

# Creative City Road Map: Request for proposals for facilitation services

## Proposals due by 5:00 p.m., December 29, 2014

### Scope

Successfully facilitate a mid-project check-in meeting for the Creative City Road Map process. The primary purpose of the mid-project check-in meeting is to creatively deliver information from qualitative and quantitative data collection in order to position work group members and Steering Committee (about 120 people total) to complete their work during the Creative City Road Map planning process. Completing their work entails successfully recommending goals and objectives to be considered for the Creative City Road Map.

Tasks for the mid-project check-in meeting will include:

- a. Initial meeting with staff and two (2) artist teams on January 6, 2015
- b. Prepare for mid-project check-in meeting, including developing the agenda
- c. Facilitate mid-project check-in meeting from 4:00 – 7:00 p.m. on January 28, 2015
- d. Submit written meeting reflection by February 15, 2015.

### Experience

Required experience:

- Large group facilitation
- Knowledge of or experience with planning processes
- Working in and with diverse communities
- Working with the arts sector

Desired experience:

- Art of Hosting facilitation methods
- Experience in public sector planning processes

### For consideration

Submit proposals by 5:00 p.m., Monday, Dec. 29, 2014 to [creative@minneapolismn.gov](mailto:creative@minneapolismn.gov). Please include:

- 1) Resume/C.V.
- 2) Initial outline of proposed work plan
- 3) Examples of current/past facilitation work
- 4) One (1) paragraph describing experience working in and with diverse communities
- 5) One (1) paragraph describing experience working with the arts sector

Please limit proposals to five (5) pages or fewer. Interviews will be scheduled for December 31, 2014. Consultant will be expected to be available for an initial meeting with City of Minneapolis staff and artist consultants to the project on January 6, 2015.

### Contact information for questions or additional information

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**About Creative City Road Map**

Creative City Road Map is the City of Minneapolis' planning process to think more strategically about how its arts and creative assets can best contribute to the local and regional economy and improve Minneapolis' quality of life. The community has been invited to engage in this process through ongoing artist-led engagements throughout the city, a survey, and at open houses.

The process is spearheaded by the Arts, Culture and the Creative Economy program of the City of Minneapolis. The Creative City Road Map's vision is that arts and culture activities have the capacity to expand the economic "pie" and help more people reap benefits.

Find more information on our website, [www.creativeminneapolis.org](http://www.creativeminneapolis.org).