

James Bridges Field at Pittsburgh Yards® Application for Programming

Pittsburgh Yards is interested in welcoming outdoor, ongoing, community activities on the James Bridges Field at 352 University Avenue, Atlanta, 30310. The purpose of this application is to identify programming that is a match for the needs of the campus and the surrounding community. (There is a separate application process for one-time events. Please contact the property manager at info@pittsburghyards.com.)

I. Pittsburgh Yards Overview

Pittsburgh Yards exists to spur a more equitable distribution of income, wealth, jobs and entrepreneurial opportunities for residents in Neighborhood Planning Unit V and other southwest Atlanta neighborhoods. Located near many of the city's major redevelopment projects, including the Atlanta BeltLine, the former Turner Field and State Farmers Market, Hartsfield-Jackson International Airport and Fort McPherson, this 31-acre site is part of an area that is in the midst of significant - and promising - transition. Once complete, the hope is that Pittsburgh Yards® will be a vibrant space where residents can work, create, shop and play. For more information about Pittsburgh Yards™, please see www.pittsburghyards.com.

II. James Bridges Field Overview

This greenspace is approximately 237 feet x 342 feet with a natural grass surface and was named the James Bridges Field by community residents in honor of a neighborhood elder. The site is adjacent to the Atlanta BeltLine's Southside Trail and includes ample parking. Reference is made to the site attached as Exhibit "A". There are no restrooms immediately adjacent to the James Bridges Field; however, there are restrooms in the Nia BuildingSM at Pittsburgh Yards that are publicly accessible on weekdays. For weekend programming, organizations may need to consider providing their own portable restrooms.

III. Programming Overview

Pittsburgh Yards is interested in establishing relationships with organizations to provide ongoing recreational and community programming on James Bridges Field. This application is intended for programming that will continue for a defined period of time. Pittsburgh Yards is willing to have an agreement allowing free usage of all, or a portion of, the James Bridges Field in exchange for the provision of valuable, regular programming to the community as well as other contributions to the site, such as assisting with maintenance and landscaping and/or provision

of amenities such as seating or equipment. Accepted partner organizations may be subject to a trial period to ensure that the services are an appropriate match.

Pittsburgh Yards is currently managed by the property management firm Colliers. The staff of Colliers will ensure that the organizations providing community programming adhere to established agreements and procedures. The property management firm prioritizes safety on the site, as well as effective operations for all the tenants and visitors.

Proposals for both traditional and non-traditional outdoor recreational activities are sought. Examples of potential organized, regular programming include: soccer, rugby, lacrosse, frisbee, volleyball, cross-fit, yoga, kite flying, etc. We are particularly interested in regular programming for neighborhood youth, but the focus is not limited to youth.

Anticipated hours of operation for programming on James Bridges Field are:

October – March

Monday – Friday	7:00 am – 7:00 pm
Saturday & Sunday	6:30 am – 7:00 pm

April – September

Monday – Friday	7:00 am – 8:30 pm
Saturday & Sunday	6:30 am – 8:30 pm-

During these hours, when organized programming is not scheduled the field will be open for individual recreation.

IV. Timeline

Applications are accepted on an ongoing basis. However, the volunteer selection committee (composed of residents, tenants and other stakeholders) intends to review applications monthly, so please allow time for the review process when you submit.

V. Communications and Submission Process

Inquiries, questions, and requests for clarification related to this application should be directed to Pittsburgh Yards property management at the contact below. Applications should be submitted via email to: Tameka Phillips – info@pittsburghyards.com

VI. Selection Process

The questions in this application are intended to minimize the investigative time in selecting our programming partners. However, we reserve the right to seek additional information about each

applicant, including making a visit to the applicant's other program sites. Evaluation will occur by a selection committee that will include community members. Each selected Applicant will be subject to the terms of a written agreement.

Some of the criteria that will be considered in the evaluation process include:

- Scope, quality and reliability of the Applicant and the services it proposes to provide;
- Benefit to the surrounding neighborhoods and community engagement;
- Contributions to the site (see examples above in Section III); and
- Commitment to racial equity.

Application Content

Please provide a narrative and attachments that responds to each of the items described below.

ORGANIZATIONAL DESCRIPTION:

1. Provide an organizational profile, including: (a) the full name and address of the Applicant; (b) Name, title and contact information for the primary contact for the application; (c) type of organization (corporation, partnership nonprofit, limited liability company, etc.) and copies of its organizational document such as articles of incorporation/bylaws, or certificate of formation and operating agreement, and (d) a brief description of when and how the organization was formed, size of organization, and organizational purpose.
2. Please attach 501(c)(3) letter if the organization is a nonprofit.
3. Please provide a certificate of insurance evidencing the Applicant's insurance coverages and amounts consistent with the requirements set forth on Exhibit "B". If the Applicant does not currently maintain such insurance coverage, please provide a letter noting the Applicant's willingness to acquire such coverage and information about the prospective source of coverage. This insurance will be required prior to signing an Agreement for Services.
4. Please describe any pending, or threatened, lawsuits or uninsured or insured claims against the Applicant.

SERVICES AND OUTREACH:

5. Please provide a full description of proposed activities for the site, including:
 - Details of the content of the activity(ies);
 - Profile of target participants, including demographics;
 - Area space needs (full, partial, etc.);
 - Schedule of activities planned during a calendar year, as well as the recurrence/duration of for the activities (i.e. 6 months, 1 year, 3 years, etc.), and the anticipated start date for the activities;

- Target number of participants per activity; and
 - Will there be any items that will be sold in connection with the proposed activities? Will there be any fees charged for activities to occur on James Bridges Field? If so, please describe.
6. Is the organization currently providing such services? If so, please describe these similar programs and their location.
 7. Does your program have an evaluation process? If so, please describe the process and any recent results.
 8. Please describe how you recruit participants.
 9. Describe any communication materials and mechanisms that you use to keep the community informed of your activities.
 10. Please list contact information for two references for the type of programming proposed.
 11. Please describe any enhancements that you would propose making to the site for consideration by the property manager or benefits you would provide to the community.
 12. Please describe any expectations you would have for the site or for the property manager.

ORGANIZATIONAL STAFFING AND PROCEDURES:

13. Please describe the backgrounds of staff/volunteers that will deliver services and explain their roles. In particular, name the person who will be the programming lead and give their contact information.
14. Please describe the process your organization utilizes for recruiting and screening qualified personnel.
15. If concerns were to be raised regarding the delivery of the planned programming, describe the internal procedures to address such concerns.
16. Please describe your contingency process when issues arise such as inclement weather, an accident on site, staff absenteeism, or equipment failure. Please also describe your safety procedures during the pandemic.

NOTICES: Pittsburgh Yards reserves the right to request clarification and details for any application. Pittsburgh Yards reserves the right to deny any application.

Exhibit A



Exhibit B Insurance Requirements

Organization shall procure and maintain with reputable insurers with A.M. Best Company's rating of not less than "A-:VII", policies of insurance written on an occurrence basis with limits and terms not less than those indicated below. A certificate of insurance acceptable to Organization and Associates, evidencing said coverage must be provided.

- Commercial General Liability Insurance including not limited to all Premises and Operations, Blanket Contractual Liability, Personal and Advertising Injury Liability, Products and Completed Operations Liability, Fire Legal Liability, and Broad Form Property Damage Liability with limits not less than: \$1,000,000 Bodily Injury & Property Damage each occurrence; \$1,000,000 Personal and Advertising Injury each occurrence; \$2,000,000 Products and Completed Operations Aggregate; and \$2,000,000 General Aggregate

The Commercial General Liability policy shall be endorsed to include UA Associates I LLC, The Annie E. Casey Foundation, Inc., AECF Atlanta Realty, LLC Inc. and Colliers International LLC, as an additional insured and provide that the coverage afforded to UA Associates I LLC, The Annie E. Casey Foundation, Inc., ECF Atlanta Realty, LLC Inc. and Colliers International LLC, as an additional insured will be primary to any other coverage available. The Commercial General Liability policy shall be endorsed to include a Waiver of Subrogation in favor of UA Associates I LLC, The Annie E. Casey Foundation, Inc., AECF Atlanta Realty, LLC Inc. and Colliers International LLC.

- Workers' compensation and Employers' Liability insurance with limits not less than:

Workers' compensation –	Statutory	
Employers' Liability –	Each Employee	\$500,000 BI by accident
	Each Employee	\$500,000 BI by disease
	Policy Limit	\$500,000 BI by disease
- Business Automobile Liability insurance, including hired and non-owned automobile coverage with combined single limit of \$1,000,000
- Umbrella Liability insurance on an occurrence form with minimum limits of \$5,000,000 Each Occurrence, \$5,000,000 Aggregate

All insurance must provide that coverage shall not be suspended, voided, canceled, non-renewed, reduced in scope or limits except after forty five (45) days' prior written notice has been given to UA Associates I LLC, The Annie E. Casey Foundation, Inc., AECF Atlanta Realty, LLC Inc. and Colliers International LLC.