



REQUEST FOR PROPOSAL

Friday, May 28: Letters of Interest Due

Friday, July 30: Full Proposals Due

We are excited to launch a new partnership with The American Institute of Architects (AIA) to help mayors build zero-carbon, resilient, healthy, and equitable cities.

AIA is the largest design organization in the world and—through their **Blueprint for Better Campaign**—they are bringing together communities, civic leaders and architects to re-imagine a built environment that addresses the urgent needs climate change presents. We are excited to offer 3 cities the opportunity to partner with an architect to tackle a local renovation, reuse or retrofit challenge that aims to reduce environmental impact and equitably serve the surrounding community.

Architects know that the greenest building is the one already built. And many cities across the country have an overabundance of vacant, deteriorating, or underused buildings that could be transformed into community assets.

3 Winning Cities will Receive:

- Technical assistance with final written recommendations from an architect, customized to suit your specific project scope and needs.
- Up to \$5,000 per city to cover necessary city staff time, engagement tools, and supplies.
- The opportunity to present their project at a future (virtual or in-person) Mayors Innovation Project event.

EXPECTATIONS

We invite US cities to apply to receive technical assistance from an architect, plus additional support and funds.

Cities will receive:

- A virtual kickoff convening of the 3-city cohort, which will include the mayor and lead staff for each participating city. Participants will have a chance to meet each other, learn about critical design principles, discuss their project, and begin a customized project outline.
- Technical assistance (TA) from an architect, customized to suit your specific project scope and needs. TA support may include one-on-one direct assistance, a charrette for stakeholders, and monthly check ins. The architect will work with you to determine the appropriate deliverable and plan of action, specific to your site. This scope will be discussed and agreed upon during the first quarter of the project.
- Final written recommendations.
- Up to \$5,000 per city to help cover city staff time, community engagement tools, and supplies.
- The opportunity to present their project at a future (virtual or in-person) convening of their peers.

Cities should be able to provide:

- An existing building or project site in their city per their proposal
- Access to elevation documents and other pertinent information specific to the building or area
- Progress updates for marketing materials produced by MIP and AIA, to be used in blog posts, case studies, and/or inclusion in a written brief.
- A lead team to engage in this project. Mayors will nominate appropriate staff for attendance to meetings, including but not limited to:
 - City finance director
 - Codes/regulations
 - Councilmember for designated areas
 - County commissioner
 - City planner
 - Director of Community Planning and Development (whoever handles zoning and permits)
 - Respective department - Parks & Recreation or Public Health, etc

TIMELINE

Friday, May 28: Letters of intent due

Monday, June 14: Applicants notified, invitations to submit full proposal sent

Friday, July 30: Full proposals due

Friday, August 13: Winning cities notified

Thursday, September 16, 3-5 EST/2-4 CST: Kickoff call for all cities and architect teams

October 2021 - April 2022: Regular monthly team calls, charrettes (if applicable), other community engagement tactics as necessary

PROPOSAL PROCESS

ROUND 1: LETTER OF INTEREST DUE FRIDAY, MAY 28

To be considered, please submit a brief letter of interest of no more than one page (500 words max) that includes:

1. A description of the vacant, deteriorating, or underused building that you want to target for this project
2. A description of how this building/project would fulfill the mission of the Blueprint for Better Campaign and contribute to a zero-carbon, resilient, healthy, just, and equitable built environment.
3. A description of any work to date on this building/project (e.g., existing partners, funding, community engagement efforts)
4. A description of the biggest challenges you face in this project (e.g., political opposition, lack of funding)
5. Jurisdiction and level of decision-making authority the city has over the site

[SUBMIT LETTERS OF INTEREST AT BIT.LY/BLEUPRINTLOI](https://bit.ly/blueprintloi)

ROUND 2: FULL PROPOSAL DUE FRIDAY, JULY 30

Please submit your proposal of no more than three pages (1500 words max, plus any attachments) that includes the following sections:

1. Expected Project Impact.
2. Project readiness and timeline, including:
 - History of community engagement on the project/building/site
 - Readiness to act on this project/building/site (For example, does the city own the site? What groundwork has been laid, what challenges do you anticipate in updating this project/building/site?)
 - Why do you think an architect will be a useful and timely addition to this stage of the project?
 - Future milestones you hope to achieve.
 - Readiness & timing - why is an architect useful/needed in this step of the process? Will the 6 months time frame that you'll have an architect for be the right time to utilize them?
3. At least 3 photos of the project site.
4. Any additional documentation that could support your proposal - this may include GIS mapping or brief letters or emails of support from the surrounding affected community (e.g., local community leaders)

EVALUATION

Proposals will be evaluated by:

- Project readiness: the extent to which the city has decision making authority over the site/building
- The degree to which the surrounding community has been or will be engaged in this project
- The city's demonstrated commitment to equity, sustainability and civic engagement

BACKGROUND

Whether your city is struggling to implement an equitable growth strategy, conserve energy, reuse abandoned buildings or empty office space, or create affordable housing, architects can help you design solutions and uncover the hidden value in your city's existing building stock.

- Why should city leaders work with architects to focus on renovation, reuse, and retrofits?
- Compared to new construction, a greater proportion of a retrofit's budget typically goes to labor, creating more jobs for the dollars spent.
- Among building owners, 94 percent believe that their buildings are more valuable after a green retrofit.
- Adaptation and reuse promote cultural heritage and social cohesion, which the United Nations cites as critical to community resilience.
- Buildings create about 40% of the world's carbon dioxide emissions, but architects can design them not to.
- Energy-efficient retrofits achieve dual savings: conserving embodied energy and curtailing operations emissions.

ADDITIONAL RESOURCES

[AIA's Blueprint for Better](#) campaign is a call to action. AIA is asking architects, design professionals, civic leaders, and the public in every community to join efforts.

1. [Renovating Buildings to Protect the Climate and Rejuvenate Communities](#): How existing structures can reduce carbon, jump-start the economy, and create equity
2. [Renovate, retrofit, and reuse principles and case studies](#)

QUESTIONS

Please contact Katya Spear, knspear@mayorsinnovation.org.

