

**Request for Proposals
Atlanta Regional Commission
Community Planning Through Arts and Culture**

Introduction

The Atlanta Regional Commission (ARC) is seeking proposals from community-based organizations led by and serving underrepresented communities in underserved areas to guide and assist the ARC in developing inclusive community engagement practices that center the region's Black, Indigenous, Hispanic and Latin, Asian, undocumented and refugee communities, as well as other communities of color. The Scope of Services for the work is attached as Exhibit A and provides information regarding the level of effort required, as well as specific tasks to be accomplished. ARC envisions an equitable and sustainable region where communities that have been historically and systematically oppressed and excluded are centered and supported as partners and co-creators in the planning process to express and fulfill their ideas and desires through their own social, artistic, and cultural practices.

ARC is seeking help from culturally-specific community-based organizations and the communities they serve build knowledge, capacity, and power through arts and culture, and in the process develop regional policies, for an equitable and sustainable Atlanta region. Successful organizations will be able to provide essential information, technical assistance, and connection in service of storytelling, interpretation, and activation around community cultural spaces and places that tell the full history of the Atlanta region.

The program's objectives are to:

- Help ARC understand how to assist organizations with building knowledge and capacity to develop their community engagement and planning efforts;
- Strategically invest in communities facing high barriers to community engagement in regional and local planning processes;
- Build long-term, trusted relationships with community-based organizations and the Black, Indigenous, Hispanic and Latin, Asian, and other communities of color they serve;
- Bring more underrepresented leaders into ARC decision-making processes and committees;
- Provide ARC staff an opportunity to learn how to meaningfully collaborate and co-design with communities that planning has historically excluded and harmed; and
- Support equitable decision-making and capacity building to work with underrepresented communities and help create regional policies for an equitable and sustainable Atlanta region within the ARC and our member jurisdictions.

It is anticipated that available funds for in 2022 for the project will be \$25,000. ARC is looking to award the contract to multiple consultants/organizations. It can be assumed that the funds available will be split approximately equally between the awarded organizations.

ARC anticipates a contract (or contracts) to be awarded in March 2022, with the requirement that all work for calendar year 2022 be completed by December 31, 2022. ARC may award follow-on work in 2023, providing funding is available and the consultant performance during 2022 has been acceptable.

Interested organizations should submit a proposal that addresses the requirement listed below and in the Scope of Services in Exhibit A. Interested organizations must respond to this RFP with electronic versions of their proposals in either Microsoft Word compatible format or a PDF file. Proposal evaluation will focus initially on the written proposals. Should it be determined that interviews are required, a 'short list' of firms will be selected from the proposals received.

Proposals must include the following in order to be considered responsive:

1. Cover letter (no longer than one page) summarizing the organization's interest in the Program and identifying the contact information of the main contact.
2. Names, email addresses, and description of responsibilities (include a title if it is relevant) of the main contact and key staff members who will conduct the work.
3. Description of experience working with underrepresented communities in underserved areas, organization's goals and objectives, understanding of the RFP's objectives, scope of work (Exhibit A), and description the kinds of outcomes your organization envisions achieving through the work.
4. Description of the geographical boundaries of the communities the organization serves.
5. List some of your organization's accomplishments and describe how the program objectives align with your existing work.
6. Proposed budget by task included in Exhibit B.
7. Completed contract forms in Exhibit C.

The review of the written proposals will be based on the following evaluation criteria, with the relative weights in parentheses:

- Strength of experience and qualifications of organization working with underrepresented communities in underserved areas on issues relating to ARC's mission and responsibilities **(50%)**
 - Examples of relevant experience and qualifications include:
 - Civic or community engagement centered on Black, Indigenous, Hispanic and Latin, Asian, undocumented, refugee, other communities of color, and communities that have experienced heightened barriers to civic engagement through past and ongoing histories of disenfranchisement;
 - Arts and culture programming or activities centering people of color, the LGBTQIA+ community, people with disabilities, and/or youth;
 - Historic, cultural, and heritage preservation and interpretive storytelling centering the communities listed above and neighborhoods and sites of significance to such communities; and
 - Community organizing or advocacy around issues of racial justice, environmental justice, climate justice, workforce development, natural resources or access to nature, housing or homelessness, transportation or land use.
- Focus on arts and culture programming, especially as they relate to community development and engagement **(25%)**
- Demonstrated support for more inclusive and equitable decision-making within ARC and/or local planning agencies and departments **(15%)**
- Project budget (in the format of Exhibit B) **(10%)**

Additional information should not be required to respond to this RFP. However, technical questions should be submitted in writing to Marian Liou no later than 4:00pm on Wednesday, February 2, 2022. Written questions should be submitted by email to mliou@atlantaregional.org. All questions received, and responses to those questions, will be posted on the ARC website by 4:00pm on February, 8, 2022.

Organizations must respond to this RFP within written proposals as well as electronic copies of their proposals in PDF or MS Word format. Organizations must email an electronic copy to Marian Liou at mliou@atlantaregional.org. ARC must also receive a hard copy via the address below. Please email confirmation and tracking information of the proposal to mliou@atlantaregional.org.

Proposals are due no later than 4:00pm on **Tuesday, February 22, 2022.**

Proposals shall not exceed a total of 3 pages (8.5" x 11"). Cover letters, cover sheets, end sheets, and budget pages shall not count against the maximum page count. Font size shall be a minimum of 10 point and a maximum of 12 point in all cases.

Proposals must be submitted to the following address:

Atlanta Regional Commission
ATTN: Marian Liou
229 Peachtree Street NE Suite 100
Atlanta, GA 30303

If interviews are necessary, the short-listed firms will be invited to participate in an interview process with the evaluation committee in March 2022. ARC will confirm a specific interview date and time with short-listed firms the first week of March 2022 (tentative). ARC reserves the right to award this contract based on initial proposals received without formal interviews and to award all or part of this project to one more organization.

CONFIDENTIALITY AND CONFLICT OF INTEREST ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC's Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.

EXHIBIT A
SCOPE OF SERVICES

GENERAL:

The work to be accomplished by the Consultant is in support of the following ARC work program component: Cost Center 202FOA- Arts and Culture Programming.

BACKGROUND AND OBJECTIVES:

ARC envisions an equitable and sustainable region where communities that have been historically and systematically oppressed and excluded are centered and supported as partners and co-creators in the planning process to express and fulfill their ideas and desires through their own social, artistic, and cultural practices.

WORK TASKS:

Task 1: Project Team Meetings

The cohort will meet monthly with ARC staff from April-December 2022 to explore and learn together about community co-design and planning, public interpretation and activation, cultural community organizing and advocacy, and creative placemaking/place-keeping.

Deliverable: Attendance and participation in monthly meetings

Task 2: Community Engagement

Work with ARC project manager to provide hands-on learning opportunities for ARC staff to better understand effective community engagement strategies within and among the communities served by the consulting organization.

Deliverables:

- Host and facilitate a site visit and listening session for the cohort and participating ARC staff
- Participate in up to 3 listening sessions as a focus group for ARC program and project managers

Task 3: Community Engagement Strategy

Work with the ARC project manager and staff to identify and document strategies for effective community engagement within, among, and by the communities the consultant organizations serve. Consulting organizations will provide and share their expertise and knowledge on community social, artistic, and cultural histories, traditions, practices, events, gathering places, and spaces of special meaning and histories.

Deliverables:

- Expert input and knowledge into identification and documentation of community strategies for effective engagement within and among BIPOC communities in underserved areas
- Review and comment of draft community engagement strategy
- Prepare and deliver final presentation of project experience with ideas, strategies, and recommendations around historic and cultural preservation for future participation in ARC community development and engagement plans and processes

Exhibit B
Proposed Project Budget by Task

TASK	AMOUNT
Task 1: Project Team Meetings	
Task 2: Community Engagement	
Task 3: Community Engagement Strategy	

Exhibit C
Contract Forms

CONTRACTOR/VENDOR INFORMATION

Legal name & address
of entity:

If different from above-

Legal name of Payee:

Payment Address:

(If additional addresses are needed, identify each and its purpose on the reverse of this page.)

Legal entity status (please mark all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Corporation/C-Corp LLC/S-Corp LLC | <input type="checkbox"/> Individual/Sole-Proprietor/Single Member LLC |
| <input type="checkbox"/> Partnership/LLC Partnership/LLP | <input type="checkbox"/> Government: Federal/State/Local/Authority |
| <input type="checkbox"/> Non-Profit: 501(c)(3)/501(c)(4) | <input type="checkbox"/> Other: (describe) _____ |

(Federal) Employer Identification Number: _____

OR

Social Security Number (for an individual): _____

Is this contractor/vendor an attorney/law firm? YES ☐ NO ☐

Is this contractor/vendor debarred, suspended, ineligible or excluded from participation in federally funded projects? YES ☐ NO ☐

E-verify Status: ☐ Registered: E-verify Number _____ DUNS Number _____
☐ Not Registered

Is this contractor/vendor a:

Disadvantaged Business Enterprise under 49 CFR Part 26? YES ☐ NO ☐

Minority or Women Business Enterprise under 49 CFR Part 23? YES ☐ NO ☐

Attach a copy of current certification(s).

Is this contractor/vendor a Non-federal entity that expends \$750,000 or more in a year in Federal awards? YES ☐ NO ☐

If so, attach a copy of most recent single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133.

Certified true and correct:

Name: _____

Signature: _____

Title: _____

Date: _____

GEORGIA SECURITY AND IMMIGRATION COMPLIANCE ACT AFFIDAVIT

CONTRACTOR AFFIDAVIT

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or entity which is contracting with the Atlanta Regional Commission has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to the Atlanta Regional Commission within five (5) business days after any subcontractor is retained to perform such service.

E-Verify User Identification Number

Date of Authorization

Company Name

BY: Authorized Officer or Agent

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

____ DAY OF _____, 201__

____ [NOTARY SEAL]

Notary Public

My Commission Expires: _____