

REQUEST FOR QUALIFICATIONS (RFQ)

Community Garden Consulting Services



NOVEMBER 20, 2015



Westgate/Belvedere Homes
Community Redevelopment Agency

1280 N. Congress Avenue, Suite 215

West Palm Beach, FL 33409

Ph 561-640-8181 • Fax 561-640-8180

www.westgatecra.org



REQUEST FOR QUALIFICATIONS FOR COMMUNITY GARDEN CONSULTING SERVICES

I. GENERAL

The Westgate/Belvedere Homes Community Redevelopment Agency (the “WCRA”) is seeking proposals from qualified individuals, businesses or firms to provide services to develop, promote, manage and maintain a community garden in the WCRA, which is located within an area of unincorporated Palm Beach County. The WCRA seeks to promote an improved quality of life for those residents living within the WCRA boundaries by providing a community garden for neighborhood beautification and re-development, social interaction and community self-reliance. The WCRA is soliciting proposals to create a community garden on two (2) WCRA owned lots, which are adjacent to one another and whose acreage totals approximately 1.0699 acres. The addresses and property control numbers of these lots are:

- a) 2850 Chickamauga Avenue (0.27ac)
PCN 00-43-43-30-03-014-0010
and;
- b) 1130 Wabasso Drive (0.7999ac)
PCN 00-43-43-30-03-014-0310

The selection of a qualified individual, business or firm will generally follow the provisions of Section 287.055, Fla. Stat. and Chapter 255. The successful respondent shall be subject to a consulting services agreement with the WCRA which will be based on the specifications of this RFQ. The term of the consulting agreement shall be two years, which at the option the WCRA may include three, 1-year extensions.

II. ABOUT THE WCRA

The WCRA is a special district created by the Palm Beach County Board of County Commissioners with such powers and authority as is set forth in Chapter 163, Part III, Fla. Stat. As such it has the authority to request proposals for the redevelopment of an area within the boundaries of the community redevelopment district in order to effectuate redevelopment pursuant to the goals and objectives of the WCRA Redevelopment Plan.

The WCRA exists as a distinct legal entity governed by a Board of Commissioners for the purpose of eliminating slum and blighted conditions within the district’s geographic boundaries. The WCRA is empowered by Chapter 163, Part III, Fla. Stat. to undertake a



broad range of activities, including the power to buy, sell, assemble, hold, or dispose of property, and has the authority to issue redevelopment bonds and receive incremental ad valorem tax revenues to fund its activities. The WCRA Board of Commissioners consists of seven members, appointed by the Palm Beach County Board of County Commissioners, comprised of residents, property or business owners, and/or professionals that are engaged in business within the WCRA's boundaries.

The WCRA district is within a five mile radius of the Palm Beach International Airport, Downtown West Palm Beach, including City Place, the Palm Beach County Convention Center, a planned All Aboard Florida train station, Interstate I-95, and the Kravis Center for the Performing Arts.

III. SCOPE OF WORK

The individual, business or firm selected shall serve as the consultant for the development and operation of a community garden pursuant to an agreement with the WCRA. Interested parties shall be responsible for researching the existing conditions and matters that affect the costs or expenses of performing these services. The individual, business or firm selected shall provide:

- A. Development Services.** The consultant shall coordinate with the WCRA staff to create an engaging, efficient and effective site plan for a community garden that includes the following components:
- i) communal and individual plots;
 - ii) a design which optimizes direct sunlight;
 - iii) provisions for irrigating the garden (via hand/wand watering, automatic sprinkler, drip irrigation, etc.);
 - iv) age appropriate design and accessibility;
 - v) protection of the community garden from animals and vandalism;
 - vi) an area for the storage of tools and equipment;
 - vii) a shaded gathering area with seating for resting;
 - viii) a manual which identifies appropriate and sustainable gardening techniques including but not limited to the use of Florida native plants, composting, mulching, creating a wildlife habitat; and
 - ix) an integrated plan for pest management.

The selected consultant shall clear and prepare the site for its eventual cultivation. The preparation of the site shall include, if necessary, soil mitigation, tilling and fertilization; the acquisition of materials for the construction of plots consistent with the site layout; construction of perimeter fencing; installation of



solar lighting; construction/installation of all site amenities such as shade structures, storage sheds, bench seating, and bike racks.

B. Promotion and Management Services. The consultant shall be conversationally fluent and have the ability to create and comprehend written communications in Spanish. The consultant shall seek residents within the community redevelopment area to become community garden members and promote it within the community redevelopment area. In collaboration with the WCRA, the consultant shall establish operational guidelines for the members of the community garden that reinforce the collaborative spirit of the project while placing controls on unwanted activities. The consultant shall provide training and expert advice to community garden members and oversee the community garden's seasonal 'growth' cycles, i.e. planting, care, and harvesting to maintain a continuously healthy community garden.

C. Maintenance Services. The consultant shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the 'common areas' of the community garden in an attractive condition throughout the term of the agreement. Community garden maintenance shall include, at a minimum, mowing, edging, pruning, weeding, fertilization, watering and cleanup on a regular and customary basis.

IV. CONSULTANT DELIVERABLES AND RESPONSIBILITIES

- A. The consultant shall submit a monthly status report to the WCRA which addresses the scope of work. The status report shall include a log of hours worked and contact information for community members or groups engaged through outreach.
- B. The consultant shall be responsible for the successful completion of all tasks as outlined by the Scope of Work.
- C. The consultant shall work under the supervision and direction of WCRA staff.

V. SUBMITTAL REQUIREMENTS

- A. Responses to this RFQ shall be submitted, no later than **3:00pm (Eastern Time) on Friday, November 20, 2015** and addressed to:



Mr. Elizee Michel, AICP, FRA-RP
Executive Director
Westgate/Belvedere Homes CRA
1280 N. Congress Avenue, Suite 215
West Palm Beach, FL 33409

- B. Each individual, business, or firm submitting a proposal shall submit two (2) copies of the materials required pursuant to this Request for Qualifications (RFQ) (including one unbound original) and one (1) electronic copy of their submittal on a CD. The electronic copy shall be in PDF format.
- C. Interested parties must exhibit considerable relevant experience with the desired type of work by submitting to the WCRA examples of directly related project experience. If an individual, business or firm is associating itself or sub-contracting with other individuals, businesses or firms, these sub-consultants must be clearly identified and the responsibilities of each clearly set forth.
- D. Interested parties must be fully licensed for the type of work to be performed in the State of Florida prior to the execution of the contract.
- E. Informational materials, such as marketing brochures, special reports, etc. will not be considered to be responsive to this RFQ.
- F. The RFQ is a part of the RFQ Response Package.
- G. Provide a list of any and all lawsuits or arbitrations to which the individual, business or firm or any of the associated individuals, businesses or firms have been a party the past five (5) years, summarizing allegations, results, and the current status of any proceeding. If there are none, a statement to that effect should be provided. A submission which does not provide this information will be deemed unresponsive and the firm submitting the RFQ shall be disqualified.
- H. Provide a list of current workload of the individual, business, or firm. The WCRA reserves the right to reject any and all proposals based upon the evaluation of the individual's, business', or firm's workload. The WCRA may request additional information, samples, or presentations in support of proposals. Additionally, the WCRA may perform an interview with consultants under consideration to clarify any information provided, or to gather more evidence of managerial, financial, and technical abilities.



-
- I. The individual, business or firm shall maintain adequate records related to all changes, expenses, and costs incurred in estimating and performing the work for at least three years after termination of any contract awarded, or extensions thereto. The WCRA shall have access to such books, records, and documents as required in this section for the purpose of inspection or audit during normal business hours, at the firm's place of business.
 - J. The following shall be included with the response to the RFQ:
 - i) Letter of Interest with the type of services clearly identified;
 - ii) A team organizational chart clearly indicating the team's composition and/or each sub-consultant, their role in the project, and key personnel assigned to the contract;
 - iii) GSA 330 Standard Form (Part I and II);
 - iv) Listing and resumes of key personnel who will be directly involved and responsible for major project elements;
 - v) Five verifiable references for contracts of a similar nature completed in the last five (5) years;
 - vi) Completed RFQ Response Package;
 - vii) Completed Volume of Previous Work Statements (for prime and each sub-consultant); and,
 - viii) Other information that may be appropriate for the WCRA's evaluation of the response to the RFQ.

VI. METHOD FOR SHORT-LISTING AND FINAL SELECTION

- A. A Selection Committee comprised of WCRA staff and others, as deemed necessary by the WCRA staff, will review and evaluate the response to the RFQ submitted by the individual, business, or firm responding to this RFQ. The review shall be based upon the information set forth in the response to the RFQ and any interviews or background checks or references conducted by the WCRA staff regarding the firm, business or individual's knowledge, skills, experience, past performance, resource availability/commitment, and the overall quality of the response to the RFQ submitted. The Selection Committee may recommend a "short-list" to the WCRA Board. The WCRA Board of Commissioners shall determine the final contract award.
- B. The location of the individual, business or firm's principal place of business or offices in Palm Beach County as well as the individual, business, or firm's



familiarity with the WCRA and Palm Beach County are factors the WCRA will consider.

- C. Rankings shall be based on a 25 point scale and the final selection shall be based on the following criteria:
- i) Reputation and past performance of the individual, business or firm and the project staff on similar contracts (5 points);
 - ii) Experience and resources in the area of gardening in South Florida (5 points);
 - iii) General approach of the individual, business or firm for successfully carrying the Scope of Work (3 points);
 - v) Quality of the response to the RFQ by the individual, business or firm (2 points);
 - vi) Familiarity with the Westgate CRA area; and (5 points)
 - vii) Location of individual's, business', or firm's office (5 points).

VII. TERMS AND CONDITIONS

- A. All responses to the RFQ are public record and shall become the property of the WCRA.
- B. Due care and diligence has been exercised in the preparation of this RFQ, and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services rests solely with those making responses. Neither the WCRA nor its representatives shall be responsible for any error or omission in this response, nor for the failure on the part of the respondents to determine the full extent of their exposure.
- C. The WCRA Board of Commissioners reserves the right to waive any and all informalities and/or irregularities; to re-advertise with either an identical or revised scope, or to cancel requirement in its entirety, to support in whole or in part the recommendation of the Selection Committee, to schedule interviews with one or more respondents as a prelude to preparation of a "short-list," to schedule interviews with one or more respondents as a prelude to selection of the firms or individuals, or to reject all proposals. In addition, the WCRA reserves the right to split the Scope of Work outlined in the RFQ into different sections and award specific sections to the business, firm or individual determined by the WCRA to be the best qualified for that portion of the Scope of Work. The WCRA also reserves the right to approve all sub-consultants.



-
- D. A response to this RFQ does not constitute a bid; therefore, the WCRA retains the right to contact any respondent to obtain supplemental information and/or clarification in either oral or written form.
 - E. The selected individual, business, or firm will be expected to execute the WCRA standard contract for Professional Consulting Services. This document may be examined, upon request, at the WCRA Office, 1280 N. Congress Avenue, Suite 215, West Palm Beach, FL 33409.
 - F. The selected individual, business, or firm shall provide insurance acceptable to the WCRA, including but not limited to, professional liability insurance in the minimum amount of \$1,000,000 per occurrence and Business Automobile Liability at a limit of liability not less than \$500,000 each occurrence, for owned, non-owned, and hired auto liability prior to execution of a contract.

The WCRA reserves the right to ensure and require that the insurance coverages provided by the successful individual, business, or firm are proper and that the insurers are licensed or otherwise qualified to do business in Florida. If at any time during the term of the agreement, the WCRA should determine that it is in its best interests to insist on an alternative insurance provider, it may do so and the individual(s), business(s), or firm(s) agree to comply with the WCRA's decision. The WCRA also reserves the right to review, modify, or amend any required coverages, limits, and endorsements during the life of a contract and any extensions thereof. The WCRA further reserves the right, but not the obligation, to review and reject any insurer providing coverage on the individual's, business' or firm's behalf because of the insurer's poor financial condition or due to the insurer's failure to operate legally in the State of Florida.

VIII. LOBBYING

- A. Individuals, business, and firms are advised that the WCRA will follow the provisions of the Palm Beach County Lobbyist Registration Ordinance and that any individual, business, firm or anyone representing an individual, business, or firm is prohibited from communicating with any WCRA Commissioner regarding responses to this RFQ. This prohibition is sometimes referred to as a "Cone of Silence."



-
- B. A “Cone of Silence” shall be in effect from the date/time this RFQ is published and shall only terminate at the time the WCRA Board of Commissioners awards or approves a contract to one or more individual(s), business(‘), or firm(s), or, rejects all proposals.
 - C. Any violations of the “Cone of Silence” shall disqualify the individual, business, or firm from further consideration and subject the offender to a violation of the Palm Beach County Ordinance is punishable by a fine of \$250.00 per violation.

IX. OTHER

- A. The Westgate CRA Redevelopment Plan may be accessed at <http://www.westgatecra.org>.
- B. Questions concerning this RFQ shall be directed in writing via email to Mr. Elizee Michel, at emichel@pbcgov.org or by fax at 561-640-8180 no later than 4:00 p.m. (Eastern Time), November 13, 2015 and shall include the words “Community Garden RFQ Questions” in the subject line.