



**REQUEST FOR PROPOSALS (RFP) FOR  
Chicago Sustainable Backyard Program**

**APRIL 9, 2012**

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**CITY OF CHICAGO  
DEPARTMENT OF TRANSPORTATION (CDOT)**

**RESPONSES MUST BE RECEIVED NO LATER THAN  
May 7, 2012  
at Noon (12:00 P.M.) CST**

**One electronic copy** of the proposal and **four (4) paper copies** should be submitted in a sealed envelope or package labeled as shown below:

**Sustainable Backyards**  
Program Proposal  
Sean Wiedel  
Department of Transportation  
30 N LaSalle St., 11<sup>th</sup> Floor  
Chicago, IL 60602

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**CDOT will host a mandatory Pre-Submittal Conference:  
3:00 PM on  
Monday, April 16, 2012  
at the  
Chicago Department of Transportation  
30 N. LaSalle St., 11<sup>th</sup> Floor  
Commissioner's Conference Room  
Chicago, IL 60602**

**RAHM EMANUEL  
MAYOR**



**GABE KLEIN  
COMMISSIONER**

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## 1. Purpose of the RFP

This purpose of the Sustainable Backyards Program (SusBy) is to help Chicago residents manage their backyards more sustainably, especially through the implementation of green infrastructure that reduces runoff and provides other environmental benefits. In the short-term, the main method to reach this goal is to distribute rebates for rain barrels, compost bins, native plants and trees. Core functions include program marketing, rebate processing, budget and grant administration, education and program evaluation. Depending on the City's need, the Respondent may be asked to participate on an advisory committee to address miscellaneous green infrastructure projects and policy support on an as-needed basis.

These funds will be awarded through a grant agreement on a time and materials basis. The initial term of the agreement **will last three years with up to three additional one-year extensions for a total possible term of six (6) years.** The selected agency will work closely with the CDOT program manager to confirm scope of work and necessary materials required to implement work.

The City of Chicago expects program innovation and requires that the Respondent(s) maintain close cooperation with the City in execution of the scope. The Respondent's design elements of the program should reflect the Respondent's ingenuity and experience.

### A. Background

The value of green infrastructure is gaining wide recognition from planners and policymakers as a cost-effective tool to manage stormwater while providing multiple ecological and social benefits. Chicago strives to be a leader in innovative strategies to institutionalize green infrastructure and engage residents in a green infrastructure vision.

The City of Chicago has proven its commitment to green infrastructure through green roofs, green alleys, research and other capital investments. The City is pursuing new ways to foster action and stewardship among its 2.8 million residents. The Chicago Sustainable Backyard Program was begun in 2011 at the former Chicago Department of Environment as an educational program that provides incentives so that Chicago residents can create more environmentally-friendly landscapes utilizing green infrastructure in their own yards. SusBy was built off of a rain barrel rebate program in 2010, and before that, the City's subsidized rain barrel sale program that began in 2004.

The Chicago Sustainable Backyard Program, to be administered through a grant from the Chicago Department of Transportation, aims to accomplish the following objectives:

1. Advance awareness about the importance of green infrastructure in Chicago;
2. Distribute rebates for trees, native plants, compost bins, and rain barrels to Chicago residents;

3. Improve assumptions used in calculating environmental metrics by collecting and analyzing installation and usage rates and other tracking measures;
4. Encourage growth of the local market for green infrastructure best management practices (BMPs);
5. Quantify and promote the important ecosystem and other services that are provided by green infrastructure, including improved air and water quality, energy conservation, carbon and urban heat island mitigation, and wildlife habitat; and
6. Document progress and develop an implementation guide for other cities in the Great Lakes basin.

To meet these objectives, the City of Chicago has employed a multi-tiered outreach program centered on educational workshops. In addition to traditional outreach methods, the City has hosted over 40 Sustainable Backyard Workshops since 2010. Workshops generally target neighborhoods that have been underserved by previous subsidy programs, are at high risk for basement flooding during rain events and/or show a high level of potential for improvement with the addition of BMPs. In 2011, the City hosted 17 Sustainable Backyard Workshops and promoted the benefits of green infrastructure at 18 community events reaching over 2,500 residents across the city.

In 2011, the City distributed 420 rebates to residents that resulted in the planting of over 1,200 native plants and 397 trees, and the installation of 133 rain barrels and 116 compost bins. Residents invested \$2.50 for every \$1.00 the City spent on incentives for these BMPs. Demand for the SusBy program is expected to increase in subsequent years as more residents become aware of the information and incentives available.

To date, funding for the rebates has been awarded through grants from the US Environmental Protection Agency's Pollution Prevention (P2) Program and a USDA Forest Service Great Lakes Restoration Initiative— Payment for Ecosystem Services (PES) Grant.

#### **B. Anticipated Term of Grant Agreement and Funding Source(s)**

The term of agreement executed under this RFP will be from July 1, 2012 to June 30, 2015. Based on need, availability of funds, program design, and grantee performance, CDOT may extend this term for up to three (3) additional one-year terms for a maximum total term of six (6) years.

In addition, respondents should be aware that payment for services by the City will be made on a reimbursement basis for time and materials. Grantees should not plan to receive their first payment until up to 120 days after the beginning of the agreement period. **Applicants must be able to proceed with program operations upon award notification.**

#### **C. Eligible Respondents**

This is a competitive process open to both for-profit and non-profit organizations. However, if the lead respondent is a for-profit organization, the respondent must partner

with a non-profit organization as the ability to leverage resources by applying for and receiving grants is essential to building and sustaining the Sustainable Backyards (SusBy) program.

Applicants who are not in good standing under existing contracts or other agreements with the City of Chicago will not be considered for an agreement. Agencies not eligible include those that: have had a City contract or other agreement terminated for default; or are currently debarred and/or have been issued a final determination by a City, State or Federal agency for performance of a criminal act, abridgement of human rights or illegal/fraudulent practices.

## **2. RFP and Submission Information**

### **A. Proposal Deadline and Submittal Procedures**

**Please submit one electronic copy and four (4) paper copies by  
Noon (12:00 PM) CST on  
May 7, 2012 to:**

**Sustainable Backyards**  
Program Proposal  
Sean Wiedel  
Department of Transportation  
30 N LaSalle St., 11<sup>th</sup> Floor  
Chicago, IL 60602

Proposals will be accepted prior to the due date, from 8:30 a.m. to 4:30 p.m. Monday – Friday at the same location. All proposals must be complete. Incomplete proposals will not be reviewed. In-person or bonded messenger delivery of proposals is encouraged. Time stamped receipts will be issued as proof of timely submittal.

*No proposal shall be considered complete and therefore reviewed unless the original copy is delivered and received at CDOT offices.*

***Proposals received after the due date and time shall be deemed NON-RESPONSIVE and, therefore, subject to rejection.***

### **B. Contact Person Information**

Respondents are strongly encouraged to submit all questions and comments related to the RFP via e-mail. Please direct any questions to the appropriate liaison. For answers to program-related or administrative questions please contact **Sean Wiedel at [sean.wiedel@cityofchicago.org](mailto:sean.wiedel@cityofchicago.org)**.

**C. Pre-Submittal Conference**

A mandatory Pre-Submittal conference will be held on **3:00 PM on Monday, April 16, 2012 at 30 N. LaSalle, 11<sup>th</sup> Floor, Commissioner’s Conference Room, Chicago, IL 60602.**

All those interested in attending should contact Sean Wiedel (sean.wiedel@cityofchicago.org) and write “Chicago Sustainable Backyard Program Respondents Conference” in the subject line. Please give the names and email addresses of those wishing to attend along with the agency name. Please RSVP by Friday, April 13, 2012.

**D. Timeline**

This is the anticipated timeline for the Chicago Sustainable Backyard Program RFP process:

RFP Released (emailed & posted on web site)	April 9, 2012
RFP Bidders Conference	April 16, 2012 (3:00 P.M.)
Proposals Due	May 7, 2012 (12:00 P.M.)
Award Notifications made	June 1, 2012
Program Year Begins	July 1, 2012

**3. Scope of Services**

**A. OVERVIEW**

*Marketing, Outreach & Workshops*

In addition to seeking and using new outreach channels, the Respondent will utilize the City’s existing outreach channels to raise awareness about the Chicago Sustainable Backyard Program such as Aldermanic Offices, City of Chicago facilities, such as Chicago Center for Green Technology, schools, park field houses, libraries, community papers and listservs, block clubs, garden clubs, places of worship, Chicago’s Rain Harvesting Blog ([www.chicagorainharvesting.wordpress.com](http://www.chicagorainharvesting.wordpress.com)), and the Chicago Sustainable Backyard phone line, and other social media.

In addition to marketing, the Respondent will host at least 60 educational workshops over the three-year agreement period, with a minimum of 20 workshops per year. Workshops currently target neighborhoods that have been underserved by previous subsidy programs, are at high risk for basement flooding during rain events, and/or show a high level of potential for improvement with the addition of BMPs. Chicago Department of Water Management’s (CDWM) Sewer Model has been used to identify these "high risk/high potential" neighborhoods.

Based on the City's experience conducting the Sustainable Backyard workshop series, we believe that in-person workshops have the distinct advantages including:

- Encouraging proper usage and maintenance and thereby environmental benefits and user satisfaction with the BMPs;
- Strengthening local networks;
- Fostering community support;
- Building on the experiences of those who have already implemented green infrastructure projects; and
- Allowing for instant feedback about the program.

The Respondent will also be responsible for managing and building upon the existing resources such as phone line, email account, Facebook, Twitter and other social media accounts, website (in partnership with City webmaster), Rain Harvesting blog; and will be responsible for tracking and collecting contact information including email and home addresses.

Respondents are encouraged to include innovative ways of improving marketing, outreach and education. For instance, consider starting an interactive listserv that allows residents to discuss successes and challenges of composting, rain barrels, etc. Working with the garden centers, nurseries and others to increase the market for these items is another important strategy the Respondent should address; relationships should be fostered with garden centers, hardware stores, landscaping industry and others.

#### *Rebate administration*

The Respondent will be responsible for administering all aspects of rebates, including but not limited to rebate form production, distribution and return, as well as rebate check processing/mailing and management. Respondent can make use of existing rebate forms for rain barrels, compost bins, native plants and trees, and/or may be required to produce rebate forms for new products. To minimize City administration time, Respondent will be expected to pay up front for rebates on a monthly basis, and submit monthly invoices to the City for reimbursement.

To increase rebate rate of return, Respondent should propose/consider new methods of rebate distribution and return such as at points of sale (by partnering with garden centers, hardware stores and other points of sale so that customers receive rebate instantly and the retail center invoices the Respondent periodically), and/or on-line rebate submission.

#### *Evaluation & Measuring Success*

Outputs will be tracked by collecting and analyzing installation and usage rates through preliminary (on-rebate) form surveys and follow-up email surveys. This information will improve assumptions for calculating the environmental measures and other metrics. Preliminary surveys should be distributed to participants on the rebate form itself. Completion of the initial survey is required in order to receive a rebate check. At the end of the growing season (October-November), the Respondent should conduct a

follow-up survey with all rebate recipients to determine the effectiveness and usage rates of each BMP.

Using the preliminary and follow-up surveys, the Respondent should collect, at a minimum, the following types of information:

- Installation address
- Number of downspouts on home
- Number of downspouts disconnected
- Size of roof
- Model/size of BMP
- Drainage area of BMP
- Total cost of BMP
- Point of purchase
- Main use for water harvested
- Frequency of inundation
- Overall satisfaction

Based on these survey results, the Respondent shall report on the annual environmental impact of the program in terms of gallons diverted from the sewer system, gallons of tap water conserved, carbon dioxide equivalent mitigated and other relevant ecosystem services.

The Respondent will also be responsible for evaluating the estimated impact of the program on the local market for these incentivized products. This has historically been estimated by surveying all the garden centers and hardware stores to determine their rain barrel and compost bin sales at the end of each year. Comparing actual sales to the number of rain barrel and compost bin rebate returned provides an indication of the market and demand for rebates. Compost bin and rain barrel sales are used as the baseline, since only 3 stores stocked them before the rebate program was initiated in 2010.

#### *Policy/other support/program expansion*

The Respondent may also be asked to participate on an advisory committee to address miscellaneous green infrastructure project and policy support on an as-needed basis.

The City may also request support in expanding SusBy's scope or for developing and/or managing new green infrastructure programs, including:

- Adding rebates for other products such as permeable pavement, cisterns, or rain gardens to SusBy;
- Writing grants and other fundraising to continue the SusBy program after the City grant agreement ends;
- Developing and managing a downspout disconnection program;
- Developing and managing a green infrastructure evaluation program on a sewer-shed scale.



## **B. PROGRAM DESIGN**

The Respondent is expected to implement the program as described above. Below is a sample minimum timeline of expectations as laid out in the existing grants:

<b>2012</b>	
April-October	Host at least 20 Sustainable Backyard Workshops and outreach events. Provide technical support for residents. Collect and process rebates. Host tree sales and other community events. Process preliminary survey data. Continue advertising.
November	Finish collecting and processing rebates and preliminary survey data. Administer follow-up survey.
December	Process follow-up survey data. Report results.
<b>2013</b>	
January-March	Develop and publish 2013 rebate forms. Update Rain Harvesting Blog and provide information for City website. Begin advertising. Host garden center and hardware store manager training on BMPs and rebate program and/or make garden center visits to promote program and drop off flyers and rebate forms.
April-October	Host at least 20 Sustainable Backyard Workshops and outreach events. Provide technical support for residents. Collect and process rebates. Process preliminary survey data. Continue advertising.
November	Finish collecting and processing rebates and preliminary survey data. Administer follow-up survey.
December	Process follow-up survey data. Report results.
<b>2014</b>	
January-March	Develop and publish 2014 rebate forms. Update website. Begin advertising. Host garden center and hardware store manager training on BMPs and rebate program and/or make garden center visits to promote program and drop off flyers and rebate forms.
April-October	Host at least 20 Sustainable Backyard Workshops and outreach events. Provide technical support for residents. Collect and process rebates. Process preliminary survey data. Continue advertising.
November	Finish collecting and processing rebates and preliminary survey data. Administer follow-up survey.
December	Process follow-up survey data. Report results.

**Cooperating City Department(s):** Chicago Department of Transportation (CDOT), Department of Water Management, Mayor's Office

**Brief General Description:** Available funds will be used to pay necessary services to provide the Chicago Sustainable Backyard Program. Funds will include City funding and USEPA and Forest Service grants to the City to be used for rebate reimbursement.

**Performance Goals:**

Agencies will be expected to report quarterly and annually on the following measures:

- Numbers of workshops hosted and participants attending.
- Number of rebates returned by type.
- Summary of outreach and media coverage of program.
- Number of unique website visitors.
- Environmental performance measures.
- Money spent by resident in comparison to rebate funding given.
- Ecosystem service value provided in comparison to funds expended in rebates.

**Prior Year Statistics for this Program (2011):**

Sustainable Backyard Workshops hosted = 17  
Partner/community events with SusBy presence = 18  
# of residents reached via workshops and community events = 2,500  
# of residents reached via advertisement (estimate) = 500,000  
# of rebate forms distributed = 7,520  
# of rebate checks distributed = 420  
Native plants planted = 1,200  
Trees planted = 397  
Rain barrels installed = 133  
Compost bins installed = 116  
Facebook "likes" = 156

**Anticipated Annual Minimum\* Statistics for this Program:**

Sustainable Backyard Workshops hosted = 20  
Partner/community events with SusBy presence = 20  
# of residents reached via workshops and community events = 2,500  
# of residents reached via advertisement (estimate) = 500,000  
# of rebate forms distributed = 15,000  
# of rebate checks distributed = 2,000  
Native plants planted = 1,800  
Trees planted = 500  
Rain barrels installed = 300  
Compost bins installed = 300  
Additional Facebook "likes" = 200

\*Respondents are encouraged to demonstrate how they will exceed minimum statistics in the RFP.

**Estimated amount of grant funding:**

The City of Chicago expects the respondent to outline ways in which it will supplement this award with other funds and/or funding opportunities to run the program as outlined for three years.

**Program Period:** July 1, 2012 to June 30, 2015

**Skill Requirements:**

- Verbal and written communication
- Public speaking
- Social media
- Wordpress blog management
- Project management
- Microsoft Word, Excel, PowerPoint
- Water-related policy experience

**Specifications and Responsibilities:**

**a. Grantee Responsibilities**

- Work will be performed from approximately July 1, 2012 to June 30, 2015
- Proper insurance and bonding are required by the grantee where applicable.
- Overall oversight of the project shall be performed by CDOT.
- City of Chicago reserves the right to dismiss any Respondent agency for non-performance.
- Rebates must only be provided to residents of the City of Chicago.

**b. Submittals**

The Respondent will provide the following information to CDOT upon Grant award and kept up to date through the period of this program agreement.

- Names and contact information for all staff working on program.
- Proposed reporting and invoice formats

### **c. Invoices**

Upon Grant award, original invoices must be forwarded by the Respondent to CDOT. Invoices must be submitted in accordance with the mutually agreed upon time period between the Respondent and CDOT. Respondents will be limited to actual program costs such as staff salaries, benefits, rebates and other expenses plus a negotiated indirect cost rate.

Respondent must submit an original invoice on no more frequently than a monthly basis, for work completed the prior month. The invoice format and content will be determined by CDOT, and must include both electronic and paper hard copy. The invoice format will, at minimum, include the following information:

- Date services were performed
- Description of services performed
- Names, addresses and amounts of all rebates provided during invoice period
- Delineation of costs for each rebate type, and total number of rebates distributed per rebate type
- Total Monthly Cost for services performed
- All invoices must be signed, dated, and reference the Grant agreement number. If the Respondent has more than one (1) grant or contract with the City, separate invoices must be prepared for each grant or contract in lieu of combining items from different grants or contracts under the same invoice.

Respondents should be aware that payment for services by the City will be made on a reimbursement basis. Grantees should not plan to receive their first payment until up to 120 days after the beginning of the agreement period. **Applicants must be able to proceed with program operations upon award notification.**

## **4. Evaluation and Selection Procedures**

### **A. Evaluation Process**

A multi-departmental committee selected by CDOT will evaluate and rate all proposals based upon the criteria outlined below. The committee may also request interviews with respondents. However, CDOT reserves the right to award agreements on the basis of initial proposals received without further discussions. Failure to submit a complete proposal and/or to respond fully to all requirements may cause the proposal to be deemed unresponsive and, therefore, subject to rejection.

Each proposal will be evaluated in comparison with the other proposals submitted to provide meals in the same service region.

## **B. Evaluation Criteria**

The proposals will be evaluated on the respondent's ability to provide services as defined in this RFP, "Scope of Services" and on the submission and completion of all requested documentation as defined. The minimum threshold criteria will consist of:

- The proposal meets or is consistent with the Scope of Services described in Section 3 of this RFP.
- The respondent has demonstrated administrative and fiscal capacity to operate and manage the proposed program.
- The respondent has demonstrated programmatic capacity to operate and manage the proposed program.
- Appropriate staffing levels for program scope and size.
- The Respondent is not delinquent on any taxes or any payments owed to the City.
- Proposal review does not reveal any serious issues that would raise concerns about the ability of the agency to fulfill agreement requirements.
- The respondent has no past, current or anticipated legal judgments resulting from any agreement matters.
- Respondent demonstrates leveraged use of funds to provide necessary SusBy training and management services and build sustainable organizational capacity.
- Demonstrated capacity to meet environmental performance targets.
- Special consideration will be given to those applications which address the most specialty areas described in the general description above.

### **1. RESPONDENT'S QUALIFICATIONS AND EXPERIENCE**

Demonstrated by the extent to which the respondent shows a successful history of providing the services as outlined in this RFP for similar or relevant work by providing three references with contact information. Demonstrated by the extent to which the respondent's staff has the qualifications and knowledge to perform the services (staff resumes, licenses, and training certificates); the respondent demonstrates fiscal and administrative abilities to ensure effective service delivery; sound fiscal management regarding record keeping and invoicing; adequate management, supervision and infrastructure; and the respondent's familiarity with federally funded program reporting and regulations.

### **2. SERVICES PROPOSED**

Demonstrated by the extent and appropriateness to which the proposed activities effectively address the requirements and procedures set forth in the RFP (narrative explanation of proposed services); the extent to which the proposed activities address the program objectives; the applicant demonstrates appropriate expertise in necessary services; and the degree to

which the staffing plan is adequate (monitoring plan and documented performance history).

### 3. PHYSICAL CAPABILITY TO PERFORM

Demonstrated by the condition and quality of equipment, vehicle and other materials necessary to complete the requirements of this RFP. Respondent may be subject to a site inspection by CDOT staff or the review committee.

### 4. FISCAL STABILITY

The extent to which the respondent's proposal demonstrates fiscal and administrative capability to ensure effective service delivery and sound fiscal management. For example, sufficient financial resources and expertise to manage start-up expenses, sustaining payment delays, overcoming poor fiscal management decisions (submit the most current annual report, a budget, a list of tentative sources, a buying plan and any other relevant documentation).

## **C. Selection**

Selections will not be final until the City and respondent have fully negotiated and executed an agreement. The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of a fully executed agreement.

## **D. Technology Requirements**

The provider must have a PC/laptop with a valid email account to which communication receiving and sending is appropriate.

The provider must also have a working fax machine and scanner to be able to receive and send faxes, and send scanned documents as needed.

Desktop computers must at minimum have internet access - dial up is acceptable but high-speed/broadband is preferable, Window XP Professional (Service Pack 2) or higher, Internet Explorer v.7 or higher (no Netscape), a graphics card that can support 1024x768. Security specs must include: a) automatic operating system upgrades, b) firewall protection, c) automatic virus upgrades and d) anti-spy-ware software; at this time there are no laptop specs but this may change.

## **E. Intellectual and Real Personal Property Rights**

Grantee must receive written authorization from the City prior to purchasing tangible personal property having a useful life of more than one year with an acquisition cost of \$5,000 or more per unit ("Personal Property"), or as otherwise determined by the Department. All Personal Property will be the property of the City. When this Agreement expires or is terminated, Grantee must return to the City (a) the balance of any funds

received under this Agreement and any accounts receivable attributable to those funds and (b) all Personal Property. However, upon receipt of the final inventory of all Personal Property, the City may elect to allow Personal Property to remain in the possession of Grantee if the City, in its sole discretion, determines that the Personal Property is necessary for the performance of any new or other services by Grantee for the City.

The City of Chicago reserves the right to, at its discretion, retain the name "Sustainable Backyards (SusBy)" and all intellectual property rights therein upon expiration of the Agreement.

## **5. Legal and Submittal Requirements**

- A. Compliance with Laws, Statutes, Ordinances and Executive Orders**  
Grant awards will not be final until the City and the respondent have fully negotiated and executed an agreement. All payments under agreements are subject to annual appropriation and availability of funds.

The City assumes no liability for costs incurred in responding to this RFP or for costs incurred by the respondent in anticipation of an agreement. As a condition of a grant award, respondents must comply with the following and with each provision of the agreement:

1. **Conflict of Interest Clause:** No member of the governing body of the City of Chicago or other unit of government and no other officer, employee, or agent of the City of Chicago or other government unit who exercises any functions or responsibilities in connection with the carrying out of the project shall have any personal interest, direct or indirect, in the agreement.

The respondent covenants that he/she presently has no interest, and shall not acquire any interest, direct, or indirect, in the project to which the agreement pertains which would conflict in any manner or degree with the performance of his/her work hereunder. The respondent further covenants that in the performance of the agreement no person having any such interest shall be employed.

2. **Governmental Ethics Ordinance, Chapter 2-156:** All respondents agree to comply with the Governmental Ethics Ordinance, Chapter 2-156 which includes the following provisions: a) a representation by the respondent that he/she has not procured the agreement in violation of this order; and b) a provision that any agreement which the respondent has negotiated, entered into, or performed in violation of any of the provisions of this Ordinance shall be voidable by the City.

3. Selected respondents shall establish procedures and policies to promote a Drug-free Workplace. The selected respondent shall notify employees of its policy for maintaining a drug-free workplace, and the penalties that may be imposed for drug abuse violations occurring in the workplace. The selected respondent shall notify the City if any of its employees are convicted of a criminal offense in the workplace no later than ten days after such conviction.
  
4. Business Relationships with Elected Officials - Pursuant to Section 2-156-030(b) of the Municipal code of the City of Chicago, it is illegal for any elected official of the City, or any person acting at the direction of such official, to contact, either orally or in writing, any other city official or employee with respect to any matter involving any person with whom the elected official has a business relationship, or to participate in any discussion in any City Council committee hearing or in any city council meeting or to vote on any matter involving the person with whom an elected official has a business relationship. **Violation of Section 2-156-030(b) by any elected official with respect to the agreement shall be grounds for termination of the agreement.** The term business relationship is defined as set forth in Section 2-156-080 of the Municipal Code of Chicago.

Section 2-156-080 defines a "business relationship" as any contractual or other private business dealing of an official, or his or her spouse or domestic partner, or of any entity in which an official or his or her spouse or domestic partner has a financial interest, with a person or entity which entitles an official to compensation or payment in the amount of \$2,500 or more in a calendar year; provided, however, a financial interest shall not include: (i) any ownership through purchase at fair market value or inheritance of less than one percent of the share of a corporation, or any corporate subsidiary, parent or affiliate thereof, regardless of the value of or dividends on such shares, if such shares are registered on a securities exchange pursuant to the Securities Exchange Act of 1934, as amended; (ii) the authorized compensation paid to an official or employee for his office or employment; (iii) any economic benefit provided equally to all residents of the City; (iv) a time or demand deposit in a financial institution; or (v) an endowment or insurance policy or annuity contract purchased from an insurance company. A "contractual or other private business dealing" shall not include any employment relationship of an official's spouse or domestic partner with an entity when such spouse or domestic partner has no discretion concerning or input relating to the relationship between that entity and the City.



5. Compliance with Federal, State of Illinois and City of Chicago regulations, ordinances, policies, procedures, rules, executive orders and requirements, including Disclosure of Ownership Interests Ordinance (Chapter 2-154 of the Municipal Code of Chicago); the State of Illinois - Certification Affidavit Statute (Illinois Criminal Code); State Tax Delinquencies (65ILCS 5/11-42.1-1); Governmental Ethics Ordinance (Chapter 2-156 of the Municipal Code of Chicago); Office of the Inspector General Ordinance (Chapter 2-56 of the Municipal Code of Chicago); Child Support Arrearage Ordinance (Section 2-92-380 of the Municipal Code of Chicago); and Landscape Ordinance (Chapters 32 and 194A of the Chicago Municipal Code).
6. If selected for grant award, respondents are required to (a) execute and notarize the Economic Disclosure Statement and Affidavit, and (b) indemnify the City as described in the agreement between the City and the successful respondents.
7. Pursuant to Mayoral Executive Order No. 05-1, from the date of public advertisement of this request for proposals through the date of award of an agreement pursuant to this request for proposals, the organization responding to this request for proposals (the "Respondent"), any person or entity who directly or indirectly has an ownership or beneficial interest in Respondent of more than 7.5 percent ("Owners"), spouses and domestic partners of such Owners, Respondent's proposed subcontractors, any person or entity who directly or indirectly has an ownership or beneficial interest in any subcontractor of more than 7.5 percent ("Sub-owners") and spouses and domestic partners of such Sub-owners (Respondent and all the other preceding classes of persons and entities are together, the "Identified Parties") must not: (a) make a contribution of any amount to the Mayor of the City of Chicago (the "Mayor") or to his political fund-raising committee; (b) coerce, compel or intimidate its employees to make a contribution of any amount to the Mayor or to the Mayor's political fund-raising committee; (c) reimburse its employees for a contribution of any amount made to the Mayor or to the Mayor's political fund-raising committee; or (d) bundle or solicit others to bundle contributions to the Mayor or to his political fund-raising committee.

If Respondent violates this provision or Mayoral Executive Order No. 05-1 prior to the award of an agreement resulting from this request for qualifications/proposals/ information, the Commissioner may reject Respondent's proposal.

For purposes of this provision:

"Bundle" means to collect contributions from more than one source which are then delivered by one person to the Mayor or to his political fund-raising committee.

"Contribution" means a "political contribution" as defined in Chapter 2-156 of the Municipal Code of Chicago, as amended.

For purposes of this provision only, individuals are ""Domestic Partners"" if they satisfy the following criteria: (A) they are each other's sole domestic partner, responsible for each other's common welfare; and (B) neither party is married, as marriage is defined under Illinois law; and (C) the partners are not related by blood closer than would bar marriage in the State of Illinois; and (D) each partner is at least 18 years of age, and the partners are the same sex, and the partners reside at the same residence; and (E) two of the following four conditions exist for the partners: (1) the partners have been residing together for at least 12 months; (2) the partners have common or joint ownership of a residence; (3) the partners have at least two of the following arrangements: (a) joint ownership of a motor vehicle, (b). a joint credit account, (c) a joint checking account, or (d) a lease for a residence identifying both domestic partners as tenants; and (4) each partner identifies the other partner as a primary beneficiary in a will.

"Political fund-raising committee" means a "political fund-raising committee" as defined in Chapter 2-156 of the Municipal code of Chicago, as amended.

Any agreement awarded pursuant to this solicitation will be subject to and contain provisions requiring continued compliance with Executive Order 2005-01.

**B. False Statements**

1. 1-21-010 False Statements

Any person who knowingly makes a false statement of material fact to the city in violation of any statute, ordinance or regulation, or who knowingly falsifies any statement of material fact made in connection with a proposal, report, affidavit, oath, or attestation, including a statement of material fact made in connection with a bid, proposal, contract or economic disclosure statement or affidavit, is liable to the city for civil penalty of not less than \$500.00 and not more than \$1,000.00 plus up to three times the amount of damages which the city sustains because of the person's violation

of this section. A person who violates this section shall also be liable for the city's litigation and collection costs and attorney's fees.

The penalties imposed by the section shall be in addition to any other penalty provided for in the municipal code. (Added Coun. J. 12-15-04, p.39951, & 1)

2. 1 -21-020 Aiding and Abetting.

Any person who aids, abets, incites, compels or coerces the doing of an act prohibited by this chapter shall be liable to the city for the same penalties for the violation. (Added Coined. J. 12-15-04, p.39951, & 1)

3. 1-21-030 Enforcement.

In addition to any other means authorized by law, the corporation counsel may enforce this chapter by instituting an action with the department of administrative hearings. (Added Coined. J. 12-15-04, p.39951, & 1)

# APPLICATION

## Formatting

Submitted proposals must adhere to all of the following requirements:

- Four originals and a digital copy will be submitted for each proposal
- One complete set of the proposal containing original signatures in blue ink signed by an authorized representative of the organization will be marked "Original".
- Recycled paper
- 8 1/2 x 11 letter size
- Double-sided printing
- One inch margins
- Double-spaced
- 12-point font

## SUSTAINABLE BACKYARDS PROGRAM

### Agency Application Information

Legal Name of Applicant Agency	Federal Employer Identification Number (FEIN)		
Administrative/Mailing Address		Ward	Community Area
Executive Director		Executive Director's Phone Number	
Executive Director's Fax Number		Executive Director's Email Address	
Contact Person for Proposal		Contact Person's Phone Number	
Contact Person's Fax Number		Contact Person's Email Address	

**Type of Organization (check one)**

	Not-for-Profit Agency		For-Profit Company		Faith-Based Agency
	Other, Description:				

**Proposed Number of Dedicated Staff:** \_\_\_\_\_

**Three-Year Amount Requested (excluding rebates):** \$\_\_\_\_\_

**Agency Statement of Certification**

This proposal has been duly authorized by the governing body of the proposed. The proposed activities, dates, availability of resources, staff, cost, and all statements made are true and correct. The applicant will comply with all rules and regulations of the funding agency and will revise this proposal if necessary.

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Authorized Signer's Name

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Authorized Signature

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Authorized Signer's Title

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Date Signed

Proposals must contain the following information:

1. **Cover Letter:** An authorized representative of the Respondent, preferably the Executive Director, must sign a cover letter. The cover letter must identify the work services project(s) that the Respondent is proposing to complete and contain a commitment to provide services in accordance with all terms and conditions of the RFP. In addition, the cover letter must contain an overview of the experience and background of the Respondent(s). If a partnership, the fiscal agent must be identified and each of the collaborating partners' principal place of business and the name and telephone number of the principal contact person. Further, Respondents must provide the full address (including the street address and zip-code) for their administrative offices as well as for each service location that will be utilized for the provision of services. **The Cover Letter should not exceed 1 page.**
2. **Executive Summary:** The Executive Summary must provide an overview of the project. **The Executive Summary should not exceed 2 pages.**
3. **Program Design Narrative:** In this section the Respondent must thoroughly explain their plan to meet the mandatory elements of the scope. The narrative should be concise, but contain enough detail to ensure that the evaluation committee understands the Respondent's activities. **Special consideration will be given to those organizations which leverage City funding to improve long-term programmatic capacity of the SusBy program.** Partnerships in coordinated programming and funding should be noted.

The Respondent's design elements of the program should reflect the Respondent's ingenuity and experience including the following areas;

- Residential outreach and education around environmental issues, specifically green infrastructure;
- Program and grant management;
- Leveraging of resources including funding, materials, sites and staffing; and
- Water and green infrastructure policy experience.

**The program design narrative should not exceed 8 pages and should include the following, clearly marked and in the same order:**

- a. Description of community outreach, engagement and marketing approaches. Include a description of the methods used (including social media, "train the trainer", partner programs, community roundtables, newspaper ads, etc.) as well as expected performance measures. Include how underserved areas of the city and areas with the most need will be determined and targeted. Demonstrate relevant past experience and plans specific to this project.
- b. Description of education tactics, including at a minimum the format and content of workshops, and the number and locations of workshops given

annually. Include past experience as well as plans specific to this project, ideally including ways the education component will be improved (e.g. starting an interactive list-serve, etc.).

- d. Description of the Respondent's administrative and financial capacity and processes for the Program, particularly around rebate processing. The Respondent should clearly identify its ability to pay for rebates up front, the rebate turnaround time and how it will reach the rebate distribution targets.
- e. Description of Respondent's experience with program evaluation, including but not limited to determining and calculating environmental benefits of aggregated individual actions.
- f. Summary and description if not included above of how the program will be improved, including but not limited to how the rebate rate of return will be improved upon, e.g. by doing point of sale direct rebates at garden and other retail outlets; electronic submittal of rebates, etc.
- g. Description of Respondent's experience securing and managing state, federal and other grants.
- h. Summary of outcomes as described in the performance measures above.
- i. Description of Respondents' facilities, equipment and supplies available for use in connection with the program.
- j. Description of personnel. The professional qualifications, percent of time and specialized experience of committed personnel.
- k. Description of experience regarding green infrastructure, water conservation and stormwater management research and policy.
- l. Description of coordinated approach. Proposal must show how respondent will coordinate the services listed above across partner agencies to leverage resources and create efficiencies. Please make your best effort to list all partners and services provided.

#### **4. Work Services Project Narrative:**

- a. All Respondents must describe past work experience on similar type projects, utilizing similar skills, equipment and materials, as may be proposed in their proposal.
- b. All Respondents must submit a detailed work plan describing their approach to completing the project as specified. Responses should explain the coordination and logistics of completing the tasks and

inventory of equipment and tools needed as well as quality control methods for ensuring task are completed to City satisfaction. Also include in the work service project bid a complete detail of charging method for any applicable parts and supplies that describes any discount/mark-up from list price for items.

- c. All Respondents must describe a staffing plan outlining responsibilities and experience of key personnel committed to the project. Please include the number of employees, allocation of responsibilities, and an overall project management plan.
5. **Budget/Bids:** Please submit one budget that includes proposed program staff costs and hourly rates. Respondents will be limited to actual program costs such as staff salaries, benefits, and other direct costs plus a negotiated indirect cost rate. **Respondents must have sufficient cash flow to pay participants prior to being reimbursed by the City.**
  6. **References:** Submit, preferably, at least 2 references from previous or current projects. The references should include:
    - i. Company Name
    - ii. Company address
    - iii. Contact person and phone number
    - iv. Date of Service
    - v. Brief description of services provided
    - vi. Dollar value of work
  7. **Attachments:** Respondents may submit any letters of support or agreement such as letters of collaboration from potential partners on the implementation of SusBy.

### **Additional Required Attachments**

1. One (1) electronic copy of the Proposal plus four (4) paper copies.
2. A cover letter affirming the respondent's commitment to provide the goods and services described in its proposal, signed by an authorized representative of the respondent's organization.
3. IRS Statement of tax exempt status if applicable.
4. Copy of Official Articles of Incorporation.
5. Applicant's most recent fiscal audit report or a pre-approved equivalent.
6. Certificate of Insurance.