

22 September 2006



request for proposals

Introduction

Schemata Workshop, as part of the 1% Solution (www.theonepercent.org), has pledged one percent of our time to the public good through pro bono work. We are a privately-owned, client-oriented, highly collaborative architecture firm, founded in 2004, with project experience that includes a broad range of public and private buildings. We are dedicated to producing exceptional architecture that is memorable and authentic. Also inherent in our design approach is a commitment to creating environmentally sustainable buildings and enhancing the livability of cities.

To focus our pledge of pro bono work, we would like to provide architectural services to a nonprofit organization. We hope to strengthen the ability of the organization to serve the community by donating conceptual design services for fund-raising or feasibility studies. We would like to work at a schematic design level to help envision a future project and provide documents for use in obtaining the means to build the project. This is also an opportunity to increase our knowledge in sustainable building and create a project where design, construction and operation will make a minimal draw on non-renewable resources, give high priority in respecting the physical environment and provide energy savings for the chosen organization.

Some examples of projects we envision being proposed are but not limited to:

- site feasibility studies
- sustainability/regenerative design assessments
- space programming
- conceptual design for a new building, addition or remodel

Time Schedule

Issue Request for Proposals	September 22, 2006
Deadline for Questions	October 15, 2006
Deadline for Submittal of Qualifications	November 1, 2006
Notify Chosen Organization	November 22, 2006
Estimated Completion of Project	March 30, 2007

Contact

For questions please contact Peggy Heim by e-mail at: peggy@schemataworkshop.com

Instructions

Two (2) copies of the RFP must be received by 5:00 p.m. on November 1, 2006. No faxed or e-mail documents will be accepted. It is the responsibility of the organization to ensure the RFP arrives on time and to the correction location.

All RFPs should be sent to:

Schemata Workshop
Attn: Nonprofit Grant
159 Western Ave West Suite 483
Seattle, WA 98119

RFPs should be prepared clearly and economically, providing a concise description of provider capacity to satisfy the requirements of the request and to move the project forward.

Submission Requirements

Provide a narrative illustrating how the following requirements are fulfilled under each of the headings below. Please limit your response to 30 printed pages total.

Background Information

- A brief overview of the organization.
- The names of individuals who will be involved in the project and their role in the organization.
- At least three (3) testimonials from individuals served by the organization describing the quality of the services and the specific need of the request, including entity name, contact person and telephone number.

Basic Eligibility Criteria

Please provide evidence of the following:

- Be a nonprofit charitable organization classified as a 501(c)(3) public charity by the Internal Revenue Service or operate under the fiscal sponsorship of a 501(c)(3) status.
- Provide direct benefits primarily or entirely to residents of our area: the counties surrounding the Puget Sound Region including Snohomish, King, Pierce, and Kitsap.
- Fund request may not be for religious purposes. We may support agencies operated by religious organizations that serve secular needs.
- Have written policies and a track record of not discriminating on the basis of age, gender, sexual orientation, ethnicity, disability, national origin, political affiliation or religious belief. Please provide a signed statement.

Strength of Organization

- A well articulated mission, vision and values that guide the organization.
- A strong board of directors and management team. Provide a brief bio for each individual.
- Financial strength as evidenced by historical record of stable, growing revenues, diversity of income sources, strong cash reserves, long term grants and/or strong involvement by board members.

Project Proposal

Describe your anticipated project including (where applicable):

- The type of work, e.g., new construction, renovation, and/or purchase of property.
- The context of the site selected, or envisioned, the surrounding community, the proximity to transit, whether it is rural or urban and if it is a "brownfield" site.
- Your consideration of existing structures on or near the site and why new construction is appropriate.
- Planned "green" features or those that you are considering. If applicable, please describe whether your project may lead to significant achievements in sustainable design.

Demonstration of Project Readiness

- Clear need for the service being requested and fit with the nature of Schemata Workshop. Key indicators might include goals within the strategic plan that can be furthered by the requested grant, existing facilities that are not sufficient to accomplish those goals, and reasonable deadlines.
- Completed preparatory work. In the ideal case, an applicant has a project and/or site in mind.
- Ability to work effectively with volunteer teams, as factors such as experience successfully managing consultants, successfully managing volunteers, or work experience in professional services by key staff members.
- Board, management and staff time, and commitment to providing such time. Applicant has a clear internal project lead who can dedicate at least five hours per week to the project through its completion to facilitate scheduling, information gathering and decision making. Management and the board strongly support the project, and staff is available to work with volunteers during the project as needed.
- A clear and simple decision-making and approval process. Successful applicants will demonstrate that a limited number of decision-makers have been identified and will be available for timely turnaround of key decisions.
- Stability in finances, management and strategy. Ideally there has not recently been, nor is there expected to be, a dramatic growth or decline in revenues, a change in executive leadership or significant board turnover.

Additional Considerations

Please keep in mind these considerations before submitting your qualifications:

- The project will involve design solutions that have sustainable building concepts.
- The project may be used for our marketing and promotional materials, including publication. The name and location of the organization can be withheld for client confidentiality.
- The project must be limited to architectural services. Engineering services may be procured if necessary.

Evaluation Criteria

Each submission will be evaluated on the following criteria:

- Strength and clarity of presentation.
- Extent of impact on the community the project will serve as evidenced by the number of people that will benefit from the services provided.
- Site selection is very important and we will give priority to urban infill sites and "brownfield" sites that are abandoned, or under-used industrial and commercial land.
- Originality and creativity of the proposed project that will allow our firm increased knowledge, experience, and expertise, especially with relevance to sustainable building design.
- Appropriateness and adequacy of the proposed budget
- Qualifications of the project team to undertake the proposed activities.
- Desirability and impact of potential outcomes.
- Likelihood of achieving intended outcomes and of those outcomes resolving the issues identified in the RFP.