

**City and County of San Francisco
Planning Department**

CW19-02

**Request for Proposals for
Professional Services for
District 4 Community Needs Assessment: Phase 1**



**SAN FRANCISCO
PLANNING
DEPARTMENT**

Date issued:	12/31/2019
Proposals due:	1/13/2020 at 12:00 p.m.
Email proposal to:	james.glik@sfgov.org
For questions contact:	james.glik@sfgov.org

Scope for District 4 Community Needs Assessment: Phase 1

Project Description

The San Francisco Planning Department is seeking to hire an organization to staff and coordinate a community-led planning process in the Sunset District, in partnership with the Office of the District 4 Supervisor.

Planning Department staff is preparing a community engagement strategy around housing for the Sunset District, including a community-led planning process, culminating in a needs assessment of public transit, affordable housing and neighborhood services in the District. In order to ensure a culturally competent process with comprehensive representation of community voices, the Department is seeking qualified applicants to complete work in the three categories outlined on the following page.

Through collaboration with the selected organization, the Planning Department and Office of the District 4 Supervisor want to achieve:

- A comprehensive, representative and culturally competent planning process
- A needs assessment that reflects the diverse voices of the District 4 community
- Enhanced networks for civic engagement and strengthened relationships between the City and relevant stakeholders in transit, affordable housing and neighborhood services

Tasks and Deliverables

The following is a draft scope for Phase 1 of the Community Needs Assessment, which includes activities relating to the formation of the goals, topics of engagement, and activities of the Assessment. This scope does not include tasks related to implementation of the Assessment.

Category 1 - Project Formation

Working with the San Francisco Planning Department, the Office of the District 4 Supervisor, and other involved City agencies, design the goals, topics of engagement and activities of the Community Needs Assessment.

Deliverables:

- *Convene focus groups and/or public meetings to determine the goals and desired outcomes of the Community Needs Assessment*
- *Facilitate and participate in focus groups and/or public meetings*

Category 2 - Community relationship and capacity building

Utilize existing networks and other forms of outreach to build a coalition of stakeholder groups from across the district. Provide basic training and capacity building to enable the coalition to engage and sustain conversation on housing, transportation neighborhood services and general planning topics.

Deliverables:

- *Creation of a network of stakeholders in the District who are ready to engage in the Community Needs Assessment*
- *Identification and creation of various committees consisting of community members to engage on specific topics and with potential additional members*

Category 3 - Chinese (Mandarin and Cantonese) language Translation and Interpretation

Provide expertise in Mandarin and Cantonese languages to ensure all materials and activities are produced and or conducted in English, Mandarin and Cantonese.

Deliverables:

- *Translation of presentation materials*
- *Interpretation at focus groups, public meetings and other outreach events*

Eligibility Criteria

The applicant must be a City-approved supplier by the time the contract is awarded. If the applicant is not currently a City-approved supplier, it must begin the certification process as soon as possible and be City-approved before being awarded the contract. Please refer to: <https://sfcitypartner.sfgov.org/pages/become-a-supplier.aspx>

Minimum Qualifications

The applicant must demonstrate the following qualifications and expertise, or propose to partner with another organization which has the following qualifications and expertise:

1. Proficiency in Mandarin and Cantonese
2. History of work in District 4 and established roots in the community
3. Experience working with existing service provider networks in the community
4. Experience working with the following marginalized and/or underrepresented groups:
 - a. Monolingual or limited-English Chinese language residents
 - b. Families with children
 - c. Seniors

Selection Criteria

The applicant must demonstrate the following qualifications and expertise, or propose to partner with another organization that has the following qualifications and expertise:

Performance Measurement, Financial Management and Budget (20 points)

1. A detailed narrative budget justification presenting reasonable costs in view of activities proposed and expected results
2. Description of how the applicant would address how data on project activities, outputs and outcomes will be collected and reported

Project Approach (50 points)

1. A narrative description of how the applicant would approach the project, including how it will assess needs of various stakeholder groups, including but not limited to marginalized and/or historically underrepresented groups, families with children, seniors, and limited- or non-English speaking members of the community.
2. A detailed scope of work, including tasks, deliverables and budget

Applicant Qualifications and Neighborhood Connections (30 points)

1. Describe ability to identify and reach out to various stakeholder groups, such as:
 - Marginalized and/or historically underrepresented groups
 - Families with children
 - Seniors
 - Limited- or non-English speaking
2. Describe ability to reach, engage, and sustain conversations with various stakeholder groups on housing, transportation, neighborhood services and general planning topics
3. Describe established connections with monolingual Chinese and limited-English communities in the Sunset District
4. Describe strategy for reaching out to and sustaining communication with Mandarin- and Cantonese-speaking communities