

## **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](mailto:norm.duve@copahealth.org)

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