



REQUEST FOR INFORMATION (RFI)

For Use of the Former Sacramento City Tree Nursery

Located at 1920 34th Avenue

(PN: 15001021)

(bid #: I19151131037)

Responses due:

July 12, 2019 at 4 pm PDT

Submit electronically, in PDF format, via the City of Sacramento's online bid center at:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

City Representative for RFI:

Jennifer Venema, Sustainability Manager, Department of Public Works

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1. Introduction

The purpose of this Request for Information (“RFI”) is to seek information from parties interested in leasing all or a portion of the largely-vacant City of Sacramento (“City”) Tree Nursery site (the “Site”) for agricultural or other purposes. The Site is located at 1920 34th Avenue, as described in Attachment 1 and depicted in the maps attached as Attachment 2. The suggested tenant mix for the Site would include agricultural uses, agricultural training and/or apprenticeship opportunities, and provide the surrounding community with access to produce and Site activities. However, the City is also willing to consider non-agricultural uses as well.

The Site is located within the Mangan Park neighborhood. The City encourages responses from parties that would activate the Site with strong community engagement and offer Site access or amenities to the Mangan Park neighborhood. During the past several years, the City has discussed agricultural site opportunities with Mangan Park residents. Numerous residents have expressed a desire for involvement, even offering to volunteer for Site activation and maintenance.

The information received from this RFI will assist the City in identifying opportunities and qualified operators to reactivate the Site. In addition, information will assist the City in determining necessary Site improvements prior to Site activation. Following review of responses to this RFI and assessment of funding sources for Site improvements, the City may elect, at its discretion, to issue a Request for Proposals (“RFP”) at a later date to solicit specific proposals for leasing of the Site.

Written questions should be submitted via the Planet Bids website where the RFI has been posted under the “Q&A” tab. Questions will be answered as they are received. Answers to all questions will be posted on the Planet Bids website. The deadline to submit questions is June 14, 2019 at 4:00 pm. Questions submitted after that time will not be addressed.

Parties responding to this RFI must submit: One (1) electronic PDF copy of the response (uploaded to Planet Bids). Any other method of submission besides posting to Planet Bids will be rejected. No late responses will be accepted. The City is not responsible for any technology issues that delay or prevent timely electronic positing of submissions to Planet Bids.

Any submittal received prior to the date and time specified above may be withdrawn or modified by written request of the responder. To be considered, however, the modified submittal must be received by the time and date specified below.

All responses must be posted to Planet Bids by 4:00 PM PDT on Friday July 12, 2019:

<https://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

2. RFI Schedule

The following represents the schedule for this RFI. Any change in the schedule provided below will be communicated by posting an addendum to the RFI on Planet Bids. Responders to this RFI must participate in one of the two Guided Tours:

Activity	Date
Release Date	May 29, 2019
Guided Tour #1	June 10, 2019 at 11 am (1920 34 th Avenue)
Guided Tour #2	June 12, 2019 at 11 am (1920 34 th Avenue)
Deadline to Submit Written Questions to Planet Bids	June 14, 2019 at 4 pm PDT
Final Issuance of Responses to Questions	June 17, 2019 by 4 pm PDT
Response Deadline	July 12, 2019 at 4 pm PDT

Depending on the responses received, the City may hold a community meeting in late July or early August for neighborhood feedback on proposed concepts. If such a community meeting takes place, the City's intention is that such meeting would be convened before determining next steps for the Site.

3. Background

The Site is located at 1920 34th Avenue in Sacramento, California, in the Mangan Park neighborhood west of and adjacent to Mangan Park. The Site was previously used by City staff for the City's landscaping operations. The City's tree nursery was closed in 2008 and the Site has been mostly vacant since (with some limited storing of City materials). Refer to [Attachments 1 and 2](#) for additional background, a site map, and photos. The Site borders the north boundary of the Sacramento Executive Airport. Constructed in the 1960s, the site is 5.18 acres and includes a greenhouse, shade structure, cold frames, holding beds, and bulk storage capacity. There is also an administrative building on the Site, which contains an assembly area, small offices, and locker facilities. Details on the structures are as follows:

- A one-story, approximately 2,400 square-foot shade enclosure constructed in 1965 with aluminum lath sides and top.
- A one-story, approximately 2,800 square-foot greenhouse structure likely constructed around 1965, with growing benches. The floor of the greenhouse consists of exposed soil.
- A one-story, approximately 1,600 square-foot operations building constructed on a concrete-slab-on-grade foundation with wood and concrete-block walls and a pitched roof, constructed in 1965
- An enclosed storage area of approximately 800 sq. ft.
- A seven-bay, approximately 720-square-foot storage building with concrete and block wooden walls and a pitched roof constructed around 1965.
- Bulk bins for compost or other materials: seven at approximately 100 sq. ft. each with minimum capacity of 15 cubic yards.

Much of the Site has overhead irrigation, with additional growing and staging areas. The Site has a long history of producing and storing plant stock to be used in landscape projects for the City, and it has many Site improvements to support urban plant propagation and related activities.

Leading up to site closure in 2008, the Site was increasingly underutilized due to downsizing of municipal operations, staff consolidation, and changes in the method by which the City procures plants and trees for municipal use. The City previously grew many of its annual and perennial plants and tree stock at the Site, but most of the City's planting stock is now purchased from commercial growers and only stored at the Site for a few months each year. Thus, the Site is currently only used for temporary storage of plants and trees, and for stockpiling of the City's bulk materials such as soil, mulch, or woodchips. The City is willing to lease all or a portion of the Site depending on the use proposed. The City can vacate the Site of any City uses. Accordingly, there is an opportunity to reactivate the Site as a community asset.

4. Potential Projects of Interest

The City is requesting information from parties interested in using the Site for agricultural or other uses, such as the following:

- Farming or cultivation of items for human consumption or use such as fruits, vegetables, nuts, seeds, herbs, and sprouts
- Cultivation of plants and trees
- Cultivation of hops (but not large-scale processing)
- Sale of agricultural goods, grown or cultivated, at an urban agriculture stand onsite or to local restaurants, food distributors, school districts and other institutions
- Subleasing farmland and infrastructure located at the Site to independent farmers
- Privately managed community gardens, available for neighborhood use and local food access
- Hosting or allowing occasional community activities and/or events, complimentary to the use of the Site
- Neighborhood meeting space
- Programs and jobs or skills-training for youth
- Use of the Site as a managed horticultural/agroecology center offering experiential training and hands-on workshops
- Use of the Site to provide services and support to community garden groups, train novice and experienced gardeners alike for growing food and non-food plants and healthy living
- Urban agriculture incubator supporting the local food and restaurant economy, or developing urban agriculture technology for food sourcing and production
- School partnerships for educational opportunities and healthy living activities
- Initiatives to address food security

5. Site Considerations

The following Site limitations should be accounted for in responses:

- The City encourages responses to include a phased approach. Undeveloped portions of the property will be available most readily, whereas existing structures require significant improvements prior to allowing third-party use.

- The Site is zoned Single-Unit Dwelling Zone (“R-1”), within the Approach-Departure Zone 1 (“EA2”) of the Executive Airport Overlay Zone (“Overlay”). The Site may require a conditional use permit or other entitlements for certain uses, including operation of a market garden.
- Due to limitations established in the EA-2 Overlay, no more than 50 individuals are permitted on the Site at any given time. Given the proximity of the Site to the Executive Airport, the purpose of this 50-person restriction is to protect the health, safety, and welfare of individuals at the Site.
- Due to Site location within a residential neighborhood, the Site is not well suited for intense commercial use due to concerns over traffic impacts, noise, and dust.
- The use of heavy equipment on the Site for agricultural operations, including but not limited to tractors, must be limited to initial preparation of the land for agriculture use pursuant to the standards of the Sacramento City Code.
- The City may impose additional limitations on certain types of agriculture or uses for neighborhood compatibility and to avoid potential impacts, for uses such as:
 - Beehives
 - Aquaculture
 - Energy generation
- The Site is located adjacent to the Mangan Park gun range, which previously contained lead contamination and was remediated in 2017.
- Due to concern regarding lead contamination at the adjacent Mangan Park gun range, the City conducted soil testing at the Site in 2017. After soil testing, the City remediated affected portions of the Site to residential screening levels established by the US Environmental Protection Agency. However, proposed uses of the Site will need to be evaluated in light of previous contamination at the Site (i.e. whether raised beds should be used as a precaution).
- Improvements may be required at the Site to support certain uses, for which the City does not have committed funding. As such, improvements may be at the sole cost of the leasing party.

6. Submittal Requirements

All references to the maximum number of pages are to a single-sided page, not including tabs or section dividers. The minimum font size for the body of the text shall be 12 point. Responses should be limited to no more than 30 pages. Responses must be uploaded to Planet Bids as one PDF file and must include the following information:

1. Cover letter.
2. Qualifications, including relevant project experience and examples.
3. Proposed uses or uses of interest for the Site.
4. Site map identifying desired areas of the Site.
5. Estimated budget, including available funding for Site improvements.
6. Timeline for activation, including any proposed phasing for Site activation.
7. Proposed business or operational structure.
8. Proposed Site improvements.
9. Proposed engagement or opportunities for the local community in Site operations.
10. Expectations of the City.
11. Interest in subleasing or renting portions of the Site for agricultural uses.
12. A disclosure identifying any actual, apparent, or potential conflict of interest that may result from use of the City-owned Site.

13. Whether the proposing entity is a Local Business Enterprise, which is a business entity that has a legitimate business presence in the City of Sacramento or unincorporated County of Sacramento.

7. Questions

Written questions should be submitted via the Planet Bids website where the RFI has been posted under the "Q&A" tab. Questions will be answered as they are received. Answers to all questions will be posted on the Planet Bids website. The deadline to submit questions is June 14, 2019 at 4 pm PDT. Questions submitted after that time will not be addressed.

It is recommended that you do not contact City departments, City staff, or other parties directly. Information provided by any source other than Planet Bids may be invalid and responses which are submitted in accordance with such information may be declared non-responsive.

In the event that additional information becomes available, or it becomes necessary to revise any part of this RFI, written addenda will be issued and posted on the Planet Bids website: <https://www.planetbids.com/portal/portal.cfm?CompanyID=15300>. Any amendment to this RFI is valid only if in writing and issued by the City through Planet Bids website.

It is the respondent's sole responsibility to monitor this website for possible addenda to this RFI. Failure of the respondent to retrieve addenda from the Planet Bids site shall not relieve the respondent of the requirements contained therein.

After the City has reviewed the information received through this RFI, the City will evaluate information received and determine whether to issue a RFP or refrain from further action.

8. General Terms

- The City reserves the right to terminate or modify this RFI process at any time and to reject any and all RFI responses. The City reserves the right, at its sole discretion, to discuss with one or more parties who respond to this RFI, or may choose at its sole discretion, not to discuss with any respondents. This RFI process does not constitute any type of offer and creates no contractual obligation or other liability to the City. City will not pay any costs incurred by respondents in preparing a response to this RFI. Non-participation in the RFI process does not preclude interested parties from responding to a future RFP for the Site, if any.
- Responses to this RFI become the exclusive property of the City and may be disclosed upon receipt of a request for public disclosure pursuant to the California Public Records Act.
- Responding parties shall disclose any financial, business or other relationship with the City that may have an impact upon the outcome of this RFI. Responding parties shall also list current clients who may have a financial interest with the City that would be affected by the outcome of this RFI.
- Any selected tenant will be required to comply with City insurance requirements as determined by the City's Risk Manager.

Attachment 1: Property Information

Property Description

Assessor Parcel Number: 035-0010-042,

Situs Address: 1920 34th Avenue, Sacramento, CA 95822

Owner: City of Sacramento

Zoning: Single-Unit Dwelling Zone ("R-1"), Approach-Departure Zone 1 ("EA-2") of the Executive Airport Overlay Zone

Attachment 2: Site Map and Photos

Site Map: City Tree Nursery, 1920 34th Avenue



Site Photos

Greenhouse structure and operations building . Orange safety cones mark irrigation equipment.



Greenhouse entrance



Greenhouse interior



Shade structure



Fields at the site, at various times of the year. Stakes and safety cones mark irrigation equipment.







