



Sustainable Design Collaborative – Atlanta

Request for Qualifications and Proposal (RFQ/RFP) JANUARY 2016

I. General Information:

Every year a team of representatives from the host organizations that promote and support the holiday party called the Red and Green Scene collaborate on a specific community outreach project and create a vision and plan for execution of that project. For the 2015 project, our client was **the local non-profit, Hagar Community Training Mission (HCTM) who is leading an effort to revitalize the Vine City/English Avenue areas of Atlanta.** This effort is conducted in partnership with the City of Atlanta, area businesses, other non-profit organizations, and the surrounding community of property owners and community members to provide affordable housing solutions to local seniors and Veterans. Our integrated schematic design booklet provided a public relations piece that was able to be used for grant writing and additional fundraising efforts. The schematic design of the building was used by a local Architect who is working with HCTM to provide construction documentation that embraces their vision to support their community and take advantage of the ongoing smart growth in Atlanta. Our previous clients include Friends of Refugees (2014), The Lifecycle Building Center (2013), the Lithonia Woman's Club (2012) and a design for Adams Park and Recreation Center (2011). Detailed information about these projects and their final presentations can be found at our website - www.sdcatlanta.org.

The SDCA Board of Directors is once again soliciting qualified projects and proposals for our 2016 project.

II. Proposed Schedule of Events:

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| a. January 15, 2016 | Submit letter of intent to the SDCA |
| b. January 29, 2016 | Submit Final Proposal to SDCA |
| c. February 1 - 14, 2016 | SDCA Review/Interviews |
| d. February 15, 2016 | Selection |
| e. February/March, 2016 | Kick Off Meeting |
| f. March, 2016 | Pre-Charrette Meeting |
| g. April, 2016 | Charrette |
| h. May, 2016 | Production of Deliverables |
| i. June/July, 2016 | Presentation to Client |

III. Qualification Review Process:

Submit a detailed description of your group and/or organization and the specific project you propose for us to engage in. Besides the obvious parameters of things such as scope and scale, we are interested in knowing how your group/organization, and this project you propose, create

more community enrichment and value. Explain how you see your project maximizing sustainable practices. Non-profit organizations are encouraged to submit.
Submit proposals to: Executive.Board@sdcatlanta.org

IV. Submission Questions:

- a. Provide a history and brief background on your organization.
- b. Provide drawings or sketches of your property (building(s) and/or land).
- c. What are the goals of your organization and their relation to your proposed project?
- d. How do you envision using our support to further the implementation of your proposed project?
- e. What are some of your organization's recent accomplishments/successes?
- f. How do you feel our involvement in your project will help your goals and the community?
- g. Our efforts will need your involvement and commitment to its success. Which two people will be committed to working with us on this project and what are their qualifications? Will they commit to attending all charrettes, meetings, and how will they contribute to the project development?

V. Review Process:

Once all responses/proposals have been received, our review committee will study each proposed project for the following:

- a. Legitimacy of the group and project
- b. Enrichment of the community, the group, and sustainability
- c. Perceived effectiveness of the project
- d. Commitment to the project and its implementation

Further clarifications or an interview may be requested of the finalists. The Committee will then make a final decision and notify all responders no later than Monday, February 15, 2016. Work will then commence with a kick off meeting per above. If you have any questions or comments, please direct them to:

Brent Redmon, SDCA Chair, brent.redmon@sdcatlanta.org, 678-618-8503.

Reed Thomas, SDCA Vice-Chair, reed.thomas@sdcatlanta.org, 770-781-2509

Liset Robinson, SDCA Executive Director, liset.robinson@sdcatlanta.org, 770-366-7573