

COMMUNITY LIAISON DESCRIPTION OF WORK

PROJECT OVERVIEW:

The City of Hartford is initiating a planning process to develop a small area master plan and coordinated development strategy for the Arrowhead Gateway – an important gateway between the Clay Arsenal neighborhood and downtown Hartford. This Study will leverage existing public and private investments and underutilized structures in the study area to identify transformative public realm improvements and redevelopment opportunities consistent with the local community's needs and vision.

The City of Hartford is committed to supporting community-based initiatives and engaging residents in planning processes that shape the future of their neighborhoods. **To support the Arrowhead Gateway Master Plan and Corridor Study and represent local needs and concerns, we seek a part-time Community Liaison who has experience in resident-led community action.** The Community Liaison will assist with all aspects of this project and will be expected to conduct the tasks described below.

TASKS & RESPONSIBILITIES:

This section describes the tasks the Community Liaison will be expected to complete. The estimated hours to complete each task are provided in parentheses.

Task 1: Community Engagement Strategy and Committee Meetings (12 hours total)

The Community Liaison will work with the City and the Prime Consultant (Bergmann) to develop a Community Engagement Plan, which outlines the different opportunities for public participation in the project. The Community Liaison will also be expected to attend and participate in up to three (3) Advisory Committee Meetings. The Community Liaison's responsibilities include:

- Meet with Bergmann to identify community engagement strategies, including the most effective strategies for building trust within the local community and engaging residents and community partners (2 hours)
- Review the Community Engagement Plan drafted by Bergmann and provide written feedback (2 hours)
- Develop a list of local community stakeholders to engage (2 hours)
- Participate in up to three (3) Advisory Committee Meetings over the course of the project (6 hours)

Task 2: Existing Conditions Analysis and Market Study (8 hours total)

The Community Liaison will assist with the review of the Existing Conditions Analysis and Market Study prepared by Bergmann. The Community Liaison's responsibilities include:

- Review the Existing Conditions Analysis and provide written feedback (4 hours)
- Based on the Existing Conditions Analysis, meet with Bergmann to identify gaps in community services, transportation needs, and redevelopment opportunities to address community goals and needs (4 hours)

Task 3: Community Participation (80 hours total)

This task represents a majority of the Community Liaison’s work. The Community Liaison will play an integral role in making the local community aware of the project, gathering and synthesizing community feedback, and assisting with community engagement activities. The Community Liaison’s responsibilities include:

- Review all materials prior to distribution to the community (8 hours)
- Distribute project-related materials and advertise public events by going door-to-door, using social media and local social networks, and engaging community groups (24 hours)
- Conduct one-on-one interviews with community groups and individual stakeholders (16 hours)
- Identify potential venues and help coordinate logistics for public events (8 hours)
- Help with the preparation for and facilitation of up to four (4) public meetings or pop-up events (24 hours)

Task 4: Public Realm and Urban Design Recommendations (12 hours total)

The Community Liaison will work with Bergmann to review and refine public realm improvements and recommended land uses within the study area. The Community Liaison’s responsibilities include:

- Participate in a design charrette with the Bergmann team to develop urban design recommendations (8 hours)
- Review conceptual master plan alternatives developed by Bergmann and provide feedback (4 hours)

Task 5: Draft and Final Plan (8 hours total)

The Community Liaison will review the draft and final Arrowhead Gateway Master Plan and Corridor Study to ensure community concerns and needs are well addressed. The Community Liaison’s responsibilities include:

- Review the draft Arrowhead Gateway Master Plan and Corridor Study and provide written feedback (8 hours)

QUALIFICATIONS:

- Have volunteer or professional work experience coordinating or managing public outreach and providing administrative support for community activities.
- Take initiative, think creatively, and offer new ideas.
- Have “people skills” and be viewed as a neutral participant in neighborhood affairs with the ability to bring people with diverse opinions together.
- Be well-liked, friendly, easy to get along with, and have a good sense of humor.
- Be respected and have roots, personal knowledge and connections with local stakeholders, leaders, and neighborhood organizations.
- Be adept with social media.
- Be able and willing to check and respond to email daily (Monday through Friday) during the duration of the project.
- Ability to speak Spanish is desired, but not required.

SCHEDULE:

All work must be completed between October 1, 2021 and April 30, 2022. The City and Bergmann will work with the Community Liaison to ensure all required tasks can be completed based on the Community Liaison's schedule.

COMPENSATION:

The Community Liaison will be compensated \$30 per hour, up to \$3,600.

CONTRACT TERMS:

- The Community Liaison will function as a Subconsultant to Bergmann for this project. The Community Liaison will be hired as a contractor and as such will be responsible for paying their own insurance and taxes.
- Once a Community Liaison is selected, Bergmann shall provide a written contract, which shall be reviewed and signed by both parties before any work commences.
- All tasks performed and hours worked shall be tracked by the Community Liaison using a timesheet provided by Bergmann.
- The Community Liaison shall submit their timesheet to Bergmann every Friday by 5PM (weeks during which the Community Liaison does not perform any work, a timesheet does not need to be submitted).

APPLICATION REQUIREMENTS:

If you are interested in this position, please email a brief statement to Aimee Chambers at Aimee.Chambers@hartford.gov by **October 1, 2021**.

Statements should include the following:

- Full name
- Address, phone number and email
- Statement of interest, including why you would like this position and think you would be a good fit
- Description of experience with public outreach and/or coordinating events and ability to engage a diverse audience, including people of all ages, abilities, and interests
- Statement of availability, including general days and timeframes during which you are available
- Spanish language proficiency
- Two references (Names, positions, phone number and email address)