

YERBA BUENA GARDENS CONSERVANCY

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October 05, 2020

The Yerba Buena Gardens Conservancy (“the Conservancy”) is accepting proposals for its Landscape Maintenance Services. We invite your firm to submit a proposal to us no later than 11:00am on October 30, 2020. A description of Yerba Buena Gardens Conservancy, the services needed, and other pertinent information follows:

Background of the Yerba Buena Gardens Conservancy

The Conservancy is a 501(c)(3) civic nonprofit organization established in July 2019 to operate and manage Yerba Buena Gardens on behalf of the City and County of San Francisco.

Mission: Program, operate, maintain, and improve the publicly-owned open spaces, cultural facilities, and related components of San Francisco's Yerba Buena Gardens, working in conjunction with the Garden's nonprofit cultural organizations, commercial tenants and the City and County of San Francisco, for Civic and public benefit and enjoyment by the City's visitors and residents.

Structure & Governance: The Conservancy's Board of Directors is made up of a cross-section of Yerba Buena Gardens' stakeholders, community members, civic leaders, and City appointees. A small administrative staff led by Executive Director Scott Rowitz contracts for maintenance, operations, programming, and landscape services to sustain cost efficiencies. Oversight is by the City as landlord, auditor, and technical advisor.

YERBA BUENA GARDENS CONSERVANCY REQUIREMENTS

Landscape Services Contractor will be required to comply with all applicable Conservancy requirements including, but not limited to, the Non-Discrimination in Contracts and Benefits Ordinance, Minimum Compensation Ordinance (MCO) Declaration, the First Source Hiring Ordinance, and the Health Care Accountability Ordinance. The Conservancy requires the same standard of compliance as is required of all [City and County of San Francisco vendors](#). In keeping with the overall mission YBGC, it is the policy of YBGC to competitively bid for the procurement of goods and services and to attempt to locate and purchase goods and services with Minority and Women Owned Businesses (MBE/WBE).

Minimum Qualifications of Landscape Services Contractor:

Item #	Requirement	Items to be Submitted with Bid
MQ 1	<p>Landscape Services Contractor is licensed to work in the State of California and City of San Francisco.</p> <p>The Contractor’s license must not be currently under probation or suspension, and must continuously be in full force and effect at the time proposals are due, prior to the contract award and, if awarded, throughout the duration of the contract.</p> <p>Failure to maintain this requirement shall be grounds for rescission of Notice of Intent to Award, or termination of the contract.</p>	Photocopy of current License issued by California State.
MQ 2	<p>Landscape Services Contractor has Five (5) years of experience as a licensed Landscape Operator maintaining public park landscaping.</p> <p>Five (5) years of experience in landscape maintenance and management, and water conservation.</p>	Photocopy of company business entity formation documents showing formation date.
MQ 3	<p>Landscape Services Contractor has provided five (5) client references, that satisfy the following:</p> <p>1) Must be of five (5) clients to whom the Contractor provided landscape services continuously for at least two (2) years; must be within the last ten (10) years.</p> <p>2) The reference contact person for at least three (3) of the references must be the individual who served as the client’s facility or property manager.</p>	

LANDSCAPE SERVICES CONTRACTOR SELECTION CRITERIA

YBGC intends to evaluate the proposals generally in accordance with the criteria itemized below. Minimum Qualifications (MQs) will be verified first. Following verification of the MQs,

the evaluation will be conducted in three (3) phases. Under Phase 1, written proposals that meet all MQs will be scored. Under Phase 2, price proposals that meet all MQs will be scored. Then Written and Price Proposal scores will be combined, to total overall qualifying score. Top two (2) scoring firms will proceed to Phase 3, Interviews. The Phase 1, Phase 2, and Phase 3 scores will be combined and the top scoring company for each aggregate will be selected to enter service agreement negotiations.

Point Scale:

Phase 1 – Written Proposal - 35 points

Phase 2 – Price - 25 points

Phase 3 – Interview - 40 points

Total Possible Points: 100 points

Phase 1 – Written Proposal Evaluation (35 points):

Item #	Written Proposal Criteria	Points
1	Quality, organization, completeness of proposal; including sample reports (compliance with RFP instructions)	5
2	Proposal demonstrates that the Landscape Services Contractor has a commitment and focus within its business practices to minority and women in the Contractor’s hiring, training, and ongoing operating processes	5
3	Proposal demonstrates that the Landscape Services Contractor has a high-quality system & practice of daily landscaper supervision & monitoring	5
4	Proposal demonstrates that the Landscape Services Contractor has a high-quality system of landscaper recruitment, hiring, development, and retention	5
5	Proposal demonstrates that the Landscape Services Contractor has high-quality training program and processes	5
6	Proposal demonstrates effective quality assurance policies and procedures in place to evaluate & ensure landscaper performance, including but not limited to, training, periodic performance evaluations & discipline	5
8	Landscape Services Contractor’s past landscape maintenance provider experience & performance (reference feedback)	5
	FINAL WRITTEN SCORE	35

Phase 2 – Price Proposal Evaluation (25 points):

YBGC intends to award this service agreement to the firm that it considers will provide the *best* overall landscape services. The proposal price shall be inclusive of all costs billable to YBGC. The Landscape Services Contractor will assume all costs including: personnel salaries, health and welfare, transportation, vehicles, training, personnel uniforms, and equipment (as outlined below), and any other expense for its employees. No charges to YBGC are to be made for Landscape Services Contractor’s employee trainings. Landscape Services Contractor agrees to include YBGC employees is applicable trainings. All overtime hours worked must be approved by YBGC prior to implementation. The proposal price shall outline the hourly rate paid to

individual landscapers. The proposal price shall also be inclusive of all wage requirements imposed on this service agreement by the City and County of San Francisco. Any questions about Prevailing Wage, Minimum Compensation Ordinance, Health Care Accountability Ordinance, or any other wage related ordinance please contact the Office of Labor Standards Enforcement at the appropriate number, found here: <http://sfgov.org/olse/contact-us>

The Landscape Services Contractor shall carefully review all requirements of this RFP and the City and County of San Francisco ordinances prior to the preparation of its price proposal. The Landscape Services Contractor's price proposal must be submitted electronically to General Manager Bri Maughan at bmaughan@ybgardens.org. Noncompliance of this requirement will immediately disqualify the Landscape Services Contractor candidate. In addition to submitting proposal price, please also include the hourly pay range within that individual landscapers will be paid.

The lowest price proposal will receive the full fifteen (25) points. The others will receive a proportionate total based on the price score formula:

Lowest Agg. Price Proposal / Contractor's Agg. Price x maximum points (25)

IE: \$10,000 / \$15,000 x 25 = 17 points

Phase 3 – Interview Evaluation (40 points):

The YBGC interview panel will consist of the Executive Director, General Manager, Operations Director; and two other Yerba Buena community representatives. The selection panel will consist of the Executive Director, General Manager, and two other Yerba Buena community representatives. Once the final Landscape Service Contractor candidate is determined by the selection panel, it will be submitted to the Board of Directors for final approval. The top three Landscape Service Contractors receiving the *highest* combined scores for Phases 1 and 2 will be invited to participate in Phase 3, an interview. YBGC will determine the format, the scoring criteria to be used during the interview, and the composition of the Landscape Services Contractor's team to participate in the interview. YBGC reserves the right to limit participation in the interviews to Landscape Services Contractor's lead team members and to exclude team members (ie: sub-consultants). The interview may consist of a presentation and/or standard questions asked of each Landscape Services Contractor. The selection panel will evaluate each Landscape Services Contractor based on each Landscape Services Contractor's presentation and/or responses. After the interview evaluation, the YBGC selection panel will combine all scores (Phases 1, 2, 3) of each short-listed Landscape Services Contractor as their final score, and use the scores as part of the final selection process of the Landscape Services Contractor.

Services to Be Performed are as follows:

The Landscape Services Contractor shall provide landscape services and landscape staffing (professional, bonded, and uniformed) for Yerba Buena Gardens Central Blocks 2 and 3. (Bound by Mission Street, Folsom Street, 3rd Street, and 4th Street; and its surrounding sidewalks.) With the General Manager, the Landscape Services Contractor will develop, implement, and manage the landscape maintenance plan and protocols for Yerba Buena Gardens, that will address the landscape requirements needed to ensure public safety and protection of the

Gardens and property. The plan must be approved by YBGC and within the plan the Landscape Services Contractor will provide a certification and training program for all its staff. The Landscape Services Contractor will ensure its staff are kept up to date on industry best practices, and will proactively seek out continuing education opportunities when appropriate.

It is the goal of YBGC to implement water savings strategies wherever possible. It is the expectation of YBGC that the Landscape Services Contractor is also committed to this goal and will provide YBGC with best practice recommendations. Landscape Services Contractor agrees to participate in landscape improvement planning meetings and collaborate with local agencies, including but not limited to, San Francisco Department of the Environment and SFPUC.

GENERAL

- Provide supervised labor (three full-time dedicated employees, irrigation technician, and other supervised labor) as necessary to maintain all outdoor areas and components and all related systems in an attractive, usable, and safe condition, pursuant to Yerba Buena Gardens specifications and manufacturer's recommendations.
- Provide uniforms for on-site staff, to include brown hats, green shirts, brown pants, and jackets, in a "khaki" or "brown" style. Exact uniform style developed by contractor and approved by YBGC.
- Areas of responsibility will be for all systems and improvements within the Gardens, including, but not limited to, those listed in this Scope of Services. Contractor shall have one groundskeeper available for impromptu consultations and meetings. Additional work, aeration, and color rotation to be performed by special crew and supported cooperatively by on-site staff.
- Immediately advise YBGC of any necessary repair or replacement of landscape items. Such additional repairs are for "major" replacement and repair which is above and beyond included and minor maintenance and repair items as listed below in various subsections. Contractor will submit cost estimates of repairs for YBGC approval. Repairs or replacements required as a result of Contractor negligence will be made at Contractor's expense. Approved repairs and replacement will be made by the Contractor in a timely manner and in accordance with YBGC specifications.
- Provide all landscape plant and maintenance supplies and equipment necessary for landscape maintenance tasks, including but not limited to: plants, soil, mulch, fertilizers, weed control chemicals (ie: vinegar, neem oil), equipment and equipment fuel, and maintenance tools for the maintenance and repair of Gardens landscaping.
- Maintain all areas in a neat and orderly appearance, maintain all landscape areas free of litter/trash/debris. Remove all debris generated by maintenance work at the end of each day to on-site debris and green waste disposal areas provided by YBGC.
- Maintain all planter soil and mulch levels high enough so that planter interior walls do not show.
- Maintain and immediately repair damage to utility lines and other site improvements resulting from Contractor's work.

- Provide the following inspections by Contractor on-site staff and management, at frequencies agreed between YBGC and Contractor:
 - Safety inspection
 - Storm system inspection (inlets only)
 - Planter drainage inspection (inlets only)
 - Woodwork inspection (issues reported as observed)
 - Lighting inspection (issues reported as observed)
 - Vandalism inspection (issues reported as observed)
 - Horticultural inspection
- Attend maintenance walk-throughs with YBGC and provide follow-up reports.
- Provide Soil Fertility Reports, with analysis, from approved testing laboratories, twice per year.
- Maintain and submit the following:
 - Monthly Landscape Maintenance Report.
 - Product submittals, with photos, for any proposed repair work.
 - As-built drawings (reproducible) of any changes made to garden improvements by Contractor.
 - Develop and implement, upon YBGC approval, a safety plan governing work performed by maintenance personnel in public areas. The plan will include appropriate training of Contractor personnel.

PLANTINGS

- **Lawn**
 - All work necessary to maintain lawn in vigorous, healthy condition, including, but not limited to, mowing, watering, dipping removal, edging, thatching, aerating, fertilizing, weeding, seeding, and minor soil amending and disease and pest control.
 - Replacement of sod is excluded, unless considered minor and with any stated allowances.
- **Ground Cover**
 - All work as specified for lawn, except mowing and thatching.
 - Trim, edge, and/ or prune to re-invigorate growth and maintain neat appearance.
 - Cultivate.
 - Limit any erosion potential. Perform replenishment of mulch at a minimum of every 6 months.
 - Apply amendments to improve soil condition.
- **Trees**
 - All work necessary to achieve continued, healthy growth, including watering, checking and adjusting stakes and ties, fertilizing, weeding, and disease and pest control.
 - Prune trees up to a 15' height level as needed and at least once a year to create and maintain an attractive, strong, healthy and hazard-free branching structure. Major

structural pruning and other needs of trees above 15' is excluded and to be performed by certified arborist.

- Prune to maintain and accentuate each species' natural growing habits.
- Contractor must conform to the tree maintenance standards and requirements of the latest edition of the "Pruning Standards for Trees, City and County of San Francisco" available from the San Francisco Department of Public Works, Urban Forestry Program.
- A certified arborist will be consulted when necessary.

- **Shrubs and Perennials**

- All work as specified for trees, as applicable.
- Prune or trim shrubs at least twice a year, and more often if necessary, to maintain vigorous growth and a neat appearance.
- Apply special mulching and fertilizers for Azaleas and other acid-loving plants.
- Apply amendments to improve soil conditions. Annual and perennial planter beds to be amended 2 or 3 times per year to maintain soil in a healthy condition and re-establish grade.

- **Annuals & Perennials**

- Maintain and install appropriate sized plants in a blooming and/or ready to bloom condition when planted.
- Remove faded flowers to prolong bloom.
- Hand weed twice monthly.
- Provide documentation of any deviations from the color rotation schedule throughout the course of the year.
- Fertilize and control pests and disease.
- Hand water plants in planter pots.

- **Weed Control**

- Hand weed to control proliferation of weeds. Hand weeding and/or vinegar application preferred.
- Obtain YBGC approval of any chemical use, if necessary, to control proliferation of weeds.
- All methods and products to be in accordance with San Francisco Department of Environment Integrated Pest Management Ordinance.

- **Fertilization**

- Fertilize as necessary to maintain vigorous, healthy growth.
- Obtain YBGC approval of materials and rates.
- All methods and products to be in accordance with San Francisco Department of Environment Integrated Pest Management Ordinance.

- **Pest and Disease Control**

- Inspect for diseases and pests and control any discovered diseases and pests using approved methods under the direction of a licensed Agricultural Pest Control Operator.
 - Emphasize Integrated Pest Management ("IPM").
 - Obtain YBGC approval before any chemical use.
 - All methods and products to be in accordance with San Francisco Department of Environment Integrated Pest Management Ordinance.
- **Butterfly Garden (Northeast Quadrant of Meadow)**
 - Exercise great care to avoid damage to preferred butterfly species in all life stages, (egg, caterpillar, pupa, adult).
 - Exercise great care to distinguish butterfly food and nectar plants from weeds.
 - Ban use of chemicals in or near this area.
 - Obtain YBGC approval of any pest control measures.
 - Change water in boulder bowls.
 - Monitor butterfly activities.
 - Train gardeners accordingly.
 - Contractor will monitor butterfly activity throughout the Butterfly Garden and provide as much specific information as possible about species, life stage and activities in a report.
 - Rotate larval and nectaring plants to attract various butterflies throughout the year.
- **Sister City Garden (Upper Terrace Flowing Beds)**
 - Provide similar care to flowering perennials as is provided to annuals.
 - Assist YBGC in identifying botanical nomenclature for any signage desired by YBGC.
 - Keep plants below a height of four feet, except where otherwise directed by YBGC.
- **Vines**
 - Work as specified for trees, as applicable.
 - Prune regularly to encourage dense, compact foliage and to establish main leaders.
 - Contractor to provide additional wall and trellis attachment recommendations to YBGC. YBGC Engineering Department to oversee and facilitate the installation of attachments to YBGC property.
 - Prune Bougainvillea to keep all growth out of pedestrian path of travel along fountain ramps and to direct growth to cascade down outside fountain walls.
- **Root Care**
 - Inspect shrubs and raise anywhere root crowns have settled below soil level. Periodically inspect shrubs and trees and remove soil and mulch to expose root crowns as needed.
- **Replacement of Plant Material**
 - Contractor will replace, at Contractor's expense, any plant material that is damaged or disfigured as a result of negligent acts or omissions in the performance of their

work. (Replacements will be of similar size and species as damaged or disfigured plants).

- Minor plant replacement is included. Minor replacement is defined as a few plants within an existing stand of plants of the same species.
- **Learning Garden**
 - Maintain as per specifications provide by YBGC.
 - Assist with the coordination of the curriculum for the children’s learning programs.
 - The Contractor will also provide planting and monthly maintenance assistance in the Learning Garden, which will include weeding, fertilizing, integrated pest management, thinning, composting, and plant removal.
- **Storm System**
 - Inspect landscape catch basins regularly to assure proper working order in coordination with YBGC Engineer Department.
- **Irrigation**
 - Landscape Services Contractor will develop and maintain a digital irrigation system map, and provide it to YBGC upon request.
 - Watering schedules to be provided to YBGC monthly.
 - Inspect system weekly to assure proper function.
 - Adjust watering levels as necessary to maintain healthy plant material while developing reasonable drought resistance and not over watering.
 - Adjust for seasonal and weather variations.
 - Adjust separate circuits for the needs of the plants served by each.
 - Adjust heads and make minor repairs as necessary to maintain optimal coverage.
 - Immediately repair any breaks, leaks, broken heads or other malfunctions.
 - Provide routine maintenance per manufacturer's recommendations.
 - Contractor to maintain irrigation system in operable condition. Minor repairs to heads and laterals, downstream of the valves are included. Minor repairs are defined as those, which can be performed within the scope of the onsite crew, without significant disruption of their daily operations. Troubleshooting and repairs to valves, mainlines, and controllers are excluded.
 - YBGC responsible to provide adequate water delivery that supports Contractor’s irrigation programming matrix and controller schedules. Contractor to maintain and provide digital irrigation system matrix to YBGC.

Health and Safety

- Contractor to provide the necessary MSDS sheets for chemicals used in Yerba Buena Gardens.
- Keep Safety Handbook in Landscapers Area.
- Provide and Post Emergency Phone Numbers in Landscapers Area.

CONTRACT AWARD

YBGC may make such investigation, as it deems necessary, prior to the award of this contract to determine the conditions under which work is to be performed. YBGC will take into consideration, but not be limited to: Landscape Services Contractor experience and industry reputation, location, and sufficient personnel and equipment to properly perform all services called for under the contract. The Landscape Services Contractor must be able to demonstrate its capabilities, including evidence that it possesses adequate facilities and financial resources to fully comply with the requirements of the service agreement, prior to award and at any time during the service agreement term or any extension thereof. YBGC reserves the right to inspect Landscape Services Contractor's place of business prior to award or at any time during the contract term or any extension thereof, to aid YBGC in determining Landscape Services Contractor's capabilities and qualifications. YBGC reserves the right to reject any proposal on which the information submitted by Landscape Services Contractor fails to satisfy YBGC and is unable to supply the information and documentation within the period of time requested. YBGC reserves the right to terminate these contracts if information requested from and submitted by Contractor fails to satisfy YBGC is unable to provide the information and/or documentation within the period requested. Failure to disclose or falsify statements may result in immediate disqualification of the proposal from receiving further consideration, cancellation of award, or termination of a service agreement. Final awardee will be required to comply with Yerba Buena Gardens Conservancy and City and County of San Francisco insurance and indemnification language. Insurance language will be provided to any bidder upon request.

QUESTIONS

Contact General Manager, Bri Maughan at 415-707-3901, bmaughan@ybgardens.org. Should you like to set up a site visit to walk with the General Manager and Operations Director, please contact Administrative Assistant, Lisa Moreno, lmoreno@ybgardens.org.

SUBMISSION OF PROPOSAL

Please know that a proposal submitted received after 11:00 am on October 30, 2020 will be deemed non-responsive and will be rejected. After a proposal has been submitted, no modifications to the proposal will be allowed.

Thank you, we look forward to reviewing your proposal.

Sincerely,
Scott Rowitz
Scott Rowitz

Bri Maughan
Bri Maughan

Executive Director

General Manager