

SF Shines Design Services: Call for Design Professionals

Northeast Community Federal Credit Union (NEFCU)

NEFCU Community FCU is a Community Development Chartered Credit Union that exists to meet the unmet savings and credit needs of its membership. As a financial cooperative dedicated to serving the underserved, NEFCU is also an agent for community revitalization and development within its field of membership and for the larger community.

Community Economic Development: Office of Economic and Workforce Development (OEWD)

The Community Economic Development team aims to enhance and strengthen neighborhood commercial districts around the City by marshaling and deploying resources from across multiple departments and nonprofit partners.

Funding for services sought through this request are provided by a grant awarded by the City and County of San Francisco. Payment for services to providers will be managed and distributed by NEFCU.

Project Background:

The SF Shines Design Services grant program provides professional design services to qualifying small businesses. Each awarded business can receive up to \$5,000 in services from one of our contracted design professionals. These services are provided for free to small business applicants and the professionals are paid directly by the grant program which is managed by the Community Economic Development division under the Office of Economic and Workforce Development.

Northeast Community Federal Credit Union currently assists OEWD with managing funding assigned to this program and managing a list of design professionals who are assigned on an as needed basis to work with OEWD staff on projects for small business grant applicants.

Job Description:

NEFCU in partnership with OEWD is seeking services from architects, interior designers, façade designers and graphic designers to provide design services and technical assistance for City of San Francisco staff members, property and business owners, and other organizations on an as-needed basis. OEWD offers programs that provide grants and design assistance to improve visual identity, commercial façades, and business interiors to help small businesses thrive, increase quality of life, improve physical conditions, and build community capacity.

General Responsibilities and Activities to Be Conducted and Addressed in Proposal Submission for Architects:

- Attend meetings with small business owners and OEWD staff to discuss the proposed scope of work and establish the goals and parameters of the project
- Review historic information, reports, previous building permits and planning requirements for each project. Conduct field measurements and photograph existing conditions.
- Provide professional guidance to business owners to assist them with decision making around scope of work, project costs, compliance requirements
- Create design development and construction documents drawings. Coordinate revisions with OEWD staff, applicant and Department of Building Inspection (DBI).
- Obtain all required building permit approvals.
- Provide assistance during the bidding/pricing phase including responding to questions from contractors and business owners and OEWD staff.
- Provide assistance during the pre-construction/construction phases including responding to questions from contractors and business owners and OEWD staff.
- Provide digital files of all drawings and designs for the use of the business and the review of the City.

Minimum Qualifications:

- Five years verifiable experience providing architectural services to small business and/or commercial building owners similar to the services noted in the section above (similar equivalent experience also accepted).
- Licensed architect with the State of California.
- Two commercial façade and/or tenant improvement projects completed in the past 5 years.

Desired Qualifications:

- Bilingual capabilities (any language)
- Ability to help source estimates for construction
- Experience partnering with businesses, nonprofits, residents and the City

General Responsibilities and Activities to Be Conducted and Addressed in Proposal Submission for Graphic Designers, Façade Designers and Interior Designers:

- Attend meetings with small business owners and OEWD staff to discuss the proposed scope of work and establish the goals and parameters of the project
- Work with OEWD staff and applicant to develop a minimum of three conceptual designs for a visual identity or design that could include color schemes, illustration and typography, materials, products, etc.
- Work with OEWD staff and applicant to develop final vector art or design packet based on approved conceptual designs.

- Provide digital files of all designs and graphics for the use of the business and review of the City.

Minimum Qualifications:

- Two years verifiable experience providing design services to small business and/or commercial building owners similar to the services noted in the section above (similar equivalent experience also accepted).
- Provide professional guidance to business owners to assist them with decision making around scope of work, project costs, compliance requirements.
- Ability to communicate with sign manufacturers and sign shops and create graphics to scale that are required in signage manufacturing (for graphic designers only).

Desired Qualifications:

- Ability to help source estimates for signage manufacturing/installation (for graphic designers only).
- Ability to help source estimates for construction, fixtures, furnishings and materials (for interior designers and façade designers only).
- Bilingual capabilities (any language).
- Experience partnering with businesses, nonprofits, residents and the City.

Contract Term and Amount:

Funds available in this contract will range from \$250,000-\$500,000. Contract term will over a one-year period, with potential to extend. Projects will be assigned on an as needed basis, project fee amount generally ranges between \$2,000-\$5,000 and selected applicants have the potential to be assigned anywhere from 5-25 projects.

All selected applicants will be required to be in compliance with any relevant licensing body or organization. All selected applicants will be required to be registered with the Secretary of State and will be asked to provide the registered name of their business/firm and the type of legal entity they are registered under.

Submission Requirements

Complete response package may be submitted via email to sfshines@sfgov.org. The entire response packet should ideally be submitted as one file attachment, maximum size 20MB.

- Statement outlining ability to meet the minimum and or/ desired qualifications and experience doing work of this type
- Resume of yourself and/or key staff (include contact info for respondent)
- An estimated cost per hour for services described
- Include images of relevant samples of prior work (up to 8 images)

Info Session: Friday, March 24TH at 10am. Join us for a virtual info session to hear more about the program. **Registration Link:** <https://bit.ly/infosessionone>

Closing Date: Friday, March 31ST by 5pm. Documents received after this date and time will not be considered.

Notification Date: Wednesday, April 7th by 5pm. Notification may go out sooner but will be no later than this date.

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