

## Request for Proposal

### Building Community Resilience Through Regional Connections and Energy Investments Community Engagement – Durham City and County, NC

Issue Date: December 20, 2024

Updated: January 6, 2025

Response Deadline: February 14, 2025

**Please direct all inquiries and responses concerning this RFP to:**

Langston Alexander, Regional Recovery and Resilience Coordinator  
Central Pines Regional Council | 4307 Emperor Blvd., Suite 110 | Durham, NC 27703  
[lalexander@centralpinesnc.gov](mailto:lalexander@centralpinesnc.gov) | [www.centralpinesnc.gov](http://www.centralpinesnc.gov)

### About Us

Central Pines Regional Council educates and empowers local governments through direct assistance, regional planning, and technical expertise. As a resource and support hub for local governments, community members, and partners across Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties, we believe that our region thrives when we come together with a common vision and plan for the future. Our work fosters constructive conversations and drives long-term change in our community to ensure our region is thriving, equitable, connected and resilient.

### This Program

The Building Community Resilience Through Regional Connections and Energy Investments Project is focused on conducting a regional technical assessment and community planning process for a network of potential resilience hubs. During disasters and disruptions, these hubs deliver support during preparation and recovery, and provide backup power generation to communities through solar and storage. During regular operations, they will act as the focal point for implementing long-term community-based initiatives including but not limited to maximizing clean energy usage and affordability. This project is being led by the Central Pines Regional Council (Central Pines), and consists of the following counties, cities, and towns: Chatham

County, Orange County, the Town of Chapel Hill, the Town of Carrboro, the Town of Hillsborough, Durham County, and the City of Durham.

The Project is funded through the U.S. Department of Energy’s Energy Future Grant. The outcome will be a written report for each of the 18 facilities included in The Project, outlining the findings of the engagement and technical assessment processes. This RFP requests proposals for community engagement centered on the seven facilities located in Durham and Durham County.

**Timeline**

9 months; March 2025 - November 2025

Date	Event
<b>February 14, 2025, by 5pm</b>	CPRC receives proposals.
<b>February 18, 2025</b>	Shortlist of qualified consultants will be contacted for an interview
<b>February 20-28, 2025</b>	Interviews scheduled via Teams meeting, in-person at the CPRC office and/or hybrid will take place.
<b>March 4, 2025, by 5pm</b>	CPRC awards the contract to chosen consultant
<b>March, 2025</b>	Final contract signed
<b>End of April, 2025</b>	Community engagement plan completed
<b>June-October, 2025</b>	Community engagement workshops completed
<b>November, 2025</b>	Final data from each site is due to Central Pines

**Scope of Requested Services**

CPRC is seeking a qualified consulting firm to conduct community engagement across seven sites in Durham City and County. Those sites are:

- W.D. Hill Recreation Center
- Campus Hills Recreation Center
- Edison Johnson Recreation Center
- Weaver Street Recreation Center
- Holton Career Center
- Hayti Heritage Center
- Stanford Warren Library

The purpose of the community engagement is to understand how community members are impacted by natural hazards, and ways they currently use the sites listed above, and how they envision those sites contributing to their resilience before, during, and after disasters. The data collected through the community engagement process will be incorporated into final reports for each site indicating next steps for improving resilience.

Interested parties are requested to submit a comprehensive cost proposal not to exceed \$30,000 that includes the following:

- (1) Creating an engagement plan for Durham.
- (2) Conducting outreach at community events and local meetings. This outreach should be available in English and Spanish. The outreach should have two goals:
  - a. Let community organizations and residents know about upcoming in-person engagement sessions.
  - b. Collect information about the impact of disasters on their lives, their use of community facilities for disaster preparation and recovery, and ideas for how to best address resilience challenges.
- (3) Hosting at least one on-site engagement workshop at each of the sites listed above.
  - a. Must include food, childcare, and translation services for all materials (Spanish translation at a minimum).
  - b. Will be focused on collecting input from residents who use the facility and live nearby on how the facility could be improved to bolster their resilience before, during, and after disasters.
  - c. The engagement workshop for the three sites in the Hayti neighborhood can be combined into one. Those sites are W.D. Hill Recreation Center, Stanford Warren Library, and Hayti Heritage Center.
- (4) Host one county-wide engagement workshop.
  - a. Must include food, childcare, and translation services for all materials (Spanish translation at a minimum).
  - b. Will include discussion of how a network of resilience hubs across Durham could be organized.
- (5) Present progress to the county advisory task force periodically.
  - a. Every other month at a minimum.
- (6) Collect and organize data collected from workshops and outreach activities.
  - a. Data must be presented to Central Pines in an accessible, digital format.

Even if your organization cannot complete every item listed above, we still encourage you to apply. Central Pines understands that smaller organizations may only have the capacity to complete a subset of the work outlined. For example, if your organization works specifically with two of the sites listed above and you would only like to do engagement at those sites, please state that in your submission and Central Pines will take it into account.

## **Evaluation criteria**

- (1) Quotes, not to exceed \$30,000.
- (2) Complete and timely proposal demonstrating ability to provide campaign components requested above during allotted time frame.
- (3) Responsible, responsive company as determined by qualifications and past performance on similar projects.
- (4) Familiarity with the Durham communities served by the sites listed above.
- (5) As part of CPRC's 2023 to 2025 Strategic Business Plan organizational principles, we encourage subcontracting opportunities with diverse businesses (i.e. Disadvantaged Business Enterprise, Minority Business Enterprise, Woman Business Enterprise, Small Business Enterprise, Small Professional Services Firm, Historically Underutilized Businesses, Disability Owned Business Enterprise, Veteran-owned Small Business).

To promote community-centered engagement, Central Pines strongly encourages proposals from organizations that are based in Durham or have established relationships within the community. Preference will be given to contractors and subcontractors that:

- Are locally headquartered or maintain a significant presence in Durham or neighboring areas.
- Demonstrate familiarity with and commitment to the specific neighborhoods and communities served by the project sites.
- Engage local talent, businesses, or service providers as subcontractors or partners, enhancing alignment with community priorities.

This preference reflects Central Pines' commitment to fostering sustainable local partnerships that support long-term community resilience and equity in Durham.

## **Submission of Bids**

**All bids shall be emailed to Langston Alexander at [laalexander@centralpinesnc.gov](mailto:laalexander@centralpinesnc.gov) or received at the Central Pines Regional Council office, either by mail or in person drop off, by 5:00pm on Friday, February 14, 2025.** No bids will be accepted after this date and time. The office is located at 4307 Emperor Blvd., Suite 110, Durham, NC 27703 and is open from 8:30-5:00pm Monday through Friday. For hard copy proposals—the proposal will not be considered received until it is given to a person in the Central Pines offices and they sign, date, and timestamp the proposal. Proposals shall not be left on an unattended desk.

Mailed bids should be addressed as follows:

Langston Alexander  
Central Pines Regional Council  
4307 Emperor Blvd., Suite 110  
Durham, NC 27703

Bids should clearly be marked “**Bid Proposal - Building Community Resilience Through Regional Connections and Energy Investments.**” All bids will be opened and read the following business day, Monday, February 17, 2025.

## **General Bidding Requirements**

All submitted bids should include:

1. A cover letter with the organization’s background, contact information, experience with community engagement broadly, and any connection to the communities identified in this RFP.
2. Price for services. Please fill out the attached bid form to provide these prices per facility.
3. Resume of primary personnel assigned to this project.
4. Qualifications and past performance on similar projects.

## **Terms and conditions**

Central Pines will pay for services monthly following an invoice from the contractor. Start date for the contracted work is contingent on a cooperative agreement being signed with the funder of the project, the U.S. Department of Energy. No work will commence until a cooperative agreement is signed.