

REQUEST FOR PROPOSALS FOR LANDSCAPING SERVICES



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 four Special Service Areas (SSA); Howard Street/Jarvis Square 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 beginning January 1, 2024 and concluding December 31, 2024. Depending on the selected provider, there may be an option to renew the landscape service contract for an additional two years. Seasonal planting rotations are requested three times a year for SSA 19, 43, and 54 (Spring, Summer, Winter), and four times a year in SSA24.

The deadline to submit proposals is October 20, 2023. Prospective bidders need not submit bids for all four Special Service Areas included in the RFP. We will accept bids for individual SSAs and may award contracts to multiple vendors for different districts.

SCOPE OF SERVICES

Howard Street/Jarvis Square SSA#19

(see attached map for planting locations)

Plantings for 30 planter pots – Three rotations per year (Spring, Summer, & Winter)

- Provide a plant list and planting plan for each season including planting 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 season's planting

Plantings for 14 in-ground beds - Three rotations per year (Spring, Summer, & Winter)

- 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 perennials that will return every year are preferred
- Replace or remove dead plants as needed

Maintenance

- **Weeding** – Remove weeds from planters, plant beds, tree pits, and sidewalk cracks throughout the district monthly
- **Mulching** - Apply mulch to in-ground beds and tree pits throughout the corridor annually in spring
- **Watering** – Weekly watering of planters, sculpture, and in-ground beds west of Clark Street as needed based on rain

- *Additional Services May Be Contracted*

Clark/Morse/Glenwood SSA#24

(See attached map for planting locations)

Plantings For 54 planter pots – four times a year (Spring, Summer, Fall, & Winter)

- Provide a plant list and planting plan for each season including timeline
- Each planter must include a mix of 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

Plantings for plant containers on Clark Street people spot (summer only)

Supplemental planting & maintenance for 12 in-ground & raised planter beds

- 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 perennials that will return every year are preferred
- Replace dead or remove plants as needed
- seasonal plantings not to be removed more than one week prior to the next planting

Maintenance:

- **Weeding** - removal of weeds from planters, plant beds and tree pits monthly
- **Mulching** - annual spring application of mulch to all tree pits and in-ground planting areas
- **Watering** – *weekly watering of planters only* (the planter pots have reservoirs)
- **Installation of holiday decorations** November-December
- *Additional Services May Be Contracted*

Devon Avenue SSA#43

(See attached map for planting locations)

Seasonal Plantings in 130 planter pots (28") – Three times a year (Spring, Summer, & Winter)

- 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

Supplemental plantings for 22 in-ground planter beds

- 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 perennials that will return every year are preferred
- Replace dead or remove plants as needed
- seasonal plantings not to be removed more than one week prior to the next planting

Maintenance

- **Weeding:** removal of weeds from planters, plant beds and tree pits monthly
- **Watering:** weekly watering of planters, plant beds and tree pits (no reservoirs)

- **Mulching:** annual spring application of mulch to in-ground plant beds and any tree pits without grates or lava rocks
- *Additional Services May Be Contracted*

Sheridan Rd. SSA#54

(See attached map for planting locations)

Seasonal plantings for in-ground & raised beds - Three times a year (Spring, Summer, Winter)

- Each planter must include a mix of perennials (hardy to zone 3) and annuals to supplement existing perennials, 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
- Seasonal plantings not to be removed more than one week prior to the next planting

Maintenance

- **Weeding:** removal of weeds from planters, plant beds and tree pits monthly
- **Watering:** weekly watering of contracted planting areas
- **Mulching:** annual spring application of mulch to in-ground plant beds and any tree pits without grates or lava rocks
- *Additional Services May Be Contracted*

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.

SELECTION

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

- Scope of Services
- Proposed Timelines
- Related Fees

Please include three references. Contractor shall attend a mandatory pre-planting meeting with RPBA staff.

Submit a proposal for all services by October 20, 2023. 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.

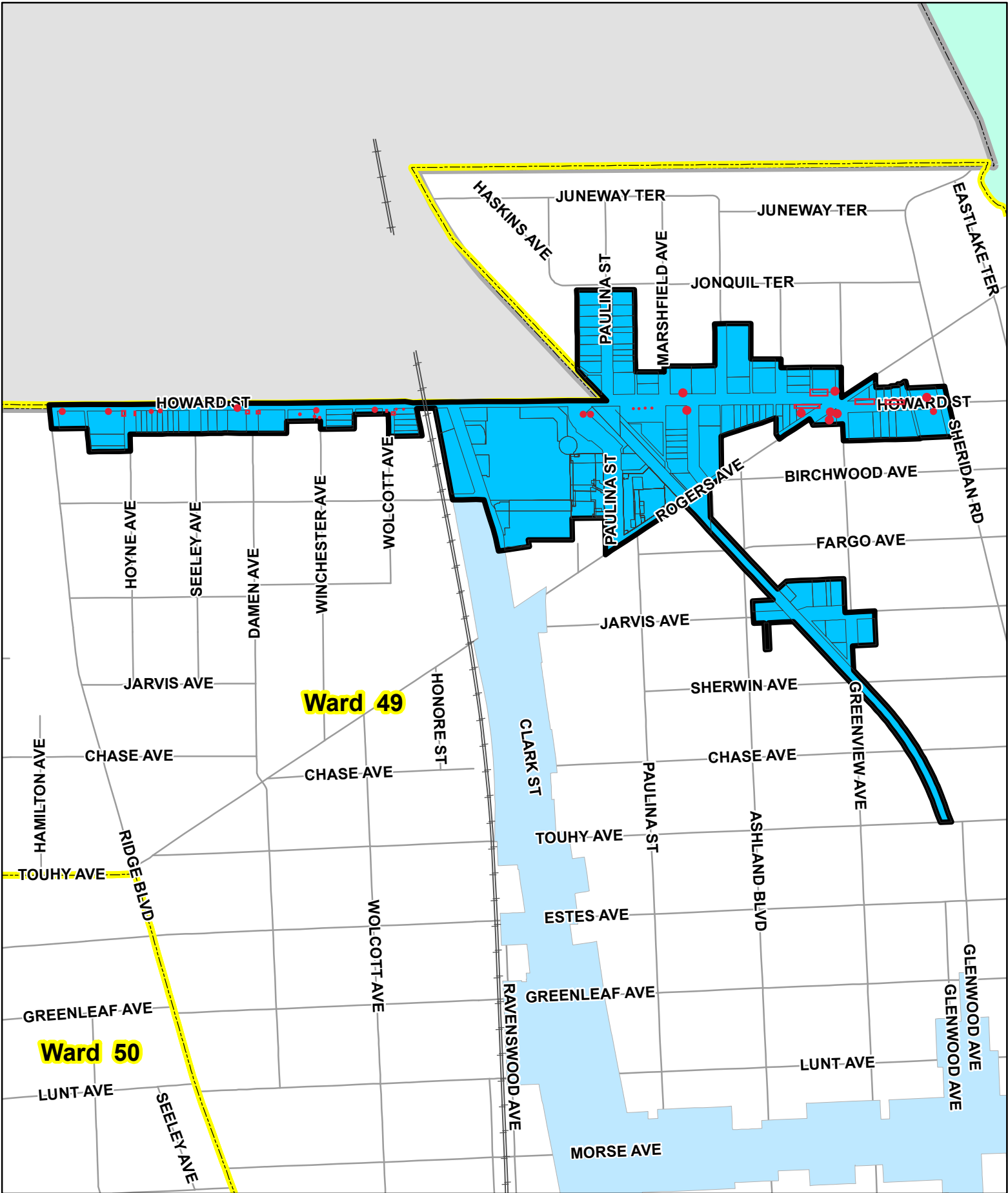
For questions concerning this request for proposal, contact Cynthia Plante at 773-508-5885 or cplante@rpba.org. When submitting your proposal, include the name of the contact person at the company.

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

Sincerely,

A handwritten signature in cursive script that reads "Sandi Price".

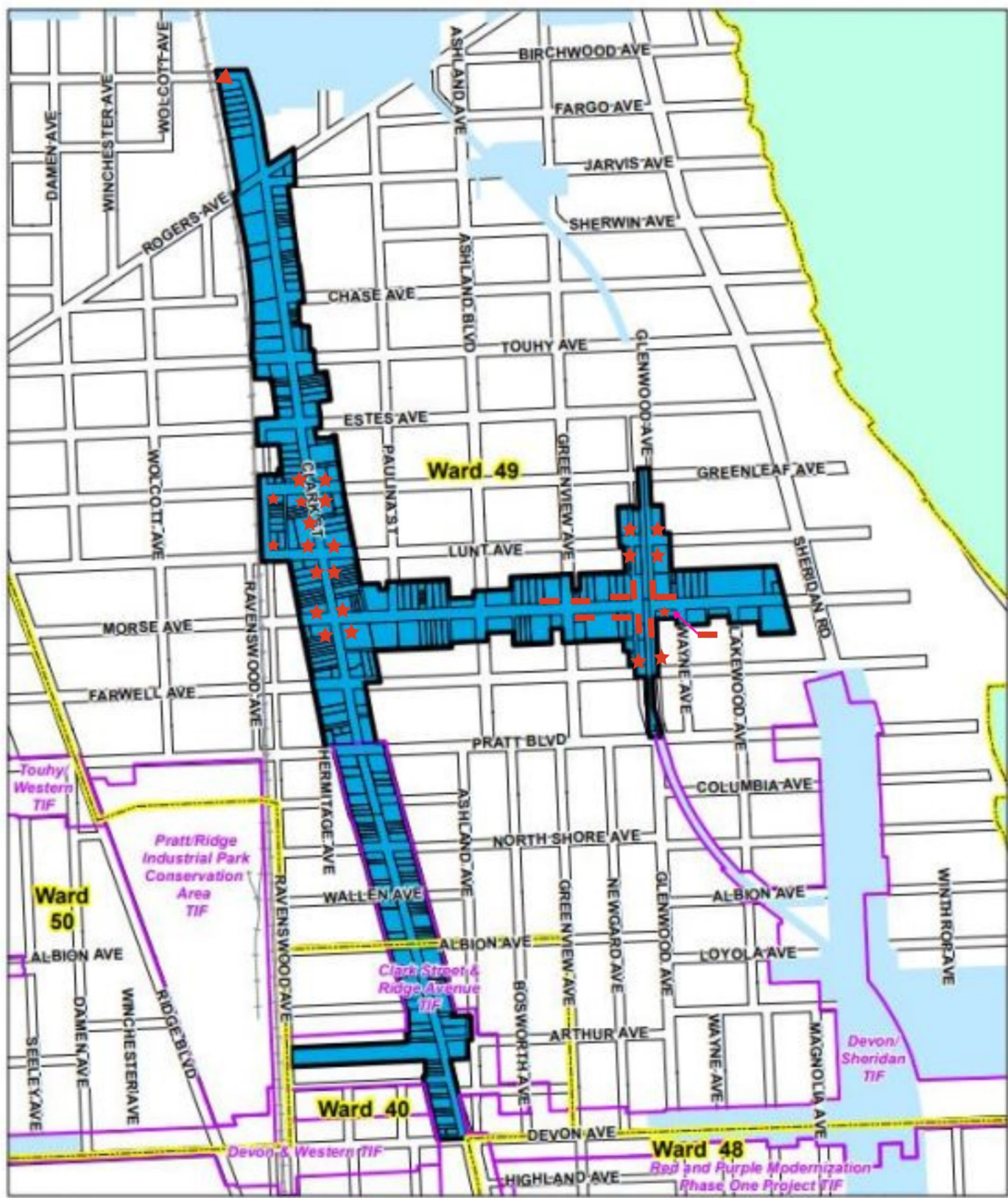
Sandi Price
Executive Director



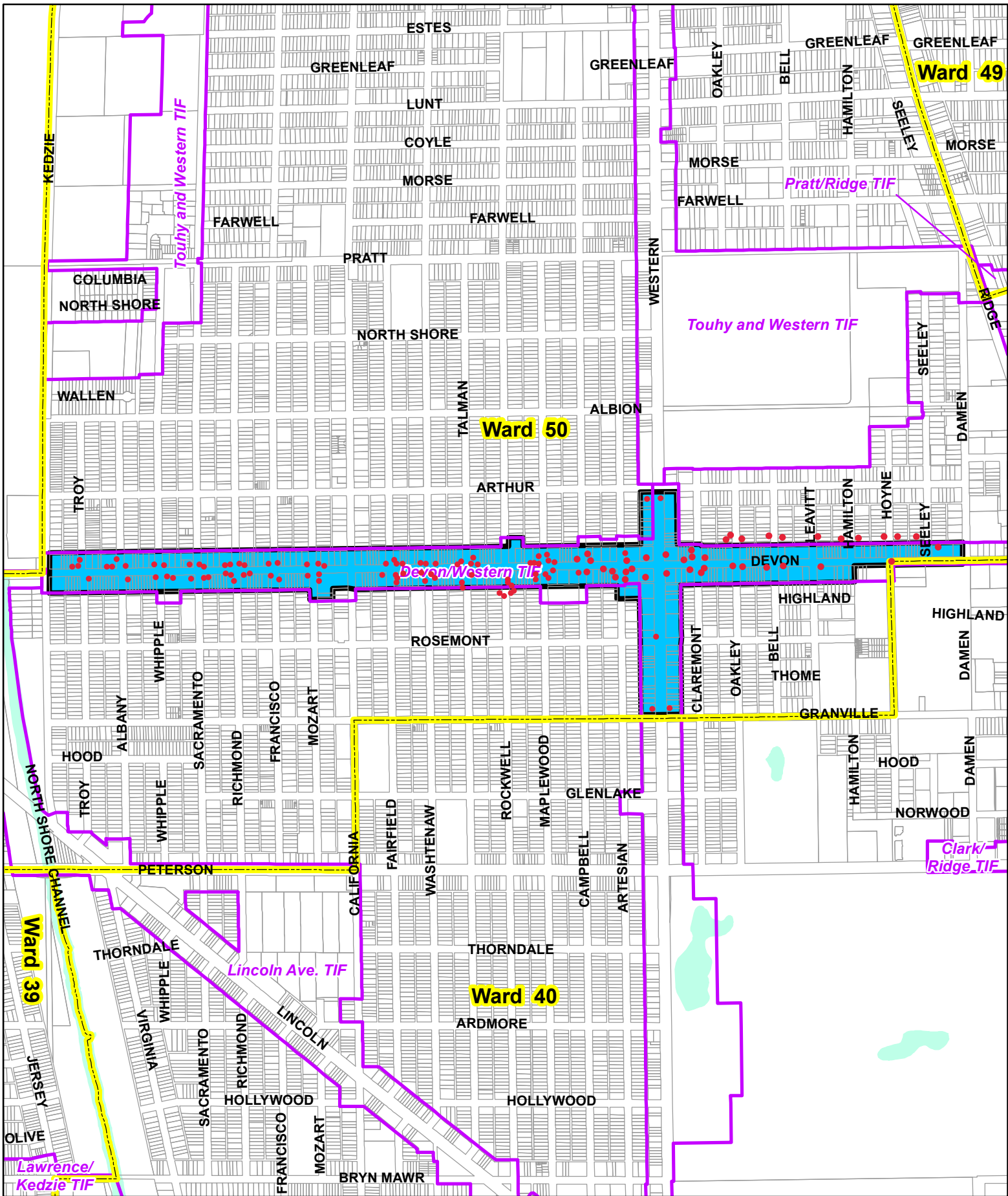
- Legend**
- Howard Street
 - Other SSA
 - TIF
 - Ward

Howard Street SSA #19 (Amended)





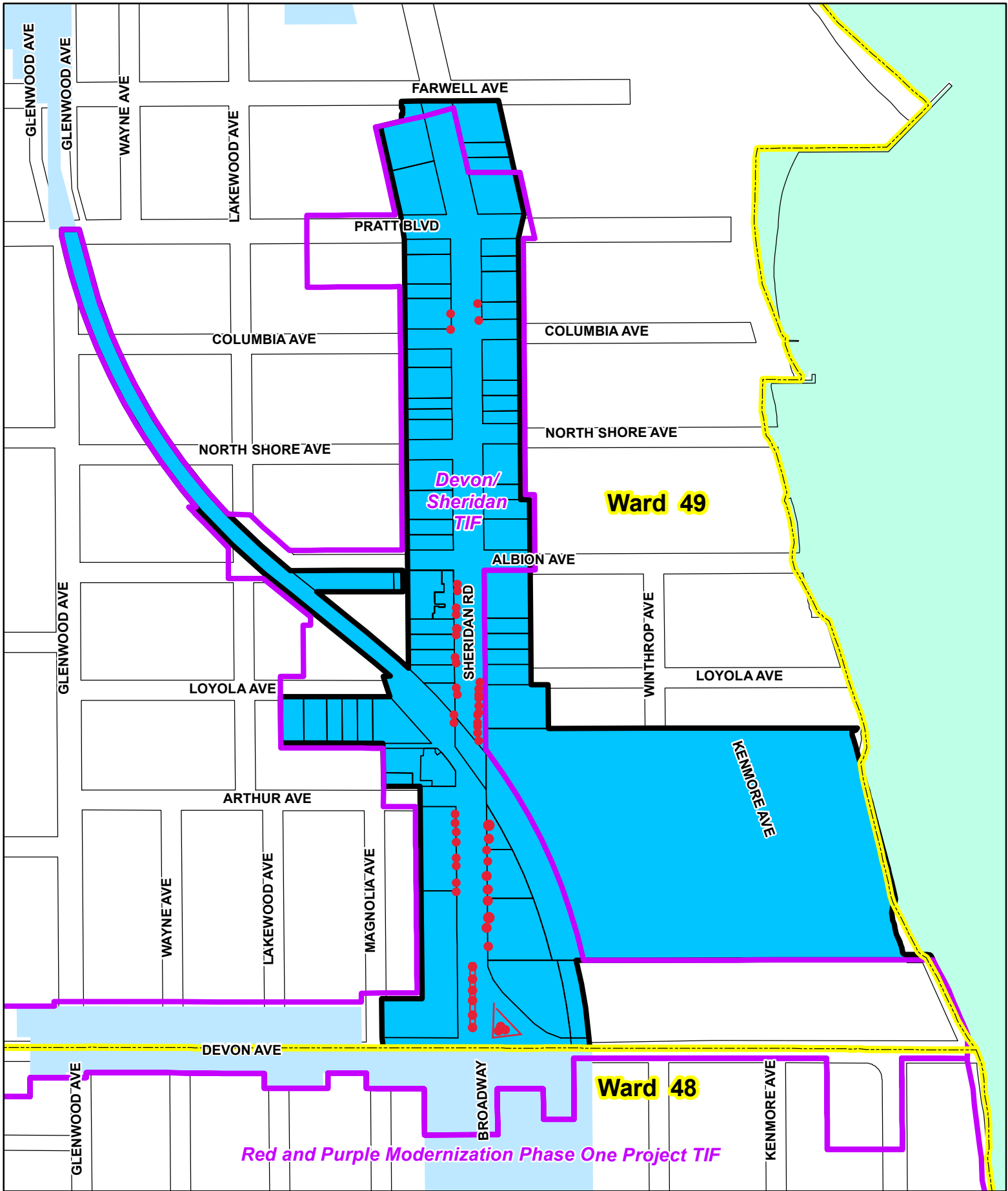
- Plant Beds
- Planter Pots
- Large Planter Bump Out



- Legend**
- SSA
 - Devon Ave
 - TIF
 - Ward

Devon Ave SSA #43





- Legend**
- Sheridan Rd
 - Other SSA
 - TIF
 - Wards (2023)

**Sheridan Rd
SSA #54**

