



DIAMOND DIVA EMPOWERMENT FOUNDATION

REQUEST FOR PROPOSAL (RFP)

COMMUNITY ENGAGEMENT COORDINATOR SERVICES

ST. LOUIS COUNTY COMMUNITY RESOURCE HUB

TRINITY CATHOLIC HIGH SCHOOL REDEVELOPMENT PROJECT

Issue Date: 7/1/26

Proposal Due Date: 8/1/26

Project Location: Former Trinity Catholic High School Campus, St. Louis County, Missouri

ABOUT DIAMOND DIVA EMPOWERMENT FOUNDATION

Diamond Diva Empowerment Foundation (2DEF) is a community-based nonprofit organization dedicated to empowering individuals and families impacted by domestic violence, homelessness, trauma, and community violence. Through comprehensive housing stabilization, trauma-informed counseling, youth development, mentoring, advocacy, and prevention services, 2DEF works to strengthen families, restore hope, and create pathways toward long-term self-sufficiency.

The mission of Diamond Diva Empowerment Foundation is to empower survivors, strengthen families, and transform communities through advocacy, housing stabilization, education, mentoring, and trauma-informed support services.

The Trinity Catholic High School Redevelopment Project represents a transformative investment in preserving an important historic community landmark while creating a sustainable Community Resource Hub that will expand access to housing, workforce development, behavioral health, youth programming, violence prevention, and family support services throughout St. Louis County for generations to come.

CONTRACT OPPORTUNITY

Diamond Diva Empowerment Foundation (2DEF) is soliciting proposals from qualified individuals, consulting firms, nonprofit organizations, or community engagement professionals to provide

Community Engagement Coordinator Services for the redevelopment of the historic Trinity Catholic High School campus into the St. Louis Community Resource Hub.

The selected Community Engagement Coordinator will serve as the primary liaison between 2DEF, neighborhood residents, community organizations, businesses, elected officials, faith-based institutions, stakeholders, and project partners. The Coordinator will ensure that community voices are actively incorporated into the planning, redevelopment, and operational phases of the project. They will be responsible for developing and implementing a comprehensive community engagement strategy that promotes transparency, inclusiveness, trust-building, and meaningful public participation throughout the redevelopment process.

PROJECT OVERVIEW

The Trinity Catholic High School Redevelopment Project is a transformative community investment that seeks to preserve a historic community asset while creating expanded opportunities for residents and families throughout St. Louis County.

The project may include:

- Historic preservation and adaptive reuse
- Community resource and service facilities
- Workforce development programs
- Behavioral health services
- Youth mentoring and leadership initiatives
- Community meeting and event spaces
- Educational and training facilities
- Nonprofit collaborative workspaces
- Outdoor community gathering spaces

Meaningful community participation is a critical component of the project's success.

SCOPE OF SERVICES

The selected Community Engagement Coordinator shall provide services including, but not limited to:

Community Engagement Planning

- Develop a comprehensive Community Engagement Plan
- Establish engagement goals and benchmarks
- Identify stakeholder groups
- Create outreach strategies for diverse populations
- Develop engagement timelines and implementation schedules

Stakeholder Identification and Outreach

- Identify neighborhood associations
- Engage residents and community leaders
- Build relationships with businesses and institutions
- Engage faith-based organizations

- Coordinate outreach to schools and youth-serving organizations
- Maintain stakeholder contact databases

Public Meetings and Community Forums

- Plan and facilitate public meetings
- Organize community listening sessions
- Coordinate stakeholder roundtables
- Conduct focus groups
- Facilitate public presentations and workshops
- Ensure community feedback is documented

Community Surveys and Assessments

- Design and administer surveys
- Collect community feedback
- Analyze community priorities and concerns
- Prepare engagement summaries and reports

Communications and Public Information

- Develop public information materials
- Coordinate community newsletters
- Assist with project updates
- Support website and social media engagement
- Develop outreach materials and presentations

Partnership Development

- Build collaborative partnerships
- Coordinate stakeholder advisory groups
- Support coalition-building efforts
- Facilitate community-based partnerships

Equity and Inclusion

- Ensure participation from historically underserved populations
- Promote equitable community engagement practices
- Facilitate culturally responsive outreach efforts
- Remove barriers to participation

Reporting and Documentation

- Maintain records of engagement activities
- Prepare monthly engagement reports
- Track participation metrics
- Document community concerns and recommendations
- Develop stakeholder engagement dashboards

Project Support

- Attend project meetings
- Coordinate with project consultants
- Assist with community benefit initiatives
- Support community events and project milestones

DELIVERABLES

The selected Coordinator may be expected to provide:

- Community Engagement Plan
- Stakeholder Mapping Report
- Outreach and Communications Strategy
- Public Meeting Agendas and Summaries
- Community Survey Reports
- Monthly Community Engagement Reports
- Stakeholder Contact Database
- Community Needs Assessment Summary
- Community Feedback Analysis Reports
- Annual Community Engagement Report

MANDATORY QUALIFICATIONS

Respondents must demonstrate:

- Minimum five (5) years of community engagement, public participation, or community organizing experience.
- Demonstrated experience coordinating stakeholder engagement efforts for nonprofit, government, educational, planning, redevelopment, or community development projects.
- Experience facilitating public meetings, listening sessions, focus groups, and stakeholder forums.
- Experience working with diverse populations and underserved communities.
- Strong written and verbal communication skills.
- Experience preparing reports, presentations, and community outreach materials.
- Knowledge of community development and neighborhood revitalization initiatives.

PREFERRED QUALIFICATIONS

Preference shall be given to respondents with experience involving:

- Historic redevelopment projects
- Community resource centers
- Nonprofit-led development initiatives
- Public-private partnerships
- Neighborhood revitalization projects
- Youth engagement initiatives
- Violence prevention and community wellness programs
- Housing and community development projects
- St. Louis County and City of St. Louis communities
- Multi-stakeholder capital development projects

SUBMISSION INSTRUCTIONS

Submit proposals electronically in PDF format to: www.2def.org/stlccrc

Please follow the following formatting instructions:

- Font: Times New Roman, 12pt
- Margins: 1in
- Double Spaced
- Proposal should be no more than 12 pages. Required attachments are not included in this limit (i.e. Insurance Documents, Resumes, Licenses, Reference letters).

Proposals must be received no later than: 8/1/26 at 11:59pm

Required Documents

- Proposal (no more than 12 pages)
- Agency Licensure
- Proof of Insurance
- State Registration
- Good Standing Letter
- Resumes for Key Personnel
- Three (3) Reference Letters

Questions regarding this solicitation should be emailed to:

Dr. Shantasha Love

office@2def.org

SUBMISSION REQUIREMENTS

Cover Letter

Include:

- Name of individual or organization
- Primary contact information
- Statement of interest
- Summary of qualifications

Organizational Profile

- Organizational history
- Areas of expertise
- Team structure
- Relevant certifications

Relevant Experience

Provide descriptions of at least three (3) similar projects completed within the last ten years.

Include:

- Project name
- Client
- Scope of services
- Number of stakeholders engaged
- Outcomes achieved
- Completion date

Key Personnel

Provide resumes and qualifications for:

- Lead Community Engagement Coordinator
- Supporting Team Members
- Community Outreach Specialists

Technical Approach

Describe your approach to:

- Community outreach
- Stakeholder engagement
- Public participation
- Equity and inclusion
- Conflict resolution
- Community trust-building

Fee Proposal

Provide:

- Hourly rates
- Fixed fee options
- Monthly retainer options
- Reimbursable expenses
- Estimated total project cost

References

Provide at least three (3) professional reference letters from comparable projects.

EVALUATION CRITERIA

- Relevant Experience – 30%
- Key Personnel – 25%
- Technical Approach – 30%
- Fee Proposal – 15%

PROCUREMENT SCHEDULE

RFB Release Date: 7/1/26

Pre-Proposal Site Tour: 6/29/26

Deadline for Questions: 7/15/26

Proposal Submission Deadline: 8/1/26
Consultant Selection: 9/1/26
Contract Negotiation: 9/15/26
Notice to Proceed: 9/30/26

CONTRACT TERM

The anticipated contract term will begin upon execution and continue through project completion, anticipated to span multiple phases over approximately three to five years.

EQUAL OPPORTUNITY

Diamond Diva Empowerment Foundation is an Equal Opportunity Employer that encourages participation from Minority Business Enterprises (MBEs), Women Business Enterprises (WBEs), Veteran-Owned Businesses, and Disadvantaged Business Enterprises.

RESERVATION OF RIGHTS

2DEF reserves the right to:

- Reject any or all proposals
- Waive minor irregularities
- Request additional information
- Conduct interviews
- Negotiate contract terms
- Cancel or reissue this solicitation