



MILWAUKEE COUNTY

DEPARTMENT OF PARKS

REQUEST FOR INFORMATION

INDUSTRIAL HEMP

ISSUED December 21, 2018

Response Due Date: January 21, 2019 at 5:00 p.m.

RFI # 98180038

INFORMATION SUMMARY SHEET

Request For Information Title: Industrial Hemp
Request For Information Number: 98180038
RFI Issuing Office: Department of Parks
RFI Issue Date: December 21, 2018
RFI Response Deadline: January 21, 2019, 5:00 p.m. Central Time
RFI Upload Submission Location:
<http://countymilwaukee.bonfirehub.com/opportunities/12328>

RFI Coordinator:

Suzanne Carter
Department of Administrative Services
Procurement Division
633 W. Wisconsin Ave., Suite 901
Milwaukee, WI 53203
Phone: 414-223-8112
Email: Suzanne.Carter@milwaukeecountywi.gov

INTRODUCTION AND BACKGROUND

I. INTRODUCTION

The Milwaukee County Department of Parks, Recreation and Culture (“Parks”) is requesting information on possible revenue generating uses for the Mitchell Park greenhouses, including the potential to grow and produce industrial hemp, hemp seeds, and cannabinoid oil or constructing a Grow Education Resource Center at the facility. The information requested is to provide possible options for utilizing all or part of the 60,000 square foot greenhouse facility that has built in systems to provide precise control of temperature, irrigation, lighting, shade, and water retention. Detailed information should preferably include, but not be necessarily be limited to proposed use of space, equipment, utilities, labor and security, as well as projected costs and revenues, in relation to a specific type of crop production or research endeavor. The facility is currently designed and used for propagating and growing display specimens and floral crops for the Mitchell Park Domes and Boerner Botanical Gardens in Whitnall Park.

This RFI is issued solely for information and planning purposes, and does not constitute a solicitation. Responses to the RFI will not be returned. Responses to this RFI are not offers and cannot be accepted by Milwaukee County to form a binding contract. Milwaukee County is not liable for any costs incurred by the Respondent in response to this RFI. This RFI should not be construed as an obligation on the part of Milwaukee County to make any purchases nor should it be construed as a means to pre-qualify respondents.

Responses to this RFI will be reviewed and may be used to develop a competitive solicitation for proposals that may lead to the acquisition of services that meet business needs or requirements. Respondents may be invited to further discuss the information provided herein with Milwaukee County. Providing a response to this RFI is not a prerequisite to submitting a proposal should Parks offer such an opportunity in the future, nor would the contents of any Response to this RFI be considered in the review or evaluation of future proposals.

II. BACKGROUND AND CURRENT OPERATION

A. Milwaukee County

Milwaukee County is governed by an elected County Executive and an 18 member elected County Board of Supervisors. Other County elected officials include a Register of Deeds, Treasurer, Comptroller, County Clerk, and Sheriff, who in conjunction with administration provide a full range of associated governmental services, including but not limited to law enforcement, highways, courts, corrections, official record keeping, parks and recreation, international airport operations, jail and juvenile detention, public assistance programs, and a world famous zoo. Milwaukee County employs approximately 3,800 employees and operates 24/7, with many of its employees working rotating schedules. Milwaukee County services a constituent population of 959,023 residents with an annual budget of \$1.4 billion.

B. Milwaukee County Parks

Milwaukee County's park system has long been a source of pride for the communities of Milwaukee County in southeastern Wisconsin. With over 158 parks and parkways totaling over 15,000 acres, Parks offer a source of recreational enjoyment for citizens and visitors alike.

The park system began with the creation of the Milwaukee County Park Commission on August 20, 1907. Although parks had already been established within the limits of the City of Milwaukee by the City Park Commission, the visionary new County Park Commission had a much broader goal for the park system. Early Commissioners conceived of a park system that would form a "green belt" or series of scenic drives and parks encircling the County. Parks were located in outlying areas to allow for population expansion. Commissioners selected land not only for its natural beauty and interest, but also for its fitness for various forms of active and passive recreation. Golf amenities include fifteen (15) golf courses and three (3) outdoor driving ranges (Brown Deer Park, Dretzka Park, and Oakwood Park).

Mission: The mission of the Milwaukee County Parks is to steward a thriving park system that positively impacts every Milwaukee County Park visitor.

Vision: Milwaukee County Parks fosters dynamic connections through our land and community, heightens the quality of life in the county, and leads as a model park system.

C. Mitchell Park Greenhouses

In 2014, the Wisconsin State Department of Transportation provided approximately \$14 million to build seven new greenhouses at Mitchell Park, adjacent to the Mitchell Park Domes. The Mitchell Park greenhouses grow varieties of plant species for use at the Mitchell Park Domes and Boerner Botanical Gardens in Whitnall Park. The new greenhouses are state-of-the-art, sustainable facilities, totaling over 60,000 square feet, with precise temperature, shade, and lighting controls, as well as systems for capturing and saving snow and rainwater. Specification sheets and as-built documents for the greenhouses are uploaded to the RFI's Project Board on the Bonfire site.

RFI COORDINATOR

The RFI Coordinator is:

Suzanne Carter
Department of Administrative Services
Procurement Division
633 W. Wisconsin Ave., Suite 901
Milwaukee, WI 53203

Phone: 414-223-8112
Email: Suzanne.Carter@milwaukeecountywi.gov

QUESTIONS

Potential Respondents may submit questions and requests for clarification regarding this RFI via email to the RFI Coordinator or via the RFI's Project Board on the Bonfire website. Answers to questions will be posted on the RFI's Project Board on the Bonfire website.

INCURRED EXPENSES

Milwaukee County shall not be responsible for any cost or expense incurred by the Respondents preparing and submitting a Response or cost associated with meetings associated with the RFI process. This includes any legal fees for work performed or representation by Respondent's legal counsel during any and all phases of the RFI process.

SUBMITTING A RESPONSE

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Attachment A - Vendor Information Sheet	File Type: PDF (.pdf)	1	Required
Attachment B - Proprietary Info Disclosure Form	File Type: PDF (.pdf)	1	Required
Responses to Questions	File Type: PDF (.pdf)	1	Required
Additional Information	File Type: PDF (.pdf)	Multiple	Optional

Name	Type	# Files	Requirement
Attachment B-1 (REQUIRED to be submitted if information is set forth as proprietary or confidential in Attachment B)	File Type: PDF (.pdf)	Multiple	Optional

Requested Documents:

Please note the type and number of files allowed. The maximum upload file size is 1000 MB.

Please do not embed any documents within your uploaded files, as they will not be accessible or evaluated.

2. Upload your submission at:

<https://countymilwaukee.bonfirehub.com/opportunities/12328>

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **January 21, 2019 5:00 PM CDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Milwaukee County uses a Bonfire portal for accepting and evaluating proposals digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>

INFORMATION RELEASE

All materials submitted become the property of Milwaukee County. Any restriction on the use of data contained within a Response must be clearly stated in the Response itself. Proprietary information submitted in a Response will be handled in accordance with applicable Milwaukee County Ordinances, State of Wisconsin procurement regulations, and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the Respondent's responsibility to defend the determination in the event of an appeal or litigation.

Data contained in a Request for Information, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation and innovations become the property of Milwaukee County.

Any materials submitted by the Respondent in response to this Request for Information that the Respondent considers confidential and proprietary information and which the Respondent believes qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats, or material which can be kept confidential under the Wisconsin public record law, must be identified on the Designation of Confidential and Proprietary Information form (Attachment B – Proprietary Information Disclosure). If the Respondent so designates any such information as confidential, it must upload a version of its Response with all such identified information redacted (Attachment B-1). Confidential information must be labeled as such. Any other requests for confidentiality MUST be justified in writing on the form provided and included in the Response submitted. Milwaukee County has the sole right to determine whether designations made by a Respondent qualify as trade secrets under the Wisconsin public records law.

RFI MODIFICATION, CANCELLATION OR WITHDRAWAL

Milwaukee County reserves the right to modify, cancel or re-publish the RFI at any time.

QUESTIONS FOR RESPONSE

Please respond to the following inquiries. Please keep your written response to ten (10) or fewer pages.

A. Describe your potential interest in utilizing the Mitchell Park greenhouse space. Include the following:

1. Type of crop production or research endeavor;
2. Amount of space required (and, if known, which greenhouse space in particular requested);
3. Equipment required, source of equipment, and plan for maintenance and installation;
4. Utilities required and plan for handling relationship with utilities;
5. Labor required and plan for labor;
6. Security required and plan for security (subcontracted or in-house);
7. Projected costs, revenues for operation, and revenue/payment model proposed;
8. Term of agreement proposed.

B. Describe your previous experience in operating the type of endeavor and/or managing the type of relationships described in Section A.