

# REQUEST FOR PROPOSALS

## Community Outreach and Engagement for BioFabrication Cluster Transportation Equity Study

The Advanced Regenerative Manufacturing Institute (ARMI) requests scope of work and fee proposals for support of the BioFabrication cluster in Manchester. Specifically, ARMI seeks to engage community members in defining the general and specific challenges associated with access and mobility in the Greater Manchester area and within existing and future/proposed Manchester Millyard development.

### BACKGROUND

On September 2, 2022, the Biden-Harris Administration announced the BioFabrication Cluster as one of 21 winners of the \$1 billion [Build Back Better Regional Challenge](#) (BBBRC). Administered by the U.S. Department of Commerce's Economic Development Agency (EDA), the BBBRC challenged communities to identify a set of interconnected investments that could transform their local economic, expand economic opportunity and competitiveness, and create thousands of good jobs.

The BioFabrication Cluster, led by the City of Manchester, received approximately \$44 million in grants to create jobs in the biomedical manufacturing field while establishing Southern New Hampshire as the global epicenter for the production and distribution of regenerative tissues and organs. The largest programmatic (non-construction) element of this funding is the Work & Learn Program.

### PROJECT DESCRIPTION

**Work & Learn Program:** Led by Southern New Hampshire University (SNHU) in partnership with the University of New Hampshire (UNH), Manchester Community College (MCC) and ARMI, the Work & Learn Program will provide training, work-study programs, and other career and technical education pathways in biofabrication. By focusing on removing barriers to access such as technology, transportation, and language, the Work & Learn Program aims to have at least 30 percent of direct new jobs created filled by area residents most in need, increasing their ability to earn a family-supporting wage.

The Work & Learn Program is launching an Equity Advisory Committee (EAC) composed of representatives from community organizations and other groups that work directly with the program's target underserved populations.

**Transportation Equity Study:** Transportation is one of the key barriers historically underserved and marginalized populations face in accessing family supporting wages. In order to ensure access to education and opportunity in the BioFabrication Cluster, ARMI and the City of Manchester are sponsoring a transportation equity study through the U.S. Department of Transportation's Volpe National Transportation Systems Center (Volpe). The study will identify

and propose strategies to remove transportation barriers for underserved and marginalized populations in the Greater Manchester area.

The majority of jobs created by the BioFabrication Cluster will be located within the Manchester Millyard. In alignment with EDA's investment priority of environmentally-sustainable development, the study will also identify and propose strategies to reduce reliance on automobiles within the Millyard to provide congestion relief, improved air quality, and safer streets for pedestrians and cyclists.

***Community Outreach and Engagement Plan:*** The development and execution of a community outreach and engagement plan is key to the success of the transportation equity study. This will ensure the voices of the community members and their lived experiences are directly incorporated into defining the specific challenges associated with access and mobility in the Greater Manchester area and within the existing and future/proposed Manchester Millyard development.

## SCOPE OF SERVICES

It is the intent of this selection process to identify a partner with experience in developing and executing community outreach and engagement plans that incorporate the voices of relevant stakeholders and provide actionable feedback.

Specifically, the Contractor will provide the following services:

- ***Community Outreach and Engagement:*** Design and execute a community outreach and engagement plan that centers the voices and wisdom of historically underserved and marginalized populations and synthesizes actionable information to inform enhanced transportation equity in Greater Manchester.
  - The design process should include a meeting with Volpe, the Work & Learn Program leads, and relevant EAC members to discuss and solicit input on the community outreach and engagement plan.
  - The design process should remain neutral with regard to eventual proposed solutions and focus on ensuring the input of communities throughout the Greater Manchester Area, including those historically marginalized, is effectively represented.
  - The design should incorporate publicly available data sources, including on demographics, housing, and transportation, to inform an outreach and engagement approach.
  - The plan should develop a schedule of community outreach and engagement activities, in alignment with Volpe's tasks, to ensure community input is incorporated at various stages of development of the transportation equity study.
  - The plan should identify relevant community groups, organizations, and other entities for inclusion in engagement activities, as well as strategies to overcome access barriers (i.e., language, mobility), to ensure all materials and engagement opportunities are available to as broad a range of participants as possible.

- *Analysis & Reporting:* Lead analytic activities, including information and data gathering, to achieve effective, equitable representation of Greater Manchester communities. In coordination with Volpe, analyze information and data collected through community outreach and data activities and prepare a final report that identifies themes and proposed solutions for the transportation equity study.
  - Activities may include, but are not limited to: focus groups, participant/household interviews, and/or storytelling/first-person short form narratives.
  - Volpe will provide materials documenting key details of its deliverables for use in community outreach and engagement activities.

## **SCHEDULE**

ARMI desires to begin this project as soon as possible after award notification and end no later than April 13, 2024. Please provide a proposed schedule in the response.

## **PROPOSAL PREPARATION**

The proposal must include the following information:

1. Method and approach (3 pages maximum)
  - a. Conceptual community engagement and outreach activities based on information contained in this request for proposals
  - b. Conceptual list of community groups, organizations, and other entities to engage based on the information contained in this request for proposals
  - c. Conceptual timeline of community outreach and engagement activities, including targeted size and location, based on the information contained in this request for proposals
  - d. Any other relevant information that the applicant believes would provide value to this project based on the information contained in this request for information.
2. Fee proposal (addendum)
3. Organizational capacity (addendum)
  - a. Titles and names of staff members who will be responsible for the project and their experience in community outreach and education
  - b. Resume of the project lead(s)
4. Experience (addendum)
  - a. The number of years applicant has engaged in community outreach and engagement activities: 1) generally; 2) within the Greater Manchester area
  - b. At least two examples of relevant projects that were successfully completed with details on (1) strategies/tactics used and (2) lessons learned
  - c. At least two references from successfully completed projects of similar nature to that described in this request for proposals, including the name of the organization for which work was performed and the name, phone number, and email address of the individual at the organization who was responsible for managing the project.

Applicants must submit one electronic copy (e-mail submission) of the “Proposal” to ARMI at [bbbrc@armiusa.org](mailto:bbbrc@armiusa.org) no later than 4:00 p.m. on **Friday, November 17, 2023**.

Any questions concerning this “Request for Proposals” should be made to Steven Valentine at (703) 819-0204 or [bbbrc@armiusa.org](mailto:bbbrc@armiusa.org).

The proposal should be limited to three (3) pages of text, plus the addendum materials.

### **PROPOSAL EVALUATION CRITERIA**

Proposals shall be evaluated in accordance with the follow evaluation criteria:

- Method and approach:
  - Apparent understanding of the full scope of services to be provided
  - Strength of conceptual community outreach and engagement activities and list of organizations for engagement
  - Ability to fulfill the full scope of services within the necessary timeline
- Fee proposal:
  - Reasonableness of cost for proposed activities
  - Cost relative to number of conceptual community outreach and engagement activities to be provided
- Organizational capacity:
  - Strength of qualifications of the applicant specific to community outreach and engagement, particularly with regard to underserved and marginalized populations
  - Organizational capacity to provide the full scope of services on the timeline specified
  - Strength and experience of the project lead(s)
- Experience:
  - Applicant experience in community outreach and engagement activities: 1) generally; 2) within the Greater Manchester area
  - Documented experience with projects that were successfully completed and details on (1) strategies/tactics used and (2) lessons learned
  - Where possible, feedback from provided reference.

### **PAYMENT**

The EDA does not permit payment in advance as part of the BBBRC grant award. Payments may be made in installments or on a monthly reimbursement basis. This will be determined within the scope of negotiations.

## CONDITIONS OF PROPOSAL

### *Insurance and Indemnification Requirements*

The Consultant agrees to maintain in full force and effect:

Comprehensive General Liability insurance written on occurrence form, including completed operations coverage, personal injury liability coverage, broad form property damage liability coverage and contractual liability coverage insuring the agreements contained herein. The minimum limits of liability carried on such insurance shall be \$1,000,000 each occurrence and, where applicable, in the aggregate combined single limit for bodily injury and property damage liability; \$1,000,000 annual aggregate personal injury liability.

Automobile liability insurance for owned, non-owned and hired vehicles. The minimum limit of liability carried on such insurance shall be \$1,000,000 each accident, combined single limit for bodily injury and property damage.

Workers' Compensation insurance, whether or not required by the New Hampshire Revised Statutes Annotated, 1955, as amended, with statutory coverage and including employer's liability insurance with limits of liability of at least \$100,000 for each accidental injury and, with respect to bodily injury by disease, \$100,000 each employee and \$500,000 per policy year.

Professional Liability insurance covering negligent acts, errors or omissions committed in connection with or arising directly or indirectly out of the services being provided to the OWNER under this agreement. The minimum limits of liability carried on such insurance shall be \$1,000,000 each claim and \$1,000,000 per policy year.

It shall be the responsibility of the CONSULTANT to ensure that any and all subcontractors comply with the same insurance and indemnification requirements.

### *No Conflict*

The Consultant, in submitting a proposal shall agree and so state in its proposal that no person acting for or employed by ARMI, has a direct or indirect financial interest in the proposal or in any portion of the profits which may be derived therefrom.

### *Legal Structure and Authority*

Each proposal shall include the legal name of the organization and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other legal entity. A proposal by a corporation or other legal entity shall also give the state of incorporation and have a corporate seal affixed, identify the principal place of business and any local office including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Consultant to a contract.

### *Compliance with Law*

The Consultant shall be required to comply with all applicable provisions of federal, state and local law both in its response hereto and in provision of any services by the selected Consultant. Each proposal shall include a statement indicating that the Consultant has read and understood all conditions as outlined in the RFP.

### *Proposal Held Open*

No Consultant shall be permitted to withdraw its proposal for a period of thirty (30) days after the time and date of the submission of the proposal as set forth in this document. All proposals shall remain valid and binding for that period of time.

The Consultant whose proposal is selected for recommendation shall not withdraw its proposal for an additional fourteen (14) days after notice of selection or recommendation. Given the urgency of launching this project, the selected Consultant shall execute a contract for services within five (5) business days of being requested to do so.

### *Reservation of Rights*

ARMI reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by ARMI at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of ARMI to do so.

Negotiation, if undertaken by ARMI, is intended to result in a contract which is deemed by ARMI, in its sole discretion, to be in ARMI's and the project's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the consultant. ARMI reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources; and additional work which may be identified subsequent to the starting date of the contract.

ARMI reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.

### *Consultant's Responsibilities*

The Consultant submitting a proposal for this project, shall be aware of all ARMI requirements, including insurance coverages, pertaining to contracting with ARMI for Professional Services and proposed fees should reflect any costs in connection with these requirements.

### *Work Authorization*

The Consultant will be authorized to do work by being given a "Notice to Proceed" which will include an approved schedule of work, fees and completion dates. Work shall commence within

two (2) calendar days of receipt of the “Notice to Proceed” and shall proceed continuously to completion.

### *Termination*

ARMI reserves the right to terminate the contract upon five (5) days written notice should the consultant fail substantially to perform in accordance with the Agreement. In addition, ARMI reserves the right to terminate the contract at any time or to reduce the Scope of Services in order to be consistent with the availability of funds. In the event of termination due to fault other than the Consultant’s, the Consultant shall be paid compensation for services performed to termination date or, in the case of a retainer, through the current period.

### *Federal Compliance*

The Consultant will agree by contract to comply with the applicable sections of 2 CFR 200, Appendix II, “Contract Provisions for Non-Federal Entity Contracts Under Federal Awards”, or such other terms as the granting agency may from time to time impose.