

Rt. 9/Southbridge CDC Organization & Establishment

Requested by: Rt. 9 Master Plan Monitoring Committee & New Castle Prevention Coalition
New Castle, Delaware
Procurement Contact Person: Bill Swiatek
Email Address of PCP: bswiatek@wimapco.org
Proposals Due: August 22, 2021

Background

This project will utilize consultant services to establish a new Community Development Corporation (CDC), along the Route 9 corridor. For the purposes of this document, “the Route 9 Corridor” includes the communities surrounding Rt. 9 from the Christina River and Southbridge neighborhood in the City of Wilmington to the City of New Castle.

This entity was called for in a recent feasibility study:

<https://wimapco.sharefile.com/share/view/se81086f251c647b38faaf0b142880e24>.

Completed by PACE, the study found that such an entity was necessary to best drive community redevelopment goals in the corridor, provide support for entrepreneurship, landscaping and beautification and home repair support. This 6-10 month process will organize and establish this CDC. The project will conclude with the hiring of an Executive Director to operationalize it.

This project is an implementation and extension piece of the Route 9 Master Plan (www.wimapco.org/route9). The creation of a CDC will support the Master Plan, which established a shared vision for the transportation and land use redevelopment of the corridor. The Master Plan is currently implemented by an unstaffed volunteer network--the Rt. 9 Monitoring Committee (R9MC). The Monitoring Committee has three subcommittees: Health, Local Hire and Outreach. The development of a CDC will bring much needed staffing capacity and expertise to support further oversight and implementation of the Master Plan and drive other community needs.

This project will be overseen by the R9MC, in coordination with one its members, the New Castle Prevention Coalition (NCPC).

NCPC will serve as fiscal agent for the project, with funding support from Healthy Communities Delaware.

ROUTE 9 – HEALTHY COMMUNITIES DELAWARE PROJECT

Project Leadership Team:

- Sandra Smithers, NCPD
- Bill Swiatek, Wilmington Area Planning Council (WILMAPCO)
- Kate Dupont Phillips, Healthy Communities Delaware

A Public Ally, Emily Rodden, will work to support the project consultant in the development of this project. She will be available **for 30 hours per week for 9 months, from September 15 to June 15**. Updates on this project's progress will be provided at monthly R9MC meetings.

Scope

Start-up (September - October)

- IRS designation and State of Delaware filing/compliance
- Coordination with existing entities to be absorbed and/or supported: R9MC, NCPD, the South Wilmington Planning Network (SWPN), the Southbridge Community Benefits Agreement Coalition, and the Southbridge CDC
- Management of public ally/assignment of duties

Operations (September – November)

- System setup (financial, donors, grants, engagement, project management, etc.)
- Virtual platforms (website and social media)
- Professional associations
- Feasibility studies for beautification/landscaping program and home repair program

Governance (October - November)

- Board recruitment
- Mission/vision, bylaws, policy, committee workflows, procedures

Program Development (November – January)

ROUTE 9 – HEALTHY COMMUNITIES DELAWARE PROJECT

- Advocacy program (i.e. CBA support, implementation of Rt. 9 Master Plan and Southbridge Neighborhood Plan)
- Beautification/landscaping program
- Home repair program

Staffing Search (January – February)

- Executive Director and support position(s)

Deliverables

As described above, including:

- Incorporation documents for Rt. 9 Community Development Corporation
- List of Board Members
- Bylaws
- Facilitating hiring Executive Director and support staff, as practicable
- Brief final report on activities and next steps

Submission of Proposals

The RFP will be posted on our websites.

Respondents to this RFP must submit their proposal via email to bswiatek@wilmapco.org. Responses must be received no later than Sunday, August 22, 2021. Responses should be clearly marked "RFP-CDC."

Proposal Elements

A submission must, at a minimum, include the following elements:

- Description of the individual or firm that includes qualifications, past work history, and names and credentials of principals.
- A cover letter outlining the individual's or firm's strengths and distinguishing skills or capabilities as they might relate to the proposal. The proposal is specifically asked to address their knowledge and experience in the Delaware region.

- A representative selection of past projects and clients encompassing work similar to the work proposed in this RFP.
- The amount of time the consultant expects to spend on the project on a monthly basis with an outline of proposed fees.
- A minimum of two references

Evaluation Criteria

The education, experience, knowledge, skills, and qualifications of the firm or the individual who will be available to provide these services.

The competitive cost of services.

The expertise of the firm in working with similar clients (i.e. nonprofit economic development and/or community development corporations).

We encourage proposals from Delaware but it is not the sole selection criteria.

Budget

\$1,450 of the award will be set aside for administrative costs, reimbursements, and unexpected costs.

\$13,500 will be reserved for the Public Ally -- for their time, the preparation of graphics, meeting materials, and public information.

\$30,000 will be reserved for consultant services -- for their time, the preparation of graphics, meeting materials, and public information.