

EXHIBIT A

**CITY OF HUBER HEIGHTS
COMMUNITY NEEDS ASSESSMENT**

REQUEST FOR QUALIFICATIONS

City of Huber Heights
Office of the City Manager
ATTN: Richard S. Dzik –
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Huber Heights, OH 45424

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**REQUEST FOR QUALIFICATIONS FOR
THE PERFORMANCE OF A COMMUNITY NEEDS ASSESSMENT**

I. General Information

The City of Huber Heights (hereinafter “City”) requests proposals from consultant firms, nonprofits, and other organizations with expertise in providing professional consulting services for the purposes of conducting a Community Needs Assessment focusing on Diversity, Equity, and Inclusion (DEI). The City recognizes that racial inequities in access and opportunity, and across key indicators for success, are deep and pervasive for communities of color. The city also recognizes that government – at the local, state, and federal level – has played a historical role in creating and maintaining racial inequity. This is accomplished through a wide range of laws and policies controlling who could vote, who could be a citizen, who could own property, where one could live, where children could go to school, and more. These historical racial inequities persist today and are demonstrated through issues such as underperforming schools, disproportionate contact with our criminal justice system, limited formation, and growth of minority owned businesses and concentrated poverty among others.

II. City of Huber Heights Culture and Diversity Citizens Action Commission

In June, 2020, the City established the Culture and Diversity Citizens Action Commission (hereinafter “Commission”) by passing Resolution No. 2020-R-6884. As an advisory entity to Huber Heights City Council, the Commission works to better connect, educate, and advise City Council on matters related to equal opportunity to the under-represented members of the City. Our mission is to promote equal opportunity and full exercise of civil rights for all persons in the community.

The Commission’s responsibilities include providing recommendations to the City Council that minimize the impacts of civil rights conflicts and promote appreciation of diversity within the City. To meet these goals, the Commission assists with education and cultural awareness that promote global thinking, encourage civil rights and human rights awareness, and reflect the diversity found within the City.

III. Mission

The Commission established the Advocacy Committee, Education Committee, Outreach Committee, and Reform Committee to develop solutions and recommendations for the City. The purpose of each Committee are as follows:

Advocacy Committee: The Advocacy Committee’s purpose is in alignment with the Huber Heights Culture and Diversity Citizen Commission’s Mission and the committee will serve to increase public and political awareness to issues that affect marginalized groups within the Huber Heights Community. The Advocacy Committee will promote diversity, racial equity and

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inclusion through advocacy and activism. Advocacy events will include rallies and marches, letter writing campaigns, supporting, and advancing issues brought to the Advocacy Committee by the Reform, Education and Outreach Committees of the Huber Heights Culture and Diversity Citizen Action Commission.

Education Committee: The mission of the Commission's Education Committee is to unify the citizens of Huber Heights in comprehending and appreciating the culture and diversity within the community through (1) public forums; (2) educational seminars; and (3) online resources. Public forums and educational seminars would be opened to citizens/city employees of Huber Heights on various topics such as diversity, sensitivity training, and diversity/inclusion. Online resources (i.e. published articles, websites, and online webinars) pertaining to culture/diversity issues/initiatives would be accessible to the Huber Heights community for reference.

Outreach Committee: The purpose of the Outreach Committee is to identify opportunities to connect the Commission to the greater Huber Heights community, its groups, activities, and the multicultural citizens served by the Commission. The outreach activities sought by the committee will be those in the community that bring together all people to learn about each other and make the place that we live, work, and relax even better. The Outreach Committee will sponsor and direct some activities, while sourcing external opportunities in which to champion and advocate.

Reform Committee: The purpose of the Reform Committee is to develop and propose policy changes that promote diversity and inclusion that ensure fair treatment and opportunity for all citizens regardless of demographic background.

IV. Purpose

The Commission is seeking proposals from qualified consultants to conduct a community Diversity, Equity, & Inclusion (DEI) analysis and to create a city-wide DEI plan of action. The deliverables will at least include a DEI Needs Assessment and DEI Strategic Plan. The DEI Strategic Plan will assist in guiding priorities, policy development and future opportunities along with strategic vision to ensure the City continues to be a leader in DEI.

V. Scope of Services/Project Objectives

One of the key efforts of the Commission is to work toward having an inclusive community that is welcoming to all cultures, races, and ethnicities. The Commission is interested in obtaining data related to meeting the functions of each Committee.

This project includes:

- a) Consultation with a team of stakeholders to do an initial community overview and develop collaborative data gathering process.
- b) Conduct and supervise the data gathering process, to include qualitative and quantitative data.

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- c) Generate a report, with quantitative and qualitative results to include recommendations for action that will improve equity outcomes in Huber Heights.
- d) Creation of a Diversity, Equity, and Inclusion strategic plan.

VI. Deliverables

The following represents a list of deliverables that the City of Huber Heights wishes to receive. The vendor shall break down each deliverable by individual cost so that the City can determine which components of the needs assessment it will pursue immediately.

1) DIVERSITY NEEDS ASSESSMENT

The qualified contractor will be responsible for the coordination of a fully completed Community Diversity Needs Assessment that includes specific data and analysis in addition to the following:

- a) An Executive Summary,
- b) Collection of demographic data and analysis of population currently residing in the City from multiple sources. This description should include, but is not limited to data from the Census, school districts, local colleges, social service agencies and public health department. Additional data may be collected conducting community forums, focus group meetings, community partner surveys, client surveys and business owner surveys,
- c) Consultation with a team of stakeholders to do an initial community overview and develop collaborative data gathering process. Designated city staff personnel, along with the assistance of the Commission, will identify persons for key informant interviews and focus groups should be conducted to contextualize research findings. Focus groups may need to be conducted in other languages, including Spanish and Turkish.
- d) Customer, staff, and community input on the existence and impacts of systemic and institutionalized racism and cultural biases within the communities and recommendations for further addressing those needs,
- e) An in-depth explanation and analysis on the impact of systemic and institutionalized racism and cultural bias and its effect on the residents of the City of Huber Heights,
- f) Provide the collection and analysis of the following information about the City's services areas including:
 - i. An analysis of information collected directly from minority individuals (including residents, employees, businesses, and other key stakeholders) to assess needs and resources; and
 - ii. Collection of information from key sectors of the community to assess needs and resources. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions; and
 - iii. Collection of current data specific to racism and cultural bias and its prevalence related to gender, age, and disability; and
 - iv. Collection and analysis of both qualitative and quantitative data that is collected; and
 - v. Description of key findings on the causes, conditions and impact of racism and cultural bias in the community.

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- g) Provide the collection and analysis of demographic, data and economic trends including, but not limited to:
- i. Population trends; and
 - ii. Location of minority and underrepresented groups; and
 - iii. Age trends; and
 - iv. Household composition; and
 - v. Housing data: rental vs. ownership/affordable housing availability; and
 - vi. Transportation; and
 - vii. Accessibility of City services.
- h) The contractor, utilizing the information obtained through its data and information gathering efforts, shall identify programs and needs within the community which are, whether real or perceived, negatively impacted by systemic and/or institutionalized racism and/or cultural biases. This exercise should attempt to forecast and identify future program and need trends. The gap analysis should prioritize community services the City should address because of research.
- 2) The City would also like a proposal to conduct an organization wide racial equity audit of the organization's internal documents, data, policies, and external communications as they reflect and/or pertain to the City's goal to eliminate institutional bias and build equitable policies and language to improve racial equity in the City.
- 3) The qualified consultant will be responsible for the following areas:
- a) **ACTION PLAN:** Develop a Racial Equity Action Plan to develop strategies to create a diverse, equitable, and inclusive workplace and city. Develop goals and community indicators (performance measures) to assist in reaching and supporting desired outcomes and objectives that are appropriate for success. The consultant will be expected to explicitly identify opportunities for improvement with suggestions regarding how to operationalize those improvements.
 - b) **ENGAGEMENT:** Advise and recommend outreach strategies to engage key stakeholders to ensure the strategies outlined in the Racial Equity Action Plan are targeted, intentional and have maximum impact. Advise and recommend on how to engage the community at large in order to inform residents and stakeholders of the content and goals within the created Racial Equity Action Plan as it relates to the community as a whole, as well as to foster dialogue about the challenges and opportunities involved in implementing the plan. The goal is to ensure stakeholders have an opportunity to help with the implementation of the external strategy as well as by building awareness of the plan within the community.
 - c) **CAPACITY BUILDING:** The consultant may provide training/workshops for staff members and City leadership (City Council, Mayor, City Manager). In addition, the consultant may provide coaching techniques, tips, and/or resources for supervisors and city leaders to embed a racial equity lens in day-to-day work for their teams. These resources shall include racial equity analysis tools that can be used to assist in integrating racial equity into routine decision making, and which can subsequently be applied to programs,

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policies, and initiatives. The consultant may also provide training/workshops for the community and key stakeholders.

- d) **WRITTEN DOCUMENTS AND TRAINING MATERIALS:** The consultant will have the ability and latitude to produce written documents in the form of PowerPoint presentations; training materials; summarizing documents that articulate key take-aways from meetings; recommendations to inform future strategic decision making; among other materials which are high-quality, easy to understand and professionally presented.

4) Conclusions

Presentations to City Council and the Commission

VII. Submission Requirements and Evaluation Criteria

1) *Submission Requirements/Format*

a) **Executive Summary**

- i. Responses shall include a summary overview of the respondent's proposal and other pertinent information. Such summaries are to be no more than 2 pages in length.

b) **Company Qualifications**

Firm Profile

- a) Firm name, corporate address, and local address.
- b) Main contact person with full contact information.
- c) Provide information specifying legal business classification, state of incorporation, and other pertinent information affirming position as a business in good legal standing.
- d) Address the firm's ability to fulfill the terms and conditions of the RFQ including the general project timeframes and phasing of work.
- e) Those firms who identify themselves as professionally accredited or certified in areas which they believe demonstrate further qualification to perform the scope of work outlined in the RFQ shall provide copies of such accreditation or certification as part of their RFQ response.

c) **Project Team and Experience**

Project Team

- i. Concise resumes of project team members including education, past project experience, and any other pertinent information which demonstrate qualifications. Roles and responsibilities of each team member.
- ii. Subcontractors or partners may be listed as part of your team but must be clearly identified as subcontractors.
- iii. Provide an organizational chart that illustrates the structure and roles of your project team members.

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Experience and References

List similar needs assessments completed by the respondent over the past 5 years that are representative of the scope and requirements of the City in this request.

d) Insurance and Bonding

Provide evidence that prior to award of contract the respondent shall be able to complete the work outlined in an appropriately professional manner.

Provide evidence of applicable insurance in types and amounts that are commercially reasonable and appropriate with minimum coverages and limits as follows:

- Worker's Compensation (statutorily imposed minimum limits)
- Commercial General Liability (\$1M per occurrence / \$2M annual aggregate)
- Automobile Liability (\$1M combined single limit)
- Professional Liability (\$2M per claim / \$2M annual aggregate)

e) Technical Approach and Methodology

- i. Responses should include a general overview description regarding respondents' approach to meeting the goals and objectives of this request with respect to information and data gathering as well as survey and polling activities. Provide an overview of the technical approach that is used to identify, evaluate, and recommend energy conservation measures.

f) Letter of Transmittal.

- i. Each proposal shall include a letter of transmittal that indicate the respondent's proposal is a valid offer to provide services in accordance with the RFQ requirements and that the respondent will comply with the terms of the RFQ.

2) Evaluation Criteria

All responses will be evaluated for completeness and clarity of information. Missing information or unresponsiveness in an area may be cause for elimination of the response altogether.

The City's evaluation will consider the criteria listed below evaluating respondent proposals. These categories may not be weighted equally but rather on importance and significance to the contemplated project or program, based on the City's good judgment and discretion.

- a) Firm qualifications
- b) Project team members' experience and references
- c) Technical approach/process methodology and financial approach
- d) Measurement and verification approach
- e) Other benefits

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During evaluation, the City reserves the right, where it may serve the City's best interest, to request additional information or clarification from the respondent, or to allow corrections of errors or omissions.

Oral interviews may be conducted by the City for the Contractors who submit a Proposal and were short listed.

VIII. Selection Process and Timing

The following process will be used to select the preferred proposal:

Issuance of RFQ	January 15, 2024
RFQ Due	February 15, 2024
Interviews	March 11, 2024 (week of)
Selection of Provider	April 1, 2024

The City will review and evaluate all proposals, interviewing not more than three (3) selected firms. Following interviews, the Administration will forward all appropriate information and its recommendation of the best qualified firm to the Huber Heights City Council. Following review and debate of the materials provided by the Administration the City Council will direct to staff to negotiate a contract for services, based upon the scope detailed within the RFQ, with the respondent deemed by City Council as the best most appropriate.

IX. Contact and Response Deadline

To be considered, respondents must submit a complete and thorough response to this RFQ. An electronic copy must be submitted via email to the City contact provided below on or before 5:00 PM local time February 15, 2024.

Responses shall be no longer than a total of 25 written pages in length, including cover page and detailed resumes. A sample agreement should be included as a separate attachment and is not included in the 25-page limit.

City of Huber Heights
Richard S. Dzik
City Manager
rdzik@hhoh.org
937-237-5834

All contacts and communication regarding the proposal should be with the above-named individual only. Bidders contacting other City Staff or Officials may be disqualified for doing so.

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X. Response Preparation and Completeness

All information requested must be submitted and organized in the format requested. Failure to submit all information as requested may result in the requester requiring immediate submission of the missing information and/or elimination of the respondent from consideration. Emphasis should be placed on completeness and clarity of content.

XI. Confidentiality

In order to ensure fair and impartial evaluation, and in order to protect against the unintentional disclosure of proprietary trade secret material, proposals and related documents submitted in response to the RFQ are not available for public inspection and copying until after an identified respondent is under contract with the City to provide the scope of services as outlined herein.

XII. RFQ Clarification

Respondents shall provide any questions concerning this RFQ via email to the City's point of contact listed above, at least 5 days before the submission deadline established herein. Answers to such questions will be communicated to all respondents at least 3 business days prior to the to the response deadline noted herein.

The City of Huber Heights reserves the right to reject any or all proposals and to award to the proposer the City determines to be most qualified and whose award of the contract will be in the best interests of the City.

Minority-owned, women-owned, and emerging small businesses are encouraged to apply for this opportunity.