



REQUEST FOR PROPOSAL: PHOTOGRAPHER

Overview

The purpose of this Request for Proposal (RFP) is to solicit responses from a photographer who loves NH communities and its buildings and people to capture high-quality images of community center projects funded through the NH Community Development Finance Authority (CDFA) Community Center Investment Program. The professional photographer must have proven experience and a portfolio showcasing their work. The timeframe for this contract is over a 17-month period from April 2024 to August 2025.

Background

In December 2022, New Hampshire's Governor and Council approved the use of \$20 million in American Rescue Plan Act resources to improve community spaces across New Hampshire through one-time strategic investments. The NH Community Development Finance Authority (CDFA) in coordination with the Governor's Office For Emergency Relief & Recovery (GOFERR) has worked with nonprofits and municipalities to invest these resources in community centers, which are important to the health and vibrancy of our state. Public community facilities help support strong, safe, and inclusive communities while providing opportunities for people to engage in social interaction, volunteerism, and civic engagement. Community centers can also provide much-needed access to social services by filling gaps in service within our communities, especially in New Hampshire's rural towns.

The Community Center Investment Program (CCIP) is providing funding through two competitive funding rounds. The first round of awards was announced in June 2023, resulting in funding to sixteen nonprofits and municipalities, and the final round of awards will be announced in mid-February 2024, resulting in 22 total projects statewide.

These are large-scale construction projects that include new construction, renovations, and additions to existing structures. Created to enhance accessibility and inclusivity for all, the community centers have wide-ranging focus and structures ranging from a large gazebo that will serve as a central gathering space for programs and activities, to a senior center focused on providing essential services that include meal provisions, telehealth facilities, and transportation assistance. An expansion of an existing town hall will enable a visiting nurse organization to conduct more extensive health and wellness checks and workshops; a community project includes a pavilion and playground; and a new makerspace is incorporating into its design an outdoor patio to foster greater creativity and social interaction, while the restoration of a barn will result in multifunctional community use. All projects prioritize energy efficiency and ADA accessibility, with one project specifically designed to accommodate individuals with disabilities.

Scope of Work

A professional photographer will capture high-quality images of the people, community and buildings that make up each awarded CCIP project. The Photographer will coordinate with CDFA staff to capture photographic images of each awarded CCIP project over time from its beginning through to completion of construction and/or renovation.

Highlight each individual CCIP project by taking and producing visually appealing photographic images suitable for marketing materials including but not limited to digital, print, and promotional materials to be used at CDFA events and at tradeshow.

Document events and activities of CCIP awarded projects for use in promotional materials to highlight program impact.

Produce building images that will be used as part of CDFA-sponsored community programs designed to engage participants in discussion around the current and future purpose of community centers in the form of a travelling photographic exhibit.

Visit each project 2-4 times throughout the project timeframe to capture 6-10 photos that will show the construction/renovation progress at each facility and the use of the new community center by individuals and groups to visually demonstrate project outcomes, and community impact.

The successful respondent will have:

- Proven experience in building/structure/architecture photography.
- Proven experience photographing individuals and groups.
- Portfolio showcasing similar work.
- Flexibility to accommodate timing of photo sessions.
- Ability to understand and align with our mission.

Rights and Usage:

We seek exclusive rights to use the images for marketing purposes, including but not limited to online platforms, print materials, and promotional campaigns.

The timeframe for this contract is over a 17-month period from April 2024 to August 2025 and includes stipend for mileage to travel to the locations of the community centers. CCIP awarded projects are statewide.

CDFA has an approximate budget of \$8,000 (Eight Thousand dollars)00 and will base applicant selection on a balance between budget and the applicant's competency to complete the requested components. CDFA requests a detailed budget pertaining to each line item outlined above.

Questions and Submission

Please submit a proposal including applicant background, related experience, proposed detailed scope of work, detailed budget, and references by close of business on Friday, April 12th, 2024. Send the proposals to: Justin Parker, Community Center Program Administrator, jparker@nhcdfa.org

Photographer selection will be based on the competitive review of proposals, including applicant qualifications, similar previous experience, work plan, cost, and respondent references.

CDFA is an equal opportunity/affirmative action agency. All qualified proposals will receive consideration without regard to race, color, religion, creed, age, sex, or national origin.