



Reconnecting to Our Waterways (ROW) Requests Proposals for the Role of Fall Creek Waterway Liaison

Reconnecting to Our Waterways (ROW) is a collective impact initiative that has worked purposefully since 2012 to change the quality of life and ecology along Indianapolis waterways and surrounding neighborhoods. ROW has been able to convene community partners to enhance quality of life through innovation, analysis, cultural advancement, and investment along Indy waterways and neighborhoods.

ROW consists of six resident-led, consensus-based Waterway Committees representing Central Canal, Fall Creek, Little Eagle Creek, Pleasant Run, Pogue's Run, and White River. In addition, there are six Element Committees including Aesthetics, Ecology, Economics, Education, Connectivity, and Well-Being. ROW also has a Steering Committee which works to bring stakeholders and resources together with other committees to implement community-driven projects along the waterways.

ROW is currently requesting proposals from professionals working in for-profit firms or non-profit organizations interested in conducting project management, technical support, and grant development as a Waterway Liaison to further the Fall Creek Waterway Committee Work Plan.

The Work Plan is a living document that represents project priorities the committee has agreed upon. For Fall Creek, several key projects include development of Reverend Charles Williams Park, update of the Fall Creek Watershed Plan, signage in the Millersville area, activation of areas around 30th and 34th streets, and community engagement through programming at Fall Creek sites. Submissions will be evaluated based on applicants' particular qualifications to help the Fall Creek Committee advance these goals.

This role includes an annual flat fee compensation of \$7,500 paid out in quarterly installments and quarterly reporting, with a mutual understanding that workload and time allocation will fluctuate throughout the one-year term. There is an expectation the services described below shall be professionally carried out throughout the full year of the contract. It is anticipated the contract for the **Fall Creek Waterway Liaison** shall run between April 1, 2019 and December 31, 2019.

Eligibility

Persons submitting proposals for Waterway Liaison(s) must be acting on behalf of a legal firm or organization. The collective skills and expertise of these individuals and their respective firm or organization should fit the needs of the Fall Creek Committee.

Scope of Services / Project Management

The following services are expected of the Waterway Liaison:

Committee Services

- Participation in monthly Fall Creek Committee meetings with an 80% or more attendance rate and participation in other meetings as designated. These meetings are typically held at a location within the waterway, attended by a variety of representatives from local businesses, community development entities, residents, neighborhood organizations, and other partners with an average attendance of 10-15 persons.

- Assist with committee meeting logistics which may include reviewing meeting minutes and managing committee rosters in collaboration with Waterway Co-Chairs and ROW Staff. It may also include additional logistics such as determining a location for monthly or other project meetings, securing booth space at events, recruiting committee volunteers to staff a booth, and assisting in the creation/implementation of outreach information with the committee, etc.
- Assist in identifying and prioritizing projects and resources with the input of the entire Fall Creek Committee. This could entail a wide variety of project management activities and communication efforts to maintain project momentum and its ultimate execution/creation. However, volunteer committee co-chairs and members are expected to assist in these activities.
- Facilitate consensus-based work plan execution based on committee-approved priorities by:
 - Developing project timelines and clearly delineating tasks, roles, and deadlines for the Fall Creek Committee and community partners associated with respective projects to ensure completion on budget and on schedule.
 - Identifying collaboration opportunities among stakeholder groups (e.g. City departments, other property owners, CDCs, neighborhood associations, utilities, community partners, etc.).
 - Assisting ROW Staff in internal subgrant fund development ([see subgrant info here](#)) related to the Fall Creek Committee's work plan.
- Facilitate external grant development, coordination, and management for committee projects by:
 - Leading and/or supporting grant writing and reporting.
 - Developing project graphics, budget, cost estimates and other tools when applicable.
 - Coordinating project teams specific to grant awards along with the Waterway Co-Chairs.
- Partner with Waterway Co-Chairs and ROW Staff to assist with community outreach and communication as needed to facilitate Fall Creek Committee involvement. It is imperative the Fall Creek waterway committee has broad representation and that there are on-going efforts to keep committee members engaged, attract additional committee members (especially from under- or un-represented areas), and to replace members as changes occur. This is a working committee and the Waterway Liaison facilitates projects and adds capacity to the waterway efforts with significant input and assistance from the Committee.

Fall Creek Waterway Work Plan Specific Services* (in no particular order)

- Project 1: Rev. Charles Williams Park Advocacy and Development
- Project 2: Watershed Management Plan Update
- Project 3: Millersville Signage Implementation
- Project 4: 30th and 34th St Activation
- Project 5: Community Engagement at Existing Sites

**The Work Plan is a dynamic, living document and is subject to change by committee approval.*

Additionally, the Waterway Liaison is expected to represent the Fall Creek Committee and ROW in a professional manner consistent with ROW's mission, vision, values, and goals. This includes maintaining respectful, democratic, and inclusive dialogue during waterway committee meetings, decision-making, relationships, and project planning and implementation.

Roles

The following descriptions clarify the interconnected relationships between Waterway Committee roles, including the Waterway Liaison.

Waterway Liaison: This role performs the services as described in the above Scope of Services / Project Management.

Fall Creek Committee: This volunteer committee functions as the project taskforce and decision-making body for the entire ROW Fall Creek focus area which runs along Fall Creek from 56th Street to Interstate 65 which includes the communities of the Mid-North and Northeast Corridor.

Waterway Co-Chairs: Elected volunteer Waterway Committee Co-Chairs will provide meeting facilitation and organization. Co-Chairs represent the ROW Fall Creek Committee by consensus decision-making of the committee.
ROW Staff Consultants (ROW Staff): ROW Staff/Central Indiana Community Foundation (CICF) holds the contract on behalf of the waterway and will provide oversight and support as needed.

Submission and Selection Process

Applicants should provide a one-page narrative proposal describing how they, or their firm/organization, would be well-suited to fulfill the Waterway Liaison role, along with a resume or other documentation describing past projects completed relevant to the position. Relevant experience of the Applicant should identify particular expertise, knowledge, relationships and/or contributions that can advance implementation of the Work Plan items listed above. Applicants should also state clearly the individual(s) within the firm who would be fulfilling the Waterway Liaison role if successful in securing the work. If there are multiple individuals fulfilling this role jointly, please provide a clear description of what tasks or duties each will be responsible for as they relate to the Scope of Services outlined above.

Applicants to submit relevant qualifications by *March 8th at 11:59pm* to:

Brianna Dines, Waterways & Communications Coordinator at brianna@ourwaterways.org

Following the submission deadline, applications will be distributed to Fall Creek Committee members for review and an online vote open to Fall Creek Committee representatives will be conducted between *March 11th and March 20th* to determine/approve the qualified applicant. The person/organization chosen for this position will be notified by Waterways & Communications Coordinator of their selection on or around *March 21st*.

Thank you for your interest in supporting ROW's Fall Creek Committee!