



Plaza Roosevelt

**Habitat for Humanity of Kent County
Plaza Roosevelt Development Project**

Plaza Roosevelt Project Manager

**Call for Applications
August 2019**



Table of Contents

Table of Contents	2
Timeline	3
Project Summary	4
Background + History	5
Purpose	6
Scope of Work	7
Anticipated Deliverables	8
Qualifications	8
Application	8
General Application Information	9
Application Review Criteria	9
Reference Checks	10

Timeline

August 21, 2019	Release Call for Applications
September 18, 2019 By 5:00pm EST	Application Deadline: to be submitted via email to JoAnn Smith at jsmith@habitatkent.org
September 27, 2019	Select Individual
October 4, 2019	Notify applicants of decision
October 4, 2019 (No later than)	Finalize contract
October 2019	Begin project
June 30, 2020 (No later than)	Present final deliverables to Habitat Kent staff

Project Summary

For the past five years Habitat Kent has been bringing all of our partners together to accomplish more than we ever thought was possible in the Roosevelt Park neighborhood, but our role has outgrown our capacity to fill those expectations. We are now looking for someone to provide support as we continue our role as the convener of the collaborative Plaza Roosevelt project.

We are looking for someone who can assist us in the regular management that comes along with this role: setting agendas, preparing meetings, and coordinating with partners to host meetings on a rotating basis. This person will also work with us to help the partnership function more smoothly, now and in the future.

This will be a contract-based position working with Habitat Kent through the end of June 2020. The information below outlines more details of the project and what we are looking for in a qualified partner. If you have questions about the project, or if you would like to schedule a time to discuss the project with our staff, we are happy to talk to you! Please reach out to JoAnn Smith (616) 588-5248 or jsmith@habitatkent.org to schedule a time prior to the application deadline.

We are asking to have all applications returned to JoAnn Smith, jsmith@habitatkent.org, by 5:00pm on September 18.

Background + History

In 2013, Habitat for Humanity of Kent County began acquiring what has eventually added up to more than 5 acres of land along Grandville Avenue with the vision that it would be the foundation for neighborhood-focused revitalization.

Since that time, Habitat Kent initiated a series of neighborhood design charrettes, neighbor focus groups, and door-to-door surveys within the neighborhood in order to incorporate neighborhood input into the vision for the development. Neighborhood residents (neighbors) and stakeholders shared their desire for greater access to a variety of housing and businesses and a need for more programming for youth living in the neighborhood.

As a result of the energy and excitement generated by the neighborhood engagement process, other local organizations expressed interest in becoming part of a collaborative development of the site to provide the much-needed and wanted programming. The Plaza Roosevelt development seeks to build upon the existing strengths within the neighborhood by elevating neighbor ideas and leadership, creating space for community to gather, and increasing opportunities for neighbor ownership.

Eight organizations are partnering with the neighborhood to develop Plaza Roosevelt: Habitat for Humanity of Kent County, Mercy Health Saint Mary's, Grand Rapids Public Schools, Dwelling Place, Grandville Avenue Arts & Humanities, Ferris State University, the Hispanic Center of West Michigan, and the Roosevelt Park Neighborhood Association. In addition, an independent group of neighbors was created – the Neighborhood Partner Committee – to join the eight organizations. These neighbors participate in all aspects of the planning process to ensure that the resident voice is integrated into all levels of the project, including key decision making. These organizations and the individuals who represent them collectively have been called the "Plaza Roosevelt Partners".

Together, the "Partners" created the following vision: **Plaza Roosevelt will be the culmination of a neighborhood-focused plan to enhance the physical, service, educational, healthcare, and social environments of the Roosevelt Park neighborhood. The goals are to strengthen the health, education, and economic outcomes for neighbors of Roosevelt Park.**

In May of 2019 the organizations each signed a memorandum of understanding (MOU) to hold each other accountable to signature contributions for the project. Along with this MOU, the partners created "Operating Guidelines" for how we define relevant terms such as equitable development and community engagement. These guidelines also lay out the foundations for how the group will continue to work together through the physical development of the site.

Partners have committed to bringing the following to the site:

- Affordable homeownership and rental housing opportunities
- Increased health services through Mercy Health Saint Mary's Clinica Santa Maria
- The construction of a new high school facility to accommodate the expansion of Southwest Community Campus (SWCC) from a PK-8 to PK-12

- Increased career and educational talent development initiatives provided through Ferris State University
- Shared community spaces and out-of-school time programming for teens

In addition to the shared vision statement, the Plaza Roosevelt Partners have created the following North Star statement, roles and guiding principles:

OUR NORTH STAR

The neighbors of Roosevelt Park have the wisdom, experience, and determination necessary to create a thriving neighborhood. We believe in empowering neighbors to develop solutions and inform revitalization. Plaza Roosevelt will be the culmination of a neighborhood-focused plan to strengthen the physical, service, educational, healthcare, and social environments of the Roosevelt Park neighborhood.

OUR ROLES

- **LISTEN** to neighbors and advocates to understand their perspective, insights, hopes, and dreams
- **PARTNER** across sectors and issue areas to develop creative solutions to systematic challenges
- **ADVOCATE** for equitable access to affordable housing, employment, education, health care, and essential goods and services
- **CONVENE** opportunities for neighbors to imagine their neighborhood's future and make their voices heard
- **CONNECT** the neighborhood to resources that can help make their shared goals a reality
- **CONTRIBUTE** our unique strengths, resources, and expertise for the success of Plaza Roosevelt and the health of the Roosevelt Park neighborhood
- **BUILD** a physical environment that reflects and celebrates the unique culture and pride of Roosevelt Park

OUR GUIDING PRINCIPLES

- We engage in open, respectful dialogue with each other and with our neighbors
- We listen and share from our hearts
- We embrace opportunities to learn
- We support equitable development that benefits people in the neighborhood
- We engage neighbors throughout the planning and implementation process
- We realize that we don't have all the answers, but are willing to find them
- We practice shared decision-making with the neighborhood

Purpose

The purpose of this project will be to support Habitat Kent as the current convener of this partnership and to support the implementation of the Plaza Roosevelt operating guidelines. This project will help to improve the working relationships of the partners by providing structure around communications, feedback, and support to Habitat Kent as convener.

Habitat Kent has been the convener of this partnership since we started acquiring the land for development in 2013. This convening role has been shared across a number of different staff members who have played a role in the development of the project. We are now seeking to combine all of this work that has previously been shared into one position to provide more consistency to the partners.

As a support to Habitat Kent, this person would create monthly meeting agendas, organize a meeting location and meeting host on a rotating basis amongst all the partners, compile monthly written progress reports from each partner, and support the partnership in maintaining project timelines.

In addition to the administrative tasks listed above, this person would provide accountability to each of the partners to implement the operating guidelines. This will require supporting regular check-ins with each of the partners on the progress of their signature contributions, along with supporting meeting facilitators in utilizing agreed upon structures for communication and decision-making.

Finally, this person will support the partnership in creating a plan for on-going convening and accountability to the operating guidelines. As it is written, Habitat Kent will continue to convene the partnership through the physical development of the site, at which point the partners will need to have a plan in place for how the group continues to exist and who will convene the partners beyond that point. Prior to the end of the contract, Habitat Kent will also require plans for how to maintain communication, feedback loops, and work plans established throughout this project.

This project will result in Habitat Kent and the partners having a clearer understanding of how we will continue to hold each other accountable to our signature contributions and what structures will help us in achieving our collective goals, moving towards increased independence of this partnership into the future.

Scope of Work

Habitat Kent is seeking a project manager to help complete the following:

- A. Support the partnership by preparing monthly meeting agendas
- B. Organize meeting hosts and facilitators on a rotating basis amongst the partners
- C. Support the partnership by compiling monthly progress reports before each partner meeting
- D. Monitor project timelines and ensure all project activities are completed in determined timelines
- E. Hold all partners accountable to the operating guidelines and key contributions through regular progress updates and in-person meetings
- F. Establish and implement communications structures for open partner communication between meetings
- G. Provide a plan for the partnership for the implementation of the shared leadership
- H. Provide general support to Habitat Kent as we guide the vision and strategy for the Plaza Roosevelt partnership
- I. Attend a weekly check-in meeting with Habitat Kent staff involved in leading aspects of the project

Anticipated Deliverables

- A. On-going administrative support through the development of agendas, progress updates, and coordinating meetings amongst the partners
- B. A partnership work plan outlining recommendations for the on-going implementation of the operating guidelines for the partnership
- C. A communications plan outlining structures for on-going communication outside of formal meeting times
- D. A plan for the future of convening the partnership

Preferred Qualifications

To accomplish the scope requested, the project manager will need to possess the following qualifications:

- Knowledge of community development issues, healing racism and cultural competency
- 2-4 years of project management/supervisory experience
- Experience working with complex, multi-faceted projects
- Experience developing and implementing operational structures
- Knowledge of Collective Impact or other partnership structures, preferred
- Strong organizational skills and the ability to manage multiple projects efficiently

Application

Applications must include the following information.

General Information

The application should include the name, title, address, phone number, and email address of the applicant.

Consultant Qualifications

The application must describe the qualifications of the individual to carry out the proposed scope of work, including expertise, knowledge, and experience. Experience should include examples of conducting similar or related work.

Work Plan

The application should indicate a schedule of activities to complete the project within the time allotted. Key dates:

- Final recommendations to be provided to Habitat Kent by June 30, 2020

Please provide a detailed description of the following:

- Specific activities to be conducted
- A timeline of when activities will be completed

- Milestones and deliverables attached to activities; specifically identifying progress updates towards achieving project deliverables
- A proposed payment schedule tied to milestones and/or deliverables (can be a separate attachment). Budgets should not exceed \$45,000.

Additional Documents

In addition to the proposed narrative, please attach the following to your submission:

- A proposed budget and deliverables attached to budget items
- Up to two other documents that will help demonstrate experience or expertise

References

The application should include one or two references of individuals who can speak to their experience with the individual in conducting similar or related work. Information regarding each reference should include the individual's name, affiliation, telephone number, and email address.

General Application Information

Habitat for Humanity of Kent County is serving as the point of contact for inquiries related to this Call for Applications. All questions/inquiries regarding this project may be directed to JoAnn Smith, at jsmith@habitatkent.org or (616) 588-5248.

Proposal Submission

Applications must be submitted by email to JoAnn Smith at jsmith@habitatkent.org by 5:00 PM on Wednesday September 18, 2019.

Application Review Criteria

The application will be reviewed and evaluated based on the following criteria:

Qualifications

(35 points)

- The individual meets all qualifications needed to complete scope of work
- The individual has prior experience on similar projects
- The supporting documents demonstrate an ability to meet the desired outcomes

Scope of Proposal

(30 points)

- The application demonstrates an understanding of the project objectives and desired result
- The application illustrates an approach to the scope of work that will likely lead to the successful development of an evaluation
- The application illustrates the individual's ability to successfully execute the approach proposed

- The application includes an appropriate process to interact with committee members and community stakeholders

Work Plan

(25 points)

- The application adequately details project activities and milestones or deliverables associated with each stage of the scope of work
- The application includes a detailed timeline for each stage
- The work can be completed within the project timeline

Budget

(10 points)

- The application includes a detailed budget for each stage of the scope of work
- Proposed costs are reasonable
- Proposed schedule of payments corresponds appropriately with tasks, milestones, or deliverables

Reference Checks

Information from references will be evaluated using the following criteria. The evaluation will be labeled as satisfactory or unsatisfactory.

- The reference would hire the individual again
- The original Scope of Services was completed within the specified timeline
- Interim deadlines were met in a timely manner
- The individual was responsive to the reference's needs
- The individual anticipated problems, and solved them quickly and effectively
- The original Scope of Services was completed within the project budget
- The individual was a valued partner in the developmental process

Selection will be based on the written application and the results of the reference checks. All individuals who submit an application will be notified if they have been selected or not by September 27, 2019.