



Rocky Mountain Service Employment Redevelopment

Request for Proposal (RFP)

Project Title: RMSEr Food Market Development Grant Management Contractor

Location: 2300 E. 10th Street, Pueblo, CO

Submission Deadline: December 31, 2024

Contract Amount: \$60,000

I. Introduction

Rocky Mountain SER (RMSEr) is seeking proposals from experienced individuals/contractors to manage the planning and execution of predevelopment activities for the Food Market Development on the east side of Pueblo within the Spann Redevelopment. This initiative addresses food insecurity and fosters economic development in Pueblo, CO, under a \$150,000 grant from the Healthy Food Financing Initiative (HFFI).

The selected contractor will serve as the primary project manager, ensuring alignment with grant requirements, managing multiple stakeholders, and driving the project toward achieving its milestones within the grant timeline.

II. Background

RMSEr has over four decades of experience empowering underserved communities in Colorado. The Food Market Development project will provide fresh, affordable food options, job opportunities, and community engagement in Pueblo's East Side, a recognized food desert. RMSEr's vision includes creating a community-focused food market that integrates local farmers, SNAP benefits, and sustainable practices.

III. Scope of Work

1. Grant Compliance and Administration

- Maintain thorough documentation of all grant-related activities to ensure compliance with federal and state requirements.
- Work with RMSEr's Grants and Compliance Manager to ensure the project is managed and aligned with the approved budget.



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- Prepare and assist with submitted required reports, including progress updates, financial statements, and closeout documentation.
- Coordinate site-specific compliance reviews, including environmental assessments and zoning evaluations.

2. Project Planning and Management

- Collaborate with architectural and planning consultants to complete designs and feasibility studies.
- Develop a project timeline with clearly defined milestones that follow the HFFI grant objectives and milestones.
- Manage vendor and consultant contracts, ensuring timely delivery of services.
- Oversee the creation of business models and operating plans.

3. Community Engagement

- Conduct community meetings, focus groups, and surveys to gather input from residents and stakeholders.
- Work with RMSEER's Community Advisory Board to refine project elements and ensure accountability.
- Facilitate workshops on healthy eating, financial literacy, and sustainable farming practices.

4. Partnership Development

- Assist with establishing agreements with local food producers, farmers, and distributors based on the created business model for the grocery store.
- Coordinate with SNAP administrators to ensure market eligibility and seamless benefit usage.
- Engage with local government agencies, nonprofits, and philanthropic organizations to support project objectives.

5. Workforce Development

- Identify and create job descriptions for market staff positions, including General Manager and sales associates.
- Develop recruitment strategies in collaboration with local workforce organizations.
- Oversee training for market staff, emphasizing customer service, inventory management, and SNAP compliance.

6. Deliverables

- Detailed business plan and feasibility studies.
- Architectural designs and site analysis reports.



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- Finalized partnership agreements and MOUs.
 - Comprehensive community engagement report summarizing feedback and adjustments.
 - Timely submission of grant-related reports.
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IV. Proposal Requirements

1. Cover Letter

- Introduction to the contractor or organization, highlighting relevant expertise.

2. Contractor Qualifications

- Experience with grant-funded project management, especially for federal grants.
- Demonstrated success in managing community development or food security initiatives.

3. Technical Proposal

- Detailed work plan addressing each task in the Scope of Work.
- Proposed project timeline with deliverables and key milestones.

4. Key Personnel

- Resumes of team members assigned to the project.
- Roles and responsibilities for each team member.

5. Budget Proposal

- Breakdown of proposed costs, including labor, travel, materials, and overhead.
- Justification of costs in relation to project objectives.

6. References

- Contact information for at least three clients with similar projects.
 - Brief description of services provided for each reference.
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V. Submission Instructions

- **Submission Deadline:** December 31, 2024
- **Submission Format:** Electronic submissions only, sent to Tahja Dublin, Grants and Compliance Manager at Tahja.dublin@rmser.org



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- Include "RFP: RMSEER Food Market Development Contractor" in the subject line.
 - Proposals must be submitted as a PDF attachment, with a file size not exceeding 10 MB.
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VI. Project Timeline

- **RFP Issued:** December 20, 2024
 - **Submission Deadline:** December 31, 2024
 - **Contractor Selection:** January 6, 2025
 - **RMSEER Project Kickoff:** January 7, 2025
 - **USDA Project Kickoff:** January 8, 2025
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VII. Additional Information

For questions or clarifications, please contact:
Christopher Hall, Chief Executive Officer
chall@rmser.org
720-339-8826

Any amendments to the RFP will be posted to RMSEER's website. Proposers are encouraged to monitor for updates.