



CITY OF HARTFORD

ROUTING TABLE #1

Updated 2/22/21

PROFESSIONAL SERVICES (AGREEMENT) **(AMENDMENT)**
CONSTRUCTION SERVICES (AGREEMENT) **(AMENDMENT)**
MISCELLANEOUS GOODS & SERVICES (INSTALL) **(NO INSTALL)**
LESS THAN 25K AGREEMENT

Date:	October 20, 2021	
Initiating Department:	Procurement Services for Development Services	
Contact Person & Telephone #:	Tara Cummins- tara.cummins@hartford.gov	
Project Title:	Neighborhood Plan Development	
Project #:	6022	Extension #
Term of Contract (start & end date):	October 1, 2021 through September 30, 2022	
Total Cost of Project:	\$160,000	
General Fund \$ / MUNIS Account Coding:	\$ 160,000	420018 588903
Grant Fund \$ / MUNIS Account Coding:	\$	
Vendor Name / Vendor #:	Kounkuey Design Initiative Inc.	
Council Resolution Date:	n/a	

	TITLE	SIGNATURE	DATE
1. Initiating Department	Department Head	<i>[Signature]</i>	10/30/21
2. Procurement Services Unit (Communications & Revisions)	Procurement Specialist	<i>[Signature]</i>	11/1/21
3. Procurement Services Unit	Procurement Manager	<i>[Signature]</i>	11/1/2021
4. Management & Budget	Director of M&B		
MARB Approval Required <input type="checkbox"/> Initials: _____	MARB Approval Rec'd Yes <input type="checkbox"/> No <input type="checkbox"/>		
5. Corporation Counsel (Form & Legality)	Corporation Counsel		
6. Mayor's Office	Chief Operating Officer		

11.17.21 *[Signature]*

Executed Contracts are released to Procurement for distribution. Initials / Date: _____

CONTRACT FOR PROFESSIONAL SERVICES

by and between

CITY OF HARTFORD

and

Kounkuey Design Initiative Inc.

for

Neighborhood Plan Development

This Agreement is by and between the **City of Hartford**, a Connecticut municipal Corporation having its territorial limits within the County of Hartford and State of Connecticut, acting herein by **Luke A. Bronin, its Mayor**, duly authorized hereinafter referred to as the **City**, and **Kounkuey Design Initiative, Inc.** whose address is **2355 Westwood Blvd #717, Los Angeles, CA** acting herein by **Chelina Odbert, its Executive Director**, duly authorized, hereinafter referred to as the **Provider**.

1. SCOPE OF SERVICES

The City of Hartford hereby engages Provider to provide the Upper Albany and Frog Hollow Neighborhood Plan Development on an as-needed basis as set forth on **Exhibit A** attached hereto ("Services"), subject to the terms and conditions in this Agreement.

2. TERM

The term of this Agreement will be for one year starting project October 1, 2021 through September 30, 2022. The City has the option to extend this contract for (3) additional (1) year terms in the City's sole and absolute discretion.

3. COMPENSATION

For services rendered by Provider as detailed in Exhibit A of this Contract, Provider shall be paid according to the rates set forth in Exhibit B.

City's obligation to make any payments for any Services rendered hereunder is expressly contingent upon Provider having satisfactorily performed the same. In the event that City reasonably determines that Provider's work is not satisfactory, or if City reasonably believes Provider otherwise has breached any of its obligations under this Agreement, City may take corrective action, including, but not limited to, the following:

- (i) Delay of payment;
- (ii) Adjustment of payment; and/or
- (iii) Suspension or termination of this Agreement.

Payment will be made by City for any Services provided hereunder within thirty (30) days of its receipt of Provider's invoice therefor in accordance with this Section.

4. MANAGEMENT

The Director of Development Services or his/her designee will manage this contract for the City. The City will co-manage all center operations and shall also work closely with the Provider in all aspects of the programs and services and each shall follow reasonable suggestions of the other to improve same.

5. RELATIONSHIP BETWEEN THE PARTIES

It is mutually agreed that the Provider including its employee(s) is an independent contractor and not an officer, employee or agent of the City, and that this Agreement is a contract for services and not a contract of employment, and that, as such, the Provider and its employee(s) shall not be entitled to any employment benefits of the City such as, but not limited to: vacation, sick leave, insurance, workers' compensation, pension and retirement benefits. All personnel matters affecting staff will be the responsibility of the Provider.

6. HOLD HARMLESS AGREEMENT

The Provider, its agents and assigns shall indemnify and hold harmless the City of Hartford, including but not limited to, its elected officials, officers, and agents, ("collectively, "the City Indemnities") from any and all claims made against the City Indemnities, including but not limited to, damages, awards, costs and reasonable attorneys' fees, to the extent any such claim directly and proximately results from the wrongful, willful or negligent performance of services by or on behalf of the Provider here under or under any other agreements of the Provider entered into by reason thereof. The City agrees to give the Provider prompt notice of any such claim and absent a conflict of interest, an opportunity to control the defense thereof. The foregoing indemnity shall survive the termination or expiration of this agreement.

7. INSURANCE REQUIREMENTS

A certificate of insurance must be presented to the City in order for this Contract to take effect. The certificate must name the City as an additional insured on the face of the document and must bear the original signature of an authorized agent for the issuing entity. Except as otherwise set forth herein, policies maintaining such insurance throughout the duration of the project. Insurance requirements are detailed in document **#1009 Professional Services Insurance Requirements** attached as Exhibit C.

8. CONFLICT OF INTEREST

Provider hereby represents and warrants to City as follows:

- (i) Provider has not employed or retained any company or person, other than a bona fide employee working solely for Provider, to solicit or secure this Agreement,

and Provider has not paid or agreed to pay any company or person, other than bona fide employees working solely for Provider, any fee, gift or any other consideration contingent upon or resulting from the awarding or making of this Agreement;

- (ii) no member of the governing body of City, or its designees, employees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to this Agreement shall, during the individual's tenure or thereafter, have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services to be performed in connection with this Agreement. Provider shall cause to be incorporated, in all subcontracts a provision prohibiting such interest pursuant to the provisions of this paragraph.

In the event any of the foregoing representations are untrue, or if any fact or circumstance occurs during the term hereof that cause any of the same to be untrue, then City, in addition to such other rights or remedies which may then be available to it, all of which are expressly reserved hereby, shall have the option of terminating this Agreement in accordance with Subsection 12.1.

9. PERFORMANCE OF SERVICES

All Services will be performed by Provider in a timely manner with skill and competence in accordance with generally accepted practices of, and pursuant to a standard of care exercised by, companies providing similar services under like circumstances.

10. CONFIDENTIALITY

Provider shall not, at any time during, or after the expiration of, the term of this Agreement, divulge to any person, or use for its or any other person's benefit, any information or fact relating to the conduct, management, or business of City, which shall have come to the knowledge of Provider in the course of providing the Services hereunder. Provider further agrees to treat as confidential, and to use only for the advancement of the interest of City, all data and other information submitted to or obtained by it in connection with the Project during the term of this Agreement. Except as may otherwise be agreed by City, all originals and copies of any such materials shall be returned to City upon completion of the Project or at such earlier time as is requested thereby.

11. EVENTS OF DEFAULT AND REMEDIES

11.1 Events of Default

Any of the following occurrences or acts shall constitute an Event of Default under this Agreement:

- (i) Whenever Provider shall do, or permit anything to be done, whether by action or inaction, contrary to any of the covenants, agreements, terms or provisions contained in this Agreement which on the part or behalf of Provider are to be kept or performed, and Provider fails to correct any

such breach within ten (10) days after Provider's receipt of written notice of such breach from City; or

- (ii) If any determination shall have been made by competent authority such as, but not limited to, any federal, state or local government official, or a certified public accountant, that Provider's management or any accounting for its funding, from whatever source, is improper, inadequate or illegal, as such management or accounting may relate to Provider's performance of this Agreement; or
- (iii) whenever an involuntary petition shall be filed against Provider under any bankruptcy or insolvency law or under the reorganization provisions of any law of like import, or a receiver of Provider or of or for the property of Provider shall be appointed without the acquiescence of Provider, or whenever this Agreement or the unexpired balance of the term would, by operation of law or otherwise, except for this provision, devolve upon or pass to any person, firm or corporation other than Provider or a corporation in which Provider may be duly merged, converted or consolidated under statutory procedure, and such circumstance under this subparagraph shall continue and shall remain undischarged or unstayed for an aggregate period of sixty (60) days (whether or not consecutive) or shall not be remedied by Provider within sixty (60) days; or
- (iv) whenever Provider shall make an assignment of the property of Provider for the benefit of creditors or shall file a voluntary petition under any bankruptcy or insolvency law, or whenever any court of competent jurisdiction shall approve a petition filed by Provider under the reorganization provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever a petition shall be filed by Provider under the arrangement provisions of the United States Bankruptcy Code or under the provisions of any law of like import, or whenever Provider shall desert or abandon the Project; or
- (v) If any competent authority shall have determined that Provider is in default of any federal, state or local tax obligation; or
- (vi) Pursuant to Resolutions passed by the Court of Common Council on March 4, 1996 and January 13, 1997, if Provider or any of its principals are in default of any tax or other financial obligations which are owed to City. Default shall be considered to have occurred under this subsection when any payment required to be made to City is more than thirty (30) days past due.

11.2 Election of Remedies

If any Event of Default hereunder shall have occurred and be continuing, City may elect to pursue any one or more of the following remedies, in any combination or sequence:

- (i) Take such action as it deems necessary, including, without limitation, the temporary withholding or reduction of payment;
- (ii) Suspend Project operation;
- (iii) Require Provider to correct or cure such default to the satisfaction of City; and/or
- (iv) Terminate this Agreement for cause in accordance with Section 12 hereof.
- (v) Deduct from the cash bond/escrow account any penalties, claims, charges or damages assessed against the Operator by the City in the City's reasonable discretion.

The selection of any remedy shall not prevent or stop City from pursuing any other remedy and shall not constitute a waiver by City of any other right or remedy.

12. TERMINATION OF AGREEMENT

12.1 Termination for Cause

Upon the occurrence of any Event of Default, as set forth in Section 11.1 hereof, City may terminate this Agreement by giving five (5) days' written notice thereof to Provider.

12.2 Termination for Non-availability of Funds

In the event City shall not have funds available for the Project, City may terminate this Agreement following written notice thereof to Provider.

12.3 Termination at Will

City or Provider may terminate this Agreement at any time by giving thirty (30) days' prior written notice thereof to the other party.

12.4 Payment upon Termination

In the event this Agreement is terminated pursuant to any of Sections 12.2 through 12.3 above, City shall make full payment to Provider for all Services performed in accordance with this Agreement up to and including the date of termination within sixty (60) days of such date of termination and presentation of Provider's reports therefor in accordance with Section 3 above.

13. ESTABLISHMENT AND MAINTENANCE OF RECORDS; AUDITS

- 13.1 Provider agrees to establish and maintain fiscal control and accounting procedures that assure proper accounting for all funds paid by City to Provider under this Agreement. Without limiting the generality of the foregoing, Provider agrees that it will maintain accurate and complete records of (i) all charges and any other claims or demands for compensation from City, or any other person or entity, in connection with the Project (including, without limitation, any claims for or arising out of any alleged breach of this Agreement), (ii) the basis (including but not limited to, supporting documentation) therefor, and (iii) the amount and source of any and all payments or other consideration ultimately recovered in respect thereof.
- 13.2 Any and all records shall be generated by Provider in a manner which is consistent with City's requirements and shall be maintained for a period of not less than six (6) years from the date of termination of this Agreement pursuant to Section 12. Provider further shall permit (and require its Providers to permit) City and/or its duly authorized representatives to examine, review, and audit any records, books, or other documents of Provider or any and all of Provider's Providers relative to the above, and furnish copies thereof, when requested.

14. SUBCONTRACTORS

Portions of the Services may be subcontracted, provided that:

- (i) City shall have given prior approval to such subcontract in writing, which approval may be withheld in its sole and absolute discretion;
- (ii) All of the terms, covenants, conditions and provisions of this Agreement shall have been incorporated in such subcontract(s) and the subcontractor(s) shall have agreed in writing to assume, perform and be bound by this Agreement and all the terms, covenants, conditions and provisions hereof and shall have further acknowledged and agreed that City is and will be a third party beneficiary of said undertakings; and
- (iii) City shall not be liable for payment of any wages, materials, or other expenses of any subcontractors.

15. COMPLIANCE WITH LAWS

Provider shall perform all Services hereunder in accordance with and subject to all applicable federal, state and local laws, statutes, regulations, ordinances, orders and permits, including regulations promulgated by the Department of Motor Vehicles.

16. ANTI-DISCRIMINATION AND AFFIRMATIVE ACTION

Provider agrees to abide by the provisions of Section 2-679 *et seq.* of the City of Hartford Municipal Code (as applicable), Executive Orders Numbers 3 and 17 of the State of Connecticut; and Presidential Executive Orders Numbers 11246, 11375 and 11063. In carrying out the Project, Provider shall not discriminate against any employee or applicant

for employment because of race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference.

Provider shall take affirmative action to ensure that applicants for employment are employed, and that employees are treated during employment without regard to their race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training; including apprenticeship. Provider shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the federal government, setting forth the provisions of the non-discrimination clause.

Provider shall state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, age, sex, national origin, mental disability, physical handicap, or sexual preference. Provider shall incorporate, or cause to be incorporated, this provision in any and all subcontracts entered into pursuant to this Agreement. Provider agrees to abide by the terms and conditions contained in the City of Hartford's *Contractor's EEO Report*.

17. AMERICANS WITH DISABILITIES ACT (ADA) OF 1990

Provider agrees to abide by the provisions of the Americans with Disabilities Act (the "Act") of 1990; Public Law 101-336, as applicable.

In compliance with this law, Provider shall not discriminate against a qualified individual with a disability because of the disability of such individual in regard to job application procedures, the hiring, advancement, or discharge of employees, employee compensation, job training, and other terms, conditions, and privileges of employment. No qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of services, programs, or activities of Provider, or be subjected to discrimination by Provider. No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages or accommodations provided by Provider.

Any television public service announcement that is produced or funded in whole or in part under this Agreement shall include closed captioning of the verbal content of such announcement. Provider shall not discriminate against any individual because such individual has opposed any act or practice made unlawful by the Act or because such individual made a charge, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under the Act.

Provider shall not permit coercion, intimidation or threatening of, or interference with, any individual in the exercise or enjoyment of, or on account of his or her having exercised or enjoyed, or on account of his or her having aided or encouraged any other individual in the exercise or enjoyment of, any right granted or protected by the Act.

18. DELINQUENCY IN OBLIGATIONS

Provider hereby agrees that throughout the period of this Agreement, all taxes, contractual obligations and audit responsibilities owed to City shall be and remain current.

19. NON-WAIVER

Any failure by City or Provider to insist upon the strict performance by the other of any of the terms and provisions hereof shall not constitute a waiver of that or any other of said other party's obligations hereunder, and each party hereto, notwithstanding any such failure, shall have the right thereafter to insist upon the strict performance by the other, of any and all of the terms and provisions of this Agreement.

20. AMENDMENTS

This Agreement may be amended by written instrument executed by the parties hereto, acting therein by their duly authorized representatives.

21. DISCLAIMER OF AGENCY OR THIRD PARTY BENEFICIARY RIGHTS

City and Provider are the only parties to this Agreement and are the only parties entitled to enforce its terms. Nothing in this Agreement gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

22. NON-ASSIGNABILITY BY PROVIDER

This Agreement shall not be transferable or assignable by Provider, by operation of law or otherwise, without prior written consent of City, which consent may be withheld in its sole and absolute discretion.

23. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to conform to the terms and requirements of applicable law.

24. CUMULATIVE REMEDIES

All rights and remedies exercisable by City hereunder shall be cumulative and the exercise or beginning of the exercise by City of any of its rights or remedies hereunder shall not preclude City from exercising any other right or remedy granted hereunder or permitted by law.

25. GOVERNING LAW

This Agreement shall be governed by and construed, interpreted and enforced in accordance with the laws of the State of Connecticut and the ordinances of the City of Hartford without regard or resort to conflict of laws principles.

26. GENDER/NUMBER/TITLE

Words of any gender used in this Agreement shall be held and construed to include any other gender, and words in the singular shall be held and construed to include the plural, unless the Agreement requires otherwise. In the event of any discrepancy or conflict between the name and title of any person referred to in this Agreement, the title shall prevail.

27. NOTICES

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day operation of this Agreement, shall be deemed properly given if hand delivered or sent by express courier mail service or United States registered or certified mail, return receipt requested, postage prepaid, to the following addresses:

As to the City:

City of Hartford
550 Main Street
Hartford, CT 06103
Attn: Luke A. Bronin, Its Mayor

As to Provider:

Kounkuey Design Initiative, Inc.
2355 Westwood Blvd #717, Los
Angeles, CA 90064
Attn: Chelina Odbert, its Executive Director

With a Copy to:

Corporation Counsel
City of Hartford
550 Main Street
Hartford, CT 06103

Notices provided in accordance with the foregoing shall be deemed received as of the earlier of the date of delivery or the second business day following the date of their being posted with U.S. Postal Service.

30. SUCCESSORS AND ASSIGNS

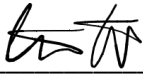
Subject to the other provisions of this Agreement, this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective successors and permitted assigns.

31. MERGER/ENTIRE AGREEMENT

This Agreement and its exhibits referenced herein and attached hereto, contain the entire understanding between the parties hereto and supersede any and all prior understandings, negotiations, and agreements whether written or oral, between them respecting the written subject matter hereof.

IN WITNESS THEREOF, the CITY OF HARTFORD and the PROVIDER have executed this Contract as of this _____ day of _____, 2021.

PROVIDER

By: 

Chelina Odbert,
its Executive Director

CITY OF HARTFORD

By: _____
Luke A. Bronin
its Mayor

APPROVALS:

As to Form and Legality:

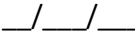
By: _____ 
Howard G. Rifkin
Its Corporation Counsel
Date

EXHIBIT A – Detailed Scope of Services



LUKE BRONIN
MAYOR

CITY OF HARTFORD

DEPARTMENT OF DEVELOPMENT SERVICES

Planning Division
250 Constitution Plaza, 4th Floor
Hartford, Connecticut 06103

Telephone: (860) 757- 9040

Fax: (860) 722-6402

www.hartford.gov



I CHARLES MATHEWS
ACTING DIRECTOR

AIMEE CHAMBERS, AICP
DIRECTOR OF PLANNING

REQUEST FOR PROPOSALS

for

NEIGHBORHOOD PLAN DEVELOPMENT

Summary

Neighborhood plans help residents and business owners identify community priorities, build consensus around long term vision, and ensure the consistency of community's goals with those of the city. This process ensures that growth and development occurs in the most efficient and effective manner; preserves those features which may have important environmental, social, or cultural significance; and acknowledges not only physical and economic factors, but social needs within the neighborhood. It involves collection of data, which may be useful for future funding opportunities and the development of implementation matrices that align with the City's Plan of Conservation and Development. Additionally, neighborhood planning assists the City in justifying large scale development projects and initiatives.

The City of Hartford Department of Development Services – Planning Division (the “City”) proposes to complete a multi-year neighborhood planning process (the “project”). Should funding allow, it is the goal of the Department of Development Services – Planning Division, to develop 13 neighborhood plans over the course of a five-year period – FY22-FY26.

Through this process, the City and its consultant may offer technical assistance to Hartford's thirteen Neighborhood Revitalization Zones (“NRZ”) in updating their strategic plans. NRZ strategic plans may be developed, at the NRZ's request, in the form of an addenda to the neighborhood plan. These addenda, should they be developed, will be adopted in accordance with the requirements of Connecticut State Statutes and City Municipal Code as applicable.

During the project (“Year 1”), the City intends on partnering with the Local Initiatives Support Corporation (LISC) Connecticut through an MOU. LISC will work with local Community Development Corporations (CDCs) -Sheldon Oak Central (SOC), Northside Institutions Neighborhood Alliance (NINA), Southside Institutions Neighborhood Alliance (SINA), and the Mutual Housing Association of Greater Hartford. This partnership will include LISC's full participation during the (1) neighborhood planning process including assistance with community engagement; (2) a strategic planning process for each CDC done parallel to, but separate from; (3) technical assistance for the development of strategic plans for the corresponding NRZ (as desired). LISC will organize convenings to attract and engage potential funders, who may assist in mobilizing projects identified in the plans.

The City proposes to engage a consultant or consultants for Year 1 in a community-based planning process for the development of four succinct, action-oriented neighborhood plan documents. In its partnership with LISC, the City's consultant(s) will focus on the development of plans for three neighborhoods: Northeast, Asylum Hill, and Frog Hollow. A consultant will also be engaged in the development of a plan for the Upper Albany neighborhood.



Background

Hartford is home to 17 distinct neighborhoods. They are:

- Central Business District/Downtown
- Parkville
- Frog Hollow
- Asylum Hill
- West End
- Sheldon/Charter Oak
- Upper Albany
- Clay Arsenal
- South End
- South Green
- Barry Square
- South Meadows
- Southwest
- Behind the Rocks
- North Meadows
- Blue Hills
- Northeast

Many of these neighborhoods have not had City recognized plans developed since the mid to late 2000's.

Hartford also has 13 Neighborhood Revitalization Zones (NRZ). A Connecticut law enacted in 1995 established a process for the development of Neighborhood Revitalization Zones (NRZs). The objective of the NRZ is to revitalize neighborhoods through the collaborative involvement of residents, businesses and government to determine the vision and priorities of the individual neighborhoods. The NRZ process provides a mechanism for local stakeholders, along with local municipal officials, to develop a strategic plan to revitalize their neighborhood. For more information about NRZ strategic planning visit: <https://tinyurl.com/ylreoq9s>. Some of the City's existing NRZs were established in accordance with Connecticut State Statutes, while others are less formalized. Many of the NRZ strategic plans are also outdated and/or have not been formally adopted by the municipality.

In 2016, LISC and four neighborhood CDCs engaged in a community based strategic planning program that resulted in the development of three neighborhood plans: the Upper Albany Neighborhood Plan with the Sheldon Oak Central; the Frog Hollow Neighborhood Plan with Mutual Housing Association of Greater Hartford, Inc. and SINA; and the Asylum Hill Neighborhood Plan with NINA. Those five-year plans will be updated by LISC and their consultant in 2021.

This partnership initiative intends on minimizing redundancy and maximizing the effectiveness of participatory planning by coordinating processes and deliverables.

Hartford 2035 City Plan

The Hartford 2035 City Plan (the "Plan") was adopted in 2020. This new plan, much like the City's zoning regulations, relies on its concise and approachable design. It contains goals and policies that shall be reflected and further defined on the neighborhood level. The eight priorities (unity, security, health, identity, density, connection, ingenuity, and nature) and five action areas (green, grow, live, move, play) identified in the Plan can and should be used to identify



neighborhood level goals, strategies, and objectives to guide the work of the City and organizations working within each neighborhood.

Further, the Plan's ten key recommendations and ten transformative project areas should be points of discussion for implementation purposes as well. The neighborhood planning process should inform the City Plan in the form of achievement benchmarks and measures.

Proposed Scope of Work

The intent of the Scope of Work provided below is to serve as a framework, which consultants can use to develop based on their professional expertise and knowledge. The City asks consultants to present an efficient, effective proposal, which insures the project objectives can be met. The final scope of work will be negotiated with the selected consultants in conjunction with City staff prior to contract approval. The consultant is expected to provide interpretation and identification of deliverables or milestones it believes are integral to the project in the submitted proposal, as outlined within the Submittal Requirements section of this RFP.

Phased Development

The first phase of the development of each neighborhood plan will involve data and demographics collection, measuring change over time and identifying neighborhood trends. This phase will also include identification of stakeholders, asset mapping, and a neighborhood visioning process.

Existing Conditions & Data Analysis – The consultant will work to gain a firm understanding of the context, trends, and related information applicable to the neighborhood in relation to the larger community. This information and data will be used to inform the study and to ground the study in objectivity.

Vision & Goal Setting – The consultant will work with the City and project stakeholders to develop a broadly supported and achievable vision and related goals for the neighborhood. The vision and goals shall build upon the City's Plan of Conservation and Development and related policies.

A second phase will allow both the NRZ and CDC(s) to engage in separate, parallel strategic planning processes for their respective organizations. Should the corresponding NRZ opt in to this technical assistance, the consultant will work with them towards the development of a strategic plan document in alignment with the CT General Statutes. This service should be included as an add-alternate cost to the project.

The final phase will involve fair planning decision making processes. Recognizing that it is under these circumstances that good development can flourish, this phase will reconvene all parties to coordinate priorities and activities into an implementation matrix. This phase will also include document development. The final deliverables will be assembled for City adoption.



Responsible Party

The City will:

- Engage a consultant or team of consultants for Year 1.
- Supply access to existing plans, data, and mapping tools
- Provide general oversight of the consultant and will help to facilitate interactions with other City staff, board/commission members, and project stakeholders

With oversight from City staff as well as guidance from a project steering committee, the selected consultant(s) will:

- Take the lead in managing time, staffing, resources, budget, and related activities to ensure that the project objectives are met.
- Lead the planning process and develop project deliverables as outlined within this RFP including:
 - Gather and analyze data and neighborhood trends
 - Partner with local organizations already involved in asset mapping activities
 - Develop and implement a Community Engagement Plan for each neighborhood in partnership with the City and LISC (as applicable)
 - Engage with the NRZ to better assess strategic goals as they relate to the overarching neighborhood vision
 - Coordinate with the Hartford Redevelopment Agency (HRA) and their consultant(s) as needed and as applicable (for areas served by Municipal Development Plans)
 - Develop an electronic plan document complete with images and tables for adoption and approval
- Be in close communication with staff throughout the life of the project

Community Engagement and Participation

Public and stakeholder participation will be one of the primary components of this initiative. Special emphasis shall be placed on broad participation from all stakeholders (especially underrepresented stakeholders), acknowledging the modifications which must be made for engaging in a post covid-19 environment.

A community engagement plan will be designed for each neighborhood. The engagement plan will become an element of the final deliverable, included in both the neighborhood plan and the CDC plans. The engagement plan will be developed by the consultant(s) in partnership with the City and LISC using the demographic data and existing asset maps developed by community organizations. Each neighborhood plan will include a review of the implementation of the engagement plan to identify additional opportunities for improving outreach and participation in



future neighborhoods. It is intended to be adaptable and repeatable for each successive neighborhood.

A steering committee, or Neighborhood Planning Committee (NPC), will be convened for each neighborhood and will develop the vision and strategic aspects of each plan. The composition of the NPC will be informed by the Community Engagement Plan and will be composed of a representative mix of neighborhood stakeholders. The City, through its consultant, will facilitate the NPC meetings with assistance from LISC's consultant as appropriate.

The City of Hartford, with its consultant, will hold public workshops within each neighborhood to report progress on the process and to gather additional input. The format of those workshops will be developed based on neighborhood planning best practices and will be included in the community engagement plan. Outcomes of the outreach efforts will be catalogued, reported to the Neighborhood Planning Committee, and will be included as an element of the final neighborhood plan.

Neighborhood Plan Elements

This document should be developed in a thorough but concise manner. The following is a sampling of the types of information that may go into such a document.

Introduction, Neighborhood Profile, and Neighborhood Vision

The output of the first phase of each neighborhood planning process will result in introduction, neighborhood profile, and neighborhood visioning elements that are designed to be used in all three outputs of the planning process (Neighborhood Plan, NRZ Strategic Plan Addenda, and CDC Strategic Plan).

Time & Place

An Element communicating the history of the neighborhood, and its place within and contributions to the city's history. This section may also address preservation needs - the identification of buildings and sites related to the history of the community, and efforts to preserve and celebrate these as new development occurs.

Corridor and Infrastructure Summary

Significant roadway(s) interconnect the city neighborhoods and play key roles in the success of each community. As applicable to the neighborhood, these corridors will be studied with a focus on but not limited to: issues of coordinating present and future land uses; zoning analyses to address the prevalence of nonconformities; growth management



and economic development opportunities; City-owned and vacant property; and maximization of new or future streetscape designs or other infrastructure.

The studies should have recommendations on implementation including potential updates to City regulations, including but not limited to zoning regulations.

This summary will serve to influence the strategies and implementation plans developed by the Neighborhood Planning Committees and NRZs.

Five Action Areas

Develop strategies and key implementation steps for each neighborhood as it relates to the goals and objectives identified in the Hartford City Plan. The output will be organized within the five action areas (Green, Grow, Live, Move and Play) of the Hartford City Plan to communicate how that plan can be implemented at the neighborhood scale.

This coordinated strategy and implementation plan shall clearly identify assets available, each organization's role, implementation partners (as applicable), and missing elements.

Action and Implementation Plan

This section shall also include a timeline for action and/or a scorecard identifying projects and other objectives derived from the planning process, along with clear direction on how each item connects back to the 2035 City Plan.

Addenda

An repository of summaries and/or graphical representation of stakeholder mapping, data, the community engagement plan, input gathered at all meetings.

Neighborhood Revitalization Zone Strategic Plan Elements *

This can be designed as a standalone document or as an addendum to the City's neighborhood plan, depending on the composition and goals of the NRZ. If a standalone document:

Introduction, Neighborhood Profile, and Neighborhood Vision

The output of the first phase of each neighborhood planning process will result in introduction, neighborhood profile, and neighborhood visioning elements that are designed to be used in all three plan outputs of the planning process (Neighborhood Plan, NRZ Strategic Plan, and CDC Strategic Plan).



Organizational Management Goals and Objectives

A section used to set mission, vision, and values. This section intends to strengthen operations to ensure that board members have a common vision for the future development of the NRZ as an entity. The section shall establish agreement around intended outcomes/results over a period of time, and strategically assess opportunity for growth or adjust the organization's direction if needed.

Action and Implementation Plan

An expansive list of objectives, priorities, timetables, partnerships, and funding sources, needed to achieve the neighborhood vision. This element would include any waiver, expedited historic review, or receivership proposals as applicable and allowed by Connecticut State Statute.

Performance Measures and Monitoring System

A description of the methods for measuring achievement in both the neighborhood Action Plan and Organizational Management sections.

Process

An accounting of the planning process including the committee, external participants, community engagement efforts, an accounting of the public hearing (including public notice), and a copy of the organization's bylaws (including public notice).

**NRZs may opt out and are not required to participate in this process.*

Reference Documents

While the City has developed a number of documents over time, there remains a need to update and merge deliverables into a digestible and actionable format. The following is a non-exhaustive list of documents which are pertinent to this initiative. These may assist the consultant(s) in the development of their proposal and the final product:

- Hartford 2035 City Plan
- Zoning Regulations, as amended 06/05/2020
- Historic Preservation Ordinance and Design Guidelines (2005)
- Complete Streets Plan (pending)
- Bicycle Master Plan (2019)
- CGS 118 – Neighborhood Revitalization Zones
- Albany Woodland Redevelopment Plan (2007)
- Asylum Hill Association Strategic Plan (2009)
- Frog Hollow Strategic Plan (2006)



- North Hartford Plan (2007)
- Terry Square Trident Plan (2008)
- Trident Implementation Plans (2010)
- ULI Concept Plan – Albany Homestead
- Hartford Parks Guide (2016)
- Blighted and Vacant Properties Survey

Timeline

The Year 1 timeline is expected to commence in late Spring 2021 and end in late Spring 2022. Consultants should be realistic about their capacity to address what is proposed. They should consider a phased approach to this project and develop a timeline which allows more than one project to run concurrently, if applicable.

Submission Requirements

The content and sequence of the information contained in each copy of the proposal shall be as follows:

- Cover Letter.* Include your firm's understanding of the work to be performed within the terms and conditions set forth in this RFP. In addition, state why your firm believes it to be the best qualified to perform the services requested, including features, skills or services which distinguish your firm and make it the better choice for the City. The length of time during which the proposal and the prices quoted shall be valid for consideration by the City is required to be 120 days from the proposal's due date. The RFP cover letter must be signed by an officer of the consultant or a designated agent empowered to bind the firm in the contract offer. (Keep response to one page.)
- Table of Contents.* Include a clear identification of the material by section and by page number.
- Proposed Work Program.* Provide a conceptual work program for the project that you believe is appropriate based on your understanding of the City's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program. Submit specific plans of how you will manage, control, and supervise the project in order to ensure satisfactory provision of services.
- Project Timeline.* Include a timeline of delivery.
- References.* List the municipal governments that your firm has worked for or with in a similar capacity to the work outlined within this RFP within the last five (5) years. List names of organizations, and names, telephone numbers, and email addresses of persons who can be contacted with regard to the services you have provided.
- Project Team Information & Qualifications.* List the proposed principal(s) who will be responsible for the work, proposed project manager, and project team members



and provide relevant background information for each, such as education, professional experience, certifications, etc. Additionally, provide a breakout of hours for each member of the team by major task area within your proposed work program, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task.

Evaluation and Selection

The City may select one or more consultants for the work proposed herein. If more than one consultant is selected, those consultants will be responsible for the full scope of work for the delivery of one or more plans.

Proposals will first be reviewed for completeness. Only those proposals that are properly completed and meet the minimum content requirements will be considered in the evaluation process. Complete proposals will then be evaluated by a selection committee. The selection committee may elect to conduct short virtual interviews with select consultants in order to further evaluate the proposals. The selection committee will choose a limited number of consultants with which to conduct in-person interviews, for the final selection.

Proposals will be evaluated based on the following general criteria:

1. *Proposed Work Program and Deliverables.* Understanding of the project scope and objectives; quality of response to proposed work program and to proposed deliverables.
2. *Community Engagement Strategy.* Thoughtful and realistic incorporation of participatory planning opportunities into the timeline and scope.
3. *Communications.* Organization/completeness of response; writing skills, as shown through the submission and any submitted work samples.
4. *References and Work Product Examples.* Confirmation that consultant has performed similar work in past; assessment of ability to produce quality product within the project schedule; assessment of ability to conduct productive meetings; assessment of ability to work with staff, stakeholders, and elected officials; quality and applicability of submitted work examples.
5. *Demonstrated Capacity.* Past performance of consultant firm on similar projects; expertise and experience of project manager and team members; current workload and availability of consultant team members.
6. *Estimated timing and cost of work.* Clearly broken down to align with milestones and to include add alternates.

The City reserves the right to reject any/all proposal(s) or accept what is, in its judgment, the proposal which is in the City's best interest. The City further reserves the right, in its best interests, to waive any technical defects or irregularities in any/all proposal(s) submitted. The City may request additional information from consultants during the selection process.



Additionally, discussion may be conducted with consultants to assure full understanding of, and responsiveness to, the requirements of this RFP.

Contract Award

The selection of a proposal shall not imply acceptance by the City of all terms of the proposal. If a satisfactory contract cannot be negotiated in a reasonable time the City, in its sole discretion, may terminate negotiations with the highest ranked consultant and begin contract negotiations with the next highest ranked consultant.

**CITY OF HARTFORD
NEIGHBORHOOD PLAN
DEVELOPMENT PROPOSAL
RFR #6022**

MAY 6, 2021



Letter of Submittal

Tara Cummins, Procurement Specialist
tara.cummins@hartford.gov
City of Hartford
Procurement Services Unit
550 Main Street
Hartford, CT 06103

Dear Tara,

I'm pleased to submit this proposal to lead community-driven neighborhood planning processes for the City of Hartford in the neighborhoods of Northeast, Asylum Hill, and Frog Hollow. We recognize the transformative potential of an inclusive, participatory process to generate the plans in each neighborhood. We believe we are uniquely positioned to help the City of Hartford, LISCC CT, local residents, the NRZs, CDCs, and other key stakeholders create a new community-based model for developing action-oriented planning documents that support Hartford residents to shape their neighborhoods to serve the diverse needs of its residents.

KDI is an urban planning, design, and community development nonprofit that partners with under-resourced communities to advance equity and to support healthy, socially connected communities. We specialize in meaningful, inclusive engagement and helping our partners establish programs, policies, and processes to more equitably deliver services, allocate resources, and improve the built environment. With our project experience and expertise - in community organizing and engagement, urban planning, fundraising, participatory research and data collection, and design - we can engage stakeholders throughout the planning area to shape future development, and establish programs that benefit people in the short-term. Our key staff for this project has long-term experience living and working on the East Coast including in Boston, Philadelphia, and Long Island. We have an emerging East Coast office and KDI planning staff member, Jessica Bremner, who lives in Hartford, will be an on-the-ground presence to lead the extensive outreach and engagement effort. We are thrilled to submit for this opportunity as we have had a growing interest and commitment to expanding our team's capacity to support east coast geographies. With current projects successfully underway in Philadelphia, we are confident in our approach to work locally across the distance

This draft proposal represents our understanding of the scope and deliverables outlined in the bid packet, as well as our take on what will be needed to create a meaningful and engaged process for under-represented Hartford residents. We welcome any feedback, and look forward to hearing from you.

Thank you for your consideration.

Sincerely,



Chelina Odbert
Executive Director



AMENIDADES AMENIDADES
PLAY THE VILLA VERDE GAME
Come all the way back to the Villa Verde Community Center for a fun and exciting game night. This is a great opportunity for you and your family to enjoy a night of fun and games. The game is suitable for all ages and is a great way to spend time with your loved ones. The game is played on a large board and is a great way to test your skills and strategy. The game is a great way to spend time with your loved ones and is a great way to test your skills and strategy.

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About KDI

Kounkuey Design Initiative is a collective of diverse urbanists—architects, landscape architects, urban planners, community organizers, and engineers— united by our shared commitment to building equity, justice, and resilience in communities.

A BIPOC- and woman-led firm, KDI comprises 50 professionals working from four offices: Los Angeles, Eastern Coachella Valley, Nairobi, and Stockholm. Our four service areas— Design + Build; Plan + Program, Advocate + Educate, and Research + Test—ensure that we don't take a one-size-fits-all approach to a challenge or project.

We have 15 years of experience partnering with government agencies and low-income communities of color to deliver hundreds of projects that support social, economic, and environmental equity. From temporary activations of vacant lots and underused streets to long-range vision plans and changes to citywide policies and programs, we have a proven track record of improving neighborhoods and the built environment..

We recognize that inequities in the built environment stem from systemic inequities in policy, resource allocation, and decision-making. For far too long, too many voices have been excluded from the design and planning process, leading to many of the inequities we now work to undo. With this in mind, our guiding philosophy is to create meaningful opportunities for diverse groups to share decision making power in the processes that will shape their neighborhoods. We structure each project to ensure that design and planning concepts are accessible and engaging to everyone—particularly to people who might be approaching such processes for the first time. We believe in the power of design, and in our daily practice we see that power is infinitely stronger when shared.

Across scale, context, and discipline, we believe small, community-led projects have the capacity to lead to large scale transformative change. We have seen strategic and targeted changes to a single vacant lot or bus stop evolve into networks of projects that ultimately yield permanent policy changes and build safety, health, and equity across an entire city. We recognize that communities are better positioned to overcome decades of systemic injustice when work is carried out in a sustained manner, in cooperation with policy-makers, city planners, and local organizations.

COMO QUIERES PARTICIPAR?

INSCRIBETE AQUI PARA QUE TE AVISEMOS CUANDO VAN A SER LAS JUNTAS!

DESIGN

TIENES IDEAS SOBRE CUALES CASAS HAYRA EN EL PARQUE? QUIERES SELECCIONAR LAS PLANTAS? TIENES IDEAS SOBRE EL DISEÑO DE LOS EDIFICIOS? ESTE GRUPO ES DONDE PUEDES CONTRIBUIR!

INSCRIBETE AQUI

- ★ Empezando en noviembre, tendremos reuniones cada dos semanas para platicar, diseñar, y tomar decisiones sobre el diseño del parque.
- ★ Al final de enero esperamos tener un concepto completo del parque.
- ★ En febrero y adelante, los invitaremos a repasar los diseños y ofrecer sus comentarios, cambios, y votos de apoyo.
- ★ La gran meta es asegurarnos que el diseño final del parque cumple con tus necesidades y deseos, y refleja la historia de tu comunidad.

Blue sticky notes with handwritten ideas are pinned to the board. Some notes include words like "MURALS", "ART", "MUSIC", "DANCE", "GARDENS", "WATER", "SEATING", "LIGHTS", "SOUND", "ARTS", "MUSIC", "DANCE", "GARDENS", "WATER", "SEATING", "LIGHTS", "SOUND".

PROGRAMING

TIENES IDEAS PARA LOS PROGRAMAS DEL PARQUE? QUIERES VER ALGUN PROGRAMA ESPECIFICO DE ARTE, O EDUCACION? HAY ALGUN NEGOCIO QUE QUIERAS VER O ABIR EN EL PARQUE? ESTE ES EL GRUPO PARA TI!

INSCRIBETE AQUI

- ★ Nos reunimos cada dos semanas para platicar ideas y negocios para el parque.
- ★ Cada reunión se va a tener un tema específico.
- ★ Si tienes una idea o negocio que quieres compartir, ¡ven a compartirlo!

Orange sticky notes with handwritten ideas are pinned to the board. Some notes include words like "PROGRAM", "MUSIC", "DANCE", "GARDENS", "WATER", "SEATING", "LIGHTS", "SOUND".

CONTRIBUTION

¿CUAL ES TU FORMA DE CONTRIBUIR AL PARQUE? ¿CUAL ES TU FORMA DE CONTRIBUIR A LA COMUNIDAD? ¿CUAL ES TU FORMA DE CONTRIBUIR AL MUNDO?

INSCRIBETE AQUI

- ★ Si tienes una idea o negocio que quieres compartir, ¡ven a compartirlo!
- ★ Si tienes una idea o negocio que quieres compartir, ¡ven a compartirlo!
- ★ Si tienes una idea o negocio que quieres compartir, ¡ven a compartirlo!

Pink sticky notes with handwritten ideas are pinned to the board. Some notes include words like "CONTRIBUTION", "MUSIC", "DANCE", "GARDENS", "WATER", "SEATING", "LIGHTS", "SOUND".

Planning engagement in Oasis, CA

Proposal Overview

KDI will lead participatory, community-driven, and action-oriented planning processes that engage a diverse spectrum of residents and other key stakeholders in the neighborhoods of Northeast, Frog Hollow, Asylum Hill, and Upper Albany. The goal of the planning processes will be to establish not only a vision for the future of these neighborhoods, but also a development roadmap, updated neighborhood plan, and project implementation matrix—essential factors in ensuring each community’s vision becomes a reality. We will bring our expertise in participatory planning to bear on each of these deliverables, meaningfully incorporating the voices of residents who have been underrepresented in planning processes of the past.

Our strategy will include the following key elements:

1. Place-based engagement

We believe in-person community outreach is an important tool for expanding community participation in the design process, particularly for residents who lack access to reliable internet. We have conducted more than 60 in-person, hybrid, and virtual engagements—all depending on the latest public health guidelines—over the past year, and have extensive experience making each version inclusive and accessible. We will also build in contingency plans, allowing us to pivot to whatever format is appropriate at a given time.

In any case, we will leverage our bi-coastal team—three KDI staff based on the East Coast, one local in Hartford, and two in New York, and three full KDI staff in California—to make certain that every iteration of our outreach is robust and community-specific.

2. Capacity building of emerging leaders

Local leaders are indispensable partners in building healthy, equitable, and powerful communities. We will work to cultivate these leaders through a project ambassador program. KDI staff will identify local emerging leaders from the neighborhoods of Asylum Hill, Frog Hollow and Northeast, and train them on outreach and organizing tactics and participatory planning and design. We see this as accomplishing two broad objectives: 1) workforce development and job creation and 2) expanding opportunities for youth and community members who have served as leaders through mutual aid projects during the pandemic.

This cohort of project ambassadors will be paid, ‘on the ground’ organizers who support the KDI team with outreach and engagement. They will work together as a cohort to build their planning skills. Each team member will also gain management skills through their responsibility as organizing lead for their specific neighborhood. As the local ambassadors for the project, they will be a familiar face to the Hartford community as they help lead the planning process with us.

3. Meeting people where they are

We will employ multiple media, venues, and methods for reaching and engaging Hartford residents. Knowing that attendance at public meetings can be inconvenient for underrepresented groups, we will work with NPCs to deliver a custom engagement process and convenient, fun opportunities to participate. We will implement online surveys, hold public workshops, and deploy a mobile engagement ‘beacon’ to directly engage residents at various community hubs (see images in this proposal as examples). This bespoke approach to engagement ensures an inclusive process with deep participation of those often left out of such

Proposal Overview

processes.

4. Replicable plan, adaptive to neighborhood context

In light of the city's goal to develop 13 neighborhood plans from FY22-FY26, we will design and produce a set of documents, including a community engagement plan and neighborhood plan, that serve as adaptable and flexible templates for other neighborhoods to employ after this project's scope of work is completed.

4. Trust and empathy as guides in our community-driven planning process

While every neighborhood is distinct, we also recognize that many of the challenges facing residents, particularly those in historically disinvested communities, transcend geography. Through inaccessible engagement processes, aging infrastructure, a lack of open public space, and vulnerability to extreme environmental hazards, low-income communities of color across the United States and around the world bear the brunt of inequitable urban planning and design processes.

To our work in the City of Hartford, we will bring deep expertise in navigating these challenges, using our engagement model developed through over a decade of engagement with low-income communities of color across Southern California and ethnic minorities in Nairobi, Kenya. If selected, we will bring our model of iterative, community-led planning and participatory design to create three neighborhood plans meaningfully informed by the input of residents in Frog Hollow, Northeast, and Asylum Hill.

PROPOSED WORK PROGRAM



Beacon engagement in Placentia

Phase 1, Task 1: Team Coordination and Kickoff

Task 1.1 Client- Core Team Coordination

Our first step in launching the project will be to organize up to three meetings with the client and core partners (City of Hartford Department of Development Services - Planning Division, the relevant NRZs, LISC, and others recommended by the City) to define goals, expectations, roles, and responsibilities. We will prepare meeting agendas and minutes.

Task 1.2 Recruit and Hire Project Ambassadors

We will select up to four local residents, ideally youth or young adults interested in entering the community development and planning fields, to serve as paid Project Ambassadors (\$20/hr, 100 hrs per person)--helping with outreach, facilitating events, deploying the engagement beacon, assisting in facilitating the public community meetings, and in general becoming familiar faces that connect other local residents to the project and project team.

Task 1.3 Establish Project Advisory Committee

We will select and invite up to ten key members that are a representative mix of neighborhood stakeholders, to form a steering committee for each

neighborhood, called the Neighborhood Planning Committee (NPC). This committee will help guide and advance the planning processes, providing critical input on how to adapt the community engagement plan to meet the unique needs of the neighborhood they represent. A key part of establishing the NPC, KDI will be to train members in the principles of participatory democracy and community engagement strategies. This training, to occur during the first visioning meeting, will build the NPC's capacity for guiding the community engagement plan, consensus-making, and implementation matrix. The NPC will decide the ideal mix of outreach and engagement methods, focusing in particular on the best methods and locations for engaging previously underrepresented constituents. We will convene and facilitate up to four NPC meetings for each neighborhood.

TASK 1 DELIVERABLES

- Kickoff agenda and meeting minutes
- List of project ambassadors
- Project ambassador work plans
- NPC Committee documents (agendas, minutes, etc.)

Task 2: Analyze Existing Conditions

Task 2.1 Plans Review

We will review and synthesize all existing plans and documents, including the Hartford 2035 City Plan, CGS 118 Neighborhood Revitalization Zones, Zoning Regulations, Historic Preservation Ordinance and Design Guidelines, Complete Streets Plan, Albany Woodland Redevelopment Plan, Asylum Hill Association Strategic Plan, and the Frog Hollow Strategic Plan. In particular, we will identify shortcomings in prior engagement (e.g. residents or other stakeholder groups who did not participate, challenges or opportunities not addressed, etc.) and work to remedy them through our engagement planning process.

Task 2.2 Neighborhood Context Desk Research/ Data Analysis

We will research and analyze the context, trends, and related information applicable to the neighborhood in relation to the larger city, including demographic analysis using census data, incorporating existing asset mapping from local community organizations, and overlaying various zoning/street plans. We will consider longitudinal data to understand trends while taking into account the impact of COVID-19 on data. Additionally, we will strengthen our research and data analysis by conducting up to four oral histories with neighborhood stakeholders who can provide context to neighborhood change through their lived experience.

Task 2.2.1 Stakeholder Analysis

We will analyze the relevant stakeholders within the neighborhoods of focus, including: businesses, schools, local civic organizations (social clubs, economic development, arts, etc.), housing developments, religious organizations, government agencies, and advocacy groups, as well as organizations that have a program in the neighborhood but are not neighborhood based. We will coordinate with LISC and the City to compile this list, building upon existing knowledge of stakeholders. We will also compile a list and graphically represent key stakeholders and their relationship to the planning process.

TASK 2 DELIVERABLES

- Data and Neighborhood Trends Report
- Partnership meeting agenda and minutes
- Stakeholder analysis list and diagram



CALLE ZAMORA

RESIDENT CENTER

PAVILION

PLAZA

parque de agua

play structure

estructura de juego

play structure

estructura de juego

swim pool

parque de agua

swim pool

parque de agua

swim pool

parque de agua

Participatory design workshop in Coachella, CA



SOUTH LA SOLAR

DIST 9: 324 MW = 53,000 HOMES
DIST 6: 278 MW = 46,000 HOMES
99,000

POWERED BY FREE,
100% CLEAN ENERGY
↳ THE SUN

Solar Statistics of Los Angeles City Council District 9

LA 7 square miles
2017-2022 solar potential

Category	Value	Percentage
Unshaded Solar	26,217	13.1%
Shaded Solar	14,478	7.2%
Total Solar Potential	40,695	20.3%
Unshaded Solar	14,478	7.2%
Shaded Solar	14,478	7.2%

Unshaded Solar Potential by City Council District

City Council District	Unshaded Solar Potential (MW)
District 1	1,200
District 2	1,500
District 3	1,800
District 4	2,100
District 5	2,400
District 6	2,700
District 7	3,000
District 8	3,300
District 9	3,600
District 10	3,900
District 11	4,200
District 12	4,500
District 13	4,800
District 14	5,100
District 15	5,400
District 16	5,700
District 17	6,000
District 18	6,300
District 19	6,600
District 20	6,900
District 21	7,200
District 22	7,500
District 23	7,800
District 24	8,100
District 25	8,400
District 26	8,700
District 27	9,000
District 28	9,300
District 29	9,600
District 30	9,900
District 31	10,200
District 32	10,500
District 33	10,800
District 34	11,100
District 35	11,400
District 36	11,700
District 37	12,000
District 38	12,300
District 39	12,600
District 40	12,900
District 41	13,200
District 42	13,500
District 43	13,800
District 44	14,100
District 45	14,400
District 46	14,700
District 47	15,000
District 48	15,300
District 49	15,600
District 50	15,900
District 51	16,200
District 52	16,500
District 53	16,800
District 54	17,100
District 55	17,400
District 56	17,700
District 57	18,000
District 58	18,300
District 59	18,600
District 60	18,900
District 61	19,200
District 62	19,500
District 63	19,800
District 64	20,100
District 65	20,400
District 66	20,700
District 67	21,000
District 68	21,300
District 69	21,600
District 70	21,900
District 71	22,200
District 72	22,500
District 73	22,800
District 74	23,100
District 75	23,400
District 76	23,700
District 77	24,000
District 78	24,300
District 79	24,600
District 80	24,900
District 81	25,200
District 82	25,500
District 83	25,800
District 84	26,100
District 85	26,400
District 86	26,700
District 87	27,000
District 88	27,300
District 89	27,600
District 90	27,900
District 91	28,200
District 92	28,500
District 93	28,800
District 94	29,100
District 95	29,400
District 96	29,700
District 97	30,000
District 98	30,300
District 99	30,600
District 100	30,900



Vacant lot activation + planning engagement in South LA

Task 3: Community Engagement Plan

We are creating a baseline engagement plan that is replicable across neighborhoods through local context customization. The replicable engagement plan offers a menu of options for outreach and workshops that span visioning to implementation. It will illustrate the process and tools neighborhoods throughout Hartford can use to create their own Neighborhood Plans. Knowing that each neighborhood has unique social, economic and physical characteristics the engagement plan will provide neighborhoods with tools to engage their neighborhood in the manner that works best for them. Tools will include processes and designs for in-person static planning charrettes and in-person mobile surveys and engagements.

We will meet with each NPC to establish visions and goals for engagement, as well as to generate specific implementation-based questions that will inform engagement with the neighborhoods at large. This will be the first meeting with each NPC.

From these meetings we will finalize the customized engagement plan for each neighborhood and look to each NPC for approval of the ultimate community engagement plan.

Task 3.1 Vision & Goal Setting

In meetings with each NPC, we will develop a broadly supported, achievable vision and related goals for each neighborhood. The vision and goals will build upon the City's Plan of Conservation and Development and related policies.

Task 3.2 Produce Draft Community Engagement Plan (CEP)

In continued coordination with project partners, we will work to develop a draft CEP that will detail a menu of options for outreach strategies, partners, timeline, and specific workshops, activations, and other engagement activities. We will share the Draft CEP with the City, and make one round of revisions based on feedback. The final deliverable here is the replicable community engagement plan with menu for process and tools.

Task 3.3 Produce Final Community Engagement Plans

We will create final community engagement plans for each neighborhood using the replicable community engagement plan. We will work closely with each NPC during individual meetings to customize and finalize the CEP for each neighborhood. This process allows each CEP to be designed specifically with the relevant neighborhood context in mind, putting the plans in the best position to meet the unique needs of constituents. Possible outcomes of customization include a diversity of outreach strategies and workshops, created in accordance with the specific needs and visions as outlined by the NPC.

TASK 3 DELIVERABLES

- Summary Visions and Goals for each Neighborhood
- Replicable Community Engagement Plan
- Customized Community Engagement Plan for Each Neighborhood

Task 4: Conduct community engagement

Based on guidance and feedback from the NPC, KDI staff and project ambassadors will use a variety of methods outlined in the final customized plan for each neighborhood, including a combination of online surveys, mobile engagement ‘beacon’ deployments, and public workshops. The beacon is colorful table-on-wheels that will enable KDI staff and project ambassadors to engage people where they normally gather, such as bus stops, schools, or popular parks. We reduce typical barriers to participation by designing quick, fun, interactive activities that allow passersby to conveniently learn about and participate in the planning process.

Task 4.1 Surveys

Task 4.2 Mobile Engagement Beacon Deployments

Task 4.3 Public Community Planning Workshops

After the public workshop in each neighborhood, we will convene a meeting with each NPC to discuss findings from the workshop and to create consensus around findings that will inform the neighborhood plan and matrix.

TASK 4 DELIVERABLES

- Engagement findings summary report



Vacant lot activation in South LA



Project ambassadors beacon engagement in South LA

Phase 2, Task 5 : NRZ and CDC strategic planning processes

Task 5.1 NRZ and CDC Strategic Planning Processes

If elected by the NRZ and CDCs in question, KDI staff will partner with those stakeholder groups in separate, parallel planning processes, working towards the development of a strategic plan document in alignment with the CT General Statutes. This service is an add-alternate cost to the project and is reflected as such in our proposed budget.

TASK 5 DELIVERABLES

- NRZ meeting agenda and minutes
- NRZ strategic goals analysis memo or report

Phase 3, Task 6 : Implementation Matrix and Final Documents

Task 6.1 Implementation Matrix Decision Making

In the final meeting with the NPC, KDI staff will convene all parties to incorporate relevant priorities and activities into an implementation matrix. The matrix will use a combination of the eight priorities of unity, security, health, identity, density, connection, ingenuity, and nature, and the five action areas of green, grow, live, move, and play identified in the Hartford 2035 City Plan. Discussion about the implementation process in each neighborhood will build upon the Plan's ten key recommendations and ten transformative project areas, resulting in a straightforward diagram that reflects participants' priorities for guiding and shaping their neighborhood's development.

Task 6.2 Final Documents

This phase will include the development of final documents. The deliverables will be assembled and shared with City partners and relevant stakeholders for comments and edits. KDI will then incorporate the feedback and edits, finalizing the documents for submission.

TASK 6 DELIVERABLES

- Electronic plan document with images and tables for adoption and approval



COACHELLA IS ENTREPRENEURIAL

25.7% of households surveyed have a small business or income generating venture

What services would help you or a family member grow your/their business?



64.7%
Permanent Space in Downtown



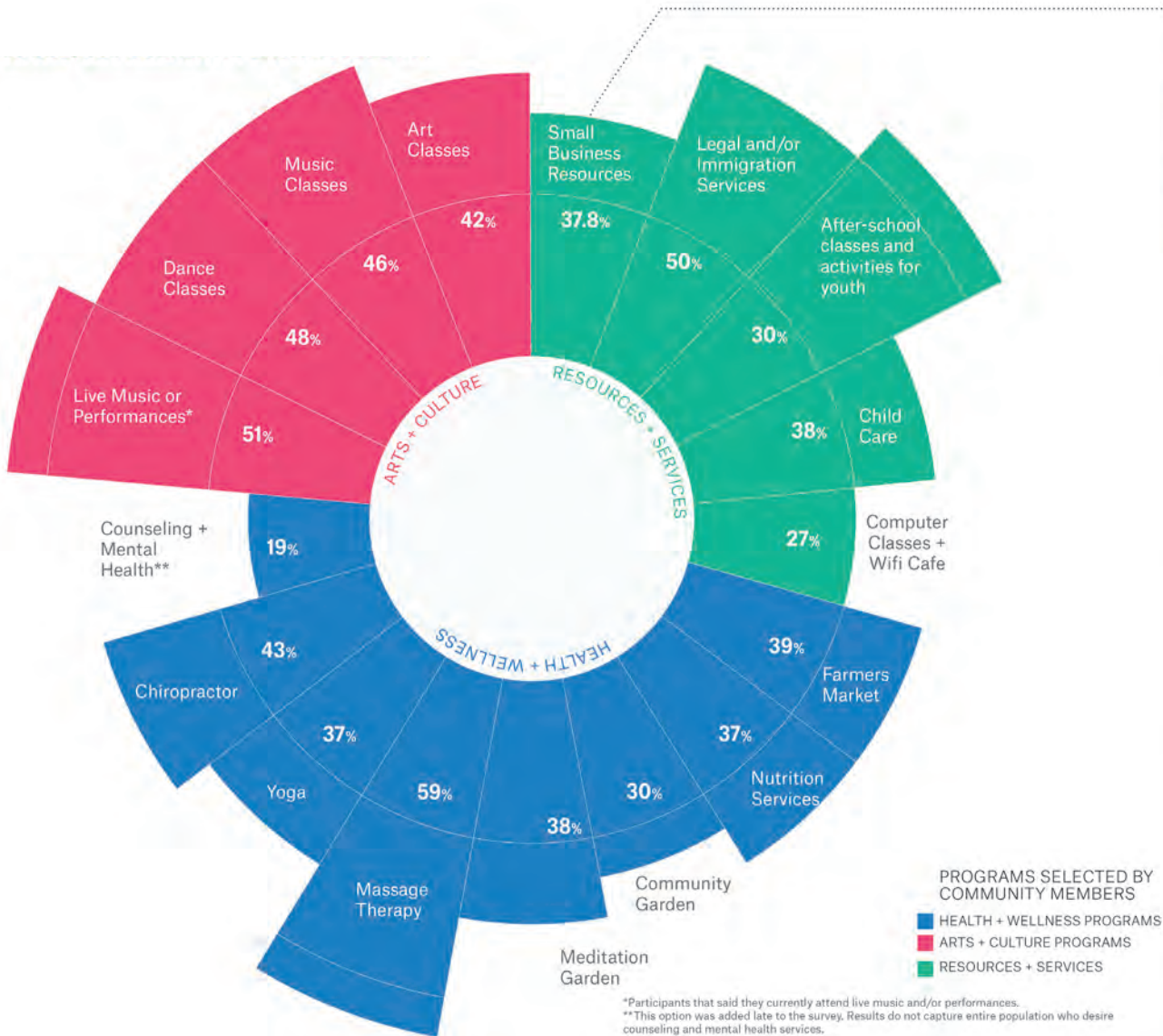
61.7%
Education and Training for Business Owners



41.2%
Financial Assistance Programs



35.3%
Shared Space with other Businesses



PROPOSED TIMELINE AND BUDGET

Project Timeline

Task	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan 2022	Feb	Mar	Apr	May	Jun	Jul
Task 1: Team coordination and kickoff														
Task 2: Analyze Existing Conditions for 3-4 neighborhoods														
Task 3: Community Engagement Planning for 3-4 neighborhoods														
Task 4: Community Engagement in 3-4 neighborhoods														
Task 5: NRZ + CDC Planning timeline TBD, depending on interest														
Task 6: Implementation Matrices and Final Documents														



REFERENCES AND STAFF QUALIFICATIONS

References

Womens Transportation Needs Assessment

Kevin Ocubillo
Transportation Planner
Los Angeles Department of Transportation
(213) 972 -4921
Kevin.Ocubillo@lacity.org

Villa Verde Project

Gio Aliano, Senior Vice President - Principal Architect
Abode Communities
(213) 629-2702
GAliano@abodecommunities.org

Vermont Manchester

Lacey Johnson, former Assistant Deputy
for Community Development,
Los Angeles County Supervisor, 2nd District
lmjohnson181@gmail.com

Coachella Civic Center Project

Gabriel Martin, Economic Development Director
City of Coachella
(760) 625-6062
gmartin@coachella.org

Adopt-A-Lot Project

John Michael Mendoza, Real Estate Officer II
City of Los Angeles
Department of General Services
Real Estate Services Division
(213) 922-8549
john.michael.mendoza@lacity.org

Expanding Park Access (Prop 68 TA) Project

Sean Woods, Chief of Planning
County of Los Angeles Department of Parks and Recreation
(626) 238-7877
SWoods@parks.lacounty.gov



EXECUTIVE DIRECTOR

CHELINA ODBERT

Chelina is Co-Founder and Executive Director of Kounkuey Design Initiative. She believes in the potential of low-cost, high-impact design interventions to improve social, economic, and physical quality of life in low-income communities. Her expertise covers a range of topics including leadership, participatory planning, social entrepreneurship, urban development, environmental remediation, and social impact design. She has extensive field experience through her work in Africa, Latin America and the US. Chelina helped shape KDI into an internationally recognized and award-winning design, planning and community development firm. Chelina has lectured around the world and written about KDI's community-engaged approach to planning and design.

PRACTICE

Executive Director, Kounkuey Design Initiative, Los Angeles, CA, 2006 - Present (14 Years)

Villa Verde Affordable Housing, Coachella, CA
City of Coachella Wellness Center, Coachella, CA
Somos Oasis: Oasis Park, Eastern Coachella Valley, CA
World Bank Group Handbook for Gender-Inclusive Urban Planning, Global
Nuestro Lugar: North Shore Park, Eastern Coachella Valley, CA
Thermal Oasis Mobility Plan, Eastern Coachella Valley, CA
Building Healthy Communities Environmental Justice Campaign, Eastern Coachella Valley, CA
Salton Sea State Recreation Area, Mecca, CA
Free Lots Angeles, Los Angeles, CA
Play Streets, Los Angeles, CA
Watts Re:Imagined, Los Angeles, CA
Adopt-a-Lot, Los Angeles, CA
Pacoima Wash Greenway, Los Angeles, CA
Ballona Creek Greenway, Los Angeles, CA
SCAG Tactical Urbanism, Southern California
Proposition 68 Technical Assistance, California
Complete Parks Campaign, Cities of Colton & Placentia, CA
La Farmacia Popular, Homestead, FL
Kibera Productive Public Space Project, Nairobi, Kenya
IDEO.org Amplify: Rivers and People, Kibera, Nairobi, Kenya
WATSAN Portal, Kibera, Nairobi, Kenya
Building Urban Flood Resilience: Integrating Community Perspectives, Kibera, Nairobi, Kenya
Lengina Water and Community Project, Lengina, Narok South, Kenya
Longborizu Rural Development Project, Longborizu, Upper West, Ghana
Bonneau Productive Public Space: The Market Place, Bonneau, Haiti
An Expanded View of Urban Agriculture in Ouled Ahmed, Casablanca, Morocco

EDUCATION

Harvard University, Master of Urban Planning
Claremont McKenna College, B.A. Spanish and Psychology, *magna cum laude*, Phi Beta Kappa

TEACHING

Harvard Graduate School of Design
UCLA

AWARDS AND APPOINTMENTS

Knight Public Space Fellow, Knight Foundation, 2019
Renewal Award Winner, Atlantic Magazine, 2017
Vanguard Fellow, Next City, 2016
Kamala Harris Appointee, Proposition 39 Citizen Oversight Committee, 2015
Ideas Scholar, Aspen Institute, 2014
Designer and Advocate Shaping the World, Public Interest Design Global 100, 2013
Global Emerging Social Innovator, American Express and Ashoka, 2011
New York Prize for Public Architecture, Van Alen Institute, 2008
Ambassadorial Scholar of Urban Planning and Architecture, Rotary Club, 2002

SELECTED LECTURES

Odbert, C. and Mulligan, J. (2017) *A Tale of Two Cities, and a Parable of Two Ponds*. Presented at University of Michigan School for Environment and Sustainability, Ann Arbor, MI.
Odbert, C. (2017) *Building Urban Flood Resilience: Integrating Community Perspectives*. Presented at UN Habitat "Dangerous Landscapes" Conference, Hanover, Germany.
National Conference in Los Angeles, CA.



PLANNING DIRECTOR

JEROME CHOU

Jerome is the Planning Director at KDI's Los Angeles office. Jerome is passionate about collaborating with community members to realize their potential as designers and planners of their neighborhoods and cities, with a focus on finding the sites and places that can be activated – immediately and in the long-term – to improve lives. Jerome oversees KDI's regional and statewide programming, policy and advocacy. Before joining KDI, he worked for Van Alen Institute, the Flint Public Art Project, the Design Trust for Public Space, James Corner Field Operations, and Baltimore City Department of Planning. His experience spans landscape architecture, urban planning and community organizing in the public, private, and non-profit sectors. Jerome has Masters Degrees in Urban Planning and Landscape Architecture from Harvard University's Graduate School of Design.

PRACTICE

Planning Director, Kounkuey Design Initiative, Los Angeles, CA, August 2018 - Present (2 Years)

- City of Coachella Wellness Center, Coachella, CA
- Play Streets, Los Angeles, CA
- Vermont + Manchester lot activation, Los Angeles, CA
- Proposition 68 Technical Assistance, California
- Adopt-a-Lot, Los Angeles, CA

Program Director, 2018 Venice Architecture Biennale, Venice, Italy, February 2018 - August 2018

- Pritzlaff Center Gardens, Santa Barbara Botanical Garden, Santa Barbara, CA
- Ballroom Marfa Drive-In, Marfa, TX
- Grace Farms, New Canaan, CT
- Patch/Work Living Cities Design Competition, Philadelphia, PA
- Weis Courtyard, Franklin & Marshall College, Lancaster, PA
- Grange Park, Toronto, Canada

Senior Manager, Van Alen Institute, Basel, Switzerland, 2016 - 2018

- Opportunity Space Festival, Malmo, Sweden

Director of Programs, Flint Public Art Project, Flint, MI, 2012 - 2013

- Urban Transformations, Flint, MI

Director of Programs, Design Trust for Public Space, New York, NY, 2012 - 2013

- Five Borough Farm, New York, NY
- Made in Midtown/making Midtown, New York, NY

Project Manager, James Corner Field of Operations, New York, NY, 2008 - 2009

Southern District Community Planner, Baltimore City Department of Planning, Baltimore, MD, 2002 - 2005

Community Organizer, ACORN and Working Families Party, Brooklyn and Hempstead, NY, 1996-1998

EDUCATION

- Harvard University, Master of Landscape Architecture
- Harvard University, Master of Urban Planning
- Harvard College, Bachelor of Arts in English and American Literature

TEACHING

- Urban Design Studio, Columbia University GSAPP, New York, NY, 2013
- Urban Planning, GSD Career Discovery, Harvard University, Cambridge, MA 2008
- Visiting Critic, Columbia, Harvard, Maryland Institute College of Arts, Morgan State University, Pratt Institute, University of Michigan School of Art Design, Vassar College

SELECTED PUBLISHED WORK

- "Keeping Current Resource Guide" (2018), Van Alen Institute, Basel, Switzerland
- "Heritage Activation: Reclaiming the Present and Future City in Flint, Michigan" (2017), Flint, MI
- "Making Midtown: A Vision for a 21st Century Garment District in New York City" (2012), New York, NY
- "Five Borough Farm: Seeding the Future of Urban Agriculture in New York" (2012), New York, NY
- "High Performance Landscape Guidelines: 21st Century Parks for NYC" (2011), New York, NY



PLANNING COORDINATOR

JESSIE HENEGHAN

Jessie is an urban planner and Planning Coordinator at Kounkuey Design Initiative. Jessie is dedicated to using her business, research and planning training to advance community-based solutions to intractable problems. While working towards her master's degree, Jessie used quantitative and qualitative analyses to investigate the complexities of climate adaptation and resilience in areas vulnerable to sea level rise and other impacts from climate change, and the effects on communities that live there. Additionally, Jessie researched the nexus of food subsidies and health, namely how the discontinuation of federal food subsidy programs can be linked to negative community health outcomes related to spikes in water-borne disease outbreaks.

PRACTICE

Planning Coordinator, Kounkuey Design Initiative, Los Angeles, CA, 2017 - Present (6 Years)

- Adopt-a-Lot, Los Angeles, CA
- Incorporating a Gender Perspective in the Urban Design of Informal Settlements in Argentina, Mendoza, Argentina
- City of Coachella Wellness Center, Coachella, CA
- Free Lots Angeles, Los Angeles, CA
- Somos Oasis: Oasis Park, Eastern Coachella Valley, CA
- Delicias Laguna Azul, North Shore, Eastern Coachella Valley, CA
- Desert Riderz Bike Share, North Shore, Eastern Coachella Valley, CA
- Play Streets, Los Angeles, CA
- SCAG Tactical Urbanism, Southern California

Graduate Research Assistant, Massachusetts Institute of Technology, Cambridge, MA, 2015 - 2017

- Spatial Characteristics of Subsidized Development in Mozambique, Cambridge, MA
- Food-Health Nexus Research Project, Cambridge, MA

Summer Research Intern, MIT Wellness Empowerment for Brooklyn, Brooklyn, NY, 2016

- Participatory Action Research Project for Central Brooklyn, Brooklyn, NY
- Plan Recommendations for Vital Brooklyn Initiative, Brooklyn, NY

Program Coordinator, Kounkuey Design Initiative, Los Angeles, CA, 2012 - 2015

- St. Anthony Productive Public Space, Mecca, Eastern Coachella Valley, CA
- Nuestro Lugar: North Shore Park, Eastern Coachella Valley, CA
- KDI Loan Program, Los Angeles, CA

EDUCATION

- Massachusetts Institute of Technology, Master of City Planning
- Pepperdine University, Bachelor of Arts in Spanish and Business, *Magna Cum Laude*

PUBLISHED WORK

Heneghan, J. (2017) "Building Resiliency or Holding off the Inevitable? Climate Adaptation on a Dense Barrier Island in New York." Master in Urban Planning Thesis, Massachusetts Institute of Technology.



LANDSCAPE DESIGN ASSOCIATE

ADRIANA CARÍAS

Adriana is a Design Associate at Kounkuey Design Initiative. She is passionate about applying her design experience to help communities in need, marrying a thorough participatory process with an end product that meets all users' needs. Adriana provides design support for a range of KDI projects including our Productive Public Spaces and gender-inclusive urban design. Adriana joined KDI from a design-build landscaping firm in the Bay Area. Her design research thesis at USC tackled environmental and social justice issues in the Central Valley of California. Adriana holds a Bachelor of Architecture from the Catholic University of Honduras, and a Master of Landscape Architecture from the University of Southern California.

PRACTICE

Landscape Design Associate, Kounkuey Design Initiative, Los Angeles, CA, 2018 - Present (2.5 Years)

People St, Los Angeles, CA

La Farmacia Popular, Homestead, FL

Somos Oasis: Oasis Park, Eastern Coachella Valley, CA

City of Coachella Wellness Center, Coachella, CA

Incorporating a Gender Perspective in the Urban Design of Informal Settlements in Argentina, Mendoza, Argentina

Villa Verde Affordable Housing: Coachella, Eastern Coachella Valley, CA

Pacoima Wash Greenway, Los Angeles, CA

Ballona Creek Greenway, Los Angeles, CA

Proposition 68 Technical Assistance, California

Landscape Designer, Landsystems Landscapes, Redwood City, CA, 2016 - 2018

Blazensky Residence, San Carlos, CA

Smith Residence, San Carlos, CA

Curtis Residence, Menlo Park, CA

EDUCATION

University of Southern California, Master of Landscape Architecture

Catholic University of Honduras, Bachelor of Arts in Architecture

COMPETITIONS

Drought and Beauty Campaign, LA Metro Vertical Workshop, Los Angeles, CA

Riverfront Park Design, Peterborough, NH

PUBLISHED WORK

Shannon, K. (2015) "Amid Shifting Paradigms: Teaching and Research", Landscape Architecture Journal

Carías, A. (2016) "Mendota: Agricultural Think-Tank", Master in Landscape Architecture, University of Southern California, Los Angeles

Jessica Bremner
Jessica.bremner@gmail.com
160 Kenyon Street
Hartford, CT

EDUCATION

University of California, Los Angeles

PhD Candidate in Urban Planning

expected 2022

Dissertation Title: *Thirsty by Design: Regulating Water Access in the Coachella Valley*

Dissertation Committee: Vinit Mukhija (Chair), Ananya Roy, Anastasia Loukaitou-Sideris, Helga Leitner

Master of Arts in Urban Planning

2010

Master of Arts in Latin American Studies

2010

Urban Planning Client Project: *Shifting Power: The Importance of Funding Community Participation*

Client: The Affordable Housing Institute.

Tulane University

Bachelor of Arts in Latin American Studies, cum laude

2006

PROFESSIONAL EXPERIENCE

Kounkuey Design Initiative (KDI), Los Angeles, CA

2011-2017

Planning Director

Managed portfolio of multi-disciplinary public space improvement and community development projects – including a 5-acre public space project with a community-engaged arts program, small-business training program, and community bike share and the Los Angeles Department of Transportation’s Play Streets Program. Led placemaking, participatory design, and community engagement strategies for Southern California projects. Designed, developed, and led dozens of participatory design workshops with diverse participants, ranging from low-income residents of California and informal communities in Haiti and Kenya, to the directors of renowned arts organizations in Alaska and Los Angeles City government departments. Provided urban planning design input on master plans and site plans on projects in Kenya, Haiti, and the United States. Researched, developed, and supervised the implementation of community development programs aimed at empowering and educating communities in the Eastern Coachella Valley, USA and Nairobi, Kenya. Designed and developed a web-based platform that provides residents of Kenya’s largest informal settlement the ability to access municipal water and sewage. Worked closely with Executive Director to co-lead funding strategy for organization, managed grant reporting, and provided strategic management consulting. Created design and content for external relations material including Annual Report, social media platforms (facebook, twitter, wordpress), organizational website, and project-based materials.

City of West Hollywood, Planning Department

2009-2011

Planning Intern

Processed Planning Department permits for residential development projects, renovations, and legalization of housing units. Conducted correspondence with constituents and applicants, examining architectural plans for consistency with the City’s zoning ordinance, organizing and conducting site visits, and analyzing application and determining approval. Drafted staff reports and legal documents to be presented to the Historic Preservation Commission and City Council. Created and designed material for external presentation and internal documents including a training manual, permit forms, descriptive

maps, and brochures for the City's Historic Preservation program. Conducted research and compiled data concerning the City's Green Building Program.

Causemopolis, Los Angeles, CA

2009

Research Consultant

Conducted research for and wrote an independent report on existing economic, social, and political conditions in Botswana. Report highlighted areas of most concern for the employer including childhood poverty and the HIV/Aids epidemic.

Inter-American Foundation, Washington, D.C.

2006-2008

Program Staff Assistant

Assisted the management of the Brazil and Ecuador grant portfolios consisting of approximately 40 grants to community-based organizations in low-income communities. Assisted the Program Officer for each country in evaluating grant applications. Conducted communication with grantees concerning grant application and processing. Managed grant reporting and document tracking. Participated in site visits to grantee projects in Northern Brazil to analyze project progress. Wrote articles for the organization's journal and annual report.

Technical Advisor/Expert

City of Los Angeles Great Streets Challenge Grant

2015

Rockefeller Foundation's Capacity Building Initiative in support of HUD's National Disaster Resilience Competition

2015

PRESENTATIONS, PUBLICATIONS, REPORTS

- Presenter, *Los Angeles Play Streets*, APA National Conference (2017)
- Bremner, Jessica, et al., [Play Streets: Los Angeles Pilot Program Report](#) (2016) prepared for Los Angeles Department of Transportation
- Presenter, *Creative Placemaking and Community Engagement in Los Angeles*, Greenbuild USA (2016)
- Presenter, *Regional Planning Through Local Community Outreach*, APA California Conference (2016)
- Invited Panelist, *Shaping Government Around People: Human-Centered Design in Government*, The Garden Sessions presented by the Los Angeles Mayor's Innovation Team (2016)
- Presenter, *Place-making at the Edge of the Salton Sea*, Allied Media Conference (2015)
- Guest Lecture, Luskin School of Public Affairs – Urban Planning Department (2012)
- Bremner, Jessica and Park, Caroline. *Shifting Power: Scaling-Up Self-Management*. Paper published online by the World Bank (2010)
- Bremner, Jessica *Mexican Border Cities: How Identities Have Been Shaped by US Policies*. Paper presented at the 14th Annual Birmingham-Southern College Latin American Studies Symposium, Birmingham, AL (2006)
- Bremner, Jessica *The Brazilian Prison System and its Effects on Society*. Paper presented at the 2nd Congresso Internacional de Iniciação Científica, São Paulo, Brazil (2004)

PROJECT RECOGNITION

- Brown, Patricia Leah. (2018). [Los Angeles Tests the Power of 'Play Streets'](#). Kounkuey Design Initiative, Los Angeles project recognition, published by the New York Times.
- Cooper Hewitt. (Sept. 2016 – Feb. 2017). *By the People: Designing a Better America*. Kounkuey Design Initiative, Coachella project inclusion in exhibit.

- Various Authors. (2014-2015). [Nuestro Lugar: North Shore](#). Kounkuey Design Initiative, Coachella project recognition, published by KCET Artbound.
- Brown, Patricia Leah. (2014). [Out of the Desert, a Miracle on a Shoestring](#). Kounkuey Design Initiative, Coachella project recognition, published by the New York Times.

FELLOWSHIPS, GRANTS, and AWARDS

- Awarded Fulbright-Hays DDRA for 12 months research in Brazil (*declined due to Covid*) 2019
- Graduate Summer Research Mentorship for research in the Coachella Valley, UCLA 2019
- Graduate Summer Research Mentorship for research in Brazil, UCLA 2018
- David and Mariana Fisher Fellowship, UCLA 2017
- Tinker Foundation Travel Grant for research in Brazil, UCLA 2009
- Almir de Campos Brunetti Award for Excellence in Luso-Brazilian Studies, Tulane University 2006

TEACHING and RESEARCH EXPERIENCE

Graduate Student Researcher (Vinit Mukhija), Dept. of Urban Planning, UCLA, 2017-2021

Teaching Assistant/Special Reader

Qualitative Methods, Dept. of Public Affairs Fall 2019/2020, Winter 2021
Urban Policy and Planning, Dept. of Urban Planning, UCLA Spring 2018
Graphics and Urban Information, Dept. of Urban Planning, UCLA Fall 2017/2018, Winter 2019/ 2021
MURP Applied Planning Research Project I, Dept. of Urban Planning, UCLA Fall 2018
MURP Applied Planning Research Project II, Dept. of Urban Planning, UCLA Winter 2019
Comprehensive Project, Department of Urban Planning, UCLA Winter 2019/2021
Comprehensive Project, Department of Urban Planning, UCLA Spring 2019/2021

Selected Participant

Community Engaged Research Institute, UCSC 2018

UNIVERSITY AND COMMUNITY SERVICE

Co-Managing Editor, *Critical Planning Journal* 2020-2021
 Member, *PhD Luskin Dean's Committee* 2018-2020
 Member, *Urban Planning Curriculum Committee* 2017-2020
 Residency with the *Women's Center for Creative Work* 2017

LANGUAGES

Advanced reading, writing, and speaking competence in Spanish and Portuguese.

Staff Hours by Task

Key Staff Hours by Task	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	ALL TASKS
Chelina Odbert, Executive Director	3	1	2	3	1	3	13
Jerome Chou, Planning Director	5	2	4	6	2	6	25
Jessie Heneghan, Senior Planning Coordinator	30	28	44	96	12	84	294
Jessica Bremner, Senior Planning Coordinator	42	32	42	104	12	84	316
Adriana Carias, Design Coordinator	72	90	88	72	24	72	418
TOTAL HOURS	152	153	180	281	51	249	1066

ADDENDA

**CITY OF HARTFORD
WAGE CERTIFICATION FORM**

I, Ian Leong, Director of Finance & Administration of Kounkuey Design Initiative, Inc.
Officer, Owner, Authorized Rep. Company Name

do hereby certify that the Kounkuey Design Initiative, Inc.
Company Name
2355 Westwood Blvd #717
Street
Los Angeles, CA 90064
City

and all of its subcontractors will pay all workers on the
RFR #6022 Neighborhood Plan Development
Project Name and Number
Hartford, Connecticut
Street and City

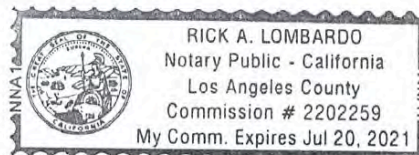
the following wages as required for such project (a copy of the rates which is attached hereto):

- State of Connecticut Prevailing wage rates
- Federal Prevailing wage rates
- City of Hartford Living wage rates


Signature

Subscribed and sworn to before me this 5th day of MAY, 2021


Notary Public





CITY OF HARTFORD

DEPARTMENT OF FINANCE

550 Main Street, Suite 303
Hartford, Connecticut 06103
Telephone: (860) 757-9665
Fax: (860) 722-6571
www.hartford.gov

LUKE A. BRONIN
Mayor

LEIGH ANN RALLS
Director of Finance

LIVING WAGE NOTICE

Fiscal Year 2021
EFFECTIVE July 1, 2020

LIVING WAGE RATE

**Payable with employer offered Health Insurance coverage:
\$15.12/hr.**

**Payable without employer offered Health Insurance coverage:
\$21.77/hr.**

If you have any questions regarding these Living Wage Rates, please contact:

Eloy Toppin
Project Manager
CONTRACT COMPLIANCE UNIT
Finance Department
550 MAIN STREET
HARTFORD, CT 06103
Tel: 860.757.9788
etoppin@hartford.gov

Note

Living Wage Rates are updated annually to take effect July 1st of each fiscal year,
Per City of Hartford Municipal Code Part II, Chapter 2, Article XII, Sec 2-763



**Request for Response (RFR)
AFFIDAVIT**

STATE OF CALIFORNIA)
) ss. MAY 5, 2021
COUNTY OF LOS ANGELES)

I, Ian Leong, being duly sworn, depose and say:
(insert name of authorized agent)

1. I am the Director of Finance & Administration of Kounkuey Design Initiative, Inc. (the
(insert title) (insert name of company)
"Respondent") and am authorized on behalf of the Proposer to make this Affidavit.
2. I am over 18 years of age and understand the obligations of an oath.
3. There are no delinquent real and personal property taxes due the City of Hartford from the Respondent.
4. The Respondent is current on all monetary obligations due the City of Hartford.
5. The Respondent is currently in compliance with all applicable laws, regulations and ordinances of the United States, State of Connecticut and the City of Hartford.

Kounkuey Design Initiative, Inc.

(insert name of company)

By: [Signature]

Name: Ian Leong

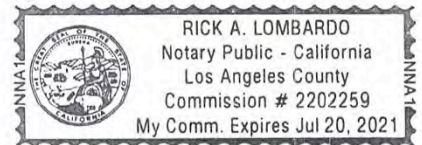
Title: Director of Finance & Administration

Subscribed and sworn to before me, RICK A LOMBARDO, the undersigned officer this
5th day of MAY, 2021.

[Signature]

Notary Public

My Commission Expires: JULY 20, 2021



BIDDERS EEO REPORT

Part 1 – IDENTIFICATION OF VENDOR

1. NAME & ADDRESS (As shown on BID)	<div style="border: 1px solid black; width: 100%; height: 40px; display: flex; align-items: center; justify-content: center;"> m n </div>
Kounkuey Design Initiative, 2355 Westwood Blvd. #717, Los Angeles, CA 90064	
2. CHIEF EXECUTIVE OFFICER FOR ABOVE BIDDER (NAME)	
<div style="border: 1px solid black; width: 100%; padding: 2px;">Chelina Odbert</div>	

4. ADDITIONAL LOCATIONS IN CONNECTICUT	ADDRESS	TELEPHONE #
<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;">mn</div>		

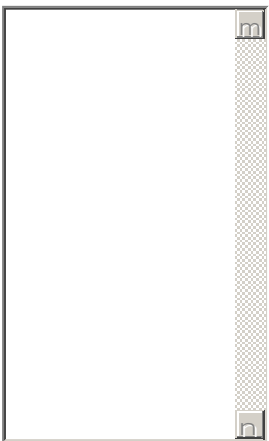
Part II: NONDISCRIMINATION POLICIES AND PRACTICES

1a. Have you put into effect a company wide equal opportunity program to promote nondiscrimination? Yes No <input type="radio"/> <input checked="" type="radio"/>	3c. Do all your employee recruitment advertisements state a nondiscrimination policy? Yes No <input checked="" type="radio"/> <input type="radio"/>
1b. If "Yes" have all your employees been informed of this in writing? Yes No <input type="radio"/> <input type="radio"/>	4a. Do you have a collective bargaining agreement or other contract or understanding with a labor union representing the employee employed by you? Yes No <input type="radio"/> <input checked="" type="radio"/>
2a. Do you sponsor or promote any educational or training programs for your employees or prospective employees? Yes No <input type="radio"/> <input checked="" type="radio"/>	4b. If "Yes" does each such agreement assure full compliance nondiscrimination requirements? Yes No <input type="radio"/> <input type="radio"/>
2b. If "Yes" are all such persons given the opportunity to participate in accordance with your nondiscrimination statement? Yes No <input type="radio"/> <input type="radio"/>	4c. If "No" check here, and explain on a separate attached sheet. Yes No <input type="radio"/> <input type="radio"/>
3a. Have all your recruitment sources been notified that all qualified applicants will be considered without discrimination? Yes No <input checked="" type="radio"/> <input type="radio"/>	5a. Is there a person in your employ who is responsible for assuring equal employment opportunities? Yes No <input checked="" type="radio"/> <input type="radio"/>
3b. Has this been done in writing? Yes No <input checked="" type="radio"/> <input type="radio"/>	5b. If "Yes" give Name and Title Yes No <input checked="" type="radio"/> <input type="radio"/> <div style="border: 1px solid black; padding: 2px; display: inline-block;">Ian Leong, Dir. of Finance & Administration</div>

Part III-HIRING AND RECRUITMENT

1. Which of the following recruitment sources are used by you? (Check "Yes" of " No" Estimate % if not known)	2. Check any of the following that you use as hiring qualifications.	3a. Describe any other practice which show that you hire, train and promote employees without discrimination.																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;"></th> <th style="width: 10%;">Yes</th> <th style="width: 10%;">No</th> <th style="width: 55%;">% of all applicants provided by this source.</th> </tr> </thead> <tbody> <tr> <td style="font-weight: bold; font-size: 1.2em;">SOURCE</td> <td></td> <td></td> <td></td> </tr> <tr> <td>State Employment Service</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><div style="border: 1px solid black; width: 40px; height: 20px;"></div></td> </tr> <tr> <td>Private Employment Agencies</td> <td style="text-align: center;"><input type="radio"/></td> <td style="text-align: center;"><input checked="" type="radio"/></td> <td style="text-align: center;"><div style="border: 1px solid black; padding: 2px;">90</div></td> </tr> </tbody> </table>		Yes	No	% of all applicants provided by this source.	SOURCE				State Employment Service	<input type="radio"/>	<input type="radio"/>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>	Private Employment Agencies	<input type="radio"/>	<input checked="" type="radio"/>	<div style="border: 1px solid black; padding: 2px;">90</div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><input checked="" type="checkbox"/> (x)</td> <td>Work Experience</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Ability to speak or write English c</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Written Tests</td> </tr> </table>	<input checked="" type="checkbox"/> (x)	Work Experience	<input type="checkbox"/>	Ability to speak or write English c	<input type="checkbox"/>	Written Tests	
	Yes	No	% of all applicants provided by this source.																					
SOURCE																								
State Employment Service	<input type="radio"/>	<input type="radio"/>	<div style="border: 1px solid black; width: 40px; height: 20px;"></div>																					
Private Employment Agencies	<input type="radio"/>	<input checked="" type="radio"/>	<div style="border: 1px solid black; padding: 2px;">90</div>																					
<input checked="" type="checkbox"/> (x)	Work Experience																							
<input type="checkbox"/>	Ability to speak or write English c																							
<input type="checkbox"/>	Written Tests																							

Schools and Colleges	<input type="radio"/>	<input checked="" type="radio"/>	10	<input checked="" type="checkbox"/> High School Diploma
Newspaper Advertisements	<input type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/> College Degree
Walk-ins	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> Union Membership
Present Employees	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> Personal Recommendation
Labor Organizations	<input type="radio"/>	<input type="radio"/>		<input type="radio"/> Car Ownership
Minority/Community Organizations	<input type="radio"/>	<input type="radio"/>		
Employment Resource Development Agency	<input type="radio"/>	<input type="radio"/>		
OTHER (Specify)	<input type="radio"/>	<input type="radio"/>		



PART IV – STATISTICS – Employment at bidder’s location (as shown on bid submittal). In lieu of completing this section, bidder may submit copy of its most recent Federal EEO-1 report for the reporting location or a copy of its consolidated report for the total organization, if filed within the last year.

EMPLOYMENT FIGURES WERE OBTAINED FROM								CLOSING DATE OF REPORT PERIOD			
<input type="radio"/> Visual Check <input type="radio"/> Employment Record <input checked="" type="radio"/> Other								5/5/2021			
JOB CATEGORIES	OVERALL TOTALS (Sum of all columns A-E Male & Female)	A WHITE (Not of Hispanic Origin)		B BLACK (Not of Hispanic Origin)		C HISPANIC		D ASIAN or Pacific Islander		E AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Female	Male
Officials and Managers	4						2	2			
Professionals	18	2	8	1	1	3	3				
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Semi-Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTALS ABOVE	22	2	8	1	1	3	5	2	0	0	0
TOTALS ONE YEAR AGO											
ON THE JOB TRAINEES (Enter figures for the same categories as shown above)											
Apprentices											
Trainees											

PART V- DOCUMENTATION AND COMMITMENT REQUIRED

1. Please submit as part of this EEO report, a copy of your Company Policy Statement of Equal Employment Opportunity.

Section 1 RESPONSE FORMS

1.1 RESPONSE INFORMATION & SIGNATURE FORM

Vendor Name - Kounkuey Design Initiative				
Trade Name -				
Address -				
Phone # - 213-537-0031		Fax # -	Email Address - mail@kounkuey.org	
Contact Person - Ian leong, Dir. of Finance & Administration			Tax ID# - 90-0599471	
Delivery / Service Start Date:			# Calendar days after receipt of executed contract:	
Bid Surety - 10%	For electronic bonds enter bond number, otherwise check the appropriate box	Electronic Bond #	<input type="checkbox"/> Bond (hard copy)	<input type="checkbox"/> Cashiers / Certified Check
Cost of Performance Bond included in base bid (if applicable)			\$	Per thousand
EEO Certification Status (check one) See General Information for Preparing a Response paragraph 3.6.3			<input type="checkbox"/> Current & on file	<input type="checkbox"/> EEO form attached
DAS Prequalified Contractor? (non highway construction projects >\$500,000) http://das.ct.gov/cr1.aspx?page=10			<input type="checkbox"/> Certificate attached	<input type="checkbox"/> Update Statement attached
Insurance Agent Name			Phone #	
Insurance Agent Address				

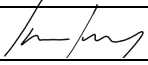
Vendor acknowledges receipt of all addenda issued during the bidding period (if applicable) and understands that they are a part of the bidding documents.

The undersigned hereby declares that he/she or they are thoroughly familiar with the specifications, the various sites, the City's requirements, and the objectives for each element of the project item or service and understands that in signing this proposal all right to plead any misunderstanding regarding the same is waived. The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

The undersigned hereby declares that no reason or persons other than those named herein are interested in this proposal, which is made without any connection with any other person or persons making any proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the City of Hartford is directly or indirectly interested therein, or in the supplies or works to which it relates, or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interest of said City of Hartford.

The undersigned additionally declares that they are not debarred or suspended, or otherwise excluded from, or ineligible for, participation in City of Hartford, State of Connecticut or federally funded projects (Executive Order 12549).

The undersigned certifies under penalty of false statement that the information provided in this response is true.

Submitted by (Signature)			
Printed name and title	Ian leong, Director of Finance & Administration	Date 5/6/2021	

(Authorized Agent of Company)

2. For companies employing more than 10 persons, please submit as part of this EEO report a written commitment to hire minority and female workers if your work force statistics are not representative of the minority and female work force availability in your labor market area.

3. If your company is not located in Connecticut, please submit a copy of your local labor market area statistics.

AFFIDAVIT

The Bidder understands and agrees that its failure to meet the equal opportunity requirements established by section 2-573 of the Code will preclude such bid from being considered. The bidder agrees to the procedures set forth in section 2-573 of the Code in regard to the determination of whether such bidder is an equal opportunity employer. The Bidder also understands and agrees that the equal opportunity documents will become a part of the contract, and that a breach of the provision of the equal opportunity documents will constitute a breach of the contract subject to such remedies as provided by law.

NAME OF PERSON SUBMITTING BID	TITLE	DATE SIGNED	TELEPHONE NO. (Include Area Code)
x Chelina Odbert	Executive Director	5/6/2021	213-537-0031

1.2 RESPONSE PRICING

Pricing shall be submitted in the proposal.

The City of Hartford is exempt from all sales and use tax; bid prices shall not incorporate such taxes.

Upon request by the successful respondent, a sales tax exemption certificate will be issued.

1.3 STATEMENT OF QUALIFICATIONS

Please complete the following information. Failure to respond to all items may result in the rejection of your response.

1. Number of years in business - 11 years D-U-N-S Number: 039563435

2. Number of personnel employed Part time - 4 , Full time - 18 ,

3. List up to six past contracts of this type/size your firm has completed within the last three (3) years:

Project	Date	Contact Person	Phone No.
Eastern Coachella Valley Mobility Plans	2017-2020	Jan Bulinski, Senior Transportation Planner Riverside County Transportation Department	951 955 6859
Women's Transportation Needs Assessment	2019- ongoing	Clare Eberle, Transportation Planning Associate Los Angeles Dept. of Transportation	213 972-4921
Oasis Community Park	2016- ongoing	Troy Strange, Dir. of Planning & Public Works Desert Recreation District	760 347-3484
Eastern Coachella Valley Public Space Network	2013- ongoing	Margarita Luna, Senior Program Manager The California Endowment	800 449-4149
Proposition 68 Park Equity	2018-2019 & 2020- ongoing	Sean Woods, Chief of Planning, LA County Dept. of Parks & Recreation	626 238 7877
Adopt-a-Lot Pilot Program	2018- ongoing	John Michael Mendoza, Real Estate Officer LA Dept of General Services	213 922 8549

<p>4. DAS CONTRACTOR PREQUALIFICATION <i>(required for construction / infrastructure projects only)</i></p> <p>DAS prequalified? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>You certify that there has been no substantial change in your financial position or corporate structure since your most recent prequalification certificate was issued or renewed, other than those changes noted in the update statement (attached).</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
--	--	---	--

EXHIBIT B – Compensation

Hartford Neighborhood Planning Budget Proposal by Neighborhood		
Task 1 Team Coordination and Kickoff	Neighborhood 1	Neighborhood 2
Task 1.1: Client-Core Team Coordination	\$3,546	\$1,909
Task 1.2: Recruit and Hire Project Ambassadors	\$4,307	\$2,871
Task 1.3: Establish Neighborhood Planning Committees	\$5,440	\$4,451
Total Task 1	\$13,292	\$9,231
Task 2: Analyze Existing Conditions		
Task 2.1: Plans Review	\$4,924	\$4,028
Task 2.2: Neighborhood Context	\$5,008	\$4,098
Total Task 2	\$9,932	\$8,126
Task 3: Community Engagement Planning		
Task 3.1: Vision and Goal Setting	\$4,013	\$2,675
Task 3.2: Neighborhood Context	\$5,129	\$2,762
Task 3.3: Final Community Plan	\$6,858	\$3,693
Total Task 3	\$15,999	\$9,129
Task 4: Conduct Community Engagement		
Task 4.1: Surveys	\$5,662	\$3,049
Task 4.2: Mobile Beacon Engagements	\$9,464	\$5,096
Task 4.3: Public Planning Workshops	\$9,409	\$6,273
Total Task 4	\$24,535	\$14,417
Task 6: Implementation Matrix (see task 5 in add-alt option below)		
Task 6.1: Implementation Planning Matrix Plan	\$9,409	\$6,273
Task 6.2: Final Documents	\$11,570	\$7,714
Total Task 6	\$20,980	\$13,986
Direct Costs	\$10,187	\$10,187
Total Cost per Neighborhood Plan	\$94,924	\$65,077
Total Project Staffing		\$139,627
Total Project Direct Costs		\$20,373
Total Project Cost for 2 Neighborhood Planning Processes		\$160,000
Add-Alt Options		
Task 5 : NRZ and CDC Planning		
Consulting TA for NRZ and CDC Planning Process		\$7,720

EXHIBIT C – Insurance

KDI Insurance

We have spoken with our insurance agents about acquiring the Sexual Abuse and Molestation (SML) policy. We are prepared to have that coverage secured by the start of the project, if selected.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/5/2021

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IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Dealey, Renton & Associates 790 E Colorado Blvd #460 Pasadena, CA 91101 License#: 0020739 KOUNDES-01	CONTACT NAME: Marie Swaney PHONE (A/C No, Ext): FAX (A/C, No): E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Sentinel Insurance Company	11000
	INSURER B : Underwriters at Lloyd's, London	32727
	INSURER C :	
	INSURER D : INSURER E : INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1303062479 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y	Y	57SBWBL8699	4/25/2021	4/25/2022	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NoOwned Auto <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y		57SBWBL8699	4/25/2021	4/25/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	57SBWBL8699	4/25/2021	4/25/2022	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input type="checkbox"/> N / <input type="checkbox"/> A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Professional Liability			HPL210252	4/25/2021	4/25/2022	Per Claim Aggregate Limit \$1,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
GL Blanket Endorsement #SS00080405 and Blanket Hired/non-owned Auto Endt #SS04380909 apply as required per written contract or agreement.
RE: RFQ, all operations as pertains to the named insured --
The City of Hartford and the Hartford Public Schools are named as an additional insured as respects general & auto liability as required per written contract or agreement. General Liability is Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached endorsement(s).

CERTIFICATE HOLDER	CANCELLATION 30 Day Notice will be sent to holder
City of Hartford 550 Main St Hartford CT 06103	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/09/2021

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PRODUCER Aon Risk Services, Inc of Florida 1001 Brickell Bay Drive, Suite #1100 Miami, FL 33131-4937	CONTACT NAME: Aon Risk Services, Inc of Florida PHONE (A/C, No, Ext): 800-743-8130 FAX (A/C, No): 800-522-7514 EMAIL ADDRESS: ADP.COI.Center@Aon.com
INSURED ADP TotalSource DE IV, Inc. 10200 Sunset Drive Miami, FL 33173 L/C/F Kounkuey Design Initiative Inc 2355 Westwood Blvd. #717 Los Angeles, CA 90064	INSURER(S) AFFORDING COVERAGE
	INSURER A : AllU Insurance Company
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES **CERTIFICATE NUMBER: 3572119** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE AS REQUESTED.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEC RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 038365647 CA	07/01/2021	07/01/2022	X	PER STATUTE OTH-ER
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All worksite employees working for KOUNKUEY DESIGN INITIATIVE INC, paid under ADP TOTALSOURCE, INC's payroll, are covered under the above stated policy.

CERTIFICATE HOLDER **CANCELLATION**

Kounkuey Design Initiative Inc. 2355 Westwood Blvd., Suite 717 Los Angeles, CA 90064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <p style="text-align: center; font-family: cursive; font-size: 1.2em;"><i>Aon Risk Services, Inc of Florida</i></p>
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/09/2021

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PRODUCER Aon Risk Services, Inc of Florida 1001 Brickell Bay Drive, Suite #1100 Miami, FL 33131-4937	CONTACT NAME: Aon Risk Services, Inc of Florida	
	PHONE (A/C, No, Ext): 800-743-8130	FAX (A/C, No): 800-522-7514
EMAIL ADDRESS: ADP.COI.Center@Aon.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : New Hampshire Ins Co		23841
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED
ADP TotalSource DE IV, Inc.
10200 Sunset Drive
Miami, FL 33173
L/C/F
Kounkuey Design Initiative Inc
2355 Westwood Blvd. #717
Los Angeles, CA 90064

COVERAGES

CERTIFICATE NUMBER: 3540959

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **LIMITS SHOWN ARE AS REQUESTED.**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE	\$	
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
							MED EXP (Any one person)	\$	
							PERSONAL & ADV INJURY	\$	
							GENERAL AGGREGATE	\$	
							PRODUCTS - COMP/OP AGG	\$	
								\$	
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$	
							BODILY INJURY (Per person)	\$	
							BODILY INJURY (Per accident)	\$	
							PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEC RETENTION \$						EACH OCCURRENCE	\$	
							AGGREGATE	\$	
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A	WC 038380826 NY	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$	Unlimited
							E.L. DISEASE - EA EMPLOYEE	\$	Unlimited
							E.L. DISEASE - POLICY LIMIT	\$	Unlimited

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
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CERTIFICATE HOLDER**CANCELLATION**

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	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services, Inc of Florida</i>



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/09/2021

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PRODUCER Aon Risk Services, Inc of Florida 1001 Brickell Bay Drive, Suite #1100 Miami, FL 33131-4937	CONTACT NAME: Aon Risk Services, Inc of Florida	
	PHONE (A/C, No, Ext): 800-743-8130	FAX (A/C, No): 800-522-7514
EMAIL ADDRESS: ADP.COI.Center@Aon.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : New Hampshire Ins Co		23841
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES **CERTIFICATE NUMBER:** 3596248 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. **LIMITS SHOWN ARE AS REQUESTED.**

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEC <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 038361543 MI	07/01/2021	07/01/2022	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTHER
							E.L. EACH ACCIDENT	\$ 2,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 2,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 All worksite employees working for KOUNKUEY DESIGN INITIATIVE INC, paid under ADP TOTALSOURCE, INC.'s payroll, are covered under the above stated policy. KOUNKUEY DESIGN INITIATIVE INC is an alternate employer under this policy.

CERTIFICATE HOLDER **CANCELLATION**

Kounkuey Design Initiative Inc 2355 Westwood Blvd., Suite 717 Los Angeles, CA 90064	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services, Inc of Florida</i>

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