



Seeking Consultant to Develop Preservation Buffalo Niagara's Three-Year Strategic Plan

Overview

Preservation Buffalo Niagara (PBN) is the region's only full-service, professionally staffed preservation organization, empowering Western New York communities to champion historic preservation as a means of creating a more culturally rich, vibrant, affordable, and sustainable community. PBN is a nonprofit preservation organization serving five Western New York counties (Erie, Cattaraugus, Chautauqua, Niagara and Wyoming) with particular focus on the cities of Buffalo and Niagara Falls. Our mission is to identify, protect, and promote our region's unique architecture and historic legacy. PBN accomplishes this through advocacy, education, and direct development and construction projects. For more information about Preservation Buffalo Niagara, visit <https://preservationbuffaloniagara.org>. PBN is a part of East Side Avenues, a unique public/private partnership that provides capital and organizational support to transformational projects in targeted areas along four East Side commercial corridors.

Description of Work

PBN is seeking proposals from consultants/vendors and or consulting teams who have expertise in developing and implementing a strategic planning process, with a focus on DEIA.

- It is anticipated that the work associated with this project will include but not be limited to:
- Help the organization affirm or update, if necessary, its mission, vision, and values statements;
- Create and prioritize a reasonable 3 – 5 year work plan that helps the organization move closer to meeting its mission;
- Assist in creating an organizationally-specific land acknowledgement statement that recognizes the importance of this place to the indigenous peoples who pre-dated European settlement and find ways to demonstrate that commitment within the strategic plan;
- Help to create an organizationally-specific Diversity, Equity, Inclusion, and Access statement, identify any barriers to implementing the goals of the statement, and ensure that it is intentionally reflected in the priorities identified within the strategic plan.

Project outcomes include:

- Organizational adoption of 3 – 5 year Strategic Plan

The anticipated project dates are:

Release of RFQ: January 26, 2022



Deadline for Responses:	February 15, 2022
Interviews (if necessary):	Week of February 21, 2022
Consultant Selection:	February 28, 2022
Contracting:	February/March 2022
Strategic Planning Start Date:	March 14, 2022
Adoption of Strategic Plan:	October 2022

Qualifications/Eligibility Requirements

- Individual consultants/firms or partnerships of consultants/firms are welcome to submit information in response to this RFQ. Consultants/firms must be willing and available to spend significant face time with organization which may include evening and/or weekend meetings.
- Two or more years with hands-on experience working in the nonprofit sector, with work with historic preservation or community development organizations a strong plus.
- To avoid real or perceived conflict of interests, consultants and firms whose owner/principal also serve as employees or Board members of East Side Avenues funders are not eligible for consideration for this initiative. In addition, a consultant or firm whose owner/principal serves as an employee or Board member of a participating organization will not be eligible to work with that particular organization.
- A list of local consultants specializing in DEIA work is available upon request.

Submission Information

Please submit a letter of interest containing the following information in the order indicated to Jessie Fisher at jfisher@pbnsaves.org by February 15, 2022:

1. Contact information (name, address, telephone, email address).
2. Brief description of qualifications associated with undertaking the work described above (1-2 paragraphs).
3. High-level overview of typical process associated with undertaking the work described above (1-2 paragraphs).
4. High-level proposed timeline including milestones and projected outcomes.
5. Estimated project cost range including hourly rate.
6. A list of 2019 - 2021 nonprofit clients with special emphasis on preservation, community development and/or cultural and arts related work.
7. Please indicate if you and or your sub-consultants are a MWBE certified firm.
8. A firm profile, if available.

Please contact the person indicated above with any questions. All submissions will be acknowledged. The successful applicant will be asked to prepare a more detailed scope of work as part of the contracting process.