



**Paradise Creek Community Garden
National City, CA
Request for Proposals**

Released by Community HousingWorks
September 25, 2019

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1. Purpose

Community HousingWorks, hereafter referred to as CHW, aims to contract a garden operator, hereafter referred to as the “Applicant.” Organizations that have a demonstrated ability to perform the tasks identified in this Request for Proposal (RFP) are encouraged to apply.

An estimated amount not to exceed \$40,000.00 has been allocated for these services for a 12-month period to begin no later than April 2020. The number of awards will be determined by the quality of the proposals received; collaborative proposals are encouraged and must include identification of one lead partner. Subsequent funding will be contingent on the performance of the awarded entity and availability of funds.

2. Background

CHW and the City of National City share an interest in promoting the initiation and sustainability of community gardens throughout National City, particularly in lower income neighborhoods with limited access to fresh produce, such as Old Town. CHW’s role springs from its commitment to housing as a platform for the future success of CHW residents, who live in the Paradise Creek Apartments affordable housing community just across from the Paradise Creek Educational Park site. Paradise Creek Apartments represents a long-term partnership between CHW and National City’s Housing Authority, which have worked alongside the broader community to advance the vision of bringing the garden to fruition.

The funding that will be available on an annual basis to support the proposed Community Garden is derived from the 2011 financing agreement between CHW and the now-defunct Community Development Commission of the City of National City, whose authority in this matter now resides within the National City Housing Authority. Funding is pursuant to city grants associated with both Paradise Creek I and Paradise Creek II that stipulate annual repayments of specified loans to Paradise Creek I and Paradise Creek II shall be used “to fund social and educational programming and activities for the benefit of the Project, its residents and the residents of the community of which the project is a part.” The determination to fund a community garden operator was based on substantial community input as well as the ongoing conversation between CHW and the City regarding how the project can ensure positive benefit for residents while playing a key role in the burgeoning effort to expand local food systems.

Community garden partnerships improve access to fresh produce and knowledge of gardening; provide opportunities for community residents to gather and share mutual interests; lend themselves to relevant education and training; and lead to stronger support for sustainable land and water use policies.



Paradise Creek Community Garden, located within Paradise Creek Educational Park, will represent the City's first community garden. The transitioning of the area to a safe, communal space for families and individuals to enjoy will provide the opportunity for positive developments in the health and wellbeing of any National City residents who choose to enjoy all that the garden and surrounding park will offer.

The purpose of the garden will be to offer a space where residents can learn to grow and use fresh produce. The available space measures approximately 9,150 square feet, within which raised beds will be used to grow operator selected and maintained fruits, vegetables and herbs. Irrigation, planter boxes, decomposed granite ground cover, a storage shed, fence enclosure, and bench seating will be built on the site, and basic garden tools and supplies will be provided to the selected Applicant upon finalization of the operating agreement.

3. RFP Schedule

It is the goal of CHW to select and retain the Applicant no later than Spring 2020, when the site is anticipated to be ready for planting.

CHW reserves the right to amend, withdraw and cancel this RFP. CHW reserves the right to reject any or all responses to this RFP at any time prior to contract execution. CHW reserves the right to request or obtain additional information about any and all submittals.

Deadline for Submission of Questions

All requests for clarifications of the Scope of Work or Terms and Conditions set forth in this RFP should be submitted in writing by email. The final day for the receipt of questions is Friday, October 11, 2020 by 5:00 PM (all times PST). To ensure fairness and avoid misunderstandings, all **communications must be in written format and addressed only to: Julie Rice at jrice@chworks.org**. Questions, with answers, will then be published on the CHW and City websites for all potential applicants to review.

Deadline for Submission of Applications

All applications must be submitted by 5 PM on Thursday, October 31, 2019. Any verbal communications during this timeframe will not be considered or responded to. **Any communications, whether written or verbal, with any selection committee member, CHW staff, City Councilmember or City staff other than the individual indicated above, prior to award of a contract is strictly prohibited and the Applicant shall be disqualified from consideration.**



The schedule is as follows, with dates subject to change as deemed necessary by CHW (all times PST):

Release of RFP	September 25, 2019
Deadline for submission of questions	5 PM Friday, October 11, 2019
Deadline for submission of applications	5 PM Thursday, October 31, 2019
Mailing of Award/Denial Letters	Friday, November 29, 2019
City Maintenance and Operations Approval	December 31, 2019
City Council Presentation and Approval	January 2020
Tentative start date for contract(s)	Spring 2020

4. Term of Service

The initial term of the contract will be one year. At the discretion of CHW, extensions of up to one additional year for up to a total of five years may be executed following satisfactory performance of the initial one-year term and each subsequent one-year term.

5. General Terms and Conditions

The successful Applicant will be required to sign a Professional Service Agreement ("Agreement"). The Applicant must meet all insurance requirements as stated in Agreement. All terms and conditions of the Agreement are non-negotiable. Failure to execute the Agreement and furnish the required insurance within the required time period shall be just cause for the rescission of the award. If the Applicant refuses or fails to execute the Agreement, CHW may award the Agreement to the next qualified Applicant.

6. Scope of Work

Public engagement is crucial to this project and the Applicant is expected to involve members of the public throughout the duration of the project, including existing community garden committee members and local residents. Applicant is expected to complete outreach work according to the goals, plans, and needs stated by CHW and the City and agreed to by the Applicant. The applicant should be well-qualified to achieve the overall goal of a well-maintained, productive garden that is accessible to all community members.

To this end, activities will include:

- Developing and following a planting and maintenance calendar
- Securing seeds, fertilizer and other materials and using them in the development and maintenance of a healthy garden
- Hosting community groups and engaging with visitors to the garden
- Identifying and delivering opportunities for educational programming



- Engaging in resourceful water and energy management
- Ensuring funds are spent only on community garden related activities and efforts and are stewarded in an effective manner
- Acquiring additional funds from other sources to build on a successful garden program.

6.1 Applicant Deliverables

Applicant will submit a six month and annual progress report to CHW detailing their accomplishments in both urban farming and community outreach/engagement specific to their work at the Paradise Creek Community Garden, as well as a financial report indicating specifically how funds awarded by CHW were spent.

7. Services to be Provided by CHW and the City

CHW shall provide monitoring of applicant outcomes, budget review and occasional site visits. The City shall provide initial site improvements and ongoing utilities, and any services detailed in the separate Maintenance and Operating agreement.

8. Proposal Content

Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are not necessary or desired. Emphasis should be placed on completeness and clarity of content.

Proposals shall be single spaced, use 12-point typeface with a one-inch margin, and be arranged/divided in the following sequence to facilitate evaluation:

8.1. Cover Letter

The cover letter shall: 1) confirm that all elements of this RFP have been reviewed and understood; 2) include a statement of intent to perform the services as outlined; 3) express Applicant's willingness to enter into an Agreement under the terms and conditions described by this RFP; and 4) identify a single person for possible contact during the RFP review process. The cover letter shall be limited to one (1) page.

8.2. Applicant Information

This section shall include relevant Applicant information including the address and telephone number for the Applicant or individual's main office and any branch offices. Members of the Applicant's professional team (managers, contact person, etc.) should be identified by name and title, with a short professional background provided. This should include any subcontractors/partners and their degree of involvement in this



program. Organizational structure, including use of volunteers, board engagement and experience with resource development should be indicated. Limit to two (2) pages.

8.3 Operational Plan

Please submit a proposed operation plan of no more than 5 pages that details how your organization will:

- Provide day-to-day management of the community garden ensuring that it is productive and well-maintained
- Operate the garden as a welcoming community space for residents
- Develop and manage garden rules and guidelines
- Work closely with CHW and the City (and partners, if applicable) on site management, programming and resource development
- Collaborate with other (non-partner) organizations to coordinate community garden-based events and programs
- Engage in sustainable water and energy use
- Additional information, as relevant

Also describe how these operations will benefit residents of the immediate neighborhood and greater National City; who you intend to partner with (if applicable) and how their involvement will enhance your operations, and how you will evaluate the outcomes of your operations and activities.

8.4. Qualifications and Experience

In no more than 3 pages, define and describe your:

- Organizational experience and/or familiarity with the target neighborhood
- Cultural competency, including language skills
- Expertise in urban agriculture, organic farming, composting, food distribution, community health, and/or community garden education
- Experience managing volunteers
- Commitment to the goals of the project and willingness to take part in a multi-faceted, multi-stakeholder initiative.

The Applicant shall provide (2) references associated with projects that are comparable in quality and scope to that specified in this RFP. The references shall include names, email addresses, and telephone numbers of those who benefitted from this prior work and include a brief explanation of the services provided.



8.4.1. Evidence of Insurance

In addition, the Applicant shall provide evidence of possession of General Liability, Automobile and Worker's Compensation insurance. The Applicant must fulfill the minimum insurance requirements of both CHW and the City prior to any final agreement. Sample draft agreements with required (non-negotiable) insurance levels will be provided upon request.

8.5. Cost of Services and Budget Justification

The Applicant should provide a line item budget and basic budget justification which demonstrates proposed use of the project fee. Note that start up equipment and supplies will be provided (seeds, fertilizer, gardening equipment, trellises, etc.) and that utilities are included in the City's obligation.

8.6 Additional Supporting Documentation

In addition to attachments detailed above, include the organization's current year operating budget, most recently completed end of year financials (audited if available), and 501C3 IRS Determination letter.

9. Public Records

All Proposals submitted in response to this RFP become the property of CHW and the City of National City and therefore under the Public Records Act (Government Code § 6250 et. seq.) are public records, and as such may be subject to public review at least 10 days before selection and award.

If an Applicant or individual claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal.

10. Evaluation Process and Criteria

The RFP will be evaluated by a selection committee composed of one representative from each of the following:

- CHW senior management or board;
- The City of National City;
- Sweetwater Union School District;
- Live Well San Diego; and,
- The local business community.



Each proposal will be evaluated and scored using the following criteria:

- Applicant qualifications -- 40 points
- Feasibility of Operational Plan -- 40 points
- Budgeting -- 15 points
- Supporting materials and overall proposal completeness – 5 points
- Total points possible: 100

The most qualified Applicant may be asked to participate in an oral interview to discuss in greater detail the content of their proposal.

The selected Applicant shall then enter into exclusive negotiations with CHW to formalize the Scope of Work and Service Agreement, followed by a Maintenance and Operating Agreement with the City of National City. Minimum insurance requirements will be included in these agreements. If CHW (or the City) cannot reach agreement with the Applicant, or the Applicant cannot provide evidence it has met the insurance requirements, then negotiations will end with that Applicant and begin with the next Applicant that best meets the needs of CHW and the City, and so on until agreement is reached.



EXHIBIT "A" **SCOPE OF SERVICES**

Public engagement is crucial to this project and the Applicant is expected to involve members of the public throughout the duration of the project, including existing community garden committee members and local residents. Applicant is expected to complete outreach work according to the goals, plans, and needs stated by CHW.

The overall goal is to have a well-maintained, productive garden that is accessible to all community members.

Applicant activities:

- Developing and following a planting and maintenance calendar
- Ensuring the ability of the garden to thrive
- Securing seeds, fertilizer and other materials
- Hosting community groups and engaging with visitors to the garden
- Identifying and delivering opportunities for educational programming to a range of age groups, including partnering with other non-profits and educational providers
- Delivery of technique demonstration and ongoing technical support for those growing home gardens
- Engaging in resourceful and sustainable water and energy management
- Ensuring funds are spent only on community garden related activities and efforts and are stewarded in an effective manner
- Acquiring additional funds from other sources to build on a successful garden program
- Working with CHW and City Staff to ensure development of a sustainable and community-accessible resource

Applicant Deliverables:

Applicant will submit six month and annual progress reports to CHW detailing outcomes and accomplishments in both urban farming and community outreach and engagement at Paradise Creek Community Garden. Applicant must also agree to submit a financial report at the six month and one-year marks indicating specifically how funds have been spent and explaining any variance from the proposed budget.

Applicant will report garden viability to City staff and Council as requested, to inform the ongoing development of National City's urban agriculture-related efforts.



EXHIBIT “B” COMPENSATION

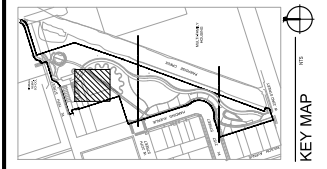
Cost of Services and Budget:

The budget should reflect a total not to exceed \$40,000 for the Applicant portion of Community Garden Operation for one year (note the total amount of funding available for each year of the five years of potential operations is anticipated to be between \$30,000 and \$40,000). The Applicant should provide a basic budget justification which demonstrates proposed use of the project fee.

Costs over and above that amount should be allocated to an identified revenue source. The garden space will be built out with raised beds, irrigation, bench seating, decomposed granite ground cover, a storage shed and secure enclosure. Funding will be provided for initial purchase of gardening supplies but there is no additional funding for large equipment or operations.

See following page for **EXHIBIT “C” – Garden Map**

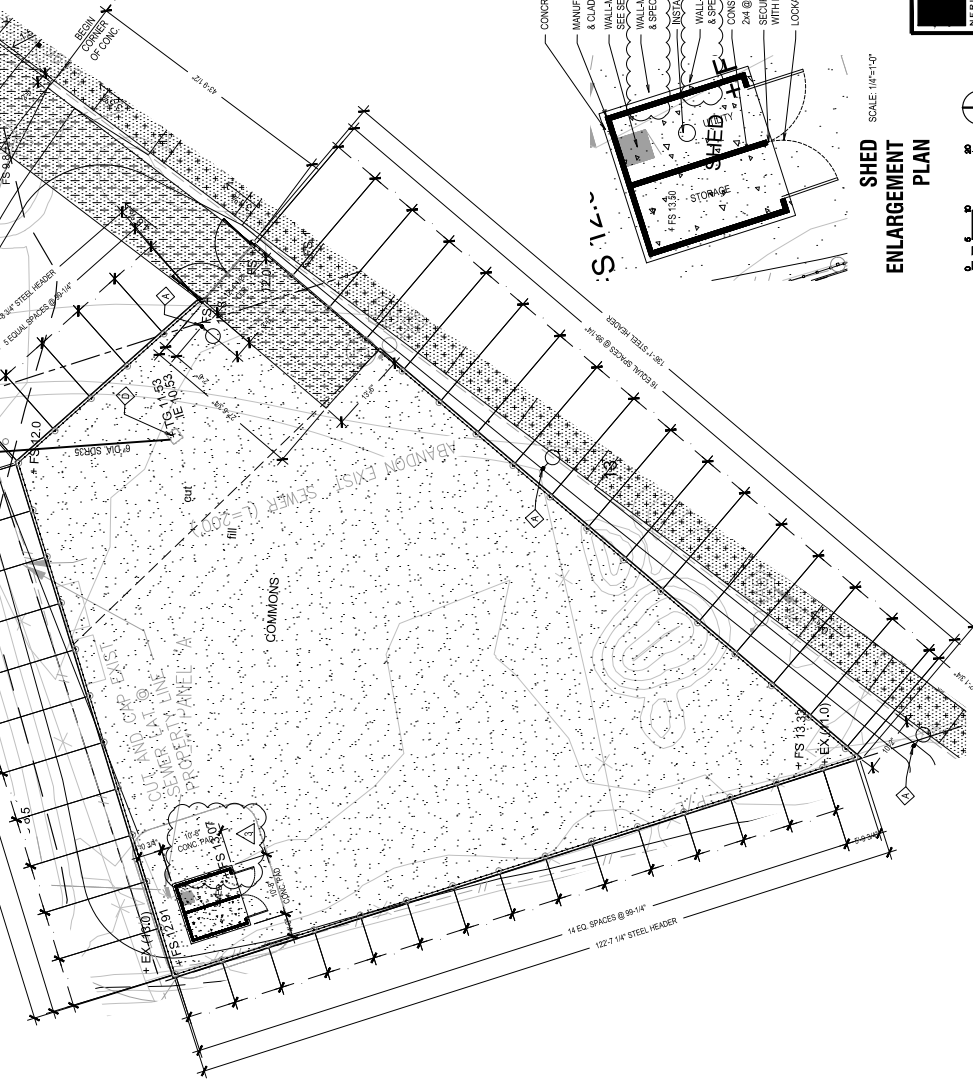
ENGINEERING DEPARTMENT	AS-BUILT	DATE	APPROVED	BY	DATE	DATE STARTED	INSPECTOR	DATE COMPLETED	REVISIONS
UTILITY DEPARTMENTS	SOQAE	ELECTRIC, MIKE WONG			(659) 636-5716	(659) 636-5716	(659) 654-8364	(619) 744-2810	TRAFFIC SIGNALS & LIGHTING, LINDA BUSTARD
CONSTRUCTION RECORDS							(619) 268-5438	(619) 699-6751	COX COMMUNICATIONS, RAHMAA CLEVERS
							(619) 574-2810	(629) 320-0996	ART/IT SUBSTRUCTURES, FRED KUSZE
									SMETNER AUTOMATI, LUIS VALDEZ
									SMCASTLE NETWORKS, PETER WATKOWSKI



- KEY NOTES**
- ◆ PALEOUNTED SOLAR LIGHT PER ELECTRICAL PLANS
 - ◆ EXISTING IMPROVEMENTS - SEE HARDING AND Z1ST STREET IMPROVEMENTS & PARADISE CREEK PARK ROUGH GRADING CIP 18-27
 - ◆ CONNECT CURB OUTLET
 - ◆ CONSTRUCT 12" CONCRETE CATCH BASIN WITH TRAFFIC GRATE

COMMUNITY GARDEN MATERIAL SCHEDULE

SYMBOL	DESCRIPTION	SOURCE	MATERIAL FINISH/NOTES	DETAIL
[Symbol]	4" THK CONCRETE PAVING	CONCRETE CLASS 30417 LOCAL BATCH PLANT	CONCRETE CLASS 30417 MEDIUM BROWN FINISH	ALL
[Symbol]	2" GRANITE POLISHED GRANITE PAVING OVER FILTER FABRIC WITH STEEL HEADER	CONCRETE CLASS 30417 LOCAL BATCH PLANT	COLOR: BEIGE GOLD	FG-BL16 AL-110
[Symbol]	8" MESH FENCE	AMVIC	COLOR: GALV BRN	JL-8
[Symbol]	PAVING TYPE B	LOCAL BATCH PLANT WITH 3/4" GRANITE POLISHED GRANITE PAVING OVER FILTER FABRIC WITH STEEL HEADER	COLOR: LIGHT BROWN FINISH MILD TROWEL	AL-110 BL-110
[Symbol]	DOUBLE WOOD GATE	CONTRACTOR FABRICATED	BEAM: 6" X 6" TUBE STEEL FRAME: 2" X 4" TUBE STEEL	AS-BUILT
[Symbol]	STORAGE SHED	MANUFACTURED ON-SITE	ASSEMBLY: 16' X 24' X 10' 6" KIT PAINTED W/ OIL-BL. COOR. & BLACK HARDWARE UPGRADES AND 1/4" LOCKING ELECTRICAL DOOR PARTITION & TRIMME VENT	...



- GENERAL NOTES**
- CONSTRUCT EXPANSION JOINTS AT ALL LOCATIONS WHERE NEW PAVING MEETS A VERTICAL SURFACE, AND AT 10' O.C. WHERE NOT SHOWN ON PLANS.
 - FIELD VERIFY ALL EXISTING DIMENSIONS AND CONDITIONS PRIOR TO BEDDING WORK.
 - INSTALL ALL IRRIGATION SLEEVING PRIOR TO FORMING CONCRETE - SEE IRRIGATION PLANS.
 - COORDINATE ALL SITE UTILITY LOCATIONS WITH PAVEMENT AND PLANTING PLANS. VERIFY FINAL LOCATIONS PRIOR TO START OF WORK.
 - INSTALL ALL LIGHTING SLEEVING PRIOR TO FORMING CONCRETE - SEE ELECTRICAL PLANS.
 - STAKE ALL IMPROVEMENTS FOR LANDSCAPE ARCHITECT'S REVIEW PRIOR TO INSTALLATION.

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DECLARATION OF RESPONSIBLE CHARGE

I, THE UNDERSIGNED, HAVE BEEN DESIGNATED AS THE RESPONSIBLE CHARGE FOR THE PROJECT AND I AM A REGISTERED PROFESSIONAL ENGINEER IN THE STATE OF CALIFORNIA AND I AM A MEMBER OF THE NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS AND ARCHITECTS.

JAMES P. NERI, P.E. 3331

CONTRACT NO. 18-19
PROJECT NO. 11519-19-D
SHEET NO. 45

CITY OF NATIONAL CITY
PARADISE CREEK EDUCATIONAL PARK

N L A

NERI LANDSCAPE ARCHITECTURE
505 AVENUE C, SUITE 2109
SAN FRANCISCO, CA 94118
WWW.NERILA.COM

SCALE: 1" = 10'