

# Request for Qualifications (RFQ)

## Letter of Invitation: Hydroponics Greenhouse Development

City of West Haven, Connecticut



### **(I) Project Description**

The City of West Haven, Connecticut is soliciting pre-qualification submissions from interested applicants to design, develop, and operate a hydroponic greenhouse or other controlled environment agriculture (CEA) operation on one or more relevant locations in the municipality. West Haven intends to work with the selected applicant to ensure their success in the development process, and in their operation as a commercial enterprise and community partner. The City is looking for a partner to amend its zoning regulations, and specify locations where such a facility would be a good fit.

The City has a variety of sites of different sizes (1-8 acres) available for development, each with different advantages. Selected applicants will meet with City representatives to discuss development sites further. The City is amenable to accommodating the interests of the selected candidate within its capability and interest.

### **(II) Background / Introduction**

West Haven, Connecticut is a coastal city of Long Island Sound in New Haven County with a population of roughly 57,000. The city directly borders New Haven and is less than 80 miles from New York City. It's a municipality focused on developing infrastructure and boosting economic growth. The City is encouraging initiatives that increase sustainability, create employment opportunities for the economically disadvantaged, and generate community wealth. This development requires little to no land acquisition cost, no state business tax, and no property tax. The city can also facilitate purchasing agreements between the selected applicant and large scale institutional markets.

The City of West Haven intends to develop a hydroponic greenhouse / CEA operation as part of a larger initiative to: 1) Be on the forefront of innovation in sustainable food production 2) Generate career opportunities with living wages, opportunities for vertical mobility, and comprehensive benefits for citizens of West Haven 3) Create apprenticeship and work education opportunities for economically disadvantaged racial minorities 4) Create programs for education and outreach 5) Cultivate a robust local food system that generates wealth and fosters a sense of pride in local industry. As part of this initiative, the municipality has been consistently increasing its solar energy capacity and developing more sustainable waste disposal programs.

### **(III) Purpose of RFQ**

The City is requesting pre-qualification submissions from interested applicants seeking to bid on the subsequent Request for Proposal (RFP) of the Hydroponic Greenhouse Development Project. The purpose of this Request for Qualifications (RFQ) is to provide the City with a pre-qualified list of applicants. This invitation to submit qualifications for pre-qualification to bid is extended to all interested persons or firms. Only those applicants that meet the City's requirements, as determined solely by the City, will be retained in this pool of candidates who will be invited to provide actual proposals. The City expects that multiple applicants will be requested to submit a proposal.

All qualifications submitted to the City of West Haven shall become the exclusive property of the City. Once the City has determined and approved applicants to participate in the bid process, all qualifications shall become a matter of public record subject to disclosure with the exception of those elements of each qualifications that are identified by the applicant as business or trade secrets and plainly marked as "Trade Secret", "Confidential", or "Proprietary" and determined by the City to be exempt from disclosure under the Public Records Act.

### **(IV) Evaluation Criteria and Selection Process**

Your submission should include the following:

- I. Experience and Responsibility Summary including previous greenhouse / CEA experience and qualifications.

- II. List and descriptions of key team members' professional experience.
- III. Description of project approach.
- IV. Estimation of the earliest times that work can commence and be completed.

## **(V) Specific Project Goals**

In the project approach it is necessary to describe the applicant's vision for the project and ability to maintain an operation that has long term financial viability as well as accomplish the City's listed goals of:

1. Providing locally grown, fresh produce for local and regional markets that reduces the region's dependency on imported products
2. Generating career opportunities with living wages, opportunities for vertical mobility, and comprehensive benefits for citizens of West Haven
3. Creating apprenticeship and work education opportunities for economically disadvantaged racial minorities
4. Cultivating a robust local food system that generates wealth and fosters a sense of pride in local industry
5. Providing other innovative uses of the project site and additional community benefits

## **(VIII) Evaluation Criteria**

### **All statements of qualification and proposals shall be judged on:**

- A. The qualifications of the applicant, the quality and detail of the submission, and demonstration of successful creation and implementation of similar projects **(25%)**
- B. The ability of the applicant to meet the goals set forth in the project approach **(25%)**
- C. The apparent viability of the project approach described in the submission **(20%)**
- D. Social and economic benefits of the proposed project to the community **(20%)**
- E. Additional innovation **(10%)**

## **(VI) Time and Place of Submission of Proposals**

**PROPOSAL DUE DATE:** Proposals (in electronic format) must be received by July 21st, 2021.

**Electronic proposals shall be addressed to:**

Purchasing Manager

Doug Davis

[ddavis@westhaven-ct.gov](mailto:ddavis@westhaven-ct.gov)

**Files should be marked:**

REQUEST FOR PROPOSAL: WEST HAVEN HYDROPONIC GREENHOUSE (Applicant's name and address)

**Three physical copies must be sent to:**

Purchasing Manager

Doug Davis

355 Main Street

West Haven, CT 06516

**(VII) Timeline**

Advertisement begins:

July 7th, 2021

Responses Due:

July 28th, 2021

We expect to evaluate these responses promptly upon receipt and issue a detailed Request for Proposal to candidates selected from respondents to this RFQ. The schedule for the RFP will be included in the document and will allot more time for its development.

**(IX) Additional Points of Contact**

We encourage you to contact Purchasing Manager, Doug Davis with any questions you might have.

Purchasing Manager

Doug Davis

[ddavis@westhaven-ct.gov](mailto:ddavis@westhaven-ct.gov)