REQUEST FOR PROPOSALS
RACIAL EQUITY ANALYSIS AND TRAINING

The Delaware Valley Regional Planning Commission (DVRPC) is seeking proposals from qualified consultants to work with DVRPC staff to advance racial equity and awareness. The selected consultant will assess the perspectives and experiences of existing DVRPC staff, as well as hiring and recruitment practices, and identify and conduct training programs. In addition, the consultant will organize and execute three, half-day workshops to help build the capacity of members of the regional Healthy Communities Task Force (HCTF) to advance racial equity in their work and communities.

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<th>DVRPC TIMELINE FOR RFP PROCESS AND COMPLETION OF PROJECT:</th>
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<tr>
<td><strong>Posting of Request for Proposal:</strong> Monday, May 21, 2016</td>
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<td><strong>Submission of inquiries by email:</strong> Friday, June 8, 2018 at 3 PM EST</td>
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<td><strong>Posting of responses to inquiries:</strong> Rolling basis</td>
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<td><strong>Proposal submission deadline:</strong> Friday, June 29, 2018 at 10:00 AM EST</td>
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<td><strong>Anticipated award of project:</strong> Thursday, July 26, 2018</td>
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**SUBMISSION INFORMATION:**
Proposal submissions are due no later than 10:00 AM EST on **Friday, June 29, 2018 at 10:00 AM EST**. Please submit your proposals via email to procurement@dvrpc.org. Please note that file sizes must be under 25 MB. Acceptable file types are .pdf, .doc, and docx.

Proposals submitted after the submission deadline, that do not strictly adhere to the above submission instructions, or that are non-responsive to any of the requirements of this RFP may be deemed disqualified and may be ineligible for award.

I. **Project Background**

Serving the Greater Philadelphia area since 1965, DVRPC’s vision is a prosperous, innovative, equitable, resilient and sustainable region, that increases mobility choices by investing in a safe and modern transportation system; that protects and preserves our natural resources while creating healthy communities; and that fosters greater opportunities for all.
DVRPC is the federally designated Metropolitan Planning Organization (MPO) for a nine-county region, including Bucks, Chester, Delaware, Montgomery, and Philadelphia counties in Pennsylvania; and Burlington, Camden, Gloucester, and Mercer counties in New Jersey. DVRPC sponsors and conducts studies, assists member planning agencies, and provides a forum for interagency cooperation and public input into funding decisions.

As an organization, DVRPC serves a wide and diverse population, and seeks to promote a diverse staff that better mirrors the diversity of the regional population. To that end, we have created a Diversity and Inclusion Committee, and undertaken a variety of steps in the area of recruitment and hiring, but seek further review and recommendations in order to recognize and advance best practice.

In addition, DVRPC seeks to more fully understand the experiences and perspectives of current staff, to learn and apply best practices in regard to internal policies, to identify the needs for ongoing training for staff at all levels, and to work deliberately and consistently to create a culture of inclusion at DVRPC that is free of any bias or bullying.

DVRPC seeks to take action as needed to advance our adopted Shared Values:

- Act as stewards and promoters of our region
- Communicate respectfully and share resources generously
- Encourage inclusiveness and honor differences
- Be innovative, flexible, and willing to take risks
- Bring your best self to work, and appreciate personal motivations
- Trust that excellence is everyone’s goal.

II. Healthy Communities

Healthy Communities Planning recognizes that the way we design and build our communities can affect our physical and mental health. It acknowledges that many different people—planners, designers, transportation officials, developers, and other decision-makers—have a role to play in ensuring that everyone has the opportunity to live a healthy life.

DVRPC first convened the Healthy Communities Task Force (HCTF) in 2014 to bring together public health, planning, and related professionals in the Greater Philadelphia area. Since then, the HCTF has met quarterly as a venue for people interested in fostering healthy communities to learn about other communities that are successfully integrating planning and public health. It serves as a way for professionals in these fields and stakeholders in our communities to deepen their understanding of healthy communities and build the relationships to achieve them. More information on the HCTF, including materials from past meetings, can be found at https://www.dvrpc.org/Committees/HCTF/.

Throughout 2018, the HCTF is focusing on the intersection of social justice and health. To
date, the HCTF has hosted several meetings. A meeting on Residential Segregation and Health was held on January 31, 2018 and a meeting on Discrimination, Trauma, and Health was held on May 16, 2018. A meeting on Vision Zero and Equity is planned for September 28, 2018.

To complement these informational meetings, the HCTF seeks to host a series of half-day, interactive workshops that will not only provide attendees with a better understanding of racial equity and racism, but also give them the tools to advance racial equity within their own organizations and communities.

III. Scope of Work and Deliverables

The scope of work for this project involves two separate, but related areas. First, the consultant will conduct outreach and analysis of DVRPC staff to understand attitudes, conditions and experiences, assess our recruitment and hiring practices, and work with staff to develop training programs as needed and identify other steps as an ongoing plan of action. Second, the consultant will work with leadership of the Healthy Communities Task Force to develop three half-day workshops over a six-month period. DVRPC and/or the Healthy Communities Task Force may also seek additional tasks from the consultant, to be determined, as an addendum to the scope of work and contract.

The consultant team is requested to prepare distinct scopes of work, schedules and budgets for each of these two task areas.

III(A). DVRPC Tasks

This RFP seeks a qualified consultant to work with DVRPC to identify and assess the perspectives of DVRPC staff in regard to racial attitudes and experiences at DVRPC; to examine our existing recruitment and hiring practices with a goal toward increasing diversity among the staff; to identify, develop and conduct training programs for DVRPC staff; and to work with DVRPC staff and Board members to develop an ongoing plan of action.

While we seek recommendations from the consultant team regarding specific tasks and the sequencing of events, the preliminary scope of work and tasks could be as follows:

1. DVRPC has established a Diversity and Inclusion Leadership Committee (Committee), consisting of five staff members, working with the Director of Operations and the Manager of Human Resources, to help identify and direct actions in this area. The consultant will meet with the Committee to review the proposed scope of work, and identify issues, priorities and preferred approaches.

2. The consultant will prepare a survey to be administered anonymously to all DVRPC staff (approximately 120 people, including full-time staff and interns). Review questions with the Committee.

3. As identified by the Committee, the consultant will conduct personal interviews with up to 25
staff members at DVRPC, to represent a range and sampling across the agency, across job functions, across tenure, across levels of responsibility, and across racial and gender lines. The intent of the interviews is to assess the experiences and perspectives of existing staff in regard to the internal environment at DVRPC, in particular in regard to any racial bias or bullying, and feelings of support and inclusion. Questions will be reviewed with the Committee.

4. Review recruitment and hiring practices with the HR staff. This may include a review of the language used on the DVRPC website and job announcements, outreach and placement efforts for available jobs, applicant review and screening criteria, manager review and prioritization, and interview and selection processes. In addition, review additional steps DVRPC has taken to more broadly expand diversity in the planning field to “feed the pipeline” for future staff.

5. Review other existing policies and procedures at DVRPC designed to support and engage existing staff. This could include the onboarding experience for new employees, Social Club events and engagement, formal policies as delineated in the Policies and Procedures Manual, and informal practices that define the “culture” at DVRPC.

6. Based on the review of policies and practices; the staff survey; and the series of interviews: prepare a preliminary set of findings and recommendations, including recommended training needs for staff, and changes to existing policies and practices. Review findings with the Committee and senior staff.

7. Based on the review of findings and recommendations with the Committee and senior staff, finalize the report.

8. Prepare and conduct training sessions for DVRPC staff, based on the agreed-upon findings and recommendations. Note that the specific scope, format and extent of these training sessions will be dependent on the analysis, and a separate scope and budget will be determined at that time.

III(B). HCTF Tasks

In addition, the selected consultant will implement three, half-day workshops for the HCTF. The goals for HCTF members are to:

- Increase their understanding of individual, institutional, and structural racism, and how all levels of racism intersect with social conditions and health;
- Acquire the tools to analyze their policy, programs, and practices through a racial equity lens;
- Gain the skills to promote racial equity within their own work, organizations, and communities; and
- Learn effective strategies for communicating about race.

Although there is flexibility on the content of the workshops, DVRPC is firm in its desire for an interactive workshop that provides attendees with the confidence to apply the skills they
learned in their work and/or communities to help advance healthier, more equitable communities.

Workshops will likely be held at DVRPC’s offices located at 190 N. Independence Mall West, 8th Floor, Philadelphia, PA 19106. Each workshop should be no longer than four hours.

DVRPC will assist with all aspects of the workshop including securing a venue for the workshop, arranging for food and drinks, and promoting the event with our planning and public health partners. DVRPC staff can also help to facilitate breakout sessions and prepare data and materials in coordination with the consultant.

The workshops are intended to benefit planning and public health professionals within the DVRPC nine-county region. Participants may include stakeholders and partners working on health and built environment issues, such as representatives from local planning departments, hospitals, universities, and nonprofits working on issues like food access, active transportation, age-friendly communities, and air quality. The workshops will also be open to the general public.

Participants will be representing their own organizations and are not currently collaborating on any one project as a collective group. The HCTF does not have a specific project or goal that it is working towards; rather it wants to offer this training to its members and supporters to help advance racial equity within each of their organizations and communities across the DVRPC region.

DVRPC estimates that approximately 50 to 70 participants will be in attendance at the HCTF workshops.

Although HCTF participants may be encouraged to attend all three workshops, some may choose to only attend one or two of the workshops. Workshops may build off of each other, but prior attendance should not be required.

The potential dates for the first workshop are listed below. Subsequent workshops will be held between January 2019 and April 2019, on dates that are amenable to both DVRPC and the selected consultant. Applicants should be able to administer a workshop on any of the dates specified below.

- November 1, 2018
- November 29, 2018

IV. Technical Proposal Requirements

The proposal, transmitted as a PDF file should contain the firm name and be titled “Technical Proposal.” The proposal must contain the following elements in order:
A. **Cover letter** from a principal of the consulting firm, providing summary of proposed solution of the project, along with primary contact information (phone number and email address). (1 page maximum)

B. **Project Team Description** including qualifications, relevant experience, and contact information for each team member. Please identify the project manager, key personnel, and any sub-consultants, and include an organizational chart of the project team, if available. If team of consultants, explain how team may have previously worked together. (5 page maximum)

C. **Detailed Summary of Experience** with a background summary of the firm, including a description of the firm’s specialized experience and technical competence related to the type of work described in this RFP. Possible elements can include methods, approximate geographic size, project’s beginning and end dates, explanations of significant delays, and lessons learned. A list of at least three relevant projects and associated references including name, address, and phone number of a person familiar with the project and available to respond to a phone call. (5 page maximum)

D. **Proposal Scope of Work Narrative for DVRPC Tasks** providing sufficiently detailed information of project methods and discussion of their approach so that the respondent’s competence and ability to provide the required deliverables of task and products is clearly demonstrated. The narrative should specify which tasks will be done by the lead consultant and which tasks will be done by sub-consultants, if applicable. Consultants are invited to present alternative methodologies that would enhance the deliverables or shorten the time required to complete the deliverables. The narrative should include a detailed description of the firm’s vision for the DVRPC tasks, including:
   1. Outreach, survey and interview approach,
   2. Analysis of recruitment and hiring practices,
   3. Potential training programs and sample criteria

(8 page maximum)

E. **Proposal Scope of Work Narrative for HCTF Tasks** providing sufficiently detailed information of project methods and discussion of their approach so that the respondent’s competence and ability to provide the required deliverables of task and products is clearly demonstrated. The narrative should specify which tasks will be done by the lead consultant and which tasks will be done by sub-consultants, if applicable. Consultants are invited to present alternative methodologies that would enhance the deliverables or shorten the time required to complete the deliverables. The narrative should include a detailed description of the firm’s vision for the HCTF workshops, including:
   1. Training activities,
   2. Sample curricula,
   3. Expected deliverables and/or skills that participants will gain by attending.

(6 page maximum)
The Technical Proposal should be no longer than 25 pages in length (exclusive of supporting materials).

Please Note: All Technical Proposals are to be sent via e-mail separate from the Administrative Proposal to procurement@dvrpc.org.

V. Administrative Proposal Requirements

The Administrative Proposal should contain elements A through C:

A. Certification of Eligibility – A certificate is to be included in the proposal for each firm stating that: "The firm is not ineligible to receive award of a contract due to the firm’s inclusion on any Federal, Pennsylvania, or New Jersey state lists of debarred contractors, or otherwise ineligible to be awarded a contract using Federal or state funds." This statement should be written on your firm’s letterhead and should be signed by an officer of the firm.

B. DBE/SBE Letters – The consultant or any sub-consultants must submit letters, if applicable, demonstrating that they are certified as a DBE/SBE firm by the Commonwealth of Pennsylvania.

C. Project Cost Budget for DVRPC Tasks – The selected consultant will be asked to provide a detailed project cost budget estimate for the DVRPC tasks, utilizing the schedule attached to this RFP. Please see Attachment A: Contract Pricing Proposal.

D. Project Cost Budget for HCTC Tasks – The selected consultant will be asked to provide a detailed project cost budget estimate separately for the HCTF tasks, utilizing the schedule attached to this RFP. Please see Attachment A: Contract Pricing Proposal. A separate detailed budget is to be prepared by the prime and each subconsultant.

Please Note: All Administrative Proposals are to be sent via e-mail separate from the Technical Proposal to the attention of Sonia Lee, at slee@dvrpc.org.

VI. Evaluation Criteria

A consultant selection committee consisting of representatives from DVRPC staff and members of the HCTF will evaluate each proposal, properly submitted, and, at its discretion, recommend a firm to the DVRPC Board.

Criteria have been established to guide the evaluation of each consultant proposal. The following weighted criteria will be used to evaluate and rank proposals:

A. Approach and project understanding (35%)
B. Professional qualifications and experience with similar work (35%)
C. Competitiveness of Pricing (15%)
D. Ability to perform within schedule and budget, including records of past performance (15%)

Negotiations for award of the contract will be to the firm that best meets the evaluation criteria. DVRPC reserves the right to reject all proposals. DVRPC reserves the right to negotiate cost and scope elements with the leading firm.

VII. Contract

The contract will be between DVRPC and the selected firm who will be technically and administratively responsible to DVRPC. DVRPC will authorize all payments to the selected firm. The contract will be cost reimbursable with a fixed fee, not to exceed type.

Length of contract and availability of funds will be provided in the contract details. Should additional funding become available for related work DVRPC may negotiate with the selected consultant to perform the work for up to three additional years.

VIII. Inquiries Regarding this Solicitation

All inquiries related to this RFP should be directed to procurement@dvrpc.org and submitted no later than Friday, June 8, 2018 at 3 PM EST. Inquiries may not be considered if not received by then. DVRPC will respond to questions it considers appropriate to the RFP and of interest to all applicants, but reserves the right, in its discretion, not to respond to any question.

All inquiries and responses will be posted on a rolling basis on the DVRPC website at the location of the posting of the original RFP at http://www.dvrpc.org/Consultant/.

Responses posted on DVRPC’s website become part of the RFP upon posting. DVRPC reserves the right, in its discretion, to revise questions and responses to questions after posting, by posting the modified response. No oral response to any applicant question by any DVRPC employee or agent shall be binding on DVRPC or in any way considered to be a commitment by DVRPC.

IX. Disadvantaged Business Enterprises

The Delaware Valley Regional Planning Commission is committed to providing opportunities for Disadvantaged Business Enterprises (DBE) to compete for work. DBEs are certified by the Pennsylvania Unified Certification Program (PAUCP) and the New Jersey Unified Certification Program (NJUCP) in accordance with 49 CFR Part 26. Any party that enters into an agreement with DVRPC is encouraged to involve DBEs in the required work and to submit
documentation of any such involvement in the proposal narrative and budget.

Any party that enters into an agreement with DVRPC shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any agreement or in the administration of its DBE program or the requirements of 49 CFR part 26. All parties to DVRPC agreements shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of any subagreements and in addition each prime contractor or subrecipient must include the following assurance in any subcontracts entered into:

“The contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR part 26 in the award and administration of this agreement.”

DVRPC Disadvantaged Business Enterprise Policy

DVRPC encourages all prospective consultants to use the following links to the PA and NJ Unified Certification Program to locate DBE firms to utilize as sub-consultants.

PA - Unified Certification Program
https://www.dotsbe.pa.gov/PAUCPWeb/paucp/viewHome.do

NJ - Unified Certification Program
https://njucp.dbesystem.com/

Submission Requirements:
The Respondent, using the attached DBE Participation Schedule (Attachment B), is required to furnish the following documentation as part of its technical proposal:

- The names and addresses of DBE firms that will participate in the Contract;
- A description of the work that each DBE will perform; and
- The percentage of participation of each DBE firm participating.

X. Small Business Enterprise & Emerging Small Business Enterprise Programs

In addition to DBEs, DVRPC encourages the use of small businesses under the following programs: Small Business Enterprise (SBE) in Pennsylvania, and Emerging Small Business Enterprise (ESBE) in New Jersey.
Small business concerns are those entities seeking to participate in contracts that meet the definition of a small business concern set forth in Section 3 of the Small Business Act and Small Business Administration regulations as per 13 CFR Part 121.

These programs are designed to facilitate greater participation of small businesses in transportation related procurements. Any party that enters into an agreement with DVRPC is encouraged to involve SBE/ESBEs in the required work and to submit documentation of any such involvement in the proposal narrative and budget.

Contractors looking for certified SBEs can search these online databases:

Pennsylvania Small Business Enterprise Program
https://www.dotsbe.pa.gov/SBEWeb/sbe/viewHome.do

New Jersey Emerging Small Business Enterprise (ESBE) Program

Contractors must maintain records to ensure compliance with 49 C.F.R Part 26 obligations by indicating the number of DBE, SBE/ESBE, and non-DBE/SBE/ESBE subcontractors, the type of work performed on the project, documentation of efforts to secure DBE/SBE/ESBE firms for available subcontracting opportunities and the means of communication used to obtain the services of DBE/SBE/ESBEs, and dollar amounts paid to DBE/SBE/ESBEs.
ATTACHMENT A

Contract Pricing Proposal Sample

https://www.dvrpc.org/consultant/files/price_proposal.xls

https://www.dvrpc.org/consultant/files/price_proposal-non-profit.xls
ATTACHMENT B
DISADVANTAGED BUSINESS ENTERPRISE (DBE) PARTICIPATION SCHEDULE

As specified in the DBE Participation Section included in the Request for Proposal Documents, the Proposer shall furnish to DVRPC’s satisfaction the details of disadvantaged business enterprise participation.

A. TABLE I. ALL WORK TO BE PERFORMED BY DBE’S

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<tr>
<th>1</th>
<th>NAME OF DBE FIRM</th>
<th>2</th>
<th>CONTACT PERSON (Business Address &amp; Telephone Number)</th>
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<th>DESCRIPTION OF WORK TO BE PERFORMED</th>
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<th>TOTAL DBE AGREED PERCENTAGE TO BE CREDITED TO DBE GOAL</th>
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Project Name:  

Name:  

Title:  

Signature:  

Date:  

Firm or Corporation:  

Email:  

Telephone No.:  
Proposers are hereby notified that the information contained herein will be verified with the designated DBE firm. Additionally, if and when the award of a contract is made, all DBE firms listed herein will be simultaneously notified of the award. DVRPC reserves the right to waive informalities herein in its sole reasonable discretion. All percentages must be expressed as a percentage of the Proposer’s total maximum price to DVRPC.