

Central District Preservation and Development Authority
Request for Proposals
History Advisory Committee Facilitator
Issue date: 6/6/22
Closing date: 6/21/22
Contact: info@cdcpda.org
Subject: History Advisory Committee Facilitator

1. Introduction:

- a. CDCPDA's aim is to preserve and restore the historical and cultural character of the Central District community, which has experienced dislocation, displacement, and disintegration. To support this mission, the CDCPDA has taken ownership of and begun to restore the building formerly known as the Seattle Vocational Institute or Seattle Opportunities Industrialization Center to productive use. The CDCPDA's working board was empanelled in August 2020.
- b. In April 2022, the CDCPDA received a National Trust for Historic Preservation grant from the Telling the Full History Preservation Fund grant program. This is a National Endowment for the Humanities pass-through grant coming from the American Rescue Plan. Federal funding is subject to a competitive procurement, conflict of interest, and federal debarment rules.

2. Background:

- a. The CDCPDA is governed by a 13-member board. This grant falls under the Communications Committee. A sub-committee, the 7-member History Advisory Committee, is being formed for the purposes of this project.
- b. For additional information about the organization, please see mckinneycentr.com

3. Request for Proposals

- a. Position title: History Advisory Committee Facilitator
- b. Primary responsibility: Facilitate 5 committee meetings of 60-120 minutes, between July 2022 and February 2023.
- c. Committee goals: Determine how to "tell the full story" of the building now known as the McKinney Center for Community and Economic Development. The determination should include the breadth and/or scope of the history, as well as how to share that history with the wider community.
- d. Responsibilities include: Planning for and facilitating meetings, and reporting out results. Work to develop the meeting discussions into a cohesive plan between the meetings to iterate towards a final interpretive plan should be included.

4. Qualifications:

- a. Demonstrated experience with equity-seeking communities
- b. Experience with iterative planning discussions.
- c. Experience with or knowledge of the Wing Luke Asian Museum's Community-Based Exhibition Model a plus.
- d. Experience with or knowledge of Northwest African American Museum's Community-Based Exhibition Model a plus
- e. Knowledge of Seattle and/or the Central District/Central Area a plus

5. Details:
 - a. The Grant term ends in March 2023. Work for this position will run from July 2022 through March 2023.
 - b. Price: not to exceed \$7600
6. Send proposal to info@cdcpda.org
7. Describe the prior experience(s) in facilitation with 1-3 examples
 - a. Discuss process, trust-building, decision-making
 - b. Attach resume of facilitator
 - c. The contractor shall certify that neither contractor nor its principles are presently debarred, proposed for debarment, declared ineligible, or voluntarily excluded from participation in the transaction by any Federal department or agency.
 - d. Include availability for the timeline listed above, with meeting options in July, August, September, January, February.