

REQUEST FOR PROPOSALS FOR LANDSCAPING SERVICES



A. PURPOSE

Rogers Park Business Alliance (RPBA), the business, community and economic development agency for Rogers Park, seeks a landscaping company to plant and maintain planters and plant beds in its two Special Service Areas (SSA); Howard Street SSA #19 and Clark/Morse/Glenwood SSA #24. Services will be provided during a 12 month period to begin January 1, 2018 and conclude December 31, 2018. Depending on the selected provider, there may be an option to renew the landscape service contract for an additional two years. Plantings will be three times a year.

Maps of each SSA can be found at:

SSA #19: <http://www.cityofchicago.org/content/dam/city/depts/dcd/ssa/maps/SSA19HowardSt.pdf>

SSA #24: <http://www.cityofchicago.org/content/dam/city/depts/dcd/ssa/maps/SSA24ClarkStRogersPark.pdf>

B. SCOPE OF SERVICES

Planters and Plant Beds and Trees in SSA #19

- 15 - 26" Dia. x 26" Hgt. Black Madison Planters
- 12 - 34" Dia. x 34" Hgt. Round Planters
- 16 Plant Beds
- Art Sculpture – Need Flowering Vines
- Mulch Plant Beds & Tree Beds Once/Year
- Trim Trees Where Needed

Planters and Plant Beds and Trees in SSA #24

- 20 - 36" Dia. x 24" Hgt. Round Planters
- 11 - 36" Dia. x 18" Hgt. Round Planters
- 10 - 48" Dia. x 32" Hgt. Round Planters
- 11 - 40" Dia. x 24" Hgt. Round Planters
- 11 Plant Beds – Sprinkler System in Working Order
 - 2 plant beds – 9.5 L x 4.5 W
 - 4 plant beds – 18.5 L x 4.5 W
 - 5 plant beds – 22 L x 4.5 W
- Mulch Plant Beds & Tree Beds Once/Year

C. SERVICES REQUESTED

SSA #19

- *Plantings For Planters*– Please Propose Three Times a Year
 - Provide a plant list and planting plan for each season including timeline
 - Each planter must include a mix of perennials and annuals
 - All planter pots are expected to have similar plant rotations, but the permanent plant material may vary from planter to planter

- Replace dead plants as needed
- *Weeding & Pruning* – planters, plant beds and tree pits
- *Watering* – planters, sculpture, 8 plant beds only and trees (no reservoirs)
- *Plantings for 8 Planter Beds* (Howard & west of Clark Street)
 - All plants should be perennial and hardy to zone 3
 - Plant material may vary between planting beds
 - Provide a plant list and planting plan for each season including timeline
 - Hardy perennial that will return every year are preferred
 - Replace dead or remove plants as needed
- *Additional Services May Be Contracted*

SSA #24

- *Plantings For Planters* – Please Propose Three Times a Year
 - Provide a plant list and planting plan for each season including timeline
 - Each planter must include a mix of perennials and annuals
 - All planter pots are expected to have similar plant rotations, but the permanent plant material may vary from planter to planter
 - Replace dead plants as needed
- *Weeding & Pruning* – planters, plant beds and tree pits
- *Watering* – planters only (has reservoirs)
- *Additional Services May Be Contracted*

D. DAMAGES

Any damage to planters or other personal or public property shall be reported to the Rogers Park Business Alliance Maintenance Director immediately. Failure to report damage or accidents within 24 hours will be considered a breach of contractual duty.

The contractor shall be solely responsible for the cost of any damage caused by the contractor's personnel or equipment.

E. SELECTION

Final selection will be made based on these factors and proposed fee. Preference will be given for City of Chicago companies. Proposals should include the following for each SSA:

- Scope of Services
- Proposed Timelines
- Related Fees

Please include three references, proof of insurance and proof of good standing.

Subcontractor shall attend a mandatory pre-planting meeting with RPBA staff.

Submit proposal for all services by November 1, 2017 at 5pm. Proposals must be submitted to the attention of Cynthia Ryan at cryan@rpba.org or sent to Cynthia Ryan at 1448 W. Morse Ave. Chicago, IL 60626.

For questions concerning this request for proposal, contact Cynthia Ryan at 773-508-5885 or

cryan@rpba.org. When submitting your proposal, please include the name of the contact person at the company.

This letter is not to be construed as a contract or commitment of any kind.

Sincerely,

A handwritten signature in black ink that reads "Sandi Price". The signature is written in a cursive, flowing style.

Sandi Price
Executive Director