

COMMUNITY COLLABORATOR PROPOSAL DUE: Monday, October 30th
East Phillips Open Spaces Plan

See Request for Proposal information on Pages 3-5

(Please print if you are filling out a paper application. Use the backside of the form for longer answers)

Name: _____ E-mail: _____

Address: _____ City, Zip: _____

Primary Phone: _____ Is this your business or home address? Business Home

Is your business or home in the East Phillips neighborhood? Yes No

The following questions should be answered in sentence form (please be precise, 2-3 sentences, for each).

1. What is your engagement project idea? (examples: public art, video creation, social media campaign, virtual coffee table discussion, radio, etc.)

2. How do you plan to execute your engagement project?

3. What experience do you have working with your targeted community?

4. What are your proposed outcomes, results, or goals of your engagement?

5. Engagement Project Targeted Community (examples: African American, Youth, Community with Disabilities, Immigrant, People Experiencing Homelessness): _____

6. Requested Fee: \$500 \$1,000 \$1,500 \$2,000 \$2,500 \$3,000

7. Please provide a brief budget:

The work needs to occur between November 2023 – March 2024. Do you have a specific date in mind?

Yes **It's flexible** If yes, when? _____

Submit to:

Via mail:

Minneapolis Park and Recreation Board
Attn: Emma Pachuta
2117 W River Rd
Minneapolis, MN 55411

Via email: Emma Pachuta, epachuta@minneapolisparks.org

Questions? Contact Emma Pachuta, Project Manager at 612-449-3711 or at epachuta@minneapolisparks.org



Request for Proposals
COMMUNITY COLLABORATOR SERVICES
for the East Phillips Open Spaces Plan

Proposals Due:

DUE Friday, October 30th, 2023

PROPOSAL OVERVIEW

The MPRB’s Community Collaborator initiative is a paid opportunity for community members, groups, and organizations to engage with East Phillips residents about parks and recreation to inform the design and priorities for the East Phillips Open Spaces Plan. Proposals will be competitive, and those that are selected will receive funding to implement their idea. Learn more about the East Phillips Open Spaces Plan at: www.minneapolisparcs.org/epparks.

Examples of engagement could include but is not limited to:

- Virtual coffee hour with community members
- Story campaign with video interviews
- Community open house
- Focus group or community conversation

WHAT IS THE EAST PHILLIPS OPEN SPACES PLAN?

The East Phillips Open Spaces Plan will create a vision and design for MPRB’s East Phillips and Cedar Avenue Field parks in the East Phillips neighborhood for the next 20+ years. MPRB also anticipates this plan will look beyond MPRB parkland and may include some private properties and/or public right-of-way adjacent to the parks to create a more comprehensive and intersectional vision for these parks.

In 2016, MPRB adopted the South Service Area Master Plan (SSAMP), which planned 26 of the 30 neighborhood parks in south Minneapolis. The borders of the park planning area stretched from I-35W on the west to the eastern city limit and is bounded on the north by the I-94/I-35W loop around downtown.

During the SSAMP planning process, East Phillips Park was one of four parks that did not get planned at that time. A park plan for Cedar Field Avenue Park was created during the SSAMP process. The vision includes retaining and upgrading the playground, basketball court, and multi-use diamond field, plus added new elements such as a formalized outdoor gathering space, interactive water feature, a picnic shelter, linear skate park, and paved volleyball court. You can see the previous Cedar Field Avenue design on page 83 here: https://www.minneapolisparcs.org/wp-content/uploads/2022/02/4-Neighborhood-Park-plans_A-E.pdf

Capitol Improvement Project (CIP) funding is available at both parks in the East Phillips neighborhood which has spurred this recent planning process. The process will create a plan for East Phillips Park and revisit/finalize the park design for Cedar Field Avenue Park, which will be followed by park improvements in 2025.

COMMITMENT TO RACIAL EQUITY

MPRB staff are committed to comprehensively incorporating racial equity into the East Phillips Open Spaces planning process. As a government entity, MPRB staff understands that we play a critical role in breaking down systems of oppression through every decision and project. Seeking out broad input is one of many strategies we will be incorporating into this park planning process in our commitment to design a park that is for everyone.

WHOM WE HOPE TO ENGAGE WITH

MPRB is focusing feedback from residents who live in the East Phillips neighborhood and are served by East Phillips Park and/or Cedar Field Avenue Park. Projections tell us that communities of color, youth, and seniors/elders will double in current demographic percentages by 2040 (Thrive MSP 2040), confirming how integral it is for broad representation to inform decision-making.

East Phillips is one of the most diverse and vibrant neighborhoods in Minneapolis and we seek proposals that help MPRB broaden neighborhood voices that are included within the park planning process from East Phillips, including:

- Cultural communities
- Renters
- Youth
- Seniors/elders
- People with disabilities
- People who speak a primary language other than English, specifically Spanish, Somali, or other languages that are spoken in the neighborhood
- People who are unhoused

SCOPE OF SERVICES

MPRB is looking for ways to broaden community input and hear from communities that may not engage in typical MPRB meetings, events, and online platforms. We are seeking proposals that identify creative, innovative ways to engage different communities through digital and/or in person platforms.

Community Collaborator Meeting

Additional to the project, Community Collaborators are asked to attend one two-hour mandatory meeting by MPRB on Thursday, April 11th from 11am – 1pm to share feedback on the MPRB park design. Lunch will be provided.

Questions MPRB is currently asking during MPRB-led community engagement:

- Do you currently visit both parks?
- If yes, what activities/programs do you participate in at both parks?
- If no, what activities to participate in at one of the parks? Is there a reason why you do not visit both parks?
- What sort of activities would you like to see at East Phillips?
- What sort of activities would you like to see at Cedar Field Park?
- What gaps or issues currently exist at either park that you would like MPRB to address?
- What are the opportunities for improvement at both parks?

Community Collaborators may use these questions for their audience if they wish. We understand that some questions may not be applicable to some audiences, and therefore MPRB welcomes proposals that tailor questions and engagement to best reflect the community they will be speaking with.

MPRB is willing to work with Community Collaborator grantees to develop maps/visuals/talking points to help shape engagement as requested.

To apply, please complete the Community Collaborator Proposal on pages 1-2 of this RFP.

Upon completion of the engagement project, Community Collaborators will be asked to share their findings and results through a Final Report with MPRB to inform the park planning process.

FINAL REPORT OF ENGAGEMENT

The Final Report of Engagement will be due to MPRB before payment can be issued for the service. The Final Report is required to include the following:

1. Summary of the proposed project idea
2. Overview of the final services provided
3. Information on who attended the event or engagement, along with total attendance numbers and any demographic information you can share
4. Documentation of the community input received through the engagement services provided
5. Photo/video documentation of the event or engagement

SCHEDULE

Application Release Date: Thursday, September 28th, 2023

Learn more about how to apply for the project and what MPRB will fund by joining the pre-proposal info session **Optional**

Pre-Proposal Info Session #1: Monday, October 9th, 2023 at 5pm

Join via zoom: <https://us06web.zoom.us/j/86154735579?pwd=7bR4JC84abITPbybitNdgxK1CjVrJP.1>

Or join by phone: 1-312-626-6799, Enter Meeting ID: 861 5473 5579, Passcode: 595161

or Optional Pre-Proposal Info Session #2: Wednesday, October 11th, 2023 at 5pm

Join via zoom: <https://us06web.zoom.us/j/89876139886?pwd=t5z6CnNREIG9Z2bGlazQKMbYegYGf0.1>

or join by phone 1-312-626-6799, Enter Meeting ID: 898 7613 9886, Passcode: 876243

Proposal Due Date: Monday, October 30th, 2023

Notification of Selection Status: The week of November 6th

Engagement completed by: March 1st, 2024

Final Report Due: April 1st, 2024

APPLICATION EVALUATION

Evaluation will be based on the following factors:

- Does the engagement project reach community that is often left out of the typical MPRB engagement process?
- Is the engagement project achievable using the methods proposed?
- Do the Community Collaborators have experience engaging with the identified community?
- Does the engagement project provide added value to the engagement process or final product?

