

**COMMUNITY COLLABORATOR PROPOSAL DUE: Wednesday, April 17**  
**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, door knocking, events, social media campaign, radio, community conversation(s), 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 or Communities** (ex: American Indian, Youth, People with Disabilities, Immigrant, People who are unhoused): \_\_\_\_\_

**6.Requested Fee:**  \$500  \$1,000  \$1,500  \$2,000  \$2,500  \$3,000  \$3,500  \$4,000  \$4,500  \$5,000

**7.Please provide a proposed budget for how you plan to spend the funds** (budget can include hard costs such as food, gift cards, event space, etc. and can also include soft costs such as staff time):

**The work should occur between May 1 – Aug 15, 2024. Do you have specific weeks or months in mind for your engagement?**

**Yes** If yes, when? \_\_\_\_\_  **It's flexible**

**Submit to:**

**Via email:** Emma Pachuta, [epachuta@minneapolisparks.org](mailto:epachuta@minneapolisparks.org)

**Or via mail:**

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

**Questions?** Contact Emma Pachuta, Project Manager at 612-499-3711 or at [epachuta@minneapolisparks.org](mailto:epachuta@minneapolisparks.org)

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

**Proposals Due:**

**Wednesday, April 17, 2024**

**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 Planning work. 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](http://www.minneapolisparcs.org/epparks).

Examples of engagement could include but is not limited to:

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

**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](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 implementing 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 agency, 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.

## **WHO 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. 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
- People who rent
- 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

Additionally, 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.

## **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.

### **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 at both parks?

Community Collaborators may use these questions for their audience if they wish. 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:** Friday, March 15, 2024

*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:** Thursday, March 21, 2024 at 4pm

**Join via zoom:** <https://us06web.zoom.us/j/84063127771?pwd=JWVuRGcboOdBb0QRhSNsjNsGW7HsEN.1>

Or join by phone: 1-312-626-6799, Enter meeting ID: Meeting ID: 840 6312 7771, Passcode: 834976

**Proposal Due Date:** Wednesday, April 17, 2024

**Notification of Selection Status:** Friday, April 26, 2024

**Engagement can be completed between :** May 1<sup>st</sup> – Aug 15, 2024

**Final Report Due:** September 1, 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?

