

REQUEST FOR PROPOSALS FOR LANDSCAPING SERVICES



A. PURPOSE

Roger 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 the Sheridan Road Special Service Area (“SSA”) #54. Services will be provided during an 8-month period to beginning April 1, 2020 and conclude December 31, 2020. Depending on the selected provider, there may be an option to renew the landscape service contract for an additional two (full) years. See Appendix A for the map of SSA #54.

B. SERVICES SCOPE REQUESTED

Inventory

SSA #54 includes 27 in-ground and raised planting areas described below, most of which already contain some perennial shrubs and trees.

West side of street b/t Albion & CTA tracks

- 6552 N. Sheridan: - L- 27 feet 8 in. x W - 6 feet 8 in.
- 6558 N. Sheridan: - L- 17 feet 5 in. x W - 5 feet.
- 6576 N. Sheridan: - L- 17 feet 5 in. x W - 5 feet.
- 6572 N. Sheridan: - L- 17 feet. 5 in. x W - 5 feet. 3 planters

West side of Sheridan just north of the CTA tracks/near station entrance

- L- 66 feet and 7 in. x W - 5 feet 9 in.
- 6474 N. Sheridan: - L- 14 feet and 1 in. x W - 4 feet and 11 in.
- 6470 N. Sheridan: - L- 14 feet and 1 in. x W - 4 feet and 11 in.

T-Mobile

- L- 9 feet and 1 in. x W - 4 feet and 11 in.
- 6462 N. Sheridan: - L- 34 feet and 11 in. x W - 6 feet and 11 in.

In front of Beauty School

- L- 34 feet and 11 in. x W - 6 feet and 11 in.

In front of American Mattress

- L- 34 feet and 11 in. x W - 6 feet and 11 in.

East Side of Sheridan just north of the CTA tracks

- L- 18 feet and 6 in. x W - 3 feet and 2 in.
- L- 96 feet and 8 in. x W - 5 feet and 8.5 in.

Planters in front of Loyola Granada Center (6443 N. Sheridan)

- 10 planters
- L- 88 in. x W - 40.5 in.

In front of the New 400 Theater and Flatts & Sharpe Music (6 beds)

- L- 11 feet and 5 in. x W - 62 in.
- L- 9 feet x W - 79 in.
- L- 22 feet and 3 in. x W - 93 in.
- L- 13 feet and 5 in. x W - 93 in.

Requested services:

- *Supplemental Plantings for in-ground and raised beds - Spring, Summer and Winter*
 - Each planter must include a mix of perennials (hardy to zone 3) and annuals to supplement existing perennial trees and shrubs
 - Provide a plant list and planting plan for each season including timeline
 - All planter vessels are expected to have similar plant rotations
 - Replace dead or damaged plants as needed

- *Maintenance*
 - Water all planting vessels, beds and trees as needed to avoid wilted or dead plants
 - Remove weeds and litter as needed

C. 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.

D. VENDOR SELECTION

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

- a scope of services
- proposed timelines
- related fees
- at least 3 references.

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

Submit proposal for all services by February 28, 2020. Proposals must be submitted to the attention of Cindy Plante at Cplante@rpba.org or sent to Cindy at 1448 W. Morse Ave. Chicago, IL 60626.

For questions concerning this request for proposal, contact Cindy Plante at 773-508-5885 or cplante@rpba.org. When submitting your proposal, 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,



Sandi Price
Executive Director

Appendix A





