

From: Courtney Wright, Senior Planner, Tampa Bay Regional Planning Council

Date: Wednesday, June 28, 2023

Re: RFP for Community Engagement and Meeting Facilitation Services

Tampa Bay Regional Planning Council (TBRPC) is seeking community engagement and meeting facilitation services.

The following Request for Proposals (RFP) includes a background of the TBRPC and describes the purpose of the Environmental Protection Agency (EPA) Climate Pollution Reduction Grants (CPRG) multi-year project that the TBRPC is leading in coordination with local governments within the Tampa-St. Petersburg-Clearwater Metropolitan Statistical Area (MSA), the need for community engagement and meeting facilitation services in the implementation of the project, and specific requests relating to this RFP. Details may be subject to change upon vendor recommendation and/or research of more optimal solutions. In your proposal, please feel free to suggest alternatives where noted.

Upon the notification of the grant award from the EPA, it is anticipated that a time and materials contract will be awarded to the selected Consultant in the estimated amount of **\$40,000**.

All responses to questions will be posted publicly on <https://www.tbrpc.org/rfp/> in accordance with the RFP Timeline provided below.

The deadline to submit questions about this RFP is **Wednesday, July 12, 2023, by 4:00 PM.**

Proposal due date: **Thursday, July 27, 2023, by 12:00 PM.**

Table of Contents

1. Background, pg. 2
2. Guide to this RFP, pg. 2
3. Project Overview, pg. 2
4. RFP Timeline, pg. 3
5. Project Objectives, pg. 3
6. Scope of Work, pg. 4
7. Proposal Details and Requirements, pg. 6
8. Criteria for Selection, pg. 8
9. Contact, pg. 9

1. Background

The TBRPC brings together governments to coordinate planning for the community's future and provides an opportunity for sharing solutions among the local government jurisdictions in the six-county Tampa Bay region. The TBRPC was established as Florida's first regional planning council in 1962, when representatives from St. Petersburg, Clearwater, and Tampa recognized the need for regional coordination. They believed growth and community issues extend beyond county and municipal boundaries, a concept that still defines the Council's purpose today. The TBRPC is one of ten regional planning councils in Florida.

2. Guide to this RFP

This document conveys the vision for the community outreach process to support Phase One of the EPA's Climate Pollution Reduction Grant program for the Tampa-St. Petersburg-Clearwater MSA. It includes a background section about the TBRPC, a suggested timeline for outreach, and desired outcomes.

3. Project Overview

The TBRPC is the lead agency for the Tampa-St. Petersburg- Clearwater MSA CPRG program. This 4-year EPA grant-funded project will allow the Tampa-St. Petersburg-Clearwater MSA to advance goals for climate action planning and implementation through an inventory of greenhouse gas (GHG) emissions and recommendations for reduction measures. The TBRPC will work with jurisdictions within the MSA, government agencies, stakeholders, and community members to develop this plan. This plan is comprised of three deliverables: the Priority Climate Action Plan (PCAP), the Comprehensive Climate Action Plan (CCAP), and the Status Report. There will be engagement throughout every step of the process and the public is critical to the development and continuation of this plan.

Project Team:

- Project Lead and Stakeholder Engagement: TBRPC (<https://tbrpc.org/>)
- Technical Lead: University of South Florida's Patel College of Global Sustainability (<https://www.usf.edu/pcgs/>)
- Quality Assurance and Control: ICLEI (<https://iclei.org/>)
- Community Engagement: Selected Consultant

The selected consultant will work with the project manager to complete grant requirements including facilitating public meetings and providing language translation services in Spanish when needed.

The TBRPC's objective is to bring together governments to coordinate planning for the community's future and provide opportunities for sharing solutions among the local government jurisdictions. The TBRPC has existing relationships with many coordinating entities within the MSA, as well as the tools and ability to convene relevant parties. Stakeholders will include planning organizations, environmental organizations, transportation stakeholders, housing authorities, utility companies, private sector partners, and community-based organizations. The TBRPC will facilitate intergovernmental meetings

and stakeholder meetings. As defined in the Scope of Work below, the selected consultant’s role will be to design and facilitate meetings with community members and the public, a task that is separate from but will be coordinated with the intergovernmental and stakeholder meetings facilitated by TBRPC.

It is important to engage low-income and disadvantaged communities early in the process of developing these products to ensure proper input and meaningful engagement is happening for these community members. When developing this plan, the TBRPC will ensure that each coordinated project that is associated with the PCAP will have those community members in mind and allow for workforce planning in the process.

Upon the notification of the grant award from the EPA, this project will take place over 4 years, beginning in the summer of 2023 through the summer of 2027.

4. RFP Timeline

Milestone	Date
Proposal Opens	June 28, 2023
Questions Due	July 12, 2023 by 4:00 PM ET
Amendment Posted	July 14, 2023 by 4:00 PM ET
Proposal Due	July 27, 2023 by 12:00 PM ET
Shortlist Posted	July 28, 2023
Oral Presentations	August 3-4, 2023
Notification via Email	August 4, 2023
Council Approval*	August 14, 2023
Contract Negotiations Begin*	August 15, 2023

* Conditioned upon the notification of the grant award from the EPA.

5. Project Objectives

1. Measure current GHG emissions to set goals for future reduction.
2. Coordinate regionally to encourage multi-jurisdictional consistency.
3. Tackle damaging climate pollution while supporting the creation of good jobs and lowering energy costs for families.
4. Accelerate work to address environmental injustice and empower community-driven solutions in overburdened neighborhoods.
5. Deliver cleaner air by reducing harmful air pollution in places where people live, work, play, and go to school.

6. Scope of Work

Community Engagement and Meeting Facilitation Services

The expectation of the community engagement portion of this project is the meaningful involvement of community groups and the public in the process of developing the Priority Climate Action Plan (PCAP), Comprehensive Climate Action Plan (CCAP), and updates on the Status Report. Community benefits from the planning processes to develop the PCAP and CCAP include increased community engagement in the plan development, the opportunity to incorporate community priorities into program or project designs, increased community awareness of GHG emission reduction measure benefits, and increased capacity building for future engagement.

The consultant is expected to take a lead role in developing the approach for this engagement including communicating with residents, leaders, and representatives of low-income and disadvantaged communities (LIDACs), identifying community priorities, as well as leading meetings and facilitating buy-in on reduction measures. This engagement will need to be conducted through the four counties within the MSA (Hillsborough, Pinellas, Pasco, and Hernando) and with up to 34 municipalities. Potential stakeholders include urban, rural, and underserved or disadvantaged communities as well as the general public, labor organizations, and community and faith-based organizations.

Engagement strategies must involve multiple communities and must be designed to be inclusive of linguistic, cultural, institutional, geographic, and other differences to assure meaningful participation. Meaningful engagement should include early outreach, information seeking and sharing, and soliciting input on PCAP and CCAP development, especially in LIDACs. To identify LIDACs, the consultant will use of the Climate and Economic Justice Screening Tool (CEJST - <https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5>) with the EPA's Environmental Justice Screening and Mapping Tool (EJScreen - <https://www.epa.gov/ejscreen>) as a supplement to the CEJST. More information about LIDAC technical guidance is available: https://www.epa.gov/system/files/documents/2023-05/LIDAC%20Technical%20Guidance%20-%20Final_2.pdf

All community engagement must satisfy the EPA's Justice40 requirements, which mandates that at least 40% of the benefits of certain federal programs must flow to disadvantaged communities that are marginalized, underserved, and overburdened by pollution. More information on Justice40 can be found at: <https://www.epa.gov/environmentaljustice/justice40-epa>.

Expected Deliverables

1. Written work plan for meaningful community engagement throughout the 4-year grant period, including the identification of LIDACs using CEJST and EJScreen, specific details of the manner and frequency in which priority groups will be engaged, how community priorities will be identified, and how engagement will comply with the EPA's Justice40 requirements. Deliverable requirements include:
 - a. Strategy for how engagement would be conducted (such as through a combination of in-person and/or virtual meetings with reasonable opportunities to provide input).
 - b. Discussion of how information on the PCAP and CCAP planning development processes will be made available in a transparent manner, such as through in-person and virtual meetings, and on TBRPC's public websites, listservs, and social media.
 - c. An overview of planned and/or ongoing engagement with representatives and residents of LIDACs, and how this engagement will inform PCAP and CCAP development and implementation.
 - d. Development of engagement strategies to facilitate discussions, and collect data where applicable, on climate pollution issues with community members.
2. Attendance of approximately 13 Interagency Meetings facilitated by the TBRPC and USF to provide brief updates on community engagement activities.
3. Design and facilitation of up to 36 community/public meetings throughout the 4-year grant period in strategically identified communities. Deliverable requirements include:
 - a. Identification and booking of potential meeting locations.
 - b. Coordination on meeting dates and times.
 - c. Assistance with the development of agendas and facilitation design so that project goals are met through meaningful engagement strategies, including the effective presentation of subject matter provided by the project team, necessary language translation services, and the production of meeting handouts. All project materials must comply with TBRPC's branding requirements and style guides.
 - d. Documentation of meeting attendance, minutes, follow-ups, a summary of engagement conducted, and the stakeholder input received.
4. Attendance of regular project management meetings with TBRPC.

7. Proposal Details and Requirements

Proposals should include a draft scope that identifies activities, timeframes, and deliverables in a manner that can be included, as negotiated, in the subsequent contract. As detailed below, proposals must include a title page with an abstract, proposal narrative, timeline, budget (task-based budget), and description of qualifications which must include website examples of completed work and at least three references.

Page limits for each of these components are provided in the individual descriptions below. Proposals that do not contain all the information requested and/or do not meet the format requirements will be eliminated from consideration. Pages that exceed the maximum number specified for each section will not be reviewed.

a) Title Page with Abstract

- i. **Primary Manager Name and Contact Information:** Provide the name, title, and affiliation of the primary manager, as well as mailing address, phone number, and email address.
- ii. **Financial Contact Name and Contact Information (if applicable):** Provide the name, title, and affiliation of the individual responsible for financial/contractual negotiations (if different from the primary investigator), as well as mailing address, phone number, and email address.
- iii. **Project Partners (if any):** Provide the names, titles, and affiliations, of each of the additional investigators or support staff who will significantly contribute to the project (if any).
- iv. **Project Location Description (City, State):** Provide the state and city of the primary location where work will be completed.
- v. **Abstract:** The abstract must accurately describe the project being proposed and include: (1) the objectives of the project, and (2) the methodology to be used. **The abstract must fit within the title page.**

b) Proposal Narrative

Provide a written narrative of how you will approach and complete the scope of work. The proposal narrative must not exceed two (2) consecutively numbered, single-spaced pages. Any images included must not exceed three (3) additional pages.

c) Budget

Upon notification of the grant award from the EPA, it is anticipated that a time and materials contract will be awarded to the selected Consultant in the estimated amount of **\$40,000**. Provide a detailed explanation and schedule for how the Project Scope of Services will be addressed and accomplished on time and within budget.

d) Qualifications

The applicant chosen for this project should possess academic and/or professional expertise and certifications in the relevant subject areas and have a strong track record in delivering projects of this nature. Applicants must be able to demonstrate extensive experience in website design and creation. The qualifications section, including resumes, CVs, descriptions of past projects, etc. Applicants must include at least three references with their contact information.

Submit Proposal PDF to:

TBRPC Project Contact Courtney Wright, Project Manager (courtney@tbrpc.org).

6. Criteria for Selection:

Proposals will be evaluated by select TBRPC employees using the following rubric:

Category	Category % of Total Evaluation
<p>Proposer’s Understanding of the Project Need</p> <ul style="list-style-type: none"> - Describe your understanding of the scope of work and how your approach would meet the task objectives outlined in the RFP. - Familiarity with communities in the Tampa Bay Region 	20%
<p>Proposer’s Approach to Providing the Services, including Procedures/Techniques</p> <ul style="list-style-type: none"> - Discuss how the services would be performed and what deliverables would be submitted. - Demonstration of experience of engagement with low-income and disadvantaged communities. Familiarity with communities in the Tampa Bay Region. 	20%
<p>Proposer’s Probability of Success, Detailed and Logical Work Plan, and Project Management Approach</p> <ul style="list-style-type: none"> - Provide a management plan, including the staff proposed and their availability to perform the work identified in the RFP. - Develop a proposed schedule, identify major project milestones, and the anticipated duration of each activity. 	20%
<p>Qualifications of Key Personnel</p> <ul style="list-style-type: none"> - Provide information on years of experience in similar project types and documentation efforts by key team members. - Demonstrate team experience in completing projects of the scale and complexity envisioned from project conception through completion and assessment, on budget, and on schedule. - Include roles, availability, and time allocation of key project team members clearly defined and reasonably. - Provide an organizational chart of key project team members with clearly delineates roles/responsibilities, lines of communication, and decision-making hierarchy. <p><i>Key team members should be committed for the duration of the project. Replacements will not be permitted without prior consultation with and approval from the project manager.</i></p>	20%
<p>Demonstrated Knowledge of Federal Requirements for Community Outreach and Public Engagement</p> <ul style="list-style-type: none"> - Must be compliant with Federal and EPA standards. 	20%
Total	100%

7. Contact

For questions and clarifications, please contact TBRPC Project Contact Courtney Wright, Project Manager in writing via email (courtney@tbrpc.org).

All responses to questions and clarifications will be posted publicly on <https://www.tbrpc.org/rfp/> in accordance with the RFP Timeline provided above.