

# HAYES HALL

design-build competitions

B/a+p

Buffalo  
School of  
Architecture  
and  
Planning

## RFP01 Mailboxes

design of 100 mailboxes for  
ground floor faculty lounge

registration by 2/5/2016  
design submission by 4/22/2016

For more information and updates visit:  
[ap.buffalo.edu](http://ap.buffalo.edu)

 **University at Buffalo**  
The State University of New York

**RFP01 Mailboxes**  
**A Design-build Competition**

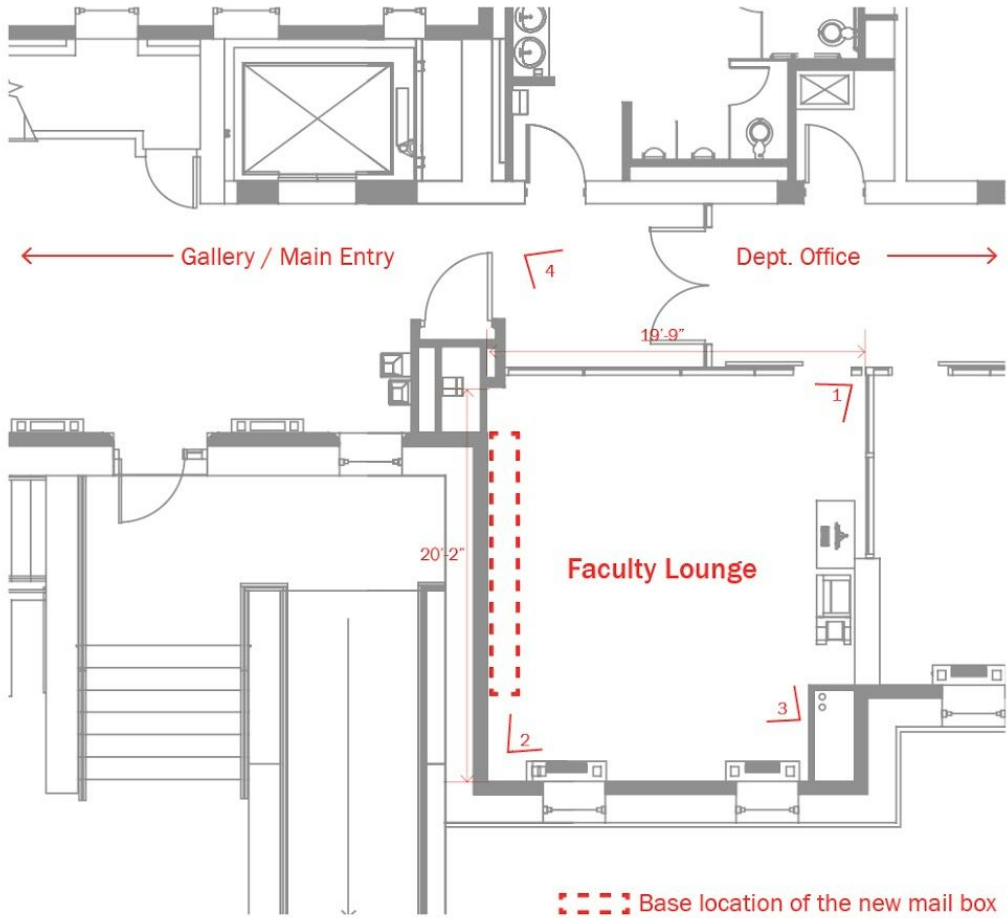
**Request for Proposals for Mailboxes at Buffalo School’s New Hayes Hall**

**Call for Proposals**

The Buffalo School of Architecture and Planning’s newly renovated Hayes Hall will be the new heart for the tradition of research through making. Our signature spaces will demonstrate this focus by presenting who we are and what we do through a series of design-build works in collaboration with industry partners. The School invites architects and designers to submit proposals for the design and fabrication of Mailboxes in the faculty lounge, in collaboration with Boston Valley Terra Cotta. The mailboxes will serve as signature elements for Hayes Hall while meeting with technical requirements such as constructability, accessibility, sustainability, security, labeling, code compliance, durability and maintenance. We welcome proposals which thoughtfully explore the function of mailboxes in the faculty lounge, using space, material, and/or process to create an identity of *making*.

**Location**

Inside the Faculty Lounge, ground floor.



## Design Requirements

1. 100 individual mailboxes
2. The interior clear space for each mailbox is minimum 5" height, 10" width and 12" depth
3. The base location is suggested; entrants can offer alternative locations with supporting arguments and documentation.
4. You must use terracotta as a main material (Q/A session at BVTC on Feb. x will give more detail). UB will purchase other supporting materials if necessary, as described in the winning proposal (\$1,000-2,000 max, TBD)
5. All teams are required to participate in visit to Boston Valley Terra Cotta (date TBD).
6. The final mailbox scheme will determine the room's remaining furnishings, including lounge seating and tables for informal meeting.
7. The winner must deliver the product by the date described under the schedule.
8. The winner must work with Boston Valley Terra Cotta (<http://bostonvalley.com/>) and the FFE committee of the Buffalo School of Architecture and Planning in finalizing, developing and implementing the design.
9. The competition jury and Buffalo School of Architecture and Planning reserve the right to elect not to select a winner from the entries submitted.
10. Design submissions will be evaluated by major four categories: Design Creativity, Functionality, Constructability and Universal Design (See the submission requirements)
11. Buffalo School of Architecture and Planning reserve the right to use the images from competition for publication purposes.

## Award

- Publication and exhibition
- Honorarium of \$1,000
- Collaboration and technical support from Boston Valley Terra Cotta (<http://bostonvalley.com/>) for the fabrication of the mailboxes. BVTC will fabricate necessary materials to produce the terracotta pieces at their factory and the winner must provide necessary drawings to BVTC for this step (Working space will not be provided at BVTC). If some part of the design involves anything out of the specialty or materiality that BVTC can provide, the winner must solve the issue and coordinate with BVTC's schedule. Once the material is shipped from BVTC and the mailbox assembly starts at Hayes Hall, the winner is responsible for the entire process and production.
- Opening ceremony

## Eligibility

Faculty or group of faculty  
(‘faculty’ refers to all academic staff, including adjunct, clinical, research faculty, and Research Foundation and UB Foundation employees)

Students with faculty advising

Faculty in collaboration with architects and designers

\* Each individual student or faculty member can be involved with only one submission entry

## **Registration DUE BY FRIDAY, FEB. 5, 2016, 11:59 p.m**

Send your name and/or team info(names and contacts) to [ap-hayeshall@buffalo.edu](mailto:ap-hayeshall@buffalo.edu)

A four-digit identification number will be sent to you as a receipt of the registration.

### **Submission Requirements DUE BY MONDAY, April 22, 2016, 11:59 p.m)**

1. Design document (single pdf file named by registration number.pdf; e.g., 1000.pdf)
  - a. Cover sheet: title, short description (50 words maximum) and one main image or drawing
  - b. Project proposal
    - i. Applicants must submit a project proposal of up to 500 words that clearly describes the project and its relationship to the theme of research through making. The description should also include information regarding the proposed fabrication of the design.
    - ii. Plan, sections and elevations. Any necessary drawings/diagrams showing the materiality, accessibility (principles of Universal design including code compliance and safety) and the constructability of the project. Detail drawings (connection detail to ensure constructability) are encouraged.
    - iii. Applicants are encouraged to submit renderings and sketches of the proposed project.
    - iv. Minimum 4 Screenshots of critical details from the 3d digital model to show the capability of collaboration with BVTC. Digital 3D models are key for BVTC to determine how manufacturable the units are and allow for BVTC to give more succinct feedback to the winner.
  - b. Budget report
    - i. Proposals must include a preliminary budget report to identify the expenses of the completion (terra cotta will be provided by BVTC)
2. Team Info (single pdf file named by registration number\_Team.pdf; e.g., 1000\_Team.pdf)
  - a. Two-page Resume/CV of each team member indicating their role in the design and/or fabrication of the proposal.
3. Format
  - a. Two pdf files, design document (1000.pdf with 11x17 landscape) and team info (1000\_Team.pdf, 8.5x11 portrait) should be submitted. The number of pages for design document should not contain more than 20 single-sided pages no larger than 10 megabytes.
  - b. The design document must assure anonymity, presenting NO indication of name or affiliation.
  - c. Each page must be tagged in the upper right corner with the registration number.
  - d. Email to [ap-hayeshall@buffalo.edu](mailto:ap-hayeshall@buffalo.edu) Please put the RFP number, project title and registration number in the subject line of the email. (ex. RFP01\_Project title\_1000)

### **Schedule**

- 2/5: Registration deadline (Team info, including students involvement)
- 2/8-2/12 (TBD): Visit to BVTC. All teams are required to attend. BVTC will show the available materials, techniques (ceramic decal) and so on. Q&A session with BVTC with all teams.
- 4/22 : Design submission deadline
- 5/2: Winner announced
- May - Aug: Production
- 8/15 : Delivery to Hayes Hall
- Opening ceremony: First day of Fall 2016 semester

### **Competition Materials**

Download from this [link](#)

**Jury**

Presidents at Boston Valley Terra Cotta

Robert Shibley, Dean, (Chair)

Despina Stratigakos, Interim Chair

Adam Sokol, Principal of Adam Sokol Architecture Practice PLLC

Annette LeCuyer, Professor

Danise Levine, Assistant Director at IDeA Center

Robert Hill, Assistant Dean (Advisor to Jury)

**Please direct any questions to [ap-hayeshall@buffalo.edu](mailto:ap-hayeshall@buffalo.edu)**

**Photos**

1 View towards base Mailbox location



2. View towards entry and glass partition



3. View towards entry and glass partition



4. Photo from corridor

