



## RFP for Strategic Facilities Planning Services

### Summary

Avenues for Homeless Youth seeks a consultant to facilitate involvement by the Board of Directors, staff, and key stakeholders in a strategic facilities planning process to address the long-term facilities needs of the organization's clients and administrative operations. The consultant will work with a Strategic Facilities Planning Task Force made up of 5-6 members of the Board and staff to craft and implement the strategic facilities planning process. The target is to have the facilities plan finalized by the end of June 2018.

### Organizational background

Avenues has been providing shelter and services to homeless youth for 22 years. Through our 6 programs, we support over 300 youth per year. Avenues for Homeless Youth's mission is to provide emergency shelter, short-term housing and supportive services for homeless youth in a safe and nurturing environment. Through such services, Avenues seeks to help youth achieve their personal goals and make a positive transition into young adulthood.

Avenues currently has three locations. The primary location is at 1708 Oak Park Avenue North in Minneapolis. It provides residential and program space for 21 homeless youth and houses administrative and program offices. The facility was built in the 1930's as a group home for children and has served many functions over the years. Avenues has occupied the building for approximately 20 years. It is owned by the Minneapolis Public Housing Authority and is leased to Avenues for \$1/year, with Avenues responsible for all maintenance and improvements. In 2018, the MPHA intends to transfer ownership of the building to Avenues. Growth in programs, including three community-based host home programs, has increased staffing, especially at the North Minneapolis location. All offices are shared, by as many as 4 people. There is limited private meeting space, which makes it difficult for both staff and the youth. The building is not handicap accessible. Youth share bedrooms, which is not ideal.

A second facility was completed in 2014 in Brooklyn Park that houses 12 youth. The facility was built new, specifically for Avenues. It is owned by the Brooklyn Park Economic Development Authority and leased to Avenues under a similar structure as the Minneapolis facility.

The third location is rented office space in St. Paul. Four program staff work from that space and host drop-in hours for youth. The space is rented from a partner agency with whom Avenues collaborates closely on programming.

### **Goals of Strategic Facilities Planning**

Avenues would like to explore options that both address the current facilities challenges and will accommodate future growth. The desired end product is a range of conceptual options with a detailed budget and implementation timeline for each option.

### **Scope of Consultant Work**

Avenues seeks a consultant who will work with a Strategic Facilities Planning Task Force of 5-6 people to craft and implement the strategic facilities planning process. The consultant will assess current utilization and future space and organizational needs and identify a range of conceptual options to address those needs. Options may include relocation of some or all of the administrative functions, expansion of the existing North Minneapolis building, relocation of the North Minneapolis program, among others. Avenues will simultaneously be engaging in crafting a 3-5 year strategic plan and will be employing a consultant to lead that process. The Facilities Planning consultant may at times engage with the strategic planning process and/or coordinate with the Strategic Planning consultant to ensure coordination of effort.

### **Project budget**

The anticipated budget is \$30,000 - \$35,000.

### **Proposal Process and How to Submit**

Complete proposals should be submitted to Katherine Meerse via e-mail at [kmeerse@avenuesforyouth.org](mailto:kmeerse@avenuesforyouth.org) by February 2, 2017. Proposals will be reviewed the following week, and proposers may be invited to participate in a brief interview with the Board of Directors on Monday, February 12<sup>th</sup> between 6:00 and 7:30 p.m. at 1708 Oak Park Avenue North, Minneapolis.

### **Required Proposal Information:**

- Company background – brief statement of company history and relevant experience
- Qualifications of all personnel involved with the project
- Identify lead person responsible for the project and their specific qualifications
- Description of methodology
- Detailed budget
- Three references pertinent to Strategic Facilities Planning

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