

**REQUEST FOR PROPOSAL (RFP)**  
**FOR**  
**COORDINATION OF COMMUNITY BASED VOLUNTEER**  
**BEAUTIFICATION EFFORTS**



RFP #####

CITY OF RIVERSIDE

**PUBLIC WORKS** DEPARTMENT

# Request for Proposal

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## **1. Background**

In 1953 Keep America Beautiful (KAB) was formed to bring public and private sectors together to develop and promote a national cleanliness ethic. This collaboration is facilitated through a network of 600 affiliates implementing a town-based approach to building and sustaining vibrant communities. Working with students, educators, government, business leaders, and the public, KAB helps produce cleaner, more beautiful public places.

Since 1976, Riverside has worked with non-profit organizations and the community to encourage local participation in educating the community and promoting volunteerism to address litter problems. The focus of the program is on education as well as implementation of programs to promote volunteerism for actual projects that help to keep Riverside clean and looking good. Clean up events to address items such as litter, graffiti, and weeds are encouraged as well as tree and shrub planting events to beautify the City. There is also a strong focus on the proper disposal of refuse to encourage recycling and responsible disposal of items such as household hazardous waste.

This Request for Proposals (RFP) is intended to solicit proposals from qualified Non-Profit organizations to develop and administer community beautification programs, recruit, train, and manage local volunteers, coordinate community beautification events and develop public/private partnerships to help educate the public and bring groups together for the benefit of the community. Proposals should demonstrate an organizations experience and ability to successfully execute the scope of services stated in this RFP and leverage resources to supplement the services with donations and in kind support.

## **2. Scope of Services**

The selected organization will be responsible for developing and implementing a comprehensive program to spearhead and coordinate year round public volunteer events and programs to help keep Riverside clean. The areas of focus will include but not be limited to litter prevention, waste reduction, graffiti removal, landscape beautification.

Scope of Services:

### **A. Beautification Projects and Programs**

1. Plan, prepare and execute 7 community cleanups, one in each ward, for litter prevention, graffiti removal, landscape beautification and tree planting.
2. Host two citywide community cleanups in conjunction with the City of Riverside CURE Incredible Bulk Events (Fall and Spring); to include an event with the Great American Cleanup in (May) and a second large event to include clean up of the Santa Ana River. Provide a minimum of 25 to 30 groups of volunteers cleaning 25 to 30 areas within the city at each event.
3. Administer the Adopt-A-Street Program and encourage increased participation each year through outreach efforts to local businesses, residents and volunteer organizations.

4. Conduct and calculate the city's Annual Litter Index.
5. Plan, prepare and execute community cleanup projects for specialized groups as needed.
6. Plan, prepare and execute litter cleanup for the Festival of Lights Switch-On Event the day after Thanksgiving.
7. Plan, prepare and execute a Clean Campus Competition to educate our youth on environmental awareness from K- 12 throughout the City of Riverside
8. Develop and implement Summer clean-up programs for community volunteers.
9. Upon request by the City, participate in community meetings and outreach events to spread the "litter prevention, waste reduction and beautification" message to all residents of Riverside.
10. Implement Project Green Wall, a program to identify locations within the City of Riverside where volunteers can assist by planting green material to prevent graffiti from reoccurring - Project irrigation will be pre- approved and supplied by the City of Riverside Public Works Department
11. Develop and implement a program to identify properties and assist properties in need of improvements and beautification. The goal would be to assist 1 property in each of the 7 wards.
12. As funding allows, develop new projects and programs that would support the City's beatification and community improvement efforts.
13. For Volunteer Events:
  - a. Include a check in and out process for all volunteer events which will include a review and acknowledgement of Safety procedures.
  - b. Email rules for the events to volunteer group coordinators prior to the event. In addition, add a note on the release forms for volunteers stating the volunteer acknowledges and will comply with the rules.
  - c. Each volunteer should be given an emergency number to call in case of first aid or other emergencies.

B. Tree Program

1. Coordinate volunteer tree planting events at local parks and in City Right-of-ways - Partner with City of Riverside Urban Forester, Parks Recreation and Community Services Department
2. Secure grant funding or donations for tree plantings.

C. Graffiti Programs

1. Coordinate with the Principal Administrative Analyst in the Public Works Street Maintenance Division to:
2. Develop and chair a public education program for graffiti outreach to bring together businesses and other organizations on a regular basis to help implement a multi-pronged approach to help prevent and address graffiti issues throughout the city.
3. Promote public education and community involvement.
4. Recruit volunteers to remove graffiti at events throughout the year.

**D. General Services**

1. Develop and implement an Awards program to recognize volunteer efforts for clean- up and beautification programs in the City.
2. Other projects as necessary or requested to accomplish the City's Beautification goals.
3. Actively solicit donations for programs to implement the clean-up and beautification efforts.
4. Supply all equipment, supplies, tools, personal protective equipment, etc. to complete the activities outlined in this scope of work.
5. Do public outreach to encourage and facilitate participation in the local highway Adopt a Highway Program.
6. Develop and maintain a program website to educate and inform the public about the program and encourage volunteer participation.
7. Develop and maintain a calendar of events.

**E. Reporting and Results**

1. Provide monthly and quarterly reports with details on accomplishments to include but not be limited to: number of events, number of participants at each event, pounds of litter removed, volume of weeds pulled, graffiti painted over, trees planted, shrubs planted, hours volunteered and any other data and statistics pertinent to the work accomplished. Results for the year should include:
  - a. Recruit a minimum of 7,000 volunteers in a 12 month period to complete the various activities outlined in the scope of work;
  - b. Complete a minimum of 16,000 volunteer hours in a 12 month period to complete the various activities outlined in the scope of work;
  - c. Collect and dispose of at least 200,000 pounds of litter within a 12 month period through the various activities outlined in the scope of work;
  - d. Clean at least 1,000 miles of streets through the Adopt-a-Street Program;
  - e. Clean 30 to 50 storm drains within a 12 month period;
  - f. Paint over at least 2,000 graffiti tags within a 12 month period; and
  - g. Plant at least 20 trees and 350 plants within a 12 month period through the various planting events outlined in the scope of work.
2. Provide annual reports compiling comprehensive statistics and accomplishments for each year.

**F. Proposed Term**

1. The proposed term of the contract would be for one-year, with four one-year options to extend, subject to City Council approval.

### 3. Inquiries

All requests for clarifications, changes, exceptions, deviations to the terms and conditions set forth in this RFP should be submitted in writing to:

Brandi Becker, Senior Administrative Analyst

bbecker@riversideca.gov

The final day for the receipt of questions from the Proposer shall be before x:00PM on Day, Month xx, 2017. To ensure fairness and avoid misunderstandings, **all communications must be in written format** and addressed **only** to the individual set forth above. Any verbal communications will not be considered or responded to. Written communications should be submitted via e-mail to the address provided above. All questions received by the due date will be logged and reviewed and if required, a response will be provided via an addendum to the RFP that will be posted on the City's website. **Any communications, whether written or verbal, with any City Council member, RPU Board member or City staff other than the individual indicated above, prior to award of a contract by City Council, is strictly prohibited and the Proposer shall be disqualified from consideration.**

### 4. Addenda and Notifications

Unless otherwise specified, any addenda issued during the time of bidding must be acknowledged by signing each addendum, which will be made part of the contract. Failure to acknowledge an addendum within a proposal will immediately cause your proposal to be deemed non-responsive. Addenda notifications will be provided to those subscribed to the Electronic Bidder's List via email.

### 5. Proposal Information and Submittal

All prospective organizations submitting a proposal must be registered on the City's Electronic Vendors List and must be listed on the Electronic Bidders list by subscribing on the website. Proposers can electronically register at [www.riversideca.gov/bids](http://www.riversideca.gov/bids) once registered, Proposers must download the RFP. If the vendor is not listed on the Electronic Bidders list the bid package will not be considered or accepted. Hard copy proposals will not be considered. Only proposals received via the City's website will be accepted.

## 6. Proposal Submittal

All proposals and required documents including any proposal security shall be supplied on a CD or DVD and must be submitted before the due day/time. NO FLASH DRIVES will be accepted. Please note that any hard copy proposals will not be accepted. Media containing proposals may be submitted by mail or in person but must be time stamped by the Purchasing office before the due day/time and will not be returned. All packages must be addressed as follows:

Bidder's Name & Address

City of Riverside; Purchasing Dept.  
Attn: Purchasing Services Manager (RFP No. #####)  
3900 Main Street  
Riverside CA 92522

RFP No.: #####

Due: ##/##/201#

Before: #:00 #M

Project: Coordination of Community based volunteer Beautification Efforts

Packages must be time stamped at the Purchasing office before the due day/time or they will be considered non-responsive.

## 7. Award of Contract

Award of Contract or rejection of Proposals will be made by the City within 45 calendar days following Proposal due date. The City reserves the right to reject any and/or all Proposals submitted in response to this RFP, as deemed in the best interest of the City. The City further reserves the right to waive any informalities or irregularities in the Proposals. The City shall not be liable for any cost incurred in connection with the preparation and submittal of any Proposal.

Award, if any, will be to the Proposer whose Proposal best complies with all of the requirements of this RFP and is in the best interest of the City

## 8. Proposal Content

Proposals shall be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Emphasis should be placed on completeness and clarity of content. Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

Proposals shall adhere to the following format for organization and content. Proposals must be typed and arranged/divided in the following sequence to facilitate evaluation:

- Cover Letter
- Company Information
- Company Personnel
- Experience and References
- Equipment List
- Pricing

#### 1.1. Cover Letter

The cover letter shall include a brief general statement of intent to perform the services and confirm that all elements of the RFP have been reviewed and understood. The letter should include a brief summary of qualifications and the organizations' willingness to enter into a contract under the terms and conditions prescribed by this RFP.

#### 1.2. Non-Profit Information

This section should include contact person information, address and telephone number of the company main office and any branch offices. Any supplemental information that Proposer believes may be pertinent to the selection process may be provided.

#### 1.3. Personnel

This section should contain names, contact numbers and description of experience, including licenses and/or certifications, of all key personnel who would be assigned to perform work under the Contract.

#### 1.4. Experience and References

Proposers shall present evidence that they have been regularly engaged in performing similar services and furnishing such material and equipment, as they propose to perform or furnish and that they are fully prepared with necessary capital, equipment, and material to begin work promptly and to conduct it as required by this RFP. Organizations **submitting proposals must have three (3) years' experience providing similar services as described herein preferably with a municipality.**

Provide at least three (3) references, within the past five (5) years, of clients for whom services have been performed that are comparable in quality and scope to that specified in this RFP. The references shall include names, addresses and telephone numbers of the clients for whom the prior work was performed, and include an explanation of the services provided to these clients.



#### 7.5. Equipment List

Proposer shall furnish the City with a list indicating the equipment to be used for the project. All equipment shall be in relatively new condition, and in safe and proper working order. City reserves the right to inspect all equipment proposed to be used for the project.

Companies submitting proposals must have adequate equipment and personnel to complete the services described herein.

#### 7.6. Pricing

Although cost will not be considered the only factor in the selection process, all Proposals must include a complete compensation schedule.

The proposed price(s) shall include full compensation for furnishing all labor, materials, supplies, tools, equipment, and incidentals necessary to complete all work contemplated and embraced under this RFP. Quantities listed in this RFP are estimates, and no claim shall be made against the City for excess or deficiency therein, actual or relative.

#### 7.7. ePAYABLES

The City of Riverside has partnered with Bank of America to offer a card payment program, called ePayables, to the City's Contractors. This is the City's preferred method of payment and is part of a city-wide effort to reduce paper waste and decrease the amount of time to pay our contractors.

With ePayables, we will continue our current payment terms and conditions. However, once an invoice is approved for payment an electronic remittance advice will be sent to the contractor by email, instead of check. The remittance advice will include statement-type information such as invoice numbers, dates, and amounts for invoices. Payments can be retrieved with the City of Riverside's designated account number that will be assigned to the contractor.

Note: Proposers who are set up to receive payment through ePayables, will receive a 5% preference during the evaluation.

### **9. Public Records**

All proposals submitted in response to this RFP become the property of the City and under the Public Records Act (Government Code §6250 et. seq.) are public records, and as such may be subject to public review at least ten (10) days before selection and award.

If a Consultant claims a privilege against public disclosure for trade secret or other proprietary information, such information must be clearly identified in the proposal.

Note that under California law, price proposal to a public agency is not a trade secret.

## **10. Insurance Requirements**

Prior to awarding of a contract, the successful Proposer shall provide evidence of required insurance for the life of the Agreement. The awarded Proposer shall provide to the City certificates of insurance with the City named as additional insured. Final insurance requirements and such policies shall be subject to City Risk Manager and City Attorney approval.

Minimum insurance requirements include:

- General Liability
  - \$1,000,000 per occurrence
  - \$2,000,000 aggregate for the year
- Automotive Liability
  - \$1,000,000
- Worker's Compensation
  - \$1,000,000
- Professional Liability (Errors & Omissions)
  - \$1,000,000

Certificate holder: City of Riverside, Attn: Risk Management, 3900 Main Street Riverside CA 92522

## **11. RFP Protest Procedures**

Protestant may file a written protest with the City's Purchasing Services Manager no more than five calendar days following the posting of the first of two following items on the City's website: a notice of intent to award the RFP, a City Council or Board of Public Utilities agenda item to award the RFP. The written protest must set forth, in detail, all grounds for the protest, including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the protest. All factual contentions must be supported by competent, admissible and credible evidence. Any matters not set forth in the written protest shall be deemed waived. Any protest not conforming to this procedure shall be rejected as invalid.

The Purchasing Services Manager shall review the merits and timeliness of the protest and issue a written decision to the Protestant within 7 calendar days of receipt of the protest. The decision of the Purchasing Services Manager may be appealed to the CFO.

The Protestant may appeal the decision of the Purchasing Services Manager to the CFO by filing a letter of appeal within 10 calendar days of the date of the Purchasing Services Manager's decision. The letter of appeal should be addressed to the CFO and shall set forth, in detail, all grounds for the appeal, including without limitation all facts, supporting documentation, legal authorities and arguments in support of the grounds for the appeal. All factual contentions must be supported by competent, admissible and credible evidence. Any matters not set forth in the letter of appeal shall be deemed waived. Any letter of appeal not conforming to this procedure shall be rejected as invalid.

The CFO shall review the merits and timeliness of the letter of appeal and issue a written decision to the Protestant within 14 calendar days of receipt of the letter of appeal. The decision of the CFO is final.

The Protestant may appeal the decision of the CFO to the appropriate federal agency in accordance with its established appeal procedures when the subject project is federally funded.

## **12. Evaluation Criteria**

A committee of at least three members of the Public Works Department will evaluate all Proposals. All Proposals shall be reviewed to verify that the Proposer has met the minimum requirements as stated in this RFP.

The contract will be awarded based upon the Proposal that is determined to be most advantageous.

**Selection criteria upon which evaluation of the Proposals will be based include, but are not limited to:**

### **A. Company Qualifications and Criteria**

- a. Qualifications & Experience (15%)  
A high level of professional competence and a proven track record in providing similar services to other organizations and/or municipalities
- b. References (15%)  
Quality references attesting to the character, integrity, reputation, judgment, expertise, capacity, and the efficiency of the Proposer

### **B. Proposal Content**

- a. Approach (20%)

The Company's responsiveness in providing valid suggestions and competent recommendations relative to the project. Proposal should demonstrate Company's ability to provide adequate personnel, equipment and ability to provide the desired results and reports to demonstrate the achievement of those results.

b. Quality of the Proposal (20%)

Proposal concepts submitted should be clearly defined. The proposal should demonstrate the Company's ability to fulfill the scope of work defined in the previous section of this RFP.

**C. Cost**

a. Cost (30%)

Fair and reasonable price

Top ranked firms may be asked to participate in an oral presentation to discuss in greater detail the content of their Proposal. The City of Riverside reserves the right to not accept submitted proposals and is not obligated to hire a contractor should it find that submitted proposals do not meet requirements or for other reasons.