REQUEST FOR PROPOSALS

FOR

CONSULTANT TO ASSIST WITH CAPACITY BUILDING
IN NORTH ST. LOUIS COUNTY

Issued by the St. Louis Economic Development Partnership

Proposals Due By:

June 27, 2017 at 3:00 p.m.
St. Louis Economic Development Partnership
7733 Forsyth Blvd., Suite 2300
St. Louis, Missouri 63105
Attn: Dustin Allison
(314) 615-7663
dallison@stlppartnership.com
Introduction

The St. Louis Economic Development Partnership (the “Partnership”) is a not-for-profit corporation, established under Section 501(c)(4) of the Internal Revenue Service Code for the purposes of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis Region.

In furtherance of its purposes and pursuant to its Procurement Policy, the Partnership issues this Request for Proposals (“RFP”) to procure a consultant to facilitate a series of conversations and workshops with key community stakeholders within the cities of Ferguson, Dellwood and Jennings located on or near West Florissant Avenue and Chambers Road and generally bordered by New Halls Ferry Road to the north, Hamilton Avenue to the south, South Florissant Road to the west, and Old Halls Ferry Road to the east (the “Focus Geography”). The consultant will focus these conversations and workshops on building capacity within the Focus Geography for sustained, strategic community improvement by, among other things, assisting the stakeholders with establishing and operating a Community Development Corporation within the Focus Geography.

Scope of Services

The Consultant will work closely with staff for the Partnership to plan and implement a series of meetings and workshops to provide community economic development capacity building. The Consultant’s responsibilities will be focused on planning, preparing, and facilitating the meetings and workshops in this community decision-making process. The Consultant also will help align current projects that are taking place within the geography identified during this project. Further, the Consultant will assist with developing the invitation list for the meetings and workshops and communications about the meetings. The meeting locations and arrangements will be handled by the Partnership and community stakeholders. The following is a timeline for the services and the tasks at each phase of the project:

Phase One: Setting the Agenda

Goal: To confirm geography of interest, identify key stakeholders, review pertinent current projects, and form local steering committee.

Participants: St. Louis Economic Development Partnership, Consultant, and Key Community Leaders from Focus Geography (Participants would constitute initial steering committee).

Estimated Time: 3 hours (1 hour for preparation; 2 hours for meeting).

Phase Two: Greater West Florissant Avenue Community Partner Meeting

Goal: To set context for partner meeting and organizing in the footprint. To document current and planned community improvement projects and corresponding community engagement, seek
opportunities for alignment and coordination on projects/community priorities, and explore partnering on planned community engagement to discuss building community development capacity.

Participants: St. Louis Economic Development Partnership, Consultant, Key Community Leaders from Focus Geography from Steering Committee, West Florissant Great Streets Initiative, Others that may be identified.

Estimated Time: 7 hours (5 hours for preparation; 2 hours for meeting).

**Steering Committee Check-in Meeting**

Goal: To debrief from Phase Two meeting and confirm agenda and stakeholders needed to be included in Phase Three meeting(s), and plan outreach and meeting location details. To review summary of Phase Two meetings and discuss next steps regarding alignment of current projects/partners.

Participants: St. Louis Economic Development Partnership, Consultant, and Key Community Leaders from Focus Geography.

Estimated Time: 7 hours (5 hours for preparation; 2 hours for meeting).

**Phase Three: Basic Background**

Goal: To understand the roles and functions of local place-based Community Development Corporations (CDCs) or the like, in effective community economic development. This will be a basic course in Community Development 101, answering questions such as: What are the different activities that CDCs engage in? What are the different roles of nonprofits, governments, and private actors, such as banks? What does a well-functioning board of a CDC look like? What organizational capacities do CDCs need to be effective? What policy tools are available for CDCs? How do CDCs become financially sustainable? To understand what community stakeholders would want a community organization to focus on given the priorities surfacing in current engagement, what interventions are already happening, and what gaps exist in community improvement efforts.

Participants: St. Louis Economic Development Partnership, Consultant, and Cross-Sector Community Stakeholders from Focus Geography.

Estimated Time: 18 hours (8 hours for preparation; 10 hours for multiple meetings with identified stakeholders).

**Steering Committee Check-In Meeting**

Goal: To debrief from Phase Three meeting and confirm agenda and stakeholders needed to be included in Phase Four meeting(s), and plan outreach and meeting location details.
Participants: St. Louis Economic Development Partnership, Consultant, and Key Community Leaders from Focus Geography.

Estimated Time: 4 hours (2 hours for preparation; 2 hours for meeting).

**Phase Four: Exploring the Options**

Goal: To understand and evaluate the strengths and weaknesses of three different options for building community development capacity and to generate agreement to pursue one of the three options. Broadly speaking, the three options that the communities will have are: 1) form their own 501 (c)3 community development corporation (CDC); 2) ask an existing nonprofit organization in their service area to take on the place-based work; 3) invite an outside nonprofit to work with stakeholders in the community to do this work.

Participants: St. Louis Economic Development Partnership, Consultant, and Cross-Sector Community Stakeholders from Focus Geography.

Estimated Time: 16 hours (6 hours for preparation; 10 hours for multiple meetings with identified stakeholders).

**Steering Committee Check-In Meeting**

Goal: To debrief from Phase Four meeting(s) and confirm agenda and stakeholders needed to be included in Phase Five meeting(s), and plan outreach and meeting location details.

Participants: St. Louis Economic Development Partnership, Consultant, and Key Community Leaders from Focus Geography.

Estimated Time: 4 hours (2 hours for preparation; 2 hours for meeting).

**Phase Five: Devising a Plan of Action**

Goal: To identify a list of next steps to implement the recommendation made in Phase Four. For example, if stakeholders want to form a CDC in their community they will need to find the resources for the start-up costs and identify individuals who would be willing to serve on the board. If stakeholders want to have an existing organization, either inside or outside the community, take on this work, they will need to begin discussions with that nonprofit. In either case a business plan will be needed to support the staff capacity necessary to do the work.

Participants: St. Louis Economic Development Partnership, Consultant, and Cross-Sector Community stakeholders from Focus Geography.

Estimated Time: 11 hours (6 hours for preparation; 5 hours for multiple meetings with identified stakeholders).
Steering Committee Check-In Meeting

Goal: To debrief from Phase Five meeting(s), review final decisions, and identify resources and supports for moving forward.

Participants: St. Louis Economic Development Partnership, Consultant, and Key Community Leaders from Focus Geography.

Estimated Time: 5 hours (2 hours for preparation; 3 hours for meeting).

Summary/Ongoing Assistance

Goal: Prepare a written summary report. Advise and provide technical assistance to the Steering Committee for a two month period as next steps are being memorialized and implemented.

Participants: St. Louis Economic Development Partnership, Consultant, and Key Community Leaders from Focus Geography.

Estimated Time: Not to exceed 17 hours (5 hours for summary report; 12 hours for ongoing assistance).

Proposal Content

Proposals must include, at a minimum, the following information:

1. Experience of Firm/Individual. Provide a detailed description of the firm's/individual’s experience in providing training on and participating directly in capacity building related to community economic development. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved.

2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services.

3. Examples of Work Product Utilized for Similar Services. Provide a sample of educational, training, planning and/or engagement materials utilized when providing similar Services to other communities or organizations.

4. Proposed Fees/Expenses. Proposals shall clearly state all fees and expenses to be charged for performance of the Services:

   a. If based on an hourly rate, provide the hourly rates to be charged for each individual who would be assigned to this engagement and a general description of how billable hours will be allocated among key personnel.
b. Provide an explanation if fees will be calculated on any other basis. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement.

c. It is anticipated that a maximum not to exceed amount will be established for these services.

**Selection Criteria**

Proposals submitted will be reviewed by the Partnership’s staff for completeness and qualifications. Selection of a firm will be made on the basis of the following criteria in descending order of importance:

1. Expertise and experience of firm or individual in providing similar Services;

2. Expertise and experience of individuals assigned from firm;

3. Quality of sample work product;

4. Cost;

5. Responsiveness of firm to the RFP categories.

The St. Louis Economic Development Partnership encourages submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

**Terms and Conditions**

The Partnership reserves the right to reject any and all proposals submitted; to select one or more proposals; to void this Request and the review process and/or terminate negotiations at any time; to select separate proposals for various components of the scope of services; to select a final party/parties from among the proposals received in response to this Request. Additionally, any and all Request elements, requirements and schedules are subject to change and modification. The Partnership also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this Request process, to obtain further information from any and all respondents, and to waive any defects as to the form or content of the Request or any proposal.

This Request is not and shall not be construed to be an offer and does not commit the Partnership to award a contract or to defray any costs incurred in the preparation of a proposal. All submitted proposals become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted by law or elsewhere in this Request.
By submitting a proposal in response to this Request, each respondent agrees for himself/herself and for his/her heirs, successors and assigns, to hold the St. Louis Economic Development Partnership and its affiliated entities, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this Request, revising this Request, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a proposal(s), or negotiating or executing an agreement incorporating the commitments of the selected proposal(s).

By submitting a proposal, each respondent acknowledges having read this Request in its entirety and agrees to all terms and conditions set out in this Request.

If a respondent has already submitted a proposal in a response to a prior RFP for the same services, there is no need to provide a response to this RFP. The prior response will be considered as responsive to this RFP.

Submission of Proposals

To be considered, proposals must be received no later than June 27, 2017 at 3:00 p.m.

Electronic proposals should be sent by e-mail to dallison@stlppartnership.com.

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