



201 Intl. Circle, Suite 230  
Cockeysville, MD 21030  
(443) 445-0068  
[www.greentrustalliance.org](http://www.greentrustalliance.org)

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## **Request for Proposals (RFP) for a Meeting Facilitator – Green Infrastructure in South Baltimore / North Anne Arundel Communities**

**Applications due by Monday, January 27, 2025 at 11:59pm EST**

### **Summary:**

**Project Title: Capacity Building Meeting Facilitator, Green Trust Alliance**  
**Selection & Announcement: Wednesday, February 5, 2025**  
**Funding Source: Multiple**  
**Estimated Number of Awards: One**  
**Estimated Period of Performance: February 10, 2025 – March 31, 2025**  
**Point of Contact: Kirk Mantay, Executive Director, [kirk@greentrustalliance.org](mailto:kirk@greentrustalliance.org)**

### **Overview**

Green Trust Alliance (GTA) is a Baltimore County-based, nationally accredited land trust that intends to establish guiding principles and an action plan to build a growing group of local Trustees around our Baltimore Coastal Communities program. GTA hopes to begin this process by convening a one-time-only (for now) 1 afternoon only, exploratory session with some trusted local partners, who for the most part work and live in the communities in and around our BCC initiative's boundaries. GTA seeks non-technical partners in our sector to challenge some of the assumptions and goals first established for this program in 2020. GTA is currently engaged with public park enhancement projects in this area varying from \$500 in cost to over \$12 million in cost.

### **Desired Outcomes under this Scope**

- 1) Format: GTA is convening a formal group of less than 12, who will gather in a relaxed space in the South Baltimore / BWI area on February 18th, for an early dinner. The format of the event will be a mediated/curated "Jeffersonian Dinner" (or similar) that ensures that all voices are patiently heard and that critical analysis is shared by the expert members of the group so graciously donating their time to this effort. We would like to conclude this advisory meeting with additional outcomes including the following:
- 2) An analysis of Trustee skills and dynamics needed to best support community, funder, and GTA fundraising needs in the South Baltimore region a. Ideal size for the Trustee group;
- 3) A broad list of Skills needed (GTA's current board and staff are largely technical experts)
- 4) Steward / Trustee Training needs

- 5) Community Input Needs and Practices on the GTA Board
- 6) Recruitment and retention of these valued volunteers

### **Additional Key Outcomes Under Future Anticipated Scope(s)**

- 1) Detailed recommendations based on best practices that have been locally successful, regarding the establishment of a trustee / steward group of skilled and passionate volunteers.
- 2) Explore the broad applications of the above for fundraising, particularly corporate.
- 3) Development of a project and program feedback process for 2025, that solicits key input from funders, volunteers and other community members in South Baltimore, southern Baltimore County, and northern Anne Arundel County.
- 4) Additional Board Development / Capacity Building Initiatives throughout 2025.

### **Eligibility and Terms**

Green Trust Alliance seeks to evaluate Maryland and DC-based consultants with demonstrated experience providing training and technical assistance to build the capacity of environmental, housing, urban farming, or public health organizations in the Baltimore area. *Consultants and other community organizations within our Baltimore Coastal Communities boundaries are strongly encouraged to apply.* Our focus area communities include Baybrook, Brooklyn, Cherry Hill, Dundalk, Glen Burnie, Halethorpe, Lansdowne, Pasadena, and Pigtown (list is not exhaustive).

All services and work provided in response to this RFP must include culturally responsive practices and be rooted in the context of environmental justice. Respondents should possess meaningful experience facilitating gatherings involving historically under-resourced communities.

The selected respondent will enter into an agreement with GTA to provide the services as described above, and as described below in the Schedule of Events and Task List.

### **Schedule of Events**

- Response Deadline: Monday, January 27, 2025; 11:59pm EST
- Selection & Notification: *Approx.* Wednesday, February 5, 2025
- Contract Start Date / Intro Meeting: Monday, February 10, 2025
- Advisory Panel Meeting (Moderation Event): Tuesday, February 18, 2025
- Follow-Up Meeting: *Approx.* February 17, 2025
- Final Report and Recommendations: March 31, 2025

### **List of Billable Tasks Under this Scope**

1. Perform a brief/rapid analysis of GTA's service to, and engagement with, its Coastal Baltimore communities.
2. Meet with GTA staff (virtual or in person) prior to the February 18<sup>th</sup> advisory meeting and discuss intended outcomes.
3. Work with GTA staff to lead a successful and meaningful discussion with key advisors on February 18<sup>th</sup>, in person, in the South Baltimore area.
4. Meet with GTA staff (virtual or in person) following the February 18<sup>th</sup> advisory meeting and informally discuss initial findings, opportunities, and challenges.

5. Provide a final report by March 31, 2025 (draft by March 29, 2025) that highlights the work performed, outcomes of the February 18 advisory meeting, and recommendations for future capacity building needs related to GTA's stewards/trustees as well as Board development implications.

### **Green Trust Alliance Staff Support**

Green Trust Alliance staff will:

- Serve as a resource to the facilitator.
- Make all arrangements for venue and food service associated with February 18 meeting
- Draft all meeting materials (complete rough drafts) for consultant review, edits, and formatting
- Send meeting invitations and process any/all registrations.
- Print all needed materials
- Attend any and all meetings promptly, fully prepared.

### **Response Format**

The successful response to this RFP will be submitted at or before the stated deadline and will contain the following items:

- 1) Cover letter that speaks to professional expertise and any experience with Baltimore area communities, and acknowledges the project deliverables in this RFP.
- 2) Background, Qualifications, and Experience
- 3) Bio or CV of personnel who would facilitate the February 18 discussion
- 4) Budget Proposal
- 5) Certificate/Notice of Good Standing (less than 6 months old) from the State of Maryland
- 6) Above delivered to [kirk@greentrustalliance.org](mailto:kirk@greentrustalliance.org) at or prior to the stated deadline

*Note: Given the relatively small value of this contract and GTA's intention to attract small and community based consultants, we do not anticipate that all of the above items will be specifically formatted and tailored towards GTA's work. However, at minimum a completed response must include a customized cover letter and a customized budget proposal, in addition to non-customized or "generic" responses to the other required items.*

### **Funding Restrictions**

- 1) These funds may not be used for fundraising purposes
- 2) These funds may not be used to purchase food or refreshments
- 3) These funds may not be used to create or directly support materials or campaigns to support or oppose specific acts of legislation, whether current, pending, or proposed.