

# **Consulting Services RFP: Master Agreements for Community Engagement and Facilitation Consultants**

**August 16, 2022**

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# | RECOMMENDATIONS

1. Adopt a resolution authorizing the City Manager or designee to:
  - a) Negotiate and execute up to nine master agreements for on-call community engagement consultants for terms through June 30, 2025, for a total maximum compensation of up to \$4 million.
  - b) Exercise options to extend the master agreements for up to an additional two years under the same terms and conditions.
  - c) Negotiate and execute amendments to the master agreements to shift funding between the master agreements provided the total maximum compensation does not exceed \$4 million.
2. Direct staff to conduct a separate procurement process for establishing a bench of on-call community-based organizations that can assist the City with engagement processes.

# | RFP Process

- Developed an RFP for Consulting Services: Master Agreements for Community Engagement and Facilitation Consultants
- Submission period: April 12<sup>th</sup> through May 3<sup>rd</sup>
- Advertised through Biddingo, social media, and emails to approximately 130 community leaders
- Received 23 proposals
- A panel of three City staff evaluated the responses against the RFP criteria and recommended the award of contract (Master Agreements) to 9 consultants
- Received two protests from American Leadership Forum Silicon Valley and CatalyzeSV

# | Recommended Contracts

1. Actionable Insights, LLC
2. Baird + Driskell Community Planning
3. CultureWonk
4. EMC Research
5. Katz & Associates / InterEthnica Joint Venture
6. PlaceWorks
7. Raimi + Associates
8. Resource Development Associates
9. Winter Consulting LLC

# How it will work

Execute the master agreements, with initial terms through June 30, 2025\*



When project arises, send out a Request for Services



Consider responses and select consultant



Execute a Service Order and encumber funds

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