

Request for Qualifications

Community Economic Development Consultant Needed

The Local Initiatives Support Corporation (LISC) in partnership with the San Francisco Office of Economic and Workforce Development (OEWD) is seeking Statements of Qualifications (SOQ) from a professional community economic development consultant or consulting firm towards the development of a new commercial corridor program.

This request for qualifications contains the following information:

- Project Background
- Scope of Work and Deliverables
- Desired Qualifications
- Submission Process and timeline

Project Background

The San Francisco Neighborhood Marketplace Initiative is a partnership between LISC and OEWD to stabilize and revitalize San Francisco's low- and moderate- income neighborhood commercial districts. NMI is currently active in eight neighborhoods and will begin an expansion to additional neighborhoods in early 2010. (More information on the program can be found [here](#) and [here](#).) LISC and OEWD are seeking SOQ's to complete a scope of significant activities contributing towards the creation of a new NMI site on 24th Street in San Francisco's Mission District.

Scopes of Work and Deliverables

The consultant will be responsible for the following scope and deliverables, but will be working under the direction of and as part of a team with staff from LISC and OEWD. In particular, LISC's Senior Program Officer will contribute up to 15 hours per week towards both management and on-the-ground activities that lead to its completion.

The following scopes and deliverables should be complete by the end of June, 2010:

Scope A	<p><i>Develop Economic Assessment</i></p> <p>With support from OEWD and LISC, collect economic data and conduct field research towards the creation of a new economic development initiative. The data and research will be compiled into a report, an Economic Development Assessment. The assessment will include:</p> <p>Demographic Data Collection and analysis of the following data: total population; population by age, sex, ethnicity, income; household data</p> <p>Economic Data Collection and analysis of the following data: historical sales tax data, retail market data on spending and leakage</p> <p>Plans, Reports, & Studies Collection of all previous plans, reports, and studies that were</p>
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	<p>conducted that have relevance to the commercial district and overall project</p> <p>Master Building and Business Inventory Current inventory of all commercial spaces and existing businesses</p> <p>Stakeholder Interviews A list of One-on-one meetings conducted with key community and merchant leaders, property owners, community-based organizations, and City agency staff working on community economic development in this neighborhood</p> <p>“Who’s Doing What” Matrix” Compiled from stakeholder interviews, a document identifying any person, organization, or group that has involvement in economic and community development within the commercial district and the nature of their involvement or potential involvement</p> <p>Business Owner Surveys Results from surveys intended to gather information and input from a representative group of stakeholders who may not have bring representative in the economic data and stakeholder interviews</p>
Deliverable	Economic Development Report
Scope B	<p><i>Program Planning</i></p> <p>In collaboration with LISC, plan and facilitate the organization of a community stakeholders group to review the findings of the Economic Development Report, set the vision and strategy for the initiative, and develop a draft neighborhood action plan. This process will include:</p> <p>Community Planning Meetings Organize and provide outreach for at least two and up to four meetings for all interested stakeholders to be presented with research findings and engaged in process to generate programmatic solutions to neighborhood challenges and prioritize the relative importance of various activities intended to revitalize or stabilize the area</p> <p>Pre-Implementation In addition with new corridor manager and community stakeholders, oversee the generation, prioritization, and implementation of early impact projects to kick-start economic activities outlined in the community action plan</p>
Deliverable	Draft Neighborhood Action Plan

Desired Qualifications

The consultant or consulting firm selected will be able to demonstrate:

- An ability to work as a member of a team,
- Experience compiling and analyzing economic development data and developing economic development plans,
- Experience with community planning processes,
- Experience interviewing merchants, property owners, small businesses, and community residents,
- Experience facilitating large groups,
- And the ideal candidate will be bilingual in English and Spanish.

Proposals Should Include

- A description of what steps the consultant will complete the above scope by the end of June, and how he/she propose to utilize the time and assistance of the Senior Program Officer,
- A description of the consultants availability and or time constraints beginning in March,
- An explanation of the knowledge, skills, and experience of the consultant to complete this scope of work,
- A description of experience and examples of previous work on similar scopes,
- A resume with 2 references, and
- A suggested budget including compensation for project and payment schedule.

Please send proposals as one PDF package to Margaret Gee at mgee@lisc.org

Please put "Community Economic Development Proposal" in the subject line. Please respond by February 22nd. For question please call 415-397-7322 ext 25.