

**Gowanus Rezoning Oversight Task Force Facilitator
Request for Proposals**

Date Issued	April 5, 2022
Submission Deadline	April 26, 2022
Purpose	The Gowanus Rezoning Oversight Task Force is tasked with overseeing commitments made by the City of New York in the Gowanus Rezoning Points of Agreement. This Request for Proposals seeks to identify a facilitator or facilitating entity to manage the Gowanus Oversight Task Force.
Inquiries	<p>gowanusfacilitator@gmail.com</p> <p>Office of Council Member Shahana Hanif - District 39 456 5th Avenue Brooklyn, NY 11215</p> <p>Office of Council Member Lincoln Restler - District 33 410 Atlantic Avenue Brooklyn, NY 11217</p>

Background

The Gowanus Neighborhood Rezoning, approved by the New York City Council on November 23, 2021, is intended to facilitate development patterns that meet the long-term vision of a thriving, inclusive, and more resilient Gowanus where existing and future residents and workers can participate in civic, cultural, and economic activities and where a wholly unique resource—the Gowanus Canal—can thrive and play an active role in that equitable and sustainable growth.

In conjunction with the Gowanus Rezoning, the City committed to advance 56 Points of Agreement (POA), covering neighborhood investments in housing, infrastructure, public space, community amenities, and workforce and business support programs to improve the quality of life for current and future residents. These points reflect \$250 million in investments to support these needs for the immediate area. An additional and approximately \$200 million will be allocated to address priority capital needs in adjacent NYCHA developments.

The Offices of Council Member Shahana Hanif and Council Member Lincoln Restler, Community Board 6, and other community groups and stakeholders aim to establish the Gowanus Rezoning Oversight Task Force, which will:

1. Ensure that commitments made in the Gowanus Rezoning Points of Agreement (POA) are met by the City of New York in a timely and equitable manner.
2. Serve as a watchdog to ensure that zoning requirements and provisions within the rezoning are met, such as Mandatory Inclusionary Housing and the Special Gowanus Mixed Use District, by private developers as they proceed on their sites.
3. Review the progress of private and public development pursuant to the rezoning.
4. Make ongoing recommendations for action as needed to help achieve community goals related to the rezoning and the POA.
5. Create a two way venue to share and receive information related to POA and zoning requirements with the larger community.
6. Demonstrate an ongoing commitment to centering equity, inclusion, and environmental sustainability.

Statement of Purpose

The Facilitator will be a key convener of the Gowanus Rezoning Oversight Task Force. The Task Force aims to facilitate productive and respectful engagement between senior representatives from City government agencies, developers, and a range of diverse stakeholders in the community with the goal of elevating the voices of those most impacted by the Gowanus Rezoning and ensuring that the City of New York and the developers adhere to commitments made in the Gowanus Rezoning Points of Agreement in a timely and equitable manner.

The Task Force will be composed of a diverse group of local stakeholders, such as NYCHA tenant leaders, community based organizations, elected officials (or their designees), and Brooklyn Community Board 6 (CB6) committee chairs. The facilitator will effectively convene, facilitate, and record Task Force meetings and help the Task Force collect and organize reporting from responsible agencies and related parties on their rezoning commitments, and disseminate the information in a transparent and accessible manner. The Facilitator may work with the Task Force to form subcommittees or working groups to address specific issues within the POA. All meetings will be open to the public, with a public schedule and meeting agendas, as well as minutes and materials posted promptly.

Scope of Work

The facilitator will be tasked with the following:

- Convene recurring Task Force meetings
 - Schedule and distribute agenda for full task force and subgroup/committee meetings
 - Identify meeting locations and/or virtual format and notify task force members, CB District Manager and publicize accordingly
- Coordinate with CB6 to schedule quarterly public briefings and set agenda
 - Coordinate with City Hall representatives, Council Members, and other elected officials to ensure that agency briefings encompass priority issues
- Facilitate all Task Force meetings, committees (as needed) and support development of governance structure
 - Work with the Gowanus Points Of Agreement Planning Group to establish membership criteria and selection process for the Task Force.
 - Work with Task Force members to establish bylaws, protocols, Code of Conduct, and procedures for Task Force and Subcommittee Meetings
 - Manage transitions with membership change, based on protocols developed by the Task Force
 - Facilitate productive and respectful engagement, work with Task Force members to establish ground rules for participation and work to ensure that people of all backgrounds feel welcomed in this space.
 - Record minutes, attendees, decisions, and next steps for all meetings.
 - Maintain public-facing email listserv
- POA commitment tracking
 - Coordinate with task force members to oversee all commitments made in the POA. Commitments within the POA are categorized below:
 - Accountability, Implementation, and Community Participation
 - Public Housing
 - Affordable Housing & Tenant Support
 - Small Business Support & Workforce Development
 - Industrial Business Zone
 - Open Space & Waterfront Access Plan
 - Sustainability & Resiliency
 - Transportation & Streets
 - Community Facilities
 - Form issue-based working groups of the Task Force, including additional stakeholders as needed (meetings held publicly)
 - Maintain updated tracker to provide transparency on progress and issues (to provide additional context and detail as necessary, beyond what is included in the City's POA commitment tracker)
- Establish and manage Task Force website including:
 - Updates and timelines
 - Public meeting schedules with agendas
 - Materials and minutes from meetings

Length of Engagement

2 years

In-person work is required

Timeline

RFP Open - April 5, 2022

RFP Close - April 26, 2022

Proposal Review - From April 26 to May 9, 2022

Selected Facilitator Announcement - *TBD*

Submission Information, Budget, and Deadline

Two year facilitation expenses cannot exceed \$145,000. Please include a detailed proposed two-year budget, including but not limited to costs for facilitation and direct costs. Please also include any costs for translation of key public communications and documents.

Proposals must be submitted electronically to gowanusfacilitator@gmail.com. The email subject line must read: "*Gowanus Facilitator RFP*" with the submission attached as a single PDF. Applications must include a formal proposal and proposed budget, including a facilitating strategy outlining specific meeting plans, consensus building strategies, and subcommittee ideas. Application should also include why the facilitator or facilitating entity is interested in this role, and what makes facilitating the Gowanus Oversight Task Force unique. The proposal must be no longer than 3 pages in length, excluding the facilitator's and/or facilitating entity's resume and the budget. All proposal applications must be prepared to provide three professional references if requested by the Hiring Committee.

Deadline for proposal submission is: April 26, 2022

Proposal Evaluation

Successful proposals will demonstrate familiarity with the Gowanus neighborhood and existing community groups; adept facilitation strategies that commit to economic, social, and racial justice; and a deep understanding of the Gowanus Neighborhood Rezoning Plan and the POA.

Individual facilitators or facilitating entities with the below qualifications will also be prioritized.

- Located in New York City
- 4+ years experience in multi-stakeholder facilitation and engagement, community organizing, capacity building, and community outreach
- Deep understanding of the relationships between government, private developers, and community groups
- Capable of making complex, technical information accessible for a variety of audiences
- Certified facilitators are preferred
- Experience in project management and stakeholder outreach
- Strong listening and interpersonal skills