

Request for Proposals: NEIGHBORHOOD GREENWAYS ST. LOUIS Facilitation Consultant

About NEIGHBORHOOD GREENWAYS ST. LOUIS

Trailnet is the leading non-profit organization working to make walking and biking a way of life in St. Louis. With funding through the EPA, Trailnet is continuing its [Neighborhood Greenways St. Louis](#) project into a second phase, which will put St. Louis on a path toward constructing low-stress, green, bicycle and pedestrian infrastructure (LGBPI).

Through collaborative problem solving, Trailnet will build broad buy-in for the creation of LGBPI as an effective way to help St. Louis:

- 1) improve its watershed management,
- 2) reduce its water and air pollution,
- 3) increase physical activity in underserved communities, and
- 4) reduce asthma prevalence.

This phase of the project has three goals:

1. **Strengthen multi-sector partnerships** that will champion a LGBPI plan as a way to address the City's environmental and public health problems.
2. **Build partners' capacity to create LGBPI** by increasing understanding of the need for LGBPI and its ability to improve watershed management, prevent and reduce water and air pollution, encourage physical activity, and reduce asthma prevalence; and by increasing understanding of LGBPI design best practices.
3. **Prepare the City of St. Louis to create a comprehensive LGBPI plan.**

Trailnet staff will work with community members, and a Project Committee that includes key City staff, to accomplish these goals.

For more information about the project, visit Trailnet's [website](#).

Requested Services

Trailnet is looking for a seasoned facilitator to work with the Project Committee in 5 three-hour sessions to:

- 1) **Create an organizational structure and workplan. (1/4 session)** Project Committee members will work with the consultant to develop a clear organizational structure and workplan to address the communication and coordination needs of the group as they work through grant activities. This will entail defining the key characteristics of an effective organizational structure

and workplan. The Committee will also clarify the commitments of each partner, identify the strengths and resources each partner can contribute to the project, and define the process for group decision-making and including new partners as they emerge.

Product: Organizational structure and workplan document.

2) Solidify issue, community vision, and strategic goals. (3/4 session)

Project Committee members from the previous phase of the project identified the lack of LGBPI as a problem and began envisioning potential solutions. The facilitation consultant will work with the Project Committee to use those initial ideas to more clearly articulate the problem, develop a vision for addressing it, identify desired outcomes, and craft strategies to achieve the outcomes.

Product: Issue, community vision, and strategic goals document.

3) Explore questions to progress strategic goals and identify actions. (1 - 2 sessions)

The Project Committee has begun to identify strategic goals and has critical questions that need to be explored and answered to reveal action steps. The consultant will facilitate this exploration, help the group identify questions to be answered during the duration of the grant, and help them identify actions. It is estimated that the necessary information from the Project Committee could be obtained in two sessions.

Product: Questions and actions document.

4) Create a scope of work for a comprehensive LGBPI Plan. (2 sessions)

Trailnet and the facilitation consultant will work with the Project Committee to create a scope of work for the creation of the LGBPI plan after the grant ends. They will use the scope of work template Trailnet has successfully used to plan other bicycle and pedestrian projects. The consultant will help the Project Committee:

- Identify all of the stakeholders that should make up the Plan Advisory Committee for creating the LGBPI plan.
- Identify any resources they may be able to share in the creation of the LGBPI plan.
- Create a list of resources (e.g. maps, plans, and reports) and assessments (e.g. asset mapping, walk audits) the Plan Advisory Committee should use to inform its analysis of existing conditions.
- Create a list of questions for the future consultant to answer regarding how maintenance costs of LGBPI could be financed.

- Identify the best methods (e.g. meeting formats and venues) for engaging city residents in creating the LGBPI plan.
- Identify the best messaging and modes of communication for reaching out to St. Louis residents to participate in the creation of the LGBPI plan.

Product: Scope of work.

- 5) **Advise on technical workshops and community outreach.** Trailnet will design and host two technical workshops on two different topics. The technical workshops will bring the Project Committee to a shared understanding of LGBPI, create an opportunity for fact finding, and provide the skills, information, and resources the committee needs to achieve its shared vision and goals. Trailnet will conduct community outreach through two pop-up Neighborhood Greenway events. The facilitation consultant will review Trailnet's plans for the workshops and pop-up events and provide guidance on format and strategy.

Product: Memo containing recommendations on workshop format and outreach strategies.

Evaluation Criteria

Incomplete proposals will not be evaluated. Each submission will be evaluated and scored using the following criteria:

- 1) Fit of project approach (10 points)
- 2) Qualifications (10 points)
- 3) Relevance and success of past projects (10 points)
- 4) Completeness of budget and reasonableness of cost (10 points)

General Items

1) Cost to Develop Proposal

This RFP does not commit Trailnet to award a contract, to pay any costs incurred in the preparation of a response to this request for proposal, or to procure or contract for services or supplies.

2) Cancellation of this Request

Trailnet reserves the right to accept or reject any or all of the proposals received as a result of this RFP, or to cancel this request in whole or in part if it is in the best interest of Trailnet.

3) Unauthorized Communications

After release of this RFP, the responding firm's contact regarding this RFP with members of the evaluation team, selection committee, Trailnet's staff other than that listed in this RFP, is prohibited and may result in the disqualification from the procurement process. Responding firms shall not offer any gratuities, favors, or anything

of monetary value to any officer, employee, agent, or director of Trailnet for the purpose of influencing a favorable disposition toward either the firm's proposal or any other proposal submitted as a result of this RFP.

4) Non-Endorsement

If a proposal is accepted, the successful responding firm shall not issue any news releases or other statements pertaining to the award or servicing of the agreement that state or imply Trailnet's endorsement of the successful firm's services.

5) Public Records & Information

All proposals, including all appendices, attachments, and/or work samples, submitted under this RFP become the exclusive property of Trailnet. Responding firms should be aware that any information submitted in response to this RFP might be subject to disclosure under the Missouri Sunshine Act and/or the Federal Freedom of Information Act. Trailnet will handle all requests for information in regard to this RFP in accordance with the applicable federal and state statutes, and will not disclose any information submitted in response to this RFP prior to the selection and retention of a consultant unless authorized in writing to do so by the responding firm or compelled to do so by law or judicial decree.

6) Contract Type & Funding Source

Trailnet intends to award a single, firm, fixed-price contract for services.

7) Awarding Subcontracts

If the selected consultant would like to award a subcontract they must take these steps:

- a) Ensure Disadvantaged Business Enterprises (DBEs) are made aware of contracting opportunities to the fullest extent practicable through outreach and recruitment activities. For Indian Tribal, State and Local and Government recipients, this will include placing DBEs on solicitation lists and soliciting them whenever they are potential sources.
- b) Make information on forthcoming opportunities available to DBEs and arrange time frames for contracts and establish delivery schedules, where the requirements permit, in a way that encourages and facilitates participation by DBEs in the competitive process. This includes, whenever possible, posting solicitations for bids or proposals for a minimum of 30 calendar days before the bid or proposal closing date.
- c) Consider in the contracting process whether firms competing for large contracts could subcontract with DBEs. For Indian Tribal, State and local Government recipients, this will include dividing total requirements when economically feasible into smaller tasks or quantities to permit maximum participation by DBEs in the competitive process.

- d) Encourage contracting with a consortium of DBEs when a contract is too large for one of these firms to handle individually.
- e) Use the services and assistance of the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

Interested?

By June 19, 2015 send the following to Jennifer Allen, Director of Strategic Initiatives, at jennifer@trailnet.org:

- 1) One to two pages including the following information:
 - a. Why you or your company is the best fit for the job;
 - b. Your proposed approach for the project, including any way your services may conserve natural resources and protect the environment;
 - c. Qualifications for the project, based on past experience.
- 2) Your budget proposal for this project. Include your hourly rates for each task of the project; we anticipate that this project will take approximately 104 hours.
- 3) A completed Certification Regarding Debarment and Suspension form. See attachment A.
- 4) A completed Certification Regarding Certification Regarding Compliance with Subpart C of 2 CFR Part 180. See attachment B.