



**ONE ANNAPOLIS**  
INCORPORATED

## **BYWATER MUTUAL HOMES COMMUNITY GARDEN EXPANSION**

### **REQUEST FOR PROPOSALS**

Request for Proposals Issued: July 15, 2024

Deadline for Submittal of Proposals: August 15, 2024

#### **I. INSTRUCTIONS**

One Annapolis is seeking proposals from qualified businesses/contractors to develop the planting design for a garden expansion project. Interested parties are invited to submit a signed proposal in PDF format. The proposal shall be made in the format provided (See [Content for Proposals](#)) and the complete proposal, together with any and all additional materials, should be submitted to [info@oneannapolis.org](mailto:info@oneannapolis.org) with the subject line “**BID: Community Garden Expansion**”.

This Request for Proposal (RFP) does not commit One Annapolis to award a contract or pay any costs incurred in the preparation of a proposal responsive to this request. All requirements **must be** addressed in your proposal. Non-responsive proposals will not be considered. All proposals, whether selected or rejected, shall become the property of One Annapolis. Requests for Information Questions related to this RFP should be submitted in writing to [info@oneannapolis.org](mailto:info@oneannapolis.org) no later than August 1, 2024.

#### **II. BACKGROUND**

In 2021, the Bywater Mutual Homes' property manager granted One Annapolis, Inc. Executive Director, Ratasha Harley, the authorization to initiate a community garden project. Allocating two expansive plots, totaling over 2000 square feet of open greenspace, marked the beginning of this endeavor. Despite utilizing only a fraction of the allotted space (approximately 800 square feet), the outcomes have been exceptional. Community members actively contribute to garden planning, preparation, and maintenance. Children and youth are actively involved in planting seeds, participating in garden upkeep, and gaining insights into rainwater harvesting. Currently, the community garden hosts over 10 different species of native pollinators along its circumference and yields a diverse array of fruits, vegetables, and herbs throughout the season.



410-934-7403



[www.oneannapolis.org](http://www.oneannapolis.org)



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### III. SCOPE OF WORK

One Annapolis is currently seeking to expand the existing community garden into a native conservation landscape and is looking for assistance from qualified a business/contractor who can satisfactorily provide the following:

#### A. Detailed planting design

- a. Provide a planting design for the Bywater Mutual Homes Community Garden that meets the standards for conservation landscapes established in The Chesapeake Conservation Landscaping Council (CCLC)
  - i. Conservation Landscaping Guidelines including the following:
    1. Is designed to benefit the environment and function efficiently and aesthetically for human use and well-being;
    2. Uses locally native plants that are appropriate for site conditions;
    3. Institutes a management plan for the removal of existing invasive plants and the prevention of future nonnative plant invasions;
    4. Provides habitat for wildlife;
    5. Promotes healthy air quality and minimizes air pollution;
    6. Conserves and cleans water;
    7. Promotes healthy soils;
    8. Is managed to conserve energy, reduce waste, and eliminate or minimize the use of pesticides and fertilizers.
  - b. The planting design must be vertically layered to allow for implementation in stages beginning with a groundcover of long-lived clumping perennial species to be planted as closely-spaced small plants during the grant funding project timeline of September 2024-September 2025. Other vertical layers must include larger pollinator plants, shrubs, and trees for future installation.

#### B. Community Engagement.

- a. Work with One Annapolis, Inc. to develop a community engagement plan that will provide community members with an opportunity to identify preferences for the garden expansion including number of allotment plots to be added for individual planting; plants of economic potential that should be included (e.g. culinary herbs, cutting flowers); and to provide feedback on the clarity and user-friendliness of the maintenance plan and toolkit they will use to maintain the landscape. Community engagement will also include one or more opportunities





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for community members to learn about the professional practice areas involved in the development of the planting design.

- C. Initial layout and soil preparation of the garden. Provide layout and materials plans and user-friendly instructions for implementation of the design by the groundskeepers and volunteers. Provide availability for field supervision of the planting area layout.
- D. Identify a nursery or nurseries to provide landscape plugs of the species in the first year planting.
  - a. Confirm the plants identified in the planting design are available for pre-order and coordinate the placing of the order.

#### IV. CONTENT FOR PROPOSALS

In order for proposals to be considered, said proposal must be clear, concise, complete, well organized and demonstrate both respondent's qualifications and its ability to follow instructions. *The quality of answers, not length of responses or visual exhibits, is important in the proposal.* The proposal shall be organized in the format listed below and shall be limited to **10 pages** (excluding attachments and appendices). Respondents shall read each item carefully and answer each of the following items accurately to ensure compliance with organizational requirements. Failure to provide all requested information or deviation from the required format may result in disqualification. Please restate each item prior to addressing said item.

#### Instruction to Bidders (Format)

- A. Cover Letter
  - a. Include the RFP's title and submittal due date, the name, address, email and telephone number of the responding business/contractor. Include contact person's name and email address, if applicable. The letter shall state that the staff proposed is available beginning October 1, 2024 to work on this project. An authorized representative to negotiate this contract with One Annapolis must sign and date the cover letter.
- B. Background
  - a. This section should provide information regarding the size, location, nature of work performed, years in business, and specific areas of expertise.





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### C. Organizational Structure

- a. Describe your business/contractor's organizational structure. Supply the names of the professionals who will be responsible for this project. Please provide brief (>1 page) resumes for these individuals.

### D. Experience

- a. This section should identify similar projects that the business/contractor has completed as outlined in the RFP that demonstrate its commitment to environmental justice, especially in communities of color. Use this section to indicate how this project would benefit from your expertise. Please let us know if you have worked on projects with similar size and scope.

### E. Detailed Work Plan

- a. This section of the RFP should include a full description of each step the business/contractor would follow in completing the project. The work description should be in sufficient detail to show a clear understanding of the work and proposed approach. This section should also include a description of the format, content, and level of detail that can be expected for each deliverable. A schedule showing the important milestones should also be included.

### F. Cost Proposal

- a. This section must provide a full description of the expected expenditures for the work described in this RFP. The cost proposal must include all contractor fees, preparation of deliverables, travel expenses, printing, etc.

## V. SELECTION CRITERIA

Business/contractors submitting proposals are advised that all proposals will be evaluated to determine the business/contractor deemed most qualified to meet the needs of the project. The selection criteria will include, but not be limited to, the items listed below:

- Demonstrated understanding and responsiveness to the RFP.
- Proposals and experience of business/contractor and personnel named in the proposal.
- Past experience in assisting with landscape design or garden related projects in communities of color.
- Completeness and quality of the proposal.
- Cost proposal.





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## **VI. PROCESS FOR SELECTING BUSINESS/CONTRACTOR**

A Selection Committee will select and rank in the order of their qualifications those deemed to be the most highly qualified to perform the required work. The Selection Committee may choose to interview any, all, or none of the respondents as may be in the best interest of the organization. If interviews are deemed necessary, the Project Leader will notify those selected as to the place, date, and time. One Annapolis must verify via <http://www.sam.gov/SAM/> that any business/contractor has not been suspended, debarred, excluded, or disqualified by the federal government. The names of all business/contractors submitting proposals and the names, if any, selected for interview shall be public information. After award, final ranking, committee comments, and evaluation scores, the contents of all proposals become public information. Business/contractors that have not been selected shall be notified in writing after the conclusion of the selection process.

## **VII. AWARD EVALUATION OF BID PROPOSALS**

Proposals will be evaluated based on the degree to which the proposal meets or exceeds the stated requirements, the cost of the proposal, other capabilities provided by the proposed solution not addressed in this RFP, the delivery and implementation timeframe of the proposal, reputation of the business/contractor, and previous experience with the business/contractor. The order of the criteria listed is of no consequence. The weight to which each criterion is considered at the sole discretion of One Annapolis.

## **VIII. AWARD OF CONTRACT**

The award of the Contract will be made to the responsive Bidder whose bid conforms, as specified in this document, and that is most advantageous to the organization, price, and other factors being considered. One Annapolis reserves the right to reject any and all bids or part thereof and waive any irregularities.

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