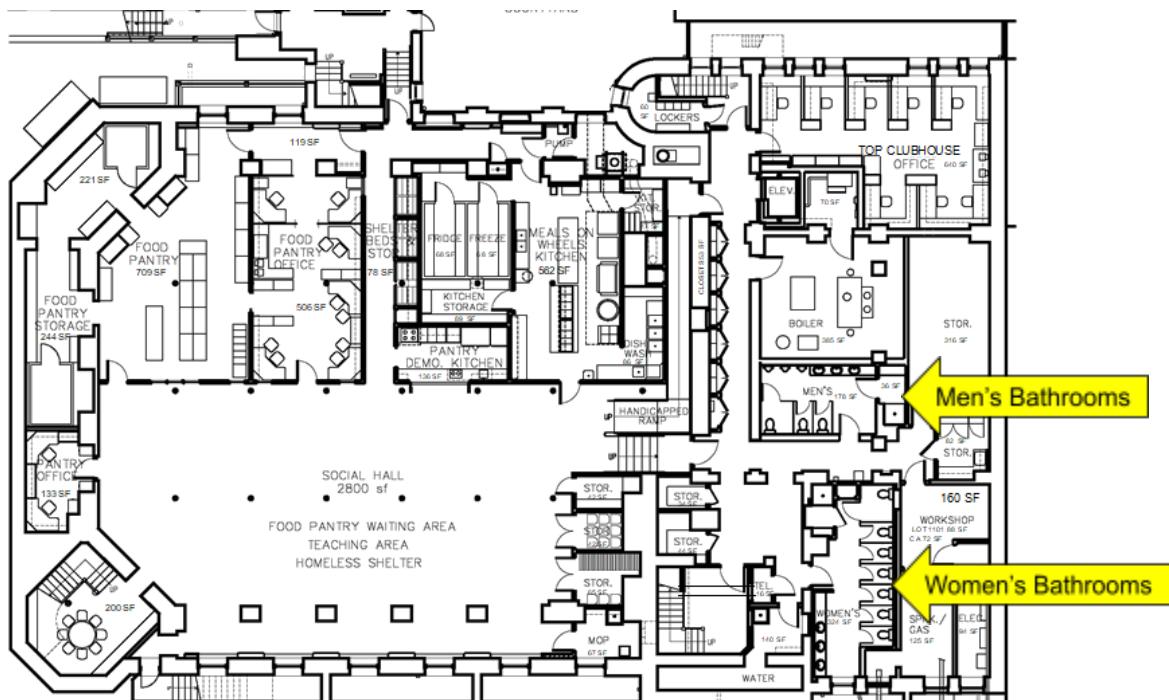


## 2nd FLOOR PLAN

Saint Paul & Saint Andrew Methodist Church  
263 West 86 NYC



Saint Paul & Saint Andrew Methodist Church  
263 West 86 NYC



## **ATTACHMENT #6**

### **LIGHTING & AUDIO INVENTORY**

#### **LIGHTING**

##### **Instruments**

2 ETC Source Four 26 degree 575w  
3 ETC Source Four 36 degree 575w  
3 ETC Source Four 50 degree 575w  
4 Colortran Leko 30 degree 750w  
8 Altman 6x9 750w  
5 Altman 6x9 500w  
5 Altman 6x12 575w  
10 Altman 6" fresnel 500w  
4 Capital 6" fresnel 500w (House Lights)  
3 Altman 8" fresnel 1000w  
1 ETC Source Four Par w/ MFL lens  
1 Par 64 w/ MFL, WFL/NSP lamp options @1000w  
4 3-circuit R40 striplights @ 5 lamps / circuit. Condition largely unknown  
2 3-circuit R40 striplights @ 3 lamps / circuit. Condition largely unknown

##### **Cable and Accessories**

4 7.5" Barn Door  
2 Twofer  
1 male stage pin to edison  
1 male edison to stage pin  
1 100' 5-pin DMX  
1 50' 5-pin DMX  
16 7.5" Gel frames  
2 8" Gel Frames  
4 3-circuit lighting snakes @75' (Note: These support up to 1000w / circuit max.)

##### **Pipes & Bases**

4 Patio umbrella bases (If you wish to use these as booms, you will need sand bags)  
4 6' Schedule 40 pipe  
1 6" floor mount

##### **Dimming and Control**

1 ETC Sensor SR12 (24 dimmers at 2.4k)  
2 ETC SmartBar 4 channel at 750w, 2.4k total  
2 NSI NRD800 (8 dimmers at 1.2k) Includes 13 edison to pin adapters.  
1 ETC Obsession II console with single processor  
1 Elation Scene Setter 2 scene manual console @ 24 channels  
1 ETC Obsession Video Node w/ screens  
1 ETC Obsession RFU



## **AUDIO/VISUAL**

**Installed and connected 'rep' gear in bold**

### **Mixer / Processing**

**1x Mackie 802VLZ4-8-Ch Stereo Mixer (4 Mic w/ switchable phantom power, 4 line, 2 stereo configuration)**

### **Playback**

**1x Pioneer CD Player**

### **Speakers**

**2x JBL EON610- 10" Two-Way Active Speaker Mains, permanently attached to theater back wall.**

2x Samson Live 612M 12" 2- Way Active Monitor

1x Behringer 150 Watt PA monitor with IEC cable

2x Passive 4" Community Speakers with NL4 and bare wire connections. Includes 2x Rigging Brackets with pipe clamps

### **Stands**

4x standard base mic stands

1x tripod boom microphone stand

2x gooseneck mic stand attachments

1x mic stand boom arm

### **Cable**

**1x 1/8" to RCA cable "iPod / Laptop" cable**

1 BPBQXM50- Pro Co 50' TRS- XLRM Cable

3 BPBQXM100- Pro Co 100' TRS- XLRM Cable

3x 10' stereo RCA cables

**1x 3' mono RCA cable (CD Player)**

1x 3' stereo RCA cable

**3x 15-20' XLR cables (Used for Clear-Com System)**

4x 100' XLR male to TRS male 1/4" cable

2x 5' 1/4" mono cables

### **Sound Adapter Kit (in gladware)**

1x 5' 1/8" cable

1x 10' XLR to 1/4" mono cable

3x 3' XLRM to 1/4" TRS cable

1x XLRM to Dual XLR splitter

4x RCA to Mono 1/4" adapter

1x RCA to TRS 1/4" Adapter

1x mic stand head attachment

1x XLR barrel

1x XLRM barrel

1x XLR to 1/4" Male Mono Adapter

### **Projection**

Epson Powerlite Home Cinema 8350