

**Boston Public Health Commission  
Property Management Division**



**Request for Proposals (RFP)**

**Agricultural Use of Farm Land on Long Island**

June 14, 2021

**ADVERTISEMENT**

**BOSTON PUBLIC HEALTH COMMISSION**

**PROPERTY MANAGEMENT DIVISION**

**Use of Agricultural Land for Farming Purposes on Long Island**

**(Contract term July 15, 2021 – November 2024, with option to renew for one additional year)**

**INVITATION TO INTERESTED, RESPONSIBLE AND COMPETENT PERSONS, FIRMS OR ENTITIES TO APPLY AND QUALIFY FOR LICENSE AGREEMENTS WITH THE BOSTON PUBLIC HEALTH COMMISSION**

The Boston Public Health Commission, acting through its Property Management Division, invites competent persons, firms, or corporations to submit a Request for Proposals and thereafter, if selected, enter into a memorandum of understanding (MOU) for the use of selective agricultural land for farming purposes at Long Island.

Copies of the RFP application and related contact documents may be obtained at: [www.bphc.org/RFP](http://www.bphc.org/RFP) on or after June 21, 2021.

**APPLICATIONS MUST BE SUBMITTED DIRECTLY TO: PROPERTY MANAGEMENT DIVISION OF THE BOSTON PUBLIC HEALTH COMMISSION c/o Michelle MacDougall – 785 Albany St., 2nd Floor, Boston, MA 02118. Proposals must be submitted in a sealed envelope. The front of the envelope must be labeled “Long Island Farm Use - Month, Day, Year”. Applications submissions will be accepted until 2:00pm on July 8, 2021.**

The Boston Public Health Commission (the Commission) will require a Contract Information Session for contractors interested in participating in the RFP process. The informational session will be held on June 29, 2021 at 8am, at 1 Victory Rd. Quincy, Ma. 02169, a ferry will leave at that TIME to bring all interested parties to Long Island to view the site. Interested applicants will meet with Project Manager and ask questions about the RFP process as well as the site conditions.

The Boston Public Health Commission reserve the right to award a contract to the most advantageous proposals to BPHC and its programs and in accordance with those applications as the Awarding Authority determines to be in the best interest of the Boston Public Health Commission.

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## **TIMELINE**

June 20, 2021 Publication of RFP printed in The Boston Globe

June 22, 2021 Request for Proposal available at [www.bphc.org/RFP](http://www.bphc.org/RFP)

June 29, 2021 Pre-Bidding Conference will be held on Long Island. Ferry Access is provided from 1 Victory Rd. Quincy, MA, 02169

July 1, 2021 Questions are due in writing by 4:00 PM to [mmacdougall@bphc.org](mailto:mmacdougall@bphc.org)

July 6, 2021 Responses to questions will be posted on the website [www.bphc.org/RFP](http://www.bphc.org/RFP) on July 7, 2021 and will be distributed via e-mail to all RFP form recipients.

July 8, 2021 RFP due by 2:00 PM via email or original hard copy

***NO EXCEPTIONS TO THIS DEADLINE***

July 12, 2021 Notification of Decision

This is the desired date for notification of decision to award, however, BPHC has the discretion to extend this time period without notice to the proposers. All proposals shall remain valid and open for a period of one hundred and twenty (120) days from the proposal submission date, unless a proposer notifies BPHC of its withdrawal.

## **OVERVIEW**

The City of Boston (“City”), is the current owner of certain parcels of land situated on Long Island, Boston Harbor Islands (“the Island”), consisting of approximately 55,300 square feet and as shown on Exhibit A and pursuant to an agreement between the BPHC and Camp Harbor View Foundation, Inc., Camp Harbor View Foundation, Inc. operates a summer camp on the parcels more specifically identified “the Camp”.

Until the campus’s closure on October 6, 2014, BPHC operated social service and shelter facilities on the above referenced parcels. The parcel more specifically identified on the Plan with a red square. (“the Licensed Property”) was previously used by the BPHC as a working farm to service its social services and shelter clients. In June 2016, the City and BPHC established a pilot program for the temporary utilization of Licensed Property to assess the feasibility of allowing farming operations in partnership with the Camp Harbor View Foundation, to further the City and BPHC’s goals of productive land use and active, educational fulfillment for city youth during their participation at Camp Harbor View’s summer camp sessions.

The BPHC issues this RFP to select a partner that will enter into a Memorandum of Understanding and License Agreement for use of the farm parcel for organic farming use. The awarded proposer will enter into an agreement with BPHC for an initial period of three (3) calendar years, with option for renewal, at the discretion of the Commission. The applicant that meets the required components of this RFP in a way that is most advantageous to the Commission and outlined in detail in Scope of Service within this RFP.

BPHC reserves the right to waive any and all formalities and to reject any or all proposals.

## SCOPE OF SERVICE

The Commission's goal is to partner with an entity that will use the farm parcel to grow produce through organic farming practices. The awarded proposer will have the opportunity to enter into a three-year license agreement with BPHC for use of the parcel, with anticipated growing and harvesting seasons of April through November of each year. The awarded proposer will also be required to donate 75% of the produce it grows each growing season to the Camp and will be permitted to keep the remaining produce it grows and harvests for its own purposes. However, BPHC will highly consider those entities that are willing to donate more than the required 75% of the produce to the Camp. In addition, the awarded proposer will be required to provide campers of the Camp with gardening and farming programs at least weekly throughout each growing season as well as provide fresh, locally grown produce to the Camp. The awarded proposer shall propose to grow crops of organic produce that can be used by the Camp to create fresh, healthy meals (vegetables, fruits, etc.) and will demonstrate that it will use organic farming practices. BPHC will negotiate final license terms upon selection. The awarded proposer will be responsible for all costs it incurs in carrying out its farming operations under this RFP.

Boston Public Health Commission will:

- Provide the Licensed Property for use by the awarded proposer for the Term.
- Provide administrative/technical assistance and coordinate communication among awardee and the Camp as needed.
- Review and have final approval of all use plans for the Licensed Property.

The awardee will fulfill the following:

- Maintain the Licensed Property as an organic urban farm.
- Be responsible for all costs incurred in accessing, setting up, operating, and maintaining the farm.
- Be responsible for all costs associated with transporting staff, equipment and produce to and from the Licensed Property.
- Acquire and pay for all utilities associated with farming operations, including provided the Neptune water submeter for tracking water use.
- Produce organic food with the best agricultural management practices.
- Develop and provide programs to the Camp that showcase urban farming and connect the community with organically grown food and the land on which it is grown.

The Scope of Service is to be used as a general guide and is not intended to be a complete list of all work necessary to complete the project. Offerors may include additional scope details as part of their project plan. In determining the selected proposer, the following shall be considered: ability, capacity, and skill of the proposer to perform in accordance with the terms of the agreement; the character, integrity, reputation, judgment, experience, and efficiency of the proposer; the quality of the performance in previous or existing urban farm operations; the financial resources of the proposer.

## **DESCRIPTION OF PROPERTY AND EQUIPMENT**

The Licensed Property is located on Long Island, as shown in Exhibit A. The Licensed Property was used and operated as a farm through Fall 2019 but operations were suspended in Spring 2020 due to the COVID pandemic. The awarded proposer will be responsible for providing all farming equipment and tools needed for farming operations.

**Access:** The awardee will be responsible for arranging and covering costs to and from Long Island, and its own ground transportation to and from the Licensed Property. The awarded proposer may contact the Camp to determine if cooperative transportation options are available.

**Utilities:** The plot has access to water through a spigot; however, the awarded proposer must agree to cover the costs of a Neptune water sub-meter, prior to planting any crops.

The installation of a Neptune water meter, provided by the awardee, will be required for two purposes: 1) Quantify the water usage and bill lessee accordingly and, 2) Obtain a Sewer rebate from BWSC.

The awardee shall reimburse BPHC all costs associated with water consumption.

## PROPOSAL REQUIREMENTS

Proposals must be addressed with the items listed below.

### 1. Cover Letter

A cover letter signed by the Offeror's authorized representative shall accompany the proposal. The letter shall contain the name and address of the business organization submitting the proposal, and the name, address, telephone number, and title of the Offeror's authorized representative. The letter may include a brief introduction and executive summary of the proposal. Submission of the letter will constitute a representation by your organization that your organization is willing and able to perform the commitments contained in the proposal. Include in the Technical Proposal envelope.

### 2. Offeror Profile

This section constitutes a general description of the business and experience of the Offeror as well as any references of similar works provided. Include in the Technical Proposal envelope.

### 3. Scope of Service Response Proposal

This section, containing the Licensee's Own Use Proposal, For the Camp Proposal, and Detailed Use Plan (together, the Complete Proposal) constitutes the Offeror's description of its approach/methodology to the Scope of Services, specific resources, and project work plan for this engagement, including personnel, and a description of the specific methodology your organization will utilize to complete the Scope of Services, and any unique and particularized capabilities that the Offeror brings to the project that will provide expert guidance to the BPHC with respect to operating an urban produce farm and providing educational programs for City youth. Include a projected timeline and a description of each step along the timeline. Past examples of similar successful projects are encouraged. This section is a critical component of the proposal and should include a detailed description of the Offeror's work plan and project organization and should be tied to the comparative evaluation criteria in this RFP.

#### A. Proposal for use of the land for the Licensee's Own Use

This portion of the Combined Proposal shall detail how the Licensee will use produce it grows and harvests for its own purposes, understanding that no more than 25% of the crops grown and harvested can be used for Licensee's own purposes.

B. Proposal for the use of the land to benefit the Camp

On a periodic basis throughout each growing and harvest season during the Term of the License Agreement, the Licensee will be required to deliver a percentage of crops it grows on the Licensed Property to the Camp, at no cost to the Camp. The percentage of crops the Licensee will deliver and the frequency of deliveries shall be agreed to by the parties and the Camp. However, at least 75% of the crops shall be designated for the Camp. In addition, throughout the Camp season, the Licensee shall offer gardening and urban farming programs to campers of the Camp, upon a schedule and upon terms as agreed to by the parties and the Camp, provided that such programs shall be offered no less frequently than once a week. This portion of the Combined Proposal shall provide, in as much detail as necessary, an estimate of the amount of produce to be delivered to the Camp (in total for each growing season and for each delivery), a timeline of the periodic deliveries, and a narrative and timeline for the specific educational opportunities and the gardening and urban farming programs that the Licensee will provide to the Camp.

C. Detailed Use Plan

To the best of its ability, the Offeror shall describe, in this portion of the Combined Proposal, the use plan for the site, describing the gardening and or farming tools and methods that it will use on the farm parcel and the estimated amounts and types of specific crops that it plans to grow thereon, along with a timeline of when specific crops will be planted, tended, and harvested, throughout the initial three-year term of the Use Agreement.

4. Qualification Description

A description of qualifications, which shall include but not be limited to:

- A. A business profile that identifies the length of time in business and locations of prior or current operations that are similar in nature.
- B. A description of current farming operations (if any), including number of total acres or square footages managed, purpose of operations (e.g. vegetables, herbs, other) and management practices regarding soil conservation, soil fertility and nutrient management, pest management, etc.
- C. A description of experience (if any) as lessee and/or operator of land for any type of farming operation, and if applicable, current reference information from your lessor(s).

5. Financial Statement: A current financial statement

6. Statement of Interest

A statement regarding your interest, if any, in a lease term beyond the initial term of three years, and if applicable, a description of the long-term goal(s) over the proposed operations.

7. Standard Contract Forms and Minimum Qualifications

The Offeror will fully complete the forms as listed on the Proposal Checklist, Standard Contract Forms, and return the signed forms with the proposal. The Offeror will be required to complete other standard forms upon contract award. The Offeror must also complete the Minimum Qualifications checklist, to be included in the Technical Proposal envelope. The awarded proposer will be required to sign a license agreement/lease with BPHC which will incorporate the Standard Contract Forms by reference and shall contain the following provisions:

8. Insurance Requirements

Candidate shall maintain at a minimum General Liability, Property Damage, Employers' Liability, Worker's Compensation and Motor Vehicle Liability (personal Injury and Property Damage) and such other liability insurance coverage as may be required hereunder sufficient to protect Contractor and BPHC from any risks or claims which may be associated with this Contract and as are customary in Contractor's business and shall provide BPHC with evidence of such coverage. For general liability insurance, coverage will be at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. In the event any changes occur in such liability coverage during the period of performance, Contractor shall notify BPHC of such changes and shall provide BPHC with new evidence of coverage. For this lease agreement, BPHC will require that BPHC be named as an Additional Insured on any applicable policies.

## **SUBMISSION**

All proposals must be received via email or original hard copy no later July 8, 2021 at 2pm to be considered.

### **Email**

Proposals may be submitted via e-mail to: [mmacdougall@bphc.org](mailto:mmacdougall@bphc.org) in pdf format with the subject title “Long Island Farm Use Proposal”.

### **Original Hard Copy**

Submit the following two (2) original proposals signed in blue ink, numbered consecutively, unbound, and single-sided via hand delivery or mail to:

Boston Public Health Commission  
c/o Michelle MacDougall  
785 Albany St. 2nd Floor  
Boston MA 02118.

Clearly mark each envelope: 1) Company Name and Address; 2) “Long Island Farm Use Proposal”

Proposals or any parts thereof received by the Commission after the time and date stated above will be rejected as non-responsive to the RFP. Delivery of proposals to any office or location other than the location specified below will not constitute receipt by the BPHC. It is the sole responsibility of Offerors to ensure that Proposals are received at the proper location, prior to the stated deadline. Offerors should plan accordingly for timely delivery. Faxed proposals will not be accepted.

BPHC accepts no financial responsibility for costs incurred by any Offeror in responding to this RFP. All responses and materials related to this RFP will become the property of the BPHC upon submission. Please note that all proposals will be public record. Do not submit confidential information in Proposal.

In the Proposal, the Offeror presents its experience and approach in response to the project requirements set out in this RFP. The Technical Proposal will be in large part based on the

response to the Scope of Services in Section 4.1 and will include all information requested in the RFP except for prices or costs.

### **PROPOSAL CHECK LIST**

The items in this section constitute the Offeror's total proposal:

- Cover Letter
- Offeror Profile
- Licensee's Own Use Proposal
- For the Camp Proposal
- Detailed Use Plan Proposal
- Qualification Description
- Financial Statement
- Statement of Interest
- Standard Contract Forms and Minimum Qualifications
- Insurance
- [indemnification]

### **PROPOSAL FORMAT**

Please use the following as a guideline to format the submitted proposal:

Document format – Any digital submissions must be “pdf” documents.

Length and font size - Please use fonts no smaller than 12 points.

Title Page – “Boston Public Health Commission – Long Island Farm”; company name; address; website address; telephone number; fax number; email address and primary contact person.

Cover Letter – Signed by the person or persons authorized to sign on behalf of the organization.

Proposal – Discuss your proposed lease agreement and provide the information outlined in “Required Components of the Proposals”.

Attachment – Include references in this section along with other attachments.

## EVALUATION AND SELECTION

Evaluation of proposals and selection will be performed by BPHC. The three highest scores will be shortlisted and selected for an interview. BPHC may conduct interviews and will make recommendations on which proposal to accept for purposes of lease negotiations. The lease agreement will be offered to the most advantageous proposal, taking into consideration all evaluation criteria as well as price. The BPHC reserves the right to waive any informality and accept or reject any and all bids at its sole discretion.

The Evaluator or Evaluation Committee will complete its evaluation of the Combined Proposal as a single submission, each main subsection having equal weight to the value of the overall submission. Proposals that meet the requirements, as stated herein, will be evaluated with the following criteria:

Suitability of the Proposal – The proposed lease agreement meets the needs and criteria set forth in the RFP.

Alignment to current BPHC programs – Ability of candidate to donate  $\frac{3}{4}$  of produce to Camp Harbor View.

Management Practices – The successful applicant shall demonstrate a commitment to sound land stewardship by following accepted practices that protect soil, water and other resources.

Proposed annual lease cost – The financial benefit of the BPHC.

Candidate Profile and Experience – Candidate has successfully managed similar operations and has the qualifications necessary to conduct the intended activities. The character, integrity, reputation, and judgment of the candidate shall also be considered.

Capacity – Candidate has appropriate staff to successfully manage operation. Candidates have adequate financial resources to successfully start-up and sustain the operation.

Public Value – Adding Value to the greater community will be viewed favorably. Examples may include farming operations and facilities that are accessible to the public or BPHC employees

and clients or programs; A positive and meaningful contribution to the local economy and/or contribution to local food security.

Long-term Goals / Plans – A clear articulation of a viable goal which continues to demonstrate sensitivity to the stewardship of the land, social justice through food security. The soundness and completeness of the submission, regarding the candidate long term plans as described in “Required Components of the Proposals”

Proposal / Presentation – The information is presented in a clear, logical manner and is well organized.

### **SUPPLEMENTAL INFORMATION**

Exhibit A. Below a Bird’s Eye view of the farm parcel on Long Island

