



### **Request for Proposals for Community Engagement**

Citizens for Modern Transit (CMT) in partnership with the St. Clair County Transit District and AARP in St. Louis is requesting the services of a community engagement firm to perform the described professional services for the Fairview Heights Transit Transformation project below. If your firm would like to be considered for these consulting services, please follow instructions below. This proposal should include any information which might help us in the selection process, such as the persons or team you would assign to each project, the backgrounds of those individuals, your budget, and other projects your company has recently completed or are now active.

CMT encourages disadvantaged, small, women-owned, and/or minority business participation.

We request all proposals be received by 4 pm, October 13, 2023 at **Citizens for Modern Transit, 701 Market, Ste. 275, St. Louis, MO 63101** and at **kcella@cmt-stl.org**. Please provide 2 hard copies and email the proposal to the email address above.

### **SCOPE OF SERVICES**

Citizens for Modern Transit (“CMT”) is seeking a community engagement consultant to assist CMT with community engagement around the Fairview Heights Transit Transformation project in Fairview Heights, IL. The goal will be to increase ridership on the system through community engagement around a permanent placemaking project around transit.

- Work products will include:
  - Initial survey gathering on design goals and amenities to identified stakeholders/groups/riders/operators
  - Follow-up Engagement on design options provided by design team with stakeholders, riders and general public
  - Creation of engagement calendar
  - Final engagement report

A detailed budget breakdown for each task/item listed above will need to be included with the proposal. The community engagement will begin in late November/early December and be completed by March 2024.

The following criteria will be the basis for selection.

*All proposals submitted in response to a CMT request for proposal (RFP) will initially be evaluated using the following criteria (each weighted equally):*

1. *Qualifications of person/firm conducting the work*
2. *Proposal Quality*
3. *Product samples – samples provided and/or on firm website need to be relevant to work being asked to be completed.*

*Once the proposals are narrowed down to the top candidates using these criteria, the final selection will be determined with consideration to price and the above criteria. The proposal providing the best value to the project will be selected.*

*CMT will award the work to the responsible firm whose proposal is most advantageous to the project, with price and other factors considered. CMT reserves the right to reject any proposals deemed non-responsive to the RFP. CMT reserves the right to reject all proposals if the competitive process is not met and may reissue the RFP with or without changes.*