

Questions and Answers from the PRE-PROPOSAL CONFERENCE, September 13, 2023

1. Is there a proposed green room area?

Yes, there is a green room is on the first floor between the dressing room and service elevator.

2. Where are the storage areas?

There are 2 designated storage spaces on the 1st floor. There are also concepts for built-in storage cabinets in the rehearsal space. There are storage opportunities on the 3rd floor for technical equipment.

3. What about adding more stalls in the upstairs restroom?

The city is planning to offer a total of seven restrooms in the facility. Five restrooms will be public (four on the first floor, and one on the 2nd floor) and there will be two additional back-of-house restrooms (one on each floor).

4. What format would the city like the application in (page count, etc)?

The city does not have a preferred format for the proposal deliverable. The city is seeking one comprehensive pdf packet with all relevant information. Defined page limits are outlined in the RFP.

5. How does the city envision the approval process for programming the space?

The city is seeking an operator to provide a strong artistic vision and curate entire seasons well in advance. The programmer will have a lot of communication with Arts Staff and possibly the Arts & Cultural Affairs Commission (though that has not been defined yet).

6. What about ADA performer access?

Performers can enter through the front lobby or the garden space (if the doors are open); there is also direct access to the back of house via the service elevator. There are public and back-of-house service elevators to provide access between floors.

7. Any templates or formats for the budget and narrative?

The city does not have a specific template for the budget and narrative.

8. Is there an award maximum?

No. The city is seeking to receive competitive proposals.

9. What is the city imagining regarding the shared costs (what is city-contributed and venue-created)?

The city recognizes that for the theatre to survive and thrive, support is required. The level of support that the city will provide has not yet been defined. The city expects the selected operator to assist with the development of a programming budget.

10. Would the staff of the venue (tech and front of house) be city employees or theatre operators?

The theatre operator will staff the venue, including tech and front of house.

11. How will the new venue support an interface between existing arts programming.

The city expects to define several "City Days" – days coordinated between the theater operator and city staff – for the theatre to be programmed with existing arts programming, such as a WeHo Pride Arts Festival event or WeHo Reads event.

12. Are you requesting a 1- or 5-year budget proposal?

As defined in the RFP, the city is seeking an Itemized 5-year cost estimate.

13. Which areas in the facility are primary to the visual arts programs?

There is limited wall space in the lobby that could be programmed with temporary visual artworks.