



2021 REQUEST FOR PROPOSAL

NOVEMBER 2020

1. Introduction & Background

1.1 Purpose

SUSTAINABLE DESIGN COLLABORATIVE ATLANTA (SDCA) is looking for our next Community Service Project for 2021! We are an all-volunteer organization with our members representing diverse building community organizations including: AIA Atlanta, ASHRAE Atlanta, IIDA Georgia, ASID Georgia, CSI Atlanta, USGBC Georgia and CMAA. Each member of our team is a sustainable-minded professional. We are connected by our desire to provide schematic design solutions to the nearly 98% of non-profit communities who otherwise may not be able to fund these types of services. We began in 2010 and generally complete one pro-bono project each year. The Core Values of our organization are that...

1. We believe that Sustainability is the foundation of what we do.
2. We use an integrated approach to inform our designs.
3. We empower communities and individuals
4. We are dedicated to diversity
5. We play as a team to give voice to ideas.

The objective of this Request for Proposal is to locate an Atlanta based, growing, non-profit with a dynamic new project source that will provide the best overall value to SDCA. While the type of project is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

1.2 Submission

If you are interested in receiving services for your upcoming Project please submit to SDCA a formal response in accordance with this RFP. SDCA anticipates selecting at least two non-profit groups to have more in-depth discussions with, and will make an award to one of these selected groups. All proposals must be signed by a representative that is authorized to represent the non-profit.

Make Formal RFP Submissions TO:

Brent Redmon, SDCA Chairman
brentredmonsdc@gmail.com

2. Submission Guidelines & Requirements

2.1 Basic Organization Information

Provide a cover letter and introduction, including the organizations name, headquarters and local office address (if different from headquarters), telephone number(s), and email address(es). Clearly indicate the contact person with their name and contact information in the cover letter. Provide a brief synopsis of your Non-Profits structure and history.

2.2 Organizational Goals

How do you feel our involvement in your project will help your goals and the community? Provide a summary of your organizations main goals and relevant experience in the local community as it relates to the specific project services you are requesting. Include your conceptual plan for the overall project outlined in this RFP. Also include the name, title, address, and telephone number of up to three contact persons who can share their experiences of services from your group based on the information provided.

2.3 Project Team

Identify your non-profits proposed project team, key personnel and staff members and their specific experience in related trades to this proposed project. Provide the names and detailed experience of at least two (2) key personnel who may be available, knowledgeable, and if appropriate, regularly working with SDCA. Include how they will plan to commit to attending all charrettes, meetings, and how will they contribute to the project development?

2.4 Project Implementation

How do you envision using our support to further the implementation of your proposed project? Provide a possible timeframe or any local vendors that are likely to reflect the potential implementation of the services from SDCA by your organization.

2.5 Community Involvement

How do you feel our involvement in your project will help achieve your goals and help the community? State your non-profits ability to provide the projects proposed services in the community and if it provides those types of services exclusively. Provide a list of current and expected community engagement project commitments, including personnel, which will potentially be enhanced by this project and SDCA involvement.

2.6 Organizational Accomplishments

What are some of your organization's recent accomplishments/successes? Share with us a not-limited-to list for all awards, accolades, or professional wins in the life of your non-profit. In addition, your response should include local affiliations, Foundations or other non-profits you have a direct relationship with or receive support from.

2.7 Documentation

Provide as much documentation of your proposed project as you have available. Include drawings or sketches of your property (building(s) and/or land) in any format you have available. This could also include narratives, videos, social media or any other relevant source documents.

3. Project Description

Submit a detailed description of the specific project you propose for us to support. Besides the obvious parameters of 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.

Inset the description of the project here as follows...

4. Project Scope

4.1 Scope of Services

What we do:

Our cross-disciplinary approach focuses on providing our partners, whose missions often focus on sustainability and community-enhancement, with a completed integrated schematic design vision.

Our Previous Clients:

For the 2020 project, our client was the Barrow Community Foundation who asked us to re-vision the 2017 ArtsNow/BCSS project with a new infusion of community support. Our previous clients include supporting the 2019 USGBC Greenbuild Conference Legacy Project, (integrating solar panels to 584 Griffin Street for Hagar CTM), Solomon's Temple (2018), ArtsNow, in collaboration with Barrow County School System (2017), Hagar Civilization Training Missionary (2015), 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 soliciting qualified projects and proposals for our 2020 project. The scope of service we provide, as outlined below, may include but is not limited to:

PROJECT SURVEY

- Survey of the project site/structures listed in this RFP and any additional locations that may be added at the discretion of SDCA.
- Provide a schedule tied to dates and locations identifying the expected progression and completion for the project site(s) listed.
- Provide draft analysis/schedules of the completed survey locations and evaluations.
- Coordinate all site visits and building access with the designated client point of contact.
- Survey should include, at a minimum and by floor and building: room use, room number, door(s) location, type of construction, building codes and compliance, accessibility requirements for ingress and egress, and indoor and outdoor site work adjacencies as well as adjacent community elements with dimensions.

REVIEW

Upon completion of the project survey/evaluation, review findings with the appropriate SDCA teams. The SDCA Teams shall provide the following series of deliverables:

- Provide a draft report by project site for SDCA personnel review with an evaluation of all elements and a recommendation for each.

- Provide an electronic format of the report that is available on the SDAC Website
- Provide a design concept for the relevant project goals based on the RFP response.
- All recommendations should be consistent with SDCA design guidelines.
- The Pre- Charrette and Charrette shall provide complete and holistic schematic design solutions that reflect the intent of the client while satisfying the goals and objectives of SDCA

FINAL REPORT

- The final deliverable shall be in book format and be available electronically
- Recommendations shall comply with all applicable code requirements.
- Make recommendations when SDCA standards are not currently applied.
- Final report shall be in electronic format (Excel or other in addition to PDF).
- Final report shall contain sufficient detail and be organized in a format that allows the client to utilize it for fundraising or future development of all or various portions as the client sees fit.

MEETINGS

- Included in basic project scope are meetings to review and solicit input from client staff and administration to gain an understanding of specific conditions, concerns and functions during the pre-charrette phase.
- Included in basic project scope meetings to provide progress updates, the pre-charrette and charrette reports to the client and/or SDCA during the design process phase.
- Included in the basic project scope meetings to present the final product to the client in a setting to be determined and in a format that represents the conclusion of the schematic design phase

4.2 Deadlines

ALL non-profits interested in submitting a proposal should issue a Notice Of Intent to the representative identified on the cover page no later than **[January 8, 2021]**. In addition, all final Request for Proposal submissions must be received by **4:00 P.M. on [JANUARY 29, 2021]**.

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

January 29, 2021	Deadline to Submit Proposal to SDCA
February 06, 2021	SDCA Board Review of Proposals
February 2021	Short List Interviews (as necessary)
February 27, 2021	Client Selection/Award
March 2021	Kick Off Meeting
March 2021	Pre-Charrette Meeting

April 2021	Charrette
April/May/June 2021	Production of Deliverables
Late June 2021	Presentation to Client

6. Evaluation Factors

SDCA shall rank and score proposals based on the following factors:

1. Legitimacy of the proposed client and their project
2. Enrichment of the Community, the group, and the overall level of sustainability.
3. Perceived effectiveness of the project
4. Commitment to the project and its implementation
5. Alignment with the SDCA Mission and Vision

SDCA will review the overall responsiveness of the RFP and reserves the right to award to the bidder that presents the best value to the Project as determined solely with its absolute discretion

Thank You for considering to submit!!

Questions? - Brent Redmon, brentredmonsdc@gmail.com 678-618-8503

END.