



## REQUEST FOR PROPOSALS (RFP) – Nonprofit Headquarters at 1404 NW 1st Street

### Architectural & Site Planning Services

OKC Beautiful – Community Roots Center

1404 NW 1st Street, Oklahoma City, Oklahoma 73106

## 1. Introduction & Organizational Background

OKC Beautiful is a local environmental education and beautification nonprofit that has served the Oklahoma City metropolitan area since 1962. Our mission focuses on environmental stewardship, beautification, and community and youth education with a mission to create healthier, more resilient communities. Key initiatives include urban forestry efforts such as planting trees and arbor education, litter prevention and abatement, school and community gardens, native planting and wildflower seeding projects, youth and community environmental education, and more. Each of these efforts culminate in a common purpose of creating a more beautiful and sustainable Oklahoma City.

In recent years, growth of programming and staff at OKC Beautiful has necessitated a move to a larger and more permanent location to expand administrative and operational efforts. As part of this move to a permanent location, long-term goals of the site include structures better suited to plant production, community education, and large-scale staging of projects.

We are seeking a qualified architectural firm (or team) to assist with both **near-term redesign of an existing building** and a **long-range master plan** for a newly acquired property in the Metro Park neighborhood.

This project will support a forthcoming **capital campaign** and will be developed with strong community, staff, and stakeholder engagement.

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## 2. Project Overview

### Site Description

- **Total Site Area:** 1.92 acres
- **Undeveloped Land:** 1.6 acres
- **Existing Structure:**
  - Constructed in 1958
  - Approximately 3,395 square feet



- **Zoning:**
    - Existing building: C-3
    - Undeveloped land: mix of R-3 and I-2
    - The project requires thoughtful planning across **mixed zoning classifications**, with sensitivity to neighborhood context, operational needs, and future growth.
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### 3. Project Goals

The selected architectural team will support the following goals:

- Reimagine and redesign the existing building to better serve current programmatic and operational needs of OKC Beautiful.
  - Create a **long-term, phased site development plan** for the full 1.92 acres.
  - Integrate environmental education, ecological function, sustainability features, and community use throughout the site.
  - Provide conceptual and preliminary designs suitable for **capital campaign materials**.
  - Engage community members, stakeholders, staff, and board through the design process.
  - Provide **construction cost estimates** at key milestones to support fundraising and planning.
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### 4. Anticipated Site Uses

The site is envisioned to include, but not be limited to, the following uses:

- Functional office spaces for OKC Beautiful staff.
- Warehouse and staging area for operational, storage, and programmatic needs.
- Community garden.
- Outdoor classroom spaces.
- Native planting and demonstration projects.
- Community education center.
- Greenhouse and/or nursery for tree and plant production.

Respondents should demonstrate experience integrating **multi-use, mission-driven spaces** and outdoor/landscape elements into cohesive site designs.

## 5. Scope of Services

The anticipated scope includes, but may not be limited to:

### Phase 1: Discovery & Engagement

- Review of site conditions, zoning, and constraints.
- Facilitation of listening sessions and engagement activities with:
  - OKC Beautiful Staff and Board Members
  - Key Stakeholders
  - Community Members
- Synthesis of engagement findings into design priorities.

### Phase 2: Existing Building Redesign

- Conceptual redesign of the existing 1958 structure.
- Space planning aligned with operational and educational needs.

### Phase 3: Site Master Planning

- Long-range master plan for the full property.
- Phasing strategies aligned with anticipated capital campaign timelines.
- Integration of landscape, outdoor learning, and ecological features.
- Consideration of zoning transitions and regulatory requirements.

### Phase 4: Cost Estimation & Campaign Support

- Construction cost estimates at conceptual and schematic levels
- Visual materials and narratives suitable for fundraising and donor engagement
- Optional support for capital campaign presentations.

Final scope and phases will be refined in coordination with the selected firm.

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## 6. Deliverables

Expected deliverables may include:

- Community engagement summary.
  - Conceptual design drawings and diagrams.
  - Site master plan graphics.
  - Phasing plan.
  - Preliminary and updated construction cost estimates.
  - Renderings or visual aids suitable for public and donor communication.
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## 7. Proposal Requirements

Proposals should include the following:

1. **Firm Overview**
  - History, size, and areas of expertise.
2. **Relevant Experience**
  - Examples of similar projects (nonprofit, community-based, educational, adaptive reuse, master planning, or environmentally focused).
3. **Project Team**
  - Key personnel and their roles.
4. **Proposed Approach**
  - Understanding of the project.
  - Community engagement methodology.
  - Design philosophy and process.
5. **Preliminary Scope & Fee Structure**
  - Outline of proposed phases.
  - Fee structure.
6. **Timeline**
  - Anticipated project schedule.



## 7. References

- At least three professional references.

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## 8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Demonstrated understanding of the project goals.
- Approach to community engagement and collaborative design.
- Quality and clarity of proposal.
- Ability to provide cost-conscious, phased solutions.
- Overall value and alignment with organizational mission.

OKC Beautiful reserves the right to conduct interviews with shortlisted firms.

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## 9. Submission Information

- **Proposal Deadline:** January 30, 2026, end of day.
- **Submission Format:** PDF, maximum 20 pages.
- **Submission Method:** Please email proposals to Natalie Evans, [natalie@okcbeautiful.com](mailto:natalie@okcbeautiful.com).
- **Contact:**  
Natalie Evans, Executive Director  
580-744-1018 or [natalie@okcbeautiful.com](mailto:natalie@okcbeautiful.com)

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## 10. Additional Information

OKC Beautiful is an equal opportunity organization and encourages proposals from firms with experience working in diverse communities. We reserve the right to reject any or all proposals and to negotiate scope and fees with the selected firm.



*Aerial of the property to be redeveloped.*



*Existing facility at 1404 NW 1st Street.*