



City of Bainbridge  
REQUEST FOR PROPOSALS  
Management of City-owned Farmland

The City of Bainbridge Island is seeking proposals from qualified individuals and organizations to implement a long-term management program for all City-owned farmland. The primary goals of this effort are to manage, preserve, and protect City-owned farmland and support the stability and viability of agriculture on Bainbridge Island, while serving the best interests of Bainbridge Island residents.

**Background**

The City of Bainbridge Island Comprehensive Plan emphasizes preservation and enhancement of the Island's agriculture industry. The Open Space Bond Levy of 2001 provided funding for the City to acquire a variety of open space land, including farmland. Under that program, the City purchased approximately 61 acres of agricultural land, much of which is being actively used for farming. The City is now seeking a systematic long-term approach to ensure productive, sustainable City-owned farmland within the framework of the broad policies expressed in the Comprehensive Plan.

In 2006 the American Farmland Trust (AFT) undertook a study to outline a successful future for Bainbridge Island farming. On completion of the study in 2007, AFT offered a comprehensive overview of needs and strategies to achieve that future. Mayor Darlene Kordonowy appointed a Farmland Committee to formulate specific recommendations for long-term management and use of City farmland, based on the AFT report. The Farmland Committee wrote a formal report entitled *Farmland Committee Recommendations, March 3, 2008*, making a number of specific recommendations for action. These recommendations addressed management of City-owned farmland, as well as using City-owned farmland to facilitate agricultural education, farm-related recreation, and preservation of the Island's farming heritage. This report was submitted to and approved by the City Council through adoption of Resolution 2008-28, which directs the Land Use Committee to implement the Farmland Committee recommendations. A primary recommendation included engaging a contractor to function as a manager of City-owned farmland and implement the various elements of the *Farmland Committee Recommendations*.

All applicants are strongly urged to become familiar with the two reports: [Mayor's 90-Day Farmland Committee Initial Recommendations](#) dated March 3, 2008; and [An Assessment and Recommendations for Preservation and management of City-owned Agricultural Land](#), American Farmland Trust, January, 2006. Both documents are available online at [http://www.ci.bainbridge-isl.wa.us/documents/pln/docsforms/luc071508\\_farmland\\_task\\_force\\_initial\\_recommendations.pdf](http://www.ci.bainbridge-isl.wa.us/documents/pln/docsforms/luc071508_farmland_task_force_initial_recommendations.pdf) and [http://www.ci.bainbridge-isl.wa.us/documents/pln/docsforms/luc071508\\_aft\\_report.pdf](http://www.ci.bainbridge-isl.wa.us/documents/pln/docsforms/luc071508_aft_report.pdf).

**Farmland Management Goals and Deliverables**

I. Year One

The Farmland Management Consultant will:

- A. Develop an overall Farm Plan for all City-owned agricultural properties incorporating input from local agencies with interests in agricultural sustainability. The Farm Plan should include such elements as recommendations on length(s) of lease with lessee farmers, standards for performance for leasehold farmers, proposals for different uses of farmland (e.g., pea patches, small parcel farming by leasehold farmers), coordination and sharing of equipment, water, and other common resources, etc.
- B. Negotiate a long-term lease of the City-owned agricultural lands (approximately 61 acres) for the purpose of sub-leasing to local farmers.
- C. Develop standards for recruiting and selecting leasehold farmers; begin process of selecting leasehold farmers and pea patch gardeners.
- D. Develop a mechanism to facilitate cooperation among leasehold farmers. Coordinate resources for the leasehold farmers' development of the agricultural lands (e.g. facilitation of common resources and equipment).
- E. Perform ongoing monitoring of the Farm Plan, including transition planning for individual farmers and mentoring new farmers interested in farming on City-owned farmland.
- F. Develop a strategic plan to address the full range of the *90 Day Farmland Committee's Recommendations* over a 3 – 5 year period.
- G. Develop recommendations for a long-term funding strategy for management of City-owned farmlands.
- G. Deliver an annual status report on the City farmlands to the City.

By demonstrating satisfactory progress in management responsibilities, the managing entity will qualify for renewal of the management contract.

II. Years Two and Beyond

- A. Monitor and update the overall Farm Plan annually.
- B. Recruit and select leasehold farmers as appropriate.
- C. Continue to facilitate cooperation among leasehold farmers.
- D. Assist leasehold farmers with transition planning.
- E. Implement and update strategic plan annually.
- F. Deliver an annual report of the status of farming and the City farmlands to the City.

**Contract Duration and Budget**

The initial \$33,000 contract will be for 12 months. The contract may be renewed on an annual basis provided that the City finds that satisfactory progress is being made towards meeting the deliverables. It is the intent of City to provide base funding for this proposal for a three-year period, while long-term funding for farmland management will be largely sustained from various non-governmental revenue sources, including such sources as farmland lease payments, grants, events and private donations.

## **Selection of the Consultant Will Be Based on Desired Qualifications and Experience:**

- Demonstrated experience/skill in farmland management.
- Demonstrated ability to develop and negotiate leases.
- Demonstrated ability to successfully communicate and collaborate with leasehold farmers, as well as other interested organizations and government agencies.
- Demonstrated ability to secure both public and private sector financial support and experience in developing, implementing, and managing public/private partnerships.
- Demonstrated ability to advocate for Island farming interests, to facilitate agricultural education, to encourage farm-related recreation, and to preserve the Island's farming heritage.
- Demonstrated resource capacity to meet the requirements of the RFP.
- Knowledge of local government, private sector philanthropy and entrepreneurship.

## **Proposal Outline**

A successful proposal should provide a detailed plan for accomplishing the goals and deliverables for City farmland management as outlined in this RFP and related documents. The proposal should address the following points:

- Assessment of the relationship among the City, the consultant, and farmers
- Strategies for developing partnerships with local nonprofits, public and other potential resources
- Strategy for securing farmer's operating plans, their monitoring and enforcement of best management practices

The proposal should also include:

- Statement of interest and a brief narrative of relevant projects and experience
- Budget indicating how City funding will be utilized by consultant (salary, benefits, expenses, etc.).
- A proposed outline of tasks, deliverable products and project schedule.

## **Submittal Requirements—Provide four copies of each**

Proposals should be **limited to 10 pages** and be prepared simply and economically, providing a straightforward and concise description of provided capabilities to meet the requirements of this request. Special bindings, colored displays, promotional materials etc. are not desired. Use of recycled paper is desirable.

Proposals should consist of, but not necessarily limited to, the following:

- Statement of interest pertaining to this specific project and brief narrative of relevant experience;
- Names of individuals who will be working on the project and their areas of responsibility and specific experience relative to this project;
- Proposed outline of tasks, approach, products and deliverables;

- List of references with contact name(s) and telephone number(s) of relevant projects where similar work was prepared.

**Terms and Conditions**

- A. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted and to require additional information from any submitter.
- C. The contract resulting from acceptance of the proposal by the City shall be in a form approved by the City, and shall reflect the specifications of the RFP. The City reserves the right to reject any proposed agreement that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney.
- D. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

**Proposals will be accepted until 4:00 p.m., Wednesday, January 28, 2009. Please submit proposals to:**

City of Bainbridge Island  
Department of Planning and Community Development  
Kathy Cook, Director  
280 Madison Avenue No.  
Bainbridge Island, WA. 98110-1812

Facsimile and/or email submittals will not be accepted. The City of Bainbridge Island is an Equal Opportunity Employer.

For more information, contact Kathy Cook or Theresa Rice at 206-842-2552.