Neighborhood Engagement Consultant - Request for Proposals

I. Statement of Purpose

Copa Health, a 501(c)3 nonprofit organization in Mesa, AZ, seeks proposals for a Neighborhood Engagement Consultant. All applicants must have relevant community engagement experience, as well as working with private and government funding, particularly Section 4 funds.

Copa wishes to hire a consultant to engage the residents of La Victoria/Victory Acres in Tempe, AZ to undertake culturally-competent, inclusive neighborhood visioning.

The selected consultant will be responsible for providing the following:

• Build neighborhood connections / relationships with residents, businesses, and other connected individuals and organizations
• Collect/Inventory qualitative and quantitative data from existing / past sources
• Create and implement a plan to meaningfully engage neighbors to identify assets and opportunities – and potential solutions for opportunities at the neighborhood level
• Manage a culturally competent and inclusive outreach & engagement process
• Develop a vision for vacant lots along Apache Blvd including design preferences and other high-level agreements that utilize best practices in community development, transit-oriented development, design-for climate change, and pedestrian and bicycle accommodation.
• Provide monthly updates to Copa regarding progress in the neighborhood
• Develop a resident-tested/community-rooted vision document/plan that outlines neighborhood wants, needs, opportunities, agreements, desires, preferences, and vision

III. Term of Contract

Bidders shall include a timeline outlining their proposed activities. Total contract term shall not exceed one year.

IV. Cost Proposal

Bidders shall include to an outline of services and activities and a reimbursement schedule. Selected proposers will be paid pursuant to the agreed-upon reimbursement schedule with an approved invoice. Any adjustments, additional expenditures, or other services outside of the scope of this proposal must be pre-approved.
V. Proposal Contents

Please include the following information in your response.

- Proposer Information: Company name, primary contact, email, phone, etc.
- Scope of work/description of services and approach to neighborhood engagement
- Consultant’s qualifications: Summary of previous similar work
- Anticipated deliverables
- Timeline for the proposed work & deliverables
- Cost Proposal: Budget and disbursement schedule
- Resumes: For personnel working on this project
- Professional References: At least 3 references for which proposer has performed similar work; include the current contact information for each

VI. Selection Process

Proposals will be reviewed by a Copa Health selection committee for completeness, proposer experience, previous similar work, excellent references, and reasonableness of cost proposal. Interviews may be requested with select proposers.

VII. Proposal Submission

Questions and completed proposals shall be submitted via email to Norm Duve at norm.duve@copahealth.org

Complete proposals are due by 5:00 pm MST on Friday, September 17, 2021.