

2024 Project Manager Candidate Capabilities Test

This capabilities test is only for applicants who have been invited to participate in the second round of the application process.

The below scenario is a hypothetical request for a proposal. This exercise is very similar to a request you may receive as a project manager at Civic Thread.

In consideration of your own time management, we estimate this project will take approximately 6 hours to complete. We will be evaluating document organization, budgeting, innovative community engagement strategies, task management skills, attention to detail, writing skills, and proofreading.

Scenario Instructions

Civic Thread has been asked to provide a scope of work and budget for an upcoming community focused project. As the project manager, you are asked to take the lead on developing a community engagement scope of work and budget for the project. Please develop a community engagement scope of work and budget in response to the following fictional request. Assume there will be two Project Coordinators at \$125/hour and one Project Manager at \$175/hour for your budget. Please submit the following documents:

- Scope of Work Proposal (in PDF Format:
 - [Template](#)
- Cost Proposal Budget (in Excell Format)
 - [Template](#)

Please send your completed documents to contact@civicthread.org by 11:59 pm on Sunday, Dec. 15, 2024

Request for Proposal

The City of Sacramento is seeking Proposals for a Community Partner to lead Community Engagement for the Meadowview Neighborhood Active Transportation Assessment Project

Introduction

The City of Sacramento is searching for a local community partner to lead a forward-thinking community-driven engagement plan to work with several neighborhoods in

South Sacramento on assessing barriers to active transportation and identifying actionable strategies to improve health equity and multi-modal access to community destinations.

This plan will:

- Summarize community engagement and listening
- Identify the barriers to walking, rolling, and transit access. Barriers may include but are not limited to:
 - High Speed Traffic
 - Lack of Sidewalks or gaps;
 - Lack of curb ramp;
 - Obstructed sidewalk;
 - Nonexistent Bikeways or gaps;
 - Crossing challenges; and
 - Lack of tree canopy.
- Recommend a list of community-supported infrastructure improvements and programs that the city may use to go after funding for implementation.

This planned project timeline is March 1, 2025 through December 31, 2027.

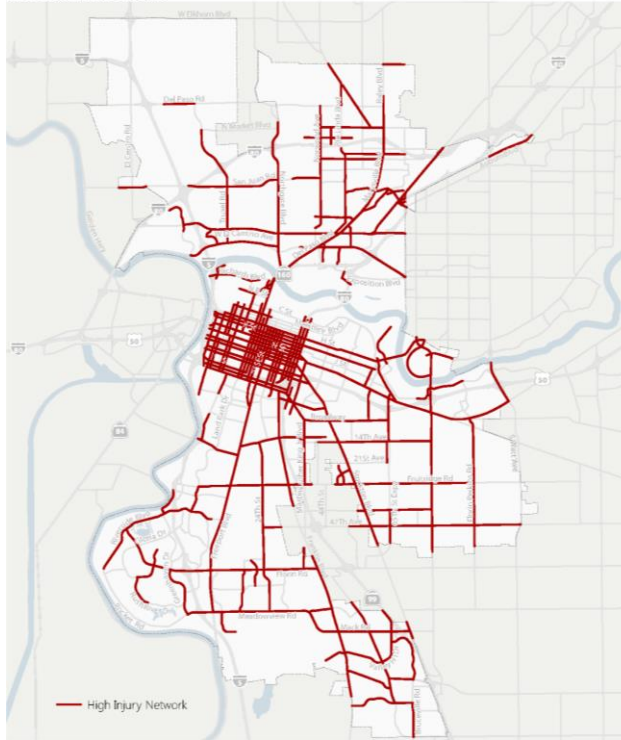
About the Community

The project area focuses on the South City Farms, Golf Course Terrace Estates, Meadowview, and Valley Hi neighborhoods in South Sacramento. These neighborhoods have a high racial diversity, with approximately 21.5% of people identifying as Asian, 21% as Black or African American, 35% as Hispanic/Latino, 0.5% as Native American or Alaskan Native, 3% as Native Hawaiian or Pacific Islander, 13% as White, and 6% as some other race. Approximately 14.5% of households do not speak English as a primary language at home, with common languages being Spanish and Hmong.

The community is primarily suburban, with some commercial businesses along arterial corridors such as Florin Road and Mack Road. Schools in the neighborhoods are within the Sacramento City Unified School District in the northern areas and Elk Grove Unified School District in the southern areas.

Key community assets and destinations include the Pannell Meadowview Community Center, Mack Road Valley Hi Community Center, Martin Luther King Jr. Library, Valley Hi-North Laguna Library, Cosumnes River College, Sacramento Regional Transit light rail

HIGH INJURY NETWORK



stations and bus routes, as well as neighborhood parks and schools. There are several major roads in the South Sacramento community that fall on the City's High Injury Network, which are corridors with the highest percentage of fatal and serious collisions. In particular, Florin Road, Meadowview Road, Franklin Boulevard, and Mack Road are among a few of the major streets on the High Injury Network while also providing critical access to community destinations. More information on the High Injury Network and Sacramento's Vision Zero Action Plan [can be found here](#).

You can find more demographic and health indicators for the South Sacramento area through the following

data sources:

- [California Healthy Places Index](#)
- [SMUD Sustainable Communities](#)
- [CalEnviroScreen 3.0](#)

Scope of Work

Listed below are key tasks the consultant is expected to incorporate in the proposed scope of work. We encourage you to further identify subtasks and deliverables associated with each of the three tasks. Please identify the strategies you will use to conduct authentic, culturally relevant community engagement throughout the process. Budgets should accommodate direct costs, the scope of work tasks, and shall not exceed \$150,000.

- Regular Project Management Meetings
- Community Engagement and Needs Assessment
- Recommendations Development

Proposal Submittal Requirements

- Civic Thread's background
- Summary of Civic Thread's approach to community engagement, including how you will prioritize relationship building and engagement with communities that have been systemically excluded from planning processes (particularly youth, seniors, non-native English speakers, and people with disabilities)

- Proposed Scope of Work, including subtasks and deliverables (you may add as many subtasks as you feel are necessary)
- Proposed budget, not to exceed \$150,000

Statements should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of this RFP and should not contain redundancies and conflicting statements.

Proposals **MUST** use the templates provided and be submitted in the correct format.

- Scope of Work Proposal (in PDF Format:
 - [Template](#)
- Cost Proposal Budget (in Excell Format)
 - [Template](#)

This exercise should take you about 6 hours to complete. You may email clarifying questions to contact@civithread.org. Out of fairness for all candidates, some questions may not be answered.