

Request for Proposal

March 16, 2021

Issued by:

Bessemer Historical Society, Inc. (dba Steelworks Center of the West)

Representative: Trujillo, Christina

Christina Trujillo

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719-252-0223

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1. Introduction & Background

Steelworks Center of the West, a nonprofit agency dedicated to the preservation of historic archives, artifacts and buildings of the Colorado Fuel and Iron Company (CF&I). The Steelworks Center of the West is partnering with the Pueblo Food Project to create a demonstration garden and oversee the build of raised bed gardens for residents in our community and provide learning opportunities on how to grow your own food. This Request for Proposal (this “RFP,” or this “Request for Proposal”) is to find a qualified resident of the Bessemer, Eilers, or Grove neighborhoods to recruit community participants who will receive a raised bed garden at their home, as well as evaluate the project, and gather feedback on what classes and other resources will be most beneficial to the community.

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Steelworks Center of the West. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. First and foremost, only qualified individuals residing in the Bessemer, Eilers, or Grove neighborhood should submit proposals in response to this Request for Proposal.
2. Bidders intent on submitting a proposal should so notify the representative (s) identified on the cover page no later than March 31, 2021 at 4:00 pm.
3. Bidders must list at least one project that is substantially similar to this project as part of their response, including references for each.
4. A proposed community outreach/recruitment plan for the designated area.
5. Ability to speak, read, and write in English and Spanish.
6. A price proposal must be provided using the attached bid form. This price proposal should indicate the overall fixed price for the project as well necessary breakout cost in order to fully understand the

pricing. Number of days /hours per task for completion of the project must be filled in. Please assume a mid-April 2021 Start.

7. Proposals must be signed by the bidder.
8. If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
 - a. Proposals must be received prior to March 31, 2021 at 4:00pm to be considered.
 - b. Proposals must remain valid for a period of thirty days.

3. Project Description

The main purpose of this project is to recruit community members to participate in this overall program, to identify households that would like a raised bed garden at their home, and to evaluate the effectiveness of this program throughout the growing season.

The goal of this project is to improve community awareness and knowledge on how to grow your own food, as well as increase food security throughout the neighborhood, via in home gardens.

This project is being funded by an Environmental Protection Agency, Office of Environmental Justice grant. If there are major budget changes, you will be notified as soon as we have information about the changes. The core of this work is to improve health outcomes for residents and beautify the Superfund site area that has been adversely impacted by the Colorado Smelter site.

4. Project Scope

The scope of the project entails:

- Working collaboratively with project lead, landscape architect, and community connector throughout the performance period.
- Developing an outreach plan.
- Developing a household recruitment plan.
- Developing an evaluation plan for the project in collaboration with the project lead.
- Implementing the above-mentioned plan.
- Maintaining highly detailed notes, records, and data measurements for the work.
- Serving as project spokesperson for the program throughout the Bessemer, Eilers, and Grove neighborhoods.
- Developing mechanisms to receive resident feedback and share that feedback with the project team.
- Ensuring interested residents have necessary information to move forward with a raised bed garden at their home site, and managing expectations for the program.
- Working closely with the landscape architect to develop the construction schedule.
- Utilizing existing resources when those resources fit in with the goal of the purpose of this project.
- Speaking about the project in both English and Spanish.
- Writing in collaboration with the project lead, monthly project reports, as well as a final project report.

5. RFP & Project Timelines

The Request for Proposal timeline is as follows:

Request for Proposal Issuance	March 16, 2021
Q&A on RFP Zoom Meeting	March 25, 2021 at 9:00 am. Details here .

Submission of Proposals (Please email your PDF document, to Christina Trujillo. No later than this date and time)	By, March 31, 2021, 4:00 pm Emailed to christina.trujillo@steelworks.us Call the Steelworks Center to confirm receipt 719-252-0223
Contract Award / Notification to Unsuccessful Bidders	April 9, 2021
Anticipated Start Date	April 15, 2021

6. Budget

The proposal should outline costs, no proposal will be accepted over \$5,000.

7. Evaluation Factors

Steelworks Center of the West will rate proposals based on the following factors, with cost being the most important factor:

1. Responsiveness to the requirements set forth in this Request for Proposal
2. Relevant past performance/experience
3. Samples of work
4. Outreach plan outline
5. Cost
6. Technical expertise/experience of bidder and bidder's staff

Steelworks Center of the West reserves the right to award to the bidder that presents the best value as determined solely by Steelworks Center of the West in its absolute discretion. This award is contingent on the successful acceptance of EPA funds to the Steelworks Center of the West.

Responders are encouraged to attend the RFP Q&A Thursday, March 25, at 9am. Details [here](#). Questions on this RFP should be sent to Christina Trujillo, via email at christina.trujillo@steelworks.us.

Steelworks Center of the West
215 Canal St.
Pueblo, Colorado 81004



Project Name: Demonstration Garden

Price Proposal Form

1.1 BID INFORMATION

Company Name: _____

Contact Person: _____

Company Address: _____

Phone: _____ E-mail _____

1.2 BASE BID

Base Bid, Single-Prime (all trades) contract: The undersigned Bidder, having carefully examined the bidding documents, having visited the site, and being familiar with all conditions and requirement of the work, hereby agrees to furnish all material, labor, equipment and services including all scheduled resources necessary to complete the construction of the above named project according to the requirements of the procurement documents, for the stipulated sum of:

_____ Dollars

(\$ _____)

1.3 BREAKOUT COST

Please provide the following cost breakout: The following cost breakouts are strictly to understand and compare the overall pricing. The intent is to award the entire contract to one contractor.

1. \$ _____
2. \$ _____
3. \$ _____
4. \$ _____
5. \$ _____

1.4 TIME FOR COMPLETION

The undersigned Bidder proposes and agrees hereby to commence the work on _____ and complete the project no later than _____.

1.5 SUBMISSION OF BID

Respectfully submitted this _____ day of _____, 2019.

Submitted by: _____
(Name of bidding firm or corporation)

Authorized
Signature: _____
(Handwritten signature)

Signed by: _____
(Type or print name)

Title: _____
(Type or print title)