

REQUEST FOR PROPOSALS



Community Action Partnership of Hennepin County (CAP-HC) is partnering with the City of Minneapolis to contract (through an open Request for Proposals process) with a trusted leader or organization from the North Minneapolis community to engage North (and a portion of Northeast) Minneapolis residents, primarily from the Hawthorne, McKinley, Sheridan, Bottineau and Marshall Terrace neighborhoods, in coming up with recommendations on a variety of ongoing issues including but not limited to:

- How to spend the Northern Metals settlement dollars (\$200,000 per year for 3 years, within the stipulations of the consent decree)
- A Work Plan/Action Plan for the Northside Green Zone to further the goals below and utilize additional resources (e.g., VW settlement dollars, existing City programs/resources, state, local and federal grants, etc.).

SCOPE OF WORK

1. Conduct collaborative process with government and community partners to develop recommendations for spending the Northern Metals Settlement dollars and an action specific Work Plan for the Northside Green Zone;
2. Elevate equity in collaborative planning process;
3. Facilitate advisory committee meetings
4. Provide a \$25 stipend per member per meeting to compensate for time, travel costs, and other incurred expenses specific to the Northern Metals Settlement advisory committee;
5. With the Advisory Committee create a Northside Green Zone Work Plan following the completion of the Northern Metals Consent Decree recommendations;
6. The selected contractor/organizations will employ/contract and train at least two community outreach workers from North Minneapolis to help recruit, engage, organize, and educate other community stakeholders to be better able to participate effectively in this and future civic activities;
7. Support the community outreach workers in the engagement of 300 residents in decision-making on the Northern Metals Consent Decree dollars (\$200,000 per year for 3 years, within the stipulations of the consent decree) which will go towards projects guided by the community in accordance with the consent decree and the Northside Green Zone Work Plan;
8. Manage and procure funding for implementation of Work Plan items focused on air quality, housing, soil and environment, and food. Focus on leveraging existing resources (e.g., grants, city programs, utility programs, Federal weatherization dollars, etc.);
9. Coordinate with CAP-HC on housing stabilization activities;
10. Evaluate the Task Force process and outcomes, in partnership with CAP-HC, the city and community partners.

MINNEAPOLIS GREEN ZONES BACKGROUND

Low-income communities and people of color in Minneapolis experience unequal health, wealth, employment, and education outcomes, and also are overburdened by environmental conditions such as traffic and stationary pollution sources, brownfield sites, blight and substandard housing. Evidence of these disparities has been documented thoroughly by local agencies and organizations in the Twin Cities. A collection of this data was mapped as part of the first phase of the Green Zones initiative on this website: <http://www.ci.minneapolis.mn.us/sustainability/policies/WCMSP-187876>

The vision of the Green Zones is to create a racially equitable future where all Minneapolis neighborhoods enjoy a similarly high quality of life with good air quality, safe and affordable housing, a clean environment, well-paid jobs, and low- or no-carbon energy sources that preserve this quality of life for future generations.

A core focus will be reviewing existing initiatives inside and outside of city government. Such programs may include the North Minneapolis Promise Zone, Greater MSP's Center Cities program, coalitions already forming to address naturally occurring affordable housing, equitable economic development, including new financing tools for entrepreneurs and small businesses, community-driven initiatives like the Green Zones project in the Phillips community, and more. Green Zones plans to be an action-oriented initiative that taps into and accelerates these existing efforts. The questions we will ask include what are the challenges, what is working and what is not and why, adapting programs to the needs of specific communities, breaking down silos across departments, fine-tuning programs and targeting resources to where the need is greatest. The Green Zones pilot initiative signals approval for city staff who generally implement city-wide initiatives to customize, target and enhance resources in specific geographic areas.

The focus of this phase is to test out how to create sustainable, institutional change for city programs and policies. The next step will be taking the successes and the lessons learned from the pilot and establishing a city policy that outlines the resources and activities that become targeted, aligned or enhanced in overburdened communities.

NORTHERN METALS SETTLEMENT BACKGROUND

The city Council has formally accepted (\$200,000 per year for 3 years, within the stipulations of the consent decree) from the Consent Decree with Northern Metals for health mitigation strategies. The court's decree stipulates that the \$200,000 a year for 3 years shall be used solely for mitigation projects in North and Northeast Minneapolis that "include projects in the impacted neighborhoods to (1) identify and educate at-risk residents on asthma triggers; (2) enroll families with children suffering from poorly controlled asthma

in a new asthma trigger mitigation program; and (3) implement community and block-by-block blood lead level screening events in cooperation with local clinics which will offer follow-up venous blood screening as needed; and (4) identify and connect affected individuals with resources to help reduce environmental exposure to lead." After receiving public comment on the Consent Decree the Council passed a resolution directing staff to work with community members from North and Northeast Minneapolis to plan for the use of the \$600,000 earmarked for community health projects as well as any additional funding that comes to the city from the consent decree with Northern Metals. You can read the full resolution and Consent Decree and can find more information here: <http://www.minneapolismn.gov/meetings/legislation/WCMSP-198419>

GOALS

- 1) Recognize the power of disproportionately burdened and disenfranchised residents of (primarily) North Minneapolis to decide on community priorities and how to utilize and leverage resources to act on those priorities.
- 2) Use a holistic approach to create positive, impactful health, environmental and economic outcomes for some of the most vulnerable residents of Minneapolis, while preventing gentrification and displacement.

WHO WILL BE INVOLVED

- 1) Engagement/Facilitation Consultant/Organization (TBD), will provide community engagement, meeting facilitation and consulting support for an advisory body (Advisory Committee/Work Group/Task Force).
- 2) Two outreach workers will be hired from the community and provided training and support to develop their skills for current and future employment and civic engagement.
- 3) "Advisory body" comprised of community based organizations, residents and business owners.
- 4) City of Minneapolis and CAP -HC staff will support the organization/consultant and advisory body, and serve as resources and technical assistance as needed.

TIMELINE AND OTHER LOGISTICS

Meetings per the above scope should take place between January, 2018 and December, 2019. Proposals in response to this RFP should include the number of meetings needed and suggested blocks of time that the facilitator is available for those meetings.

QUALIFICATIONS & EXPERIENCE FOR CONSULTANT

- Understanding of historical, structural, and intergenerational racism in North Minneapolis
- Experience facilitating community groups, advisory committees, boards and/or commissions with diverse backgrounds, varied expertise, and potentially existing tensions among members
- Experience using collaborative decision making models
- Proven connections and relationship with residents and organizations in the North and North East neighborhoods
- Understanding of city of Minneapolis structure, politics, decision-making process

REQUIREMENTS

See *Attachment A: Standard Contract Form* for requirements related to insurance coverage, liability, conflict of interest, etc.

REQUEST

Respondents are invited to submit an application that responds to the scope of work outlined above by 8:00 a.m. Friday January 12th to kmongoven@caphennepin.org

APPLICATION FORMAT

Executive Summary:

The executive summary must include a clear statement of the consultant's understanding of the RFP and brief summary of the scope of work, including identification of the proposed project team, a description of the responsibilities of the project team and a summary of the proposed services. Please identify here if you are submitting a joint application with multiple parties.

Scope of Services:

Describe in detail how you will approach the defined scope of work. Describe the core strategies and techniques you will use in facilitating the meetings and how you will reach the specific deliverables of Northern Metals Consent Decree and Green Zone Work Plans. If you are submitting a joint application, please define each partner's role separately. Include explanations for the following elements:

- (1) how many total hours needed for planning the meetings, facilitating meetings, hiring, training and supervising outreach workers, and outreach/community engagement,
- (2) number and length of meetings needed to get to the deliverable,
- (3) overview of the techniques, materials and/or activities that you will use as the basis of your facilitation as well as outreach. Opportunities to build

relationships and support cross-participant sharing learning and sharing should be incorporated into the scope of services delivered,
(4) method(s) for evaluation.

Experience and Capacity:

Describe background and related experience providing the required services, including experience planning for and facilitating processes using collaborative decision making, experience training and supervising community outreach workers, experience in community engagement, experience discussing racial inequity and environmental injustice with a variety of audiences, and experience working and partnering with the city of Minneapolis and specific communities within North Minneapolis neighborhoods. If submitting a joint proposal, please provide background for all partners here.

References (optional):

List references from contracts similar in size and scope.

Personnel:

List the individuals who will be providing support around your scope of work. Listing should include applicable work experience with particular emphasis on work related to the scope identified in the RFP.

ANTICIPATED TIMELINE

- RFP Released Friday, December 1, 2017
- Informational meeting Tuesday, December 19 from 9 am to 11 am at North Regional Library
- RFP Due by 8 a.m. Friday, January 12, 2018
- Consultant notified by Friday, January 26, 2018
- Planning Session with CAP-HC and city of Minneapolis in early February
- Facilitation and Engagement Period January 2018 to December 2019.
- Proposals will be reviewed and evaluated by a committee appointed by CAP-HC's board of directors and made up of city of Minneapolis employees, CAP-HC board members, and community partners. Evaluations will be based on the required criteria listed under the proposal format spelled out above. A collaborative process will be used to make final recommendations on awarding contracts to fulfill the scope of work.

QUESTIONS?

If you have any questions regarding this proposal and its requirements, reasonable accommodations or alternative formats, please send them to

kmongoven@caphennepin.org