

The Falls Initiative
Conceptual Programming & Partnership Study RFP

QUESTIONS & ANSWERS

1. Will non-local consultants be considered?

Answer: Yes, we encourage all qualified respondents to participate, regardless of their geographic location.

2. I serve on the Board of Friends of the Falls (FOF) or the Native American Community Development Institute (NACDI), and I individually, or my company, have been invited to join a consultant team. Is this a conflict?

Answer: Neither organizations' Board of Directors has a role in consultant selection. Still, active board members engaged in the pursuit do have a conflict of interest. To remain eligible, they would need to disclose it in compliance with their organization's governing Conflict of Interest Policy. Additionally, they may not interact directly with staff who are administering the RFP process beyond the allowable contact described in the RFP. Inappropriate contact will result in disqualification.

3. Has a budget or a preferred budget range been established for this work?

Answer: Friends of the Falls has budgeted up to \$100,000 for this work, inclusive of fees and expenses, for the five month engagement.

4. We have a team of multiple firms who are collaborating on a proposal. Will we propose our own fees and have separate contracts, or do we need to select a Prime Consultant?

Answer: The RFP expresses openness to multi party agreements, but FOF strongly prefers to contract with a single Prime Consultant for a single fee, and for that Prime Consultant to manage payments to subconsultants, rather than considering multi party agreements.

5. Is the Consultant responsible for general public engagement?

Answer: FOF & NACDI are actively engaging the public, and the Consultant will benefit from knowledge gained through that engagement. However, the Consultant is not responsible for general public engagement - only for outreach related to programming relationships and opportunities.

6. Will FOF, NACDI & the NPC support the work of the Consultant by providing insights and opportunities through their networks?

Answer: Yes, the Consultant's work will be informed by, and supported by, the project team and leadership.

7. Will the Consultant be expected to form conceptual programming agreements, and to speak on behalf of FOF & the NPC in those agreements?

Answer: It is possible that in the course of completing the Study, the Consultant will identify a partner who seeks to formalize a program relationship with The Falls Initiative. If a relationship evolves to the point of both sides being interested in a preliminary agreement, negotiation of that agreement would rest with The Falls Initiative Leadership Team. The Consultant would not be responsible for negotiating agreements.

8. Will the Consultant interact with the broader Client base (such as the full NPC or the FOF Board) outside of presenting to the NPC in Task 5?

Answer: The broader Client base is represented on The Falls Initiative Leadership Team who will be working with the Consultant; The Falls Initiative Leadership Team includes the Facilitator of the Native Partnership Council (NPC), an NPC member, and executive leadership of both FOF and NACDI. This leadership group will be actively engaged with the Consultant's work, providing insights into their respective organizations' priorities. Additional touches with the broader Client base are at the Consultant's discretion.

9. Are programming participants for the visioning session described in Task 2 already identified, or is the Consultant's responsibility to identify them?

Answer: The visioning participants are known and will include our existing project team and representatives of the Native Partnership Council. Other participants may be identified and proposed at the Consultant's discretion. The roster will be developed in coordination with The Falls Initiative Leadership Team.

10. Should the Consultant consider compensating potential partners for conversations, including the visioning session, and should that be reflected in the fee?

Answer: It is reasonable but not required to consider compensation for some participants in some cases, but FOF & NACDI team members need not be compensated. If the Consultant, at their own discretion, advises a compensation allowance, it should be reflected in their fee proposal.

11. Should the Consultant assume full responsibility for gatherings such as the visioning session, or will FOF be responsible?

Answer: The Consultant will assume full responsibility for the costs of the gathering, and will secure all needed services in their own name. FOF staff is experienced with event planning in Minneapolis and can provide background logistics support and advice as needed, but the Consultant is the responsible party. Communications related to gatherings such as the visioning session will be managed by FOF in coordination with the Consultant.

12. Should the Consultant include travel expenses associated with visiting comparable places/operations in the fee proposal?

Answer: Yes. Visiting places and meeting people that The Falls Initiative can learn from will be an important part of the Consultant's work.

13. How often are the team meetings mentioned in the Pre-Proposal Conference? Are they virtual or in person, and can the Consultant attend?

Answer: Engagement alignment team meetings, which include the design team as well as representatives of FOF, NACDI, and the NPC, take place every Thursday at 2pm on Zoom. The Consultant will be expected to attend this meeting series. The Consultant should establish additional regular communications with key team members to ensure that programming and partnerships work flow and milestones are in close dialogue with both concept design and NPC priorities.