



Hastings Prescott Area
Arts Council
PO Box 370
Hastings Mn. 55033

Search for Comprehensive Community Arts & Culture Plan Consultant

Hastings Prescott Area Arts Council

PO Box 370

Hastings MN 55033

Hastings Plan Taskforce

hastingsprescottarts@gmail.com

(651) 437-8678 Dick Graham HPAAC Chairperson

(651) 726-4832 Jen Fox Comprehensive Plan Chairperson

Background:

The Hastings Prescott Area Arts Council (HPAAC) is organized to support and develop the arts in all of its forms within a framework of charitable purposes in the Hastings, MN and Prescott, WI area.

HPAAC was privileged to participate in the 2017-18 Arts Midwest Artslab Retreat Series. During four retreats throughout Minnesota, HPAAC representatives heard about the essentials of creating a comprehensive arts and culture plan for the Hastings community.

Project Goals and Scope of Service:

HPAAC is prepared to begin the process of planning and implementing a comprehensive arts and culture plan for the Hastings area. We need a consultant with knowledge and experience working with communities who have created a comprehensive plan.

This would include:

1. Interviewing local leaders and participants in the arts and culture sector as well as public servants, businesses and civic organizations about their concerns, hopes, plans for arts and culture in the next ten years.

2. Hosting several focus groups with city leaders, artists and cultural producers, social service leaders, council and commission members; discussions would focus on concerns and hopes of these groups.
3. Creating an on-line survey for citizens to complete. This survey would ask for in-depth opinions and would ask participants if they would be willing to offer anonymous personal data to be used for statistical information.
4. Holding two public community meetings; participants at the first meeting discuss desired arts and cultural amenities.
At the second meeting, specific recommendations gained from all of the conversations would be explained and discussed.
5. Providing recommendations for a plan of action for implementation of comprehensive plan including:
 - a. timeline
 - b. areas included in this comprehensive plan: Is the confluence area, Prescott community, or only Hastings area included in this plan?
 - c. mechanism, structure, and authority of group overseeing arts and culture plan.

Submission Requirements:

1. In a letter, please give name, phone, address, email address
2. List education, employment, past experiences in comprehensive planning.
3. Are you able to begin by September 1, 2018? If not, when?
4. Briefly describe how you would execute this plan of action for implementation of the comprehensive plan.
Include timeline, hours and salary required.
5. Any other information that you think might be helpful to the arts planning task force.

Anticipated Selection and Schedule:

Deadline for RFP candidates is August 6, 2018. Anticipated start date to be September 1, 2018; this is negotiable. The initial process of community involvement led by the hired consultant will include all conversations, a summary and list of planned actions will be completed within 8 months, or by May 2019.

Time and place of submission of proposals

Please return submission to hastingsprescottarts@gmail.com by August 6, 2018. For questions, please contact HPAAC Chair Dick Graham at 651-437-8678 or Comprehensive Plan Leader Jen Fox at 651-726-4832.

Evaluation Criteria

- The hired consultant will plan and conduct individual interviews, focus groups and community conversations.
- The consultant will design, send out, receive and summarize community survey. HPAAC task force members will be included in all plans and will assist or lead community conversations as needed.
- The consultant will prepare a written summary of work and offer recommendations for implementation.

If the HPAAC task force is not satisfied with work of consultant, the contract will be terminated only after grievances and difficulties are listed to the consultant who then has an opportunity to correct these difficulties.