

# Request for Qualifications (RFQ)

## Project Manager & Designer for Small Business Center

### Summary

Groundswell Capital, a 501(c)(3) nonprofit organization, is seeking the support of an independent contractor to assist with the design and implementation of a small business center. We are inviting Requests for Qualifications from individuals and organizations who can spearhead this vision, with the support of our team and stakeholders, between January 2024 and April 2025.

### About Us

Groundswell Capital is a nonprofit lender dedicated to removing barriers to access to capital and investing in an equitable, sustainable, and innovative community. The Tucson Small Business Center, located in the heart of Barrio Viejo, will provide over 10,000 sq. ft. of community space to support small business development in the City of Tucson.

This project is a collaborative effort between the City of Tucson, the Tucson IDA, and Groundswell Capital, with sponsorship from Vantage West Credit Union. Our vision is to create a vibrant, welcoming community hub that also honors the historical context of our location. We seek a creative partner who will refine our vision and execute the project scope on schedule and within budget.

### Our Vision

We envision a warm, professional environment for small businesses, rooted in the history and culture of Barrio Viejo. The design should incorporate local artists and vibrant colors to connect the space to the community.

As the City of Tucson's Small Business Center, we aim to create a space that matches the appeal and functionality of top coworking environments. The design must support multiple uses: hosting financial classes in the morning, lunch-and-learn seminars in the afternoon, and seamlessly transitioning to networking events with live music and cocktails in the evening.

We are open to creative collaboration and excited to bring this vision to life as a lasting centerpiece for our community.

### Scope of Work

**Design and Layout Planning:** Develop a detailed design plan for the workshop and kitchen areas, including layouts, equipment, and finishes. Ensure the space supports multiple functionalities, such as workshops, presentations, and food preparation.

**Budget and Timeline Management:** Create and manage a project timeline while allocating the budget effectively.

**Material Selection:** Recommend durable, high-quality, and aesthetically pleasing materials aligned with the organization’s branding and community focus. Sustainable and low-maintenance materials are preferred.

**Project Coordination and Oversight:** Manage contractors, suppliers, and installation teams to ensure timely, within-budget completion.

**Final Presentation and Walkthrough:** Conduct a walkthrough with leadership upon project completion, ensuring all elements meet agreed specifications.

**Compliance Management:** Ensure all designs and installations comply with local historical preservation and building regulations.

## Required Qualifications

- Proven experience in facility design and project management for nonprofits or small business-focused spaces.
- Success with similar budgets and community-centered projects.
- Strong skills in budgeting, contractor coordination, and interior design.
- Ability to incorporate sustainable and low-maintenance materials.
- Creativity in sourcing materials (e.g., second-hand, local artists).
- Knowledge of and ability to ensure any compliance with local regulatory bodies such as securing permits if needed or managing compliance with historical preservation rules.

## RFQ Requirements

Please limit your response to no more than two pages (excluding portfolio materials).

1. Introduction and Background: Briefly describe your experience with similar projects, particularly in nonprofit or small business environments.
2. Approach to the Project: Outline your proposed approach, including how you would prioritize the project phases (e.g., design, material selection, budget management). Share what excites you about this project.
3. Budget and Timeline Outline: Provide a preliminary budget breakdown and timeline. Include your pricing scheme (e.g., hourly rate).
4. References and Portfolio: List references and include portfolio samples showcasing your experience with similar projects.

## Evaluation Criteria

**Relevant Experience (30%)** Past projects demonstrating successful design, project management, and budget adherence.

**Design Concept and Creativity (25%):** Ability to create a visually appealing, functional environment.

**Budgeting and Timeline Strategy (20%):** Strong budget management and a realistic timeline.

**Understanding of Community Space Needs (15%)** Experience with nonprofit/small business community spaces.

**References and Professionalism (10%):** Positive feedback from previous clients.

## Submission Deadline and Contact Information

**Proposal Due Date:** December 20th, 2024, at 11:59 PM MST

**Submission Instructions:** Submit proposals in PDF format to [nic@tucsonida.org](mailto:nic@tucsonida.org) with the subject line: **\*RFQ Submission – Small Business Center PM/Designer.**

Questions: Direct inquiries to [dre@tucsonida.org](mailto:dre@tucsonida.org)

## Selection Process and Timeline

- **Proposal Review Period:** Proposals will be reviewed on a rolling basis.
  - **Interviews:** Selected candidates may be invited for interviews to discuss their proposals.
  - **Final Decision** The chosen Project Manager/Designer will be notified by the latest January 15, 2025.
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## Background Materials

**The Building: 600 S. Meyer**

**Primary Workshop Room:** A multifunctional space to host workshops (classroom-style for 40), networking events, and presentations. Include solutions for serving coffee and food. The design should integrate sponsor logos aesthetically and ensure excellent audio/visual tech for seamless functionality.

**Reception & Entrance:** A welcoming and eye-catching reception area to greet small businesses.

**Kitchen Upgrade:** Redesign the small staff kitchen to accommodate daily use and event catering, with large fridges and functional amenities.

**Exterior Signage:** Develop a signage strategy compliant with Barrio Viejo regulations.

Other Projects (Budget/Time Permitting)

- Interior Garden Space: Design for hosting small receptions.
- Restroom Refresh: Light aesthetic updates (e.g., paint and art).
- Meeting Room Art: Add decor and art to a small conference room.

**Mood Board:** To help spark ideas, we've compiled a mood board with colors, textures, and designs that resonate with our vision. This is just a starting point to inspire the conversation. We're excited to collaborate and are open to fresh ideas or entirely new directions that bring even more creativity to the project. <https://www.pinterest.com/dre0534/600-s-meyer-ideas/>