



VBC 13 REQUEST FOR PROPOSALS (RFP'S) & PLACEMAKING TOOLKIT

A resource for Placemaking Sites of the Village Building Convergence 2013
Help make the thirteenth annual VBC the best ever!

A Project of City Repair

www.cityrepair.org

What is the Village Building Convergence?

The Village Building Convergence is an annual collaboration and cross pollination of neighbors, groups and civic partnerships to transform our city through village life patterns and educational placemaking projects. This culminates in a 10-day springtime celebration.

uring the day, you will have the opportunity to get involved with creative community designed placemaking projects that will be happening all over the city. There will be building, gardening, art, and many other fun things to do and great people doing them with you!

During the evening everyone will gather at a central venue for a night of wholesome food, presentations by leaders in the forefront of positive change, and exhilarating musical performances from local bands.

What is Placemaking?

Placemaking is a multi-layered process within which citizens foster active, engaged relationships to the spaces which they inhabit, the landscapes of their lives, and shape those spaces in a way which creates a sense of communal stewardship and lived connection. This is most often accomplished through a creative reclamation of public space: projects which take the form of benches on street corners where neighbors can sit, rest and talk with each other, kiosks on sidewalks where neighbors can post information about local events, needs and resources and street paintings in the public right-of-way that demonstrate to all who pass through that this is a Place: inhabited, known and loved by its residents. In all instances, these projects are undertaken by local communities who come together to discuss what it is they want in their neighborhood – what elements are lacking in the public sphere and how the community can work together with the resources they have to create their own place.

What is City Repair?

City Repair is an organized group action that educates and inspires communities and individuals to creatively transform the places where they live. City Repair facilitates artistic and ecologically-oriented placemaking through projects that honor the interconnection of human communities and the natural world. The many projects of City Repair have been accomplished by a mostly volunteer staff and thousands of volunteer citizen activists.

Our projects include the annual Village Building Convergence, where people gather at neighborhood sites throughout Portland to engage in intersection repair, natural building, and other forms of placemaking. We also host Earth Day, and a mobile tea house called the T-Horse (Currently the next incarnation of the T-Horse is being reimagined).

Throughout the year we educate the community with workshops on all forms of sustainability and offer the invaluable placemaking guidebook and one-on-one consulting for those who want to repair their own neighborhood.

Potential Project Ideas:

•Community gardens •Insectaries and Bee Habitat •Backyard sharing •Gathering spaces •Creative solutions to issues your neighborhood is facing •Benches •Sculptures •Multi-functional spaces •Alternative energies

•Murals •Art installations with recycled and reclaimed materials •Depaving •Eco-roofs •Reflective Rooftops
•Meditation area •Teahouses •Water catchment systems •Intersection repair •Cob structures •Solar installations
•Bioswales •Outdoor classrooms •Mosaic work •Permaculture gardens •Cob saunas •Kiosks •Ecological building
•Planterboxes •Straw-bale structures •Memorial •Park repair •Street painting •Community theater •Composting
toilets •Inter-organizational community collaborations in new parts of the city •Brownfield bioremediation •Inner-
block pathways •Amazing things we have not yet imagined...

How It Works

The Placemaking Committee will work with your community group throughout the spring, culminating in a design for your project, which will be implemented during VBC (late May). We will help neighborhoods facilitate and coordinate the outreach / public involvement process, community decision-making and design workshops, the permit process with the City, and partnership building. Though we will work very closely with you, all site groups are responsible for their projects from start to finish, which includes fundraising, building, publicizing, and ongoing maintenance of the project.

Include as many as possible of the people who might use your “place.” Many successful neighborhood projects begin with a few inspired individuals. The key to any community project, however, is to shift that inspiration to a whole community and involve all of the stakeholders throughout the whole process. We realize that this initial statement of interest will be submitted by those first few inspired individuals, so please do your best to express your own interest and ideas as well as those which you think your neighborhood would appreciate.

We welcome folks who are new to placemaking. Answer the questions below to the best of your ability. Some groups start out further along in the process, and have already connected with possible funders, etc. Wherever you are in the process is fine.

Community sites that begin the season with an open potluck of interested participants generally are much more successful in the long run. For neighborhood projects, this means the folks living in roughly a 2-block radius. For churches or schools, you probably already have a good way to make announcements like this - but we encourage you to reach out to all possible participants. We have a 5-minute video available on our website for you to share (<http://vbc.cityrepair.org/about>), but we suggest that the event be mostly socializing (with a sign up sheet for further involvement). This is a very highly recommended step, as it is so closely tied to the success of your VBC project.

Contact Information

The Village Building Convergence Core Contact Information for all of your Placemaking Wonders & Whoas!

For all questions that can be directed through e-mail please use vbcplacemaking@cityrepair.org.
We will be checking this e-mail regularly and will get back to you as soon as we can.

For other questions or concerns, VBC Core is here to help! Please don't hesitate to contact us if you have questions outside of issues specific to your site or placemaking in general.

Other important contacts:

Mocean Lakeman Interim Placemaking Contact- moontrout@cityrepair.org, 503-381-5885

Mikaela Schey mikaelashewrote@gmail.com,

Arisana Tolomei Practicum Intern - visionscoach@yahoo.com,

Questions about volunteers or to refer general volunteers:

Mikela Schey - VBC Volunteer Committee Point Person - vbcvolunteer@cityrepair.org

Can you house someone from out-of-town for the VBC? Please contact housing:

VBC Housing - vbchousing@cityrepair.org

Questions specific to Natural Building:

June Bonnheim - Placemaking's Natural Building Point Person - June@cityrepair.org, 503-747-9954

Questions for publicity:

VBC Publicity Committee - vbcpublicity@cityrepair.org

Questions about materials:

vbcmaterials@cityrepair.org

Would you like to place an ad in the Village Builder? Please contact the VBC ad team:

Cyd Manro - VBC Publicity Committee Point Person- vbcpublicity@cityrepair.org

Timeline

Preparatory Weekly Placemaking Trainings: Most Thursdays from February through May (Location TBA)

We will be holding training meetings most Thursday nights. We can collaborate with someone from your site by providing them all the information they need to bring back to your site's regular meetings. We have introductory packets for site liaisons which will be available by the first meeting on February 7th.

Community Site Meetings: To be decided by your group

In order to master the placemaking process, we strongly encourage sites to meet weekly, on their own, from February through May. Please pick a consistent time (and ideal place) for these meetings, as consistency in meeting time makes it much more likely that others will remember to attend. We ask that you not meet on Thursday nights. We have an agenda for each week, Feb - May, that is designed to carry you successfully through the placemaking process, and result in just the right project for your site during VBC.

First Step - Each Site should assess their personnel needs by answering the questions below:

- Who will be considered the Site Host? Who will be the Primary Contact? Who will be VBC liaison?
- Do you have a designer/architect/artist or need one from VBC? Please let us know.
- Do you already have or need a building leader, or Natural Builder? Please let us know.
- All sites need to substantially support their own projects financially. Do you have a budget limitation?

Next Steps - Convene with your support people as soon as possible to:

- Meet and discuss the project, have a clear understanding of which people are responsible for certain tasks.
- Review & tailor the weekly timeline (next page) and report information back at our Thursday night meetings.

Public Site Communities: Inquire through VBC about what steps need to be taken to get approval to build in public areas such as street right of ways or parks. Set this information into your timeline.

Private Site Communities: Inquire at VBC about what steps need to be taken to be able to build on your own land, in the setback or backyard. Set these considerations into your timeline. Your site will have a more relaxed timeline since you may not need to get a permit. One challenge may be engaging your immediate neighbors.

School Communities or Institutions: Inquire at PPS, or relevant administration, about what steps need to be taken to get approval to build on your project site, set this into your timeline.

Timeline by Months

Project Proposal Deadline – January 25th, 2013

Please fill out the electronic form (below) or mail to: PO Box 42615, Portland, OR 97242.

Host your initial community potluck: Before the proposal deadline

Inaugural Vision Sharing: February 7th 2013; 6:30 – 8:30pm (Location TBA)

Groups come together with VBC Organizers for the first time of the season to announce their visions and intentions for the placemaking activities. This will be an open and celebratory potluck where you'll be able meet other citizen placemakers, natural builders, permaculturists, artists, and potential volunteers.

February

Gather core team and begin discussions, look over timeline template. Strategize an outreach and involvement plan that brings as many people from your community into the process as is workable. Determine approximate budget target and design fundraising strategy. Take your next steps immediately, especially in fundraising. Try to document your process.

March

Continue fundraising. It will help to approach local businesses and organizations. It's important to have healthy participation in workshops and political support as necessary. Begin Community-Involvement Design Workshops, usually between 2 and 4 in total. Review early ideas with VBC and the city bureau involved (public sites). Communicate with the VBC Placemaking Committee for help with ideas and cost estimates. Review designs and refine cost estimate with help from VBC.

April

City Bureaus (transportation and building) need to review final plans early in April (public sites). Plan for Block parties, street closures, or any other bureau-related processes. Review, refine, and conclude community-design workshops. Produce visual and text documents for permitting and also for VBC's "Village Builder" publication. Present final designs to your community. Fundraising! Work w/ VBC Placemaking to publish final designs and get costs into whole VBC budget. In late April, start logistics coordination, gather material donations, and start building foundations (building projects).

May

City Bureaus issue permits (public sites). Make sure that community is ready to come out on May 24th-June 2nd to build together. Complete fundraising, coordinate lunchtime food for the on-site work parties, each day. VBC begins! Coordinate logistical efforts with VBC Placemaking, & Have fun!

June

VBC! Finish any remaining details on project during the dry season. Complete documentation and reports so that the VBC can document your project and review your feedback. Celebrate!

Placemaking - Weekly Meeting Calendar

Every week we will endeavor to be lively, relevant, and open-minded so that each person who attends can contribute! We will be building community while we plan building in community.

All meetings will be held on Thursdays 6:30-8:30 PM @ TBA

Portland Bureau of Transportation (PBOT) Meetings: Dates TBA. These three meetings are scheduled for all projects that take place in roads or the public right of way. Usually, one meeting is in March, one in April, and the final one is in May.

February 7 - POTLUCK - Welcome!

Huge Vision Share Gathering at St. David's (2800 SE Harrison)! Overview of the VBC and what we do, who we are, into the Placemaking Toolkit.

February 14

Reaching out for connections in the long term

Welcome! Check in site needs/wants, have/offers. Asset Mapping Exercise, strategy points for how to excel, approaching local businesses, outreach & organizational/capacity development (who's there long- & short-term) in relation of maintenance. Q&A and dialogue.

February 17

Playing in the Mud: Why we do it this way

Presentations on Natural Building & Permaculture.

February 21 - No Placemaking Meeting

Meet with your community & VBC Core

Members of the Placemaking Committee will use this week as an opportunity to visit sites who would like us to! We're available to facilitate community meetings, brainstorm design ideas, and discuss possible projects.

February 28

Permitting & Fundraising

What needs a permit? What about the difference between public & private property? Also, discussions about strategies & techniques for fundraising and donations. Large group Q&A.

March 7

Design Inspiration

Presentation of previous projects. Past project-leader guest 'experts', & break-out groups by project type; small group Q&A - How is everything going?

March 14 - No Placemaking Meeting

Meet with your community

It would be wonderful to focus this week on drawings, fundraising, materials, potlucks, and sun-dances.

March 28 - POTLUCK - Draft Designs Due

Show off your community's preliminary design drawings!

Design review, project updates, fundraising progress. Small group breakout.

April 4

Hats and Boots, Nuts and Bolts

Discussions on outreach, design, facilitation progress. Detailed drawing handouts, examples of past site designs and profiles. Q&A & Dialogue.

April 11 - Preliminary Village Builder Information Due

Bring your Village Builder information!

All about what needs to happen for the Village Builder! Design Reviews, discussion of design details & maintenance, materials needed, Q&A.

April 18 - No Placemaking Meeting

Meet with your community & enjoy the week off!

April 25 - POTLUCK - Final Designs, material assessments, and Village Builder summaries due!!!!

Have everything e-mailed to us or available at the meeting

Discussion for what you want/need to talk about, & project type breakout groups.

***Saturday, April 22nd - Earth Day Celebration!**

Visit <http://earthday.cityrepair.org/> for more information.

May 2

Coordinating Flow

Review VBC schedule, material needs and site logistics. Discuss site workshops and daily scheduling. Q&A.

* Foundation construction and preparation begins for some building sites.

Volunteer & Community Involvement

Getting people involved. Q&A, and small group sharing.

May 9

Contracts & Legal Stuff

Receive tickets for the VBC Venue, basic first aid kits, and waivers.

* Intersection Repairs pick up paint.

May 16

Work Party At One of Your Sites!

We're all here for each other! A group will host a work party and we will take a field trip to learn from their prep-work and support each other.

May 23 - POTLUCK

At the Venue (2800 SE Harrison)

Open dialogue, preparations, needs, final details, discuss happenings of the next-day venue event.

May 24 - Early Evening Venue, featuring You!

More information TBA.

Friday, May 24th – Sunday, June 2nd ~ VBC 13!!!!

APPLICATION FEE

The application fee for this Request For Proposal (RFP) is a sliding scale of \$50 - \$200 per site with scholarships available in some special cases for those sites unable to raise the submission fee. More information about how to apply and the specifics about the Village Building Convergence experience is described below.

The monies generated from this application go directly into a fund for the purchase of resources to support VBC projects. All sites must pay the minimum application fee of \$50 at the beginning of the process - (February 7th 2013) or their application will not be processed. As a non-profit organization we need your help to help you accomplish your projects.

If you turned in an application for VBC 2013 before the deadline, Follow up:

At the first meeting, on February 7th, 2013, we will need \$50 from all applied sites (unless a scholarship is applied). Cash or Check is acceptable, but we prefer Check with "VBC [YOUR COMMUNITY SITE NAME]" in the Memo line.

or

Snail Mail the good'ol'days way to
PO Box 42615, Portland, OR 97242

For either of the following payment options, please be sure to include your community's name.

Community Project Progress Report/Checklist

Project: _____ Date: _____

1) Project Type/Location:

2) Project Team (please indicate confirmed coordinator Name/Email/Phone, still need one, not needed, etc.)

Role	Name	Skills
Liaison		
Lead Builder		
Facilitator(s)		
Carpenter		
Artists		
Designer		
Permaculturists		
Volunteer/People Power		
Others		

3) Material Needs:

4) Outreach

– How are things coming with inviting and including members of the immediate community or neighborhood? Do they understand the project? Have they been involved yet? Will they be there during the VBC to help build or create? Do you need us to come out to offer any assistance/guidance/facilitation?

5) Social Ecology/Leadership

– Are connections being made, indicating that a greater network is developing? Any success with potlucks? Is your core leadership group strengthening or do you need more assistance? Will you create an asset map?

6) Design

– How are things coming with the design process, have you received feedback from the community? Any drawings, plans or sketches available for review yet?

7) Implementation Timeline

– Will you do all community involvement processes during - or do you plan to hold activities on any days earlier than the 10 days of the VBC event? Explain.

8) Fundraising & Budget

– Do you have a sense yet of the costs associated with your site, the building leader, assistants, materials, designs, permits? How are you doing in raising funds to support your project?

9) Promotions

– Each site should have a project sign with description, outreach materials, and contact info set up well in advance of May so that local people can read about what's going on, get interested, ask questions, and get involved. When will you be able to set something up by?

10) Lunches

– Each site needs to provide lunch at their site for all participants who help build. Have you asked local restaurants or neighborhoods to help out? Do you need a tax exemption receipt form for donations? How will you make this happen?

11) Volunteers

– How strong is your support network? Do you need any additional people power right now, or do you anticipate needing any soon?

12) Housing

– There will be many people coming from out of town. Is there any room for out of town people to stay in your community? Especially the lead builder or assistants if need be?

13) Summer Project Needs

– Do you anticipate long-term needs throughout the summer? If so, what? How can we help?

14) Village Builder Ads

– Are any of the people in your group or other entities in your community interested in having an ad in the VBC project program called the “Village Builder”? Ads in the Village Builder can help get the word out to broader community and also help support the VBC! Please let us know!

What VBC Core Provides: For Place-Making Communities:

From January to June:

- **Organizational coordination and logistical support**, including placemaking meeting locations, communications and updates, and more.

- **Weekly meetings and trainings, facilitation, and guest presenters** that will include themes like outreach and coordination, fund raising, facilitation, participatory design processes, ecological design, permaculture, natural building, and more.
- **Project design and logistical support** for your creative process, with design review sessions that are part of the place making meeting schedule. These can include meetings with the Portland Bureau of Transportation, for those projects in the public right of way.
- **Material and logistical support.** We will track and evaluate your material needs as we work to provide or source as many of these materials as possible, as donations or for reduced cost. Your community will need to help with this process to some extent, including picking up materials for your project.
- **Discounted street paint.** We have a strong ongoing relationship with Miller Paint Company in which they provide a free can of paint for every can that is purchased. While in previous years VBC has been able to help pay for part of the remaining hard costs for each community, we are not certain how much we will be able to cover this year. We will see.
- **Coordinate with Village Builder Magazine** (VBC event program) to ensure that each project community is well-represented in the magazine. This will be an excellent outreach tool for community involvement and volunteer participation during and after the 10 days of the VBC.

During The Actual 10-Day VBC Event

- **Attracting and inspiring community involvement** in the place making projects from across the city, bioregion and nation. This helps communities accomplish great things as well as bringing lots of new friendships into being.
- **A central event venue for community gatherings**, that models the practices and economy of localized culture-building, including meals, speakers and workshop leaders, music and entertainment, and much more. Some amount of no-cost access is provided to all projects communities.
- **Publicity and documentation** of as many aspects of the project as possible.

Design Ideas to Consider:

This year VBC will be enthusiastically encouraging project communities to incorporate a mix of the following amenities:

- A- Please consider planting** a variety of perennial pollinator plants that will support distressed bee populations, and the wide array of other beneficial insects that Portland will depend upon as our urban agriculture initiatives develop and expand. These can be lovely and multi-beneficial.

- B- Please consider cultivating** increasing biodiversity into your projects as a general approach to healing urban environments.
- C- Please also consider reaching out to diverse members** of your community for inclusion in your processes, so that more relational bridges can be established through our efforts.
- D- Can you please intentionally involve local children**, if appropriate, with a mind towards cultivating their present and future leadership capacity? This seems like a very good idea.
- E- Please consider addressing climate change** in your design ideas and details. For instance, you can create living roofs that convert light into life rather than having dark roof surfaces that convert light into heat. A less costly idea can be to install or retrofit light-colored roof surfaces that reflect light back into space rather than becoming heat. This idea has been widely promoted by Dr. David Chang, head of the EPA, as a quick-action means to reduce the urban “heat island” effect that is powerfully contributing to climate change.
- F- Please consider designing more permacultural** aspects into your project so that you model multi-beneficial approaches to creating solutions. For instance, you may be creating a gathering place, but it can also demonstrate a wide variety of ecological and low-technologies.
- G-** As your projects move ahead, can you please practice the very important bioregional-economic principle of “localization”, especially if it strengthens your ideas for alternative currencies? This will help us all learn more about how to close economic loops while we make our resources more effective and efficient.

The Village Building Convergence 13, May 24th – June 2nd

Community Project, Site Leader & Assistant, & Designer Contract

Project _____ Address _____

The Undersigned Commit to the following Understandings:

That they will work as a team, listen to each other and seek to bring out the best in each situation that may arise. They will be proactive, looking to support each other in the accomplishment of each individual's area of responsibility. The team will take opportunities to thank each other and affirm contributions as they feel so

moved. If any frictions arise they will seek support within the team and if necessary from the VBC Placemaking team.

• **The Project Host Team** _____, will provide access to the site, toilets, electricity, water, **daily lunches for all volunteers**, tool loans, prearranged funding, outreach to and involvement of the local community, other support as previously coordinated, and a good amount of personal energy and sweat. Can the host also provide housing for out of town VBC attendees?

• **The Building Leader** _____, will provide on-site instruction and building leadership as previously arranged. Unless the BL is from out of town and must depart, the BL will work with the Project Assistant to ensure that the project is completed in a timely manner. The Building Leader will receive _____ for their services. If from in town, the BL will receive 1/2 pay at the end of VBC, and 1/2 when the project is completed.

• **The Building Assistant** _____, will provide energetic on-site teaching and construction support. Unless from out of town and having to depart, the BA will work with the BL to ensure that the project is completed in a timely manner. The Building Assistant will receive _____ for their services. Unless otherwise arranged, the BA will receive 1/2 pay near the end of VBC, and 1/2 at project completion.

• **The Design Facilitator** _____, will provide design and drawing support throughout the community design process. They will also be available during May 25-June 3 to assist with design related questions as the need arises. The DF will receive full access to the evening VBC events.

• **The Project Liaison** _____, will provide the essential link between the VBC Site Design Group and the Project Community. They will relate information and provide project organizing and other support as each situation requires. The PL will receive full access to the evening VBC events.

• **The Logistics Team** _____, will provide support in getting materials to each non-self-sufficient project community, gopher service during VBC, and other services to be defined with each site.

SAFETY COORDINATOR - PACKET COMING LATER.

Name Phone Signature Date

Project Host _____

Building Leader _____

Building Assistant _____

Design Facilitator _____

Project liaison _____

Logistics Team _____

GOODWILL AGREEMENT

FOR THE VILLAGE BUILDING CONVERGENCE (VBC): MAY 24TH - JUNE 2TH

This agreement is made in the interest of clear communication and to facilitate a successful working relationship between _____ (referred to here as the "Builder")
and _____ (the "Assistant Builder,")
and _____ (the residents or representatives of the site)
at _____ (site location).

The above parties wish to complete the following project at this year's VBC:

Work to be completed before VBC:

The Builder or Leader will be responsible for completing the following aspects of the project:

The Assistant Builder or Assistant Builder will be responsible for the following aspects of project:

The Site Residents will be responsible for the following:

The Completion date for the Project will be: _____

The Builders will receive the following stipend upon completion: _____

Stipend to be paid by: _____

Anticipated tasks after VBC: