

# **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 raise 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 source to create a curriculum for the newly installed demonstration garden at the Steelworks Center of the West, that will provide garden education to diverse audiences both in-person and online, in English, and in Spanish, for various age groups. This content does not necessarily need to be original content. The selected contractor will manage the consolidation of numerous resources available across Pueblo County and otherwise to develop this curriculum as well as create original content if that is deemed most appropriate.

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 or firms with prior experience on projects such as this 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 Mach 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. Examples of work should be provided as well.
4. A high-level curriculum outline must be provided.

5. 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 an mid-April 2021 Start.
6. Proposals must be signed by a representative that is authorized to commit bidder's company.
7. 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 4:00 pm 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 create curriculum that is accessible to residents in the Pueblo Superfund site community who may want to learn about growing their own food. The curriculum will be used to conduct classes both in-person and online at the newly constructed demonstration garden at the Steelworks Center of the West.

The curriculum should cover garden basics and highlight ecologically beneficial gardening practices. Content should cover both youth and adult audiences. Content should be clear and concise so that it can be taught in English or Spanish. The curriculum should cover the arc of the gardening season.

The combined 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 a curriculum plan.
- Developing curriculum specific to the plan that can be delivered in 2021.
- Creating complete lesson plans including supplies needed, preparation needed, key lessons/outcomes, delivery plan.
- Creating lessons plans for both youth and adult audiences.
- Creating guidance for in-person versus online delivery.
- Utilizing existing resources when those resources fit in with the goal of the purpose of this project.
- Determining which lessons already exist in Spanish and which need to be translated.
- All other aspects related to developing a complete curriculum plan for the demonstration garden that can be used season after season.

### 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 <a href="#">here</a> .

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 <a href="mailto:christina.trujillo@steelworks.us">christina.trujillo@steelworks.us</a> 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

The need-date for project completion is August 1, 2021 for all final deliverables. The goal is to start some lessons by end of May 2021, and to have at least two lessons per month through October. Note: this contract is not for delivery of the content. Only the development of the curriculum.

## 6. Budget

The proposal should outline costs, not 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. High-level curriculum 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](mailto: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)