

Request for Proposal

March 16, 2021

Issued by:

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

Representative: Trujillo, Christina

Christina Trujillo

Christina.Trujillo@Steelworks.us

719-252-0223

1. Introduction & Background
2. Submission Guidelines & Requirements
3. Project Description
4. Project Scope
5. RFP & Project Timelines
6. Budget
7. Evaluation Factors
8. Attachments

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 provide the building of the demonstration garden and up to 25 residential raise bed gardens, from concept to execution.

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 March 31, 2021 at 4:00pm.
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 design concept must be submitted with the proposal for the resident garden beds, including a list and cost of materials that will be needed.
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 of 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

There are two purposes of this project:

- 1.) Construct a demonstration garden with water access at the Steelworks Center of the West that will serve as a community learning space for how to safely grow your own food in a raised bed garden system.
- 2.) Construct raise bed gardens at the homes of residents in the Superfund site community, that are easy to manage, will be productive and accessible.

The combined goal of these two project purposes 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.
- Demonstration garden design.
- Residential garden design.
- Developing a materials list to include costs for the demonstration garden.
- Developing a materials list to include costs for the residential gardens.
- Working the project lead on procuring materials and transportation to designated areas.
- Developing an installation schedule in collaboration with other project team members.
- Installing demonstration garden.
- Installing residential gardens.
- Developing a garden start plan for the residents and installing the starts at the appropriate time.
- All aspects related to developing, constructing, and troubleshooting the gardens so they are productive for the 2021 growing season not previously mentioned in the project scope as agreed to by the selected contract and the project lead.
- Tools procured through this project will be property of the Steelworks Center; contractor should plan to use their own tools as well.

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

The need-date for project completion is June 30, 2021 at the latest. The goal is these gardens are up and running for the 2021 garden season.

6. Budget

Contractor will be awarded up to a \$5,000 management fee. There is a budget for \$28,000 for the development of the demonstration garden and the 25 resident gardens. The project team will discuss how purchases for supplies will be managed with the selected contractor.

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. Design concept for the gardens
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)