REQUEST FOR PROPOSALS
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 5-6 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 2020/Spring 2021). 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.
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 April 1st, 2020. For digital proposals, please email in a single pdf to baronne@tulane.edu saved as “OrganizationName_RFP2020” with the subject line, “RFP 2020 Submission: Organization Name.” For hard copies, please send or deliver to: Small Center - 2020 RFP, 1725 Baronne St., New Orleans LA 70113

On March 17, 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 2020.

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.
  If there are aspects of your project that include water management, please share them with us.
- For design/build projects, let us know if you have resources to support purchase of building materials. (This information will have no bearing on the selection process)
- 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.
**VISIONING / PLANNING**

1. **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**

1. **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 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.
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.

RAE HOUSE

RESURRECTION AFTER EXONERATION

The Small Center worked closely with Resurrection After Exoneration, a non-profit that supports those who have been wrongfully incarcerated, on the re-visioning of their office on St. Bernard Avenue. The collaborative fifteen-week process culminated in a visioning booklet filled with renderings, blueprint examples and fiscal information that the organization will use to fundraise for construction financing.

Services provided by Small Center

- Re-design of building inclusive of proposed cost of renovations

RE-VISIONING

INTERNATIONAL HIGH SCHOOL OF NEW ORLEANS

The International High School is the only school located in Downtown New Orleans. Its historic building requires comprehensive renovations that are sensitive to the modern needs of a high school and its diverse student body, including ADA accessibility, and new ways to accommodate growth and dynamic teaching within multipurpose spaces. The Small Center project team worked with IHSNO leadership, teachers, and students to craft a vision for renovating and adding onto the high school’s historic structure.

Services provided by Small Center

- Produced complete redesign of the building to provide innovative educational areas, active public space, in a printed booklet.
PREVIOUS BUILD PROJECTS

HOTEL HOPE PLAY SPACE

HOTEL HOPE

Small Center collaborated with mothers, children and staff of Hotel Hope to design and build a new playscape. Focused on supporting families as they transition out of homelessness, Hotel Hope offers housing and wrap-around services. The new playscape transforms a past parking lot into an oasis where children and their mothers can play, learn, and grow with each other.

Services provided by Small Center
• Designed and constructed outdoor play space

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

GROUNDWORK EARTH LAB

GROUNDWORK NEW ORLEANS

The Small Center team worked with Groundwork New Orleans to design and build an outdoor classroom, entryway, and event space to enhance the Earth Lab’s visibility and functionality for its educational programming. A new fence and colorful gateway provide a welcoming street presence, replacing an opaque fence to allow neighbors and visitors to see the Earth Lab space and understand its purpose.

Services provided by Small Center
• Designed and built seating, enclosure, landscaping, and paving.
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 17th, 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
   - 3/17 at 5:30 pm: Q&A Session with Small Center staff, 1725 Baronne St. (free parking in lot next door)
   - 4/1: RFP Applications Due, 5pm
   - Beginning of July 2020: Selected applicants will be directly contacted