



## **REQUEST FOR PROPOSALS Landscape Management Services**

### **OVERVIEW**

The Dogpatch & Northwest Potrero Hill Green Benefit District (“GBD”) is a newly formed nonprofit public realm service provider in San Francisco. Guided by the GBD’s Management Plan, the GBD’s Board of Directors seeks contractors who will provide landscape management services to the twelve identified public realm areas and report issues and work performed to date to GBD staff, its Board of Directors, and to the City.

Single-source and/or teams of contractors welcome to apply.

More information about the GBD can be found at: <http://dnwph-gbd.org>.

### **SERVICES REQUESTED**

#### **I. Parks and Open Space Landscape Management**

Requested services include, but are not limited to:

- Tidying, edging, and mowing where appropriate
- Plant procurement, replacement, and general enhancement of existing landscape areas
- Seasonal or as-needed pruning of shrubs, plants, and bushes
- Mulching and weeding of planted and open space areas
- Irrigation systems management
- Coordination with additional contractors and consultants as needed.

Additional information on the scope of requested services can be found on Attachment A.

#### **II. Parks and Open Space Management Needs**

The GBD’s parks and open spaces are categorized according to an estimated target level of landscape management service. These three (3) categories include:

1. *Full service landscape management*: assumes care and attention several days per week
2. *Supplemental service landscape management*: assumes coordination with another service provider or neighborhood steward on a weekly, monthly, or as-needed basis
3. *Project-based landscape management*: assumes coordination and/or supervision from another service provider to deliver maintenance services or capital improvements on a project-by-project basis

Note: There are two parks and open spaces mentioned in the Dogpatch & Northwest Potrero Hill GBD Management Plan that have yet to be fully constructed. They include *The Potrero Gateway Loop* in northwest Potrero Hill (construction date TBD) and *22<sup>nd</sup> Street Green Connections* (completion date 2019) in Dogpatch.

Given the seasonal variation of parks and open space management, specific work hours are expected to be flexible, pending need and requests for services.



**III. Service Areas and Locations for Landscape Management Services**

ESTIMATED SERVICE LEVEL	PARK & OPEN SPACE NAME	LOCATION
Full service landscape management	23 <sup>rd</sup> Street Greening (aka “The Gears”)	Dogpatch
	25 <sup>th</sup> Street Greening	Dogpatch
	Angel Alley	Dogpatch
	Minnesota Grove	Dogpatch
	Progress Park	Dogpatch
	I.M. Scott School Sidewalk Gardens	Dogpatch
	The Benches Park	NW Potrero Hill
Supplemental service landscape management	Woods Yard Park	Dogpatch
	The Benches Garden	NW Potrero Hill
	The Potrero Gateway Loop	NW Potrero Hill
Project-based landscape management	Esprit Park	Dogpatch
	Fallen Bridge Park	NW Potrero Hill
Future parks and open spaces	22 <sup>nd</sup> Street Green Connections (2019)	Dogpatch

**IV. Description of Service Areas for Landscape Management Services**

**1. Full Service Landscape Management**

- 23rd Street Greening (aka “The Gears”), Dogpatch
  - The Gears is a relatively new neighborhood green space, which includes a prominent art piece that has helped define its name. Recent improvements include additional plants, mulch, and irrigation installation.
- 25th Street Greening, Dogpatch
  - This streetscape project was recently installed by an adjacent property owner.
- Angel Alley, Dogpatch
  - Another new neighborhood linear park, this green space features several mature trees, an array of succulents, and a water feature (still under construction).
- Minnesota Grove, Dogpatch
  - This established linear park includes mature trees, vines, and shrubbery. It is currently maintained by a landscape management professional.
- Progress Park, Dogpatch
  - Currently maintained by on a contractual basis by a landscape management professional, this park includes a fenced dog-run, an art installation, and naturalized meadow. It is located on Caltrans property.
- IM Scott School Sidewalk Greening, Dogpatch
  - These sidewalk gardens flank IM Scott School along Tennessee Streets and Minnesota Streets.
- The Benches: Park Portion, Northwest Potrero Hill
  - This Caltrans property is maintained by local neighbors and includes two parts, the Garden and the Park. The Garden portion of the property will require supplemental maintenance services. The Park portion of the property requires full service upkeep.



**2. Supplemental Service Landscape Management**

- Woods Yard Park, Dogpatch
  - Currently maintained by SFMTA, Woods Yard Park includes a playground structure, decorative seating, and lawn areas. The GBD will supplement existing landscape maintenance services to provide weekly or monthly services and improvements to this property.
- The Benches: Garden Portion, Northwest Potrero Hill
  - This Caltrans property is maintained by local neighbors and includes two parts, the Garden and the Park. The GBD will supplement existing landscape stewardship efforts and coordinate to provide weekly or monthly services and improvements to this property.
- Potrero Gateway Loop, Northwest Potrero
  - Currently a Caltrans rights-of-way, this green space is not yet fully developed. It is expected to be constructed in phases over the next several years. Prior to park construction, this green space will require tree and shrub pruning, and occasional, open space maintenance.

**3. Project-based Landscape Management**

- Esprit Park, Dogpatch
  - Currently maintained by the SF Recreation and Park Department (RPD), this is the largest green space in the GBD. The GBD will provide improvements to this property on a project-by-project basis.
- Fallen Bridge Mini Park, Northwest Potrero Hill
  - This Caltrans property is maintained by SF Recreation and Park Department (RPD). Services are required to supplement regularly-scheduled RPD maintenance on a project-by-project basis.

**4. Future Parks and Open Spaces**

- 22nd Street Greening (future completion date: 2018)
  - This current streetscape, which features a few sidewalk gardens, will be replaced by the *22<sup>nd</sup> Street Green Connections Project* in the near future. Expected timeframe for completing this project is projected to be in fiscal years 2017/18. The GBD has tentatively agreed to supplement landscape maintenance services beginning 2018.

See Attachment B, *Map of the Dogpatch & Northwest Potrero Hill Green Benefit District* for additional reference.

**V. Additional Deliverables**

- Service provider must provide staff with an electronic device, such as a smartphone or tablet
- Respond to and track local service requests from the public or GBD staff via phone or electronic device within 48 hours
- Provide a detailed monthly report on services provided, including before and after photos, and specific service locations
- Be available to attend monthly Service Committee meetings and at minimum, 3 Board meetings per year



- Other criteria as determined, at the sole discretion of GBD Board of Directors and the Services Committee

**VI. Contract Requirements**

The selected contractor and additional subcontractor(s) will be required to comply with the terms of the Management Agreement between the Dogpatch & Northwest Potrero Hill Green Benefit District and the City and County of San Francisco, in particular: Article 16: *Compliance*, Sections 16.2: *Nondiscrimination*, 16.6: *Drug-Free Workplace Policy*, 16.7 *Compliance with ADA*, 16.8 *Requiring Minimum Compensation for Employees*, 16.10: *First Source Hiring Program*, and 16.15: *Requiring Health Benefits for Covered Employees*.

Copies of these sections are available upon request.

**VII. Commitment to Transparency**

The Dogpatch & Northwest Potrero Hill serves 1,360 properties located within the District boundaries (as of April 2016), each paying a special assessment for these services. In the interest of transparency, all information provided by Contractors may be disclosed, unless the information is specifically noted as a trade secret and considered to be as such under data privacy laws. Please mark each page of your submittal that is to be considered a trade secret. All information will be subject to data privacy laws and is subject to disclosure at the GBD's sole discretion. Business records of the GBD are subject to disclosure under the California Public Records Act and City and County of San Francisco Sunshine Ordinance.

**VIII. Contract Term**

- 12 months, beginning July 1, 2016, and ending June 30, 2017
- Option for contract extension in 1 year terms

**IX. Contractor Selection Criteria**

The GBD will select the Contractor (or Contracting team) which, in its sole judgment, is the most advantageous to the District and which successfully demonstrates the qualities necessary to provide the services of the District. Each complete submission will be evaluated pursuant to the following criteria:

- Experience, qualifications and methods of the Contractor in dealing appropriately with members of the public including residents, workers, tourists, visitors, elderly, disabled, urban youth, homeless, and non-English speaking persons.
- Ability to satisfy the GBD's insurance requirements.
- Cost.
- Comparability of wages and benefits with local industry standards.
- Responsiveness to this RFQ.
- Ability to launch full services and operations beginning June 1, 2016.
- Understanding of the GBD mission and how to deliver landscape management services in a manner best suited to that mission.
- Understanding of the GBD's commitment to accountability and transparency and how to deliver services in a manner best suited to that mission.
- Corporate and financial stability.
- Other criteria as determined, at the sole discretion of GBD Board of Directors and its Selection Committee.



## **Dogpatch & Northwest Potrero Hill Green Benefit District**

The GBD reserves the right, at its sole and absolute discretion, to: a) reject any and all responses submitted without negotiation or comment; b) accept any response as submitted without negotiation or comment; c) require revisions to, corrections of or other changes to any response submitted as conditions precedent to further consideration; d) select one or more responses for negotiations; e) seek new response from new or existing Contractors; and/or f) withdraw this Request for Qualifications without notice.

### **X. Proposal Requirements**

- Cover letter
- Firm description and/or firm profile
- Approach to landscape management for parks and open spaces in Dogpatch & Northwest Potrero Hill
- Approach to transparency and local accountability for landscape management services provided by the Dogpatch & Northwest Potrero Hill GBD
- Proposed scope of work
- Proposal budget and budget narrative, including personnel costs, equipment and supply costs, administrative overhead and profit.
- If necessary, identified subcontractor(s) or subcontracting team. Subcontractor(s) shall detail their role on the contractor's team and shall include subcontractor's relevant projects, firm description, and additional references.
- Relevant trainings, certifications, and best practices utilized by contractor and subcontractor(s)
- 3 relevant landscape management projects and associated references
- Copy of City of San Francisco business registration and relevant local contractor licenses
- Copy of all relevant commercial general liability policies
- Provide following statement before the signature line of any response:  
"I am an officer authorized by my company to submit this Response to Request for Qualifications and to bind my company to this Statement of Qualifications and any ensuing Agreement. I certify that the Company, its officers, representatives and assigns accept all of the terms of the RFQ, including the Limitation on Contact with Dogpatch & NW Potrero Hill Green Benefit District Representatives.

This Statement of Qualifications is genuine, and not a sham or collusive, nor made in the interest or on behalf of any person not named herein. The submitter has not directly or indirectly induced or solicited any other proposer to submit a sham bid, or any other person, firm or corporation to refrain from submitting a Statement of Qualifications. The submitter has not in any manner sought by collusion to secure for themselves an advantage over any other submitter."

- Provide completed Attachment C: Minimum Compensation Policy Declaration.
- Provide completed Attachment D: Health Care Accountability Policy Declaration.

### **XI. Claims Against the GBD**

By responding to this RFP, the proposer waives any claim against the GBD or GBD property by reason of any or all of the following: the selection process or any part thereof; any informalities or defects in the selection process, award or non-award of the Contract; any statements, representations, acts, or omissions of the GBD, its staff or board in the exercise of any discretion set forth in or concerning any of the foregoing; and any other matters arising out of all or any of the foregoing.



## Dogpatch & Northwest Potrero Hill Green Benefit District

### XII. Key Dates

**RFP Release Date:** April 8, 2016  
**Parks and Open Space Tour:** 9 AM to 11 AM, April 16\*

**RFP Questions Due:** 5 PM, April 20  
**RFP Answers Issued:** 12 PM, April 22

**Proposal Period Ends:** 5 PM, May 6\*\*

*Interviews and contract negotiations to be scheduled after May 4, at the discretion of the GBD's Board of Directors.*

**Suggested Start Date:** Late June -July 1 , 2016

\*Recommended, although not required

\*\*NO late or incomplete proposals will be accepted.

Send proposals and/or questions to [admin@dnwph-gbd.org](mailto:admin@dnwph-gbd.org), or by mail to:

Administrator  
Dogpatch & Northwest Potrero Hill Green Benefit District  
1459 18<sup>th</sup> Street #369  
San Francisco, CA 94107



**ATTACHMENT A:  
GBD Budget and Service Plan**

*Retrieve document from GBD Website: <http://dnwph-gbd.org/service-rfp>*



**ATTACHMENT B:  
GBD Service Area & Map**

**Zone 1: Dogpatch**

Service areas include:

- Mariposa Street from Iowa Street to Illinois Street (South side only)
- Illinois Street from Mariposa Street to Cesar Chavez Street (West side only)
- Cesar Chavez Street from Illinois Street to Pennsylvania Street (North side only)
- Pennsylvania Street from Cesar Chavez Street to 22nd Street (East Side Only)
- 22nd Street from Pennsylvania to Iowa Street (North Side Only)
- Iowa Street from 22nd Street to Mariposa Street (East Side Only)

**Zone 2: Northwest Potrero Hill**

Service areas include:

- 16th Street from Potrero Avenue to Kansas Street (South side only) (completely encompassing parcel 3958-006)
- Kansas Street from the northeast corner of parcel 3958-006 traveling south along the eastern perimeter of parcel for 100 feet, then traveling west along the southern perimeter of parcel for 100 feet, then traveling south to the southeast corner of parcel 4029-022.
- 19th Street from southeast corner of parcel 4029-022 to Potrero Avenue (North side only)
- Potrero Avenue from 19th Street to 16th Street (East side only)

# Dogpatch & Northwest Potrero Hill Green Benefit District

