



Request for Proposals for Consulting Assistance to Develop Needs Assessments for a Transformational CORE Center for The Last Green Valley National Heritage Corridor

September 6, 2022

The Last Green Valley, Inc. (TLGV) is seeking the services of a consultant with expertise in developing and implementing needs assessments for non-profits and municipal boards in preparation for a potential Relationship Hub and Education Center for The Last Green Valley National Heritage Corridor.

Project Background

The Last Green Valley, Inc. (TLGV) is seeking to transform its work with the creation of a new CORE Center – a Corridor Gateway, Operational Headquarters, Relationship Hub and Education Center – that will be a highly visible symbol of a vibrant National Heritage Corridor. This Phase I project includes the research and planning necessary to design a CORE Center that meets community needs and ensures a sustainable future for TLGV, its many partners and The Last Green Valley National Heritage Corridor.

The CORE Center will be an innovative and impactful multi-purpose space that will serve as:

- A Corridor Gateway destination for residents and visitors, where we can share our love of The Last Green Valley, offer opportunities to experience its extraordinary landscape and inspire current and future stewards;
- An anchor for TLGV's Operational Headquarters, with office spaces designed to help us work more efficiently and effectively, not just in the building but throughout the Heritage Corridor;
- A Relationship Hub, a place to forge stronger relationships with our non-profit partners by offering shared spaces, shared services, shared staff and other resources to help our partners achieve their goals; and
- An Education Center, to build capacity through training and educational opportunities with our municipal and non-profit partners that will shape The Last Green Valley's future.

Scope of Work

The consultant will be responsible for the following tasks and deliverables:

Task 1 – Work with TLGV to develop a needs assessment of TLGV's non-profit partners to ascertain interest in shared spaces, shared technology, shared services, shared educational opportunities and other needs a new CORE Center Relationship Hub could fulfill. Deliverable: Non-profit partner needs assessment design and implementation strategy. Deadline: November 30, 2022.

Task 2 – Administer the needs assessment, conduct a limited number of focus group sessions to obtain more detailed information, and compile the results in a Non-Profit Partner Needs

Assessment Report. The Report should include recommendations that will assist TLGV in planning and designing a new CORE Relationship Hub and Education Center. Deliverable: Non-Profit Partner Needs Assessment Report. Deadline: January 31, 2023.

Task 3 – Work with TLGV to develop and administer a needs assessment of municipal partners, surveying for gaps in knowledge that local land use officials deem essential to their responsibilities that could be fulfilled by a new CORE Relationship Hub and Education Center. Deliverable: Municipal needs assessment design and implementation strategy. Deadline: November 30, 2022.

Task 4 – Administer the needs assessment, conduct a limited number of focus group sessions to obtain more detailed information and compile the results in a Municipal Needs Assessment Report. The Report should include recommendations that will assist TLGV in planning and designing a new CORE Relationship Hub and Education Center. Deliverable: Municipal Needs Assessment Report. Deadline: January 31, 2023.

Proposal Submission

Proposals should include a summary of qualifications and experience relevant to the needs of this RFP. Proposals should include a proposed schedule for meeting the deliverables, with all work to be completed by January 31, 2023. Costs may be submitted on a completed deliverables basis or on a time and materials basis, with a not-to-exceed total. The maximum contract award for this RFP is \$8,000.

Proposals should be submitted by email to Lois@tlgv.org, by 5 pm on Friday, September 30, 2022. TLGV expects to contract with the successful service provider by Friday, October 14, 2022, with all work completed under the contract by January 31, 2023. TLGV reserves the right to choose the best proposal based upon qualifications and experience of the consultant, ability to complete the job in a timely manner and cost effectiveness, or to reject all proposals and publish a new RFP.

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