

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 its four Special Service Areas (SSA); Howard Street SSA #19, Clark/Morse/Glenwood SSA #24, Devon Avenue SSA #43, and Sheridan Road SSA #54. Services will be provided during a 12 month period to beginning March 1, 2021 and concluding February 28, 2022. 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>

SSA #43: <http://www.cityofchicago.org/content/dam/city/depts/dcd/ssa/maps/SSA43DevonAve.pdf>

SSA #54: <https://www.chicago.gov/content/dam/city/depts/dcd/ssa/maps/SSA54SheridanRd.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

Planters and Plant Beds and Trees in SSA #43

- 120 - 28" Dia. x 28" Hgt. Round Planters
- 23 Plant Beds
- Mulch Plant Beds & Tree Beds Once/Year
- Trim Trees in Plant Beds

- Diagnose Tree Health

Planters and Plant Beds and Trees in SSA #54

- 27 in-ground and raised plant beds (no reservoirs or sprinklers)

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

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

In front of the New 400 Theater & 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.

- Mulch planting areas once a 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
 - seasonal plantings not to be removed more than one week prior to the next planting
- *Weeding* – 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

- o Replace dead or remove plants as needed
- *Additional Services May Be Contracted*

SSA #24

- *Plantings For Planters – Please Propose Three Times a Year*
 - o Provide a plant list and planting plan for each season including timeline
 - o Each planter must include a mix of perennials and annuals
 - o All planter pots are expected to have similar plant rotations, but the permanent plant material may vary from planter to planter
 - o Replace dead plants as needed
 - o seasonal plantings not to be removed more than one week prior to the next planting
- *Weeding – planters, plant beds and tree pits*
- *Watering – planters only (has reservoirs)*
- *Additional Services May Be Contracted*

SSA #43

- *Plantings For Planters – Please Propose Three Times a Year*
 - o Provide a plant list and planting plan for each season including timeline
 - o Each planter must include a mix of perennials and annuals
 - o All planter pots are expected to have similar plant rotations, but the permanent plant material may vary from planter to planter
 - o Replace dead plants as needed
 - o seasonal plantings not to be removed more than one week prior to the next planting
- *Plantings for Planter Beds*
 - o All plants should be perennial and hardy to zone 3
 - o Plant material may vary between planting beds
 - o Provide a plant list and planting plan for each season including timeline
 - o Hardy perennial that will return every year are preferred
 - o Replace dead or remove plants as needed
 - o seasonal plantings not to be removed more than one week prior to the next planting
- *Weeding – planters, plant beds and tree pits*
- *Watering – planters, plant beds and tree pits (no reservoirs)*
- *Additional Services May Be Contracted*

SSA #54

- *Supplemental Plantings for in-ground and raised beds - Spring, Summer and Winter*
 - o Each planter must include a mix of perennials (hardy to zone 3) and annuals to supplement existing perennials, trees, and shrubs
 - o Provide a plant list and planting plan for each season including timeline
 - o All planter vessels are expected to have similar plant rotations
 - o Replace dead or damaged plants as needed
 - o seasonal plantings not to be removed more than one week prior to the next planting
- *Maintenance*
 - o Water all planting vessels, beds and trees as needed to avoid wilted or dead plants

- o Remove weeds and litter as needed

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

Submit a proposal for all services by February 19, 2021. Proposals must be submitted to the attention of Cindy Plante at cplante@rpba.org or sent to Cynthia Plante at 1448 W. Morse Ave. Chicago, IL 60626.

For questions concerning this request for proposal, contact Cynthia 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