REQUEST FOR PROPOSALS

Deadline for submissions:
April 19, 2021
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, graphic advocacy, charrette, and design/build projects with a host of dynamic community partners. These projects vary in scale and scope. All design services are provided at no cost. Design build and visioning projects require the applicant to have site control of the proposed project location. Please see pages 4-7 or small.tulane.edu for examples of past community-driven projects.

Funded by
Generous gifts from individual donors and our 15K for 15 Years fundraising campaign.

PROJECT TYPES
• Design/Build
• Visioning
• Graphic Advocacy
• Charrette
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 19, 2021**. For digital proposals, please email in a single pdf to baronne@tulane.edu saved as “OrganizationName_RFP2021” with the subject line, “RFP 2021 Submission: Organization Name.” For hard copies, please send or deliver to: Small Center - 2021 RFP, 1725 Baronne St., New Orleans LA 70113

Applicants can call or virtually meet with Small Center staff to ask questions and to receive assistance with crafting a selected proposal. Applicants will be informed of decisions in June and final selected applicants will be announced at the beginning of August 2021.

**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.
- 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.
DESCRIPTION
This service supports small-scale projects that can be designed and built within the time frame of an academic semester. 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.

PAST PROJECT EXAMPLES

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

PRISONER’S APOTHECARTS

SOLITARY GARDENS

Small Center collaborated with Solitary Gardens to build “apothecarts” two bike-pulled carts that are lightweight, strong, and can survive the New Orleans street conditions. The “apothecarts” transform to create welcoming spaces and places for conversation around healing, justice, and abolition.

Services provided by Small Center
• Fabrication of mobile plant medicine kiosk, millwork, painting, including design and build of mobile shelving and casework.

TIMELINE

WEEK 1 - WEEK 3
Semester process preparation

WEEK 4 - WEEK 7
Predesign/Engagement

WEEK 8 - WEEK 11
Design Development

WEEK 12 - WEEK 15
Construction (Design/Build) Final Design and Production
PROJECT TYPES: VISIONING

DESCRIPTION

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.

PAST PROJECT EXAMPLES

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

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.

TIMELINE

WEEK 1 - WEEK 3
Semester process preparation

WEEK 4 - WEEK 7
Predesign/Engagement

WEEK 8 - WEEK 11
Design Development

WEEK 12 - WEEK 15
Final Design and Production
**PROJECT TYPES: CHARRETTE**

**DESCRIPTION**

This service supports projects that are still in early brainstorming phases and/or could benefit from some initial design ideas and strategies to steer direction and realize possibilities. Students and professional staff will work with the partner over a two-week period to identify priority areas, discuss relevant precedents, and generate visuals (sketches, schematic renderings, collages, etc) that capture the goals of the project and set a stage for next steps.

**PAST PROJECT EXAMPLES**

**RE-IMAGINING BROWN’S DAIRY**

**YEP DESIGN WORKS + TULANE SCHOOL OF ARCHITECTURE**

Small Center worked with YEP Design Works and local architects to explore the now-closed Brown’s Dairy site in Central City. During this charrette, collaborators created a vision for the site, with schematic site plans documenting experiential perspectives and desires of neighborhood youth and families.

Services provided by Small Center
- Coordination of public meeting, intake of feedback from residents, design of site plans, massing studies

**GROW DAT YOUTH FARM ADDITIONS**

**GROW DAT**

Small Center collaborated with the Grow Dat team to create potential designs for expansion of the agriculture site.

Services provided by Small Center
- Precedent research, Sketches of additions, and Renovations

**TIMELINE**

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<tr>
<th>WEEK 1</th>
<th>WEEK 2</th>
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<tr>
<td>Initial Meetings</td>
<td>Design Charrette</td>
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project types: graphic advocacy

DESCRIPTION

This service supports projects that could benefit from strong visual products to communicate and amplify resources, knowledge, and calls to action. Students and professional staff will work together to create graphic resources that inform citizens about important issues and promote meaningful action.

PAST PROJECT EXAMPLES

MUSIC AND CULTURE COALITION OF NEW ORLEANS

Small Center’s worked with MaCCNO to create an accurate, accessible tool that was neutral in content and tone to reach multiple audiences. The design team’s fresh perspective and graphic representation helped to highlight critical issues to clarify and resulted in a visual tool that challenged perceptions of lawlessness through an examination of the many regulations in effect.

Services provided by Small Center
• Research, design, and community engagement

RENTAL CONDITIONS ADVOCACY

LOUISIANA FAIR HOUSING ACTION CENTER

Small Center collaborated with GNOFHAC to create an interactive brochure through a series of iterations, interviews, and focus groups that identified biases in perceptions of housing conditions and renter demographics. Combining dilapidated housing statistics with narratives from GNOFHAC’s clients put a human face on the issues while providing a sense of the scale of the problem.

Services provided by Small Center
• Design, development and testing of graphic materials

TIMELINE

WEEK 1
Initial Meetings
WEEK 2
Design Prototype
WEEK 3
Final Design
SAMPLE PROJECT PROCESS

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.
1. WHAT IS THE DIFFERENCE BETWEEN PROJECT TYPES?
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. Charrettes are brainstorm sessions full of conversations and sketches resulting in a 1-2 page flier that captures discussed ideas. Graphic Advocacy projects center on specific issues that require infographic compilations.

2. WHAT IF MY PROJECT TAKES LESS THAN A SEMESTER AND IS SMALLER THAN TYPICAL DESIGN/BUILD OR VISIONING PROJECTS?
We welcome projects that can be completed in a short time frame. If your potential project serves a community need, will impact a key population in New Orleans, and provides design opportunity for our students, we want to see the design idea.

3. 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! Organizations must have land control for design/build and visioning projects. Unfortunately, we cannot support organizations that are outside of Orleans Parish through the Request For Proposal process.

4. 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 31st, at 5:30 pm on Zoom, 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.

5. CAN I SUBMIT A DESIGN/BUILD PROPOSAL 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.

6. WHAT ARE THE KEY DEADLINES FOR THE PROPOSAL PROCESS?

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
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<td>RFP Application Open</td>
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<tr>
<td>4/19</td>
<td>RFP Applications Due, 5pm</td>
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<tr>
<td>3/31</td>
<td>RFP Information Session</td>
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<tr>
<td>JUNE 2021</td>
<td>Selected applicants will be directly contacted</td>
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