

[The BSA RFI Submission Form](#) must be submitted to respond to the RFI. Submissions are due by January 20, 2022, 11:59 PM EST. The below is the list of questions on the form to help you best prepare your submission.

See the [RFI Guidelines](#) for more information before beginning your submission.

Email

Project Overview

Briefly describe the proposed project or idea (100-word limit).

Project Narrative

Project submissions will be reviewed by the criteria below.

Provide a brief narrative for each item, numbered 1-8, below (200-word limit each).

1. How will your project improve outcomes for Boston-area residents by directly addressing the challenges of climate change and persistent inequities?
2. How will your project encourage new and emerging modes of practice or collaboration?
3. How will your project result in innovative outcomes in the built environment, such as new processes, products, business models, and/or technologies that advance climate adaptation/resilience and equity?
4. How will your project require the experience, knowledge, and skills of architects and designers?
5. How might your project engage and activate the BSA's network of members and allied professionals working within the built environment?
6. How will your project lead to learnings, proof-points, or solutions that could help move the city and the region towards a more sustainable and equitable future?
7. How will your project encourage collaboration or co-design opportunities with stakeholders or those most directly impacted by the aims of the project?
8. How might the outcomes of your project become scalable?

Timeline

We are looking for shorter term projects anticipated to take 6-18 months. This may range from the entire project to a single phase of a multi-phase project. Outline a proposed timeline for your project, with key dates and milestones listed if known.

Goals: Broad, longer-term ambitions.

List the intended goals of your project.

Objectives: Specific actions, measurable.

List at least three intended objectives of your project.

Outcomes: Ultimate results, proof-points or learnings.

Describe the anticipated outcomes of your project

Project Support and Development

Describe how you would like to work with us.

Project Funding

The BSA will work with each project team to secure funding, depending on the needs and ambitions of each project. Outline a proposed budget (to the best of your ability), including financial resources that are needed and those that are already secured. If applicable, identify specific sources and uses of funds that are already secured.

Project Member(s)

Tell us about your team. Who and how will they be involved? Include current affiliations and project roles, etc. List each by name and pronouns.

Project Contact

For communication purposes, contact information is required for the project's primary contact.

Name

Pronouns

Contact Email

Contact Phone Number

File Upload

Additional information you want to share can be uploaded. This can include visuals, additional writing, or anything else that illustrates your project. Limit to 3 files and optimize prior to uploading (5 MB maximum). Note that materials will not be returned.