

Request for proposals: community engagement research project

Community Building for Environmental Justice in St. Louis Park

Project background

The City of St. Louis Park has been awarded funding through the Great Lakes Environmental Justice Thriving Communities Grantmaking (“TCGM”) program. This grant seeks to engage residents of census tracts 223.02 and 224 on the subject of climate change to better understand environmental and public health concerns in those neighborhoods.

The City of St. Louis Park is seeking community engagement services from a community engagement consultant or outreach organization who will assist the city in developing and conducting a community survey with the goal of summarizing results and laying the groundwork for a future “resiliency roadmap.” A resiliency roadmap is a living document that assesses climate and public health risks as identified by the community and establishes goals and action steps for addressing these vulnerabilities.

This work will largely focus on [census tracts 223.02 and block 4 of 224](#), home to nearly 4,000 residents in the Aquila and Texa-Tonka neighborhoods of the city. Identified by the Minnesota Pollution Control Agency (MPCA) as an environmental justice area, it has the city's highest BIPOC population (23%), lowest per capita income (\$31,912), and one of the highest disability rates (14%). The MPCA and Metropolitan Council data show these neighborhoods face extreme heat, above-average air pollution, and high energy burdens due to aging housing stock built mostly before 1970.

Communities that have faced historic and systemic discrimination often lack trust in governmental organizations. This work is the first step in beginning to restore and rebuild community agency, trust and collaboration between the city’s sustainability division and the community.

Funding for this work is provided by the U.S. Environmental Protection Agency and has been secured and distributed through the Minneapolis Foundation, a non-profit, 501(c) charitable organization based in Minneapolis since 1915. Read more about the organization and the grant program at <https://www.minneapolisfoundation.org/great-lakes/>.

Scope of work

The City of St. Louis Park is seeking proposals from local community engagement consultants to implement a 6-month long public engagement process followed by a creation of a report synthesizing the findings.

The chosen consultant team will be expected to:

- Develop a Public Involvement Plan that identifies all public engagement opportunities, along with roles, responsibilities, and actions for each event to be carried out
- Refine and conduct a community survey to gather feedback on the climate issues and opportunities experienced by community members
- In coordination with city staff, attend or host at least eight (8) community events to engage with residents and share the survey
- Distribute the community survey (both electronically and printed) with the goal of at least 500 participants (about 10% of target community population) that reflect the diverse demographics of this community

- Work with City of St. Louis Park communications staff to prepare communications and utilize available city communications channels, including social media, email marketing, flyers, etc., where applicable to support survey recruitment.
- Collect all data and synthesize the results of the survey to accurately summarize the key environmental and public health concerns of the targeted neighborhoods

The consultant is not expected to make implementation recommendations to staff based on the results of the survey.

City of St. Louis Park staff will assist with:

- Identifying key stakeholders and providing relevant contact information
- Identifying public events for tabling opportunities
- Drafting survey questions
- Create an online version of the survey and post it on the city website
- Printing hard copies of the survey
- Ensuring materials meet City of St. Louis Park design requirements
- Translating materials, if necessary
- Creating and posting/distributing media advertising
- Creating and mailing direct mail outreach
- Tabling at a subset of events

Deliverables

- Public Involvement Plan
- Final community survey
- Photos documenting outreach efforts at community events
- Raw data, i.e. survey results, notes from in-person conversations, etc.
- Final report summarizing findings that will be used by city staff to make policy and program recommendations.

Consultant Qualifications

- Demonstrated expertise and effectiveness with inclusive, culturally competent, and effective facilitation and community engagement strategies
- Demonstrated project management skills and comfort with written and verbal communication
- Experience applying equity principles to facilitation and community engagement work
- Experience building trust with communities vulnerable to disproportionate environmental impacts and other historically marginalized communities
- Ability to engage audiences both in-person and virtually
- Preferred qualification: demonstrated experience working on engagement around climate and/or environmental justice
- Preferred qualification: fluency in Spanish or Somali language

Proposal content

The proposal should be fully self-contained and display clearly and accurately the capabilities, knowledge, experience and capacity of the consultant to meet the requirements and functions included in the RFP.

Minimum qualifications and requirements include:

- A. Title page (consultant’s name, address, contact information, business structure)
 - a. Business structure should clearly state whether respondent is an independent contractor (uses form 1099) or a business/firm (uses form W9)
- B. Experience and history
 - a. Type of work the consultant or firm specializes in and at least two (2) examples of current/previous experience with a similar scope of work
 - b. Include references from three (3) previous clients, including at least one government entity
 - c. Explain any formal or informal partnerships you may have with the City of St. Louis Park
- C. Statement of work
 - a. Describe what methods or strategies may be employed to meet scope of work and deliverable requirements
 - b. Describe your approach to working with historically marginalized communities
 - c. Describe your approach or tools used for project management
- D. Work plan
 - a. Present a month-by-month timeline for how the work will be executed
- E. Cost
 - a. Include a detailed cost proposal that details expected hours per task per month and hourly rate

Proposal submission instructions

Deadline for submission is 4:00 p.m. CST on Wednesday, December 10, 2025. Proposals must be submitted electronically in a PDF format. All proposals, questions, and correspondence should be directed to: Emily Ziring, Sustainability Manager, eziring@stlouisparkmn.gov. To ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other city staff or council members regarding these proposals.

Application process and project timeline

The quarterly workplan for the proposed project is as follows:

Project quarter	Expected activities/milestones
Quarter 1 (December – February)	<ul style="list-style-type: none"> • Contract with community engagement consultant • Develop a Public Involvement Plan that identifies all public engagement opportunities, along with roles, responsibilities, and actions for each event to be carried out • Develop community survey
Quarter 2 (March – May)	<ul style="list-style-type: none"> • Distribute community survey (including participant compensation) with a goal of 500 residents or 10% of the community population • Conduct paid social media and traditional media advertising • Send direct mail to all addresses in project area
Quarter 3 (June – August)	<ul style="list-style-type: none"> • Continue distributing community survey • Host or attend community events at parks or popular public spaces
Quarter 4 (September)	<ul style="list-style-type: none"> • Analyze responses and create report deliverables

The expected timeline is as follows:

RFP issued	November 20, 2025
Submission deadline	December 10, 2025 at 4:00 p.m.
Interviews begin (if necessary)	December 15, 2025
Selection notification	December 19, 2025
Project commencement	January 2026
Project completion	September 30, 2026

Timeline is subject to change.

Consultant commits to the full duration of the schedule, with occasional availability in the evenings or on weekends.

City of St. Louis Park staff may choose to conduct brief interviews with prospective consultants but reserve the right to contract with any responsible responder per state procurement regulations for professional services.