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(213) 202-2633 FAX (213) 202-2614

November 2, 2020

To Whom It May Concern:

The City of Los Angeles (City) Department of Recreation and Parks (RAP) is seeking to identify a qualified and capable non-profit organization to assist with the operation and maintenance of the garden at EXPO Center ("EXPO Garden"), located within the grounds of EXPO Center, south of and adjacent to the Ahmanson Senior Center building at 3990 Bill Robertson Lane, Los Angeles, CA 90037. The selected organization will be responsible for the provision of gardening activities and/or programs of a recreational nature, in coordination with EXPO Center staff to support existing EXPO Center programs and initiatives.

RAP has issued this Request for Interest (RFI) to identify potential candidate organizations from the non-profit sector, who are qualified and sufficiently capable of providing gardening programming related to growing and harvesting fruits, vegetables and herbs. With the assistance of EXPO staff, the selected agency will develop and implement garden related recreation programs for EXPO Center members (ages 4 to 70+), and participation in the operation of EXPO Center community events.

This RFI is posted on the Los Angeles Business Assistance Virtual Network (LABAVN) website at www.labavn.org, and on the RAP website at www.laparks.org/proposal under the "Business Opportunities/Proposal" page. The deadline to submit a response to this RFI is Friday, December 18, 2020, by no later than 4:00 pm. Questions regarding this RFI may be emailed to Raymond Chang, Management Analyst at Raymond.Chang@lacity.org; or call (213) 202-5600 to speak with Mr. Chang directly.

We encourage you to respond if you have an interest in providing community gardening services and programs at the EXPO Garden, compatible with the mission and vision of RAP, as stated in the RFI. We look forward to receiving your information.

Sincerely,

BELINDA JACKSON,
Executive Director, EXPO Center



November 2, 2020

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

REQUEST FOR INTEREST: PROVISION OF GARDENING SERVICES AND/OR PROGRAMS OF A RECREATIONAL NATURE AT THE EXPO CENTER GARDEN

The primary purpose of this Department of Recreation and Parks (RAP) Request for Interest (RFI) is to identify a qualified and capable, non-profit organization to assist with the operation and maintenance of the garden at EXPO Center ("EXPO Garden"), in coordination with EXPO Center staff for the provision of gardening services and programs of a recreational nature, for the benefit of EXPO Center members whose ages range from 4 to 70+.

About EXPO Garden

- The Garden is not a community garden in the traditional sense;
- The maximum occupancy of the Garden is 30 people, subject to possible future reductions in capacity in response to the COVID-19 pandemic and social distancing mandates;
- The size of the Garden is approximately 1/4 acre;
- The Garden presently consists of 19 raised garden plots, subject to future expansion and/or modification;
- There is no commercial activity allowed at EXPO Garden, nor are any sales of harvested vegetation, fruits and herbs allowed;
- All participants must be a member of EXPO Center in order to participate in the Garden program. Garden activities and services are provided for the primary benefit and enjoyment of EXPO Center members, in accordance with RAP policies and protocols, and subject to the sole discretion of the EXPO Center Executive Director or designee; and
- EXPO Center does not charge membership fees for participation in Garden programs. However, permit fees are charged for third-party special events or programming utilizing the Garden that are unrelated to EXPO Center programs.

The selected organization will be compensated at the rate of \$28.37 per hour for providing gardening classes to EXPO Center members, subject to approval by the EXPO Center Executive Director. Depending on demand for classes from EXPO Center members, the selected organization will provide one or two 2-hour classes each day, one to three days a week from Tuesday to Saturday. The selected organization will be paid for each 2-hour class and 1-hour prep time for each class, up to 6 hours daily. Time spent by the selected organization in the Garden planting, harvesting, holding community events and opening the Garden to the community will not be compensated, but required and subject to schedule coordination with the Executive Director or designee.

RAP will continue to pay for operating and maintenance expenses, related to costs of materials and utility expenditures for the GARDEN. The selected organization shall support EXPO in operating and maintaining the Garden for EXPO members. Please note that EXPO will not be responsible for providing materials or paying expenses related to fundraisers held by the organization at the Garden, subject to Executive Director or designee approval.

The specific garden services expected of the selected organization include planting, maintaining healthy soil, apply correct fertilizers as needed, water and maintain moisture as needed, plant and space crops accordingly, mulch regularly, practice companion plant gardening methods, introduce new seasonal plants as needed, examine for unwanted bugs and pests, deadhead and prune all plants and tress remove all damaged limbs, maintain clear and free walkways, recruit volunteers, establish and teach farming camp program curriculum, provide farming camp program materials including pots, plants, aggregate etc., establish relationships to acquire donated supplies, harvesting fruits, vegetables, and herbs, conducting Garden classes, assisting EXPO Center with community events at the Garden once per quarter (every 3 months), and opening the Garden to the community once per month for tours and viewing. There may be additional organization duties identified in the future, which could be determined once the organization is selected and operation commenced. The duration of this program and expected commitment of the selected organization is one year to provide these garden services.

For purposes of this RFI, a **non-mandatory meeting to answer questions related to this RFI is scheduled for Thursday, December 3, 2020, at 10 am.** Immediately following the meeting, a tour and viewing of the Garden by potential candidates interested in responding to this RFI will be conducted. The meeting will be held in The Ahmanson Senior Center at the EXPO Center, located at 3990 Bill Robertson Lane, Los Angeles, CA 90037.

Questions

Any questions regarding this RFI must be submitted to RAP in writing within 7 calendar days of the meeting of December 3, 2020. Questions received after that will not be answered. Please email any questions to Raymond Chang at Raymond.Chang@lacity.org, and title the subject line as “**Questions to RFI: EXPO Center Garden**”. Responses to such questions regarding this RFP will be posted at the Los Angeles Business Assistance Virtual Network (LABAVN) website at www.labavn.org, and on the RAP website at www.laparks.org under the “Business Opportunities/Proposal” page. In order to view the question(s) and response(s) posted on LABAVN, one will first need to register on LABAVN by following available instructions at the website.

RFI Purpose and Information Requested

RAP’s primary goal for this RFI is to determine the most suitable candidate that would work in conjunction with EXPO Center staff to provide gardening services and/or programs of a recreational nature, compatible with RAP’s mission and vision for the benefit and enjoyment of EXPO Center members (“Members”).

RAP’s mission is to enrich the lives of the residents of Los Angeles by providing safe, welcoming parks and recreation facilities, and affordable, diverse recreation and human services activities for people of all ages to play, learn, contemplate, build community and be good stewards of our environment.

RAP’s vision is to provide affordable recreational, physical and cultural opportunities for all of Los Angeles residents, with a focus on families, youth development, and building healthy communities. The programs and services offered by RAP will provide excellent value and quality, and emphasize the equitable distribution of resources throughout the City by offering these programs in safe, attractive, and well-maintained facilities that will reflect the public’s needs and interests.

Please answer the following questions in your RFI response. Please be brief and concise and limit your answers to the specified page limit indicated for each question.

1. General Information (half page maximum)

Please provide the principal contact’s name, the name of the organization, address, telephone number(s), email address, and any other pertinent contact information.

2. Garden Services and Programs Experience (up to 1 page maximum)

Briefly provide a brief history of the organization, and its background and experience in providing public gardening services and/or programs.

3. Staffing (up to 1 page maximum)

State the number of personnel in your organization together with their relevant experience and skills that your organization would be willing to commit towards the operation of EXPO Garden related services and programs.

4. Staff Operating Hours (up to half page maximum)

With EXPO Center normal hours of operation in mind (Monday to Friday, 6:00 am to 8:00 pm; Saturday, 9:00 am to 5:00 pm; and closed on Sunday), please provide the days and hours during which your organization would be able to provide EXPO Center staff with assistance with the operation and maintenance of EXPO Garden, and Members to engage in gardening activities and/or recreational programs.

5. Funding Sources and Donations (up to half page maximum)

As appropriate, please provide your primary funding source(s) for the proposed services and programs that your organization will or may incorporate into EXPO Garden operations and maintenance. Do you expect any portion of your proposed operations at the Facility to be dependent on donations? If applicable, how does your organization normally solicit donations for in-kind services, materials, and/or cash? Approximately how much would your organization expect to receive in in-kind, product, and/or cash donations annually with respect to the EXPO Garden?

6. Outreach and Promotion (up to half page maximum)

How will your organization outreach to the community to promote gardening services and programs offered at the EXPO Garden?

7. Current Operations (up to 1 page maximum)

Describe your current operations, average number of personnel and annual budget for the last three (3) years (if applicable), including a description of your insurance policies and liability coverage, including Workers' Compensation (if applicable). Please provide the annual insurance policy premium (cost) if it is not a line item in your annual budget.

8. Additional Information (up to 1 page maximum)

Please provide any additional information you feel would be applicable or useful.

Administration of this RFI

Please email your response to this RFI, titled “**RFI Response: EXPO Center Garden**”, to rap.partnerships@lacity.org. Though email responses are preferred, we understand email may not be available to all respondents. Those who wish to respond by U.S. Postal Service (mail) may send responses to:

City of Los Angeles Department of Recreation and Parks
Attention: Raymond Chang, Partnership Section
221 North Figueroa Street, Suite 180
Los Angeles, CA 90012

The deadline for submission is 4:00 pm on Friday, December 18, 2020. Responses received after this time/date will not be considered.

Responders are solely responsible for all expenses associated with responding to this RFI. Mailed responses to this RFI will not be returned. All responses submitted will become the property of the City of Los Angeles Department of Recreation and Parks and will become public record.

RFI – EXPO Center Garden
November 2, 2020

Proprietary or confidential information shall be clearly marked and separated from the remaining elements of your response. In responding to this RFP, it is understood that the respondent shall indemnify the City from liability for withholding the information from public inspection.

The City reserves the right to cancel or reissue this RFI, or to change the deadline for submission or any other term of the RFI without obligation or liability. This RFI will be posted at the LABAVN website at www.labavn.org, and on the RAP website, www.laparks.org, on the “Bids/Proposals” page.

[SITE MAPS FOR EXPO GARDEN AND EXPO CENTER FOLLOW]

Site Map - EXPO Center and Garden

EXPO Center: 3990 Bill Robertson Lane, Los Angeles, CA 90037.



EXPO Garden (outlined in Red above and below), located adjacent to the Ahmanson Senior Center, within the grounds of EXPO Center (Green above)

