



Request for Proposals: Third-Party Facilitator for Anti-Displacement, Land Acquisition and Development Working Session(s) in Fifeville

Overview

The Fifeville Neighborhood Association (FNA), with coordination and financial support from the City of Charlottesville, is issuing a request for proposals (RFP) for a third party facilitator to help co-design and lead up to three *Anti-Displacement, Land Acquisition and Development Working Sessions*. The working session(s) will help advance implementation of the Cherry Avenue Small Area Plan.

The FNA is requesting competitive bids for the work to be completed. We estimate the cost to be no more than \$5,000. Cost will be one of the factors we consider in evaluating RFP responses.

The FNA and the City will review all proposals. Reviewers may consider any factors they deem necessary and proper, including but not limited to: price, quality of service, response to this request, experience, staffing, and general reputation. The final selection will be made by the FNA, taking into account the recommendations of the City.

Instructions

Please carefully review the instructions. Questions are due to fifvilleneighbor@gmail.com by Friday, November 12, 2021; responses will be compiled and posted on the FNA Facebook page and emailed directly to all respondents who asked a question. Proposals are due to fifvilleneighbor@gmail.com by Sunday, November 28, 2021.

Proposals shall be no more than 4 pages, and must include the following sections:

1. *Facilitator Bio and Qualifications*: A short bio and description of how the facilitator's experience relates to the preferred qualifications listed below.
2. *Project Experience*: Describe three projects of similar scope, with references included for each.
3. *Project Approach*: Describe proposed tasks, assumptions and timeline to complete the scope of work.
4. *Cost Estimate*: A cost estimate including the facilitator's hourly rate and cost estimate by task.
5. *Facilitator Resume*: This resume may be an attachment that does not count towards the page limit.

Proposal responses must be electronically transmittable.

Preferred Qualifications

The successful applicant will be able to demonstrate:

- Familiarity with the following plans/planning processes and their impacts on Fifeville: [Cherry Avenue Small Area Plan](#) (SAP), the [Cville Plans Together](#) process (including future land use and zoning), the [Affordable Housing Plan](#), and the [UVA Affordable Housing Initiative](#)
- Familiarity/resonance with the Fifeville neighborhood, its residents, and our development priorities
- Understanding of the key players in land development in Charlottesville and ability to advise the FNA on which players the working session(s) should focus on
- Successful design and third-party facilitation of action/outcome-oriented development discussions in Charlottesville
- Ability to successfully navigate power-dynamics and racial equity, build consensus, encourage development of win-win partnerships and capture actionable outcomes in development discussions
- Ability to develop effective meeting summaries, including clear and concise next steps

Scope of Work

Assist the Fifeville Neighborhood Association and the City of Charlottesville in co-convening a series of 1-3 working session(s) designed to discuss opportunities for anti-displacement measures, land acquisition and development in Fifeville. The FNA would like to receive recommendations from the facilitator both about working session design, number of working sessions and what combination(s) of participants will result in outcomes that best advance our development goals.

The key questions we are trying to answer with these working sessions are:

1. How can the FNA and local partners support Fifeville residents who are at risk of displacement and would like to stay in the neighborhood?
2. Do the City or non-profit/philanthropic sectors have any interest in property acquisition and development on Cherry Avenue or throughout Fifeville? What opportunities exist for partnerships that might jumpstart neighborhood-oriented development in alignment with the goals of the SAP?
3. How can we best partner with private landowners/developers to find win-win solutions for development along Cherry Avenue and throughout Fifeville that meet both residents' and developers' needs?

Working sessions should place a priority focus on opportunities to (1) ensure Black, Indigenous and People of Color (BIPOC) residents and extremely low, very low and low income residents (up to 80% AMI) can remain in Fifeville and (2) catalyze expansion of culturally welcoming and financially accessible affordable housing options and neighborhood-oriented commercial spaces in Fifeville. Outcomes of the working session(s) could include policy recommendations, identification of funding priorities and sources, identification of catalyst parcels for acquisition and development, development partnership

ideas for further exploration, opportunities for connecting residents to existing anti-displacement resources, etc.

The proposed project approach should include tasks that address the following:

- *One Scoping and Working Session Design Meeting with the FNA and City* to design a series of 1-3 working sessions and ensure consensus on priorities and approach. Strategic advising from the facilitator may be needed to determine:
 - Number of working sessions and a purpose/agenda for each,
 - Which stakeholders would be invited to which working sessions,
 - A strategy for balance between working sessions open to Fifeville residents and closed working sessions for targeted stakeholders, and
 - What background information working session participants will need to inform the discussion at each working session.
- *Design and facilitation of a series of 1-3 Working Sessions* designed to help the FNA, the City and local stakeholders move forward on the key questions identified above.
- *A Debrief and Next Steps Meeting with the FNA and the City, and draft and final documentation of outcomes* (e.g., a draft and final memorandum summarizing working session outcomes, recommendations and next steps).

Respondents may assume the following:

- Meetings between the FNA and City will be virtual and can be hosted by the FNA on Zoom.
- Working Sessions could be designed to be in person or virtual. If in person, working sessions will be held in a space donated by a community partner or the City.
- Working Sessions could be standalone events, or as appropriate could be tied into existing community events to better engage community residents.
- If food is needed, the FNA will work to get it donated. The facilitator does not need to budget for food costs.
- The City will provide printed copies of meeting agendas and other meeting materials identified by the planning team. The facilitator does not need to budget for printing costs.
- Neighborhood Development Services can help develop any Fifeville-specific maps or data that is recommended for the working sessions.

Please note: If cost constraints require it, respondents may submit a proposal that includes just one working session. Two or three working sessions are preferred due to the range of topics the FNA and the City are trying to address.

Project Background

The [Cherry Avenue Small Area Plan](#) puts forward the following vision statement for the future of the Fifeville community:

Cherry Avenue will be a vibrant mixed-use area that supports a diverse, thriving Fifeville Community. Development on Cherry Avenue will respect and preserve the history and culture of the Fifeville neighborhood.

New development and investment on Cherry Avenue and throughout the neighborhood will build a sense of community between long-time and newer residents and be accessible and welcoming to residents at the most vulnerable end of the socio-economic scale.

On March 1, 2021, Charlottesville's City Council adopted the Cherry Avenue Small Area Plan into the Comprehensive Plan. This plan represents many years of work on the part of neighborhood residents through the Fifeville Neighborhood Association, the Cherry Avenue Think Tank, and many engagement events held during the planning process. The Fifeville Neighborhood Association is eager to transition to implementation, and excited to work with the City Council, Planning Commission, staff, Fifeville residents, landowners and business owners, and other partners to advance the recommendations of the plan.

The Cherry Avenue Small Area Plan contains 58 recommendations organized under six topics. The [Cherry Avenue SAP Executive Summary](#) provides a skimmable list of all these recommendations on pages 7-12. Some recommendations are marked as low-hanging fruit. Others are longer-term recommendations that could benefit from some near-term next steps to build momentum.

During the March 1st council meeting, council members asked what the neighborhood's priorities for implementation would be. In response the FNA submitted a memo detailing several requests for immediate next steps from the City, including the following request: "*Co-Convene an Anti-Displacement, Land Acquisition and Development Working Session*: In partnership with the FNA, co-convene a working session on anti-displacement, land acquisition and development in late June 2021. Attendees may include City representatives (City Manager, assigned Liaison to the FNA, staff from the City's affordable housing fund), FNA representatives, major property owners, not-for-profit players in land development (e.g., PHA, CACF, Habitat, New Hill CDC), the University of Virginia (e.g., Affordable Housing Initiative, the Equity Center), CLIHC, and neighborhood-based organizations and business owners. Consider engaging a neutral facilitator with experience working on racial equity in Charlottesville for this meeting so that the City and the FNA can fully participate."