ARDENWOOD AND COYOTE HILLS AGRICULTURAL LEASE

Site Visit Follow-Up
June 10, 2020
Agenda

- Welcome & Intro
- Neal Colwell, KSN Inc.
- RFP and Addendum
- Q&A Review
- Proposal Process
Other Departments & Concession Opportunities

Business Services

Agricultural Land Lease: Ardenwood & Coyote Hills

- Agricultural Land Lease: Ardenwood Historic Farm & Coyote Hills Regional Park
- Agricultural Land Lease RFP Addendum - No. 1
- Agricultural Land Lease RFP Addendum - No. 2
- Agricultural Land Lease RFP Addendum - No. 3
- Ardenwood Coyote Hills Ag Lease RFP Questions & Answers
- Ardenwood Report, Irrigation - 2020-02-25
- Coyote Hills Water Quality Analysis
- Coyote Hills Well Replacement Permit Set - 2020-01-27
- Site Visit Attendees - 2020-06-03
<table>
<thead>
<tr>
<th>Event Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Announcement Open Proposal</td>
<td>May 11, 2020</td>
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<tr>
<td>Mandatory Site visit (begins in Ardenwood Produce Stand)</td>
<td>Wednesday, June 3, 2020 11:30 a.m. to 1:30 p.m.</td>
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<tr>
<td>Questions for Site visit deadline</td>
<td>June 4, 2020 by 1 p.m.</td>
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<tr>
<td>Questions and Answers posted to website</td>
<td>June 8, 2020 by 4 p.m.</td>
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<tr>
<td>Proposals Due</td>
<td>By July 6, 2020 up to 4 p.m.</td>
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<td>Staff to check-in and verify Proposals</td>
<td>July 7, 2020</td>
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<tr>
<td>Proposers Notified of Interviews by email</td>
<td>By July 7, 2020 after 4 p.m.</td>
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<tr>
<td>Interview with Proposers (expect to interview for at least one hour during the time shown)</td>
<td>July 8, 2020 between 10:30 a.m. up to 1:30 p.m.</td>
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<tr>
<td>Interview with Proposers (expect to interview for at least one hour during the time shown)</td>
<td>July 9, 2020 between 1:00 pm - 3:00 pm ZOOM MEETING (other times as needed)</td>
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<td>Staff Recommendation</td>
<td>July 10, 2020 by 4 p.m.</td>
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<tr>
<td>Board Operations Committee – review</td>
<td>Thursday, September 17, 2020 at 12:30 p.m.</td>
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<tr>
<td>Board of Directors - review and selection</td>
<td>Tuesday, October 6, 2020 at 1 p.m.</td>
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Q&A Review
ARDENWOOD AND COYOTE HILLS AGRICULTURAL LEASE

SECTION 3 -PROPOSALS
Proposal Elements

#1

- Submit an electronic copy by email to Tiffany Margulici at tmargulici@ebparks.org
- Do not submit more than 20 pages, not including Financials (#12 & 13 of this Section)
- Include Transmittal Letter: and Table of Contents
Proposal Elements

#2 – Proof of type of business - Sole Proprietorship, Partnership, Joint Venture, or Limited Liability Company or Corporation. Any proposals that state an intent to form a business if awarded the lease will be rejected.

#3 – Proposers must have a minimum of three (3) years’ experience managing or operating a business of similar type, size and scope as the operation set forth and described in this RFP
Proposal Elements

#4 – Describe the services, capabilities, and advantages that you offer, for example:

- Current workload
- Available staff
- Resources

#5 – Provide a plan and timeline for starting the operation and resolution for any issues resulting from the transition to a new Lessee.
Proposal Elements

#6 – Describe your ability to collaborate, facilitate, and resolve issues in a timely and professional manner. Issues may include customer complaints, budget and cash flow challenges, etc.

#7 – Possible rates to clients for proposed services or products

#8 – State the rate you will pay for fees, per acreage or any other fee structure, as well as the rate to be charged per hour for in-kind work. In-kind work may be used to offset the fees to be paid.
Proposal Elements

#9 – Agreement Requirements

a. If you take any exception to any of the requirements as listed in Section VII, the exception(s) and reason(s) shall be stated in the Proposal.

b. Provide proof of the insurance requirement for general liability, automobile and worker’s compensation.

#10 – Provide a description of any pending legal issues you are facing.
Proposal Elements

#11 – Provide three (3) references from jurisdictions for which you ran a farming operation must include names, titles, email addresses, and telephone numbers.

#12 – Submit resumes of any other professional staff that would perform the work, including relevant qualifications and degree of understanding the inner working of the management process with a complete list of all staff hourly rates by category.
Proposal Elements

#13 – Financial Condition - Describe your financial condition and provide the last three (3) years of bank statements (may be substituted with the last three (3) years of tax returns.) Significant weight will be given to such financial information in the selection process. The Park District may request a bond for $10,000 as a security deposit when awarding the agreement.

a. Credit Worthiness: At a minimum, evidence should include a credit report issued by a nationally recognized credit bureau within 60 days of the proposal due date and include the Fair Isaac Corporation (FICO) score. Any derogatory information listed on said reports must be explained. Below average FICO scores, outstanding debts, delinquent payment history on current concession contracts, and any other derogatory information may disqualify a proposal.
Proposal Elements

#14 – Provide detailed financials for the operation and maintenance of the concession.

a. Provide a 3-year projection of revenues and expenditures anticipated from the proposed activities. Revenues should include all sales and any other service performed for which a fee is charged. The statement must show month-by-month projections for the first twelve months.

b. Provide a detailed 3-year budget for your organization in order to operate and maintain the concession.

c. Provide a 3-year Cash Flow Statement.