

CITY OF CARPINTERIA

**REQUEST FOR QUALIFICATIONS
FOR
CONSULTANT TO ASSIST CITY IN DEVELOPING
RACIAL EQUITY AND SOCIAL JUSTICE PROGRAM**



Issued: September 2, 2020

**Response Deadline:
September 25, 2020 (5:00 P.M.)**

ADDRESS ALL QUALIFICATION STATEMENTS TO:

**Dave Durlinger
City Manager
daved@ci.carpinteria.ca.us**

INTRODUCTION

The City of Carpinteria (“City”) issues this Request for Qualifications (“RFQ”) seeking qualified individuals or groups (“Consultant”) to assist the City in implementation of a racial justice and social equity program consistent with the City’s commitments in Resolution No. 5981. (See Attachment A.) Specifically, through its adoption of Resolution No. 5981, the City Council committed the City (1) collaborate with law enforcement to further community-oriented policing, build trust with the community and ensure the safety of all community members, (2) review and revise City policies to incorporate anti-racist policies into City government and ensure the equitable distribution of resources and public services, and (3) collaborate with, support, and amplify minority-owned businesses, community groups and non-profit organizations within the City and broader community (jointly referred to herein as the City’s “Resolution No. 5981 Commitments”).

To begin implementing its Resolution No. 5981 Commitments, on August 10, 2020, the City Council formed an ad hoc racial equity and social justice program planning committee (“Ad Hoc Planning Committee”) which is tasked with (1) researching and recommending to the City Council a Consultant to assist the City with implementing its Resolution No. 5981 Commitments, (2) working with the Consultant to develop a process, schedule, and budget for this work, and (3) further defining the role of a subsequent committee consisting of City Councilmembers and community stakeholders (“Blue Ribbon Committee”).

Upon completion of these initial tasks, it is envisioned that Ad Hoc Planning Committee will be disbanded and the Blue Ribbon Committee will be formed to continue the City’s progress in this area. It is the City’s intention that the Consultant will continue to work with the Blue Ribbon Committee to assist the City in implementation of its Resolution No. 5981 Commitments. The City envisions that one of the first steps will be developing and facilitating a community survey to identify individuals and stakeholders to participate in the Blue Ribbon Committee. Once the Blue Ribbon Committee is fully staffed, the City will also need assistance developing a process to institutionalize the City’s racial equity and social justice work such that it becomes a programmatic part of the City’s business (“Racial Equity and Social Justice Program”). The City anticipates that this set of work with the Blue Ribbon Committee may require a subsequent contract based on the directions provided by the Blue Ribbon Committee and stakeholder engagement.

BACKGROUND

As part of the City’s efforts to recognize, confront, and mitigate systemic racism, the City is putting forth this RFQ to formally initiate the process by which the City will implement its commitments made in Resolution No. 5981, including development of a Racial Equity and Social Justice Program. As discussed above, this process is likely to occur in various stages. While not included in the scope of this RFQ, the City notes the potential for the Consultant to partner with the City on a longer-term basis to help the City continue its Racial Equity and Social Justice Program planning and efforts.

The City recognizes the value and many contributions of local individuals, organizations, and institutions that have long been working in our region to address social and racial equity. While this RFQ and the ultimate selection of the Consultant is part of a public, ongoing process, the City welcomes and encourages local individuals and groups with such experience to respond and recognizes the value of local capacity and experience working within our community.

BACKGROUND ON THE CITY OF CARPINTERIA

The City was incorporated in 1965 as a “General Law” city governed by an elected five-member city council. Carpinteria is a relatively small coastal city of 2.59 square miles in Santa Barbara County, with a population of fewer than 14,000 individuals. The City is home to well-known beaches, mountain views and a diverse economy including strong tourism and agriculture as well as light industry and research and development. Race and Hispanic origin based upon the 2018 American Community Survey’s five-year estimates data profiles are as follows (percentages noted below are race alone or in combination with one or more other races unless otherwise specified): 45% Hispanic or Latino, 79.4% White, 4.8% Asian, 1% American Indian and Alaska Native, 0.5% Black or African American, 0.2% Native Hawaiian and Other Pacific Islander. The City is also home to 38.2% of persons who speak a language other than English at home, 10.5% are persons with a disability, and 4.5% of all families and people whose income in the past 12 months is below the poverty level.

The City provides a range of municipal services including law enforcement, land use, development review and permitting; construction and maintenance of City streets, storm drains, bridges and similar infrastructure type assets; park maintenance and recreation program; and general administration. The City contracts the law enforcement services with County of Santa Barbara Sheriff Department.

RFQ RESPONSE REQUIREMENTS

The City welcomes all Consultants to submit responses to this RFQ. The City will review and assess responses based on the Consultant’s experience and how well the responses address the City’s goals and objectives to implement its Resolution No. 5981 Commitments, develop a process, schedule, and budget for this work, and further define the role of the Blue Ribbon Committee.

The City requests the following specific information from Consultants:

- 1. Cover Letter.** Please include a cover letter which includes Consultant’s name, address, contact name for response, contact information (address, phone, cell, email, etc.). Please keep cover letter to one (1) page.
- 2. Experience.**
 - Please provide a statement of experience discussing applicable experiences, capabilities, and qualifications.

- Please include a discussion of similar work you and/or your company or organization have facilitated with public agencies.
 - Please provide a statement (as applicable) of experience working within our region, The City, or other jurisdictions with similar economic and social dynamics.
 - Please include specific examples which highlight your work including specific results, achievements and/or press.
3. **Work Approach and Schedule.** Please summarize your proposed work approach, implementation schedule, and availability.
 4. **Compensation.** Please include the proposed compensation structure and payment schedule for your services.
 5. **References.** Please provide a minimum of three (3) references, including contact information. The City is particularly interested in references from other public agencies. Please keep responses to two (2) pages).

RFQ RESPONSE PROCESS

Questions

Questions related to this RFQ should be emailed to Dave Durflinger, City Manager at daved@ci.carpinteria.ca.us no later than 5:00 P.M. on September 18, 2020.

Response Deadlines

To be considered, final RFQ submissions must be received in electronic form no later than 5:00 P.M. on September 25, 2020. Please send completed RFQ responses by email in PDF format to Dave Durflinger, City Manager at daved@ci.carpinteria.ca.us. Please identify any proprietary and/or confidential information as such.

SUMMARY OF RFQ PROCESS DEADLINES

The following is the schedule for responding to this RFQ. Please note the City is hoping to move quickly and hopes to complete developing a process, schedule, and budget and further defining the role of the Blue Ribbon Committee by early December 2020.

Item	Time (PST)	Date
Issuance of RFQ	NA	9/2/2020
Deadline for Questions	5:00 P.M.	9/18/2020
Deadline for City to Respond to Questions	5:00 P.M.	9/22/2020
RFQ Submission Deadline	5:00 P.M.	9/25/2020

Selection Process/Contract Negotiations	NA	9/25/2020 – 10/12/2020
Contract Execution	NA	10/12/2020

All inquiries, technical or otherwise, regarding this proposal process should be directed to Dave Dave Durflinger, City Manager at daved@ci.carpinteria.ca.us. Contact with personnel of the City other than the above regarding this request for proposal may be grounds for elimination from the selection process.

During the evaluation process, the City reserves the right, where it may serve the City’s best interest, to request additional information or clarification, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Please note that the above schedule is subject to change at the City’s discretion.

RFQ EVALUATION PROCESS

All submissions must be received by the posted deadline. At its discretion, the City may request Consultants that provide a timely and complete response to this RFQ to make a brief presentation to answer questions and better explain information provided in the RFQ. These presentations, if requested by the City, may be held during a scheduled public meeting.

The evaluation and selection of the Consultant will be consistent with the City’s authority and its interest in efficient, transparent and accountable local government decision-making.

Following the evaluation of responses the City may begin negotiations with preferred Consultant(s), re-issue the RFQ, and/or choose another direction that is deemed in the City’s best interest. Responding to the RFQ is not a guarantee of a contract award and the City reserves the right to withdraw this RFQ and/or to decline to award a contract.

The City thanks you in advance for your thoughtful response. For more information about the City please visit our website at <https://carpinteria.ca.us/>.