



Request for Proposals

CONSULTANT FOR EQUITY, DIVERSITY & INCLUSION TASK FORCE

**City of Louisville, City Manager's Office
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Project Number: 101121-540910

PROPOSALS DUE: WEDNESDAY, FEBRUARY 24, 2021 BY 10 A.M.

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ATTACHMENTS

Appendix A – Draft Professional Services Agreement

PROPOSED SELECTION SCHEDULE

Daily Camera	Jan. 27, 2021
Rocky Mountain E-Purchasing	Jan. 27
First Publication	Jan. 27
Second Publication.....	Feb. 3
Last Day for Questions.	Feb. 10
Questions Answered	Feb. 17
Proposals Due	Feb. 24
Selection Committee – Interviews	Mar. 4-5
Approval of Contract	Mar. 16

1. CITY INFORMATION

Situated between Denver and Boulder, the City of Louisville, Colorado receives national attention for being one of the best places to live in the United States. The City has a population of approx. 21,000 residents and provides a wide range of services and amenities. As a home rule municipality with more than 300 employees to serve its citizenry, the City delivers core services and operates several public facilities like the Louisville Public Library, Recreation/Senior Center, Historical Museum, Center for the Arts and Coal Creek Golf Course. About 26% of the City’s land area is dedicated to open space, parks and public spaces that the City maintains. This includes 32 miles of trails spread throughout the community. The mix of large industry with sole proprietor retail operations and home-based businesses also make for a healthy local economy.

Louisville’s City Council consists of seven members, including the Mayor. Two Council members are elected from each of the City’s three wards, while the Mayor is elected at-large. All Council members are elected to four-year terms. The members of Council and Mayor may serve any number of terms, but no more than two consecutive terms in office.

Louisville has a population of approximately 21,413 with a median age of 41. .7% is Black or African American, .3% is American Indian or Alaska Native, 5% is Asian, 7% is Hispanic or

Latino and 87% of the population is Caucasian.

In 2018, the City adopted its first organizational strategic plan, which includes the following:

Vision: The City of Louisville – dedicated to providing a vibrant, healthy community with the best small town atmosphere.

Mission: Our commitment is to protect, preserve and enhance the quality of life in our community.

Values:

Innovation - Leading and embracing change and transformation through creative thinking, diverse perspectives, learning, and continuous improvement.

Collaboration - Proactively engaging colleagues and other stakeholders in developing solutions through open communication. Fostering a culture where every employee feels valued, supported and inspired to achieve both common and individual goals.

Accountability - Fulfilling our responsibilities, owning our actions, and learning from our mistakes.

Respect - Treating people, processes, roles, and property with care and consideration. Celebrating differences and encouraging authenticity.

Excellence - Doing our best work by building on our individual and collective strengths. Exceeding expectations with responsive, efficient, and effective customer service.

In June 2020, the City Council expressed strong interest in addressing community concerns about issues of equity, diversity, and inclusion (“EDI”), and organized listening sessions that were held in August and September with the assistance of a consultant for the City Council to gain initial input from members of the community. These community conversations demonstrated there is interest on the part of Louisville residents and others to address EDI issues.

City Council finds there is a need for a community-based and expert-assisted effort to move from introducing hard conversations about EDI issues to having courageous conversations about which issues are most important and what the City can and should do to address them based on fuller information about the concerns, ideas, and expectations of the community, especially residents who are Black, Indigenous, people of color or other racially diverse business owners, workers, and consumers.

Thus, City Council on January 19, 2021 established an Equity, Diversity, and Inclusion Task Force to provide advisory recommendations to the City Council with respect to community issues affecting Black, Indigenous, people of color, and people with other diverse backgrounds.

The Task Force consists of eleven (11) members that include City residents and nonresidents, homeowners and renters, business owners, Black, Indigenous, or other racially diverse business

owners located outside the City, employees who work in various industries within the City, community activists and leaders, and youth and those who work with youth. The City aims to include task force members that represent diverse backgrounds and experiences, including race, gender/gender identity, nationality, religion, age, economic and other diverse perspectives. After conducting community outreach to encourage potential members to apply, members will be appointed by the City Council upon recommendation made by City staff, the consultant retained to assist the Task Force, and potentially other partners such as Boulder County EDI staff.

Goals: The Task Force shall identify areas of concern about EDI issues, prioritize the most crucial ones the City can affect through its policy choices and offerings, and establish goals, objectives, and suggestions for addressing the identified issues.

Responsibilities. The Task Force shall, at a minimum:

1. Gather community input through public process, such as meetings and surveys.
2. Identify what EDI issues are most important to address to make Louisville a more welcoming place for people of any race, background, gender identity, nationality, religion, or economic status to live, visit, shop, use City services, and/or work, such as land use, transportation, and business-related issues (e.g., attraction, development, and retention of racially diverse business owners; procurement; and patronage of Louisville businesses), and may identify other issues as well.
3. Develop discrete written short-term and long-term recommendations to identify the following, focusing on community aspects of EDI versus the internal organizational operations of the City:
 - A. The four to five most important areas of concern about EDI the City Council should address.
 - B. The goals and objectives the City Council should seek to achieve in each of these areas of concern.
 - C. Some short-term and long-term tactics or approaches the City Council should consider in meeting these goals and objectives.
 - D. Identify opportunities for community enrichment, engagement, and education.
4. Provide monthly updates to the City Council as to the Task Force's activities and planned next steps.

In order to carry out this work to drive transformative change within the City and to meet the needs of the community, residents, and businesses, the City of Louisville is soliciting proposals from a collaborative partner or partners to advance the work of the EDI Task Force. The City understands a commitment to equity, diversity and inclusion will require a long-term, focused effort and is receptive to expertise and knowledge in the implementation of the Task Force and its goals as defined above.

2. INVITATION

The City of Louisville is inviting proposals from highly qualified firms (“Respondents”) with the necessary expertise to support the goals of the Task Force and facilitate the activities of the Task Force in meeting its responsibilities.

Scope of Services

The selected firm(s) must be able to provide the following services, including but not limited to:

1. The consultant will assist with the seating and onboarding of the Task Force.
2. The consultant will meet regularly with the Task Force, at a minimum on a monthly basis, and regularly with City staff to assist the Task Force as necessary to provide background and oversight to enable the Task Force to address its goals and meet its responsibilities, as described above.
3. The consultant will strive to complete the work of the Task Force and its prescribed responsibilities in a 6 – 12 month timeframe, with Task Force’s anticipated expiration by the end of 2021, or longer if requested of City Council. A status report is to be provided to City Council by the end of November 2021 to facilitate the City Council’s sunset review.
4. The City of Louisville may request the consultant to provide optional services for implementation of any plans and recommendations generated through the required scope of services.

Submittal Instructions

If you have any questions about the RFP, please contact Megan Davis in the City Manager’s Office at 303.335.4539 or mdavis@louisvilleco.gov. Submittals are due at the City of Louisville for time and date recording on or before February 24, 2021 by 10:00 am. Electronic submittals can be emailed to mdavis@louisvilleco.gov.

All RFPs must be received and time and date recorded by authorized City staff by the above due date and time. Sole responsibility rests with the Respondents to see that their RFP response is received on time at the stated location. Any responses received after due date and time will be returned to the Respondents.

The City of Louisville reserves the right to reject any and all responses, to waive any informalities or irregularities therein, and to accept the proposal that, in the opinion of the City, is in the best interest of the City of Louisville. Due to the complexity of work required, selection of a firm will not be based solely upon the lowest responsible bid but will also take into account experience gained from work on similar projects and an understanding of the

project goals and approach to the project.

Digital copies of the Bidding Documents will be available beginning January 27, 2021 on-line through Rocky Mountain Bid System and linked through the City of Louisville's website at <http://www.louisvilleco.gov/business/bidding-opportunities>.

Terms and Conditions

1. Each Respondent shall furnish the information required in the proposal.
2. The Contract/Purchase Order will be awarded to the Respondent whose submittal, conforming to the Request for Proposals, will be most advantageous to the City of Louisville, price and other factors considered.
3. The City of Louisville reserves the right to reject any or all proposals and to waive informalities and minor irregularities in proposals received, and to accept any portion of or all items proposed if deemed in the best interest of the City of Louisville to do so.
4. No submittal shall be withdrawn for a period of thirty (30) days subsequent to the opening of RFPs without the consent of the City's delegated representative.
5. A signed purchase order or contract furnished to the selected firm results in a binding contract without further action by either party.
6. Late or unsigned RFPs will not be accepted or considered. It is the responsibility of Respondents to ensure that the RFP arrives at the City of Louisville no later than the time indicated in the "Request for Proposal."
7. The proposed price shall be exclusive of any Federal or State taxes from which the City of Louisville is exempt by law.
8. Any interpretation, correction or change of the RFP documents will be made by Addendum. Interpretations, corrections and changes of the RFP documents made in any other manner will not be binding, and Respondents shall not rely upon such interpretations, corrections and changes. The City will not be responsible for oral clarification.
9. Confidential/Proprietary Information: RFPs submitted in response to this "Request for Proposal" and any resulting contract are subject to the provisions of the Colorado Public (Open) Records Act, 24-72-201 et.seq., C.R.S., as amended. Any restrictions on the use or inspection of material contained within the proposal and any resulting contract shall be clearly stated in the RFP itself. Confidential/proprietary information must be readily identified, marked and separated/packaged from the rest of the proposal. **Co-mingling of confidential/proprietary and other information is NOT acceptable. Neither a proposal, in its entirety, nor proposed price information will be considered confidential/proprietary. Any information that will be included in any resulting contract cannot be considered confidential.**
10. The City reserves the right to modify the Scope of Services and request revisions to proposals prior to entering into a written contract.

3. EVALUATION CRITERIA

Please respond to the evaluation criteria with comments that are concise and to the point. The City will evaluate and finalists will be selected and invited to continue the process by making formal presentations to a selection committee. The best fit will be recommended to City Council authorizing the City to enter into a professional services agreement. The selection committee will evaluate and score the submittals using a weighted average based upon;

- A. In up to five (5) pages, express your interest in the project, specifically addressing:
 - 1. An outline and proposed timeframe to address the goals and responsibilities of the Task Force.
 - 2. Effective communication tools to access all members of the community and seek participation and ongoing engagement with the Task Force.
- B. Respondents must be experienced in training and facilitating people from diverse professional backgrounds. Provide a resume or curriculum vitae demonstrating experience.
- C. Provides examples of consultant materials/work completed in other cities or organizations that have worked with a similar board or commission to provide recommendations with respect to creating a welcoming and inclusive community and addressing issues affecting Black, Indigenous, people of color, and people with other diverse backgrounds.
- D. Provide a listing of team members that will be involved in the process, relevant experience and other material that is pertinent and concise.
- E. Submit three references for similar projects completed within the last three years along with contacts for the project.
- F. A not-to-exceed amount for the cost of all phases of the Scope of Services.

4. SUBMITTAL

Please submit the following information in the order listed below:

- 1. Name of your company/organization
- 2. Type of Organization: (Corporation, Partnership, etc.)
- 3. Address
- 4. Names and Address of Project Team or Firm
- 5. Contact Person(s)
- 6. Telephone, Fax, E-mail
- 7. Statement of Interest
- 8. Project Approach
- 9. Project Team Listing
- 10. References
- 11. Cost Proposal

5. SIGNATURE PAGE

Failure to complete, sign and return this signature page with your proposal may be cause for rejection.

Contact Information	Response
Company Name	
Name and Title of Primary Contact Person	
Company Address	
Phone Number	
Email Address	
Company Website if applicable	

By signing below I certify that:

I am authorized to bid on my company's behalf.

I am not currently an employee of the City of Louisville.

Signature of Person Authorized to Bid on

Date Firm's Behalf

Note: If you cannot certify the above statements, please explain in the space provided below.