

Deadline for
submissions:

April 1, 2025

REQUEST FOR PROPOSALS

THE ALBERT AND TINA

**SMALL
CENTER**

FOR COLLABORATIVE DESIGN

T Tulane
School of
Architecture



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.

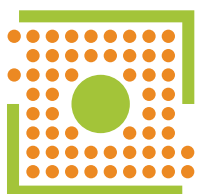
OUR PROCESS

At Small Center, we tackle a variety projects types and scales — connecting them all is a process of engagement that stems from 20 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.

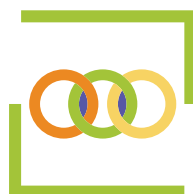
Though our projects are small in context, we work to explore important links that bridge gaps between time, resources, and opportunities — while finding ways to communicate and amplify that knowledge. This often looks like collaborations with partners in the forms of exhibitions, published materials,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



**WELCOME
COMMUNITY**



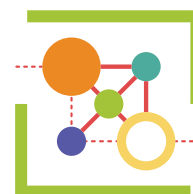
**MAKE
SPACE**



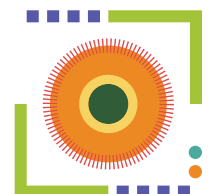
**EXPLORE
LINKS**



**CULTIVATE
KNOWLEDGE**



**BUILD
NETWORKS**



**VISION
FUTURES**

PROJECT TYPES

DESIGN + BUILD

- Semester-based project
- Completed, built project
- Typical budget (\$15,000)

DESIGN VISIONING

- 1-4 months
- Schematic design
- Fundraising booklet

DESIGN CHARRETTE

- 1-2 weeks
- idea mapping, design concepts, action items

VISUAL COMMS

- Semester-based project
- Graphics and branding
- Print and digital materials

MAKING A PROPOSAL

To apply, prepare a single packet that contains the following information and submit to Small Center no later than **April 1, 2025**. For digital proposals, please email in a single PDF to **baronne@tulane.edu** saved as “OrganizationName_RFP2025” with the subject line, “RFP 2025 Submission: Organization Name.” If you prefer, 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 12th 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, or request that we review your proposal ahead of the deadline and provide feedback. Applicants will be informed of decisions in May. If you have any questions or need clarification, call us at **504-314-2330** or email **baronne@tulane.edu**.

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 you to provide feedback on design ideas and 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.



INTERIOR BUILD-OUT

STEM LIBRARY LAB

Small Center's design/build team worked with STEM Library Lab to redesign and build out the interior of their warehouse-style lending library for STEM equipment. The reworked space creates a welcoming entry, organized lending, expanded programming potential and collaborative work spaces, and storage and kitchen facilities.

Services provided by Small Center

Design + build interior kitchen, storage, and organizational facilities.



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

This project type lasts approximately 15 weeks, and will correspond either with the Fall 2025 academic semester.

Over the first 6-8 weeks, your organization will collaborate closely with Small Center staff, faculty, and students to discuss your proposed project, collect input from your organization and its constituents, provide feedback on design ideas, and approve the final project design. Over the remainder of the semester, the project will then be constructed by the Small Center team.

VISIONING

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



CARE CENTER LOBBY

COVENANT HOUSE NEW ORLEANS

Covenant House asked Small Center to help re-envision its Care Center Lobby in order to optimize available space, adapt to the evolving needs of staff and residents, and provide an atmosphere of care, compassion, respect, and welcome.

Services provided by Small Center

Designed plans, renderings, cost estimates, and promotion + fundraising booklet.



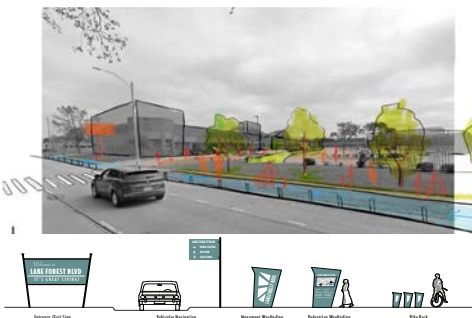
RAE HOUSE

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 booklet.



LAKE FOREST BLVD. CORRIDOR PLAN

NEW ORLEANS EAST BUSINESS ALLIANCE

Small Center was asked to collaborate with the New Orleans Business Alliance (NOLABA), the New Orleans East Business Alliance, and Lake Forest merchants to re-envision the corridor. The team addressed walkability and sustainability concerns, created branding/signage, and envisioned new developments on vacant properties.

Services provided by Small Center

Designed plans, renderings and promotion + fundraising materials.

TIMELINE

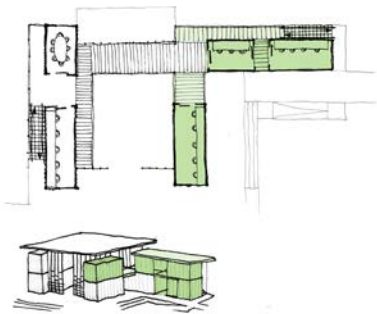
This project type lasts approximately 15 weeks, and will correspond with the Fall 2025 academic calendar.

Over the first 6-8 weeks, your organization will collaborate closely with Small Center staff, faculty, and students to discuss your proposed project, collect input from your organization and its constituents at a series of engagement events, provide feedback on design ideas, and approve the final project design. Over the remainder of the semester, project designs, budgets, and materials will be created, suited to the needs of your organization in order to attract potential funders to the project.

DESIGN CHARRETTE

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



CAMPUS EXPANSION PLAN

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.



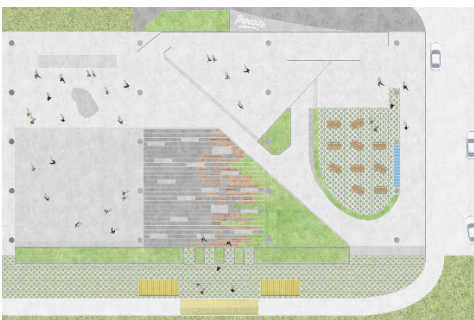
INTERIOR OFFICE RENOVATION

FIRST 72+

Small Center's Summer Public Interest Design Fellows collaborated with the First 72+ team to create a new interior layout and renovation plan for their primary office location. The designs provided needed privacy for client meetings, additional work space for staff, and increased efficiency for storage and other needs.

Services provided by Small Center

Renovation plans and phasing options, and renderings.



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

This project type lasts approximately 1-2 weeks.

Over this short period of time, your organization will collaborate closely with Small Center staff, faculty, and students to discuss project ideas, collect input from your organization and its constituents as necessary, and provide continual feedback on design ideas. Over the final few days, students will work full time to produce final imagery that can be used to promote the project idea or seek funding.

VISUAL COMMUNICATIONS

This service supports projects that could benefit from strong visual products and graphic design support. Led by the Tulane School of Architecture's Design program, students and faculty work with partners to develop a cohesive visual identity across graphic products including logos, audience analysis, messaging packages, and both digital and print promotional materials.

RECENT PROJECTS



CREATIVE COMMUNITY LEAGUE

BIRDS AND BEES SEX ED BINGO GAME

This project was done over an extended partnership period of three semesters. Students developed a visual identity to align with the client's game concept, and then built a functioning prototype of a game, including materials for product testing sessions, promotional materials, and specs for final production.

Services provided

Graphic design, packaging design, game design, promotional materials



NEW ORLEANS CENTER FOR CREATIVE ARTS

PROMOTIONAL MATERIALS

In this project, students worked with the NOCCA Foundation to produce printed posters and digital promotional materials to encourage middle school students to apply to the broad range of arts-focused high school programs at NOCCA.

Services provided

Graphic design, print & digital assets



LOUISIANA CHILDREN'S MUSEUM

PROMOTIONAL MATERIALS

Students collaborated with the Louisiana Children's Museum for this project, designing and producing promotional materials to inform local teachers about the variety of educational resources and programming available.

Services provided

Graphic design, print & digital assets

TIMELINE

This project type lasts approximately 15 weeks, and will correspond with the Fall 2025 academic semester.

Over the first several weeks, your organization will collaborate closely with the faculty lead to clarify and plan the project, confirm meeting times (approx. 6 over the course of the project) and build a working relationship. Over the remainder of the semester, students will develop practical graphic materials suited to the needs of your organization, and deliver a final set for your use.



FREQUENTLY ASKED

1. AM I ELIGIBLE TO SUBMIT A PROPOSAL?

If you are a regional non-profit organization with a specific project in mind that requires design or planning services, you should apply! The only restriction is that we cannot support design/build projects outside of Orleans Parish.

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

On March 12, 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 (large building or project) 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 require creative strategies to communicate and disseminate information, from organizational branding to promotional materials the Visual Communications category is best. *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 (long term lease, ownership) 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 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?

FEB 16:	Application Open
MARCH 12:	Information Session, 5:30 - 6:30pm @ Small Center, 1725 Baronne Street
APRIL 1:	Applications Due by 11:59pm
APRIL:	Jury Convenes
MAY:	Selected Applicants Notified
AUGUST:	Press Release of Selected Projects