

RFP Released: 5/13/2022

RFP Responses Due: 6/10/2022

Background

In partnership with the City of Kansas City, Missouri's Housing and Community Development Department, LISC will oversee the creation of Neighborhood Development and Resiliency Plans in three priority neighborhoods impacted by COVID-19. This work, funded by a U.S. Dept. Of Housing and Urban Development (HUD) COVID-19 Community Development Block Grant (CDBG-COVID-19), will build the resiliency of these communities and better equip residents to effectively respond to emergencies, disasters, and development interest. The project scope will include trainings in emergency preparedness/response and implementation of neighborhood action projects.

The COVID-19 pandemic represents one of the largest, most impactful events of our generation. Individuals, families, and communities that were already the most vulnerable and under-resourced have borne the brunt of this pandemic, in terms of infection rates, death rates, job loss or reductions, evictions and homelessness, hunger, and more. Resilience refers to a system's ability to efficiently absorb shocks, but pandemics differ from most other disasters because they threaten people not infrastructure, have long durations, and have major economic impacts. As noted in a recent article on disaster resilience planning¹ - to improve resilience, communities need effective responses including contagion control, safe access to and delivery of essential goods and services, adequate housing, physical and mental support for isolated people, and affordability.

The three neighborhoods identified for this work – Marlborough, Washington Wheatley, and South Round Top – will define how they wish to build resiliency in their community and shape future development. All three neighborhoods are located in the City's urban core and have different strengths, opportunities, market conditions, and challenges.

This RFP seeks to identify two Consultants to complete Neighborhood Development and Resiliency Plans in the Washington Wheatley and South Round Top neighborhoods. (A third Plan in Marlborough is already underway, with a consultant selected through a separate competitive RFP process.) Consultants may submit a single proposal for one or both of neighborhoods and should identify in their proposal which neighborhood(s) they seek to work with. If necessary, the Consultant may engage Sub-Consultants to carry out aspects of the overall work.

LISC will begin working with the neighborhoods prior to the Consultant(s) starting to provide a project overview, explain requirements and limitations of CDBG-COVID funds, provide an overview

¹ Lessons from Pandemics: Disaster Resilience Planning, Todd Litman, Planetizen, May 4, 2020.
<https://www.planetizen.com/blogs/109239-lessons-pandemics-disaster-resilience-planning>

of types of development and resiliency plans that may be possible, and identify lead neighborhood contact(s) that the Consultant will communicate with directly.

Objectives

The Neighborhood Development and Resiliency Plans will be developed in approximately 10-11 months and will address the development and resiliency challenges and opportunities identified by each neighborhood. The Neighborhood Development and Resiliency Plans and process consists of four components to be carried out in each neighborhood.

First, **the creation of a Neighborhood Development Plan** to guide future development in the neighborhood, based on the desires of the community, market conditions, and current challenges and assets for increasing economic or housing development. This Plan will seek to drive neighborhood economic and/or housing development by creating one of the following:

- a development plan and vision for a single parcel or a building(s) that are publicly- or neighborhood-owned
- a development plan and vision for multiple parcels that are publicly- or neighborhood-owned
- a community-driven strategic development plan to guide neighborhood change
- a form-based design typology / guidelines (pattern book) for new/rehabbed commercial or residential development
- a community benefit agreement template for future development in the neighborhood

The Neighborhood Development Plan is not intended to be a neighborhood-wide or comprehensive master plan, nor should it evaluate or recommend actions that are beyond the capacity of the neighborhood to directly implement or influence. The Consultant will engage the neighborhood to identify goals and finalize the scope, location, and extent of the Plan.

Second, **the creation of a Resiliency Plan** that identifies specific actions and resources to help residents prepare for and respond to disasters, and identifies communication and resident engagement strategies to deploy when needed. The Consultant will co-create resiliency plans with the neighborhood and will address aspects of disaster planning and preparedness in at least one of the following areas:

- identify community members to serve as a response team and to receive additional training (first aid or Community Emergency Response Teams training)
- create a neighborhood response plan
- develop neighborhood networks or mutual aid networks of neighbors and residents
- create/modify community spaces for resilience

The third component is **a Neighborhood Action Project** where each neighborhood will identify and complete a project that engages neighborhood residents around resiliency. These will be identified

and led by each neighborhood, with the Consultant and LISC providing assistance as needed. This project should complement work being done around the Neighborhood Development Plan and/or the Resiliency Plan. The Consultant and LISC will oversee spending on the neighborhood action project to ensure compliance with federal CDBG expense criteria/regulations, with the Consultant purchasing supplies for projects as reimbursable expenses (\$4,000 per neighborhood).

The fourth and final piece component of this process is a **disaster preparedness and/or response training event/workshop** for residents of each neighborhood. LISC will select the training provider with neighborhood input and manage the delivery of disaster preparedness/response trainings in all neighborhoods.

The Consultant will manage implementation of the first three components (the Neighborhood Development Plan, Resiliency Plan, and Neighborhood Action Project) with assistance and oversight from LISC. The Consultant will coordinate with LISC on the timing and location of the disaster preparedness and/or response training.

Taken together, these components of the Neighborhood Development and Resiliency Plans and process will:

- Be focused, implementable, actionable, relevant, and tailored to each neighborhood;
- Identify ways that neighborhood associations and residents can direct and influence new development and neighborhood change;
- Address aspects of disaster planning and preparedness;
- Drive and influence neighborhood development and change;
- Build the knowledge and cohesion of residents through neighborhood-led and -supported resident engagement and trainings in disaster preparedness and response;
- Be adopted or formally acknowledged by the City of Kansas City, Missouri, if appropriate;
- Align with the City's housing goals and priorities, health disparities identified by the KCMO Health Department, and MARC's Regional Hazard Mitigation Plan;
- Be adopted by the neighborhood association and residents, and utilized in their work; and
- Seek to include engagement, input, and feedback that is representative of each neighborhood's economic, racial, and social diversity.

Specific responsibilities of the Consultant include:

- Establish and maintain relationship with the neighborhood that are focused on trust and accountability, and maintain regular communication with neighborhood representative(s);
- Lead or support neighborhood and resident engagement to further refine overall goals and scope around development and resiliency plans (LISC will begin this process) and the neighborhood action projects;

- Work with the neighborhood to agree on roles and responsibilities for neighborhood residents/leaders and Consultant around resident engagement, implementing the Action Project, etc.;
- Support and coordinate with the neighborhood(s) in identifying and implementing Neighborhood Action Projects (Consultant will purchase supplies as reimbursable expense for projects);
- Ensure neighborhood-identified goals are incorporated throughout the process;
- Track and manage project budget and expenses; adhere to HUD expenditure requirements; inform LISC of any of and all Subconsultants, ensure they are not debarred from receiving federal funds, and enter into contract with all Subconsultants;
- Seek neighborhood and LISC input and approval of deliverables prior to finalizing;
- Coordinate with LISC to develop a deliverable-based timeline and fee schedule once the concept for the Neighborhood Development and Resiliency Plans is finalized (the updated timeline and proposed fee schedule for can be submitted as part of the Consultant's monthly progress reporting, and may require a contract amendment); and
- Submit monthly progress reports by the 5th of each month.

LISC will work with neighborhood leadership and the Consultant to manage the following neighborhood responsibilities:

- Identify one or two people to serve as project contacts and leads (LISC will pay \$500 per neighborhood directly to the neighborhood association or project lead(s) for their time and effort);
- Identify and complete neighborhood action project within timeframe;
- Work with the Consultant to agree on roles and responsibilities for neighborhood association/residents and Consultant around resident engagement, implementing the Action Project, etc.;
- Coordinate and collaborate with Consultant; maintain communication with the Consultant and LISC;
- Support and/or lead outreach to residents and neighborhood stakeholders to solicit feedback and input on the Neighborhood Development and Resiliency Plans;
- Support and/or lead recruitment of residents for disaster preparedness and response training; and
- Seek to engage residents and solicit input/feedback that is representative of the neighborhood's economic, racial, and social diversity.

LISC responsibilities include: overall project oversight; interface with City staff; ensure CDBG compliance in all project aspects, expenditure of funding, and eligibility of Consultant and any Subconsultant; ensure Plans are aligned with the City's housing goals, existing plans, and priorities; coordinate emergency preparedness and response trainings within each neighborhood; leverage

local and national relationships and knowledge to provide additional technical assistance throughout the process as needed; and submit monthly progress and reimbursement reports to the City.

Proposed Scope of Work and Deliverables

Phase	Role	Deliverable/Output
Q3 2022	<ul style="list-style-type: none"> - LISC and City staff (if available) conduct meetings with each neighborhood to introduce project, solicit input on project goals/scope/sub-consultants, identify needs/desires for emergency preparedness and response training - Consultant, LISC, City staff (if available) conduct meetings with each neighborhood to introduce Consultant, review project goals, and solicit ideas on Development and Resiliency Plans - Consultant work with neighborhood to refine and finalize goals and scopes of work for Neighborhood Development and Resiliency Plans - LISC identify possible emergency preparedness and response training providers - Coordinate with LISC to refine deliverable-based timeline and fee schedule once the concept for the Neighborhood Development and Resiliency Plans is finalized with the neighborhood - Consultant complete monthly progress report and disbursement request by the 5th of every month; LISC submit to City by the 15th of every month 	<ul style="list-style-type: none"> - Consultant create summary outlining community feedback and preliminary goals and scope of work for Neighborhood Development and Resiliency Plans - Updated deliverable-based timeline and fee schedule submitted with progress report - Monthly progress report and disbursement request
Q3 - Q4 2022	<ul style="list-style-type: none"> - Consultant facilitate and support identification and implementation of Neighborhood Action Projects, ensure all spending adheres to CDBG contract guidelines 	<ul style="list-style-type: none"> - Consultant create final summary/outline of final scope of Neighborhood Development and Resiliency Plans and Neighborhood Action Projects

	<ul style="list-style-type: none"> - Consultant finalize scope of Neighborhood Development and Resiliency Plans, begin implementation, LISC oversee and provide technical assistance as needed - LISC coordinate emergency preparedness and response trainings within each neighborhood - Consultant complete monthly progress report and disbursement request by the 5th of every month; LISC submit to City by the 15th of every month 	<ul style="list-style-type: none"> - Disaster preparedness/response trainings conducted in each neighborhood - Neighborhood Action Projects identified and started - Monthly progress report and disbursement request
Q1 - Q2 2023	<ul style="list-style-type: none"> - Consultant complete Neighborhood Development and Resiliency Plans, LISC oversee and provide technical assistance as needed - Consultant supports conclusion of Neighborhood Action Projects in each neighborhood - Consultant completes monthly progress report and disbursement request by the 5th of every month; LISC submits to City by the 15th of every month 	<ul style="list-style-type: none"> - Neighborhood Action Projects completed in each neighborhood - Disaster preparedness/response trainings conducted in each neighborhood - Consultant final project and material package - Monthly progress report and disbursement request

Expected Project Timeline

- RFP Released: 5/13/2022
- RFP Responses Due: 6/10/2022
- Interviews: 6/20/2022 – 6/30/2022
- Notification: 7/8/2022
- Target Notice to Proceed / Contract Execution: By 8/1/2022
- Target Completion Date: 6/30/2023

These dates are subject to change, depending on number of proposals received, proposal negotiations, and contract approval requirements.

Fee Proposal and Compensation

LISC is requesting a deliverable-based proposal, with a fixed budget not to exceed a proposed threshold of \$41,667. The overall project budget includes reimbursable expenses of \$1,000 for printing, materials and supplies, and personal protective equipment (PPE) for outreach and \$4,000 for the neighborhood action project (\$4,000 per neighborhood). Note that, due to federal funding restrictions, non-expendable equipment, supplies, food, and refreshments cannot be reimbursed

with CDBG COVID-19 funding, though LISC may reimburse the consultant up to \$150 per neighborhood for meeting refreshments.

Please provide a fee proposal to accomplish the Scope of Work outlined above. Your fee should take into account and be inclusive of all ancillary charges (e.g. software and computer use, mileage, etc.). If your fee excludes certain services or charges (including reasonable and necessary out-of-pocket expenses estimated for the scope of work), you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

The Consultant will be compensated based on their completion of specified deliverable and receipt by LISC of satisfactory deliverables, as applicable. Consultant proposals should indicate estimated time and effort and fees assigned for each task or deliverable identified in the Scope of Work. Fees for each task or deliverable should include preparation, research, participation in phone calls and meetings with LISC, other stakeholders, edits of drafts (if requested), and other ancillary tasks/work necessary for the completion of each task or deliverable described in this Scope of Work.

Reporting and Invoicing

Consultants will prepare short monthly progress reports to accompany their invoices by the 5th of every month.

Proposal Guidelines and Requirements

Proposals should include the following:

- Firm or individual biography, profile of qualifications with description of relevant experience including engaging neighborhoods and residents, real estate development, and resiliency work (3 pages maximum)
- A list of relevant past projects and experience (2 page maximum)
- Narrative confirming your understanding of the proposed scope of services
- Proposed approach, project timeline, and your deliverable-based fee schedule to complete the scope of work outlined (3 pages maximum)
- A list of 3 external references, including email and telephone contact information

Evaluation Criteria

Consultant selection will be determined by the criteria listed below:

- Consultant statement of qualifications, relevant experience, and external references
- Consultant understanding of the scope and goals of this project
- Proposal presentation, including clarity, logic, and organization
- Responsiveness of proposal to the specifications set forth in this RFP
- Pricing structure and price levels
- Consultant availability

Contact information and Deadline for Submissions/Timeline for Proposals

Please submit all information requested above to Amanda Wilson, Program Officer, via email (awilson@lisc.org). Submissions are due no later than **June 10, 2022**. All questions regarding this RFP should be directed only to LISC and should be submitted via email. Responses to all questions will be published regularly on the LISC website.

Small Business Enterprises, Minority-Owned Business Enterprises, and Women-Owned Business Enterprises.

LISC is committed to working with Small Business Enterprises (SBEs), Minority-Owned Business Enterprises (MBEs), and Women-Owned Business Enterprises (WBEs). Submissions from SBEs, MBEs, and WBEs are encouraged.

Intellectual Property

Any reports or other deliverables produced pursuant to a scope of work or contract will be the sole property of LISC.

About LISC

LISC (Local Initiatives Support Corporation) is a national community development nonprofit and financial institution with a local office in Kansas City that has worked for 40 years to build the capacity of local community development corporations (CDCs). LISC is the nation's largest community development support organization serving urban and rural areas in 36 states. With residents and partners, LISC forges resilient and inclusive communities of opportunity across America –great places to live, work, visit, do business, and raise families. As a Community Development Financial Institution (CDFI), LISC invests in new housing, grocery stores, health centers, athletic fields, early childhood centers, community projects, retail, and more in historically disinvested neighborhoods across the country. LISC is an “intermediary” with strong community partnerships that connects hard-to-tap public and private resources with underinvested places and people working to access opportunities every one of us deserves.