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August 15, 2024

The Yerba Buena Gardens Conservancy (“the Conservancy”) is accepting proposals for the **Folsom Street Staircase Landscaping Project**. We invite your firm to submit a proposal no later than **5:00pm on Friday, September 2, 2024**. A description of our organization, 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 security services to sustain cost efficiencies. Oversight is by the City as landlord, auditor, and technical advisor.

CONSERVANCY REQUIREMENTS

The landscape Contractor (“Contractor”) will be required to comply with all applicable Conservancy requirements including, but not limited to, the City and County of San Francisco’s Non-Discrimination in Contracts and Benefits Ordinance, Prevailing Wage (LCP Tracker payroll submission required) and 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](#).

PROPOSAL TIMELINE

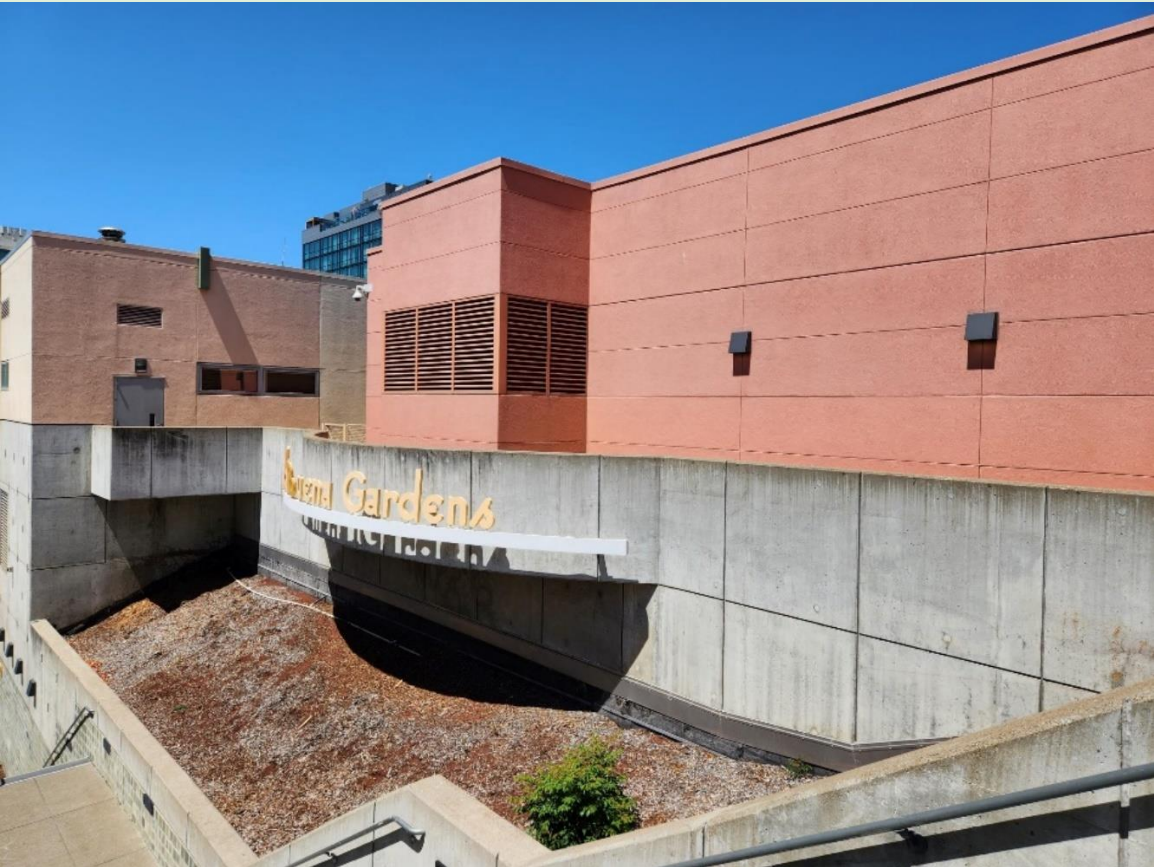
RFP Released	August 15, 2024
Proposal Due Date	September 2, 2024 @ 5:00pm

MINIMUM QUALIFICATIONS

ITEM	REQUIREMENT	TO SUBMIT WITH BID
MQ 1	<p>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 the state of California.
MQ 2	Contractor has five (5) years of experience as a landscape service provider.	Photocopy of business formation documents showing formation date.
MQ 3	Contractor has provided five (5) client references, that satisfy the following: <ol style="list-style-type: none">1) The Contractor provided services to within the last two (2) years.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.	
MQ 4	Contractor to be able to meet YBGC’s insurance requirements, and provide proof, prior to the commencement of the project. Available upon request.	

FOLSOM STREET STAIRCASE PLANTER

The Folsom Street planter showcases the staircase between South of Market Child Care and Yerba Buena Ice Skating & Bowling Center, and is a main entrance to the Gardens for the surrounding community. This project is vital to draw the public into the Gardens by enhancing the welcoming aesthetics of this entrance. Great attention to detail and workmanship required.



PLANTING CONCEPT



SERVICES TO BE PERFORMED

Planter Measurements (approximations):

- Width: 13'
- Length: 65'
- Approx. 845 square feet
- Approx. 1690 cubic feet, with addition of up to 2' feet of new soil

Project Summary:

Remove and amend existing soil in sloped planter, installation of new soil, irrigation, and landscaping as outlined below. This is a turnkey project. The Contractor to provide all items necessary for a complete, safe, successful soil, irrigation, and landscaping installation as described including, but not limited to demolition, disposal, tools, site protection, public safety implementation, signage, labor, training, supervision, parking-plans, permits, lane closures, etc. Contractor must have previous experience working with public entity clients who make project changes due to unforeseen circumstances during the course of the project.

Contractor to provide:

- Site inspection to determine the exact square footage of replacement and necessary equipment, and include all required equipment in proposal.
- Schedule – start & finish dates and key-project milestones.
- Specs-square footage & elevations.
- Proposed changes to existing soil levels, quality, amendments, etc.

- Proposed drip-irrigation system layout.
- Proposed landscape planting plan per YBGC design.
- Public safety at all times. Keep the work area safe and clean of any debris and/or equipment when not in use.
- Parking on Folsom St meters only; White Zone not permitted for use for this project.

Contractor to remove:

- Existing topsoil.
 - test soil for required amendments.
- Dispose of all related project materials offsite.

Contractor to install:

- Additional 1' – 2' of new soil, grade for leveling, for the best growth of trees and plants.
- Jute netting or similar to prevent erosion.
- Irrigation system, may include: irrigation lines, valves, valve boxes with lockable/anti-theft lids, and accessories. Valves must be compatible with new property irrigation control system.
 - Confirm new irrigation system is operational. Thorough establishment watering prior to project completion.
- Landscape
 - 3 Trees (24" or 36" boxes)
 - Purple Jacaranda Trees
 - Blooming Shrubs:
 - 5-gallon Tibouchina Urvilleana (purple Princess Flower)
 - 5-gallon Alcea Rosea (Blue Bacopa Hollyhock, or similar light purple)
 - 1-gallon Eriophyllum Confertiflorum (yellow Yarrow)
 - Contractor to determine appropriate count of each variety of blooming shrubs.
 - ¾ inch Fir Bark mulch.

REQUEST FOR INFORMATION

Requests for additional information and/or a Job Walk, must be sent via email to the General Manager, Bri Maughan, at bmaughan@ybgardens.org. All potential addendums, responses, and additional information will be distributed to all bidders, regardless of who made the request. YBGC reserves the right to determine the timing and content of the responses, if any, to all questions and requests.

CONTRACT AWARD

The Conservancy will award the contract to the bidder it considers will provide the **best overall service**. Priorities considered in the evaluation and selection process: 1) best price reasonably attainable, 2) vendor performance and reference review, and 3) Minority and Women Owned Businesses MBE/WBE.

Prior to the award of this contract and at any time during the contract, the Conservancy may make such investigation as it deems necessary to determine the conditions under which work is to be performed. The Conservancy will take into consideration Contractor's experience and industry reputation, location, and sufficient personnel and equipment to properly perform all services called for under the contract, and Contractor's ability to demonstrate its capabilities, including evidence that it possesses adequate facilities and financial resources to fully comply with the requirements of the service agreement.

The 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.

Thank you, we look forward to reviewing your proposal.

Sincerely,

Bri Maughan
General Manager
Yerba Buena Gardens Conservancy