

REQUEST FOR PROPOSALS



TULANE SCHOOL
OF ARCHITECTURE

THE ALBERT AND TINA

SMALL
CENTER

FOR COLLABORATIVE DESIGN

OVERVIEW

WHO WE ARE

The Albert and Tina Small Center for Collaborative Design is the community design center of the Tulane School of Architecture. The center offers faculty and students the opportunity 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.

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 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 to have site control of the proposed project location. Please see pages 5-9 of this document for examples of past community-driven projects.

FUNDED BY

A generous gift from Johnson Controls Inc. allows the Small Center to provide these services pro-bono to community partners.

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. This documentation 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.

DESIGN/BUILD

This service supports small-scale projects that can be designed and built within the time frame of an academic semester (Fall 2019/Spring 2020). These project types range from a community garden with an outdoor classroom to an arts and performance space. 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.

MAKING A PROPOSAL

To apply, prepare a single packet that contains the following information and submit to Small Center (website submission, email OR hard copy) no later than **May 1st, 2019**.

For digital proposals, please email in a single pdf to baronne@tulane.edu saved as "OrganizationName_RFP2019" with the subject line, "RFP 2019 Submission: Organization Name."

For hard copies, please send or deliver to: Small Center - 2019 RFP, 1725 Baronne St., New Orleans LA 70113

On **March 27, at 5:30 pm** (1725 Baronne Street), 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 August 2019.

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.

TYPICAL PROJECT STEPS

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.



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2. VISIONING & DESIGN

The design and planning process will involve a series of proposals from Small Center's student and 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.



PREVIOUS VISIONING PROJECTS



WAREHOUSE AT JANE PLACE |

JANE PLACE NEIGHBORHOOD SUSTAINABILITY INITIATIVE

Jane Place is a Community Land Trust (CLT) and housing rights organization committed to creating sustainable, democratic, and economically just neighborhoods and communities in New Orleans. Small Center worked with Jane Place on their warehouse redevelopment project.

Services provided by Small Center

- Designed plans, renderings and graphic document to serve as the basis for project promotion and fundraising.



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



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 represented 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

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PREVIOUS BUILD PROJECTS



RUBARB COMMUNITY BIKE SHOP | **RUBARB**

RUBARB is a youth friendly bike repair shop and community space in the upper ninth ward who help folks repair, build and maintain bikes. Small Center worked with RUBARB to build a shaded space adjacent to their shop and a reception area ‘chill zone’.

Services provided by Small Center

- Designed and constructed outdoor shaded space and ‘chill zone’ seating/bookcases



COMMUNITY BOOK CENTER RENOVATION | **COMMUNITY BOOK CENTER**

For over 30 years, Community Book Center (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 CBC 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 design and build of mobile bookcases, children’s reading space and event seating



OZANAM INN DAY SHELTER | **OZANAM INN**

Small Center worked with Ozanam Inn, a long-standing homeless shelter and resource center, to re-envision and to 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

FREQUENTLY ASKED QUESTIONS

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

When projects are larger than we can build in a 1-semester time-frame, we design visioning/planning booklets to help organizations raise funds for their project idea. Design/Build projects, on the other hand, 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 non-profit status organization with a specific project in mind that requires design or planning services, you should apply! All organizations must have land control. 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 27th, 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?

3/11: RFP Application Open

3/27 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 July 2019: Selected applicants will be directly contacted