



## **REQUEST FOR PROPOSAL TO PROVIDE EDUCATIONAL PRESENTATIONS IN SPRING, 2019**

### I. General:

The Vadnais Lake Area Water Management Organization (VLAWMO) seeks proposals from qualified landscaping and native plant distributors (hereby “guest presenters”) to provide a selection of Spring, 2019 workshops. VLAWMO will select a company or non-profit organization through a staff consensus based on honorarium and expenses cost, ability presenting on desired topics, availability of project examples, and time availability.

### II. Scope of Services:

Two presentations are desired from guest presenters, to be held on weekday evenings in late April/May at the Vadnais Heights City Hall. Presentation timing to be determined after final presenter selection and guest registrations. Desired presentations include:

#### **1. Sustainable Landscaping**

- The importance of new landscaping models for watershed improvement and protection.
- A brief history and critique of landscaping trends of the past two decades.
- Examples and brief explanation of the creation of raingardens, native plantings, shoreline restorations, low-mow turf, permeable pavers, and rain barrels. Reference to homeowner and watershed benefit.
- Examples of yards that convey innovation in sustainability, creativity, and a combination of landscaping techniques listed above.

#### **2. Native Plants**

- The value of native plants for moisture and soil retention, runoff reduction, pollinators, and wildlife habitat.
- A brief history and critique of landscaping trends of the past two decades.
- An overview of native plant establishment considering a range of required maintenance, catering to home owners interested in easy landscaping as well as homeowners willing to put high levels of time into a planting effort. Display photographed examples.
- Description of how to go about selecting native plants for a variety of sun/shade/moisture, and soil type combinations.
- Highlighting commonly used native plants in suburban environments.
- Plug plant giveaway/drawing.

### III. Term of Contract:

Presentation outlines:

**Sustainable Landscaping:** 2 hrs. VLAWMO staff introduction (10 minutes), guest presentation (45 minutes), 5-minute yard consultation with participants (45 minutes). VLAWMO will provide aerial images of properties of registered participants.

**Native Plants:** 1.5 hrs. VLAWMO staff introduction (10 minutes), guest presentation (45 minutes), open Q & A (20 minutes), plant giveaway (5 minutes).

Proposals should address one or both presentations.

Private businesses will agree to abstain from discussion about costs, deals, promotion, and business matters within the presentation room. A table will be provided for any information the presenter would like to make available to participants. Photos of presenter's work may be utilized as examples provided a relevant educational connection.

Presentations shall be booked by February 8<sup>th</sup>, 2019. Selected guest presenter will meet with VLAWMO in person in the month of April, 2019 for a 30-60 minute planning session. This will build familiarity with the facility and allow VLAWMO to review the balance between educational content and business promotion. VLAWMO has a variety of photos of local installations and relevant educational material, which will be combined into the slideshow.

### IV. Evaluation of Proposals:

Please provide the following for selection criteria:

- Desired honorarium cost for time, travel, and preparation.
- A resume catered to presentation content and local project examples.
- A cover letter describing which presentations are of interest, education emphasis of your current work, experience in designing powerpoints, and the degree to which your work occurs in the Northeast Metro area.
- Written sample text (3-10 sentences) describing presenter's main points and unique experience for each bullet point listed in part II (scope of services).
- Preference for dates of presentations (weekday evenings).
- For native plant presentation, preference will be given to entities that are able to provide 10-12 plugs for the plant give away. List associated costs.

### V. Rejection of Proposals:

VLAWMO reserves the right to reject any or all proposals received, and the right to select different businesses or organizations for each presentation.

### VI. Deadline:

All proposals must be received by **4pm on Jan 25th, 2019**. Questions may be addressed to Nick Voss at (651) 204-6070. Proposals shall be emailed to [nick.voss@vlawmo.org](mailto:nick.voss@vlawmo.org) with the title "2019 Workshop RFP".