



THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Guide:

Request for proposal— Climate Action Guide for Practice

(draft September 17, 2020)

Project overview

The American Institute of Architects (AIA) calls on architects around the world to support humanity's collective call to climate action through an unrelenting commitment to sustainable and resilient design. This applies both to the buildings we design as well as to the way we practice. We are looking to create a concise and easily actionable guide on how architects can run a practice that addresses climate mitigation and adaptation. This guide should give agency all AIA members to forge their own paths on how to transform their architectural practices to create a holistically sustainable and resilient built environment. This tool should meet members where they are and have actionable measures for all firms, regardless of their size or location, to implement.

This guide will be a companion piece to the AIA Framework for Design Excellence and toolkit which guides architects as to design better projects. How can this framework apply toward how we architectural practice as well? This guide should transform practice the way the framework is to transform the built environment.

Scope

Research- survey AIA's current landscape of resources

1. Facilitate a conversation with AIA members (to be identified) on guidance around what content needs to be included in a Climate Action Practice Guide for architecture firms at all scales and locations.
2. Review existing AIA documents that support our sustainability efforts at the practice level.
 - a. Climate Action Plan
 - b. Sustainability Action Plan guidance for the AIA 2030 Committee
 - c. AIA Framework for Design Excellence and Toolkit
 - d. Materials Pledge
 - e. AIA Equity Guides
 - f. 2020 AIA Sustainability Survey

- g. Recent (August 2020) AIA survey of architects on how they think architects can influence issues facing society today. Those findings will be provided as context for this part of the project.
- 3. Follow up interviews with SMEs to gather additional information to round out the guidance for firms.

This phase of work includes an assessment of current resources and expertise within AIA that address climate action within firms. Our goal is a guide to help firms of all scales and that are in all geographic locations. How can we use the existing documents and resources to steer our guidance document to create an alignment within AIA and making sure we have a consistent message and voice.

Deliverable: Maximum 10000-word report that offers how to have a culture within a firm that addresses

- Educate AIA members on how to forge their own path on how to transform their architectural practices to create a holistically sustainable and resilient built environment
- This guide should inform transformation of practice the way the framework is to transform the built environment. This should be a series of methods and options that architecture firms can select to help create an climate action plan of their own.

Audience

The audience for this work is:

- AIA members, architects, components, and architecture firms: To help architects, designers, and others in the design professions to incorporate climate action mitigation and adaptation into their businesses or practices.

Contract timeline

The consultant/researcher and/or team are expected to complete this work in 14-21 weeks, with the following timeline. Deliverables for each part are expected to be delivered within the allotted time for each part:

- **Part 1: 3-5 weeks,** to research. The timeline assumes the following:
 - 3-4 weeks for document review
 - 1 week for member brainstorming session
- **Part 2: 2-3 weeks,** including a draft outline by week 3 for feedback. The timeline assumes the following:
 - 2 weeks research for draft outline based on the research and member brainstorming session sent to AIA for feedback
 - 1-week feedback from AIA* and member reviewers
 - Adjustments on outline made and agreement on final outline
- **Part 3: 2-3 weeks,** interviewing subject matter experts
 - Interview 5-7 SMEs to discuss specific methods of strategies to add to the plan.
 - Experts should represent a variety of perspectives, locations and knowledge.

- **Part 4: 5-7 weeks** – 65% draft – by 12/31/20
 - Flesh out report with content from interviews and other AIA documents
 - 1 week feedback from AIA* and member reviewers.
- **Part 5: 2-3 Weeks** – Final draft
 - Incorporate feedback from staff and peer reviewers

* If the AIA does not provide feedback in this time frame, the overall timeline will be adjusted. A member advisory group will be comprised to help support this project and provide prompt feedback. There will be 2-3 calls with members, 5-7 interviews and bi-weekly meetings with staff. The researcher/consultant is expected to provide biweekly progress reports to the AIA with the work or timeline.

Budget

Overall, this project budget is estimated at \$12,000-15,000.

Proposal submission

Please submit a proposal with the following details:

- Hourly rate
- Estimated projected costs for each project part, with explanation
- Total anticipated costs
- Summary of qualifications
 - Experience studying sustainability, resilience and/or implementing those attributes in the built environment
 - Familiarity with messaging to transform architectural practice to propel equity, resilience, health, or zero-carbon outcomes beyond moral and ethical imperatives.
 - Indicate how the consultant/team will bring diverse perspectives and voices (e.g. racial or ethnic, firm size, geographic, experience, etc.) in content development.
- Consultant/team biography
- Examples of past work