

# REQUEST FOR PROPOSALS

## Urban Farming Land Lease Program



**Issue Date: October 10<sup>th</sup>, 2018**

**Submission Deadline: November 21st, 2018**

**DGS-Urban Farming RFP-2018-03**

### **SECTION A. EXECUTIVE SUMMARY**

The Department of General Services (the “**Department**” or “**DGS**”), on behalf of the District of Columbia (the “**District**”), is issuing this request for proposals (“**RFP**”) from qualified applicants to create and maintain an urban farm in the District of Columbia. There are two sites to apply for, one is located at the six hundred block of Kramer St NE between 16<sup>th</sup> and 17<sup>th</sup> Streets NE in Ward 6 (“**Site 1**”). The second site is located in Ward 4 in the alleyway between 9<sup>th</sup> and 8<sup>th</sup> Streets NW (“**Site 2**”). Site 1 and Site 2 may each be referred to herein as a “**Site**”, and collectively as the “**Sites**”. The Department reserves the right to make multiple awards to different applicants for sub-areas within each Site, however no such sub-area will be less than 2,500 square feet. A description of the Sites is provided in **Exhibit D** attached hereto. The selected applicant(s) will create and operate an urban farm on the Sites in accordance with the Urban Farming Land Lease Program ([“UF Program”](#)) ([see D.C. Official Code § 48-402.01](#)).

The primary goal of the UF Program is to facilitate agriculture production on vacant lands owned by the District of Columbia in order to contribute to a resilient food system for District residents.

### **Soil Testing:**

Sites will be awarded before the applicants are required to submit their soil sample analysis, however leases will not be granted until the soil sample analysis provided by the farmer is approved by DGS. Soil samples and testing is expected to be lower than the recommended maximum “EPA’s Soil Screening Levels (SSL)” for lead, arsenic, cadmium, copper, nickel, chromium, and Zinc. We will also be using the NYS DEC SCO as a guide for soil standards. The lab that you choose to conduct soil samples must be able to test for all of the above listed contaminants.

**Site one (1) has completed a preliminary soil testing and the Site has tested high for levels of Arsenic. Raised soil beds and or sufficient soil conditioning will be necessary to farm the Site safely.**

### **Applicants must submit the following documents to complete the UF Program Application.**

- ☐ Proof of District of Columbia Citywide Clean Hands Certification
- ☐ Proof of DC Certificate of Good Standing

**Tours for the two sites will be held October 24th at 10AM. We will meet at Site 1 in Ward 6 and then move onto the second site in Ward 4. Attendance is not mandatory but encouraged.**

### **The point of contact for DGS is:**

Anthony DeLorenzo | Urban Planning Manager  
Department of General Services  
[Anthony.DeLorenzo@dc.gov](mailto:Anthony.DeLorenzo@dc.gov)

## **SECTION B. SOLICITATION OBJECTIVES**

Selected applicants will enter into a lease agreement with the District for the use of a Site or the applicable portion thereof (as applicable, a “**Farm Site**”) to create and maintain an urban farm (“**Lease**”).

A qualified applicant is one which:

1. At the time of submission of an application:
  - a. Is a resident of the District; or

- b. In the case of an applicant that is an organization and not an individual, the organization is organized and incorporated in the District.
2. Has experience in agricultural production; and
3. Is not precluded from obtaining a license or permit pursuant to [D.C. Code §47-2862](#).

Selected applicants who enter into a Lease (**“Tenant”**) will be required to submit an annual report providing a financial status update as well as detailing progress made with cultivation, programming, maintenance/site management, and community engagement objectives.

## **SECTION C. LEASE TERMS AND REQUIREMENTS**

### **1. Rent and Operating Costs**

There will be no rental payment obligation under the Lease. However, Tenant will be responsible for the payment of all operational costs associated with the Farm Site, including but not limited to, all public utility connections and the payment of any utility services to the Farm Site. ([DC Water offers a fire hydrant use permit.](#)) The Department of Energy & Environment also offers a [Rain Barrel Program](#) that will be of use to farmers.

### **2. Term**

The initial term of the Lease shall be five (5) years. The Lease may include the option to extend the term of the Lease to a maximum of 13 years, subject to the District’s approval based upon Tenant’s compliance with the requirements of the UF Program and the needs of the District Government.

### **3. Use**

Tenant’s sole use of the Farm Site shall be for agricultural farming purposes.

### **4. Site Work**

The Sites are being offered in its “as is” condition. No utilities are connected to the Sites. Tenant shall be responsible for any required Site Work. **“Site Work”** shall include, but not be limited to:

- Site Preparation: sod cutting, plowing, tilling, soil testing and amending, and
- Infrastructure: fencing, shed construction, irrigation system, season extension structure(s) such as hoop houses.

Tenant shall be responsible for testing the soil at its Farm Site to ensure it is substantially free of contamination from arsenic, lead, and heavy metals. Tenant shall be required to provide a soil testing report of such findings to the District.

## **5. Maintenance and Repair**

Tenant shall, at its sole cost and expense, keep its Farm Site clean and free of trash and debris, and in good condition and repair during the term of the Lease.

## **6. Insurance**

Tenant shall be required to maintain insurance coverages as set forth in the Lease. All such insurance shall name "District of Columbia, a municipal corporation" as an additional insured/loss payee, as the case may be, and provide for a waiver of subrogation in favor of the District of Columbia. All insurance shall be placed with insurers that are reasonably acceptable to the District and with an A.M. Best's rating of "A-" or better and a financial size category of Class XV or higher. All such insurers shall be licensed in and qualified to do business in the District of Columbia.

## **7. Permits**

Tenant shall be responsible for obtaining any and all governmental approvals, including permits required to perform any Site Work, operate its Farm Site and to conduct business in the District of Columbia. A Certificate of Occupancy will be required from DCRA. Only the sale of products produced on site will be allowed.

### **SECTION D. RFP RESPONSE REQUIREMENTS**

Each proposal in response to this RFP must consist of a completed UF Program Application, attached hereto as **Exhibit A**, a signed DC DGS Form S-103 attached hereto as **Exhibit E**, and any supporting information requested by this RFP. All UF Program Applications should provide a clear and succinct demonstration of the applicant's experience and capability to fulfill the objectives of the UF Program. Applications must include all required forms. The UF Application will be evaluated using the evaluation table attached hereto as **Exhibit B**. Applicant resources including District online mapping sites are provided on attached **Exhibit C**. Additional information regarding the Sites is provided on attached **Exhibit D**.

### **SECTION E. SUBMISSION FORMAT AND DUE DATE**

Please provide four (4) hard copies of the proposal, and the proposal must be limited to a maximum of twenty-five (25) pages, single sided in 12-point font size on 8.5"x 11" paper. Proposals must also include a **signed DC DGS FORM S-103**, attached to this RFP as **Exhibit E**.

Proposals must be mailed or hand delivered to:

**Department of General Services**  
**ATTENTION: Anthony DeLorenzo**  
**REFERENCE: DGS-RFP-Urban Farming**

2000 14<sup>TH</sup> Street, NW, 5<sup>th</sup> Floor  
Washington, DC 20009

**No phone calls please. All questions should be sent via email to: [anthony.delorenzo@dc.gov](mailto:anthony.delorenzo@dc.gov). Responses will be provided on the DGS website located at <http://dgs.dc.gov>.**

Electronic mail and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: **"Proposal in Response to DGS-URBAN FARMING RFP-2018"**

*This Request for Proposals shall not be considered an offer to lease and DGS reserves the right to withdraw or modify this Request for Proposals at any time.*

**Attached Exhibits**

- A. Urban Farming Program Application
- B. Evaluation Criteria
- C. Applicant Resources
- D. Site Information
- E. Solicitation and Offeror's Acknowledgment Form (DC DGS FORM S-103)

## EXHIBIT A.

### **URBAN FARMING PROGRAM APPLICATION**

#### **I. Background**

Through the Urban Farming Land Lease Program (“**UF Program**”), per D.C. Official Code § [48-402.01](#), the District of Columbia desires to enter into a lease agreement with a qualified applicant to create and maintain an urban farm on vacant District-owned land. Urban farming in the District is an important component towards supporting a sustainable food system, a more diverse local economy, and healthier and happier residents.

The purpose of the UF Program is to:

- Create a public sector model for supporting urban farming in the District;
- Revitalize public vacant lands and surrounding communities;
- Support a locally sourced fresh food system within Washington D.C.;
- Contribute to a sustainable community by providing a community benefit that includes programmatic and educational events; and
- Engage and maintain community support from residents and businesses.

#### **II. Applicant Information**

**Applicant/Entity Name:**

**Mailing Address:**

**Email Address:**

**Phone Number:**

**Farm/Business Name:**

**Type of Legal Entity, if applicable:**

**State and Year of Formation:**

##### **1) Executive Summary of Business Plan (200-500 words per section):**

Provide a summary profile of the individual applicant or applicant entity. Describe your proposed approach for developing and sustaining the urban farm and how your vision will address the UF Program objectives. Include a narrative statement of relevant experiences and education. The narrative should include any specific involvement in current or past projects that are comparable in nature to the UF Program. Examples would include any involvement in agricultural projects (urban or rural), agricultural or environmental education, sustainable development, etc. Each example should include

at a minimum the applicant's level of involvement, length of involvement, and role in the project.

Also, describe your farm's operational and maintenance plan. This will include your farm's hours of operation, waste management plan, Site maintenance plan, and how frequently you expect vehicles to visit/park at the Site. Our goal here is to understand how you will keep your Site clean and clear of waste.

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## **2) Cost Proposal and Project Timeline:**

Provide a narrative statement explaining the economic feasibility of your proposal. This includes projected sales and potential market opportunities. Provide a five (5) - year operating budget for the farm's operation, inclusive of cost estimations, operating costs, capital investments, and anticipated revenues correlating to the aforementioned narrative statement.

Additionally, any applicant that is an existing company or entity must provide its two most recent accountant-prepared financial statements. Any existing not-for-profit applicants must provide a summary of funding sources and a confirmation or copy of their 501c (3) designation. Any individual applicant must provide appropriate financial information in order to establish the approximate line of credit and approximate net worth/assets necessary to sustain the project.

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## **3) Site Design: (200-500 words per section):**

Provide a visual representation, i.e., Site map, of the proposed Farm Site that includes the planting plan, dimensions of the farm in feet, adjacent streets and buildings, buffers, and property boundaries. The Site design should also include physical elements within the Site including: water and electrical plans, storm water management, physical structures, fences, vehicle access, and storage spaces. Also indicate, in percentage, the approximate proportion of the property that will be used for farming. For example, if the lot size is 5,000 sq. ft. and your field is 3,500 sq. ft., the proportion used for agriculture is 70% ( $3,500/5,000 = 0.7$ , i.e. 70%). For the area not used for farming, describe how it will be used and provide the relative percentage of space for those elements. The items listed in this response should equal 100% of the land use.

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## **4) Planting Plan: (Table format)**

Discuss the types of farming you plan to conduct including what you plan to grow. Provide a two (2)-year planting plan in a table format and include your total anticipated crop yield for each crop.

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**5) Proportion of Land Used for Farming:** Indicate, in percentage, the approximate proportion of the property that will be used for farming. For example, if size of the lot is

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5,000 sq. ft. and your field is 3,500 sq. ft., the proportion used for agriculture is 70% ( $3,500/5,000 = 0.7$ , i.e. 70%). For the area not used for farming, describe how it will be used and provide the relative percentage of space for those elements. The items listed in this response should equal 100% of the land use.

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#### **6) Soil Testing:**

***Soil testing is required for all Site where food will be grown for human consumption.***

Once the urban farm has been awarded, the awardee will be required to conduct their own soil tests and provide the results to DGS for review. Sites where food will be grown for human consumption must be tested for **lead, arsenic, cadmium, chromium, nickel, mercury, copper, and zinc** at a minimum.

*A Site will be awarded before the applicants are required to submit their own soil samples; however, leases will not be granted until the soil sample analysis is approved by DGS.*

Your soil test analysis and comments will be reviewed by DGS. If any aspect of your soil results and or soil management plan is found to be insufficient, you will be contacted by DGS.

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#### **7) Resume(s):**

Professional resumes should be included for key personnel (maximum of 5). If applying as a single farmer, only one resume should be included. Resumes should include education, professional experiences, and any other experiences that are relevant to implementing and running a viable urban farm.

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#### **8) Community Engagement Plan:**

Provide your plan for engaging the community, building community support, and maintaining support. Community support strategies can be in many forms including a letter from the ANC or Neighborhood Civic Association, or signatures from residents/local business owners near the proposed farming Site. Describe how you plan to notify neighboring households of your intent to farm the proposed Site. Explain how your farm will engage the community in which it is located.

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#### **9) Community Benefit Plan:**

Describe how your community benefit strategy will be implemented and relate to the UF program objectives. The Community Benefit Plan shall be approved by DGS as part of the UF Program application and executed as stated by the applicant once a Site has been awarded. Applicants will be required to report out annually on the status of their community engagement and benefit plan (along with the annual financial status report).

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*\*Public programming is highly desirable. We are open to a variety of educational programming that can range from healthy living to childhood and community development.*

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**10) Rodent management Certification Statement:**

I \_\_\_\_\_ certify on behalf of \_\_\_\_\_ that we will apply responsible urban farming practices that will not cause an increased amount of rodents on the proposed Site, and will use farming practices that will protect against rodent infestations.

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## **EXHIBIT B.**

The District will review and evaluate each proposal submitted by qualified applicants. Applicants chosen to be awarded a farming Site shall be based on the responses to this RFP with respect to the following evaluation criteria set forth in the table below.

### **EVALUATION CRITERIA**

<b>DESCRIPTION</b>	<b>POINTS</b>
1. Executive Summary of Business Plan	25 points
2. Cost Proposal and Timeline	15 points
4. Annual Planting Plan/Site Design	15 points
5. Resume(s) & References	15 points
6. Community Engagement Plan	15 points
7. Community Benefit Plan	15 points
<b>MAXIMUM SCORE</b>	<b>100 points</b>

## **EXHIBIT C.**

### **APPLICANT RESOURCES**

#### **Tools to Research Site Locations:**

1. <http://propertyquest.dc.gov/>
2. <http://atlasplus.dcgis.dc.gov/>
3. <https://dcra.dc.gov/page/surveyor-documents-surdocs>

#### **Resources about Urban Agriculture**

**EPA:** <https://www.epa.gov/brownfields/resources-about-brownfields-and-urban-agriculture>

**USDA:** <https://www.usda.gov/sites/default/files/documents/urban-agriculture-toolkit.pdf>

## EXHIBIT D.

### URBAN FARMING SITES

#### 1) *SITE 1*-600 Block of Kramer St, NE



· Ward 6

· ANC 6A

· RF-1 Zoning

· 10,500 sq/ft

· Square, suffix, Lot (SSL) 4540 0086, 0222-0233, 0825-0828

## 2) Site 2-Longfellow St and 9th St NW



· Ward 4

· ANC 4D01

· RF-1 Zoning

· 10,000 sq/ft

· SSL # 2990 0069

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**EXHIBIT E.**

**Solicitation and Offeror's Acknowledgement Form  
DC DGS FORM S-103**

**DC DEPARTMENT OF GENERAL SERVICES CONDITIONS APPLYING TO SOLICITATIONS AND  
OFFEROR'S ACKNOWLEDGEMENT**

THE UNDERSIGNED hereby certifies that it has read and affirms that its offer in response to Solicitation No. **DGS-URBAN FARMING RFP-2018** Is submitted subject to the following conditions of solicitation:

**100** Limitations on DGS' Authority to Incur Expenditures

Offerors should be aware that execution by DGS of any agreement involving the expenditure in excess of \$1,000,000 in any 12-month period is subject to authorization by the Council of the District of Columbia. All financial obligations of the District under a lease or any other agreement are subject to the provisions of (i) the federal Anti-Deficiency Act (31 U.S.C. §§ 1341, 1342, 1349-1351, 1511-1519 and D.C. Official Code §§ 1-206.02(e) and § 47-105 (2001)), (ii) the District of Columbia Anti-Deficiency Act (D.C. Official Code §§ 47-355.01 et seq. (2006 Supp.); and (iii) § 446 of the District of Columbia Home Rule Act (D.C. Official Code § 1-204.46 (2006 Supp.)), each as may be amended from time to time. The District cannot obligate itself to expend any funds without first obtaining a congressional appropriation of funds for such purpose. DGS makes no commitment (nor is authorized to make any commitment) to enter into any lease and does not intend to proceed with any proposed license until all applicable laws have been satisfied.

**101** DGS reserves the right with respect to the Solicitation to:

- a. Cancel, withdraw or modify the Solicitation prior to or after the submission deadline;
- b. Modify or issue clarifications to the Solicitation prior to the submission deadline;
- c. Reject any submission it deems incomplete or unresponsive to the submission requirements;
- d. Consider a submission that is not in compliance with the submission requirements;
- e. Reject all submissions that are submitted under the Solicitation;
- f. Modify the deadline for submissions or other actions; and
- g. Reissue the Solicitation, a modified Solicitation, or a new Solicitation whether or not any submissions have been received in response to the initial Solicitation issuance.

DGS may exercise one or more of these rights, in its sole discretion, as it may deem necessary, appropriate, or beneficial to the District.

**102** Notice of Modifications

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DGS will post on its website (<http://DGS.dc.gov>) any notices or information regarding cancellations, withdrawals, modifications to deadlines, and other modifications to this Solicitation. Offerors shall have an obligation to check the website for any such notices and information, and DGS shall have no duty to provide direct notice to Offerors.

**103 Further Efforts**

DGS may request that Offerors clarify their submissions and/or submit additional information pertaining to their submissions. DGS may request best and final submissions from any Offeror and/or request an oral presentation from any Offeror.

**104 Restricted Communications**

Upon release of this Solicitation and until selection of an Offeror, Offerors shall not communicate with DGS staff or other District staff about the Solicitation or issues related to the Solicitation except as authorized in this Solicitation or in a public meeting in connection with this Solicitation.

**105 Selection Non-Binding**

The selection by DGS of an Offer indicates only an intent by DGS to negotiate with the Offeror and the selection does not constitute a commitment by DGS to execute a final lease with the Offeror. DGS may terminate, in its sole and absolute discretion, negotiations with any Offeror if such Offeror introduces comments or changes to a lease agreement that are inconsistent with its previously submitted offer materials.

**106 No Conflicts of Interest, Improper Influence, Etc.**

In its response to the Solicitation, the Offeror shall represent and warrant the following to the District.

1. The compensation to be requested, offered, paid or received in connection with this Solicitation has been developed and provided independently and without consultation, communication or other interaction with any other competitor for the purpose of restricting competition related to this Solicitation or otherwise.
2. No person or entity employed by the District or otherwise involved in preparing this Solicitation on behalf of the District (i) has provided any information to potential Offerors which was not made available to all entities potentially responding to this Solicitation, (ii) is affiliated with or employed by or has any financial interest in any potential Offeror, (iii) has provided any assistance to potential Offeror in responding to this Solicitation, or (iv) will benefit financially if any Offeror is selected in response to this Solicitation.
3. The Offeror has not offered or given to any District officer or employee any gratuity or anything of value intended to obtain favorable treatment under this Solicitation or any other solicitation or other contract, and Offeror has not taken any action to induce any District officer or employee to violate the rules of ethics governing the District and its employees. Offeror has not and shall not offer, give or agree to give anything of value either to the District or any of its employees, agents, job shoppers, consultants, managers or other person or firm representing the District, or to a member of the immediate family (i.e., a spouse, child, parent, brother or sister) of any of the foregoing. Any such



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conduct shall be deemed a violation of this Solicitation. As used herein, "anything of value" shall include but not be limited to any (a) favors, such as meals, entertainment, transportation (other than that contemplated by this Solicitation, if any, or any other contract with the District), etc., which might tend to obligate a District employee to Offeror, and (b) gift, gratuity, money, goods, equipment, services, lodging, discounts not available to the general public, offers or promises of employment, loans or the cancellation thereof, preferential treatment or business opportunity. Such term shall not include work or services rendered pursuant to any other valid District contract.

4. The Offeror shall report to the District directly and without undue delay any information concerning conduct which may involve: (a) corruption, criminal activity, conflict of interest, gross mismanagement or abuse of authority; or (b) any solicitation of money, goods, requests for future employment or benefit of thing of value, by or on behalf of any government employee, officer or public official, any Offeror employee, officer, agent, subcontractor, or labor official, or other person for any purpose which may be related to the procurement of this Solicitation by Offeror, or which may affect performance in response to this Solicitation in anyway.

5. No member, employee, contracted agent, or consultant of Offeror was a District employee, consultant, or contractor to the District within three (3) years prior to the publication of the Solicitation except as Offeror has disclosed in writing to DGS as part of its Offer. Offeror will notify DGS of any new hire of an employee, contracted agent, or consultant who was a District employee, consultant, or contractor to the District within three (3) years prior to the publication of the Solicitation within five (5) days of any such hire.

Required disclosures and representations notwithstanding, failure to comply with any obligation described in this Section 106 may result, in DGS' sole and absolute discretion, in the Offeror's disqualification from consideration under this Solicitation, the rescission of the Offeror's award, and/or termination of any agreement between the Offeror and the District.

#### 107 Confidentiality

Submissions and all other information submitted in response to a Solicitation are subject to the District's Freedom of Information Act (D.C. Official Code § 2-531 et seq.) ("FOIA"), which generally mandates the disclosure of documents in the possession of the District upon the request of any person, unless the content of the document falls within a specific exemption category.

If an Offeror provides information that it believes is exempt from mandatory disclosure under FOIA ("exempt information"), the Offeror shall include the following legend on the title page of the submission:

**THIS PROPOSAL CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT**

In addition, on each page that contains information that the Offeror believes is exempt from mandatory disclosure under FOIA, the Offeror shall include the following separate legend:

**THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE UNDER THE DISTRICT'S FREEDOM OF INFORMATION ACT 12**

On each such page, the Offeror shall also specify the exempt information and shall state the exemption category within which it believes the information falls.

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Although DGS will generally endeavor not to disclose information designated by the Offeror as exempt information, DGS will independently determine whether the information designated by the Offeror is exempt from mandatory disclosure. Moreover, exempt information may be disclosed by DGS, at its sole discretion, unless otherwise prohibited by law, and the District shall have no liability related to such disclosure.

**108    Ownership and Use of Submissions**

All submissions shall be the property of the District. The District may use any and all ideas in any submission, whether the submission is selected or rejected.

**109    Non-Liability**

By participating in the Solicitation process, the Offeror agrees to hold the District, its officers, employees, agents, representatives, and consultants harmless from all claims, liabilities, and costs related to all aspects of this solicitation.

**110    Questions**

Any questions regarding this Solicitation should be submitted via e-mail to [anthony.delorenzo@dc.gov](mailto:anthony.delorenzo@dc.gov). Offerors shall not direct questions to any other person affiliated directly or indirectly with the District. Responses to Offeror questions will be posted to the DGS website at: <http://DGS.dc.gov>.

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Offeror: \_\_\_\_\_