

## Request for Information PATH Project Manager



### Introduction

PATH – Platteville Arts, Trails and History Project, has embarked upon a a yearlong collaborative planning process to develop a vision of and action plan for Platteville's future. Supported by a grant from the National Endowment for the Arts and community resources, the PATH project will engage a broad range of community members and institutions and strengthen cooperation among businesses, organizations, and institutions. The planning process will use a creative placemaking framework to identify and build upon the community's unique assets and create strategies to promote a more diverse, vibrant, and sustainable economy that benefits the entire community. These strategies will capitalize on our local identity to stimulate economic development; distinguish Platteville as an authentic, innovative community; highlight civic amenities; provide access to the arts for everyone in the community; and attract entrepreneurs, visitors, and students who are so critical to our local economy.

The City of Platteville, a looking for a project manager to coordinate all project activities and draft the Creative Community Plan with the Working Group and partners. The project manager will be responsible for the overall coordination of PATH. He/she will work directly with the working group and CPPG to manage the project and write the PATH Creative Community Plan. The project manager will need to be: familiar and experienced with arts engagement, creative economy development, and creative placemaking, organized, personable, a good communicator, skilled at assimilating diverse information, a creative thinker, and able to unite and motivate a variety of people to complete an array of tasks to move the project forward.

### Anticipated Timeline

#### Aug. – Sept. 2017

Finalize project scope and hire project manager

#### Sept. 2017 – Oct. 2018

Creative Placemaking Planning Meetings (some steps may require more than 1meeting)

1. Establish CPPG Member Commitment;
2. Build Group Cohesion;
3. Identify Community Assets\*;
4. Map Community Assets;
5. Review Data and Narrow List of Community Assets;
6. Choose a Key Community Asset\*;
7. Envision the Future;
8. Select Core Strategies and Name Identity\*;
9. Create Outcomes and Set Goals;
10. Attach Measures to Outcomes and Generate List of Activities;
11. Organize Action Steps and Resource Needs; and
12. Plan Review and Public Comment\*

Nov. – Dec. 2018

Establish Artistic Review Committee/Develop and Publicize Celebration Project RFP

Feb. 2019

RFP Review and Selection of Top 5 proposals

Feb. - March 2019

Public Voting\* to Select Celebration Project

Late March 2019

Announce Winning Artist/Project

April – June 2019

Art Creation/Performance Planning

July 2019 (Hometown Festival Week)

PATH Project Dedication/Performance

## Response Format

- 1) Background—We will consider an individual manager or small consultant teams. Provide resume(s) on including brief descriptions of similar projects managed.
- 2) Process – The working group has identified *The Creative Community Builders Handbook* (Borup, 2006) and *The Arts in the Small Community 2006* (Ewell and Warlum, 2006) as guides for the process. Please indicate your experience with these or similar planning guides and links to the resulting plans.
- 3) References – Provide names and contact information for three individuals as references for similar projects during the last three years.
- 4) Cost
  - a. Fees for project management, meeting planning, and writing of the final plan over 12 months (September 2017-September 2018).

## Selection Criteria

A selection committee will evaluate responses to the RFI. The City reserves the right to accept or reject any or all proposals, or to alter the selection process. If an award is made as a result of the RFI, it will be awarded to the vendor whose proposal will lead to the best product for the City.

## Respond To:

Diana Bolander, Museum Director, City of Platteville, PO Box 780, Platteville, Wisconsin 53818 or [museumdirector@platteville.org](mailto:museumdirector@platteville.org).

## Deadline

August 16, 2017 at 5:00 pm.