



NEW YORK CITY DEPARTMENT OF
DESIGN + CONSTRUCTION

DAVID J. BURNEY, FAIA
Commissioner

August 12, 2013

Dear Designer,

In keeping with our pursuit of innovations in design excellence, and in the City Council's interest in providing economic stimulus to the design community, the New York City Department of Design and Construction is pleased to announce that it is establishing a list of prequalified designers for commissioning furniture and furnishings in the City's Capital program.

Built/NYC is an innovative pilot program launched today to support the City's product and industrial design sector with funding provided by the New York City Council. The program will provide enhanced public interiors in civic buildings and is intended to connect independent designers to expanded professional and governmental resources.

Qualified designers are encouraged to take advantage of this opportunity to submit applications detailing their credentials at www.builtnyc.slideroom.com. The prequalification process is designed to ensure that bids for these project types are only received from designers who possess the requisite prior experience. Selected firms will have the confidence of knowing that the bid process is only open to designers with comparable credentials. Only designers who meet the prequalification criteria will be invited to submit bids for these project types.

A 2011 report published by the Center for an Urban Future entitled Growth by Design detailed the powerful economic impact of New York's architecture and design sectors, and concluded that far more could be done to harness the design sector's growth potential. Seeking to act on this recommendation, the New York City Council kicked off NYCxDesign in 2013, an annual citywide celebration of design and designers in New York City. The Built/NYC program has spun off of that as a concrete step NYC can take to stimulate the City's creative economy.

The Department of Design and Construction (DDC) is the City's primary capital construction project manager. DDC provides communities with new or renovated public buildings, such as firehouses, libraries, police precincts, courthouses, and senior centers. This public agency also delivers new or upgraded roadways, sewers, water mains, and other infrastructure projects in communities throughout the city. To manage this \$8 billion portfolio, DDC partners with other City agencies and with emerging and world-renowned architects and consultants, whose experience and creativity bring efficient, innovative, and environmentally conscious design and construction strategies to City projects. Built NYC has been developed and is run in DDC's Office of Creative Services. For more information, please visit DDC's website: nyc.gov/buildnyc

I hope you will take this opportunity to submit your firm's qualifications.

Sincerely,

Victoria Milne
Director, Creative Services
New York City Department of Design and Construction



BUILT/NYC REQUEST FOR QUALIFICATIONS 2013-2014 PREQUALIFIED DESIGNER LIST

Date Issued: August 14, 2013

Applicant Deadline: Rolling

Online Application: www.builtnyc.slideroom.com

CALL TO DESIGNERS

The New York City Department of Design and Construction invites designers to become pre-qualified for new commissions for custom interior furnishings for City facilities located throughout the five boroughs. These furnishings will be for public buildings and will be commissioned as part of the Built/NYC program. Items now planned include furniture, lighting, textile, and other furnishings. Projects will be awarded starting in Fall 2013. The list will be open for 2013 and 2014.

BUDGETS

The current budget range in this pilot phase is expected to be \$8,000 to \$60,000, per project which will be determined for each specific commission.

TIMING

Projects will be awarded starting in late 2013. The prequalified list formed with this RFQ will be open for 2013 and 2014.

RESPONSE DUE DATE

Applications will be accepted on a rolling basis and designers may apply at any time from August 2013 to December 31, 2014. Project briefs will only be issued to designers who have been on the pre-qualified list for over 21 calendar days. DDC will not issue advance notice of briefs, therefore designers who would like to be considered for Built/NYC commissions should apply to the pre-qualified list as soon as possible.

Designers will be able to see if they have been accepted to the prequalified list through builtnyc.slideroom.com within 20 business days of upload.

RFQ SUBMISSION CRITERIA

DESIGNER ELIGIBILITY

This request for qualifications is open to all independent designers of furnishings based in New York City, including furniture designers, lighting designers, textile designers, and others with experience in this area. Eligible designers will be distinct business entities; any partnerships or joint ventures of any kind must be distinct business entities.

Designers and design firms who respond and meet the following criteria will be considered qualified:

- In business for one year or longer
- 2012 gross revenue between \$35,000 - \$500,000
- Demonstrated specialty in design of lighting, furniture, textiles or other interior furnishings

Designers accepted to the pre-qualified list will be asked to apply the City of New York's Minority-Owned and Women-Owned Business Enterprise preferred vendor program if they think they might qualify.

ONLINE APPLICATION FORM

Designers who are interested may apply online through Slide Room (www.builtnyc.slideroom.com), an online application system for calls for entry. Applicants will be asked to provide the following types of information: contact information, experience, and 2012 business revenue. Applicants will also be prompted to upload a resume and photos and descriptions of examples of relevant work.

There is no charge to designers for using Slide Room. However please read through the submission requirements carefully to make sure that you are qualified. Applications that are mailed, emailed, faxed, or hand-delivered will not be considered.

THE APPLICATION CONSISTS OF

1. Business Information Form
2. Statement of Interest
3. Portfolio – 5 -10 images of previous relevant work
4. Resume or CV

BUILT/NYC PROGRAM GOALS

Built/NYC will produce site-specific product designs addressing the unique requirements of New York City's public buildings. This program provides an opportunity for designers to bring their creativity and ingenuity to serve the public sector, while bringing new ideas and improved functionality to our city's buildings and improving the quality of life of New Yorkers.

SUPPORT

Built/NYC seeks to stimulate the design sector of the New York City economy by commissioning furnishings from the city's talented product designers. These products are not additional furnishings, but rather take the place of mass-produced furnishings that would otherwise be provided.

PROMOTION

Built/NYC promotes the city's product designers and creative economy. This program will publicize selected designers and products that have been successfully produced in the program. Built/NYC will publish a catalog of completed projects. Designers will retain ownership of the designs that have been produced in the program and may go on independently to market these designs to other municipalities or public-facing entities after New York City performance standards have been achieved in this program.

EXPERIENCE

Built/NYC designers learn how to work with the City's capital program, a valuable business skill that may lead to further opportunities. Designers will be challenged to bring their designs to a level of durability and code compliance that they may not have had to address before this opportunity. Designers will also have the opportunity to work with some of the City's best and most innovative architects on high-profile public projects, which may lead to new capacities and professional connections.

CHANGE

Built/NYC designers will have the unique opportunity to contribute to fundamental changes in public institutions and everyday culture by participating in the broad conversation on the built environment, public policy, and how people engage with it.

TYPES OF PROJECTS

In its pilot year Built/NYC has been funded for 10-20 projects. These projects have been chosen to represent a variety of civic spaces, functions, design opportunities, and locations across New York's City's five boroughs.

Designers commissioned through Built/NYC will be responding to specific briefs for needed furnishings. Project briefs will be developed by DDC in partnership with the client agency, project managers, and architects.

Built/NYC commissioned furnishings may include furniture, such as a library reception desk, lobby furniture, or a children's reading room; lighting, such as a central feature pendant in an entry lobby; textiles, such as a multi-floor office carpet or a stage curtain for a theater; or other items, such as etched mirrors in a park bathroom or unique sinks for the locker rooms of a children's dance school.

BUILT/NYC SELECTION PROCESS

The process for selecting designers for the Built/NYC program will be two-stage. The first stage is forming a pre-qualified list of designers through this request for qualifications, and the second stage is selecting designers from that list for a particular project.

The pre-qualified list is rolling and can be joined at any time. However designers who do not qualify cannot reapply for six months.

SELECTION PHASE

A REQUEST FOR EXPRESSION OF INTEREST AND BRIEF

When a new project in the Built NYC program becomes available, a brief will be sent to designers on the pre-qualified list as part of a request for expression of interest (RFEI). Only designers who have been accepted to the list for over 21 days prior to the date the RFEI is issued will receive it. In other words, eligibility for new jobs closes three weeks before that job is available. Designers interested in receiving these should get on the list as soon as possible as there will not be advance notice of upcoming jobs.

The brief will describe the following:

- Type of item to be commissioned: such as carpet, lamp, desk, etc.
- Functional requirements of the item: flammability, applicable codes, durability, and/or other performance specifications
- Design requirements of the item: the user group, mission of the facility and/or client, etc.
- Architectural context: renderings and blueprints of the surrounding design
- Schedule
- Budget for design and budget for fabrication
- Contracting method

Prequalified Designers who are interested in delivering on the brief in the RFEI will respond with a letter of interest within two weeks.

Applicants will be asked to provide the following information in the letter of interest:

- Approach to the design problem
- Images and description of no more than five additional work samples that are especially relevant to this problem
- Contact information for two professional references
- Confirmation of availability in the given time frame

DESIGNER SELECTION

A selection panel will review all designers who submit a letter of interest.

The panel will be comprised of one representative from each of the following project stakeholder groups: client agency, project architect, Built/NYC program, and DDC project management. Built/NYC may also have a volunteer outside peer who participates in the selection process. Two to four designers will be considered finalists and have their references called and may be invited to meet the project team prior to award of the project. The panel will then evaluate the applicants on the basis of their experience, quality of their work, and approach in order to select the designer who will be awarded the Built/NYC commission. More information on this process will be provided to designers on the pre-qualified list.

DESIGN AND FABRICATION PHASE**DESIGN**

The selected designer will be required to participate in several meetings with the architect and the rest of the design team in order to coordinate with the underlying capital project. The design services will be as follows:

- Three concepts
- Development of one selected design in conformance with performance and design brief, this may include a model and in some cases engineering or meeting other performance standards
- 75% design review
- Fabrication drawings, budget, and three bids at or below approved budget
- Fabrication review and approval

FABRICATION

Fabrication will be executed from the final set of design drawings. The designer may be asked for review services in the fabrication process.

COMMUNICATION AND PROMOTION

Throughout the design process the designer will be expected to capture video and photographs documenting the development process and provide them to Built/NYC for promotional purposes.

TERMS

Unlike a typical work-for-hire design commission, in the Built NYC program the designer will retain ownership rights to the final drawings of the piece, with the option to reproduce the piece for other buyers. Thus, the City of New York will own the item(s) produced as a result of the design commission, but the designer will own the intellectual property that is the design itself. This is intended to encourage the designer to have subsequent independent commercial activity with the Built/NYC design.

Commissioned Built/NYC designers are only eligible to participate in one Built/NYC project per year and may re-apply one year after completion of the commission.

FURTHER INFORMATION

FOR APPLICATION TECHNICAL ASSISTANCE

Applicants can receive technical support by emailing support@slideroom.com, by calling toll free at (866) 249-7350 or by accessing the online help desk: <http://slideroom.zendesk.com>.

FOR QUESTIONS REGARDING THE 2013-2014 PREQUALIFIED DESIGNER LIST

For questions regarding the 2013-2014 Prequalified Designer List, contact BuiltNYC staff by email at builtnyc@ddc.nyc.gov. Answers will be provided on the BUILT/NYC section of DDC's website.