

Community Conversations



Request for Qualifications

Introduction

Many individuals and institutions are responsible for advancing race equity, and collaboration among us is crucial. Together, we can advance our commitment to dismantling racism in our neighborhoods, workplaces, schools, and more.

The City of Eagan is soliciting a Request for Qualifications (RFQ) from consultants to facilitate a series of community conversations where community members can come together to discuss race and racism in their lives.

Participants will explore the unique joys, hopes, fears, and frustrations that residents of color experience in Eagan. The goal is to ensure that conversations enhance diverse participants' sense of belonging and partnership in Eagan's well-being.

The core question is:

What can each of us do to ensure Eagan is an inclusive community where everyone thrives?

With the help of a skilled facilitator, the City of Eagan will participate in the discussion alongside residents and community members.

We're committed to listening to and learning from others, and to using these insights to identify specific actions we can take to celebrate our diverse community and eliminate racism in city operations.



Project Overview and Goals

The City of Eagan envisions a series of Community Conversations based on the National Civic League's All-America Conversations Toolkit, including:

- At least three in-person 90-minute conversations with 8-15 people
- One large 2-3 hour group convening with 75-100 people at round tables
- Engagement pop-ups, booths or tables at three or more special events
- Salons, hosted by individuals or organizations in homes or other private spaces, with support from the city's professional facilitator and a note-taker

The city is open to the expertise of the selected consultant to suggest a different format or model, and guidance regarding the best approach to community conversations about race and racism.



Possible Themes to Focus Conversations

Art and artistic community

How do you express identity through art? Where do you go to find community around art and culture?

Future-readiness

What do you see coming and how can we be a city that is prepared to meet the future?

Environment, Neighborhoods and Sustainability

What matters most to you about environment and sustainability? What can residents do at home to advance sustainability and enhance livability in their neighborhoods?

Democracy, volunteerism and civic leadership

What barriers prevent people from voting and engaging as volunteers? What does leadership look like to you? Who are leaders who you look up to in this community?

Juneteenth and Celebrations of Diversity

How would groups like to see culture and diversity celebrated in Eagan? How can the city support (rather than lead) such recognitions and celebrations?

Healthy Living

What does health look like to you? How do you access or achieve health? What threats to your health do you experience as a result of racism?



Project Budget and Timeline

April 16	City Council approval / release of Request for Qualifications
May 13	Deadline for Request for Qualification submittals
May 17	Notification of selection of finalists
May 22-29	Interviews with finalists
June 11	Tentative: City Council meeting with selected consultant
Late June	Project Kickoff
July to February	Community Conversations
March - April	Analysis
May 2025	Presentation of Final Report

The city has allocated \$40,000 for this project in 2024 with a similar amount tentatively programmed for 2025.



Reason for Request for Qualifications

The City of Eagan is seeking a consultant to assist the city in the following areas:

- **Designing and implementing an inclusive, participatory public dialogue process**
- **Collecting, analyzing and reporting data from conversations**
- **Ensuring harm reduction and mitigation for participants of color in race-specific conversations**

The City hopes to consider consultant proposals that also provide support with the following:

- A marketing plan to launch the project and invite participants
- Coaching and training city staff and volunteers as note-takers and co-facilitators
- Ensuring this project reaches and elevates participants of color
- Utilizing a qualitative research methodology and/or assessment tool to guide process design and collect valuable information
- Designing conversations around core values or themes
- Connecting conversations to ongoing strategic plans, such as the 20-year Eagan Forward Vision or the Climate Action Planning Process



Qualified Consultants

The City of Eagan is looking for consultants who can demonstrate expertise and experience with the following areas:

- Facilitation of small and large group conversations
- Design and implementation of creative, participatory, and inclusive public engagement processes, including but not limited to table conversations, event pop-ups, online and digital engagement, and statutory public meetings
- Racial justice facilitation and/or equitable engagement

Depending on performance and outcomes, further consultation opportunities in 2025 may include the following:

- *Facilitating collaborative processes to move from conversation to action*
- *Ensuring ongoing participant engagement through newly formed networks across the community (formal and informal)*



About Eagan

People of color (25% of Eagan population)

- *Black or African American (10% of Eagan population / largest BIPOC group)*
- *Asian (9%)*
- *Hispanic or Latino (5%)*
- *American Indian or Pacific Islander (~1%)*

Renters (29% of population)

- *Renters are more likely to be residents of color. 77% of homeowners are white while only 41% are BIPOC households.*

Youth / teens (<23% of population)

- *Almost half of Eagan's youth are Black, Brown, Indigenous, or people of color.*

Multilingual residents (18%)

Foreign-born persons (15% of Eagan population)

New residents (13% of population)

Minority-owned employers (248)

Eagan is the 11th largest city in Minnesota with just over 69,000 people. Nearly one in three people who call Eagan home are Black, Indigenous, Latine, or Asian. Almost half of our children are students of color. We want to be a community where young people thrive and choose to grow as adults.

The city hopes to design Community Conversations that are appealing, safe, transformative and comfortable specifically for our city's most [diverse groups](#).



Past Race Equity and Inclusion Efforts

Eagan Forward

Eagan Forward is a 20-year vision for the city, which was developed through a robust resident engagement process in 2016. It outlines the vision to “Make Eagan America’s Best Place to Live,” through six strategies:

- Eagan is a place for all people
- Eagan is a healthy city
- Eagan is creative and innovative
- Eagan is a destination community
- Eagan has an updated brand
- Eagan uses residents to put the plan to work

Race Equity and Inclusion Committee

Seventeen employees from all departments and levels of the organization advise leaders on internal workforce equity impacts of organizational policies and decisions. The group includes nine employees who participated in a yearlong training through the Government Alliance on Race and Equity (GARE) in 2017 and 2018.

Race Equity and Inclusion Framework / Working Groups

With the help of the Center for Economic Inclusion, the city created a plan to recruit, hire, and retain a more diverse workforce. More than forty employees are working to implement this strategic plan in 2023-2024. The four focus areas of the strategic plan are:

- Candidate and job-seeker outreach
- Employee education
- Employee engagement and support
- Data analysis

Police Department Community Affairs Advisory Group

Created in 2015, this racially diverse group of community members provides input on Police Department operations such as training, hiring, and community engagement.



How to Submit a Response

1. Complete a written response for items A-F on the following page.
2. Email your proposal to Assistant City Administrator Sarah Alig at salig@cityofeagan.com by 8:00 a.m. on Monday, May 13.

Applicants will be evaluated on the following criteria:

- The proposed project overview and its alignment with the goals of the Community Conversations project
- The applicant's experience successfully completing similar or comparable projects in the past
- The ability of the applicant to provide quality services within time and funding constraints



How to Submit a Response

- A. Your name, email and telephone number.
- B. Describe the firm and key staff working on this project, including consultants or subcontractors.
- C. How will you design and implement the Community Conversations?
 - Provide a high-level summary overview of the project as you would design it.
 - Do you recommend any alterations to this project overview?
 - What timeline do you propose?
 - What role do you expect to play in the implementation? What are your tasks?
 - What is the city's role? What are the city's tasks?
 - What documentation will you deliver throughout and at the end of the project?
 - How will you elevate and protect participants of color?
- D. Describe your experience A) coordinating public engagement processes, B) organizing groups of community members, or C) facilitating conversations about race, racism, or anti-racism. Share a description of any previous, similar or comparable work you have completed within the last 1-3 years. Describe your role and provide a reference.
- E. Share any unique or special skills your team possesses as it relates to the subject.
- F. Provide a breakdown of costs including all insurances, labor and incidentals required to complete the work.

