

# DESIGN BRIEF + RFP TEMPLATES

*Excerpted from the Pre-Development Design Toolkit*

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The following outline will help you work through the five major focus areas of a design brief; description of the project, developer's expectations, project vision, project size, and design considerations.

NOTES: \_\_\_\_\_

 Sample Design Briefs start on page 5

## I. Description of the Project

*Provide design teams with a basic description of the project, including:*

- Name
- Site address
- Type of project (new construction, rehab, adaptive reuse, etc.)
- Size and existing condition of site
- Basic nature of surrounding community
- Anticipated basic programming of site (affordable housing, mixed use, commercial, etc.)

*The Pre-Dev Team should also include a reference map to help design team's geo-locate the project, as well as a site map so that they understand the geometries and boundary conditions of the site.*

## II. Developer's Expectations

This section is an opportunity to communicate your mission and overarching goals with teams who may not be familiar with your organization, and contextualize this project as an important component of realizing those overall goals and aspirations. Provide teams with some basic context about past development experiences, and how you see this project building upon those experiences.

## III. Project Vision

In this section, highlight your most important priorities for the project, which may include but are not limited to:

- Resident health, comfort and experience
- Durability and maintainability
- Beauty/art
- Cost effectiveness
- Sustainability and performance
- Community building
- Neighborhood impact

These are all important aspects of your project, but if too many priorities are included in this section, design teams may not get a true understanding of what is most important to you. In this section, be specific about which priorities are pivotal to making this project a success.



## NOTES:

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### IV. Project Size

Provide information about your expectations related to the size of the building, including information on number of units / bedrooms and square footage. Indicate if these are flexible or fixed, based on financing assumptions.

### V. Design Considerations

This section should provide more in-depth information related to the regulatory parameters, programming and design goals of the project. It should provide the design teams with guidance but not be proscriptive. The goal is to set a foundation upon which the design teams can be creative and innovative. Encourage design teams to be thoughtful about these parameters and identify areas where design criteria potentially conflict, and be prepared to discuss how conflicts will be negotiated.

#### Zoning and Regulatory Considerations

Provide any known zoning information, such as zoning district, available FAR, parking requirements, building type for code purposes.

#### Site Considerations and Neighborhood Context

Provide information related to any special site or neighborhood features or considerations that should be accounted for, such as:

- Contamination
- Grading
- Desirable or undesirable adjacent parcels and building uses
- Access restrictions or requirements – pedestrian and vehicular
- Parking requirements
- Goals around activation of/use of street front
- Privacy goals
- Goals for exterior spaces and landscaping
- Neighborhood beautification goals
- Site-related maintenance goals
- Safety considerations
- Eco-districts
- Neighborhood and/or city-wide initiatives

#### Building Design Considerations

What do you want the building to look like? What do other buildings in the neighborhood look like (height, width, location on lot, interesting features)? Is it important that this project look like the other buildings in the neighborhood, or should it stand out? In what ways?

What are some adjectives related to how you want people to feel when they pass by or walk around outside the building? What are adjectives related to how you want residents to feel when they travel through the common areas of the building?



## Unit Design Considerations

Provide the design team information related to your goals around unit design.

- Are there regulatory requirements for unit sizes that should be considered?
- Is unit layout flexibility important?
- What are your expectations and goals around finishes?

*Reference and include the information developed from the Project Program Guide related to your target population and their unit-based needs to complete this section.*

## Additional Program Requirements

This section is intended to build upon the programming information in the project description sections above. Provide any relevant information developed from the Project Program Guide which was not included already, such as :

- Required space for on-site services
- Interior and exterior community- based spaces
- Operations and maintenance related spaces
- Commercial spaces

## Greening Considerations

*It is important that expectations related to building performance are established at the RFP phase. We recommend including specific information related to the following sustainability-oriented items:*

Greening Requirements – Are there regulatory and/or financing requirements related to green performance building? If so, what are they?

Utility Rebate Programs –Do you expect teams to design to standards that will enable a project to achieve efficiency rebates from relevant utility companies?

Certifications – Is certification under a rating system expected? Should the project be designed as "certifiable"? What rating system do you expect people to design towards (Green Communities, LEED, ENERGY STAR, Passive House, etc.)

Renewable Energy – Do you expect the project to include renewable energy in the base building design? If not, should the project be designed as "solar ready" should funding become available in the future?

Systems Approach- What level of design/system complexity is acceptable to achieve performance and sustainability? What is the capacity of your maintenance team?

## NOTES:

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## Greening Considerations *cont'd*

Energy Performance Goals- Do you have specific goals around how much energy/water the building will consume? Do you have specific goals around how tightly the building is air sealed? Can you provide specific metrics related to these goals (for example, how much water the building should consume in gallons per bedroom per day)?

## Health Considerations

Are there specific goals related to how the building design promotes resident health?

- How important is your building design to physical activity? Indoors? Outdoors? Seasonal or all year?
- Should the design team follow any healthy living design standards, such as the Active Design Guidelines? (<http://centerforactivedesign.org/guidelines/>)
- What standards do you have around healthy materials selection?
- Are there environmental hazards that the building and its systems need to mitigate (air quality, radon, etc.)?

## Universal Design Considerations

Outline your goals and requirements related to building and site accessibility by users of varying ages and physical/mental abilities. Be sure to focus on any particular needs that the population in your building has, as well as your broader goals related to designing a building that can serve the greatest range of users possible. Be sure to include that teams are responsible for ensuring that the project design meets all local, state, and federal requirements related to accessibility.

*For more information on Universal Design visit the Green Communities website: [www.EnterpriseCommunity.org/green](http://www.EnterpriseCommunity.org/green)*

## Resilience

What are your goals around passive survivability in the case of an emergency when power is not available? Are active backup systems required/desirable?

## Construction Costs

If you have expectations/requirements around the cost per square foot or per unit to construct this project, provide that information to the team. This is important in that it provides context to the design teams about what resources they will have at their disposal to achieve your goals. Ideally, teams will propose designs that achieve many, if not all, of the goals outlined above within the context of the proposed budget.

## NOTES:

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## Design Brief for Phase II

### ***I. Description of the Project***

Phase II is the second phase of redevelopment of a portion of the XX hospital campus into affordable housing. The first phase consists of two multifamily buildings, a 6 story, 95 unit 85,578 square foot structure on a 32,725 square foot lot, and a 6 story, 114 unit 98,120 square foot structure on a 31,920 square foot lot. See Appendix A for summary information related to Phase I.

Phase II will be developed on an adjacent 97,000 square foot parcel that currently contains an unoccupied 164,600 square foot former psychiatric facility. While this building has some interesting architectural features, the site has negative connotations in the neighborhood given its former use. It has been closed and vacant since 2011. The layout of the facility would require significant reworking to modify it for the type of housing contemplated, and there are believed to be significant environmental issues that would require remediation. Therefore, Developer A's working assumption is that the building will be demolished and a new building/s put in its place.

The housing on all three parcels is targeted at low-income and formerly homeless families and individuals.

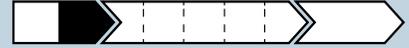
### ***II. Developer A's Expectations***

Developer A works toward catalyzing vital neighborhoods where affordable housing plays a critical role in the long-term economic and social success of lower-income individuals and families. Developer A has a history of developing safe, affordable, durable, beautiful, healthy and energy efficient housing. In this project we are seeking to improve upon our previous efforts by taking advantage of lessons learned in other projects, and by challenging our team to exceed current paradigms.

Our overarching development goal is that a passerby or unfamiliar building visitor will be more likely to guess that our project is a boutique hotel or a doorman apartment building than an affordable housing project. We want everyone on the project team to be comfortable imagining their own mother living in the development. We also want a project that is easy and inexpensive to operate and maintain, promotes positive resident interaction, improves the neighborhood, and is at the cutting edge in terms of sustainable development.

### ***III. Project Vision***

Phase II will be designed to meet the highest standards of healthy living and sustainable development. This concept of health is further reinforced by the proximity and partnership with the adjacent XX Hospital and the development project will transform a derelict psychiatric hospital to housing that will contribute to the neighborhood fabric and improve the everyday lives of the residents by creating vibrant, livable spaces. Developer A seeks to further explore the notion of the "garden" and the potential of a unified campus that will serve as a safe and supportive environment for the future



community. This new development will exceed the building performance of Phase I and set a new standard of high-quality housing for Developer A.

#### **IV. Project Size**

To work within our current financial assumptions and have the housing impact that Developer A expects at this site, the project must be at least 250 units, with a mixture of studios (50%), one (10%), two (30%) and three bedroom units (10%).

#### **V. Design Considerations**

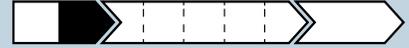
The following description of design considerations includes some of the major features that Developer A would like to see incorporated in the site. The list is intended to provide the prospective design teams with guidance but not be proscriptive. Developer A is seeking creativity and innovation from the design teams, not merely an attempt to satisfy all of these guidelines. Design teams are encouraged to identify areas where design criteria potentially conflict, and be prepared to discuss how conflicts will be negotiated.

#### **Zoning and Regulatory Considerations**

- A. R5
- B. Available FAR: approximately 200,000 sf
- C. No onsite parking is required, Developer A will seek a Mayoral override.
- D. Use Group 3: Non-profit with sleeping accommodations

#### **Site Considerations**

- A. Relationship to Hospital Site: Access and all services must be provided from Winthrop Street; the hospital entry way that divides parcels J and N cannot be used as an amenity or access to Parcel G. (Although we expect to be able to use the hospital garage for parking). The relationship with the Hospital requires that the site will be self-contained and not an extension of the hospital campus. Pedestrian paths must be inside our property lines. Conversely, we expect to take advantage of the proximity to the hospital site to facilitate access to programs and services for residents, and so we are looking for innovative ways of facilitating positive pedestrian access to the adjacent site within the above stated constraints. See Appendix B for a site plan.
- B. Financing restrictions prevent the Parcel X structures from being formally connected to the buildings on Parcels Y and Z, however we are seeking creative ways to link the amenities and services and have the facades and landscaping complement each other.



- C. No commercial spaces are contemplated, and we are not seeking to use the street front to create commercial or other intentional activity. A sense of privacy is important to the population we serve.
- D. Beautiful and usable outdoor spaces are important to Developer A. Outdoor features should be for the private benefit of the residents and provide only passive benefit for neighborhood-beautification. Low maintenance exterior spaces should be prioritized.

### **Building Design Considerations**

- A. Beautiful and not institutional looking. Indoor and outdoor design should incorporate the use of art/sculpture.
- B. Bring the outdoors into the space; consider innovations such as living roofs and walls. See how light wells have been used to improve basement space in other Developer A's buildings. Take advantage of large southern exposure.
- C. Building materials should be contextual to the hospital, street and Phase I sites; no requirement to reference existing building; include interesting accent materials.

### **Unit Design Considerations**

- A. Unit size-consider and understand city guidelines; note that Phase I units are larger than their guidelines.
- B. Incorporate built-ins to save floorspace and maximize living space and perhaps make smaller units possible.
- C. Finishes-same quality as market rate housing-no carpet, ceramic tile, wood floors, solid surface countertops.

### **Building Programming Requirements**

- A. **Social service office spaces:**
  - 1. A mix of individual offices and small conference rooms.
    - i. Office space for social services should include at minimum 3 private offices, a conference room, a waiting area, space for storing office supplies, and have room for a heavy-duty copier. These spaces must be wired for high-speed internet
  - 2. Social service offices to promote a welcoming, non-institutional atmosphere and privacy at the same time.
  - 3. Entrance into offices should be secure with reception desk but provide open sight lines.
- B. **Community, amenity, and activity spaces:**
  - 1. Security desk should be welcoming not intimidating; it should feel like a doorman building. Good sightlines for security personnel and residents, no blind spots indoors or



out. Security programming is positive for the neighborhood. Video cameras should be included for security.

2. Common use/amenity areas should be centralized (as opposed to being disbursed throughout the building) and be inviting and easily accessed by tenants.
3. Community spaces should accommodate a large variety of uses – community groups, large meetings/conference, small groups, workforce training, public and non-public events.
4. The typical patterns associated with high use common areas (i.e. laundry facilities, computer rooms, etc) should be considered and exploited to encourage greater amounts of natural, positive community interaction (i.e. – dual-use spaces such as a laundry room with adjacent children’s play area)
5. Plan for the following types of community amenities and programming:
  - i. Computer room/technology center with built-in workspaces that can also include small tables/individuals study areas.
  - ii. Spaces appropriate for exercise/recreation programming (indoor and outdoor – multi-season).
  - iii. Gardening opportunities/urban agriculture potential
  - iv. Common laundry facilities
  - v. Common trash and recycling infrastructure
  - vi. Storage and workspace available for building superintendent; no tenant storage
  - vii. Server room for Developer A’s office technology

## **Greening Considerations**

The building is expected to be very sustainable and incorporate/achieve the following certifications and performance metrics:

- A. LEED H Midrise –at least Gold certification.
- B. Enterprise Green Communities standards.
- C. NY DHCR greening requirements-B9 form.
- D. NYSERDA multi-family performance program.
- E. Solar ready for PV and Solar Thermal.
- F. Energy Performance goals: use less than 2 btu/sf/HDD for space heating; less than 2 ACH @50Pa air infiltration; significant reductions in use of gas for domestic hot water; less than 60 gallons/bedroom/day in potable water use; common area lighting power densities and total usage below ASHRAE standards without feeling dimly lit; maximize efficiency in electrical use for pumps, motors, ventilation and air conditioning; design to maximize daylighting in common spaces and to reduce light levels when natural light is present; coordinate lighting design with finish colors and texture.
- G. Simplicity in systems design for ease of maintenance.



## **Health Considerations**

- A. Incorporate design features that encourage physical activity (See NYC Active Design Guidelines).
- B. Design to encourage indoor and outdoor physical activity in all seasons.
- C. Choose finishes that are healthy and can be cleaned with non toxic cleaners and details that inhibit pests and reduce pesticide use.
- D. Consider air filtration appropriate for urban site.

## **Universal Design Considerations**

- A. Design for the differential needs of residents of many ages and abilities:
  - a. Residents inhabiting studio apartments could range from their 20's to elderly residents.
  - b. Family units turn over less frequently and would benefit from age in place accommodations.
  - c. Children will inhabit the building and should also be accommodated for through design.
- B. Consider wayfinding between Phase II and buildings in Phase I.
- C. 5% of units may require accessibility for hearing and vision impaired residents

## **Resilience**

- A. Generator to maintain basic life functions.
- B. Ensure that sub grade space is not subject to flooding or can drain when power is lost.

## **Construction Costs**

Developer A expects to be able to achieve these goals and complete construction of this project for less than \$XX/sq. ft. (The construction cost associated with Phase I)



ORINOKA MILLS DESIGN BRIEF  
 New Kensington Community Development Corporation  
 2012 Enterprise Pre-Development Design Grant



## A. Organizational Background

### 1. Mission + Overview

New Kensington Community Development Corporation (NKCDC) is a nonprofit organization dedicated to revitalizing the Kensington, Fishtown, and Port Richmond neighborhoods in Philadelphia. NKCDC's mission is to strengthen the physical, social and economic fabric of the community by being a catalyst for sustainable development and community building.

In 2010, NKCDC initiated an extensive community engagement and master planning process to address vacancy and crime within a 23-acre study area in the heart of Kensington. The proposed plan envisions the creation of a vibrant neighborhood center that leverages the existing transit system, market opportunities, and proposed linear park network on the viaduct. This multi-phase neighborhood revitalization effort will first focus on one of the remaining structures that is part of the Orinoka Mills site located on the corner of Somerset and Ruth streets. This adaptive reuse and new construction project will transform the former industrial warehouse into affordable housing with much-needed commercial and community space. The future site will build off of the master plan and make tangible progress in restoring vitality and prosperity to the area.

Cutting through this neighborhood is the Lehigh Viaduct, which currently has only one active train line. The Viaduct isn't gated and attracts a large volume of drug and prostitution activity, which represents a significant challenge to development in this neighborhood. The heart of the study area, Kensington Ave. and Somerset St., was recently named the top drug corner in the city by the Philadelphia Weekly. Nevertheless, this neighborhood has several amenities. In addition to its close proximity to public transportation, there is a commercial corridor along the elevated train station. Businesses and community services in the area include a deli, a church and a bike shop. NKCDC aims to transform current liabilities into assets and restore the study area to vitality and prosperity.

### 2. Expectations

NKCDC envisions the redevelopment of the 60,000 sq. ft. Orinoka Mills structure and the 23 acres of vacant or dilapidated properties surrounding the building as an important opportunity for NKCDC to establish a presence and facilitate change in one of the most troubled spots in its service area. **This predevelopment design grant process will focus on the Orinoka Mills building and the adjacent land that extends to the viaduct (Phase I).**

Accordingly, architectural proposals for this project should focus on creating a vision for Phase I yet include a schematic strategy for the larger site, with implications for future phases and the surrounding area. The project should be mindful of the neighborhood context, but not mired in it. Proposals should be achievable, as well as visionary. The project should both stand alone and fit into the larger site and community.

## B. Project

### 1. Vision Statement

The Orinoka Mills redevelopment project will be a forward-looking and transformative force in the neighborhood while respecting the area's current and past character. The redevelopment will contribute to an array of services and an overall healthy community, preserving affordable housing and creating a more attractive neighborhood. Furthermore, the process and product will be accessible and transparent in nature, give hope to community members, and inspire other partners to further invest in local community development.



## 2. Description and Program

### Size

The project site is approximately one (1) acre. The site encompasses both the adjacent vacant lot and the Orinoka Mills structure, which totals approximately 60,000 sq. ft. including the basement level and the smaller adjacent timber building (please see the attached images).

### Population + Program

- Mixed-use: Low-to-moderate income 1-2 bedroom affordable housing on the upper four levels. Retail and office space on the two bottom levels, including partially submerged basement.
- Additional resident and tenant details are yet undecided.
- The project comprises the adaptive reuse of the mill building, with potential for a new construction addition.
- The design should include a rooftop program for the residents, as well as private access to the outdoors.
- The Phase I site should also include outdoor green space accessible to the surrounding community.
- Strive for 24-hour programming, ensuring “eyes on the street.”

## 3. Design Considerations (asterisks mark high priority areas)

### \*Site Integration + Connectivity

- Consider how the site and building relate to the surrounding neighborhood.
- The site should incorporate Transit-Oriented-Development strategies, considering the proximity of and connection to the El.
- The building should be open and accessible to the community, with a public relationship with the street.
- Strategies for Ruth Street, particularly as a less intimidating thoroughway.
- Include at least two entrances for residential and public programming.
- Include streetscape considerations along Ruth and Somerset.

### \*Safety Concerns

- Prioritize crime prevention (i.e. secure entryways) but do not propose a fortress.
- Avoid undefined common spaces and maintain defensible space (again, “eyes on the street”).
- Create an intentional environment, with well-considered streetscapes and maintained buildings that discourage illicit activity. Consider improved pavement, exterior lighting, etc. conditions to create a welcome gateway, particularly on the path to the transit hub.
- Acknowledge the area’s crime and drug issues but do not let them drive the design. What is your approach to this? Have you done any similar work in similar conditions?

### \*Sustainability + Health

- The development will strive for LEED Gold or Platinum.
- Landscaping and building design should account for stormwater management, particularly for viaduct runoff.
- Salvage as much material as possible from the existing building.
- Prioritize safe and healthy materials to maintain high indoor air quality.
- Operable windows and ceiling fans.
- Transit-oriented-development and bicycle connectivity.
- Note: There is likely necessary remediation associated for outdoor open spaces.

### Community + Open Space

- Include an outdoor green space accessible to the surrounding community.
- Consider urban agriculture and artwork on site.
- Create a balance between private and public open space, including an accessible roof that celebrates the view.
- Propose a strategy for how open space will play out on the larger site in future phases.



### **Accessibility, Zoning + Maintenance**

- All spaces must be ADA accessible.
- Propose a secondary means of egress as the previous staircase was demolished.
- Maintain material durability for longer lifespan and lower costs.

### **Design Identity:**

- Respect (but do not replicate) the historic character of the building and site. The community development team values the natural light and valuable historic character of the existing building.
- Reduce space dedicated to cars, minimize surface parking, and promote alternative transportation.
- The project is neither institutional looking nor fortress-like. It should be secure and deter crime.
- Include access to the outdoors and green space, either private (balcony) or communal (rooftop). Also consider green space open to the larger community.
- Develop a strategy in relation to the neighboring building, which may or may not also be renovated.



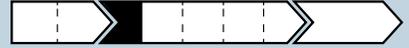
## NEW KENSINGTON'S ORINOKA MILLS: PRE-DEVELOPMENT DESIGN VISIONING ARCHITECT INVITATION

Neighborhood Context: Aerial photograph of the study site (outlined in red)



Site Detail: Aerial photograph of the Orinoka Mills site (outlined in yellow)





The following outline with help guide you through the process of creating and distributing a Request For Proposals (RFP), and provide key questions to consider as well as useful tips.

## **PROJECT DESCRIPTION AND REQUEST FOR SERVICES:**

Include your design brief as well as the extent of the design and/or construction administration services you are looking for. If you are not able to give a completed design brief at the time that you are initiating Phase One of the RFP process (Request for Qualifications), you can use a simple project description and state that a more detailed design brief will be provided during Phase Two.

Include expectations related to deliverables at conceptual design, design-development, and construction document phases, project bid review, construction administration, and construction closeout/transition to occupancy. Be sure to also include services related to community engagement and regulatory processes, as well as set expectations around an integrated design process, which is a method for designing buildings which requires multidisciplinary collaboration from conception to completion. If possible, provide information related to project timeline and reference any included site/context maps and/or photos of the site.

## **SUBMISSION COMPONENTS AND TIMELINE:**

It is important to clearly call out the expectations related to RFP deliverables and timeline. This section should be divided up into two phases according to the expected submission components:

*Phase One - Request For Qualifications*  
*Phase Two - Proposal Submission*

The following pages provide a detailed outline to guide you through the process of creating an RFP.



## Phase One: Request For Qualifications (RFQ)

## NOTES:

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To narrow the field of design teams providing full proposals, it is recommended to first request that interested firms provide you with qualifications. Again, it is important that you provide specific guidance related to what information is provided in the qualifications so that firms can be compared to each other.

At minimum, we recommend including the following components for qualification submissions:

- An overview of the firm's history, mission, design process and approach to client engagement
- An organizational chart, including resumes of all personnel who would be committed to this project. Provide specific information as to their experience on projects similar to this one. For the project manager and project architects identified as part of the project team, provide the name and phone number of three (3) client references with whom the architect has worked on a similar building project.
- Information on at least three (3) completed representative projects:
  - Client and contact information
  - Project type
  - Total development cost (TDC)
  - Percentage of TDC that was design fees and what consultants were included in those fees.
  - A description of exceptional features or design concepts
  - Metrics related to actual water and energy consumption of these project during operation (preference will be given to teams who can provide this info on their completed projects)
- A list of professional consultants outside the firm whom you propose would provide services not available within the firm. Provide specific information documenting their work on similar projects.
- Information on accolades or awards

*Discuss with your core team if there are other additional questions you'd like firms to address in their submission of qualifications. Qualifications should be limited to no longer than ten (10) pages.*

Provide each team with information on the date and time that qualifications are due, and who they should be submitted to. An appropriate turn around time for an RFQ is typically one (1) to two (2) weeks. Indicate if your preference is electronic or hard copies, and if hardcopy, how many copies should be submitted. Indicate when teams will be notified if they have been chosen to submit full proposals.



## Phase Two: Proposal Submission

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### Site Visit

Once the qualifications have been reviewed and teams have been chosen to submit a full proposal, it is beneficial to conduct a site visit. Include information about when the site visit will be held. This should be specified for teams that are chosen to submit full proposals only. Be sure to include information in the RFP about expectations for attending the site visit, where teams should meet, what the components of the visit are (tour of site, tour of existing building, Q&A session), and whether teams will need to arrange their own transportation to get between locations. Firms should be encouraged to attend.

### Q&A Period

Provide information about the time period during which questions will be answered, how and to whom questions should be sent, and the process for distributing a log of questions and answers to all firms submitting proposals at a designated date.

### Proposal Submission

Provide clear and concise direction to design firms around what should be included in their project proposals. This will ensure that you get the information you need to make comparative evaluations. In the RFP, encourage the design teams to present well-articulated ideas rather than finished schematic drawings.

*The time frame for the proposal generation is intentionally limited. Proposals are intended to provide basic information about the proposed project team, as well as each firm's approach to addressing the project design goals, which are provided to the teams in the design brief.*

### Submissions should include and be limited to:

- A narrative summary of the team's design approach, not to exceed one page.
- At least two, but no more than three, conceptual studies for site design, building massing/layout and basic interior layout. Teams should include their conceptual approach related to materiality and sustainability. *Proposals should not include advanced design solutions. While 3D massing studies could be helpful, photo realistic renderings of details should not be expected or encouraged. It is very important to explicitly state this in your RFP.*
- A conceptual approach to unit design.
- Outline of design schedule and deliverables.
- Preliminary fee structure, anticipating reimbursable costs and schedule of hourly rates for additional work, if required.
- Information about current workload and how this project will be integrated into those existing demands.
- Information regarding the circumstance and outcome of any litigation, arbitration, or claims filed against the firm or consultant firms, as well as a description of general and professional liability coverage.
  
- Narrative responses to the following questions:
  - Describe a challenge that occurred on a similar project and how it was



resolved. Include information about what was learned and how this issue will be avoided in future projects.

- What is your approach to integrating sustainability into projects with fixed capital budgets?
- How many projects have you achieved a greening certification on? In what rating system and at what levels? Provide a one page representative checklist for a project completed in the past five years.
- Provide specific information related to innovative, low- cost approaches that were incorporated to reduce energy/water consumption in a similar high performance building project you have completed. *Preference will be provided to teams who can provide data for the referenced project. Examples include, but are not limited to, water use in gallons per bedroom per day, or heating (or cooling) energy use in BTU/sqft/heating degree day.*

## NOTES:

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*Submissions should be limited to twenty (20) pages. Include information about what date and time submissions are due. Indicate how you would like the proposals submitted (e-copy, hard copy) and how many copies you require, if requiring hard copies. Include full contact information for the Project Lead, who will accept and manage submissions.*

*There may be questions that arise about intellectual property rights related to submissions. It is common that proposals are not shared between competitive teams and rights to the presentations remain with the design teams. You may state this in the RFP. However, ideas presented and discussed during the selection process typically do not qualify as intellectual property, and are therefore not typically expressly protected. **It may be beneficial to state that ideas shared may be incorporated into the final project, even if the team that proposed them is not selected.***

### Architect Interviews

Teams chosen to submit a full proposal should be expected to participate in a one hour interview. This interview should include a 30-minute presentation from the firm focused on the conceptual design studies presented in the proposal submission and geared toward further exploring/explaining the approach that is being proposed followed by 30 minutes of questions and answers. Time should be carefully kept, so teams should plan their presentations accordingly. Presentations should not include a review of the team's qualifications, as that information will have already been evaluated. Interviews should be scheduled after proposal submissions are received. *Include information about what day interviews will be held on. Ask firms to maintain availability throughout that day, as presentations will be scheduled after the receipt of proposal submissions.*

### Notification

Provide specific information about when firms will be notified of their status. We recommend notifying firms within two weeks. Be clear about whether being selected as the top firm means that a contract will be executed.

### Appendices

We recommend including site information, such as a neighborhood context map, a site map, any relevant photos, and the design drief as appendices to the RFP.

