



Request for Proposal (RFP)

Edible Schoolyard NOLA
Arthur Ashe Charter School
Oak Park Garden Pavilion
and
Accessory Landscape Features

Proposals must be received by:
Noon on Wednesday, May 28, 2014

Edible Schoolyard NOLA
2319 Valence St
New Orleans, LA 70115
(504) 376-7693

for more information, visit:
www.esynola.org

**ESYNOLA, Arthur Ashe Charter School
Oak Park Garden Pavilion
and Accessory Landscape Features**

Table of Contents

I. Introduction:	3
A. Purpose for Request for Proposal	3
B. Background about the Edible Schoolyard NOLA	3
II. Scope of Work and Budget	4
A. Scope of Services	4
B. Budget	7
C. Design and Development Schedule	8
D. Contract Period	9
E. Timeline:	9
III. Submission Requirements	9
A. Review for Compliance with Mandatory RFP Requirements	9
B. Questions on the Request for Proposal	10
C. Mandatory Submission Requirements	10
D. Submission Instructions	10
E. Review Process	11
F. Notification of Decision:	11
G. Protest Process	11
IV. Confidentiality of Responses	12
V. Miscellaneous Information:	12
Attachment A – Cover Page	13
Attachment B – Statement of Qualifications	14
Attachment C – Project Data Sheets	15
Attachment D – Bid Sheets	21
Attachment E – Non-Collusion Affidavit	22
Exhibit 1 – Evaluation Criteria.....	23
Exhibit 2 – Map of Campus.....	24
Exhibit 3 – Preliminary Site Plan.....	25
Exhibit 4 – Image Scrapbook.....	26

Request for Proposal

FirstLine Schools

Edible Schoolyard at Arthur Ashe Charter School

Oak Park Garden Pavilion and Accessory Landscape Features

I. Introduction:

Edible Schoolyard New Orleans (ESYNOLA), a signature program of FirstLine Schools, requests proposals for design and construction services to create a set of structures that will complete the infrastructure for our Edible Schoolyard at Arthur Ashe Charter School. The Oak Park Garden Pavilion, a porch to our new greenhouse, and sidewalks connecting these spaces to each other and to our existing school building.

The scope of this project is conceived in two phases. Phase I, the Pavilion portion of the project has been funded through the Fertel Foundation and may go forward immediately with design and construction up to a cost of \$100,000. Phase II, the greenhouse porch, sidewalks, and accessory landscape features, will be funded separately (up to \$250,000 for design and construction), and we anticipate funding through FEMA Alternate Projects for those pieces in order to recoup a significant portion of the proposed costs. While the Fertel Foundation funding has been secured, the FEMA portion of the project will need to undergo conceptual review before we can make full commitments to building out that portion of the project.

Because this property is situated within Oak Park, the proposed designs will ultimately require approvals through a Neighborhood Meeting as well as the Design Advisory Committee (DAC).

A. Purpose for Request for Proposal (RFP):

ESYNOLA is seeking a firm capable of providing design and construction services for two outdoor structures, connecting sidewalks, trellis fencing, and compost areas. The total building square footage is approximately thirteen hundred (1,300) square feet of outdoor gathering space. Approximately twenty four hundred (2,400) square feet of hardscaping will be needed in order to connect these spaces to each other and to the existing school building and park.

B. Background about the Edible Schoolyard New Orleans:

FirstLine Schools

The mission of FirstLine Schools is to create and inspire great open enrollment public schools in New Orleans. FirstLine currently operates Samuel J. Green Charter School, Arthur Ashe Charter School, John Dibert Community School, Langston Hughes Academy, and Joseph S. Clark Preparatory High School. For more information, please visit www.firstlineschools.org.

Edible Schoolyard NOLA

Edible Schoolyard NOLA is a comprehensive seed to table food education program that aims to change the way children eat, learn and live at five FirstLine public charter schools. The program offers hands-on gardening and kitchen classes that are integrated into the curriculum, culture, and cafeteria programs at the schools it serves. Founded in 2006, ESYNOLA is in its seventh year of operation and serves 2,808 students in grades pre K through 12th across the FirstLine

Schools network. For more information, please visit www.esynola.org.

In settling into some of our larger garden sites, we have realized the need for outdoor gathering spaces where classes can learn in a space that is at once sheltered from the elements but open to the surrounding gardens.

Edible Schoolyard at Arthur Ashe Charter School

Since this site's inception in 2012, ESYNOLA staff and volunteers have planted the first of many garden areas at Ashe – a color garden and a rain garden featuring Louisiana swamp vegetation at the front entrance to the Ashe building, and a large culinary herb garden next to the school's cafeteria. A butterfly garden and bamboo reading room are under construction today.

The Ashe Garden Build Committee, a group of ESYNOLA staff, Ashe staff, and community volunteers, has been planning the construction of the one-acre teaching and production garden that we will plant at the rear of the school building within NORD's Oak Park. This garden will be bookended by the proposed structures described in this Request and connected by the proposed sidewalks.

Already our Committee has committed to construction of a greenhouse on this parcel (to be completed by September 2014) and we have planted two rows of citrus trees. With the refinement of designs described in this Request our Committee will complete designs for production beds around the new greenhouse and a community orchard area leading to the new Garden Pavilion.

Oak Park

The Arthur Ashe School campus is framed by Oak Park which extends to the rest of the city block bound by Garden Drive, Carter Avenue, Riviera Drive, and Perlita Street. This 11 acres features ball fields, tennis courts, and a new playground set amongst century-old Live Oaks. For the purposes of this project the parcel described in this Request was formally shared with Arthur Ashe School by New Orleans Recreation Department (NORD), the owner of Oak Park, through a Cooperative Endeavor Agreement (CEA) signed in 2012.

II. Scope of Work:

A. Scope of Services

The scope of services for this RFP is to provide full design and construction of two structures and connecting sidewalks, including but not limited to the following:

Design and Construction Contractor: Provide a garden pavilion, greenhouse porch, compost area, trellis fence and connecting sidewalks as described in the Program Goals below. The design services will include plans and specifications to construct these spaces. Construction services provided will include full coordination of all components of construction through to the full completion of the structures.

Design Services: Complete design services will include a collaborative design process with the client, Edible Schoolyard, to develop a plan demonstrating how the structures and spaces will function.

Design Components: The design should include, but not be limited to the following:

ASHE GARDEN PAVILION and ACCESSORY LANDSCAPE FEATURES PROGRAM GOALS

This architectural program is the product of several meetings between Edible Schoolyard teachers and staff collectively forming our wants and needs for a school and community gathering space in the proposed garden build-out located just outside the Ashe Gymnasium. The program is separated into two categories:

FUNCTIONAL GOALS, outlining the basic physical needs for a gathering classroom space and cooking spaces within the Garden Pavilion, the Greenhouse Porch, the Compost Area, and the Sidewalks.

FORM and IMAGE GOALS, describing the essence of how we want these spaces to look and feel

FUNCTIONAL GOALS

GARDEN PAVILION

(FERTEL FOUNDATION FUNDED)

(all common areas of the pavilion should be ADA accessible)

GATHERING/ LEARNING SPACE

- covered learning space (min. 900 sf)
- accommodates up to 40 seats, including teachers and students during the weekdays and park patrons or special event groups at other times
- open sides are okay as long as roof design provides continuous protection from sun and rain
- movable bench seating (min. 40 seats)
 - nothing that has to be “put away”
 - anti-theft devices such as significant weight or an ESY logo would be great
 - must be flexible/movable enough to allow quick change from one large to at least three smaller groups
 - must be stackable for hurricane storage
- movable tables
 - ideally all 40 seats could be arranged around some kind of tables so that each person has tabletop access for work or meals
 - we do NOT want traditional picnic tables inside the pavilion, because they do not orient students in positions conducive to larger group learning, and they are cumbersome for teachers to move
- instruction boards
 - one primary instruction board (min. 4ft w x 4ft h) fixed in place and secure
 - space for at least two secondary instruction boards (i.e. easels that could be used for breakout groups)
- display and service table(s) (min. 20 sf)
 - one or two long thin tables along an edge of the space
 - accommodates potting plants, showing off garden finds, serving snacks, etc.
 - could be combined with or adjacent to kitchen space
- garden education storage (min. 50 cu ft)
 - supplements existing shed storage for common garden hand tools (i.e. rakes, shovels, hoes)
 - lockable benches could be fine
 - needs to be weatherproof and secure
 - Grow Dat in City Park and Longue Vue Gardens have great examples we like
- hose access
 - at least one (keyed?) hose bib will need to be immediately accessible to pavilion space for cleanup, hand-watering, etc. (line can be run from existing irrigation)

COOKING SPACES

School-Only Cooking Space

- this space needs the ability to be opened to- but secured separately from the Community Cooking Space to limit access to sinks, utilities, cooking supplies to school only – we like Grow Dat's model for this with a large sliding door
- (1) two-basin harvest/ vegetable wash sink***
- (1) hand/ dish wash sink (two-basin ideal, smaller could be okay)***
- convenient electrical access for small appliances, multimedia, or additional lighting that might be used for demonstrations or special events
- at least one secure, pest- and weather-proof cabinet with enough storage that kitchen teachers do not have to transport basic materials across the garden every week (min. 20 cu ft)
- small prep counter space (min. 15 sf) different from display/service table but can be adjacent

*** we understand the cost of running waste lines for sinks may be cost-prohibitive. We encourage create options here that will be both affordable and code compliant

Community Cooking Space

- this space should be open to the public all of the time and an extension of the School Cooking Space when that space is open
- cooking space should include a park-style charcoal or wood grill, safe and convenient for classes and open for park patrons (a propane hookup would also be nice but not essential)
- drinking fountain or public hose access
- compost, waste, and fire coals receptacles

GREENHOUSE PORCH (POTENTIAL FEMA ALTERNATE PROJECT)

- covered, open-air gathering space (min. 300 sf, 15'x20') in approximate location shown on Preliminary Site Plan
 - roof must provide rain screen
 - sides may have some degree of shelter, but must maintain daylighting within space and maintain views into surrounding gardens
- must maintain welcoming face for greenhouse to pedestrian traffic from fire lane and Gardena Drive sidewalk
- complements design of and profile of greenhouse
- complements design of garden pavilion
- occasionally used for staging plants and materials for greenhouse
 - tables from greenhouse may be rolled in and out of this space for outdoor work and/or hardening off plants
 - floor of porch does not have to be concrete but should allow for use by wheelchairs, wheelbarrows, and wheeled tables

COMPOST AREA (POTENTIAL FEMA ALTERNATE PROJECT)

Composting is an integral part of Edible Schoolyard's curriculum and gardening practices. At Arthur Ashe School we collect food wastes from breakfasts, snacks, and lunches served in the school every day. It is collected by students in their classrooms and at the lunch table, transferred to lidded 5-gallon buckets, then built into piles weekly by students, teachers, and volunteers. The food wastes are layered a few inches at a time alternately with sawdust from a local mill. Piles are built to approximately 5 feet by 5 feet by 3 feet tall before another is started. At any given time we may have as many as 4 active compost piles. In addition to the active compost piles we maintain a cold compost pile with weed-free tree, shrub, and other garden wastes. This pile is only turned a couple times a year to retrieve compost. Both our active and cold compost areas would benefit from a more durable work surface than sod. We are always open to suggestions for improvements to our composting systems!

- 10'x40' hardscaped compost work area in general location shown on Preliminary Site Plan
- must allow for pickup trucks to pull in and out alongside piles from fire lane, turning not required
- must connect to greenhouse, orchards, and fire lane via sidewalks
- must maintain visual screening from Gardena Drive by existing holly border

SIDEWALKS and TRELLIS FENCE (POTENTIAL FEMA ALTERNATE PROJECT)

- must connect garden pavilion to gymnasium entrances, orchard, greenhouse, compost area, and Gardena Drive sidewalks generally in layout shown on Preliminary Site Plan
- must integrate existing citrus trees but more curvilinear designs than that shown on Preliminary Plan are encouraged
- must be at least 5 feet wide allowing for two directions of pedestrian traffic
- must be constructed from proven wheelchair accessible materials
- edge and surface design must prevent intensive maintenance including weeding and material replacement
- a portion of the sidewalks should feature a multi-purpose fence, trellis, and/or tunnel of at least 200 feet of

length along the baseball field (east property boundary)

- this length does not have to be continuous, but if it is not then it should be overlapping to provide a complete screen to flying baseballs
- the intent of this fence is also to provide periodic rather than continuous access to the gardens and orchard areas from the sidewalks leading from Gardena Drive to the rest of the park
- the side benefit will be a structure or set of structures upon which we can grow espaliered fruits and berries, and vining plants such as loufa, mirliton, and flowers
- these structures should be of simple but durable materials we will not have to maintain or replace regularly

FORM AND IMAGE GOALS

These spaces, especially the Garden Pavilion and the surrounding gardens are spaces for everyone, school and neighborhood alike, to garden, cook, eat, build community and dream! While the Pavilion space will be used for Edible Schoolyard Kitchen and Garden classes primarily on weekdays and for special events, in the evenings and on the weekends we hope it will be well-used by the public. Communicating this access will be the challenge, but we are far more excited about the opportunities to gain “watchful eyes”, volunteers(!!!), and more widespread use of our gardens. Beyond the limited amount of fencing or trellis along the east sidewalk, there are no other fences planned for these areas! Security and accessibility need to be considered accordingly.

We want some sense of enclosure to the space smart to shade and wind protection but also to focus classes and make the space feel inviting and special. Planted walls and some sort of special entryway are desirable features. We would like some kind of water feature but need to make sure it is safe as the structure will be open to the public.

We would like the space to expressively interact with the rest of the garden and the elements – earth, wind, water, and light. The building should take full advantage of the fact that it is an OUTDOOR classroom.

While the school and neighborhood would appreciate an approach that complements the existing school building aesthetic, we would like these new spaces to soften the harder edges of our main school building and provide this space with a uniquely organic, safe, cozy, colorful and ALIVE feeling. These are spaces that should encourage all visitors to explore and make connections to nature and the imagination.

Please see Exhibit 3 for a catalogue of images our staff has chosen to represent ideas of buildings and spaces we enjoy.

Design and Construction Documents: The team selected from this RFP process will be responsible for full design and construction documents to gain needed approvals, permits and to guide the construction process.

Designs should be phased in order to clearly separate the Pavilion portion, which has been funded privately, from the rest of the project, which may receive FEMA funding. All phases will need approval from the neighborhood and Planning Commission through the Design Advisory Committee (DAC). Separately, the plan will need approvals from a panel of FEMA advisors in order to receive funding under the FEMA Alternate Projects guidelines from the closeout of Ashe’s former campus after Hurricane Katrina.

Construction Services: The chosen firm will provide complete contractor construction services or have the ability to sub-contract construction services to build the space as provided in the design plans and specifications.

B. BUDGET: This project will be built by multiple funding sources and will require creative approaches

Greenhouse plans have been secured separately from the Greenhouse Porch as we want to be in our Greenhouse by September 2014. The entire site already has a basic irrigation infrastructure, which we have assumed will be extended into new planting areas as they are

built.

We encourage designs to incorporate planted areas into the design of these structures, and these landscape material costs may be added to the budget of any individual structure or be used elsewhere in the gardens and orchard.

COMPONENT	FUNDING SOURCE	ESTIMATED COST	NOT TO EXCEED COST
Garden Pavilion	Fertel Foundation	TBD	\$100,000
Greenhouse Porch Compost Areas Sidewalks Trellis Fence	Private Funds/FEMA	TBD	\$230,000
Landscape Materials	ESY	TBD	\$10,000

C. Design and Development Schedule

At minimum, the following anticipated milestones are to be identified in the proposal. A breakdown of the tasks anticipated for each milestone, or additional milestones that fit the firm's approach to design and construction services shall be provided. The following is a list of the minimum milestones and deliverables:

➤ Milestone A – Proposals and Pre-Design Concept Sketches, due May 28, 2014:

Written explanation of your team's approach to the scope, budget details, schedule and formulation of a preliminary concept. Proposals will not be able to be presented in person to our entire panel of reviewers. In order to make your proposals as easy to review as possible, this effort should include a minimum of the following:

- o 250 words describing your team's evaluation of and approach to the project scope and budget details
- o An outline of your team's proposed project schedule including design meetings, planning and permitting reviews, construction milestones, etc.
- o At least 5 conceptual images representative of your approach to the design (these are in addition to references of your past work requested in Attachment D and should be responses specific to this request i.e. conceptual building-type options, plan sketches, suggested construction details, etc.) We understand this does not have to be the final conceptual design but a direction your team would take.

➤ Milestone B – Conceptual Layout, June - July 2014 (only for final team selected by June 13):

Based on Edible Schoolyard responses to the awarded proposal prepare and display draft concept plan showing layout and major aesthetic elements. Prepare and display a final concept plan reflecting staff direction. Conduct meetings with staff to discuss draft and final concept plans. Obtain approvals from neighborhood, Planning Commission, and FEMA advisors on the concept layout so that final design may begin preparation.

Edible Schoolyard staff will simultaneously be refining designs for orchard and garden areas between greenhouse and garden pavilion during this time.

➤ Milestone C – Final Design Progress Meeting at 75% Design Development, August 1, 2014:

Submit the design developed to 75% to staff for review. Submit a draft of the construction specifications and documents to Edible Schoolyard for review. Submit an estimate of the construction costs to Edible Schoolyard for review.

➤ Milestone D – Finalize Design, August 31, 2014:

Submit the final construction specifications and documents to Edible Schoolyard for review. Submit the final construction cost estimate to Edible Schoolyard for review.

In addition to City Permitting and any FEMA requirements, submittals must include:

- Grading plan, details, notes and calculations
- Erosion control plan
- Construction plan/ installation plan with special note of disruptions to school building, property, utilities or fire lane, details and notes
- Structural detail and calculations as required
- All other necessary construction specifications, plans and documents

➤ Milestone – E Construction Schedule, September 2014:

Submit a construction schedule for review by Edible Schoolyard.

D. Contract Period:

The contract period shall be from June 1, 2014 or actual date of finalist award through the projected completion time or until such time that final payment to all contractors is due.

E. Timeline:

Release of Request for Proposal	April 11, 2014
Submission of Questions Deadline RFP Meeting at FLS Office (1pm)	May 2, 2014
Response to Submitted Questions	May 9, 2014
Proposal Submission Deadline	12 Noon on Wednesday May 28, 2014
ESYNOLA to Award Final Proposal	June 4-13, 2014***

*** Timing of finalist selection may depend on oral interviews after proposal submissions

III. Submission Requirements:

A. Review for Compliance with Mandatory RFP Requirements:

Proposals will be date and time stamped upon receipt at the FirstLine Schools Main Office,

300 N. Broad Street, Suite 207, New Orleans, LA 70119, Attention: Edible Schoolyard, Charlie Weber. Each proposal received by the deadline shall be reviewed for compliance with the requirements provided in this document.

Proposals that do not comply with the requirements shall be considered non-responsive and excluded from the review. Omission of any required document or form, failure to use required format for response, or failure to respond to any requirement may lead to rejection of the submitted quotation prior to the formal review. ESYNOLA reserves the right to reject any and all quotations submitted and to waive any informalities or irregularities.

B. Questions on the Request for Proposals

Any questions about this RFP must be submitted via e-mail to Charlie Weber, Lead Network Gardener at charlie@esynola.org. Questions will be accepted until **11:59 P.M., May 2, 2014**. A summary of questions received and their responses will be shared by email with all teams, by 5:00 P.M., May 9, 2014.

C. Mandatory Submission Requirements:

1. **Proposal Cover Sheet** - Complete **Attachment A**. Identify the contact person for the quotation, their address, telephone number, and e-mail. Include a statement to the effect that the proposal will remain valid for a period of no less than 120 days from the date of submittal. An authorized person must sign the Proposal Cover Sheet to bind the person/firm to the terms of the quotation.
2. **Proposal Cover Letter** – Include a Cover Letter of Introduction (1-2 pages) summarizing key points of the submittal.
3. **Proposal Bid Content** – Edible Schoolyard requires that the proposal include bid content in the form of responses to each item in **Attachments B-D**:
 - I) Statement of Qualifications, include Resumes (**Attachment B**)
 - II) Completed Project Data Forms for three (3) previous projects (**Attachment C**)
 - III) Bid Sheet (**Attachment D**)
4. **Non-Collusion Affidavit**. Please complete and sign **Attachment E**.
5. **Other Attachments**. Please include the following attachments labeled as below:
 - I) **Attachment F** - Completed W-9 with signature (no form provided)

D. Submission Instructions:

The proposal submission requirements must be completed as stated herein. An initial review of the proposal will be done to determine if instructions were followed. Failure to follow the submission instructions may result in disqualification and is determined at the sole discretion of Edible Schoolyard and FirstLine staff.

1. Provide one (1) original and (1) paper copy and (1) electronic copy of the proposal. Use a simple clasp or staple in the upper left-hand corner to secure each copy of the proposal.
2. Proposals can be mailed or hand delivered, but regardless of the postmark date must be received by Edible Schoolyard on or before **noon** on **Wednesday May 28, 2014**, Electronic transmissions that are not accompanied by paper submissions will **NOT** be accepted.
3. Proposals shall be packaged appropriately and labeled as stated in the next item below.
4. Mail or hand-deliver one (1) paper original, one (1) paper copy of the proposal to:

Edible Schoolyard New Orleans

Attention: Charlie Weber
FirstLine Schools Inc.
300 N. Broad Street, Suite 207
New Orleans, LA 70119

and (1) electronic copy of the proposal to:

Charlie Weber
Subject Heading: ASHE RFP FINAL SUBMISSIONS (your team name)
charlie@esynola.org

E. Review Process:

Each proposal that complies with the mandatory requirements will be evaluated by a selection committee to develop a final ranking of the most qualified firms. A sample proposal evaluation form is included as Exhibit 1. Proposals found to be in compliance with the RFP requirements may become finalists for award. However, there is no guarantee this will result in a contract award. The Edible Schoolyard staff reserves the right to request an oral interview at any time during the review process to obtain clarification on subject matter proposed by a person/firm. The contact person will receive at least one week advance notice regarding the date, time and location.

F. Notification of Decision:

The contact person for each proposal, whether selected or denied, will be notified in writing of the decision. Upon notification of selection, the firm will meet with Edible Schoolyard and FirstLine staff to finalize a detailed Scope of Work and Budget.

G. Protest Process:

Upon notice by Edible Schoolyard of an award, any proposer may file a written protest regarding a potential procurement by the Board. The protest should provide evidence that the award violated Edible Schoolyard and FirstLine Schools' procurement procedures or state law. Mere disagreement with the decision shall not be the basis for a successful protest. The protest shall be filed with the Executive Director no later than forty-eight (48) hours before the day of the meeting at which Edible Schoolyard is scheduled to award the subject contract. The protest

shall be in writing addressed to the Executive Director and contain the exact basis for the protest, and proof that the protester is a viable and responsible provider of the supplies, equipment or services sought.

IV. Confidentiality of Responses:

Edible Schoolyard cannot guarantee the confidentiality of information submitted by the organization/agency. In the event that Edible Schoolyard receives a request for records or court order that Edible Schoolyard reasonably determines compels its disclosure of the proposal, Edible Schoolyard shall provide such records as it deems appropriate. All materials submitted as part of a firm's response to this proposal become the property of Edible Schoolyard.

V. Miscellaneous Information:

Issuance of this RFP does not constitute a commitment by the Edible Schoolyard to award a contract. Edible Schoolyard reserves the right to reject any or all quotations received in response to this RFP, or to cancel this RFP if it is in the best interest of our staff to do so.

1. The firm submitting a proposal agrees that by submitting a proposal it authorizes Edible Schoolyard and FirstLine staff to verify any or all information and/or references given in the proposal.
2. Edible Schoolyard reserves the right to approve all subcontractors proposed by the primary contractor. Approval is based on the subcontractor contract language and budget with the primary contractor.
3. Edible Schoolyard reserves the right, after contract award, to amend the resulting contract as needed throughout the term of the contract to best meet the needs of all parties.
4. As of the issue date of this RFP and continuing through the public notification of the award, all Edible Schoolyard and FirstLine Schools staff and Task Force Members are specifically directed not to hold any unscheduled meetings, conferences, or technical discussions regarding this RFP with prospective firms. "Off the record" contacts can potentially taint the decision-making process. Please do not attempt to initiate this type of communication.

ATTACHMENT A

COVER PAGE

Legal Name of Organization/Agency: _____

Address: _____

Telephone Number: (_____) _____

Primary Representative/Manager/Partner-in-charge

Name: _____

Title: _____

Telephone Number: (_____) E-mail: _____

Primary Contact for this RFP (if different from above)

Name: _____

Title: _____

Telephone Number: (_____) E-mail: _____

The representations made herein are made under penalty of perjury.

ATTESTED ON THIS _____ DAY OF _____, 2014

Signature of Authorized Proposer

Title of Proposer

ATTACHMENT B

STATEMENT OF QUALIFICATIONS

1. Individual/Firm Name: _____
2. Business Address: _____
3. Telephone: _____ Fax: _____
 Email: _____
4. Type of Organization: (Check one)
 - a. Sole Proprietorship
 - b. Partnership
 - c. Corporation
 - d. Joint Venture
5. Year Established: _____

6. Proposed Staff **(include resumes)**

	NAME	DEGREE, CERTIFICATE, OR LICENSE	ROLE ON TEAM
A			
B			
C			
D			
E			
F			
G			

7. References: Contact name, company, phone number, and the name and brief description of the project on which the individuals were involved.
8. The undersigned declares under penalty of perjury that all of the information submitted in and with this form is true and correct and that this declaration was executed in _____ Parish, Louisiana, on _____.

(Date)

 (Name and Title, printed or typed)

 (Signature)

9. Please attach to this form any other information you wish us to consider, such as a discussion of your recent work.

ATTACHMENT C
PROJECT DATA SHEET
FOR
PROJECT #1
(one form per project)

NAME OF FIRM: _____

1. Project #1 Name: _____

2. Project Location: _____

3. Owner's Name: _____

Address: _____

Phone: _____

Contact Person: _____

4. Design Professional: _____

Phone: _____

Contact Person: _____

5. General Contractor: _____

Phone: _____

Contact Person: _____

6. Gross Square Feet: _____

7. Project Timetable:

A. Start Date: _____

B. Completion date: _____

8. Project Cost at Completion: \$ _____

**PROJECT DATA SHEET
FOR
PROJECT #2**
(one form per project)

10. Describe the services provided on the project:

**PROJECT DATA SHEET
FOR
PROJECT #2**
(one form per project)

NAME OF FIRM: _____

1. Project #1 Name: _____

2. Project Location: _____

3. Owner's Name: _____

Address: _____

Phone: _____

Contact Person: _____

4. Design Professional: _____

Phone: _____

Contact Person: _____

5. General Contractor: _____

Phone: _____

Contact Person: _____

6. Gross Square Feet: _____

**PROJECT DATA SHEET
FOR
PROJECT #2**
(one form per project)

10. Describe the services provided on the project:

**PROJECT DATA SHEET
FOR
PROJECT #3**
(one form per project)

NAME OF FIRM: _____

1. Project #1 Name: _____

2. Project Location: _____

3. Owner's Name: _____

Address: _____

Phone: _____

Contact Person: _____

4. Design Professional: _____

Phone: _____

Contact Person: _____

5. General Contractor: _____

Phone: _____

Contact Person: _____

6. Gross Square Feet: _____

7. Project Timetable:

A. Start Date: _____

B. Completion date: _____

8. Project Cost at Completion: \$ _____

PROJECT DATA SHEET
FOR
PROJECT #3
(one form per project)

10. Describe the services provided on the project:

7. Project Timetable:

A. Start Date: _____

B. Completion date: _____

8. Project Cost at Completion: \$ _____

ATTACHMENT D

Bid Sheet

BIDDER: _____

Project: Edible Schoolyard NOLA
Arthur Ashe Charter School
Oak Park Garden Pavilion
and
Accessory Landscape Features

Lump Sum Price Written In Words	In Numbers
PHASE 1 (Garden Pavilion ONLY) Design Services Bid	\$
PHASE 2 (Sidewalks, Compost Areas, Fence, and Greenhouse Porch) Design Services Bid	\$

ATTACHMENT E
NON-COLLUSION AFFIDAVIT

STATE OF LOUISIANA
PARISH OF

I, _____, depose and state that I am
(Typed or Printed Name)

the _____ of _____ (the "Proposer"),
(Title) (Proposer's Name)

the party submitting the foregoing Proposal ("the Proposal"). In connection with the foregoing Proposal, the undersigned declares, states and certifies that:

1. The Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Proposal is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other proposer to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any other proposer or anyone else to put in a sham proposal, or to refrain from submitting a proposal.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the Proposal price, or that of any other proposal, or to fix any overhead, profit or cost element of the Proposal price or that of any other proposer, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Proposal and related documents are true.
6. The Proposer has not, directly or indirectly, submitted the Proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, Proposal depository, or to any member or agent thereof to effectuate a collusive or sham Proposal.

Executed this ____ day of _____, 2014 at _____
(City, Parish, and State)

I declare under penalty of perjury under the laws of the State of Louisiana that the foregoing is true and correct.

By: _____ Title: _____

EXHIBIT 1

FirstLine Schools Contractor / Vendor Selection Criteria for Evaluation of RFP And RFQ Applicant Proposals and Responses

Edible Schoolyard NOLA at Arthur Ashe Charter School
 Oak Park Garden Pavilion and Accessory Landscape Features
 Firm/Team:

Date:

Component	Scoring Scale	Evaluation Criteria
Proposal Quality	5 points	Award of a purchase order or contract is based on the best value to FirstLine: quality, availability, delivery, specifications, terms, conditions, and fitness for the particular purpose. When a solicitation requires an oral presentation or submission of test samples or inspection of facilities or place business the factors are part of the component evaluation.
Price	1-3 points for each The highest score is 3 points; however, applicants failing to address a component entirely will receive a score of zero	Lowest bid(s) will receive 3 points; Highest bid(s) will receive 1 point; all other bids will receive 2 points. The total cost may include unit price, delivery and installation, maintenance and cost of operation, as defined in the solicitation. If there is a discrepancy between a unit price and its extension, the unit price will prevail.
Executive Resumes		Relevant professional experience, but no expertise in project subject; between 5 and 10 years of specified expertise in project subject; more than 10 years of expertise in specific project subject
Professional References		Consideration is also given to the applicants' potential ability to successfully perform under the terms and conditions, and the applicants' past performance record.
Company Financials		Three most recent years of company financials are requested.
Headquartered in Orleans Parish	1 point for each	Principal of Business and Registered Office in Orleans Parish as listed with the Louisiana Secretary of State.
State & Local Disadvantaged Business Enterprise	Applicant can successfully demonstrate the component as described by the Evaluation Criteria	Listed in the SLDBE Directory on the City of New Orleans website.
Community Involvement		Demonstrated organizational commitment to programs or public service initiatives serving the youth of New Orleans.
Innovation		Demonstrated organizational commitment to business practices and methodologies that: 1. Promote continuous professional development and technical training of employees, 2. Promote the health, safety, and wellness of employees, or 3. Promote sustainable and responsible environmental and community relationships.

EXHIBIT 2 Map of Campus



The perimeter plantings, citrus trees, greenhouse, and pathway entry points from Gardena Drive and the fire lane are the only fixed objects here. Everything else should be approximately located in the same areas, but should only be understood as generic placeholders.

Please email Charlie@esynola.org for a digital copy of the original CAD drawing or to schedule a site tour.

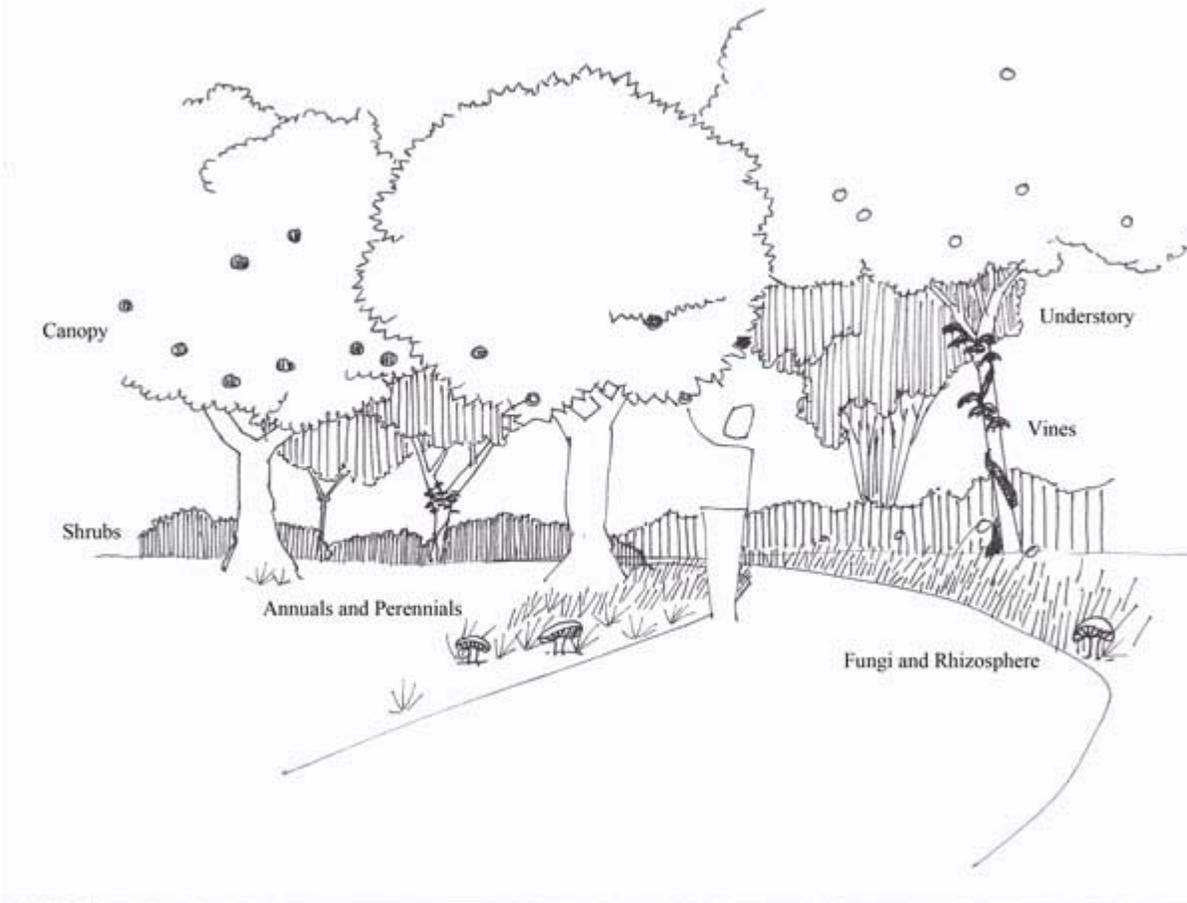
EXHIBIT 4
IMAGE SCRAPBOOK



These are images of the greenhouse model we plan to have built on site by September. The design is essentially the same as that shown in the top photo except our foundation walls will probably be concrete rather than brick.



At Grow Dat Youth Farm in City Park we love the elegance of the giant sliding chalkboard which doubles as access to a small kitchen. We also like their open air gathering spaces and use of simple, durable materials. One important note: while our Committee appreciates the use of sturdy, recycled materials and sees them as a beautiful solution for Grow Dat, we do NOT want to use shipping containers in any recognizable form for the Ashe Edible Schoolyard. We do not feel such an industrial aesthetic is appropriate to our neighborhood or gardens.



For the garden areas between our new greenhouse and the garden pavilion we are excited about the idea of a community garden in the form of an orchard or “food forest”. The Beacon Hill Food Forest, pictured above, is one such project underway in Seattle. We want this to be a place loved and powered by our neighborhood as much as our school community.



We want these structures to take full advantage of the fact that they are an OUTDOOR learning environment where we can connect students of all ages with the wildness and abundance of light, air, water, earth, and the surrounding community. The images above show examples we like where buildings harness these potentials in artistic and educational ways. In the top images artist Buster Simpson uses a hand-like cistern to deliver rainwater from a rooftop to a sidewalk landscape in Seattle. In the lower image rainwater from a green roof is conspicuously dropped into a pond outside a new visitor center at Bernheim Arboretum in Clermont, KY.



Here at a library in Seattle, Washington artist Rebecca Cummins designed colored skylights to cast sunlight onto the floor where markers of solar alignments tell time to visitors in the form of a sundial. We like how this low-tech design feature is at once an artistic, educational, and environmental feature.



In these images we appreciate two ways in which the gardens are an integral part of the building experience. While we might appreciate the idea of a feature like a green roof, from experience we have learned that such spaces will only be cared for as much as they can be immediately accessed and appreciated.



These images illustrate how we would like our garden and building spaces to loosen up with more organic forms and natural materials without being too messy looking or difficult to maintain.

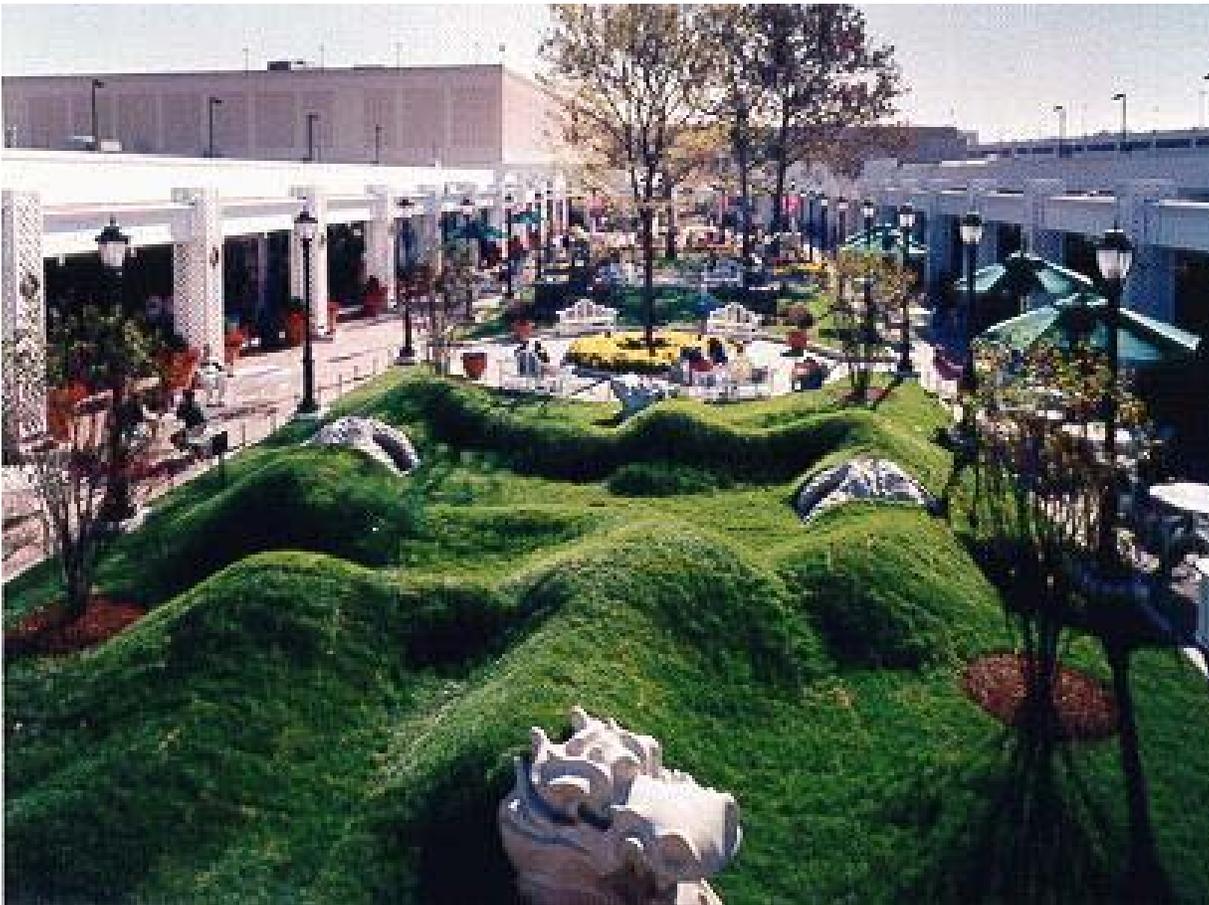


This image illustrates how even a building with more rectilinear form still feels warm and organic by use of natural materials and openness to the outdoors.



Here we appreciate how simple human- and solar-powered machines might work their ways into our gardening, building, or food-processing practices. The top image is a bicycle blender by Maya Pedal in
Page | 34

Guatemala. The lower image is a solar-powered oven used in a traveling solar kitchen restaurant by Marti Guixe and Antto Melasniemi.





These spaces demonstrate how our campus and park play spaces might be extended into the gardens by using earth and plant materials to form playful landscapes.



We would love to see the fence trellis and/or some of the building surfaces integrate plants in ways that encourage visitors to interact with nature in our gardens.

