



Request for Proposals
COMMUNITY CONNECTOR SERVICES
North Service Area Master Plan

Release Date: May 8, 2017
Proposals Due: June 5, 2017 at 2:00 PM
Proposal Review: June 2017

PROPOSAL OVERVIEW

The Minneapolis Park and Recreation Board (MPRB) seeks community connector services from businesses, non-profits, individuals, and teams to envision and execute engagement projects of their own planning, designed to broaden community input on the North Service Area Master Plan (NSAMP).

THE NORTH SERVICE AREA MASTER PLAN OVERVIEW

The NSAMP will be a written and graphic document that creates a vision for all neighborhood parks in the North Service Area, north of I-394. It will include concept master plans for each park facility, from the large parks like North Commons down to the tiny triangles. It will provide resources for MPRB staff in implementing the designs—resources like cost estimates, maintenance forecasts, documentation of land issues, and park background—and will make a promise to the public about the transforming of neighborhood parks for the next 30 years.

The NSAMP is as much process as product. Community engagement will be central to the development of the concept plans, but is also an important trust-builder. Though the stated end product of the NSAMP project is a written and graphic vision document, the real work is about working with the community to that end.

COMMUNITY CONNECTOR SCOPE OF SERVICES

Because the NSAMP is a project driven substantially by the community, MPRB is looking for ways to broaden community input in order to reach communities in the North Service Area that are often left out of the typical engagement process. Community Connectors proposals shall consist of the attached proposal form which asks specific questions about what the engagement project is, how the project will be executed, and what experience the proposer has in working in North Minneapolis and with your targeted community. Upon completion of the engagement project, community connectors are to prepare a Final Report of Engagement, which will be incorporated into the project along with MPRB-led engagement and will help inform park designs and the NSAMP vision.

FINAL REPORT OF ENGAGEMENT

The Final Report of Engagement will be due to MPRB by the end of the day, Sunday, October 1, 2017. The Final Report is required to include the following:

1. Summary of the community engagement services that were proposed
2. Detailed breakdown of the community engagement services provided
3. Summary of the community input received through the engagement services provided

PRELIMINARY PROJECT SCHEDULE

Application Release Date:	May 8, 2017
Non-Mandatory Pre-Proposal Info Session:	May 25, 2017, 4:00 PM (North Commons Rec Center)
Proposals Due Date:	June 5, 2017, 2:00 PM
Proposal Review Window:	June 2017
Community Connector Engagement:	July to September 2017
Final Report of Engagement Due Date:	October 1, 2017

APPLICATION SUBMISSION AND EVALUATION

Due Date: Monday, June 5, 2017
2:00 p.m. CST

Submit to: Adam Arvidson
Director of Strategic Planning
Minneapolis Park & Recreation Board
2117 West River Road
Minneapolis, MN 55411
aarvidson@minneapolisparks.org
612-230-6470

Submit the attached proposal (digital or paper) no later than **Monday, June 5 at 2pm** to Adam Arvidson (contact above).

Applications will be reviewed and evaluated by an MPRB staff team and the NSAMP Community Advisory Committee and the selection will be based primarily on discussion among that group. Evaluation will be based on the following factors:

- Does the engagement project reach a North Minneapolis community that is often left out of the typical MPRB engagement process?
- Is the engagement project achievable using the methods proposed?
- Do the Community Connector(s) have experience engaging with the targeted community?
- Does the engagement project provide added value to the NSAMP engagement process?

Preference will be given to applications submitted by those who work and/or live in North Minneapolis.

STANDARD CONTRACTUAL OBLIGATIONS AND OTHER INFORMATION

The engagement project proposed by Community Connectors will be overseen by MPRB, however, proposers will enter into an informal contract with Confluence, who is serving as the lead Landscape Architecture firm for the North Service Area Master Plan. Successful proposers will be asked to sign a liability waiver with Confluence.

ATTACHMENTS TO THIS RFP

- NSAMP Community Connector Proposal
- Visit the [NSAMP project webpage](#) for more information

COMMUNITY CONNECTOR PROPOSAL – DUE June 5th at 2 PM

North Service Area Master Plan

(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 North Minneapolis? Yes No
If yes, in what North Minneapolis neighborhood? _____

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

Question 1: What is your engagement project idea? (examples: public art, door knocking, social media, coffee table discussion, radio, events)

Question 2: How do you plan to execute your engagement project?

Question 3: What experience do you have working in North Minneapolis and with your Targeted Community?

Engagement Project Targeted Community (examples: African American, Youth, Community with Disabilities, Immigrant, Homeless): _____

Requested Fee: \$500 \$1,000 \$1,500 \$2,000 \$2,500 \$3,000 \$3,500 \$4,000 \$4,500 \$5,000
 Other: _____ (fee requests greater than \$5,000 require an extensive engagement project)

Approx. Total Work Hours: <5 hrs 5-10 hrs 10-20 hrs 20-30 hrs 30-40 hrs 40-50 hrs >50 hrs

Will this work occur between June and September of 2017? Yes No

Submit to:

Mail: MPRB Attn: Adam Arvidson, 2117 W River Rd, Minneapolis, MN 55411 Email: aarvidson@minneapolisparks.org
Questions? Contact Adam Arvidson, Project Manager at 612-230-6470 or by email