

**Request for Proposal
Farmland Management Services
City of Grand Island**

1. INTRODUCTION AND GENERAL SPECIFICATIONS

- 1.1 The City of Grand Island (“City”) seeks proposals for the provision of farmland management services that would best meet the needs of the City (collectively “RFP”). The City requests proposals to provide costs in accordance with the requirements of this RFP (the “Work”). Each proposal submitted must conform to this RFP and address each of the matters set forth herein; and the proposed provider agrees to abide by and shall be contractually bound by (i) their bid proposal, (ii) the provisions contained in this RFP, and (iii) a contract that will be mutually agreed to by the City and successful bidders legal departments to be forwarded to the Grand Island City Council for approval.
- 1.2 Each proposal shall completely and accurately respond to all parts of this RFP and shall include all information requested.
- 1.3 Proposals shall be made in an appropriate format with reference to the corresponding section of this RFP. Exhibits, schematics, photographs, drawings, data, documents, records and other supporting or supplemental information considered necessary to the proposal shall be clearly labeled as such, with reference to the appropriate section.
- 1.4 Qualifications. Each vendor making a proposal shall provide, in narrative form, a statement sufficient to permit the City to evaluate all of its qualifications to conduct the proposed Work.

2. BACKGROUND AND SCOPE OF SERVICES

- 2.1 The Scope of Services will require the Farm Manager to submit an annual operating plan including the crop, conservation, repair and maintenance, and capital improvement program for approval by the City. Information on City farm land is attached with approximation of acres. As part of the operating plan, the Farm Manager will submit an operating budget of anticipated revenues and an estimated cost of the conservation, repair and maintenance, and capital improvement programs as a basis for arriving at the amount of funds to carry out the operation of the City’s farmland.
- 2.2 To execute the farm plan, the Farm Manager’s responsibilities will include the following:
 - Complete City farmland plans, field conservation plans, field arrangement, crop rotations, soil treatment, drainage maintenance and additions, erosion control, and rehabilitation and maintenance of improvements.

- Solicit tenants, process bids or proposals, and negotiate leases with tenants, depending upon the type of operation, hire and discharge all farmland tenants, meet with tenants as necessary.
- As applicable, sell crops and other farmland products, make purchases and settlements and carry out any arrangements made on behalf of the farmland.
- Supervise the farm program and carrying out the plan of operation, supervising the work of the tenants, and advising them regularly in regard to agricultural and other practices adapted to the farmland.
- Collect all farmland receipts and forward to the City for deposit into the City's bank account.
- Make request for payments from the City to manage properties, including such items as repairs, crop expenses, and management fees. All requests for payments will be subject to City Council approval.
- Written reports will be furnished to fully advise the City on the status of farm properties to include but not limited to: annual financial analysis summary listing different farmland operating alternatives to the City (cash rent lease, custom farm operation, blended custom lease, crop share lease, net share lease, etc.); growing season and end of year yield summary for each farm tract, farm operator, and types of crops; and periodic current general conditions of properties, after planting, mid-growing season, and any improvements accomplished or needed, financial report, and short/long-term recommendations.
- Develop and manage a five-year conservation and farmland capital improvement program (CIP).
- Manage and coordinate with the USDA/NRCS and consultants and make recommendations concerning farmland conservation plans, conservation best practices, soil sampling, and soil health and productivity.
- Communicate with and develop good neighbor relations with surrounding farm land owners.
- Keep files on all farm properties and ensure that tenants adhere to local, state and federal regulations and/or best practices with regard to, but not limited to, the following:
 - Environmental and Hazardous Waste regulations (pesticides, fertilizer, herbicides, gasoline, chemicals, sewage).
 - Good stewardship of the land (cover crop, no till, erosion and top soil control, crop rotations, seed patents, rodent control, insect/disease control, water management and other conservation issues).
 - Appearance to the community (mowing, noxious weed/plant control, brush control, fence repair or replacement).
 - All required permits, licenses, taxes, insurance.
 - Any liens violations, or defaults on the properties.
 - Use and size of land, types of crops, and any unfarmed usage.
 - Irrigation systems, drainage, wells springs, water analysis.
 - Farm structures (general maintenance of serviceable barns, sheds; demolition of dangerous structures.
 - Any natural resources (oil, minerals, springs).
 - Wildlife management.

Bidder Response:

3. PROPOSAL SUBMITTALS

3.1 To be given consideration, proposals should include the following, completed in full:

- Legal name of company with names, addresses, phone numbers of employees who will manage the farm program. It is important to have one or more local employee(s) that can manage the day-to-day operations of this farm program, attend meetings, and handle any emergencies that may arise.
- Describe company's and proposed farm managers' experience in farm management: number of years, types of farms managed (i.e. crops, custom farming) and number of acres of each. Include any experience with government land properties.
- Describe company's and proposed farm managers' techniques of handling crop units, erosion control, and water management. Describe projects of land improvements and upkeep of farm properties that have been managed. Describe conservation practices, projects implemented, and the corresponding results of said conservation practices and projects.
- Describe financial and record-keeping experience with managing farm records, tenant information, collection of revenues, and tracking expenditures.
- Prepare a statement of what you will charge the City for your services (flat fee, percentage, or other method).
- Include three (3) references of tenants the City may contact.
- Any narrative, charts, tables, diagrams, or other materials in addition to those requested herein, to the extent such additions are useful for clarity or completeness of the proposal. Attachments should clearly indicate on each page the paragraph in the proposal to which they pertain.

4. CONTRACT AWARD

4.1 Any contract award(s) made by the City is subject to prior approval by City Council.

4.2 Award of contract shall be made to the most responsible and responsive proposal from a Company whose proposal offers the greatest value to the City with regard to the criteria detailed and the specifications set forth herein.

4.3 Proposal Evaluation Criteria - In general, proposals will be evaluated based on, but not limited to, the evaluation criteria stated below and the completeness, clarity, and content of the proposal.

4.4 Qualifications and Experience;

- Years of experience of key personnel.
- Feedback from references & key business partnerships.
- Knowledge and experience with providing similar services.
- Knowledge and experience with conservation practices and projects.

- Knowledge of producing request for proposals in soliciting farm operators.
 - Knowledge of working with public agencies.
 - Technical support offered.
 - Financial responsibility/stability.
 - Quality of training, staff, software, hardware, and support.
- 4.5 Cost proposals for services provided to the City.
- 4.6 Company Responsiveness to RFP
- Total scope of services offered.
 - Responses to overall proposal and compliance with submission guidelines.
 - Proposal presentation (completeness, organization, appearance, etc.).
- 4.7 Financial terms will not be the sole determining factor in the award. To determine the award the City will use a proposal evaluation method that will enable them to award a contract to the proposed offering services and experience that represents the best overall value to the City Council.
- 4.8 Proposal Evaluation Procedures - Proposals will be evaluated individually by a Proposal Evaluation Team (hereinafter referred to as the Team) using the “Proposal Evaluation Criteria” as listed above.
- Team members will evaluate each proposal based on their experience and judgment of how well the proposal addresses the City’s requirements. Each prospective company is assured that any proposal submitted will be evaluated independently using the best available information and without any forgone conclusions.
 - Consideration will also be given to written clarification provided during the evaluation process and input from staff or other persons judged to have useful expertise that should be considered in a responsible, fair assessment of the relative merits of each proposal.
 - The Team may arrange demonstrations, conference calls, and/or in person interviews with representatives of the companies whose proposals are deemed to be within the "competitive range." The purpose shall be the clarification of any aspect of the proposal that is deemed to have a material bearing on arriving at a fair determination of which proposal offers the best overall value. In person, interviews may consist of company representatives asked to make an oral presentation of 30-45 minutes on their services and respond to questions by the Team. In addition, each proposer deemed to be within the competitive range may be invited to submit a “best and final offer” if such seems appropriate under the clarifications issued to the provisions and specifications of this solicitation.

- 4.9 A proposer's submission of a proposal constitutes its acceptance of this evaluation technique and its recognition and acceptance that subjective judgments will be used by the evaluators.

5. **INQUIRIES**

All questions and comments shall be in writing and e-mailed to the City via Patrick Brown at:

E-mail patrickb@grand-island.com
Phone 308-389-0169

No oral discussions may be relied upon and no oral presentations will be valid.

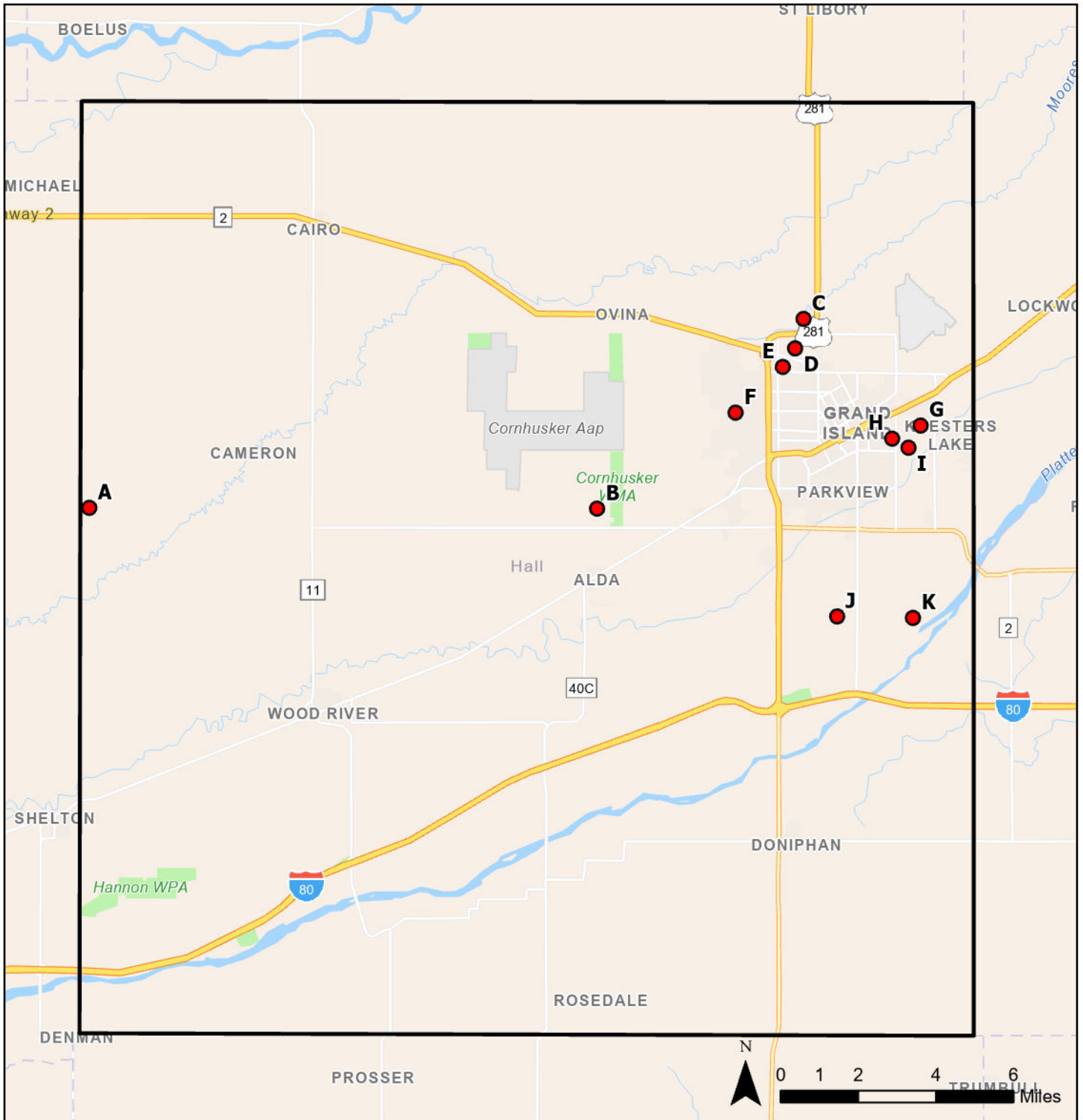
6. **COSTS INCURRED FOR PROPOSAL PREPARATION**

Any costs incurred by a vendor in preparing or submitting a proposal is the vendor's sole responsibility.

7. **SUBMITTED MATERIAL**

Any response to this RFP, including all related materials such as reports, charts, displays, schedules, exhibits and documentation, must be submitted by the vendor to the City Clerks office in triplicate at 100 E St, Grand Island, NE. 68001 by 4:00 p.m. on the 18 day of May, 2023, and such shall become the property of the City when received.

8. Award of a contract to one vendor does not mean that the other proposals lacked merit, but that all factors being considered the selected proposal was deemed most desirable and advantageous to the City. Vendors are cautioned that this is a request for proposal not a request to contract. The City reserves the right to reject any and all proposals/offers.



FARM LAND INVENTORY

Parcel Key

ID	Acres	ID	Acres
A	303.49	G	86.27
B	420.06	H	32.57
C	39.66	I	16.84
D	264.23	J	318.25
E	21.55	K	1527.12
F	4.57		



PARCEL A
303.49 Acres

LOCATOR MAP

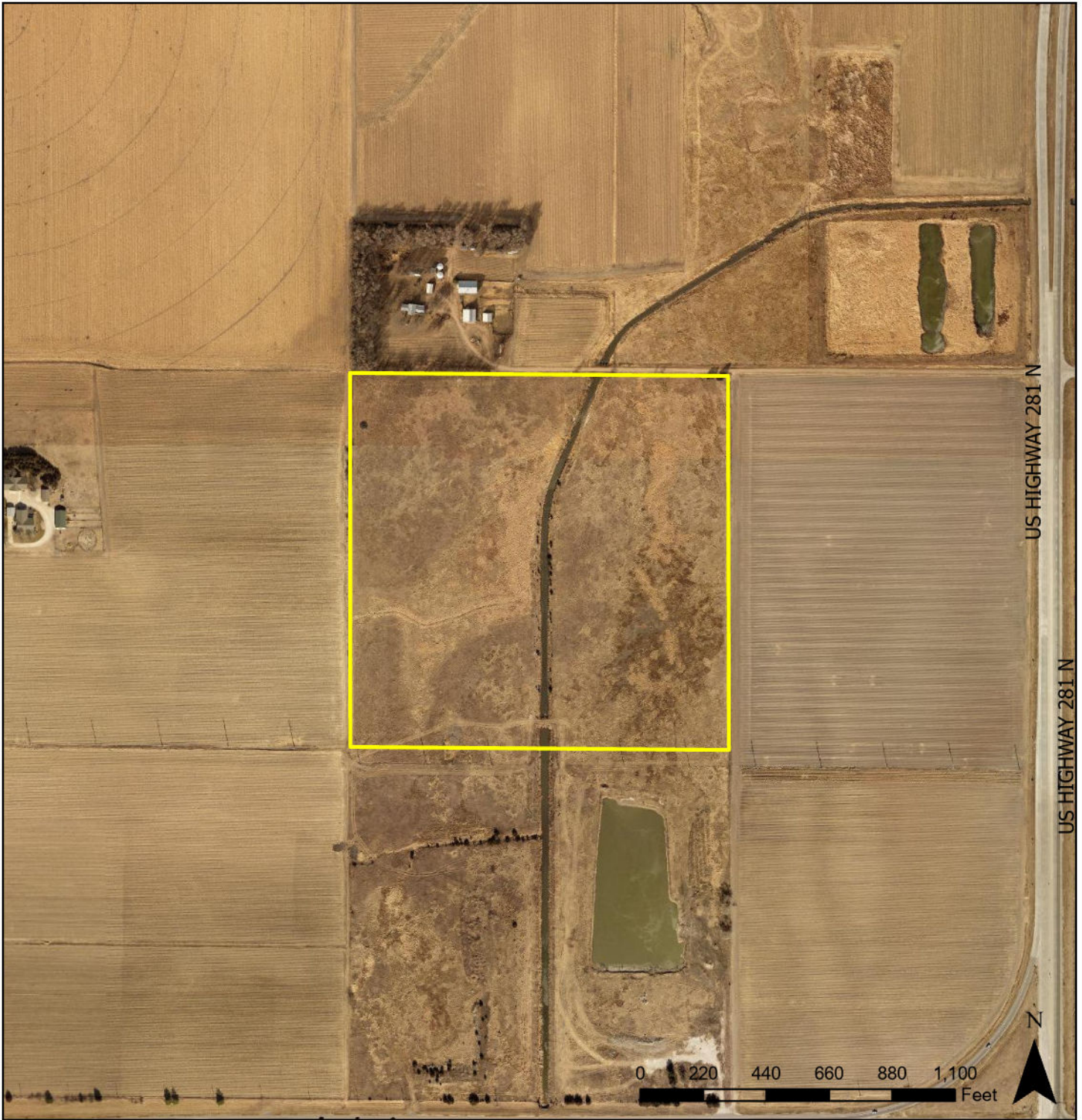




LOCATOR MAP



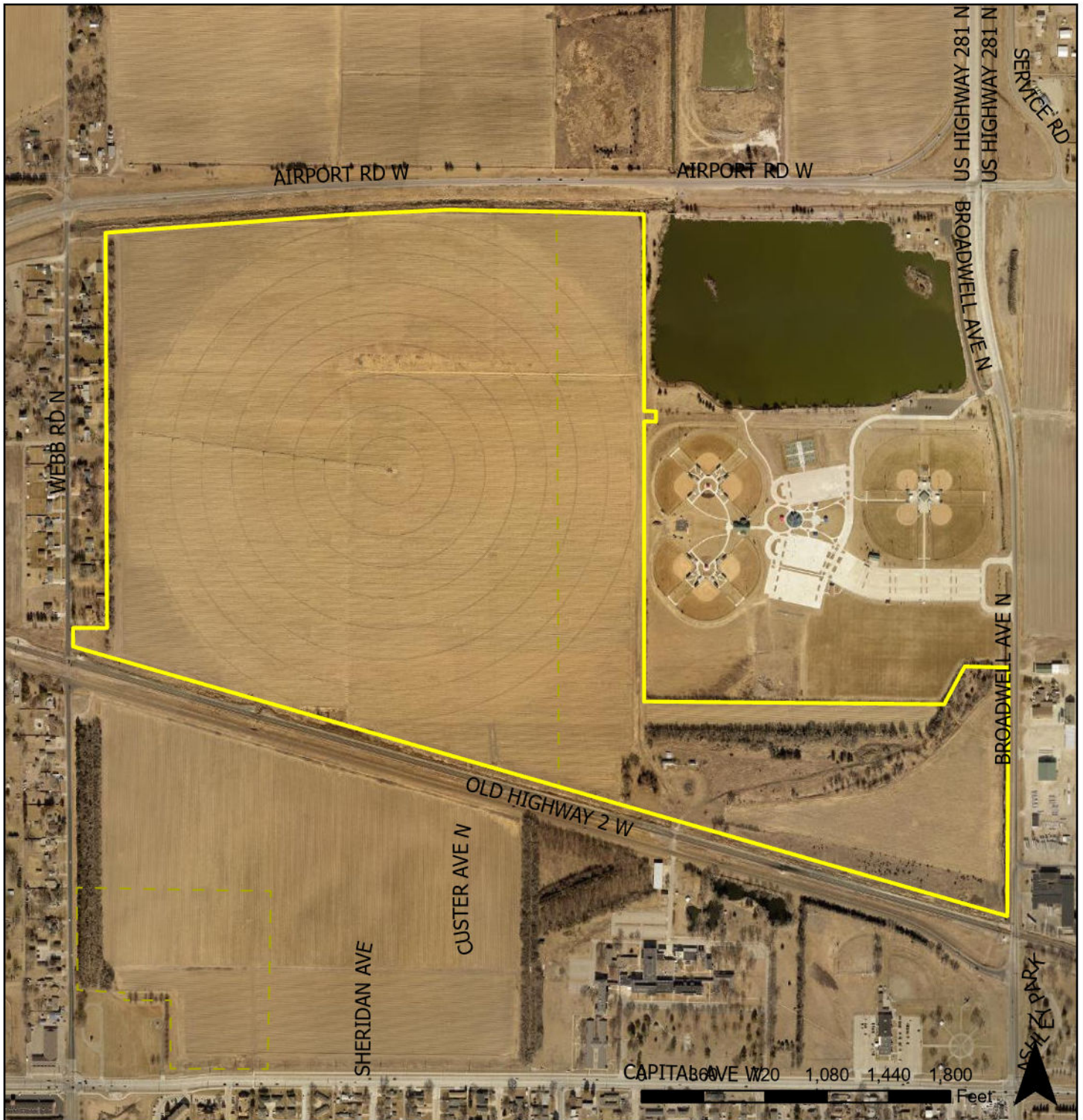
PARCEL B
420.06 Acres



PARCEL C
39.66 Acres

LOCATOR MAP



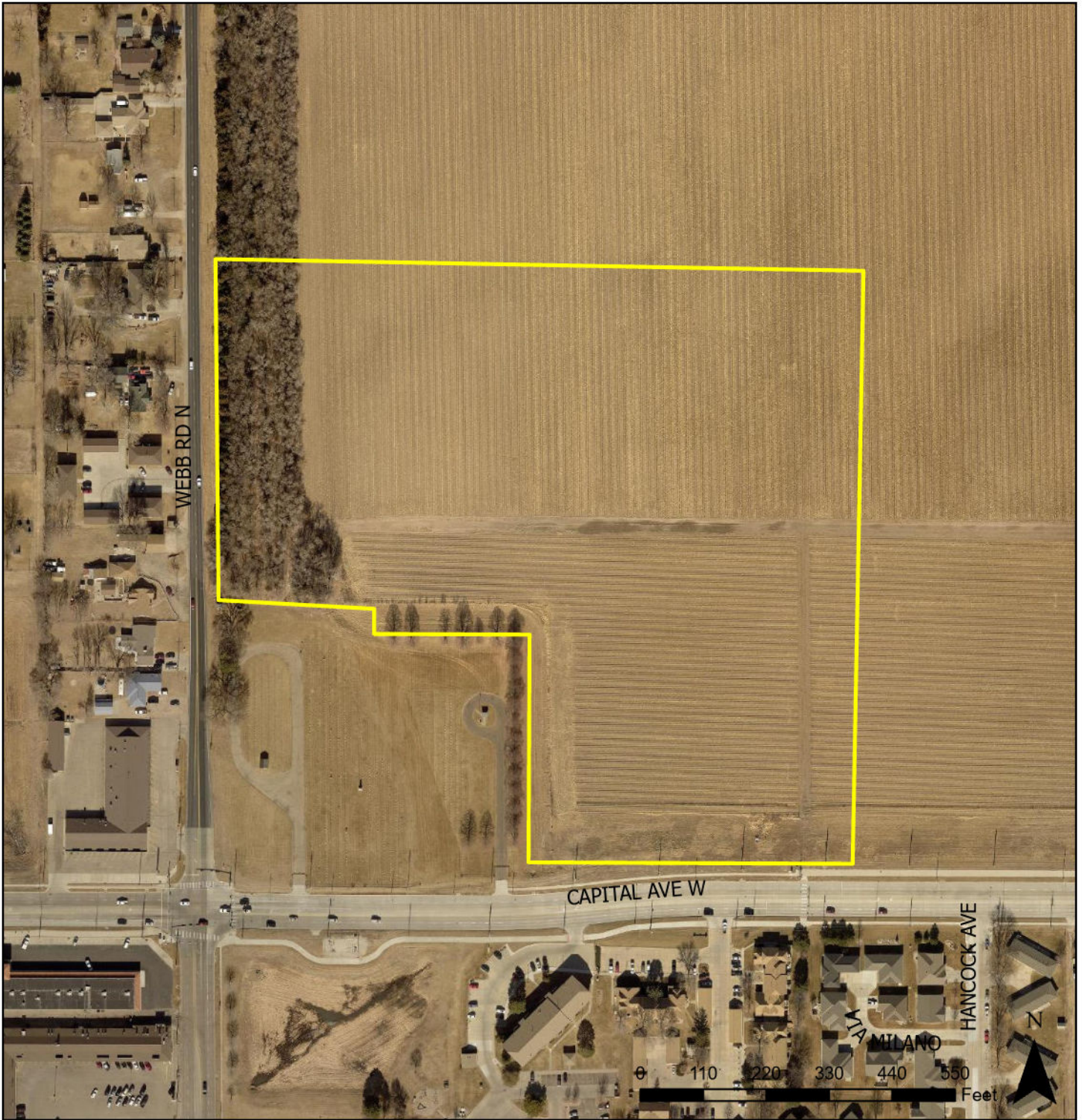


LOCATOR MAP



CITY OF
GRAND ISLAND

PARCEL D
 264.23 Acres

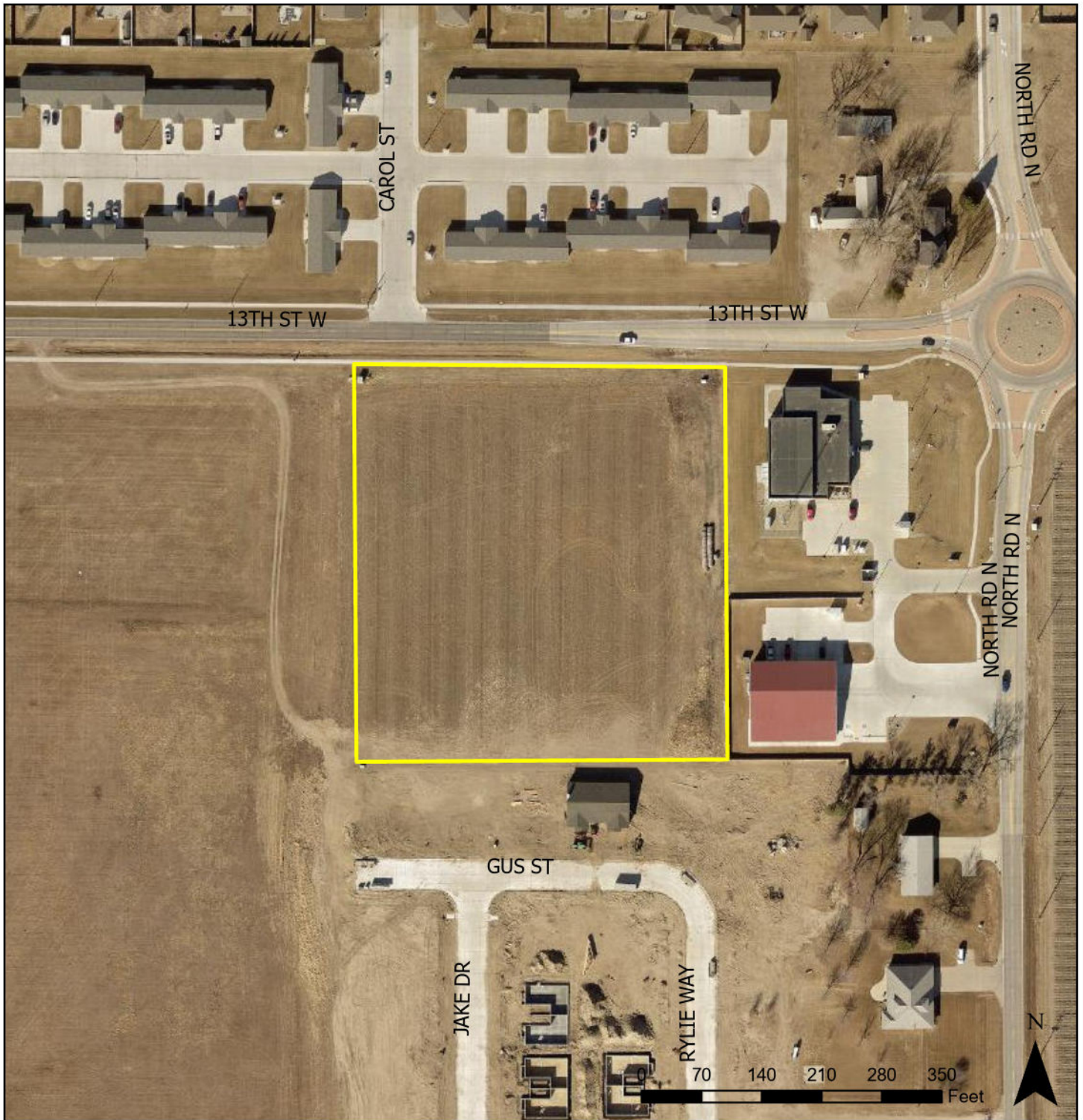


LOCATOR MAP



CITY OF
GRAND ISLAND

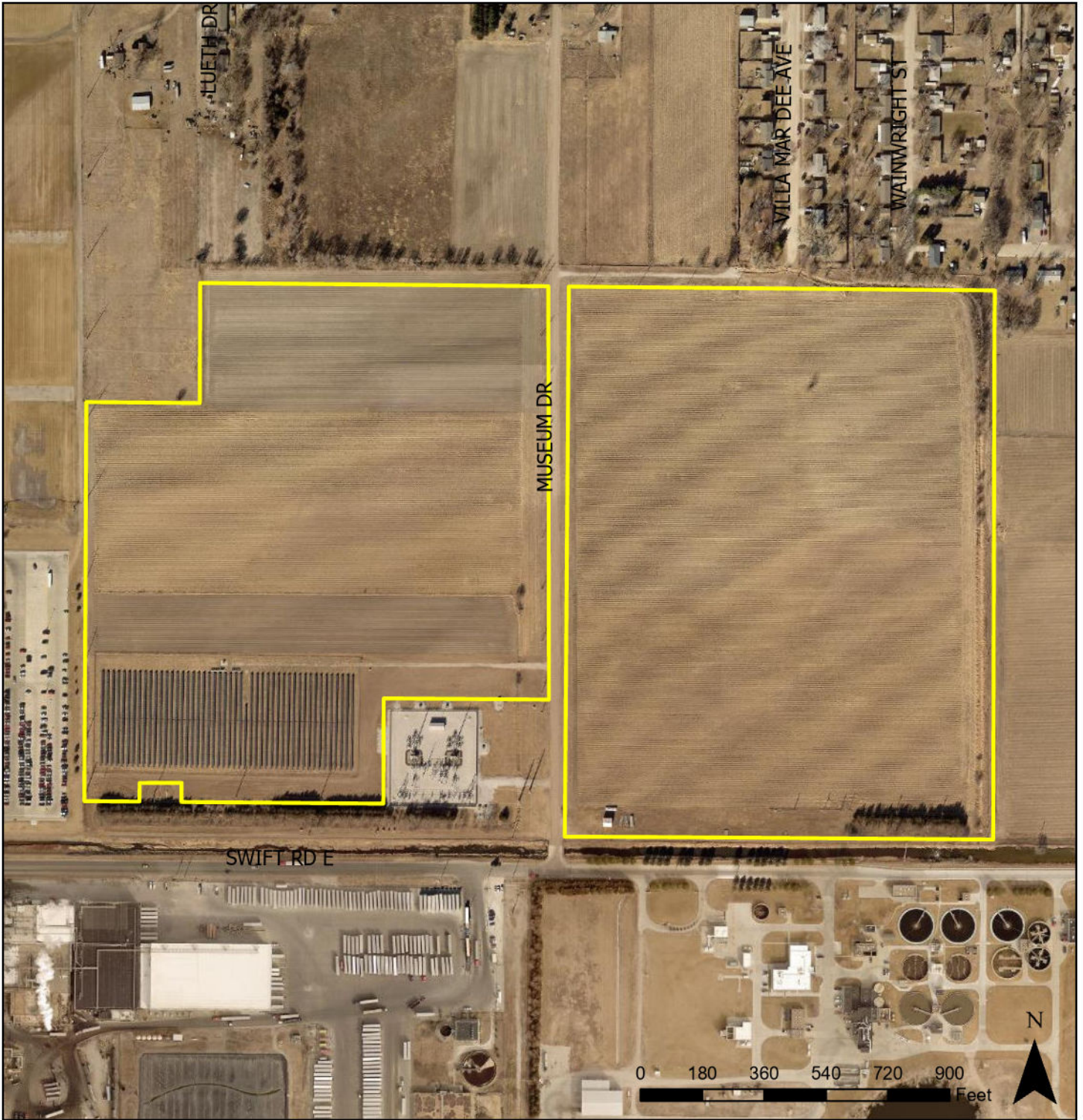
PARCEL E
21.55 Acres



PARCEL F
4.57 Acres

LOCATOR MAP

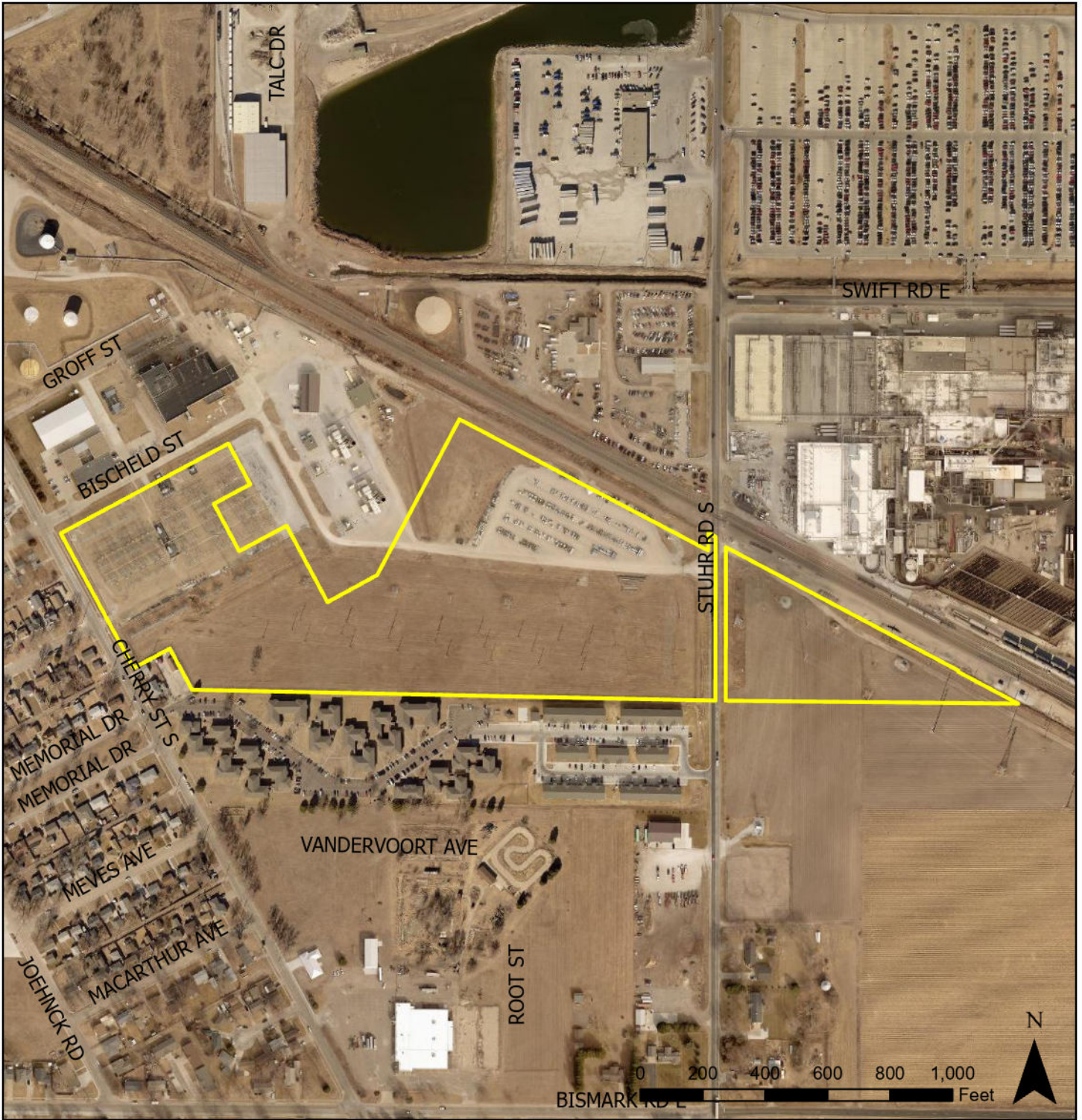




PARCEL G
86.27 Acres

LOCATOR MAP

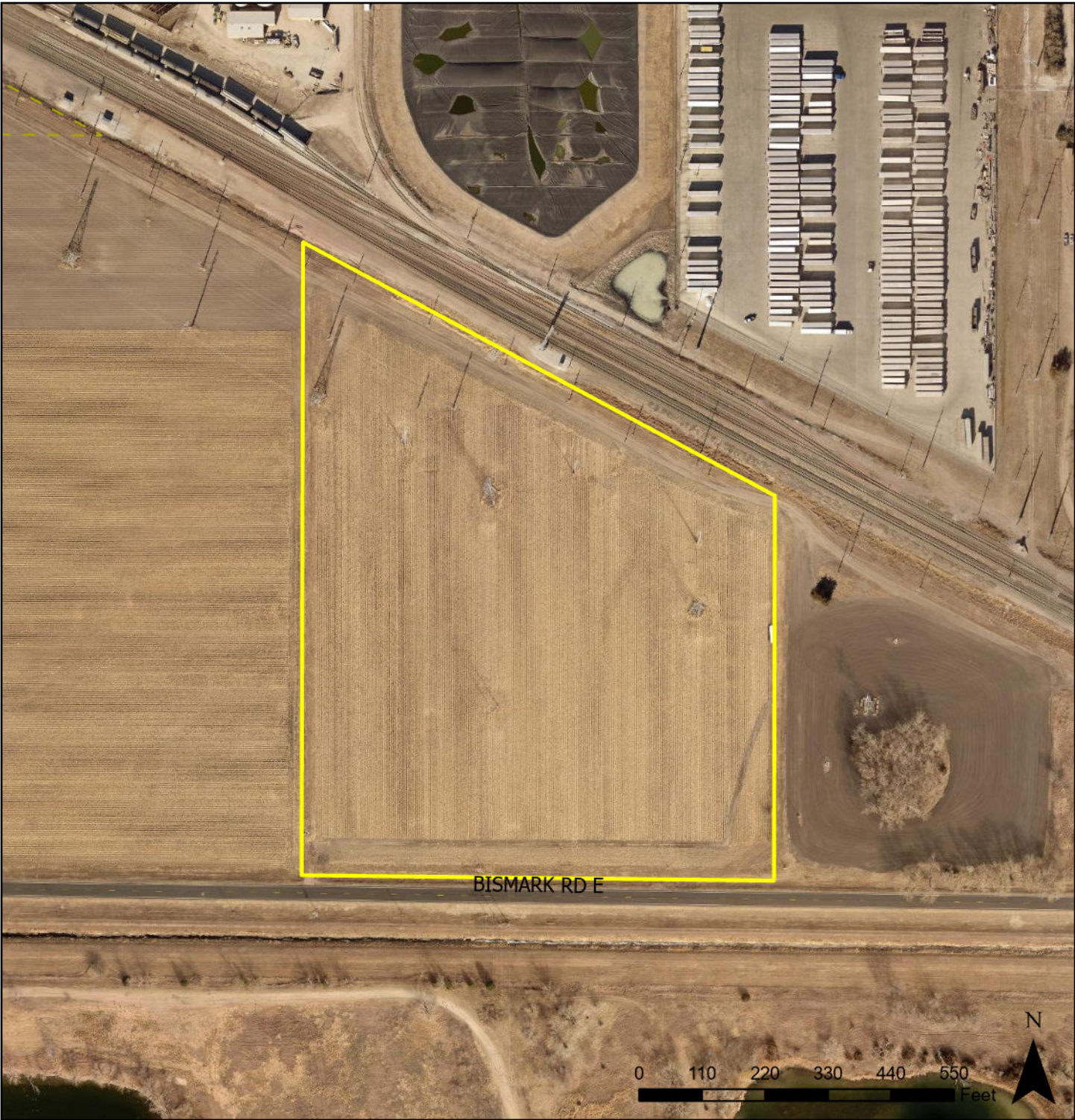




PARCEL H
32.57 Acres

LOCATOR MAP

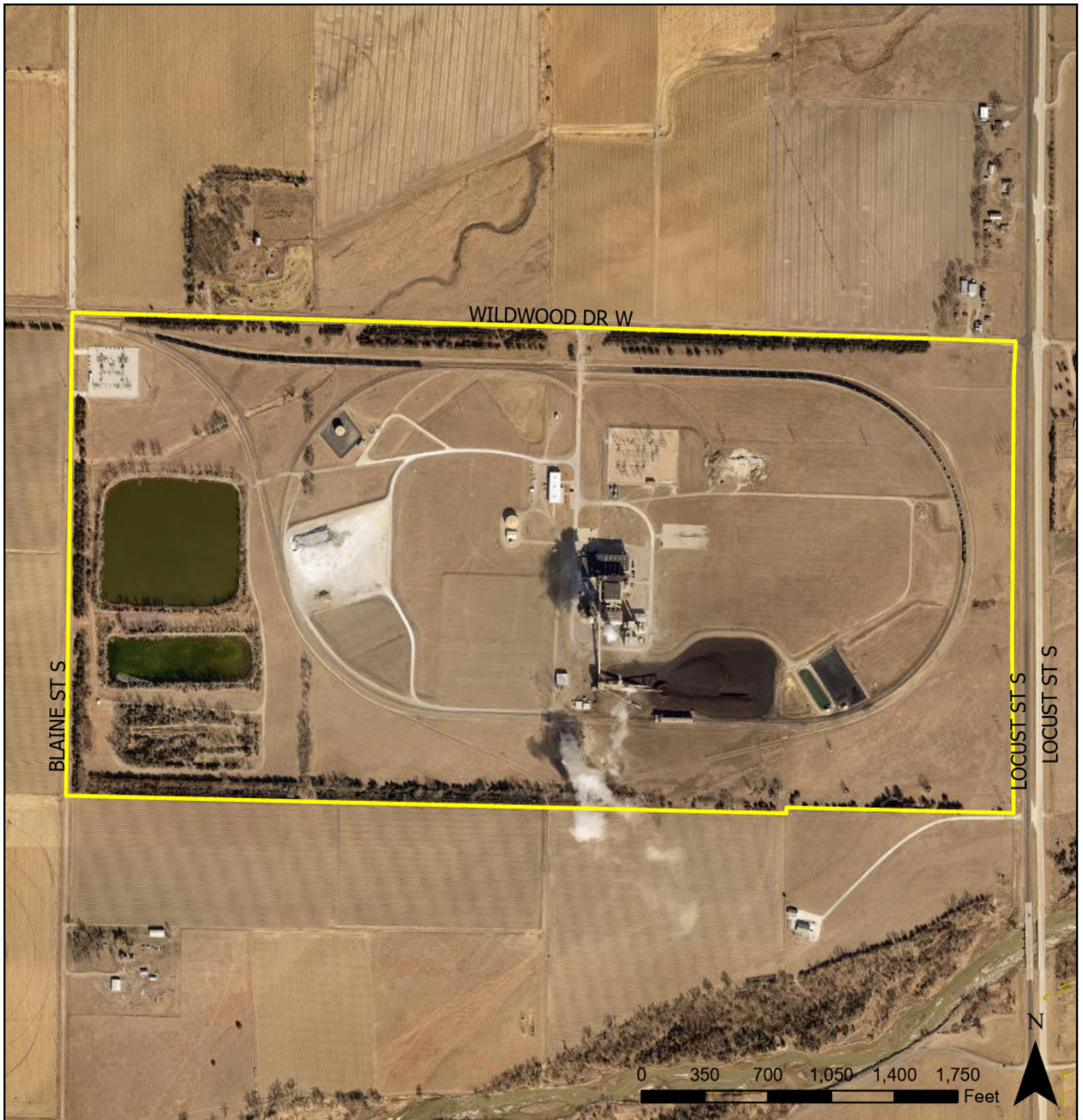




PARCEL I
16.84 Acres

LOCATOR MAP





BLAINE ST S

WILDWOOD DR W

LOCUST ST S

LOCUST ST S

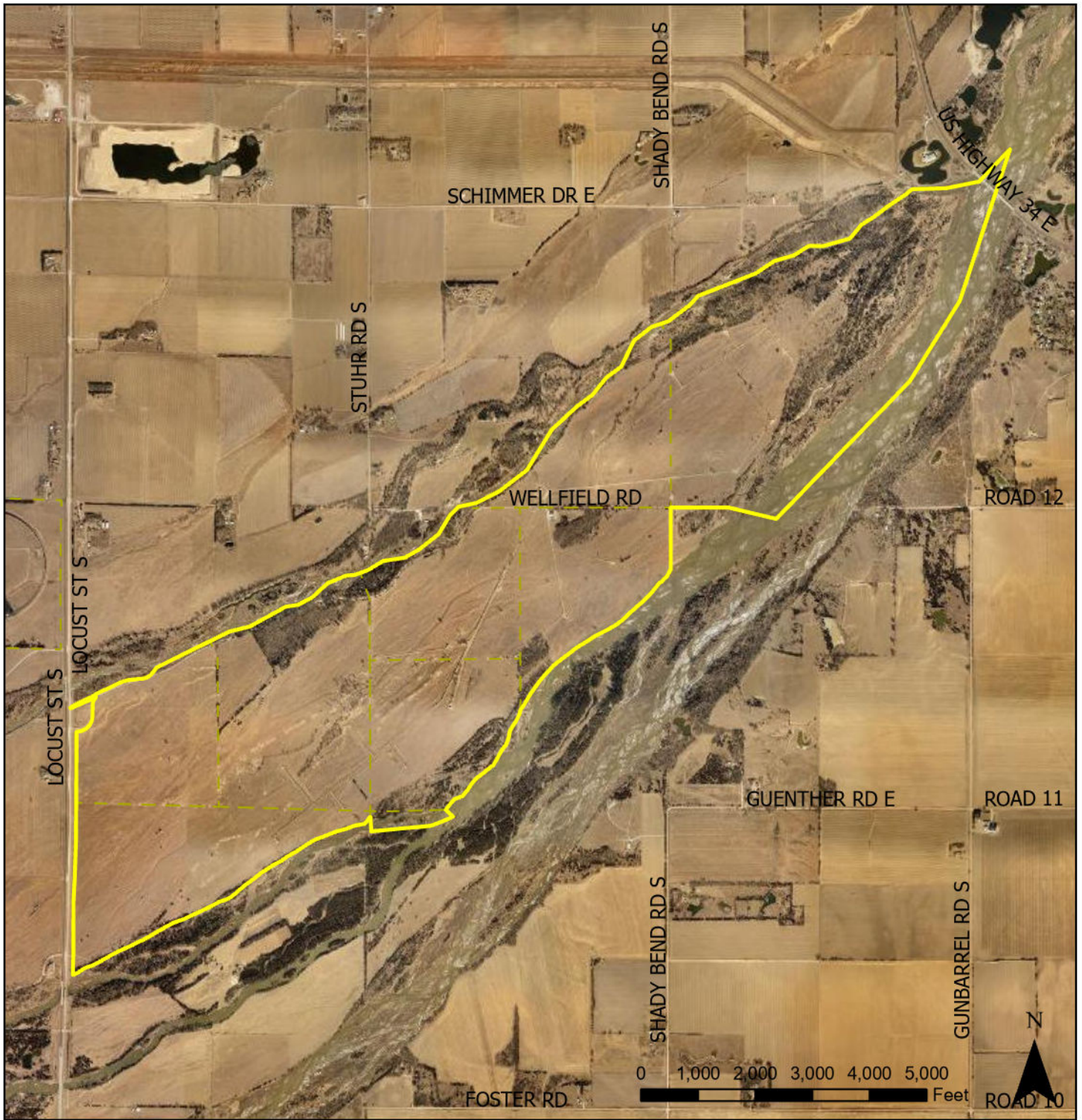
0 350 700 1,050 1,400 1,750 Feet



LOCATOR MAP



PARCEL J
318.25 Acres



LOCATOR MAP



PARCEL K
1527.12 Acres