



REQUEST FOR PROPOSALS

COMMUNITY PARTNER SOUGHT FOR COMMUNITY BASED GREEN ENERGY PROJECT FOCUSED ON EAST BUFFALO

Heart of The City Neighborhood Inc. (HOCN) and Open Buffalo seek a Stakeholder Liaison to assure project connection with and representation of communities of people living in Buffalo's East Side for a green mobility initiative. Responses to this RFP must be received by noon, March 23~~March 9~~, 2023.

REQUEST FOR PROPOSALS	1
COMMUNITY PARTNER SOUGHT FOR COMMUNITY BASED GREEN ENERGY PROJECT FOCUSED ON EAST BUFFALO	1
Requirements and Qualifications	2
Scope of Work	3
Connection with Diversity	3
Current Role in Buffalo's East Side	3
Improving Standards of Living	3
Representation	3
Stakeholder Relations	4
Neighborhood Leadership Group	4
ANTICIPATED DELIVERABLES	4
TIMELINE	5
BUDGET	5
PROPOSAL SUBMISSION PROCESS	5

This project, *Centering People, Place, and Policy for Buffalo's Clean Mobility Future (Clean Mobility)* is a NYSEDA (New York State Energy Research and Development Authority) funded project focused on addressing inequities in the green energy and green mobility space. The team working on Buffalo's Clean Mobility Future have been convened by Local Initiatives Support Corporation (LISC) WNY and is made up of Heart of the City Neighborhoods, Open Buffalo, the East Side Bike Club, Shared Mobility Inc, Mobility Development Operations, GObike Buffalo, Coalition for Economic Justice, and the Buffalo Niagara Medical Campus.

The project incorporates unique and innovative investments in the East Buffalo area to address important needs, collaborate with additional investment opportunities, and co-create a creative, inclusive, and comprehensive strategy for clean mobility solutions.

These solutions will actively reduce air-pollution, improve transit access, promote mobility programs and infrastructure, while improving health outcomes.

Further information on the awards may be found here:

<https://www.nyserda.ny.gov/About/Newsroom/2022-Announcements/2022-11-16-Governor-Hochul-Announces-Ten-Grand-Prize-Winners> and here:

<https://www.cleaneighborhoodschallenge.org/awardees/local-initiatives-support-corporation-western-new-york-office>

REQUIREMENTS AND QUALIFICATIONS

The successful respondent will work with the HOCN and Open Buffalo Community Engagement Team to assure direct connection, input, and investment by individuals living in Buffalo's East Side. The Stakeholder Liaison will help to form a Neighborhoods Leadership Group that will assure this connection and representation throughout the 2.5 year project. The Stakeholder Liaison will assist the Neighborhood Leadership Group in gathering input and stewarding the community engagement, in partnership with HOCN and Open Buffalo, for the *Clean Mobility Project*.

The *Clean Mobility Project* encompasses justice, equity, diversity, inclusion, and anti-racism in all aspects of the work, and is focused on the East Side of Buffalo community. We require the person(s) or a team to have experience engaging or organizing with diverse communities and the successful respondent must be based in Erie County, with priority for the City of Buffalo and the East Side.

The Stakeholder Liaison will be the trusted connection between East Side residents and the many organizations that are implementing the Clean Mobility Project. The Stakeholder Liaison will assure The Project connects with and serves the people living in Buffalo's East Side. Through this RFP Heart of the City Neighborhoods Inc. and Open Buffalo are seeking proposals from a Stakeholder Liaison(s) who has (have) worked with underserved and underrepresented persons and are able to effectively engage such groups to participate in the *Clean Mobility Project*.

SCOPE OF WORK

The following questions address specific activities expected from the selected respondent to perform. Please describe what steps or strategy you will employ to successfully complete these tasks.

CONNECTION WITH DIVERSITY

The Stakeholder Liaison must be able to reach, involve, and engage diverse audiences.

Diverse audiences for *Clean Mobility* include but are not limited to:

- persons of low-income
- persons of color
- persons with disabilities
- persons with limited English proficiency; persons for whom English is a Second Language (speaking Spanish, Arabic, and Bangladeshi, among others)
- senior citizens
- Persons who are most likely to be negatively affected by community changes or developments and environmental crises

In the work you currently perform in the community. How do you connect regularly with diversity as we have defined above? Please list all communities bulleted above with whom you interact regularly. (250 words)

CURRENT ROLE IN BUFFALO'S EAST SIDE

The Stakeholder Liaison must already have meaningful roles and connections with people and communities in Buffalo's East Side. Describe the communities you currently interact with in Buffalo's East Side. If possible, quantify the number of individuals or families you interact with regularly. (250 words)

IMPROVING STANDARDS OF LIVING

We are seeking a Stakeholder Liaison who shares a mission of service, and an understanding of social and environmental justice. How has the work you have done in the community in the past improved or impact the standard of living for individuals or families (250 words)

REPRESENTATION

Clean Mobility seeks a Stakeholder Liaison to assure representation. Please describe methods you have used in the past to secure meaningful representation: the concerns, ideas, and vision of members a community. Share methods utilized for keeping records, gathering surveys, and assuring participation. *Note that leaders that become members of the Neighborhood Leadership Group will be paid for their time and participation.* (250 words)

STAKEHOLDER RELATIONS

A variety of civic, government, community-based, neighborhood-based, and faith-based organizations, as well as individuals living in Buffalo and the East Side will be interested in *Clean Mobility*. Please describe what strategies you will employ to keep these types of organizations and individuals informed and engaged throughout the campaigns' design and implementation process. (250 words)

NEIGHBORHOOD LEADERSHIP GROUP

Describe or list the groups you currently interact with or whom you might have a connecting Neighborhood Leadership Group member to recommend in order to provide direct connection with for *Clean Mobility*.(250 words)

How many people in your network can you identify at this moment that would have the capacity and interest in serving on the Neighborhood Leadership Group? (250 words)

ANTICIPATED DELIVERABLES

- Assist in forming the Neighborhood Leadership Group immediately upon start of the Project
- Support Open Buffalo implementing environmental and social justice training for Neighborhood Leadership Group members and other key members of the community, and participate in the training
- Share information with the East Side of Buffalo communities that will increase understanding of the *Clean Mobility Project*
- Assure the Neighborhood Leadership Group achieves the goals of being a continuous connection with the East Side Community
- Create and assist the Neighborhood Leadership Group and Project Team in securing input on the Project goals, implementation, and vision throughout the project.
- Present information with transparency
- Coordinate outreach and engagement events with Open Buffalo
- Periodically review effectiveness of community engagement efforts with the Project Team and the Neighborhood Leadership Group and implement adjustment recommendations
- Provide monthly invoices and project reports
- Attend Project meetings monthly

TIMELINE

Questions about the RFP and the RFP process should be submitted to c.martin@hocn.org. Questions shall be submitted no later than noon March 2, and will be responded to in a FAQ posted online by March 7.

- Responses by 4pm, March 23, ~~noon, March 9, 2023~~, to: c.martin@hocn.org
- Winning team will be notified by March ~~14~~ 29, 2023
- Contracting will be completed by March ~~24~~ 31, 2023
- Start Date ~~March 28~~ April 1, 2023
- Neighborhood Leadership Group is formed in April 2023
- Deliverables completed by July 2025
- Final Reporting completed by October 2025

BUDGET

\$105,000 (\$35,000 each year) total contract(s) to be awarded to the winning person(s) or team(s) through this RFP. Portions of the work may be segmented to separate contracts.

PROPOSAL SUBMISSION PROCESS

Written proposal of no more than 3 pages including:

- Your ability to manage this project including staffing capacity and other major projects for the timeline
- All questions in “Scope of Work” above responded to
- Budget breakdown for March 28, 2023 – October 31, 2025
- Contact information (email and phone number) with relationship description of at least three references with a preference for past clients summarized on one page
- Resume(s) for up to 2 team members
- Submit via email up in 1 PDF attachment, file size not to exceed 10 MB, no URLs will be accepted, subject “STAKEHOLDER LIAISON” to: c.martin@hocn.org by 4pm on March 23 ~~noon on March 9, 2023~~

END OF RFP