



LOS ANGELES CLEANTECH INCUBATOR REQUEST FOR PROPOSALS (RFP) Community Based Organizational Partners for Curb Management Pilots in the Los Angeles Region

RESPONSES DUE: November 30, 2022 at 11:59 PM PDT via [Survey Monkey Apply](#)

INTRODUCTION

Are you a community organization looking to curb traffic congestion and pollution in your communities? The [Los Angeles Cleantech Incubator](#) (LACI) seeks community-based organizations to participate in the design, implementation, and evaluation of pilot projects in Los Angeles and Santa Monica to test emerging zero emission transportation technologies. Specifically, the pilots will assess how to accelerate the electrification of last-mile delivery and ride-hailing vehicles by utilizing technology-enabled [curb management](#) strategies that give electric vehicles priority access to valuable curb spaces for parking, loading, and delivery.

What would this partner do and how would they contribute to the project?

This partner would be a part of the Equity and Communications Committee that would support recommendations, feedback and communications with local community members and businesses and ride-hail and delivery drivers. Participating partners will support:

- Determining criteria for projects location sites selection
- Supporting survey distribution and communications to local transportation stakeholders (Delivery and Transportation network companies)
- Providing recommendations and feedback to research partners on what curb management strategies do and don't make sense for the local community per stakeholder feedback
- Ensure that the goals and objectives of local stakeholders are incorporated into curb management change behavior strategies

The selected community-based organizations will have the opportunity to:

- A. Provide input, feedback, and recommendations to the research project team members on community insights and impacts related to the proposed and implemented curb management interventions and strategies across the project areas in the Los Angeles area.
- B. Engage local constituents, community groups, residents, local business owners/employees, stakeholders to provide input into the curb management pilot interventions and strategic improvements as well as to create awareness of the pilots.

This is an exciting opportunity for community-based partners to guide and support innovative transportation planning and management strategies that can help enhance the way that their communities utilize loading zones, and ultimately improve traffic congestion, reduce pollution, support local businesses, and improve health and safety. If this sounds like an opportunity you



could contribute to, we encourage you to apply!

PROJECT BACKGROUND

LACI is a nonprofit organization working to create an inclusive green economy by unlocking innovation to transform markets and enhance communities. LACI has championed groundbreaking programs, initiatives and partnerships benefiting the region and other cities.

LACI and a coalition of academic, industry, community-based, and city government partners [were awarded funding from the U.S. Department of Energy](#) Vehicle Technology Office (VTO) to study how curb management interventions can speed up the electrification of last-mile delivery and ride hailing. The project is building on lessons learned from implementation of the first US Zero Emission Delivery Zone (ZEDZ), which LACI and the City of Santa Monica in spring 2021, dedicating curbside loading zones to prioritize zero emission vehicles and delivery fleets. Now, the partners are working to scale zero emission delivery zones across two U.S. metropolitan areas with some of the worst air quality in the country - the Los Angeles area (focusing on the cities of Santa Monica and Los Angeles) and Pittsburgh, PA. The partners are conducting research on curb management policies and will be designing pilot projects to test curb management strategies to accelerate the electrification of last-mile delivery and ride-hailing vehicles. The learnings from this research and the pilots will provide cities across the country with a roadmap for the use of curbside management as a key tool to accelerate electrification and improve efficiency and accessibility in the transportation sector.

WHO SHOULD RESPOND TO THIS RFQ

Community-based organizations who can provide the outreach, community engagement, and information sharing outlined, and have been active in the community for at least five years, are encouraged to apply. A broad range of community-based partners who have connections with or have collaborated with the following types of partners in the past would benefit from participating in this grant opportunity: 1) Non-for-Profit organizations that support community benefits; 2) Local businesses, business coalitions or business improvement districts; 3) Chambers of commerce; 4) Civic groups; 5) Local delivery and fleet drivers; 6) Religious institutions. All proposals must be **submitted here** by November 30th at 11:59 pm PDT. **All questions can be submitted to Lauren Harper via email Lauren@LACI.org before or by November 18, 2022 and will be posted [at the Link here](#)**).¹

SCOPE OF WORK

We seek community-based organizations to provide input, feedback, and recommendations on community insights and impacts related to proposed and implemented curb management

¹ NOTE: LACI INDEPENDENT CONTRACTOR AGREEMENT

If the bid is accepted, the contractor will need to agree to the terms of the [LACI Independent Contractor Agreement \(ICA\)](#). Because most of these terms are set by our funders, we are not able to make substantial amendments to the document. [Please read the ICA carefully](#) and you are welcome to ask questions during the interview phase of the quote evaluation process.



strategies in Santa Monica and locations in the City of Los Angeles. The project will be guided by and incorporate community feedback collected by LACI and community-based partners identified in this RFQ.

Requirements for the selected organizations include:

- Participate in regular meetings of the project’s Equity and Communications Committee together with LA community partners, local government partners, LACI, and other project team members, including Equity and Communications Committee Members in Pittsburgh. Equity and Communications Committee outcomes are focused on:
 - Providing community feedback related to curb management strategies, opportunities and challenges.
 - Ensuring feedback is incorporated into curb management modeling with research partners that will support reporting and methodology development with community considerations.
 - Generating recommendations that support people movement utilization as well as goods movement in the respective cities.
 - Forming partnerships/coalitions to establish zero emissions curb zones throughout disadvantaged communities/environmental justice areas.
- Engage and foster relationships with underrepresented communities, particularly in their focus community, leading engagement in these key areas:
 - **Outreach and Engagement**
 - Connect with neighborhood groups, community organizations and local transportation stakeholders to establish working groups that can learn about project activities and obtain feedback.
 - Participate in coordinated meetings with local governments to address local planning, equity, privacy, policy, enforcement and implementation tasks for curb management and video analytics deployment, prioritizing the needs of frontline, “disadvantaged” and/or environmental justice communities and taking into account impacts on the local neighborhood and corridor.
 - Recruit community members to participate in community surveys.
 - **Communication & Information-sharing**
 - identify and start communication pathways with community stakeholders on proposed and new project components and disseminate information, learnings and tools from the program and to solicit feedback
 - Participate in pilot marketing/advertising events both in-person and online whenever possible.
 - Submit summaries and quarterly updates on project developments and stakeholder responses in Community Based Organization internal and external pilot marketing products.
 - **Capacity-building**
 - Develop and promote resource documents that provide information and tools on EV adoption and access to zero emissions mobility options for underserved communities and businesses
 - Leverage and develop community resources.



BID RESPONSE REQUIREMENTS

Respondents are required to provide the following information in a proposal, at their sole cost and expense:

1. **Letter of Interest:** Letter of interest that contains the name, address, and telephone number of the organization, including the name and contract information for the key contact person as well as information on:
 - a. **Experience:** The number of years experience the respondent has in the professional engagement and community outreach area and how they can support the objectives of this project.
 - b. **Curb Management and Transportation Planning:** Provide a statement on past or desired work experience related to curb management, public space management, traffic management, and/or transportation-related initiatives.
2. **Reference:** One (1) reference contact information from previous partners or clients.
3. **Sample Materials or Past work:** one (1) sample of community feedback or engagement work (outreach materials, workshop materials, agendas, etc.) from within the last three (3) years.
4. **Proposed Community Engagement Scope and Services provided:**
 - a. # of active members in organization
 - b. # of anticipated participants to support feedback and community engagement
 - c. Frequency of meetings with stakeholders
 - d. Anticipated strategy for community engagement
 - e. How are you able to leverage past collaborative partnerships with related or adjacent organizations?
5. **Estimated Budget:** Based on the tasks listed in the Scope of Work and the organization's proposed Scope of Services, estimate the required budget for the two years of the project, detailing Labor, Expenses/Materials, and any other relevant costs.
6. **OPTIONAL - Letter of Recommendation:** One (1) letter of recommendation and/or contact information from previous partners/clients.

EVALUATION OF PROPOSALS

For all proposals, the following evaluation criteria will be used:

- Community Connection, Match and Experience:



- Demonstrates an understanding of community needs and prior experience advancing projects defined by community partners.
- Ability to identify existing and new community stakeholders who can contribute to project success, including participating in project feedback surveys.
- Understands considerations related to times/days/methods that are successful in engaging community members and key stakeholders.
- Technical Feasibility - ability to support community outreach and survey feedback from community members, including ride-hail companies, and delivery drivers.
- Organization Capacity - Adequate team to support meeting pilot timeline milestones and other competing priorities (planned and potential)
- Positive reference/recommendation
- Competitive pricing
- LACI is committed to building a more inclusive ecosystem in the cleantech sector, qualified Respondents/Business Owners who are members of underrepresented groups such as women or people of color are strongly encouraged to submit proposals. Please indicate in your submission if you are a minority or women owned business.

