



**REQUEST FOR QUALIFICATIONS:
PROJECT COORDINATOR FOR THE CITIZENS PLANNING INSTITUTE**

The Philadelphia City Planning Commission (PCPC) seeks an individual who will provide services under contract for a nine-month period to perform the duties of Project Coordinator for the Citizens Planning Institute (CPI). The Project Coordinator will work under the supervision of a project manager to help establish, pilot, and evaluate the first set of courses of the CPI. It is anticipated that the Project Coordinator will be available to begin the assignment on or about April 1, 2010 and work the number of hours per week necessary to satisfactorily perform the tasks within the stated time period, and within the budgeted funding available. The PCPC will provide office space and services for the Project Coordinator, who will be expected to work out of the PCPC offices.

Alan Greenberger, FAIA
Executive Director

Gary J. Jastrzab
Deputy Executive Director

Joseph Syrnick, Acting Chairman
Camille Cates Barnett
Duane Bumb
Rob Dubow
Patrick Eiding
Bernard Lee, Esq.
Natalia Olson Urtecho, MCP
Nancy Rogo Trainer, AIA, AICP
Nilda Iris Ruiz, MBA

The PCPC received a grant from the William Penn Foundation to develop a pilot program of the CPI over a nine-month period beginning April 2010. Up to \$50,000 of the grant funds are dedicated to the Project Coordinator services. The Fund for Philadelphia will be administering the grant on behalf of the PCPC. Payment will be made based upon approved invoices. Additional funding will be sought during the project period to continue CPI activities beyond the pilot phase.

Background

The Citizens Planning Institute is a key component of the PCPC and Zoning Code Commission's "integrated planning and zoning process," which includes preparing a comprehensive plan and reforming the City's Zoning Code. The CPI is intended to be the educational and public outreach arm of the PCPC. It will provide a formal structure to engage citizens and inform them about planning principles. The Institute will provide an accessible forum to discuss planning issues and increase the capacity of citizens and civic organizations to participate in planning their communities and the city. The CPI is based upon models researched from other cities, metropolitan regions, and states in the United States.

The CPI will assist with the PCPC's *Philadelphia2035* comprehensive planning efforts by conducting outreach and providing education and training. In particular, the CPI will reach out to under-represented communities that do not have stable civic associations or experience in helping to manage the physical development of their neighborhoods. By engaging residents at the "front end" of the planning process, the CPI will provide citizens with an understanding of the nature of the input that they will have when zoning code reform is approved and more projects are built "as of right" than today (when many projects require variances and public hearings). The PCPC anticipates that the potential outputs and outcomes of this effort will be:

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- The development of an outline for all course offerings and a detailed curriculum and piloting of an Institute core curriculum;
- Better-informed citizenry; increased planning and development capacity at the community level;
- Reinforced role of PCPC as the leader of planning activities for the City;
- Expanded relationship between PCPC and community residents and organizations;
- A more even playing field, citywide, for incorporating community input on planning and development issues;
- Increased capacity of PCPC to educate citizens on current planning trends and initiatives; and
- Citizen and City Council support for passage of the reformed zoning code.

Proposed Scope of Work

The Project Coordinator will be expected to coordinate the start-up and initial pilot phase of the Citizens Planning Institute. PCPC and Zoning Code Commission (ZCC) staff members will provide additional support to this effort. The anticipated tasks to be completed are as follows:

- Develop draft curriculum for three core courses of the CPI;
- Identify faculty resources from within PCPC, City government, and outside organizations;
- Conduct outreach through local print and electronic media, web-based and other tools;
- Develop database of interested participants;
- Develop course materials;
- Develop survey tools;
- Identify suitable venues for courses;
- Schedule pilot courses and invite participants;
- Facilitate the implementation of three core courses, one time each;
- Distribute survey tool to participants, including students, lecturers, and program planners;
- Evaluate feedback and prepare a report for the PCPC and funder(s); and
- Other tasks, as assigned.

Qualifications

The successful applicant will have:

Knowledge of:

- the scope and objectives of city planning and/or related disciplines such as architecture, geography, urban studies, and public administration;

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- adult/continuing education, teaching, and/or professional training;
- print, electronic, or social media;
- physical, social, and economic structure of the City of Philadelphia.

Skill in:

- project coordination;
- Microsoft Office Suite, Adobe Acrobat;
- Adobe CS4 software, preferred but not required.

Ability to:

- establish and maintain effective working relationships with associates, civic, community and business groups and the general public;
- present ideas effectively in oral, written and graphic form;
- prioritize and manage multiple tasks;
- work independently, be flexible and self-directed;
- be a strong team player.

Education and Experience

- Completion of a minimum of a bachelor's degree program at an accredited college or university;
- Appropriate experience in city planning and/or related disciplines such as architecture, geography, urban studies, and public administration, as well as adult/continuing education, teaching and/or training experience;
- Any equivalent combination of education and experience determined to be acceptable.

Additional Requirements

- Must be able to work evening and weekend hours, as required;
- Applicant will be an independent contractor and responsible for maintaining the requisite licenses, permits, and insurance required in the contract.

Application Process

Please submit six copies of a Statement of Qualifications including:

- cover letter;
- resume identifying qualifications, skills, and relevant experience;
- short (two-three page) writing sample;
- hourly or daily rate;
- availability to begin this project on or around April 1, 2010 and perform this work on a timely basis; and
- Contact information for three references.

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Applications will be accepted until **5:00 p.m., Friday, March 19, 2010.**

The PCPC strongly encourages minority-, women-, and disabled-owned businesses to apply.

Submit Statement of Qualifications to:

Gary J. Jastrzab
Deputy Executive Director
Philadelphia City Planning Commission
1515 Arch Street, 13th Floor
Philadelphia, PA 19102

The PCPC will review submitted qualifications and likely interview a short list of candidates in late March. Work is expected to commence in April 2010 upon contract execution between selected candidate and the Fund for Philadelphia.