



Actors' Equity Association Real Estate Holding Corporations Request for Proposal for Real Estate Attorney Legal Services

DATE: September 2023
TO: Qualified Real Estate Law Firms
FROM: Executive Director Al Vincent, Jr.
SUBJECT: Professional Real Estate Legal Services

Subject: Request for Proposal – Real Estate Attorneys with Expertise in Nonprofit Arena and IRS Designation 501 (c)(2) and proficiency in 501 (c)(5) legal and tax matters

Dear Prospective Partner,

On behalf of the holding corporations under the national labor union Actors' Equity Association ("Equity"), Equity is seeking qualified legal services from a reputable law firm with licenses in the states of California, Florida, Illinois and New York. We are in search of a firm that possesses expertise in the nonprofit arena, specifically a critical understanding of holding corporations with IRS designations 501 (c)(2) and 501 (c)5.

About Actors' Equity Association

Actors' Equity Association ("Equity"), founded in 1913, is the U.S. labor union that represents more than 51,000 professional Actors and Stage Managers. Equity fosters the art of live theatre as an essential component of society and advances the careers of its members by negotiating wages, improving working conditions and providing a wide range of benefits, including health and pension plans. Actors' Equity is a member of the AFL-CIO and is affiliated with FIA, an international organization of performing arts unions.

The Holding Corporation Structure: Actors' Equity Holding Corporation (AEHC), Actors' Equity Chicago Holding Corporation (AECHC), and Actors' Equity Los Angeles Holding Corporation (AELA) are not-for-profit 501 C (2)'s wholly owned subsidiaries of Equity a 501 C (5) New York State Corporation. The corporations were established to maintain, manage, and hold title to the real property of Equity and to collect rents from those properties for net transfer to Equity.

Equity is governed by its own members through an elected Council, representing principal actors, chorus actors and stage managers living in three regions: Eastern, Central and Western. Members at large participate in Equity's governance through a system of regional Boards and Committees. Equity has 28 designated Equity Communities, metropolitan areas with a concentration of more than 100 members.

About Our Property Locations

AEHC (Headquarters)

The neighborhood surrounding 165 West 46th Street, New York City, primarily consists of commercial properties. As part of Midtown Manhattan, it is the epicenter of business, entertainment and tourism. Apart

from the corporate landscape, the area is famous for its world-class entertainment options. Our home office is in the heart of the Broadway Theatre District, which hosts many theatrical productions, drawing theater enthusiasts from around the globe. The neighborhood's nightlife is equally vibrant, with many bars, restaurants and nightclubs offering diverse culinary experiences and entertainment choices.

AECHC

557 West Randolph Street, is in Chicago's vibrant West Loop neighborhood, which has undergone significant transformation in recent years, growing from its industrial roots into a thriving urban enclave. One of the area's main attractions is its culinary scene. The West Loop is also renowned for its vibrant art scene, with numerous galleries and creative spaces dotting the streets. The neighborhood exudes a distinct artistic vibe, attracting artists, designers and creative professionals.

AELA

5636 Tujunga Ave, North Hollywood, sits in an exciting neighborhood with a unique blend of residential and commercial properties. The NoHo Arts District buzzes with a vibrant atmosphere buoyed by galleries, studios, performance spaces and the Television Academy. This strategic location make it an attractive choice for those seeking a dynamic community with a range of amenities and opportunities for residential and business purposes.

Orlando Location (Relocation September 2023)

6649 Westwood Boulevard, situated in Orlando, Florida 32821, is in a thriving neighborhood in the heart of Greater Orlando known for its proximity to popular attractions and a wide range of amenities. The surrounding neighborhood benefits from its strategic location with convenient access to some of Orlando's most renowned theme parks, including Walt Disney World Resort, Universal Orlando Resort and SeaWorld. As a result, it is a popular destination for tourists, making it a vibrant and dynamic area with a constant influx of visitors from around the world.

Project Scope: The holding corporations are subsidiaries of Actors' Equity Association and need legal representation from a real estate law firm with specific expertise in the nonprofit arena and a comprehensive understanding of holding corporations with IRS designations 501(c)(2). We require legal assistance in the ongoing evaluations of the Orlando lease agreement. The selected firm will be responsible for providing legal guidance, counsel and representation related to real estate matters pertaining to the holding corporations and the Orlando location.

The Scope of Services includes, but is not limited to:

1. Reviewing and advising on real estate contracts, agreements and leases.
2. Assisting in property evaluations, acquisitions and dispositions, if applicable.
3. Addressing zoning, land use and property development issues.
4. Assisting with property tax matters.
5. Handling legal issues related to property management and maintenance.
6. Providing guidance on compliance with nonprofit and IRS regulations.
7. Conducting due diligence on real estate transactions.
8. Representing the holding corporations in real estate negotiations and litigation, if necessary.

Proposal Requirements: Interested law firms are invited to submit a comprehensive proposal addressing the following:

1. Overview of the firm's experience in real estate law and nonprofit representation.
2. Demonstrated expertise in dealing with IRS designations, particularly 501(c)(2) holding corporations and proficiency in 501(c)(5) legal and tax matters.
3. Relevant case studies or examples of successful representation of nonprofit holding corporations in real estate matters.
4. Details of attorneys and team members with experience in real estate and nonprofit law.
5. Fee structure and estimated costs for the proposed services.
6. Completion of [Equity's Diversity and Inclusion \(DEI\) online questionnaire](#).

Please submit your proposals electronically to avincent@actorsequity.org no later than October 15, 2023.

Selection Process: The evaluation of proposals will be based on factors such as experience, expertise, cost, and alignment with the specific requirements of the project. Shortlisted firms may be invited for an interview to discuss their proposals further.

If you have any questions or require additional information, please feel free to contact me via email at avincent@actorsequity.org.

We look forward to receiving your proposals and potentially establishing a successful partnership with your esteemed firm.

Thank you.