Request for Qualifications: Civic/Community Engagement

SUBMITTAL DUE DATE: 4:00pm CDT on Monday, September 17, 2018

SUBMITTAL LOCATION: Send PDF to sdaniels@grgstl.org

Questions or information related to this request should be directed to: Shaughnessy Daniels, sdaniels@grgstl.org 314-436-7009, ext. 127. Please submit questions by Friday, September 7. Answers will be posted to www.GreatRiversGreenway.org/jobs by 12pm CDT on Tuesday, September 11.

If you submitted your qualifications in Summer 2017, you do not need to resubmit to this RFQ. We are simply extending an opportunity to find additional vendors.

Great Rivers Greenway (with help from partners) has developed an overall Engagement Strategy, located here: http://greatriversgreenway.org/wp-content/uploads/2018/02/Engagement-Strategy-FINAL.pdf The strategy is subject to change, but provides overall guidance.

The agency is also working on an overall Diversity, Equity and Inclusion plan to assess our strengths and opportunities for growth. Any vendor is expected to learn with us and value this work: https://greatriversgreenway.org/about-us/resources-documents/diversity-equity-inclusion/.

Great Rivers Greenway is requesting proposals from interested and qualified firm(s), organization(s), individual(s) and non-profit(s) to provide services related to civic/community engagement. All responses and any accompanying material will become the property of Great Rivers Greenway. By submitting a response to this request, firms, organizations, individuals and non-profits accept all the terms and conditions of the Request for Qualifications or “RFQ”.

INTRODUCTION:

Great Rivers Greenway is a regional public agency serving the City of St. Louis, St. Louis County and St. Charles County. Great Rivers Greenway connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. Great Rivers Greenway is operated by a 25 member staff, governed by a 12 member board. Staff members work within three groups to Build, Promote and Sustain the greenways. It is important to the Board, staff and partners of Great Rivers Greenway to engage the community throughout the lifecycle of each project to gain valuable insight and collaborate on decision-making to execute the best possible projects.
SCOPE OF SERVICES

Great Rivers Greenway intends to engage firm(s), organization(s), individual(s) or non-profit(s) to provide services related to civic/community engagement. Because a variety of services may be needed, this RFQ is broken down into two (2) components. Respondents may choose to respond to one (1) or both of these components. Please provide specification in your response as to which of the elements are applicable.

Contracts that result from this RFQ may be executed over the next three (3) years, with scope and fee to be negotiated directly with any respondents chosen for a given project. Work may take place throughout the region, and costs incurred such as mileage or supplies can be written into any contract.

1. Consult with Great Rivers Greenway staff on Civic/Community Engagement strategy, industry best practices and ideas for a variety of projects. This could include reviewing plans, suggesting strategy, helping with research or consulting on specific projects. This may include meetings, phone calls or reviewing documents via email. This is an internal type of relationship, not public-facing.

2. Manage the process for planning, implementing and documenting engagement opportunities (in a variety of settings) that range from open houses to workshops to participatory art or placemaking, public exhibits, surveys, forums, focus groups, site visits and audits and other tools for any given project may include but is not limited to:
   - Manage the process for a Community Advisory Committee.
     - This includes the strategy for recruitment, planning and running meetings or workshops and synthesizing results.
     - This includes the direct relationship building and facilitation of meetings or workshops. This item is not just on the strategy or recommendation side, includes execution as well.
   - Recruiting, hiring and managing a street team to:
     - Conduct research
     - Distribute materials or surveys
     - Engage at community events, programs and other opportunities as necessary.
   - Researching, contacting and engaging with audiences ranging from small groups of stakeholders such as elected officials, business owners, community leaders, neighborhood groups, etc to large events open to the public.
   - Helping to draft surveys and/or online tools to distribute, collect, analyze and report results.
   - Work includes coordinating the details, executing the engagement and synthesizing the results.
INSTRUCTIONS FOR PREPARING QUALIFICATIONS

Submittals should contain the following information:

- A one-page letter of interest that includes a synopsis of the respondent’s qualifications, primary specialties of the respondent, the primary contact or lead representing the contractual authority of the respondent and the primary contact or lead representing the main point of contact for the work (may be the same person).

- Profile(s) of respondent(s) including number of employees, location, and relevant experience working on similar projects within the last five (5) years. Include the respondent’s experience with local governments, special districts or other public agencies in the development of similar projects.

- Based on the generalities provided in the two (2) component work areas, provide a general discussion of the philosophy that the respondent will use to approach any or all of those components. No more than two (2) pages per component.

- Resumes of key team members identified by the respondent(s) as having a major role. Resumes can be any format that summarizes qualifications, may not be longer than two (2) pages per person.

- If applicable, an organizational chart showing the prime consultant, the proposed relationships between key personnel and support staff and/or sub consultants who are expected to participate on the project, and which aspects of the work each person will be responsible for performing.

- Project descriptions for no fewer than three (3) and no more than six (6) recent projects with a similar scale and scope performed by the respondent within the last five (5) years. Include the following:
  - Name of the client (include contact information)
  - Description of projects
  - Key personnel involved and year the project was completed

- Disclose any material agreements, relationships, or employment your firm or team members have with Great Rivers Greenway that may create a conflict of interest or the appearance thereof.

- Include copies of your firm’s most recent Equal Opportunity form (EEO-1) and Affirmative Action policies, if applicable.

- Outline fee structure from past projects or proposed fee structures for hourly work or project-based work for any of the component work areas.

- An hourly rate for any additional follow up needs.
GENERAL PROVISIONS

Any contract awarded as a result of this RFQ will be awarded without discrimination on race, color, religion, age, sex, sexual orientation, or national origin.

Prospective consultants shall assure Great Rivers Greenway that they will comply with 2010 ADA Standards prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 U.S.C. 12101 et seq.).

MINORITY AND WOMEN BUSINESS ENTERPRISE POLICIES

It is the policy of Great Rivers Greenway that minority and women-owned businesses shall have the maximum opportunity to participate in the performance of contracts utilizing taxpayer funds.

MBE/WBE firms included in the respondent’s submittal, either as prime consultants or sub-contractors, must be certified by one or more of the following agencies on or before the date of the submission of qualifications:

- Missouri Division of Purchasing and Materials Management
- City of St. Louis: Disadvantage Business Enterprise Program
- St. Louis Minority Business Council

SELECTION PROCESS

A review committee will evaluate all responses to this RFQ. From this review, Great Rivers Greenway may select a consultant(s) solely on the basis of submittals, or may additionally identify a short list of individual or team candidates for possible interviews. The committee may contact any or all respondents to clarify submitted information.

Upon selection of a firm, organization, non-profit or combination thereof, Great Rivers Greenway will negotiate a scope of services and other terms and conditions of an agreement with the selected respondent(s). If such negotiations are not successful, Great Rivers Greenway reserves the right to begin negotiations with other respondents. Respondents whose qualifications are not accepted will be notified in writing as soon as practical.
SELECTION CRITERIA

The committee will select the consultant team(s) or individuals that most closely satisfy the criteria listed below.

- Successful completion of projects of similar scope within the last five (5) years.
- Demonstrated experience and technical competence of the consultants or individuals relative to the task requirements outlined.
- Capacity of the consultant’s identified team members to provide the full range of skills needed for this project.
- Overall approach to the work and evidence of the consultant’s ability to generate creative solutions for the proposed deliverables identified.
- Any other relevant information offered or discovered during the evaluation process.

IMPORTANT CONSIDERATIONS

Great Rivers Greenway reserves the right, at its sole discretion, to:

- Reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so
- Waive minor informalities of a submittal
- Cancel, revise, or extend this solicitation
- Request additional information which is deemed necessary
- Extract, combine, and delete elements of individual submittals of qualifications
- Negotiate jointly or separately with individual firms, organizations and non-profits with respect to any or all elements of this request.

This Request for Qualifications does not obligate Great Rivers Greenway to pay any costs incurred by any respondent in the submission or in making necessary studies or design for the preparation thereof, or for procuring or contracting for the services to be furnished under this request for qualifications. Great Rivers Greenway will give preference to Missouri firms, organizations and non-profits when other considerations are equal.