REQUEST FOR PROPOSALS

Deadline for submissions: April 1, 2022

The Albert and Tina Small Center for Collaborative Design
Tulane School of Architecture
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. Across project types, our goal is to collaborate with partners working to advance justice, equity, and sustainability in the built environment and the processes and practices that shape it.

OUR PROCESS

At Small Center, we tackle a variety projects types and scales — connecting them all is a process of engagement that stems from 15+ years of practice guided by six core values. Individually, these values inform our work; collectively, they provide a roadmap that guides it.

Our work begins with community — naming it, bringing it together, expanding it. We believe that everyone has the right to be part of the conversations that shape our built environments.

We work collaboratively — including perspectives from numerous project stakeholders allows us to see new possibilities and creates space from which a collective vision can emerge.

Though our projects are small in context, we work to explore important links that bridge gaps between time, resources, and opportunities — while finding ways to communicate and amplify that knowledge. This often looks like collaborations with partners in the forms of exhibitions, published materials, and long-term efforts.

*We’re also interested in collaborations that could benefit from a 3 year process, engage broader research questions, and could include multiple project types.

PROJECT TYPES

<table>
<thead>
<tr>
<th>DESIGN + BUILD</th>
<th>DESIGN VISIONING</th>
<th>DESIGN CHARRETTE</th>
<th>GRAPHIC ADVOCACY</th>
</tr>
</thead>
</table>
| • semester-based project  
• built space  
• typical budget ($15,000) | • 1-4 months  
• schematic design  
• fundraising booklet | • 1-2 weeks  
• idea mapping, design concepts, action items | • 1-4 months  
• advocacy assets and tools  
• network building |

WELCOME COMMUNITY  
MAKE SPACE  
EXPLORE LINKS  
CULTIVATE KNOWLEDGE  
BUILD NETWORKS  
VISION FUTURES
To apply, prepare a single packet that contains the following information and submit to Small Center no later than April 1, 2022. For digital proposals, please email in a single PDF to baronne@tulane.edu saved as “OrganizationName_RFP2022” with the subject line, “RFP 2022 Submission: Organization Name.” Hard copies can be dropped off at Small Center, 1725 Baronne St., New Orleans, LA 70113.

Small Center staff will host a Q&A session on March 16th from 5:30 - 6:30pm @ Small Center. Applicants can also schedule a call or virtual meeting to ask questions and receive assistance with crafting a proposal. Applicants will be informed of decisions in May and announcements and press releases will go out at the beginning of August 2022. If you have any questions or need clarification, call us at 504-314-2330.

**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.
DESIGN + BUILD

This service supports small-to-medium-scale projects that can be designed and built within the time frame of an academic semester. Over the course of 15 weeks, our studio team cultivates seeds that emerge during early engagement sessions — taking them from ideas to built form. Material explorations and mock-ups allow for feedback on design ideas and serve as opportunities for students to hone fabrication skills. Once designs are completed, students construct the project throughout the remainder of the semester.

RECENT PROJECTS

**SUGAR ROOTS PAVILION**

**SUGAR ROOTS FARM**

Small Center collaborated with the staff at Sugar Roots Farm on a pavilion that highlights elements of the farm’s mission. The project directs rain water into a retention pond with native plants and a 500 gallon barrel used to wash produce. The 1,200 sq. ft. covered space allows for expanded programming and market opportunities.

Services provided by Small Center

Design + build classroom pavilion, signage, and rain water retention pond.

**HOTEL HOPE PLAY SPACE**

**HOTEL HOPE**

Small Center collaborated with residents and staff to turn a parking lot into a playscape at Hotel Hope, an organization providing housing and wrap-around services to families navigating houselessness. Play zones designed for different age ranges help define a biking circuit and provide intimate spaces for families to play, learn, and grow together.

Services provided by Small Center

Design + build outdoor play space and mural.

**PRISONER’S APOTHECARTS**

**SOLITARY GARDENS**

Small Center collaborated with Solitary Gardens on two Apothecart prototypes — lightweight bike-pulled carts that can survive New Orleans’ street conditions. Each Apothecart transforms into a welcoming space where plants seed conversation around healing, justice, and abolition.

Services provided by Small Center

Fabrication of mobile plant medicine kiosk and graphic design assets.

**TIMELINE**

**PROJECT CONTEXT**

WEEK 1 - WEEK 3

explore project themes through readings + discussions, design + making exercises, and conversations with partners.

**ENGAGEMENT**

WEEK 2 - WEEK 5

engage with partners and stakeholders to generate initial project concepts and viable design directions.

**DESIGN**

WEEK 4 - WEEK 11

refine design ideas and hold check-ins with partners and stakeholders to hone in on a single direction.

**BUILD**

WEEK 8 - WEEK 15

break ground and build!
This service supports projects typically larger in scale and with multi-year visions for implementation — from building renovations to planning strategies. Faculty, students, and staff work with partners to define project goals, develop design ideas, and provide project documentation. Deliverables include cost estimates and preliminary drawings and renderings to help promote the project for development funding and provide a baseline for working with an architect and developer going forward.

**RECENT PROJECTS**

**FNOPL USED BOOKSTORE**

**FRIENDS OF THE NEW ORLEANS PUBLIC LIBRARY (FNOPL)**

FNOPL is dedicated to advocating for, promoting, and supporting literacy for all. Tulane School of Architecture faculty member Andrew Liles and students worked with FNOPL to explore possibilities for enlivening their retail location in the Algiers Regional Library. The design focused on storage, views, and connection to the courtyard.

Services provided by Small Center
Designed plans, renderings and promotion + fundraising assets.

**RAE HOUSE**

**RESURRECTION AFTER EXONERATION**

The Small Center worked closely with Resurrection After Exoneration, a non-profit that supports individuals 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 the organization will use to fundraise for construction financing.

Services provided by Small Center
Designed plans, renderings and promotion + fundraising assets.

**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. Small Center worked with Jane Place on their warehouse redevelopment project, featuring permanently affordable housing and community gathering space.

Services provided by Small Center
Designed plans, renderings and promotion + fundraising assets.

**TIMELINE**

**PROJECT CONTEXT**

WEEK 1 - WEEK 3
explore project themes through readings + discussions, design exercises, and conversations with partners.

**ENGAGEMENT**

WEEK 2 - WEEK 5
engage with partners and stakeholders to generate initial project concepts and viable design directions.

**DESIGN**

WEEK 4 - WEEK 12
refine design ideas and hold check-ins with partners and stakeholders to hone in on final design direction.

**AMPLIFY**

Week 12 - Week 16
publish graphic document to aid in fundraising!
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. Faculty, students, and staff work with partners over the course of several meetings to identify important stakeholders to engage, outline 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.

**RECENT PROJECTS**

**GROW DAT YOUTH FARM EXPANSION**

**GROW DAT YOUTH FARM**

Small Center's Summer Public Interest Design Fellows collaborated with the Grow Dat team to explore ideas for expansions that would allow them to grow programming size and utilize more of their farmable land. Ideas included additions to current building as well as a smaller hub located on the other end of the site.

Services provided by Small Center
Precedent research, sketches of additions and renovations.

**MOBILE TEACHING LAB**

**OPERATION RESTORATION**

Small Center's Summer Public Interest Design Fellows collaborated with the Operation Restoration team to research and develop schemes for mobile labs that would help them expand their Lab Assistant Program. The team explored layouts for transit buses, RVs, and airstreams that would accommodate classes of up to 12 students.

Services provided by Small Center
Vehicle research, equipment layouts, renderings, and branding graphics.

**PARISITE DIY SKATEPARK 2.0**

**TRANSITIONAL SPACES**

Small Center's Summer Public Interest Design Fellows collaborated with Transitional Spaces to develop ideas for expanding Parisite's footprint into the neighboring bay under the 610 Interstate. The design encourages the community to express themselves outside of skating through an event space and culinary education space.

Services provided by Small Center
Precedent research, planning, and sketches of proposed new areas.

**TIMELINE**

**PROJECT CONTEXT**

WEEK 1 - WEEK 2

explore project themes through readings + discussions, design exercises, and conversations with partners.

**ENGAGEMENT**

WEEK 1 - WEEK 2

engage with partners and stakeholders to generate initial project concepts and viable design directions.

**DESIGN**

WEEK 1 - WEEK 2

refine design ideas and hold check-ins with partners and stakeholders to hone in on final design direction.

**AMPLIFY**

Week 2

package research and graphics to support ongoing conversations and fundraising efforts.
This service supports projects that could benefit from strong visual products to communicate and amplify resources, knowledge, and calls to action. Students and staff work with partners to identify community stakeholders, develop engagement strategies, and create print and digital assets that can be used to raise awareness about and promote meaningful action.

**RECENT PROJECTS**

### GUIDE TO N.O. STREET PERFORMANCE

**MUSIC AND CULTURE COALITION OF NEW ORLEANS (MACCNO)**  
Small Center worked with MaCCNO to create a pocket guide that made regulations for street performance in the French Quarter and the Marigny clear and accessible. The Guide has been useful in reframing the conversations with city officials around a need for greater clarity of regulations and more equitable enforcement.

Services provided by Small Center  
Community engagement, graphic design, print & digital assets

### RENTAL CONDITIONS ADVOCACY

**LOUISIANA FAIR HOUSING ACTION CENTER**  
Small Center collaborated with Louisiana Fair Housing Action Center to create an interactive brochure combining insights from interviews and focus groups with data on housing conditions and renter demographics. The materials were used for education and outreach and a parallel advocacy effort was mailed out to 4,000 households.

Services provided by Small Center  
Community engagement, graphic design, print & digital assets

### IS LEAD IN YOUR WATER?

**LSU SCHOOL OF PUBLIC HEALTH**  
Small Center partnered with the Lead Exposure Assessment for Drinking Water Study (LEAD) based at LSU School of Public Health, to create graphics that inform citizens about the impacts and the steps they can take to reduce their lead exposure.

Services provided by Small Center  
Community engagement, graphic design, print & digital assets

### TIMELINE

<table>
<thead>
<tr>
<th>PROJECT CONTEXT</th>
<th>ENGAGEMENT</th>
<th>DESIGN</th>
<th>AMPLIFY</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1 - WEEK 3</td>
<td>WEEK 2 - WEEK 5</td>
<td>WEEK 4 - WEEK 12</td>
<td>Week 12 - Week 16</td>
</tr>
</tbody>
</table>

- **PROJECT CONTEXT**
  - explore project themes through readings + discussions, design exercises, and conversations with partners.

- **ENGAGEMENT**
  - engage with partners and stakeholders to generate initial project concepts and viable design directions.

- **DESIGN**
  - refine design ideas and hold check-ins with partners and stakeholders to hone in on final design direction.

- **AMPLIFY**
  - publish graphic document to aid in fundraising!
1. 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, but are happy to discuss other possibilities for collaboration.

2. WHAT ASSISTANCE DO YOU PROVIDE FOR WRITING THE PROPOSAL?
On March 16, our team will hold an info session where potential applicants will have the opportunity to ask questions about the RFP and get feedback on proposal ideas. If you can’t attend this session, you can give us a call at 504-314-2330, email baronne@tulane.edu to schedule a virtual meeting, or stop by our office at 1725 Baronne Street (Central City).

3. WHAT CATEGORY TYPE SHOULD I SUBMIT UNDER?
If your organization has a site and an idea for a built structure that’s viable in a 1-semester time frame and would help advance your mission, we suggest the Design + Build category. If your end goal is beyond our build capacity but could benefit from design and planning services to aid with fundraising efforts, Design Visioning is for you. If you’re still in the early stages of idea development and could benefit from brainstorm sessions, diagrams, and concept sketches to ground your project, the Charrette category offers just that. For projects that center specific issues, policies, or calls to action and require creative strategies to communicate and disseminate information, the Graphic Advocacy category is best. If your proposal has multiple projects and could benefit from a 3-year partnership, indicate that in your application. If you are unsure where you best fit, reach out to our team!

4. 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.

5. 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 and provides design opportunity for our students, we want to hear from you.

6. WHAT IF I HAVE SEVERAL PROJECTS OR IDEAS IN DIFFERENT CATEGORIES I’D LIKE TO SUBMIT?
We’d like to hear what you are thinking about! Applicants are encouraged to submit multiple proposals but should note that only one may be selected. We also work to connect folks with colleagues at Tulane’s School of Architecture and local design professionals when appropriate.

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

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARCH 7</td>
<td>Application Open</td>
</tr>
<tr>
<td>MARCH 16</td>
<td>Information Session, 5:30 - 6:30pm @ Small Center, 1725 Baronne Street</td>
</tr>
<tr>
<td>APRIL 1</td>
<td>Applications Due by 11:59pm</td>
</tr>
<tr>
<td>APRIL</td>
<td>Jury Convenes</td>
</tr>
<tr>
<td>MAY</td>
<td>Selected Applicants Notified</td>
</tr>
<tr>
<td>AUGUST</td>
<td>Public Announcement</td>
</tr>
</tbody>
</table>