



Meeting Date: August 18, 2023

To: Public Works Commission

Through: Carla Short, Interim Public Works Director
DiJaida Durden, Deputy Director for Operations

From: Jon Swae, Manager - Contracts, Grants & Initiatives

Subject: Nursery Workforce Development Grant Award - Friends of the Urban Forest

Director's Recommendation: Award the Nursery Workforce Development Grant ("Nursery WFD RFP") to Friends of the Urban Forest in a not to exceed amount of \$716,828 for a 30-month term to operate and manage a workforce development program for 20 participants focused on developing skills in nursery operations and urban forestry at the new San Francisco Public Works' (Public Works) Street Tree Nursery to support participants in developing careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies.

Grant Background:

Public Works' Bureau of Urban Forestry seeks to significantly increase the number of street trees planted annually in San Francisco consistent with the City's Urban Forest Plan. To achieve this, Public Works in collaboration with the California Department of Transportation (CalTrans) and the California Department of Forestry & Fire Protection (CAL FIRE) is constructing a Street Tree Nursery and establishing a corresponding workforce development program to support career pathways for low-income populations in the field of urban forestry. The Street Tree Nursery will be constructed on a 14,000-square-foot vacant freeway parcel located on 5th Street between Harrison and Bryant Streets in the South of Market (SOMA) neighborhood. The project addresses Public Works' immediate need for growing and assembling trees for increased street tree planting. The nursery also responds to local community needs for more tree canopy and green space to address the air pollution and environmental justice impacts of the nearby freeway and heavy vehicle traffic.

On February 3, 2022, San Francisco Public Works was awarded a CAL FIRE Urban Forestry Education & Workforce Development Grant in the amount of \$1,193,594 to fund staffing for the new nursery as well as to provide a workforce development program for twenty participants. Public Works utilized a portion of this funding to issue a Nursery Workforce Development Grant RFP on February 8, 2023 to enlist a non-profit partner to provide the following services:

Employment Readiness and Job Support Services

- Provide nursery operations and urban forestry job training and skills development.

- Conduct workshops and training related to resume writing, job search skills, interview skills, job applications, and using online services to find and apply for jobs, as well as conflict management and de-escalation techniques.
- Connect participants to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies

Nursery Operations, Urban Forestry and Landscape Maintenance Training Services

- Provide a comprehensive training and education in urban forestry best practices, standards of care, and safety.
- Conduct training workshops on topics include planting site preparation, planting and staking trees, irrigation basics, pest and disease management, tree and plant propagation, young tree pruning, landscape maintenance, composting/amending soil, and the benefits of trees and ecosystem services.

Solicitation Process: Public Works issued Sourcing ID 0000007430 - Nursery Workforce Development RFP on February 8, 2023, with a March 22, 2023 deadline to submit proposals. On March 22, 2023, Public Works received three proposals for the Nursery WFD RFP with an intent to award one grant. City staff reviewed all proposals and determined that all three were responsive and responsible. The responsive and responsible proposals were then evaluated and scored by a panel comprised of subject matter experts from San Francisco Public Works. Proposer Friends of the Urban Forest was the highest ranked proposal for the Nursery WFD RFP based on the panelists scores.

	Panelist #1	Panelist #2	Panelist #3	AVG TOTAL
PROPOSERS				
Friends of the Urban Forest				
Project Approach	43	37	41	
Organizational Capacity	30	26	29	
Fiscal Capacity	24	24	25	
Total	97	87	95	93.00
SF Conservation Corps				
Project Approach	42	37	45	
Organizational Capacity	28	24	30	
Fiscal Capacity	24	22	25	
Total	94	83	100	92.33
SF Clean City Coalition				
Project Approach	41	39	44	
Organizational Capacity	27	24	28	
Fiscal Capacity	18	23	24	
Total	86	86	96	89.33

Grant Details:

Grant Contract Title:	Nursery Workforce Development Grant
Not to Exceed Grant Award Amount:	\$716,828
Grant Funding Sources:	California Department of Forestry & Fire Protection (CAL FIRE) Urban & Community Forestry Program – Education & Workforce Development Grant
Grant Duration:	30-month grant term with option to extend 12 additional months
Grantee Name:	Friends of the Urban Forest
Compliance Information:	<ul style="list-style-type: none"> • Office of Attorney General Registry of Charitable Trust: Current as of 8/8/2023 • Registered 501(c)(3) with the Internal Revenue Service • City Supplier with Business Tax Registration • Not on Red Flag nor Elevated Concern Status in the Nonprofit Monitoring and Capacity Building Program Report
Additional Information:	N/A
Attachments:	Attachment 1: Resolution Nursery Workforce Development Award

**PUBLIC WORKS COMMISSION
CITY AND COUNTY OF SAN FRANCISCO**

RESOLUTION NO. _____

WHEREAS, San Francisco Public Works (Public Works) was awarded a California Department of Forestry & Fire Protection (CAL FIRE) Urban Forestry Education & Workforce Development Grant on February 3, 2022 to support nursery staffing and the establishment of a Street Tree Nursery workforce development program in collaboration with a non-profit partner; and

WHEREAS, On February 8, 2023, Public Works advertised the Nursery Workforce Development Request for Proposal (the “Nursery WFD RFP”); and

WHEREAS, the Nursery Workforce Development Grant will provide valuable job training and job placement support to San Francisco residents from disadvantaged communities through a workforce development program focused on Street Tree Nursery operations for 20 participants over a 30-month period and will include job readiness and soft skills to assist participants in their transition to the workforce and develop careers beyond the program by connecting them to employment and apprenticeship opportunities at Public Works, other public agencies, non-profit partners, and private companies; and

WHEREAS, The not-to-exceed grant amount is anticipated to be up to \$716,828, and the agreement will have an initial duration of 30 months for these services; and

WHEREAS, Public Works intended to award one grant through the Nursery WFD RFP; and

WHEREAS, Public Works received three proposals in response to the Nursery WFD RFP on March 22, 2023; and

WHEREAS, City staff found all proposals responsible and responsive to the Nursery WFD RFP; and

WHEREAS, All responsive and responsible proposals were evaluated and scored by a panel comprised of subject matter experts of the RFP; and

WHEREAS, Friends of the Urban Forest ranked first in the Nursery WFD RFP; now, therefore, be it

RESOLVED, That this Commission hereby awards the Nursery Workforce Development Grant, in the amount of \$716,828, with a contract duration of 30 months to Friends of the Urban Forest.

I hereby certify that the foregoing resolution was adopted by the Public Works Commission at its meeting of _____.

Commission Affairs Manager
Public Works Commission