

The Contra Costa County Administrator's Office (CAO) announces a **Request for Qualifications (RFQ) #2207-578** seeking a qualified consultant to provide project management and community engagement facilitation services for the purposes of conducting an inclusive arts and cultural planning process, leading to the creation a new Arts & Cultural Master Plan for the county, and working with County Administration staff to develop a Request for Proposals (RFP) for the selection or establishment of a nonprofit organization to be the designated public-private partner Arts Council for the county and serve as the county's State-Local Partner (SLP) with the California Arts Council (CAC).

I. STATEMENT OF PURPOSE

The intent of this **Request for Qualifications (RFQ) #2207-578** is to invest up to \$75,000 in securing the services of a consultant/organization to conduct an inclusive arts and cultural planning process through the facilitation of a comprehensive community engagement process that may include, but not be limited to, steering committee formation, survey instruments, interviews, focus groups, and public engagement workshops to solicit input from local arts and culture organizations, individual artists, creative practitioners, stakeholders and other community members leading to the creation of a new Arts & Cultural Master Plan for the county.

In addition, the consultant/organization will work closely with County Administration staff to develop a Request for Proposals (RFP) for the purpose of selecting or establishing a nonprofit organization to serve as the county's Arts Council and State-Local Partner with the California Arts Council. The designated Arts Council will support arts and cultural activities as outlined in the new Arts & Cultural Master Plan that ensures inclusion and equity in service to individuals and communities throughout the county.

After the conclusion of the public engagement process, the contractor will develop an Arts & Cultural Master Plan and assist County Administration staff with the development of an RFP to select or establish a nonprofit organization as the county's Arts Council and SLP.

We invite qualified consultants with relevant expertise to submit a Statement of Qualifications that describes their qualifications and experience in:

- Working with steering or advisory committees
- Working with arts councils/commissions/committees, arts and culture organizations, individual artists, and creative practitioners
- Conducting community outreach and facilitating public engagement workshops and activities
- Successfully engaging community-based organizations, stakeholders, and community members
- Designing, marketing, facilitating, and reporting out on multi-location community engagement activities
- Conducting arts and cultural planning processes
- Creation of Arts and Cultural Plans

Through facilitating the community engagement and arts/cultural planning process, the successful contractor will lead the effort to explore:

- Priorities and service needs of arts and culture organizations and individual artists in Contra Costa County
- Arts and cultural service and program needs of Contra Costa County residents
- Identification of services and programs to be prioritized and provided by the Arts Council
- Identification of target populations to be served by proposed arts and culture programs to be provided by the Arts Council
- Needs for capacity building, training, professional and organizational development for artists and arts agencies
- Public art and supervisorial district-based art programs goals and opportunities
- Best models to increase inclusion and equity in residents' access to and participation in arts and cultural activities and services
- Best models to increase arts education for youth throughout Contra Costa County
- Best models to increase equitable access to and engagement in arts and cultural programs and services for historically under-served and marginalized populations
- Needs for grantmaking activities to local arts and culture organizations and individual artists
- Prioritization of various needs in the arts community
- Strategies to boost community and economic development through increased arts and cultural programs and services
- Proposed budget for the Arts Council
- Proposed levels of staffing needed at the Arts Council
- Fundraising and business development strategies for the Arts Council for sustainable provision of services and programs

This RFQ is not in itself an offer to work, nor does it commit Contra Costa County to fund any proposals submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

II. FUNDING

The County Administrator's Office will award one (1) county standard contract in an amount up to **\$75,000.00** (inclusive of all expenses) to the selected contractor. The anticipated contract duration is ten months, for the period of approximately September 1, 2022 through June 30, 2023. Distribution of payments will be based upon deliverables.

III. SCOPE OF SERVICES

The scope of services is a general guide and is not intended to be a complete list of all work necessary to perform the duties under this RFQ.

- A. In collaboration with CAO staff, responsibilities of consultant will include but are not limited to:
1. Develop a project Work Plan including draft timeline, activities, and refined outreach and engagement strategy.
 2. Assist in the formation and functioning of a steering committee to inform project management.
 3. Identify, invite, and engage arts and culture organizations, artists, and stakeholders to participate in the public engagement and arts & cultural planning process.
 4. Develop public engagement workshop and focus group formats and survey questions.
 5. Develop material to promote and encourage public participation in the public engagement and arts & cultural planning process on all forms of media.
 6. Identify and secure venues to host in-person workshops and focus groups throughout the County.
 7. Conduct virtual and in-person community engagement workshops and focus groups in all five supervisorial districts of Contra Costa County.
 8. Create a new Arts & Cultural Master Plan for the county.
 9. Solicit interest from and capacity of existing nonprofit organizations to serve as the designated Arts Council for the county prior to the release of the RFP.
 10. Assist County Administration staff with development of RFP, participate in the evaluation of proposals received, and assist in the selection or establishment of a nonprofit organization to be designated as the County's Arts Council.
 11. Conduct conversations with private foundations which might be interested in providing grant funding to the County's new Arts Council and SLP.
 12. Assist in the development of a service contract between the County Administrator's Office and the selected nonprofit organization to serve as the Arts Council and SLP.
 13. Make presentations to County Board of Supervisors and/or its committees summarizing the comprehensive public engagement and arts & cultural planning process, key elements of the new Arts & Cultural Master Plan, and subsequent selection of an Arts Council.

IV. MINIMUM QUALIFICATIONS

- A. Consultant must have previous experience with successfully facilitating public engagement processes.
- B. Consultant must have previous experience conducting arts and cultural planning processes, working with Arts Councils, and creating arts and cultural plans.
- C. Consultant must have previous experience writing reports and making written recommendations following public engagement and outreach activities.
- D. Consultant must have ability to engage community members, arts and culture organizations, and stakeholders.

V. EXPERIENCE AND SKILLS DESIRED:

- A. Familiarity and existing relationships with Contra Costa County-based arts and culture organizations, local artists, and stakeholders
- B. Experience with project/program management, implementation and/or coordination
- C. Has ability to facilitate small and large groups to create work products and come to consensus when needed
- D. Experience working with artists and arts and culture organizations and commissions
- E. Experience in conducting robust arts and cultural planning processes
- F. Experience in developing arts and cultural plans
- G. Experience in the development of Requests for Proposals and evaluation of proposals
- H. Experience in contract negotiation and development
- I. Experience in fundraising activities and has existing relationships with private foundations
- J. Comfortable with public speaking
- K. Possesses strong analytical skills
- L. Possesses strong collaboration skills; able to collaborate with internal and external partners
- M. Possesses strong writing skills including ability to develop reports, PowerPoint presentations, tables, charts, etc.
- N. Able to manage projects and meet deadlines
- O. Able to work independently, creatively and with self-initiative as well as within a team
- P. Capable of maintaining and providing high-quality documentation and records.

VI. REVIEW AND SELECTION:

- A. The submission will be evaluated by a County Selection Committee (CSC) to identify the most qualified respondent(s). If more than one respondent is deemed to be highly qualified, CSC may require oral interviews and/or supplemental information from those respondents before making a final selection.
- B. Contract negotiations will begin upon identification and notification of the most qualified respondent(s). If a satisfactory contract cannot be negotiated in a reasonable time frame, County, in its sole discretion, may terminate negotiations with the respondent(s) and begin contract negotiations with another qualified respondent(s).

VII. SUBMISSION REQUIREMENTS

- A. Interested parties **must** submit all of the following documentation to be considered for this RFQ:
 - 1. A Statement of Qualifications describing interest in the project and relevant experience and abilities.
 - 2. Resume of experience, job description(s), and other factors relevant to the services described in this RFQ. Include information addressing work similar to this project, any related completed projects, and training.
 - 3. A work plan proposal to deliver services described in this RFQ.
 - 4. A proposed budget to deliver services described in this RFQ.
 - 5. A minimum of three references in the areas prescribed by the RFQ.

VIII. RESTRICTION AND DISCLOSURE

- A. Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.
- B. Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Bidders should be aware that CAO is required by law to make its records available for public inspection and copying, with certain exceptions (see California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).
- C. County will not notify Respondents of requests for release of information or that County released data unless County receives a request for information previously marked and identified by Respondents as confidential or proprietary. If County receives a request for release of such previously marked and identified confidential or proprietary information, County will notify Respondent of such request to allow Respondent to challenge such request consistent with applicable law.

IX. SUBMISSION PROCESS AND DEADLINE

- A. Submissions must include all documentation indicated above including the responding agency's contact person, email address and contact phone number. Submissions are to be addressed and delivered as follows:

Contra Costa County – County Administrator's Office
RFQ #2207-578
Attention: Monica Carlisle, Senior Management Analyst
1025 Escobar Street, 4th Floor
Martinez, CA 94553

For hand-delivery, submit the packet to the Clerk of the Board's Office located at 1025 Escobar Street, 1st Floor, Martinez, CA 94553. Please be advised that the building is open to the public 8:00 a.m. to 5:00 p.m., Monday through Friday (excluding holidays).

- B. **Responses must be received no later than 12:00 p.m. Monday, August 22, 2022.** Please note that responses will not be returned, and postmarks will **NOT** be accepted.
- C. Responders are to submit one (1) original hard copy response, with original blue ink signatures, plus one (1) copy of their response. It is preferred that all responses shall be printed double-sided and on minimum 30% post-consumer recycled content paper.
- D. **Responders must also submit an electronic copy of their response.** The electronic copy must be a single file, scanned image of the original hard copy with all appropriate signatures and must be on a USB flash drive and enclosed with the sealed hard copy of the response.
- E. County reserves the right to reject any proposal and negotiate any terms as best serves the County. All proposals become the property of the County, without obligation to the Respondent.
- F. The RFQ process may be cancelled at any time without written notice.
- G. Only Respondents submitting a proposal in accordance with RFQ #2207-578 may appeal the RFQ process. Responders may appeal the recommended award or denial of award provided the following stipulations are met:
 - 1. Appeal must be in writing.
 - 2. Must be submitted within five (5) calendar days of the date of the letter of notification of recommended award or denial of award.
 - 3. An appeal of a denial of award can only be brought on the following grounds:
 - a. Failure of the County to following the selection procedures and adhere to requirements specified in the RFQ or any addenda or amendments.
 - b. There has been a violation of conflict of interest as provided by California Government Code Section 87100 et seq.
 - c. A violation of state or federal law.

Appeals will not be accepted for any other reasons than those stated above.
Appeals must be addressed to:

Monica Nino, County Administrator
Contra Costa County
1025 Escobar Street, 4th Floor
Martinez, CA 94553
Monica.Nino@cao.cccounty.us

Notification of a final decision on the appeal shall be made in writing to the Respondent. The decision of the County Administrator shall be deemed final.