

# Cultivate

Cultivate Proposal for the City of Groveport Ohio

Attention: Jeff Green

Jeff, attached is a sample agreement and illustrations of our proposed use of the business incubator spaces. It is my intention that these illustrations and sample agreement will provide us with a framework to finalize the details necessary to implement an entrepreneurship program in Groveport. The attached agreement is a working document but it is the template we work from in our other communities.

Here is what we propose:

1. Implement an entrepreneurship support program in Groveport that includes our workshops, e-learning, advising sessions & partner referrals
  - Cost to the City of Groveport \$50,000/year. Request a 3 year agreement. Paid annually starting on or about September 2021
  - Host at least 12 events/workshops per year. 6 of these at least in-person so long as no health order restricts it, some events will be livestream.
  - Prior to the opening of the entrepreneur spaces, the City of Groveport will provide use of the golf course event space and a meeting room at City Hall at times to be mutually agreed upon.
  - Reporting of goals will be on an annual basis Jan-Dec calendar year so the 2021 Goals will be pro-rated. We are not likely to reach achieve the pro-rated goals for 2021 but will begin to get traction so we can hit them in 2022
  - The "goals" are based on entrepreneurs that are served from Groveport which includes businesses from the surrounding communities that visit Groveport for these services.
    - i. Goal of 250 event participants
    - ii. Goal for minimum 40 advising sessions
    - iii. Goal for 25 partner referrals
2. Cultivate will create and share a Community Partner report for the City of Groveport that will show
  - Event list, participants count, advising sessions and partner referrals that are a result of the work in Groveport
  - Cultivate member businesses that are located within the City limits  
<https://www.groveport.org/DocumentCenter/View/102/Zoning-Map-PDF?bidId=> For those members we will conduct a business survey and include the business name list. All of the other economic development data will be aggregated but tally the business revenues, payroll, number of jobs, a breakdown of the type of employee (ft, pt, 1099, owner non w2), Member industry and the events hosted in Groveport. Please note that although a business may be required to remit local income tax to Groveport based on their business address, not all residents of the entrepreneur spaces will necessarily be required to pay Groveport income tax. Additionally, Cultivate has no knowledge of what taxes the member pays or does not pay and it is not our responsibility to ask or know

# Cultivate

this information. Cultivate does not report and share the specific revenue and payroll details for our members.

3. Executive Director/Matt Yerkes to devote 20 hours a month to Groveport starting August 2021.
  - Begin implementation of entrepreneurship program with first event in September 2021 and establish advising/bookings in Groveport as soon as room is provided. These would tentatively be at City Hall. Exact day of week TBD but would be either a half day Tuesday, Wednesday or Thursday
  - Yerkes time allocation for Groveport that is not spent meeting with entrepreneurs would be used to assist in the planning and design of the two business spaces. This includes making suggestions and advising on the space configuration, supporting technology, rent pricing, amenities for both facilities. It may also include hosting pre-sales events to promote the spaces
  - Once the facilities are open, then Yerkes time will be devoted to advising and training sessions. The time commitment after launch will be shared by both Yerkes & other qualified entrepreneur advisors.
4. Cultivate to provide the day to day operational systems and staff for the entrepreneur spaces but the City will provide the facility, furnishings, internet, utilities, janitorial and other supporting facility services.
  - Cultivate shall bill/charge residents and remits net rents to the City. Cultivate shall given discretion to work out special rent allowances/forgiveness to struggling businesses before canceling their membership and have authority to cancel members that do not adhere to the facility use guidelines. The City shall decide the rates charged for businesses that use the facility.
  - Cultivate shall bill and retain membership fees to those members that do not use/rent access to the facility. These are our members that use our advising services only.
  - One month prior to the opening of the West facility, Cultivate shall begin billing the City \$1,500/mo for the facility/member management. This fee is in addition to the cost of the entrepreneurship program. This will allow us to purchase certain consumables used in the facility, our supporting technologies and a portion of our payroll expense. This rate shall continue month to month for as long as Cultivate manages the members/facility. This rate is based on the proposed use of the West facility being the primary incubator space with the most members.
  - One month prior to the opening of the East facility, Cultivate shall begin billing the City \$1,000/mo for the facility/member management. This fee is in addition to the cost of the entrepreneurship program. This will allow us to pay for our supporting technologies and a portion of our payroll expense. This rate shall continue month to month for as long as Cultivate manages the members/facility. This rate is based on the proposed use of the East facility being the space with fewer but larger businesses and not needing an all day on-site monitoring.
  - Cultivate will provide the staff for tours, setup keys/access control, member assistance (printer, wifi, etc).
  - All Groveport business trainings and consultations will happen at the incubator.
5. Facility Use Suggestions: Cultivate will support and collaborate with the City of Groveport and its designers, architect, builders to develop a plan for the two buildings that will best serve

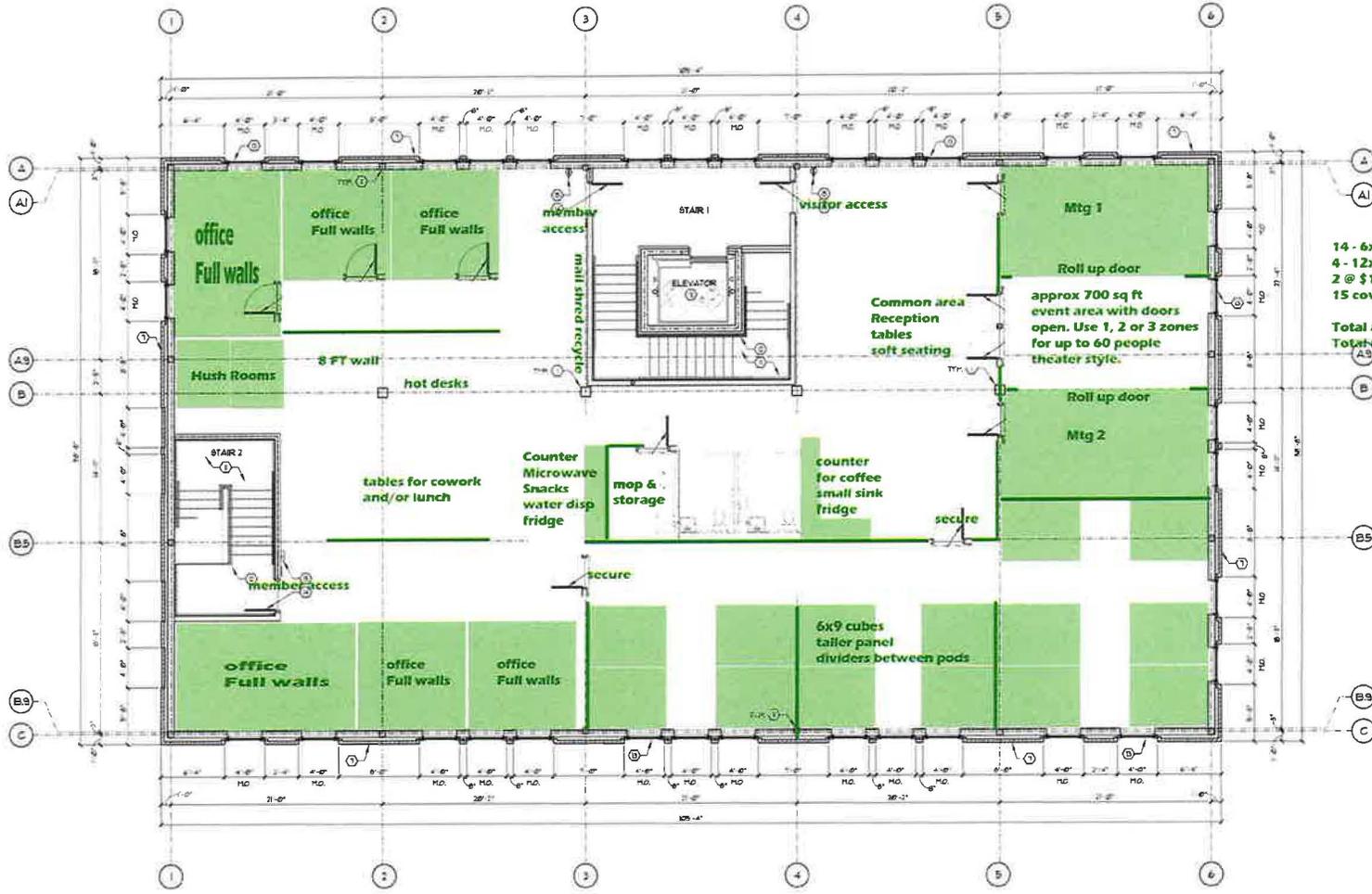
# Cultivate

entrepreneurs. It is our initial suggestion that the two spaces have different identities and serve different types of entrepreneurs. For the sake of identification I am calling these spaces East and West

- **East:** This space could be used for Professional Retail type businesses like realtors, title company, insurance. These businesses don't have a large number of retail visitors but they do need to accommodate retail type visitors.
  - i. The space could be organized into 7 large professional retail suites
  - ii. Some tenants will leave the entire space open and some may need additional build out of one or two offices
  - iii. There will be common restrooms that serve the floor
  - iv. The offices would be along a wide corridor and feature interior retail storefront glass doors that would welcome in customers.
  - v. One of these suites would be ideal for a Chamber of Commerce or Visitor Center
  - vi. Recommended 3 year lease terms, approximately \$1,500/mo. Gross rents ~\$10,500 which would include utilities.
  - vii. Cultivate would not have staff at this location but would remotely lock/unlock the doors, monitor cameras for the common areas, perform building tours, manage access control. These tenants could remit rent directly to the City like the first floor tenants.
- **West:** This space would be used for the Cultivate Groveport Business Incubator. Many types of non-retail business could begin or operate their business in this space. The space would feature:
  - i. Signage that faces the rear parking lot above the double entry doors
  - ii. An open and inviting reception area to receive visitors that meet with member businesses or are attending an event
  - iii. The meeting space would be flexible with large garage doors so that the meeting area could be adjusted from 1 to 3 rooms depending on the event size. Potentially accommodating 60 people theater style but generally would be used as 3 bookable meeting rooms for members.
  - iv. A dedicated cubicle area for 14 businesses that have cubicles for 1-2 people. This area of dedicated cubicles is secured via an access control system so that building visitors can't easily access the personal items that are in these workspaces.
  - v. 6 private, lockable offices with drop ceilings. Certain types of businesses need this level of privacy and security.
  - vi. A coworking/hot desk area for members that drop in. This area would have two "hush rooms" or phone booth style work areas for people to make a private phone call or speaker phone call.

Matthew Yerkes

Executive Director  
Cultivate



**A SECOND FLOOR PLAN**  
SCALE 3/8" = 1'-0"

**PROPOSED TWO STORY BUILDING**

SECOND FLOOR = ± 6,178 G.S.F.  
 USABLE S.F. = ± 5,483 G.L.A  
 COMMON AREA = ± 695 S.F.

14 - 6x9 @ \$300 = \$4,200  
 4 - 12x10 @ \$750 = \$3,000  
 2 @ \$1,000 = \$2,000  
 15 cowork @ \$100 = \$1,500

Total at full = \$10,700  
 Total members = 50



| PLAN CODED NOTES  |   |
|---|---|
| ① STRUCTURAL STEEL BUILDING COLUMN  | ⑩ CONCRETE FILLED METAL PAIR STAIR                                      |
| ② FUTURE 4" CONCRETE SLAB w/ 4# - 18" x 18" x 18" W4 SFP OVER 8" TELL GLASS w/ VAPOR RETARDER OVER FIN 4" COMPACTED GRANULAR FILL | ⑪ 1/2" DIA STEEL HORIZONTAL UNDOOR UNIT                                 |
| ③ 2" x 4 1/2" KAMBER TRIFAB w/ 4# 7" ALUMINUM STOREFRONT SYSTEM w/ 7" INSULATED GLASS w/ SCHEDULED                                | ⑫ DOOR w/ HOLLOW METAL FRAME  |
| ④ ALUMINUM THRESHOLD SYSTEM ENTRANCE DOORS w/ 7" INSULATED GLASS w/ SCHEDULED   | ⑬ FIRE EXTINGUISHER   |
| ⑤ ALUMINUM THRESHOLD AT ALL EXTERIOR DOORS w/ SET IN TELL BED OF SEALANT  | ⑭ LINE OF FUTURE INTERIOR CONSTRUCTION                                  |
| ⑥ LINE OF ASHING CANOPY ABOVE   | ⑮ BUILDING ELECTRICAL SERVICE   |
| ⑦ 3.5" SFP BRICK W/SEER w/ AIR SPACE  | ⑯ GAS METER SET   |
| ⑧ INSULATED HOLLOW METAL SERVICE DOOR w/ HOLLOW METAL FRAME - PAINT   | ⑰ JACKBOARDS SANITARY w/ GREASE LINE                                    |
| ⑨ ELEVATOR WITH MACHINE ROOM  | ⑱ GREASE INTERCEPTOR  |
| ⊕ ELEVATOR EQUIPMENT  | Ⓜ UNWORKED FUTURE RESTROOM LOCATION                                     |
|   | NOTE - BUILDING UTILITIES SUBJECT TO CHANGE PRELIMINARY LOCATIONS SHOWN |

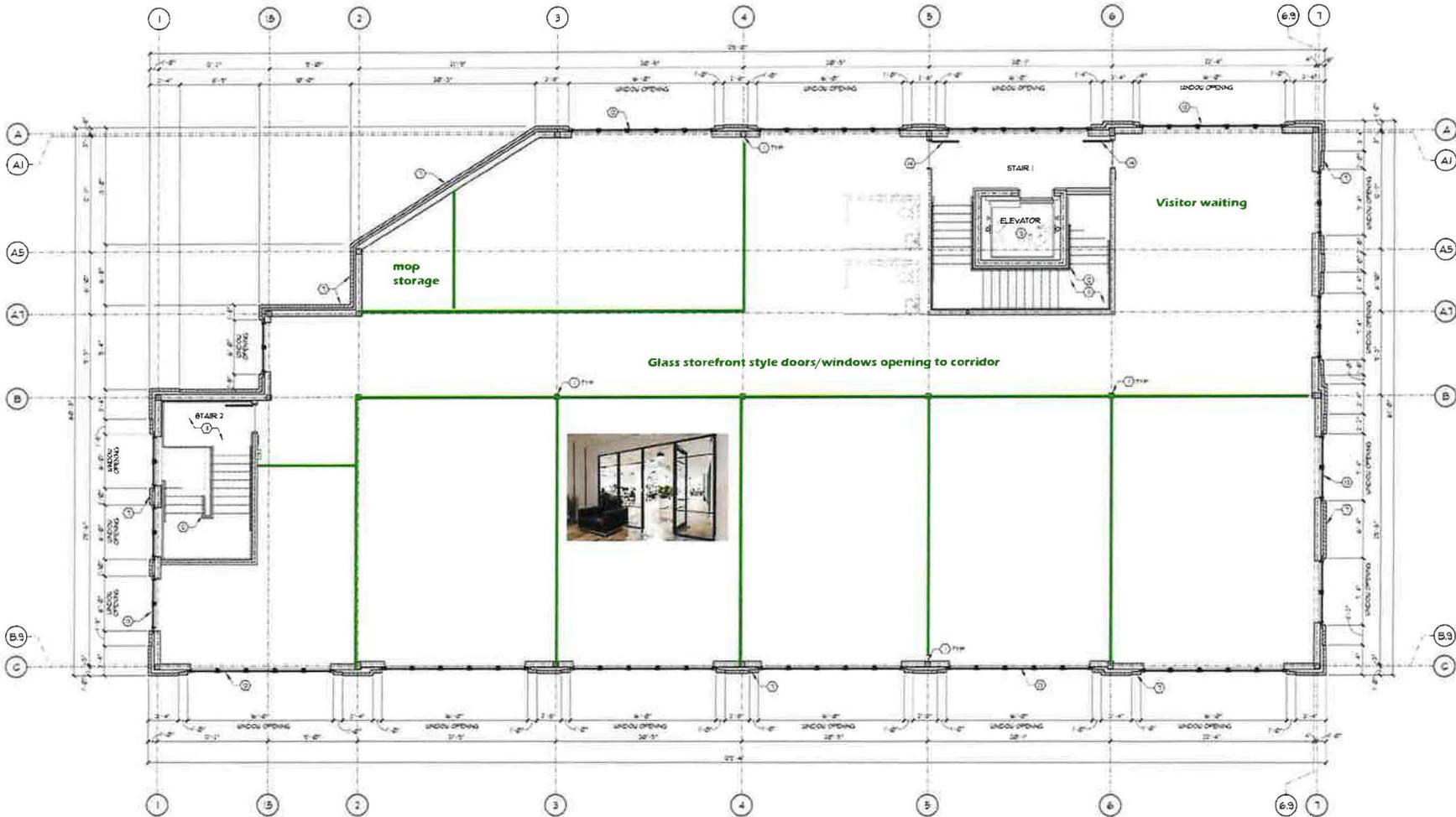
**PRELIMINARY**  
 NOT FOR CONSTRUCTION

| DATE | REVISION | DATE |
|------|----------|------|
|      |          |      |
|      |          |      |
|      |          |      |
|      |          |      |

SECOND FLOOR PLAN

FOR ISSUED  
**GROVEPORT MIXED USE**

**A-1.2**



**A SECOND FLOOR PLAN**  
SCALE 3/8" = 1'-0"

**PROPOSED TWO STORY BUILDING**

SECOND FLOOR = ± 1,128 G.S.F.  
 USABLE S.F. = ± 6,430 G.L.A.  
 COMMON AREA = ± 698 S.F.

- 7 Professional suites - 600 ft each
- Retail/storefront style glass in hallway
- Realtor
- Insurance
- Eye doctor
- Mortgage lender
- Title company
- Some will want additional build out \$1,500/mo each, 3 yr lease min \$10,500/mo

Possibly a chamber or VCB

| PLAN CODED NOTES   |                                   |
|--|-----------------------------------|
| ① STRUCTURAL STEEL BUILDING COLUMN   | ⑩ ELEVATOR EQUIPMENT              |
| ② FUTURE 4" CONCRETE SLAB w/ 4# 18" x 18" W/P OVER 8" MIL GLASS & VAPOR RETARDER OVER 1/2" COMPACTED GRANULAR FILL | ⑪ CONCRETE FILLED METAL PAN STAIR |
| ③ 12" x 4" KAMBER THRESHOLD w/ 4# 1" ALUMINUM STOREFRONT SYSTEM w/ 1" INSULATED GLASS                              | ⑫ 1/2" DIA. STEEL HANDRAIL        |
| ④ ALUMINUM STOREFRONT SYSTEM ENTRANCE DOORS w/ 1" INSULATED GLASS w/ SCHEDULED                                     | ⑬ WINDOW UNIT                     |
| ⑤ ALUMINUM THRESHOLD AT ALL EXTERIOR DOORS w/ SET IN FULL BED OF SEALANT   | ⑭ DOOR w/ HOLLOW METAL FRAME      |
| ⑥ LINE OF RAISING CANYON ABOVE   | ⑮ BUILDING ELECTRICAL SERVICE     |
| ⑦ 3 1/2" SCHED. GROUND w/ AIR SPACE  | ⑯ GAS METER SET                   |
| ⑧ HOLDING HOLLOW METAL SERVICE DOOR w/ HOLLOW METAL FRAME PLANT  |                                   |
| ⑨ ELEVATOR UNIT PLUG-IN ROOM   |                                   |

NOTE - BUILDING UTILITIES SUBJECT TO CHANGE. PRELIMINARY LOCATION SHOWN.

| DATE         | REVISION | BY |
|--------------|----------|----|
| APR 2, 2018  |          |    |
| APR 15, 2018 |          |    |
| JAN 4, 2018  |          |    |