

REQUEST FOR PROPOSALS



TULANE SCHOOL
OF ARCHITECTURE

THE ALBERT AND TINA

SMALL
CENTER

FOR COLLABORATIVE DESIGN

REQUEST FOR PROPOSALS

Small Center is inviting proposals from New Orleans based nonprofit and community-based organizations for pro-bono design and planning services. Proposals must be for a specific project (i.e. not for ongoing design services for the organization), and the project must address a stated need that exists in the New Orleans area. We have enjoyed good relationships with many local organizations in the twelve years our program has existed, and we look forward to new opportunities to pursue excellence in design for all residents of New Orleans.

WHO WE ARE

Small Center is the community design center of the Tulane School of Architecture. Small Center offers opportunities for faculty and students to provide technical assistance in design development, planning, and construction for community-based organizations in New Orleans. In all of our work, our goal is to bring these services into communities traditionally under-served by the design and planning professions.

Thanks to a gift from Johnson Controls, Inc., this RFP is offered in its eighth year, focusing on design visioning and design/build projects. Please see our website (small.tulane.edu) for specific examples of previous projects completed, or see the last pages of this document for descriptions of prior years' selected proposals.

DO YOU QUALIFY FOR THE PROGRAM?

If you are a New Orleans based nonprofit organization (or operate under the fiscal sponsorship of a nonprofit organization), and you have a specific project for which you need design and planning services, then you qualify for this program. Small Center has a track record of working with large and established nonprofit organizations and small and less formal community organizations and we welcome proposals from groups at either end of the scale.

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OVERVIEW

SERVICES PROVIDED TO SUCCESSFUL APPLICANTS

In working with numerous nonprofit organizations, we see our community partners consistently thinking big to overcome big challenges. We also understand the significant budget limitations that most nonprofits face daily. Often a great idea benefits from professional design services that can help to define the project and attract funding and support needed to execute a built project. This program exists to fill that gap and ensure each group is prepared to realize their visions.

OUR PROCESS

Small Center has tackled a wide variety of visioning, planning, and design/build projects with a host of dynamic community partners. These projects vary in scale and scope, but generally benefit from one of two types of services Small Center can provide: visioning/planning and design/build. Both types of services are provided at no cost, but require the applicant have site control of the proposed project location. Please see pages 5-9 of this document for examples of past community-driven projects. Small Center will work with successful applicants to determine which services will best advance their project:

VISIONING/PLANNING

This service supports projects typically larger in scale and with multi-year visions for implementation, from mapping public transportation routes to developing strategies and designs for renovating a nonprofit headquarters. Students and professional staff will work with the partner to define the project's goals, create designs, and provide project documentation and booklets. These booklets generally include cost estimates and preliminary designs to help promote the project for development funding, and provide a baseline for the partner to work with an architect and developer going forward. Due to the variety of project scales, we will work with successful applicants to establish a timeline individual to each project.

OR

DESIGN/BUILD

This service supports projects typically smaller in scale, and range from a community garden with an outdoor classroom to an arts and performance space. Design/build projects will be structured within the timeframe of an academic semester (Fall 2018 or Spring 2019). During the semester, students will be guided through 4-5 weeks of design, during which participation and feedback from the partners will be critically important. Once designs are complete, students will construct the project throughout the semester's remaining 7-8 weeks.

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TYPICAL PROJECT TIMELINES

VISIONING / PLANNING

I. RESEARCH

Our Small Center team will have multiple meetings with successful applicants to learn more about their projects and conduct visits to the proposed site. We will research the appropriate building codes and zoning ordinances, and become familiar with examples of similar projects.

2. VISIONING & DESIGN

The design and planning process will involve a series of proposals from Small Center's student and staff design team, incorporating your feedback until we have accurately captured your project aspirations.

3. FINALIZE DESIGN

Together we will select the best design scheme, develop it in detail, provide basic cost estimates, and try to set the project up for success in future phases.

4. VISIONING / PLANNING DOCUMENT

When a design and development scheme has been finalized, we will incorporate the work into a single document, both printed and digital, for ongoing promotion and fundraising purposes.



DESIGN / BUILD

I. RESEARCH

Our Small Center team will have multiple meetings with successful applicants to learn more about their projects and conduct visits to the proposed site. We will research the appropriate building codes and zoning ordinances, and become familiar with examples of similar projects.

2. VISIONING & DESIGN

The design and planning process will involve a series of proposals from Small Center's student and staff design team, incorporating your feedback until we have accurately captured your project aspirations.

3. FINALIZE DESIGN

Together we will select the best design scheme, develop it in detail, order materials, and prepare for construction.

4. DESIGN / BUILD

The final product will be the constructed project itself, built by Small Center staff and students. The scope of what can be completed within the semester-based time-frame will be discussed in detail during the research and design process.



MAKING A PROPOSAL

To apply for the Community Design & Planning Program, prepare a single packet that contains the following information and mail to Small Center (website submission, email, OR hard copy) no later than **May 1st, 2018**. For digital proposals, please email in a single pdf to baronne@tulane.edu saved as "OrganizationName_RFP2018" with the subject line, "RFP 2018 Submission: Organization Name."

For hard copies, please send or deliver to: Small Center - 2018 RFP, 1725 Baronne St., New Orleans LA 70113

On **March 20, at 5:30 pm** (1725 Baronne, free parking in lot next door), applicants can meet with Small Center staff to ask questions in person and to receive assistance with crafting a selected proposal. Selected applicants will be announced at the beginning of June 2018.

PROJECT INFORMATION

Provide the following information on a single page at the beginning of your application packet:

- Name of Organization
- Name of project for which you are requesting pro-bono design and planning services
- Phone #
- Email address
- Contact person

PROJECT PROPOSAL

Answer the following questions in no more than 3 pages:

- Describe the work of your organization (please include your mission statement if you have one)
- What are your major accomplishments in the previous 3 years?
- Describe the project for which you are seeking pro bono design and planning services
- Why is this project important to your mission?
- How will you sustain your efforts towards developing and then managing this project after our work is completed?

SUPPORTING MATERIAL

Please provide a copy of your 501(c)3 letter of determination (or if you operate under a fiscal sponsorship, the letter from that organization and a letter confirming your relationship) and two letters of support from groups with whom you have worked or who are familiar with your work.

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PREVIOUS VISIONING PROJECTS

VISION HOUSE | **WOMEN WITH A VISION (WWAV)**

WWAV's mission is to improve the lives of marginalized women, their families, and communities by addressing the social conditions that hinder their health and well-being. The project represents an opportunity to build on the organization's long-running success while better accommodating staff, programming, and clients.

Services provided by Small Center:

- Produced complete redesign of the building and property to provide active service areas, quiet sanctuaries, and private staff space and designed printed booklet, including program information, proposed architectural renovations, and budget



TRANSIT ADVOCACY | **RIDE NEW ORLEANS**

Ride New Orleans' mission is to enhance the quality of life in the New Orleans region by promoting safe, convenient and affordable transportation options. This research and advocacy project targets a few major intersections in the city and suggests improvements to the city's infrastructure to encourage safety.

Services provided by Small Center:

- Proposed specific safe interchanges between modes of transportation, and produced booklet used by Ride NOLA to advocate for their ideas



CIRCLE FOODS STORE | **CIRCLE FOODS**

Circle Food Store had served as a community hub for generations before flooding in the aftermath of Hurricane Katrina. Small Center worked with local business owner Dwayne Boudreaux to develop tools to advocate for renewed investment in the historic 7th ward grocery.

Services provided by Small Center:

- Designed report that included schematic design, structural analysis, pricing, and a business plan for the store which secured \$7 million



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PREVIOUS BUILD PROJECTS

OZANAM INN DAY SHELTER | **OZANAM INN**

Small Center worked with Ozanam Inn, a long-standing homeless shelter and resource center, to re-envision and rebuild its outdoor day-time space. In collaboration with Ozanam staff and clients, students worked to design a space that would provide better access to Ozanam's many client services, including line-up for meals and health service appointments.

Services provided by Small Center:

- Designed and built seating, shade, landscaping, storage, and weather protection



COMMUNITY BOOK CENTER RENOVATION | **COMMUNITY BOOK CENTER (CBC)**

For over 30 years, CBC has had a deep commitment to providing culturally competent resources for educators, students, and families. The aim of this 14-week design build studio was to create a space that reflects Community Books' identity as an African-American centered educational home, while adapting to be more accessible for new families and visitors coming to this rapidly gentrifying neighborhood.

Services provided by Small Center:

- Renovated bookstore, including designed and built mobile bookcases, children's reading space, and event seating



SANKOFA MOBILE MARKET | **SANKOFA CDC**

Sankofa aims to support the creation of a local environment that promotes positive health outcomes and long-term community well-being. The "site" of the design build project was the bed of a Toyota Tundra pickup truck.

Services provided by Small Center:

- Designed and constructed mobile and expandable food market



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FREQUENTLY ASKED QUESTIONS

1. WHAT IS THE DIFFERENCE BETWEEN A VISIONING/PLANNING PROJECT AND A DESIGN/BUILD PROJECT?

When projects are larger than our capacity to build in a 1-semester time-frame, visioning/planning booklets use our design services to help organizations raise funds for their project idea. Design/Build projects are within our capacity to build within a 1-semester time frame and result in a built structure.

2. AM I ELIGIBLE TO SUBMIT A PROPOSAL?

If you are a New Orleans-based organization with a specific project in mind that requires design or planning services, you should apply! Unfortunately, we cannot work with organizations that are outside of Orleans Parish.

3. WHAT ASSISTANCE DO YOU PROVIDE FOR WRITING THE PROPOSAL?

We are happy to sit down and talk with anyone about their project idea. On **March 20th, at 5:30 pm** at Small Center (1725 Baronne St.), potential applicants will have the opportunity to ask questions in person about the RFP. If you can't make that meeting, feel free to give us a call at 504-314-2330, shoot us an email with a brief description of your project idea at baronne@tulane.edu, or stop by our office at 1725 Baronne St.

4. CAN I SUBMIT A PROJECT IF I DON'T OWN THE SITE?

Unfortunately, we cannot work with organizations if they do not have site control of the proposed project site. If you have any questions about this requirement, please feel free to reach out to us to discuss further.

5. WHAT ARE KEY DEADLINES FOR THE PROPOSAL PROCESS?

3/1: RFP Application Open

3/20 at 5:30 pm: Q&A Session with Small Center staff, 1725 Baronne St. (free parking in lot next door)

5/1: RFP Applications Due, 5pm

Beginning of June 2018: Selected applicants announced

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