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MEMORANDUM

DATE: May 21, 2019

TO: CRA Board of Commissioners

FROM: Kimberly Vazquez, Project Manager

THRU: Gregory P. Harrison, Executive Director
Nguyen Tran, Director

RE: Management and Operations of the Co-working Space – 501 Martin Luther King, Jr. Boulevard

Background

On March 20, 2018, the CRA Board approved entering into a sublease agreement with City Vista Commercial, LLC, to occupy the ground floor commercial space with the intent of creating an innovative co-working space. The sublease provided a \$150,000 tenant improvement allowance for buildout of the 3,302 square foot space which received a Certificate of Occupancy on November 15, 2018.

The CRA issued a Request For Proposal (RFP) for a Manager/Operator to assist in establishing, operating and managing the innovative co-working space on October 5, 2018. One response was received by the closing date of November 14, 2018, from Digital Grass Innovation & Technology Group. The CRA Board accepted the submittal on January 15, 2019 and authorized staff to negotiate a contract of services to be brought back to the CRA Board at a future date. Attached to the Resolution is the agreement between the CRA and Digital Grass, LLC to provide those services as outlined in the RFP Scope of Services and Task/Deliverables. The initial term of the contract is for one (1) year with option to renew for two (2) additional one (1) year terms.

The CRA allocated \$50,000 in the FY2019 NW CRA budget for capital improvements which will be utilized for installation of internet services, FOB system, cameras, and furniture to assist with startup cost associated with the co-working space. The CRA will continue to pay the rent, utilities and janitorial services and Digital Grass will be responsible for cost associated with operations and services for the co-working space. It is also the intent for CRA staff to locate and share the space which will not impede on the operations of the co-working area.

Staff Recommendation

Approval of the agreement with Digital Grass for Management and Operations of the City Vista Co-working Space.