

**CALL FOR PROJECTS “100 HECTARES” –  
URBAN AGRICULTURE  
CALL FOR PROJECT GUIDELINES  
City of Paris**



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## 1. TERMONOLOGY

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This section should be read carefully, it defines the terms that will be employed throughout the document to set forth the guidelines for this call for projects (also referred to as the “call”).

**Project Lead**: legal entity or team that has been formed to respond to the call for projects; the project lead may submit a proposal for one or several sites.

The Project Lead is not required to possess the status of a legal entity; however, if the project lead consists of a team without a legal entity status and the team is awarded a project as a result of the call for projects, the project lead must then create an ad hoc legal entity in order to proceed to the contracting phase. The Project Lead must describe within the proposal the form of ad hoc entity that is envisioned, should this be the case, in order to agree a contract (society, association...) and the composition of that structure.

**Awardee**: project lead that has been designated as the successful applicant and is the expected implementor for one or more than one project sites.

**Occupant**: legal entity that has a contract with the site’s management, for a project that envisions occupation of the site, upon the completion of work required for the site’s preparation.

**Sublessee**: individual or legal entity designated by the project lead of the site as having the right to occupy a part of the site under the responsibility of the project lead.

**Partner**: signatory of the “100 Hectare Charter” (see <http://www.paris.fr/parisculteurs>) and has accepted to participate within the call process as well as having one or several sites that have been integrated into the call for projects.

**City of Paris**: for purposes of simplification, this term refers both to the City of Paris as well as to the Department of Paris.

**City of Paris Sites**: sites of which the City of Paris or the Department of Paris are owners and/or managers.

**Partner sites**: sites run by a partner.

**DEVE**: Directorate for Green Space and the Environment of the City of Paris.

## 2. CALL FOR PROJECTS TO ACCELERATE THE DEVELOPMENT OF URBAN AGRICULTURE IN PARIS

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### **Adding value to the existing built environment**

The City of Paris and its partners aim to endow existing roofs, facades and walls with important environmental attributes.

These existing features of the urban landscape, often under valued, offer an opportunity to develop projects that can enhance the lives of city dwellers.

The City of Paris has established an ambitious goal that involves the development of its natural resources while establishing a new urban model of development. This includes stated objective to reach 100 hectares of green roofs, facades and walls by 2020, of which one third of that total will be dedicated to urban agriculture.

There are several different categories of activities that are designed to achieve this objective:

- Administrative support for greening projects, lead by the Directorate for Green Space and the Environment (La Direction des Espaces Verts et de l'Environnement - DEVE), across the City of Paris ;
- Facilitation of permitting for residents interested in developing green space projects ;
- Sustained implementation and incorporation of green wall and roof projects as new city sponsored urban projects are developed.

### **Understanding the Call for Projects**

The intersection between the existing built environment and the stated greening objectives have led the City of Paris to launch two calls for project, one focused on green walls/roofs and the other on urban agriculture.

The two Calls for Projects described herein offer a means by which the City of Paris hopes to mobilize the creative and entrepreneurship of those involved. The two calls for projects will focus on two types of sites:

- “City of Paris” sites : buildings owned and/or managed by the City or the Department of Paris;
- “Partner” sites : public or private buildings that have signed on to the 100 Hectares Charter ; and are not already considered as a “City of Paris” site.

### **Contract modalities adopted to specific circumstances of the site**

Depending upon the nature and ownership of the site, different types of contract arrangements will be applied, binding the owners and awardees, this point will be further explained in §8.

For the “City of Paris” sites two forms of contracting are possible:

- If the project **envisions the occupation of a site, following the site preparation phase, and in certain cases a commercial operations that will be on-going**, the contract with the City of Paris will take the form of an **occupation agreement involving the public domain**. In this case, the occupant undertakes activity of their own accord. In exchange for the right to occupy the site, the occupant will pay a fee to the City of Paris.
- If the project has as its objective the creation of a green roof/wall/facade and the site **does not involve the occupation nor any utilization of the site following the construction phase**, the contract will have as its objective to define the conditions under which the awardee will undertake the greening project at no obligation, while transferring the resulting project to the City of Paris upon its conclusion. The length of the contract will be that which is required to complete construction. No payments will be due to the City of Paris.

It should be noted that no contract agreed as a result of this call for projects will result in the termination of existing legally constituted entities (public markets or public concessions).

This guidelines document deals with the call for projects focused on urban agriculture, encompassing 29 addresses, described on the site [www.parisculteurs.paris](http://www.parisculteurs.paris)

### Three scales of ambition

This call for projects focuses on urban agriculture in all of its diversity: orchards, vegetable gardens, aquaponics, aeroponics, hydroponics, nurseries, permaculture... The proposals of the project leads may be oriented to a specific type of agriculture or a combination of types. They may also highlight the diverse functions of urban agriculture: food supply, production, pedagogical, environmental, etc...

In all cases, the projects should contribute to the quality of the existing built environment, which could be through alignment with existing public policies focused on sustainable and socially focused urban development.

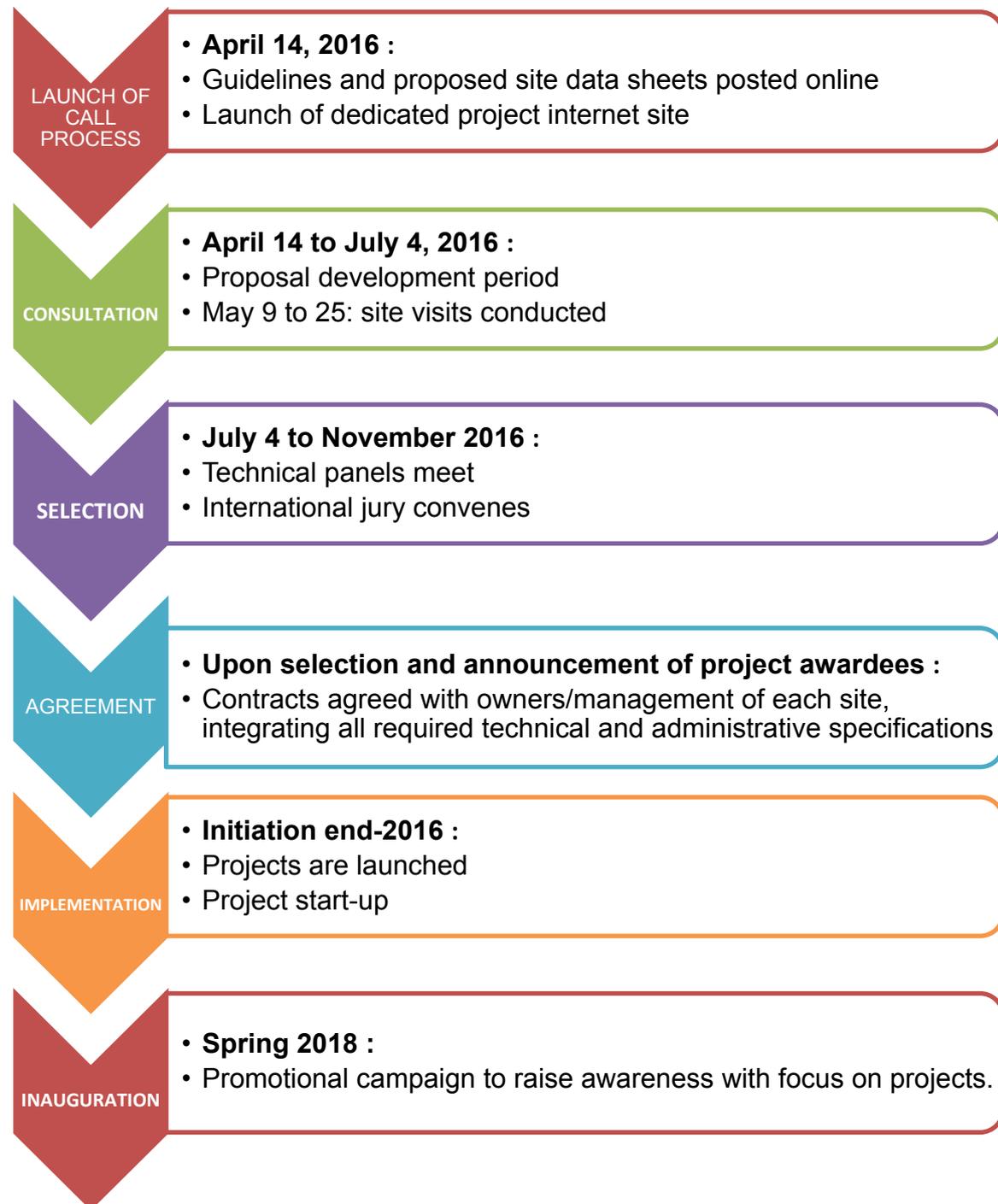
**The projects proposed within the context of this call should integrate a productive dimension. This call thus differentiates itself from the call focused on green walls/roofs/facades.**

The interests of the City of Paris and its partners can be divided into three categories, each complementing the other in a mutually reinforcing way:

- The first category seeks to identify **projects that exemplify success**, in terms of environmental, aesthetic and socio-economic outcomes;
- The second category is oriented at the **level of the city and the greater metropolitan area**: the implementation of these mutually complementary initiatives should include a focus on the feasibility and benefits of different urban agriculture models, with the goal of having a catalytic effect on the deployment of other initiatives, notably at the city and greater metropolitan area (Grand Paris) levels.
- The third category encompasses the capacity of these projects to **highlight these concepts internationally** as such the innovative nature of the projects should set Paris apart as a point of reference in the areas of urban agriculture.

### 3. KEY MILESTONES

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## 4. PROJECT LEADS

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In the interest of ensuring a diversity of responses, the rules governing the call for projects are intentionally flexible and open to maneuver (refer to the section “terms” in §1).

All forms of responses will be considered, so long as the proposal successfully demonstrates the viability of the project presented, special focus will be paid to the following:

- A **project lead** may respond with a proposal involving one or multiple sites;
- It is not necessary, in so much as the **project lead** is concerned, to present a proposal having the status of a specific legal entity at the proposal submission stage;
- The same individual or legal entity may be party to several proposal teams under the banner of different **project leads**;

However :

- **The project lead** must indicate as part of the proposal submission which legal entity will enter into a contract with the site owner, as well as which form of contract will be employed (association, society...);
- The **partners** proposing sites as part of this call for projects may not propose their own sites as part of their proposal.

## 5. BACKGROUND TO THE GREENING ACTIVITIES SUPPORTED BY THE CITY OF PARIS

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The greening efforts of the City of Paris (walls/roofs/facades) fit within the context of numerous other environmental efforts supported by the City:

- Support for efforts to reduce waste generation, support biodiversity and the Climat Energie plan;
- The implementation of the blue book focused on water resources: <http://www.paris.fr/services-et-infos-pratiques/environnement-et-espaces-verts/eau-et-assainissement/gestion-de-l-eau-2135> ;
- Implementation of a biodiversity strategy: <http://www.paris.fr/biodiversite> ;
- Ban on the use of photo-sanitary chemicals;
- Support for initiatives that utilize innovative materials, especially those that are recycled;
- The appropriate integration of infrastructure within the environment (with special consideration for the concept of “visibility cones” as well as the proximity of historic monuments) and the mitigation of nuisance for city dwellers;
- Requirements related to the quality of urban landscaping (origin, production, diversity...) and the prioritization of plants indigenous to the Ile-de-France region. A focus on the non-proliferation of exotic invasive species is also key. **The guidelines established by the City of Paris should be consulted for additional information:** [http://www.paris.fr/duvertpresdechezmoi#des-murs-et-des-toits-vegetalises\\_1](http://www.paris.fr/duvertpresdechezmoi#des-murs-et-des-toits-vegetalises_1) ;
- The implementation of livable green spaces that embody a respect for environmental principals (ensuring protection of species, through diversity and variety of planning);
- Codes of conduct that prioritize the conservation of resources (water, electricity) and that limit pollution and other negative environmental impacts;
- The appropriate thickness of soil and the corresponding capacity for water and nutrient retention and the associated needs of vegetive cover;
- Priority given to the longevity of projects and their associated infrastructure, with particular attention to drainage.

The projects located on the sites managed/owned by the City of Paris will take into account all of these elements.

## 6. TIMELINE OVERVIEW OF THE CALL FOR PROJECTS

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The stages of the call for projects are described below:

### 6.1. SIGNING OF THE CHARTER

On January 11, 2016, the City of Paris launched the mobilization of “partners”, private or public property owners located throughout the city, via their adherence to the partnership charter that commits them to making available their sites for the purposes described within this call: <https://api-site.paris.fr/images/77705>

### 6.2. COMMUNICATIONS RELATED TO THIS ACTIVITY

A press release dated February 8, 2016 announced the launch of the Parisculteurs Call for Projects with the support of 33 partners signing onto the “100 Hectares Charter”, targeting gardeners, landscape designers, farmers, entrepreneurs, start-ups, civil society, architects, artists from around the world...

The implementation of an international workshop focused on the exchange of best practices was set for March 8, 2016.

The videos of this workshop are now available on line at: [www.paris.fr/parisculteurs](http://www.paris.fr/parisculteurs).

### 6.3. LAUNCH OF THE CALL FOR PROJECTS

The press conference held on April 14, 2016 marked the official launch of the call for projects.

All documentation related to this call for projects is available at: [www.parisculteurs.paris](http://www.parisculteurs.paris).

Project leads must register and indicate an email address via which they will receive information related to the call throughout the duration of the calls' activities.

Two types of documents may be downloaded via [www.parisculteurs.paris](http://www.parisculteurs.paris) :

- This **guidelines document**, providing an overview of the activity and the specificities of each separate call for projects;
- Data sheets** containing information specific to each site: short description, configuration, accessibility, limitations...as well as technical annexes. With regard to the project data sheets, additional information will likely be added. When necessary, project leads will be informed via the home page of the site [www.parisculteurs.paris](http://www.parisculteurs.paris) as well as via email in the case of those who downloaded the components of the call (guidelines, technical annexes and socioeconomic data).

### 6.4. SITE VISITS

In order to provide the project leads with a complete understanding of the potential and limitations of each site, a series of visits has been organized, on dates as indicated on the home page site. These visits will include the participation of the managers/owners of each site.

These visits are highly recommended and in some cases obligatory.

The project leads, particularly foreign ones, may elect to be represented.

Information specific to the sites as included on <http://www.parisculteurs.paris> indicates the sites for which, due to highly specific technical constraints, a site visit is obligatory.

Registration for these visits can be completed at <http://www.parisculteurs.paris>

A receipt will be provided to each site visit participant upon conclusion of the visits and may be attached to the final proposal.

In the case of those sites requiring an obligatory visit, the project lead must provide evidence that at least one member of their team or their representative visited the site in question.

## 6.5. PROPOSAL SUBMISSION OVERVIEW

The project leads are required to submit the following information for each site for which they seek to implement a project:

- A **proposal package** consisting of a maximum of 10 pages, which includes a concise overview of the project proposal. This proposal must address the physical constraints of the site, specifically the questions of access, weight / load, security, urban planning regulations (see also §8.3); this may be accomplished via graphics (plans, cross section details...) and in some cases a service manual (see § 8.1.2.2).
- A **diagram A0** describing the organizing principals of the project, via visual aides. It is expected that the visual aides will contribute both to a better understanding of the potential impact of the project as well as to demonstrate its functionality. The illustration should be supported by detailed analysis as well as within the technical annexes provided for each site. These diagrams will be submitted to the jury, and could become part of a public exposition; certain visuals could be utilized as part of the communication efforts envisioned to promote the overall effort;
- The receipt demonstrating participation in the site visit as required.

### **Presentation Organization and Formatting Requirements**

#### ***Project Summary - 1/2 page maximum***

The project lead should provide a summary of the project that describes the key characteristics in addition to the expected outcomes of the project once implemented.

#### ***Project organization - 1 page maximum***

In this section the project lead should describe how the project will be organized and managed, initial planning, installation, legal status, operation and maintenance as required.

This section will include a description of the entire composition of the team, their experience as well as expertise specifically related to the envisioned project, definition of respective roles both during the planning and execution phases, as well as detail related to the organizational arrangements (association, partnership...) envisioned to implement the project, as required.

This part of the proposal should provide some indication of the feasibility of the project in terms of human resource requirements.

The project lead should also indicate the legal entity that is envisioned in order to enter into a contract with the owner of the site as well as the type of entity envisioned (association, partnership...)

#### ***Assessing the context of the project within its environment - 1.5 pages maximum***

The project lead will provide a description of the site with a special focus on the unique attributes that it offers to be leveraged. This analysis should reinforce the relevance as well as the feasibility of the project.

As an example, **the attributes** could focus on the following:

- Special attributes specific to the site, especially in terms of ability to bear loads, surface available, accessibility...
- Potential for visibility of landscaping of site;
- Traffic patterns in proximity to the site;
- Urban development projects...

The analysis could address the following:

- Environmental: thermal isolation of the building, reinforcement of the green network, environmental resilience, sustainable water management via the utilization of non-potable water...;
- Aesthetic considerations: beautification, enhanced value of urban space...;
- Economic considerations: creation of networks for service provision or job creation, creation of new enterprise, etc.

Overall, the project lead should demonstrate a strong understanding of all of the technical challenges presented by the site in addition to a demonstrated mastery of these challenges given the specifics of the environment in which the site is situated.

### ***The project – 7 pages maximum***

#### Installation, operation and maintenance

The project lead will describe in detail the process of installation of the project, and when required, the operation of the project, in terms of:

- The overall management of project implementation (required milestones necessary for obtaining administrative authorization and the technical validation of the project);
- Installation (site development milestones):
  - o Securing construction materials;
  - o Construction phase;
  - o Project handover;

The project lead will describe the utilization of the site, as required, in terms of:

- Access;
- Frequency of delivery of required inputs;
- Storage;
- Water management;
- Waste management;
- Expected production;
- Production techniques;
- Distribution;
- Commercialization;
- Small and large-scale maintenance;
- Changing rooms; toilet facilities...
- Public access to the site (if applicable);
- Procedures for withdrawal from the site upon completion of the term of operations;
- ...And all additional explanations required for the complete understanding and proper utilization of the site.

#### Impacts

In this section the project lead should describe the expected impacts of the project, as well as their links to the site conditions described in the first part.

As the impacts of the project are of special importance there should be an attempt to quantify them qualitatively to the extent possible, as well as in the following terms:

- Environmentally (reduction in energy consumption);
- Aesthetically (transformation of image);
- Economically (description of expected increase in visitors and associated services developed).

### Project economics

In this section, which only pertains to projects that will be staffed and/or operational on a regular basis, the project lead should demonstrate the feasibility of the project from an economic perspective.

The business planning exercise, covering a span of 10 years (except when a period of a lesser time span is specified) will cover the distinct phases of construction, launch, operation and day-to-day management.

The following points should be clearly defined and described, with a level of detail that permits one to evaluate the relevance of expenditures and revenue from a financial point of view:

- The cost of project implementation: detailed planning, site preparation, material supply, construction when required, maintenance costs (both routine and annual), labor costs...;
- Expected income generation from project outputs (sales, associated activities, sponsorship, public support).

Best case/worst case scenarios may also be presented to support the overall analysis of the project feasibility.

For those projects presupposing operations based on donations, involving a primarily non-revenue activity, proposals should include a statement describing how the sustainability of the project will be ensured.

### Calendar

Two planning scenarios are expected:

- The first timeline should cover a span of 10 years (except in cases where a shorter time span is specified), and should describe the primary phases of the project: complementary studies and final project planning, installation, start-up, day-to-day operations, to also include the milestones involving major and minor maintenance, seasonal maintenance, etc...;
- For those sites that will be permanently occupied, a timeline covering on-going operations, describing the cycles of the project, between the sowing of seeds, harvest, maintenance... **this timeline should cover one or two cycles of the project** as well as the overall plan for ensuring continuous operation of the project over a period of time.

Graphic diagrams outlining the phasing of the project may be useful to explain the sequencing and timing of the project(s).

For those projects that will not involve on-going operations, the section “project” should focus on the most important aspects of the “service manual” as described in §8.1.2.2.

## **6.6. DEADLINE AND SUBMISSION FORMAT**

Proposals should be submitted in PDF format at <http://www.parisculteurs.paris> no later than July 4, 2016 at 16H00.

Proposals should be submitted in French.

## 6.7. SELECTION

### 6.7.1. Criteria

Given that the criteria for evaluation of proposals are not based upon a system of hierarchy, the proposals will be evaluated according to two basic categories: **project quality** and **practicality of operations**.

In the following section the basis used to evaluate these two aspects of each project are described in additional detail.

**Project quality** from a perspective of its environmental, aesthetic and economic impacts:

- Aesthetic impact and overall contribution of the project to the improvement of the site image;
- Conformity with the technical and architectural characteristics of the site;
- Quality of plantings and vegetation;
- Resource management (water, electricity, heating...): measures adopted that mitigate pollution and nuisance;
- Relevance of the site's proposed usage with respect to its surroundings.

For the projects that envision ongoing operations at the site, additional criteria focused on an analysis of the proposed plans for operations at the site will also be considered:

- Need for addition of changing space, toilets or any other element requiring construction;
- And in cases where required, the provisions made for visiting public.

**Feasibility of operations:** irrespective of whether or not the site will be staffed and operational, "feasibility of operations" will be a criteria employed to evaluate all projects.

For those projects that envision staffed activities at sites:

- Taking into account the process required to interact with all relevant administrative authorities;
- Integrity of the project lead's organizational management structure and its capacity to guarantee sustainability;
- Economic viability of the project over the long-term, distinguishing between different phases of development: installation, start-up, day-to-day management, within the parameters of a contract described in § 8;
- Market impact: assessment of local demand and supply for produce generated on site

For those projects where on site operations are not envisioned after the greening of the site has taken place:

- Costs of maintenance for the City of Paris and the partner;
- Source of financing for the project.

### 6.7.2. Technical review panel

The proposals will be submitted to a technical review panel, during the period July to September 2016. This panel will be composed of experts in urban agriculture and having specific experience with this topic within the City of Paris, with partners and with the owners/managers of the sites involved.

The panel will evaluate the proposals, and will proceed to the evaluation of the **totality of the proposals for a given site during a single meeting of the panel**.

This panel will deliver its findings in conformity with the criteria laid out in § 6.7.1.

Additional information may be requested by the panel from the project leads, should it be deemed necessary to fully evaluate a given proposal.

### 6.7.3. International jury

An international jury will deliver its decision in the autumn of 2016. This decision will be based upon the recommendations of the technical panel's recommendations. The criteria used to evaluate this final stage are as follows:

#### City of Paris sites - meetings will be scheduled by arrondissement:

- Jury Chairperson: Representative of the Mayor of Paris;
- Jury Members: identified by the City of Paris, national and international experts...

The composition of the jury will be determined by the City of Paris.

#### Partner sites - meetings to be scheduled separately for each property:

- Jury Presidents: respective representatives of the City of Paris and of the respective partners;
- Jury Members: elected by the City of Paris, national and international experts...

For the partner sites, the composition of the jury will be announced on the site <http://www.parisculteurs.paris>.

### 6.7.4. Announcement of project award decisions

The winning projects will be identified based upon the recommendations of the jury.

For the City of Paris sites, the City of Paris will announce the winning projects and will move to contract signature upon receiving authorization, as required, from the Council of Paris.

For the partner sites, the winning projects will be identified by each site owner.

It should be noted that the City of Paris or the partners reserve the right to elect to not proceed with the call for project for one, several or the totality of the sites if none of the projects submitted are deemed responsive to the the criteria of the call for projects.

### 6.7.5. Announcement of Results

The results of the jury's decision, names of the teams and visuals from the A0 diagrams, will be posted on the site [www.parisculteurs.paris](http://www.parisculteurs.paris) upon the decision being made official.

### 6.7.6. Right of retraction

The City of Paris or the partners are within their rights to remove a site from the call for projects if none of the submitted proposals corresponds to the criteria set forth within this document.

## 7. ADDITIONAL INFORMATION

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### 7.1. INFORMATION RELEVANT TO THE PROJECT LEADS

#### 7.1.1. Document download

The number of downloads of each set of guidelines will be registered and recorded online at [www.parisculteurs.paris](http://www.parisculteurs.paris).

With regard to the data sheets for each site, it is likely that additional information will be added while the call is still open. In that case, the project leads will be informed of the updates via the home page [www.parisculteurs.paris](http://www.parisculteurs.paris) as well as via email for those that have downloaded the documents (guidelines, technical annexes and socioeconomic data).

### 7.1.2. Site visits

One week prior to the deadline for registration for the site visits, the project leads will be able to access information related to the number of teams having the intention to take part in the visits to any given site. This information will be available at [www.parisculteurs.paris](http://www.parisculteurs.paris).

This information will be updated upon the conclusion of the visits.

### 7.1.3. Project award selection

Upon the conclusion of the process described above leading to the selection of successful proposals by lead partners, each lead partner will receive an email informing them that their proposal has been successful or was rejected.

## 7.2. ADDITIONAL INFORMATION

The project leads may raise questions no later than 10 working days before the deadline for submission of proposals as specified within the FAQ section at [www.parisculteurs.paris](http://www.parisculteurs.paris); responses to these questions will then be published in that same section of the website in order to be accessible to all applicants, within a period 5 working days.

## 7.3. IN THE CASE OF SITES FOR WHICH NO PROPOSAL IS SUBMITTED

In the case of one site (or several sites) not receiving any proposal interest by the indicated deadline for submission (July 4, 2016 by 16:00 hours), the City of Paris and partners reserve the right to put these sites back into play by requesting an additional round of proposals for these sites from the totality of the applicants having submitted proposals for at least one project site.

Upon having made the announcement of the resubmission of the sites for consideration, the project leads will have a period of 20 working days to submit a project focused on the referenced sites. The proposals should be submitted in PDF format, no later than 16:00 hours via the site [www.parisculteurs.paris](http://www.parisculteurs.paris).

The submission of proposals as well as the selection will take be conducted as stated in §6.5 and §6.7.1.

## 7.4. INTELLECTUAL PROPERTY AND CONFIDENTIALITY

The projects may not be considered as special works in the sense of intellectual property. Furthermore, any installation that will require maintenance provided by the City of Paris or a partner will not be maintained in its original condition, nor will there be an expectation that it will be categorized as a special work.

The successful project leads will be at liberty to protect the information related to their technologies, process, and business model...

The City of Paris and its partners are committed to **not** releasing or using any information that a project lead identifies as confidential.

**With this in mind, the project leads should identify very explicitly those elements in their proposal.**

**Mention of this classification of information should not be included within the A0 diagram as this diagram will be included in public displays.**

In the absence of the “confidential” identifier, all information will be considered to be “publicly available” by the City of Paris and its partners.

## 8. CONTRACTING WITH SITE OWNERS

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The type of contract will vary in function of purpose:

- By site: City of Paris or Partner
- By project: with or without staffing/ on-going operations.

Certain public partners have rules governing their legal engagement with third parties that are identical to those of the City of Paris, in this case contracting (including in terms of fees, insurance...) will be the same as for the City of Paris sites. Further detail on this can be found for each site at [www.parisculteurs.paris](http://www.parisculteurs.paris).

During the intermediary phase between the identification of the successful applicants and the implementation of their project, the DEVE will facilitate as much as possible the required administrative procedures.

The objective being to ensure that the contracts are signed and finalized as quickly as possible.

### 8.1. CITY OF PARIS SITES

In the interest of ensuring the integrity of the buildings forming part of the call, the project leads must take the following precautions:

- Outside of green zones, ensure open pathways that ensure:
  - Ability to move between green zones
  - Ability to access technical infrastructure
  - Protection against puncturing of waterproofing material, especially from sharp objects.
- Maintain an open area of at least 40cm in areas surrounding technical infrastructure in order to allow access for maintenance.
- To plan project design without obstructing the stormwater capture system (which must remain accessible) and do so in such a way so that water can flow to its appropriate destination.
- To ensure measures that ensure that the installation will resist extreme winds (providing ballast to the composter, the henhouse, the greenhouses or netting; watering systems, tarps, umbrellas...).
- To ensure that the installations are not accessible to the public outside of specified hours.
- Ensure that all precautions are taken to avoid having objects fall from the roof.

#### 8.1.1. Continuously operational projects: Occupation of the Public Domain

For those projects where a continuous operation at the site is envisioned, the contract will take the form of an **agreement to occupy the public domaine (CODP in French)**.

This type of agreement may only be finalized with a very specific category of legal entity, **the occupant**, of which the form and the composition must be described in the proposal.

The occupant may include third-party occupants with the objective of permitting them to occupy a part of the site with the purpose of carrying out activities on the site as described within the agreement. The finalization of the contracts must ultimately be accepted by the City of Paris for the contract to take effect.

This agreement will describe the form of arrangements envisioned for the site, and will specify the following elements:

- Parties to the agreement: **the occupant** and the **City of Paris**;
- Length of the occupation of the site;
- Access and services required;
- Maintenance;

- Activities undertaken;
- Fees: For horticultural projects and urban agriculture projects that include additional activities, especially commercial ones, these are governed according to the scale agreed by the Council of Paris during its deliberations 2016 DEVE 51 and 2016 DEVE 6G voted by the Council of Paris on March 29, 30 and 31, 2016, with the exception of the following site: Médiathèque Françoise Sagan. In this last case, the amount of the fee should be proposed by the project lead in the proposal.
- Utility consumption (water, electricity...) will be the responsibility of the project leads except when otherwise noted;
- Responsibilities and insurance:
  - o Insurance in the case where the project will be in contact with the building structure;
  - o Civil professional responsibility insurance in all other cases in a minimum amount of 500,000 Euros.

## **8.1.2. Unoccupied projects: greening implemented without obligation**

### **8.1.2.1. Contract**

In cases where the project involves implementation of green space on a site but where no permanent occupation or commercial activity is envisioned upon completion of the installation.

In this case, the successful project lead will undertake installation of the greening project for the City of Paris and in no case will another party be considered. The contract ends upon completion of installation of the works and the maintenance will be undertaken by the City.

The successful project lead will not be liable for payment of any fees.

The final contract will include the conditions (location, period, access, insurance...) required of the project lead's activities during the installation of the project.

### **8.1.2.2. Service manual**

When required, the project lead will include as part of the proposal a service manual that will serve to guide the management of the site upon its completion. This manual will include an evaluation of the frequency of the cost of maintenance of the plantings (amount and frequency of irrigation required, pruning involved...), as well as the frequency and costs of the maintenance of the supporting structure (in the case of a green wall). This attachment should permit the City of Paris to ensure the provision of required expertise and services for the proper maintenance of the site, from the initial stage of proposal evaluation.

## **8.2. PARTNER SITES**

Each property owner is free to select the contractual mechanism best suited to conclude the arrangements with the project lead. The site datasheets will include information related to the need for specific agreements should this be the case. The contractual arrangements will be adopted to the project presented and decided once the successful candidate has been identified.

This contract may specify the following elements which will also be included in the site data sheets:

- Length;
- Access and services, described in the data sheet;
- Maintenance;
- Commercial activities;
- Fees;
- Utility consumption (water, electricity...);

- Responsibilities and insurance;

It should be noted that the City of Paris will not intervene in the contractual relationship between the site owner and the project lead. The only exception to this is in the case of the site proposed by the GRDF located on the Boulevard Vincent Auriol which is the property of the City of Paris.

### **8.3. ADMINISTRATIVE AUTHORIZATIONS OR DECLARATIONS REQUIRED FOR CONTRACTING PHASE**

The project leads must provide detail within their proposal related to the necessary authorization/declarations connected with their proposed operations, as required by the existing codes in force (urban development, environment, historic sites, commerce, consumption, rural...).

With respect to authorizations related to urban planning and development, the local urban development plan (PLU) in force at the moment of the start of the project implementation process (in this case, at earliest November 2016) will apply. Proposals should include reference to the current PLU. These authorization, when necessary, are a requirement to the contracting process described in §8.

In some cases, a preliminary work permit, permission to demolish, may be necessary...

As reference, the PLU of the City of Paris is currently in the process of being modified (as of 2016), and includes modifications that are favorable to greening projects.

Upon receiving authorization from the site owners, the successful project lead will initiate all administrative requirements related to the project.

For any additional clarifications on this the project leads can direct their questions to the site [www.parisculteurs.paris](http://www.parisculteurs.paris).

## **9. IMPLEMENTATION**

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### **9.1. SITE PREPARATION**

For the City of Paris sites, a level of minimal preparation that ensures accessibility, waterproofing, security, will be undertaken by the City of Paris. This preparation is outlined in each site data sheet.

### **9.2. STAGES OF IMPLEMENTATION**

Once the contract with the site owner has been signed, the implementation of the project will involve the following steps:

- Project plan;
- Construction phase;
- Inauguration of project, starting in 2017 for the first projects, and depending upon the outstanding issues that require further attention;
- When required, operationalization of the site by the project lead, of a variable duration depending upon the site.

For this, the DEVE will provide technical assistance to those project leads during the implementation of their project, via technical advisory panels, coaching and other means.

### **9.3. APPLICABLE REGULATIONS**

All projects must respect the existing regulations in force at the time of execution of the project. The following non-exhaustive list provides reference to some of these:

- Regulations related to working conditions (Work code);
- Urban development (PLU);

- Regulations governing the commercialization and production of food products (Commercial code, Consumption, Rural);
- Phyto-sanitary regulations;
- Packaging hygiene;
- Workplace cleanliness and health;
- Accessibility regulations governing sites that are open to the public (Construction code and habitation)...

## **10. ATTACHMENTS**

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### **10.1. SITE DESCRIPTIONS**

The description of each site is available for consultation at [www.parisculteurs.paris](http://www.parisculteurs.paris).

These contain:

- The context of the site;
- Conditions unique to the site;
- The date that the site is available;
- The length of the site's availability;
- Technical characteristics (ability to bear loads; accessibility; visibility...);
- The unique characteristics of the site.

### **10.2. TECHNICAL ANNEXES**

These annexes contain for each site the complete set of information required for evaluation (plans, structural design...) and proposal development.

They can be downloaded on the site [www.parisculteurs.paris](http://www.parisculteurs.paris).