![San Diego State University logo]

SAN DIEGO STATE UNIVERSITY
Research Foundation
OPEN INVITATION FOR PARTNERSHIP
with
~THE SAGE PROJECT~

PROPOSAL DATA

Proposal Number:	*#SP110117, DATE: November 01, 2019*
Description:	*Local Community Projects*
Proposal Contact:	*Charla Mullen, Purchasing Manager*
	619-594-3413 FAX 619-594-4212 E-mail: cmullen@sdsu.edu
Project Contact	*Jessica Barlow, Ph.D.*
	619-594-3807 E-mail: jbarlow@sdsu.edu

PROPOSAL DUE DATE *(One digital version to cmullen@sdsu.edu)*

There is no due date. Proposals may be submitted at any time via email to cmullen@sdsu.edu or hand-delivered to Purchasing Department, Gateway Bldg., 3rd Floor, Room 3502A, 5250 Campanile Drive, San Diego, CA 92182-1946

PROPOSAL CONTENTS

Exhibit A: Open Invitation for Proposals, consisting of twelve (12) pages;

NOTE: This Invitation does not constitute an order for the goods or services specified.

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#SP110117
~The Sage Project~

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SECTION I: INTRODUCTION

INTENT:

San Diego State University Research Foundation (SDSURF) is inviting proposals from local community organizations (local city governments, government agencies, non-profits, private enterprises) to serve as the official community partner for the Sage Project. The selected partner will benefit from thousands of hours of work by SDSU students and faculty members from a wide range of disciplines to help the partner achieve their smart growth, quality of life, and sustainability goals. Our partner must support the partnership effort through payment of a fee and dedicated staff time. Proposals may submitted at any time for consideration, and acceptance will be dependent on whether the project or projects are compatible with available capacity.

Potential community partners can sumbit proposals in two modalities: full partnership, or individual project partnership, although it is highly recommended to submit proposals under the full partnership modality to achieve higher community impacts.

OVERVIEW OF THE SAGE PROJECT:

The Sage Project is a partnership between SDSURF, San Diego State University (SDSU) and a local community organization in the San Diego region that lasts for one year for multiple projects, and at least one semester for individual projects. Students, through their course work, engage in meaningful real-world projects and contribute to the quality of life of residents in the partner's community. SDSU students and faculty connect with high-priority, high-need community projects identified by the partner, thereby generating interest and fresh ideas that create momentum and provide real service to the community. The Sage Project is a member of the Educational Partnerships for Innovation in Communities (EPIC) Network of institutions that have similar campus-community partnership models. Like other EPIC Network programs, the Sage Project at SDSU engages hundreds of students who invest thousands of hours assisting communities in our region as they seek to build a more equitable and sustainable future.

The Sage Project has included courses from a wide variety of disciplines, including the following:

- anthropology
- audiology
- city planning
- communication
- computer science
- civil engineering
- economics
- environmental engineering
- exercise and nutrition science
- geography

- graphic design
- homeland security
- international security and conflict resolution
- marketing
- political science
- public administration
- public health
- real estate and finance
- recreation and tourism management
- speech, language, and hearing sciences

Of course, additional disciplines may be added per the needs of the partner and availability and interest of the faculty. In addition, projects often involve collaboration across multiple courses and disciplines to address goals from multiple perspectives.

Projects with our National City, Santee, San Diego, Tijuana, Santa Margarita Ecological Reserve, Lemon Grove, and La. Mesa partners since 2013 have been tied to goals and initiatives in their strategic plans

and they were developed in consultation with city staff and city councilmembers. Such projects have included, for example, the following:

- Street improvements to slow traffic, enhance pedestrian safety, address stormwater runoff, and beautify the area with drought-tolerant landscaping;
- Land use analysis and designs for redevelopment of sites in a designated tourism district;
- Recommendations for enhancement of the city's Emergency Operations Plan using social media, technology, and funding;
- Improved gateways, wayfinding and signage throughout parks, tourist attractions, and high-density areas;
- Energy calculations, engineering design and cost/benefit analysis for building-integrate solar cell installation at the public library;
- Long-range property management plan, market analyses, and basic valuation estimates of redevelopment parcels;
- Policy recommendations for cost savings for the city's general fund;
- Examination of homeless outreach resources;
- Analysis of air quality and noise pollution due to industry and recommendations for mitigation of impact on the health and well-being of the city's residents;
- Needs assessment for community services related to health, safety, and social well-being of residents;
- Improve the management of the physical infrastructure by updating and expanding the current GIS asset inventory and mapping of assets; and
- Review inventory of undeveloped sites for opportunities to develop and implement water quality enhancement projects.

The Sage Project is supported by fees paid by the partner.

SECTION II: SCOPE OF WORK

BENEFITS TO THE LOCAL COMMUNITY PARTNER:

Over the course of an academic year (or an academic semester, depending on the partnership modality), students together put in thousands of hours to generate hundreds of creative and implementable project-related ideas, solutions, analyses, and designs based on their training, their knowledge of the community, and their research on relevant projects around the world under the guidance of faculty experts with extensive knowledge of cutting-edge research and its practical application. The students are able to take risks and propose novel ideas to the public that allow for conversations and communication between the community, the city staff, and other stakeholders on a broad range of topics to move forward with sustainable community development. The work done by students is creative and reflects new and innovative perspectives for the community partner that may otherwise be absent due to limited time and resources, which in turn can get stagnant projects moving again by motivating staff and the community.

The partnership also provides greater publicity, energy, and enthusiasm for and by the community partner due to faculty and student engagement, which results in an improved reputation for the partner as future-oriented and sustainability-focused.

Additionally, the partnership will involve education of highly engaged students with in-depth knowledge of the partner's community who may serve as prospective interns and/or staff members in the community. These students also serve as knowledgeable voices in the community who can in turn educate their fellow students, the residents, business owners, and future employers about their experiences and their contributions to the partnership.

Upon completion of each project, or milestone of a given project, students present their designs, analyses, solutions, and recommendations to the partner in a public format to the community. The Sage Project then consolidates their work into a professional report that the partner can then use for decision-making.

PROJECT PROPOSALS:

The partner should have the resources (staff and funding) to support between 10 and 20 projects (if applying for a full partnership) that focus on smart growth, quality of life, and sustainability initiatives. It is recommended, however, that the proposal to be submitted to the Sage Project actually include 15 to 25 projects (if applying for a full partnership), as it is possible that not all projects in the proposal will be able to connect with SDSU courses.

Potential partners are encouraged to partner with other entities, such as other cities, counties, transit districts, school districts, nonprofit organizations, and businesses in the development of projects and sharing of costs.

Prospective partners should contact the Sage Project staff while they prepare their proposals in order to discuss project ideas. This allows for 'matchmaking' to occur, whereby (1) the partner proposes a list of projects, (2) Sage Project staff and the partner organization officials discuss ways to adapt

those projects to better fit the interest, expertise, and suitability to SDSU's faculty and courses, and then (3) the partner suggests modifications to original project ideas and/or additional projects based on SDSU's capacity that address the community's goals.

During the proposal review process, the Sage Project will match these proposed projects with faculty and their courses. The timeline for proposed projects should be 9 months or less, and should take into consideration SDSU's academic terms. SDSU is on a semester system: The Fall semester starts in late August and ends in early December; the Spring semester starts in mid-January and ends in mid-May. Note that few relevant courses are offered during the summer; however, during this time, students conducting independent study or thesis work may be working on Sage-related projects.

TIMELINE FOR APPLICATION PROCESS:

MULTIPLE PROJECT / ACADEMIC YEAR PARTNERSHIPS:

November 1 – February 15: Sage Project accepts applications for the 2019-2020 partnership. The Sage Project staff will be available by phone and for face-to-face meetings in order to discuss possible projects. It is strongly recommended that potential partners contact Sage Project faculty and staff to discuss ideas. Sage Project staff can assist with making these connections.
February 15 – February 28: Sage Project Review Board will review, select, and notify its top choice for the 2020-2021 partnership.
March 31: Contract awarded
April 1 – May: Final draft of project list is completed. The Sage Project and the community partner will match the proposed projects with SDSU faculty and courses. Contract with the city partner will be prepared, negotiated, and finalized.
May: Sage Project and the community partner will publicly announce the 2020-2021 partnership.

INDIVIDUAL PROJECT / SEMESTER-LONG PARTNERSHIPS
Proposals for individual projects are accepted year-round, but must be timed according to the academic calendar and the start and end dates of the semester.

Fall Semester:
Proposals must be received by May 1 and contracts must be in place by August 1

Spring Semester:
Proposals must be received by October 1 and contracts must be in place by January 1

PROJECT TIMELINE:

May: Community partner is selected and proposed projects are matched with SDSU faculty and courses. Sage Project and partner develop and sign contract.
Summer: Sage Project and partner develop Scopes of Work for each project and participating course. Sage Project and faculty meet with community partner liaisons, community partner staff, and community representatives. Partner staff provides background information and documents relevant to the projects.
Fall: Semester begins late August. Fall classes begin work on projects.

Spring: Spring classes work on projects. Fall semester reports delivered to partner.
April: End-of-year symposium and identification of new partnership for following year.
Summer: Spring semester reports delivered to city partner.

ANTICIPATED COSTS AND RESOURCES:

if applying for a full partnership, the community partner should have the resources (staff and funding) to support between 10 and 20 projects that focus on smart growth, quality of life, and sustainability initiatives. It is recommended that the city identify around 15 to 25 projects, as it is possible that not all projects will be able to connect with SDSU courses. In case of a partial partnership, decisions regarding project fee costs will be decided individually per project.

The cost of the partnership depends on the number of projects proposed as well as the number of classes working on each project. The cost of each project averages $25,000, but can range from $15,000 to $50,000, which, as stated, is dependent upon the number of classes connected to that project. The Sage Project can be funded through a city's general fund, state and federal grants, local agencies, and also through partnerships with other organizations, such as school districts, utilities, non-profit organizations, and private businesses.

The funding covers the following: coordination and communication support from Sage Project staff; site visits to the partner community by Sage Project staff, faculty, and students; development, printing, and distribution of compiled reports; end-of-year symposium and other events; coordination with media and public relations for publicity and networking for the partnership.

The Sage Project partnership only works if there is a high level of engagement between the program and the community partner. The Sage Project staff is responsible for coordinating the faculty and students and serves as the liaison for the partner. Partnerships are most successful if the partner can also appoint one lead person at .25 to .5 FTE (in case of a full partnership) to serve as the coordinator on the city side and to liaise with the Sage Project staff. This lead must be knowledgeable about each project and the community organization staff and SDSU faculty member(s) involved. The time commitment is dependent upon the number of projects and the number classes connected to that project and the liaison's level of involvement.

In addition, we connect individual faculty members to their specific community contact so as to maximize project success. This requires community organization staff to dedicate an average of a few hours each week towards the project during the particular semester. During the summer prior to the start of the partnership, the Sage Project and the partner will develop Scopes of Work for each project and participating course, which will detail the specific project and associated goals, activities, deliverables, and estimated costs. Also during that time, the partner organizatoin staff will need to provide SDSU with background information and documents relevant to the projects, such as GIS maps, photographs, concept plans, and relevant data.

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SECTION III: PROPOSAL FORMAT/SUBMITTALS

SAGE PROJECT PROPOSAL GUIDELINES:

The Sage Project partnership proposal should include the following:

Information about the community partner organization:
- Organization's name
- Organization's main representative's name
- Name and contact information of primary organization's staff liaison (phone, e-mail, postal address, department, and staff role)
- List of other partner organizations and their roles in the partnership

Summary: List of Proposed Projects:
- A one- to two-paragraph summary of the proposed project(s)
- Sustainability and quality of life impacts of proposed project(s)
- Designated staff contacts and leads for each proposed project

Note: Prospective community partners are strongly encouraged to contact the Sage Project staff while developing their proposed projects.

Specific Project Details: For each individual project, provide a detailed description to include:
- A map of project site (as relevant)
- Staff involved
- Funding sources anticipated or sought
- Other partner organizations and their role
- Project goals
- Sustainability and quality of life impact
- Specific issues, problems, or concerns that students may be able to address

Letters of Support: Provide letters of support from the following:
- City manager (if city government) or community partner organization's director/president
- City elected governing body (in case of partner being a local city government)
- Selected or proposed partner organizations (as relevant)
- Funding entities (as relevant)

Also provide reference to the partner's sustainability action plan, climate action plan, strategic plan, and/or other documents that attest to the organization's commitment to sustainability.

PROJECT CONTACT:

For more information about the Sage Project and to start potential projects, please visit the website: http://sage.sdsu.edu. The Sage Project Director, Jessica Barlow, and Kristofer Patrón-Soberano, Sage Project Program Administrator, are also available to answer your questions about the Sage Project until February 1, 2019.

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NATIONAL CITY CONTACTS:

City partner representatives from the Sage Project's partnership with the City of National City and the City of Lemon Grove are also available to answer your questions about their experiences with the partnership.

Brad Raulston
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SECTION IV: PROPOSAL REVIEW PROCESS

The Sage Project will review all proposals based on the following:

High-Level Support: The proposal shows evidence that the organization leaders or city manager and elected officials are willing to direct community organization's staff to provide the necessary time, resources, and participation in the Sage Project partnership.

Sustainability: Proposed projects address sustainability goals, such as (but are not limited to) the following: reduction of greenhouse gas emissions, reduction of energy and water usage, increase in social equity, cost-savings, increase in walkability/bikeability and/or public transportation, and redevelopment of existing sites.

Financial Support: The partner's fee will be $15,000-$50,000 per project for 10-15 projects (if full partnership), which will include 20-30 courses, 500-1000 students, and thousands of hours of effort. A formal commitment of funds is not required at the time of proposal submission; however, a statement regarding the expected funding sources should be included in the proposal.

Impact: The proposed projects are directly tied to the partner organization's goals and will have an identifiable positive impact on the community. Indicate how this positive impact will be measured following the completion of the partnership.

Logistics: The proposed projects are compatible with the SDSU Academic Calendar of two 15-week semesters (maximum), and can be completed within the timeline provided above.

Suitability: The proposed projects are suitable to the knowledge and skills of the Sage Project faculty and their students. The Sage Project staff will determine those faculty members who are able and interested in carrying out the proposed projects based on their own course needs as well as their research focus. Discussion of proposed projects with the Sage Project staff as they develop will better ensure the suitability of those projects to the Sage Project faculty.

External Support: Description of the nature of involvement by other organizations (e.g., nonprofit organizations, transportation districts, school districts) that will serve as partners in the proposed projects.