



Request for Proposals
COMMUNITY COLLABORATOR SERVICES
Parks for All, the MPRB 2021 Comprehensive Plan

Release Date:	April 1, 2019
Proposals Due:	Round 1: April 22, 2019 at 4 pm CST
	Round 2: August 2, 2019 at 4 pm CST
	Round 3: December 6, 2019 at 4 pm CST

PROPOSAL OVERVIEW

The Minneapolis Park and Recreation Board (MPRB) and the Minneapolis Parks Foundation seek community collaborator services from businesses, institutions, nonprofits, and cultural organizations to envision and execute engagement projects of their own planning, designed to broaden the way community engages with the Minneapolis Park and Recreation Board Comprehensive Plan. The Community Collaborator initiative is a paid opportunity for groups across Minneapolis to convene their own conversations about parks and recreation to inform the next 10-years of priorities for the park and recreation system. Proposals will be competitive, and those that are selected will receive funding to implement their idea. Funding will vary from \$500-\$3000 according to the project idea and proposed budget. Proposals will be accepted on a rolling basis with three rounds of submission and review in April, August, and December 2019.

WHAT IS PARKS FOR ALL?

Parks for All, the Minneapolis Park and Recreation Board Comprehensive Plan, will be taking place through 2020 to set the priorities and policy direction for the next decade of Minneapolis Parks. This planning process involves community, MPRB staff and commissioners in shaping the future direction of Minneapolis' park and recreation system. Please visit at www.minneapolis-parks.org/parksforall for more information.

The Comprehensive Plan is as much process as product. Community engagement will be central to the development of the policy direction, but is also an important community building opportunity around our park system. The MPRB Comprehensive Plan is a different document and process than the recent City of Minneapolis Comprehensive Plan, as it is only about the Minneapolis park and recreation system. The plan will build off other recent MPRB plans including the service area master plans, RecQuest, the Urban Agriculture Activity Plan, the Skateboard Activity Plan, and other plans and policies that have been developed by MPRB in recent years with community input.

COMMUNITY COLLABORATOR SCOPE OF SERVICES

MPRB seeks Community Collaborator proposals for community engagement services during the Parks for All. Because Parks for All is substantially by the community, MPRB is looking for ways to broaden community input to hear from communities that may not engage in typical MPRB meetings, events, and online platforms. 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 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 the vision, goals, strategies, values, and other recommendations of the Comprehensive Plan.

Some of the ways that MPRB will be engaging community in addition to the Community Collaborators:

- We will present as guests at pre-existing meetings or events in neighborhoods, organizations, or communities
- Community Advisory Committee

- Public meetings and events about the Comprehensive Plan
- Project website and regular email listserv outreach
- Park Dream Box at your local MPRB rec center or through the online survey on the project website
- Topical workgroups on subject areas
- A Youth Design Team that will inform the plan at all stages

Community Collaborator engagements should complement, not duplicate other MPRB-led engagement efforts listed above.

Community Collaborators should identify which stage of the plan they would like to engage in:

- 1) Spring 2019: Developing questions and themes to explore in the Comprehensive Plan.
- 2) Summer, Fall, and Winter 2019: Collecting input
- 3) Spring 2020: Data analysis
- 4) Summer-Fall 2020: Reflecting back/feedback on draft

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 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:	April 5, 2019
Non-Mandatory Pre-Proposal Info Session:	April 10, 4:30 PM (MPRB HQ, 2117 W. River Rd, Minneapolis) April 15, 4:30 (MPRB HQ, 2117 W. River Rd, Minneapolis)
Proposals Due Date*:	Round 1: April 22, 2019 at 4 pm CST Round 2: August 2, 2019 at 4 pm CST Round 3: December 6, 2019 at 4 pm CST
Proposal Review Window:	Round 1: May 2019 Round 2: August 2019 Round 3: December 2019
Community Collaborator Engagement:	June 2019 to November 2020
Final Report of Engagement Due Date:	TBD

*Applicants can submit to any of the rounds.

APPLICATION SUBMISSION AND EVALUATION

Due Date:	Round 1: April 22, 2019 at 4 pm CST Round 2: August 2, 2019 at 4 pm CST Round 3: December 6, 2019 at 4 pm CST
Submit to:	Carrie Christensen Senior Planner Minneapolis Park & Recreation Board 2117 West River Road Minneapolis, MN 55411 cchristensen@minneapolisparks.org 612-230-6540

Submit the attached proposal (digital or paper) by the due dates listed above to Carrie Christensen (contact information above).

Applications will be reviewed and evaluated by an MPRB staff team and a Community Panel 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 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 targeted community?
- Does the engagement project provide added value to the MPRB Comprehensive Plan process or final product?

Additional Selection Criteria:

- Preference goes proposals submitted by those who work and/or live in Minneapolis.
- The selection committee will seek balance in the selected pool of Community Collaborators to ensure geographic distribution of the engagements, a diversity of perspectives from the engagements, and a range of engagements throughout the planning process timeline.

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 the Minneapolis Park Foundation. Successful proposers will be asked to sign a liability waiver with Minneapolis Parks Foundation.

ATTACHMENTS TO THIS RFP

- Community Collaborator Proposal

COMMUNITY COLLABORATOR PROPOSAL

Parks for All

(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 Minneapolis? ☐ Yes ☐ No
If yes, in what 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 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
☐ Other: _____ (fee requests greater than \$3,000 require an extensive engagement project)

The work needs to occur between June 2019 and November 2020. Do you have a specific date in mind?
☐ Yes ☐ It's flexible If yes, when? _____

Submit to:

Mail: MPRB Attn: Carrie Christensen, 2117 W River Rd, Minneapolis, MN 55411

Email: [ccristensen@minneapolisparks.org](mailto:cchristensen@minneapolisparks.org)

Questions? Contact Carrie Christensen, Project Manager at 612-230-6540 or by email