



**REQUEST FOR PROPOSALS
FOR STATE STREET LANDSCAPING SERVICES
THREE YEAR CONTRACT
JANUARY 2023 - DECEMBER 2025
ISSUED JULY 27, 2022**

ORGANIZATIONAL OVERVIEW

The Chicago Loop Alliance (CLA) is a not-for-profit business organization. Its mission is to create, manage, and promote positive and inclusive programs that attract people to the loop, accelerating its economic recovery. CLA envisions the Chicago Loop as a vibrant global business center and recognized world-class destination.

CLA is also the sole service provider and administrator of the City of Chicago's Special Service Area (SSA) #1-2015. SSA #1-2015 is located on State Street from Wacker Drive on the north to Ida B. Wells Drive on the south. (See SSA #1-2015 map following the RFP.) Property owners along State Street pay supplemental taxes for additional services, one of which is landscaping. More information about CLA and SSA #1-2015 can be found at www.loopchicago.com

PART A

GENERAL DESCRIPTION OF THE PROJECT

The Chicago Loop Alliance is seeking the services of a qualified professional landscape, design and maintenance firm to provide landscaping for the planters and medians along State Street from Ida B. Wells Drive to Wacker Drive and on the west side of Wabash Avenue from Randolph to Adams. (Some buildings on State Street that contribute to SSA funding go all the way through to Wabash).

Proposals must conform to the requirements of this Request for Proposal (RFP). The Chicago Loop Alliance reserves the right to waive any irregularity in any proposal or to reject any proposal that does not comply with this RFP. Representatives of the State Street Commission and the Chicago Loop Alliance, using the criteria determined by the Chicago Loop Alliance, will select the firm.

The successful firm will be required to enter into an agreement with the Chicago Loop Alliance, which will include the requirements of this RFP as well as other requirements that may be specified at a later date.

Complete details are not known at this time, but the contractor should have the capacity to add on this scope of work at comparable pricing when and if it occurs. By submitting a proposal, the firm agrees to all the terms of this RFP and Agreement.

Any exceptions to the Agreement must be stated in the proposal. Any submission of a proposal without objection to the Agreement indicates understanding and intention to comply with the Agreement. If there is a term or condition in the Agreement that the applicant intends to negotiate, it must be stated in the proposal. The successful candidate will not be entitled to any changes or modifications unless they were first stated in the proposal. The Chicago Loop Alliance reserves the right to reject any proposal(s) containing exceptions or modifications to the Agreement.

PART B

GENERAL DESCRIPTION OF THE WORK PRODUCT

The chosen firm will create different designs for each season and will provide regular landscape and maintenance services for the planters and two medians along State Street from Ida B. Wells Drive to Wacker Drive and on the west side of Wabash Avenue from Randolph to Adams. The seasonal plantings include a summer planting, a partial autumn planting, a fall tulip planting for the following year's spring bloom, and a winter display/holiday decoration. Landscape and maintenance services must include hydrant fees and the transportation of water to the State Street planters, as they are not irrigated. Planters on Wabash have a CDOT installed irrigation system, however the SSA does not control it. When the system is down for any reason, water may have to be trucked in for this area as well. The bidder should assume that all planters have been planted with tulip and/or spring bulbs for the spring 2023 bloom season.

The process of selecting a landscaping firm will be comprised of two stages. During the first stage, landscaping firms will be asked to submit references, examples of past work, and a fixed fee cost proposal for the three-year term of the contract. After reviewing these materials and cost estimates, the Chicago Loop Alliance may select several firms to provide detailed design concepts for final review.

State Street is primarily in partial sunlight which varies from planter to planter. Planters on Wabash receive even less sun. There are also urban environmental hazards including pigeons, rodents, car fumes and winter salt on the streets.

This three-year contract will start January 1, 2023 (upon the approval of the State Street SSA #1-2015 Commissioners and CLA Board of Directors) and will expire December 31, 2025.

PRE-PROPOSAL MEETING

A Pre-Proposal Meeting to review information and answer questions will be held on Monday, August 8, 2022 at 10:00 a.m. Any bidder expecting to submit a proposal can meet with the Chicago Loop Alliance, located at 55 West Monroe, in Suite 2660. The Pre-Proposal Meeting is NOT mandatory, and compliance therewith is not a prerequisite to submission of a proposal. However, this setting will be the only opportunity to ask questions. The Chicago Loop Alliance will not answer questions outside the pre-bid conference.

PART C

CONTENT/SUBMITTAL OF PROPOSAL

To be eligible for consideration, all proposals must be made in accordance with the following instructions:

GENERAL CONTENT

Proposal should be responsive to the project description and provide a general description of the firm. Initial proposals should include a list of recent maintenance and design projects which are similar in nature that have been successfully completed by the firm. Landscaping firms must also submit a list of references for the recently completed projects along with photographs of the completed work. Proposals should include a fixed fee cost proposal for the three-year term of the contract.

After reviewing the initial proposals, the Chicago Loop Alliance will notify landscaping firms whether they are still under consideration for the contract.

The Chicago Loop Alliance will then ask the landscaping firms still under consideration to present their specific design concepts for the summer planting, autumn planting, the fall tulip bulb planting, and the winter/holiday displays. During this second round of review, selected landscaping firms will be asked to provide more detailed work plans outlining the tasks, products and weekly schedule.

All sub consultants expected to be used (if any) shall be listed and their specific tasks shall be detailed. Provide the firm name, address, telephone number, the name of the principal(s) in the firm, and the name(s) of the persons(s) who will do the actual sub consultant work and their precise responsibilities. Provide an estimate of the percentage of the contract cost that will be allocated to each sub consultant.

Stipulate the name of the prime contact person who will have overall responsibility for the contract.

SUBMITTAL AND FORMAT

Proposals must be received by CLA on Wednesday, August 31, 2022 no later than 4:00 p.m. Each submission should include one (1) hard copy and one (1) electronic copy on a USB drive of each of the following documents:

The proposal as outlined in the General Content section above.

A fixed fee cost proposal for the three-year term of the contract. The cost proposal shall separate the various elements of the cost for the project into appropriate categories.

A table indicating the anticipated man-hours dedicated to performing each of the tasks to complete the project.

Proposals should be mailed or delivered to:

Chicago Loop Alliance
55 West Monroe, Suite 2660
Chicago, IL 60603

PART D

SELECTION PROCESS

Each proposal will be reviewed to determine if it meets the submittal requirements contained. Failure to meet the requirements for the RFP will be cause for rejection of the proposal. The Chicago Loop Alliance may reject any proposal if it is conditional, incomplete or contains irregularities. The Chicago Loop Alliance may waive an immaterial deviation in a proposal, but this shall in no way modify the proposal document or excuse the consultant from compliance with the contract requirements if the consultant is awarded a contract.

The Chicago Loop Alliance will evaluate those proposals that meet the RFP requirements. Evaluation criteria used to select the consultant shall include the following: fixed fee cost estimates, the firm's previous performance and experience with similar contracts; qualifications of the proposed project team; the firm's understanding of the project requirements; and the ability of the firm to provide the required services in a timely manner.

The Chicago Loop Alliance will conduct oral interviews with the top firms. During this interview, landscaping firms will be asked to present detailed design concepts, renderings and work plans. The selected firms will be notified in advance of the time and place for the oral interviews. Respondents will also be advised of additional information, if any, to be submitted at the oral interviews. Failure to appear at the interview will be considered non-responsive and the firm will be eliminated from any further consideration.

Upon completion of the oral interviews, the Chicago Loop Alliance will select the top ranked firm deemed to be most qualified and immediately begin negotiations.

The successful firm to whom work is awarded shall enter into a contract with the Chicago Loop Alliance for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

PART E

PROJECT DETAILS

Scope:

- Design Services and Installation and Landscape Maintenance Work to include all labor, material, equipment, permits and incidentals to perform all the services listed in these specifications.

Site:

- Includes all State Street sidewalk planting beds from Ida B. Wells Drive to Wacker and all Wabash planting beds on the west side of the street from Randolph to Adams. Also includes planters on "The Gateway" median at State/Lake and a small median strip in front of Harold Washington Library at Van Buren/State.
- Include tree care of all trees in this area including grated tree pits.

Work Hours:

- Per ordinance, all related work is to be performed during "after hours" for traffic and safety reasons - allowable times between 7 p.m. and 7 a.m.

Permits:

- All appropriate permits will be paid for and procured by contractor.

Key Elements:

- Term - Three years.
- Payment - 12 equal payments per year that include both floral costs and maintenance fees. Payments are made within 30 days of service completion.

Design:

- Landscape Architect to create design for floral displays submitting illustrated ideas

including rendered plan views, graphic illustrations and plant combination images to give the landscape committee a clear understanding of the proposed program including all seasons (spring, summer, autumn and winter). Revisions to be included as well. Plans to be submitted prior to award of contract.

Personnel:

- Lead company representative to have minimum 5 years of experience with urban street design and plantings.
- The contractor shall provide and supervise a uniformed landscape and maintenance staff with each member being trained and having a minimum of 5 years of experience with company in maintaining urban landscapes.
- Minimum of four (4) Landscape Architects on staff to create, present, modify and oversee floral designs.
- Tree work to be evaluated and supervised by an on-staff certified Arborist.

Submittals:

- Contractor shall submit samples of materials upon request, such as: mulch, compost, flower bed fertilizer with corresponding chemical analysis, plant materials.

Soil Tests:

- Soil tests shall be performed in all flower beds. Report to be issued with recommended fertility program. Fertility applications to be included in the spring bed preparation program.

MAINTENANCE

*The Services January-March will consist of the following:

Planting Beds:

- 2x+: Fluff up boughs and remove unsightly branches and trash monthly or as needed (minimum of 2 times) and/or maintain sod application to assure no damage to spring tulip growth.
- 1x: Cleanup of accumulated winter debris from bed areas.

Tree Care:

- 1x: Prune any broken, damaged, diseased branches from shade trees.

*The Services April-October will consist of the following:

Pruning:

- 3x: Shrubs (if applicable) trimmed by removing broken or dead branches, shaped per design intent, dead blooms removed.

Tree Care:

- 2x: Deciduous trees pruned of sucker growth at the base of the tree
- 1x: Deciduous trees (all) pruned of lower branches which interfere with pedestrian or vehicular traffic. Deciduous trees under 20' pruned of water sprouts and selectively thinned (includes clearing branches from buildings). Deciduous trees pruned of dead, broken, damaged or diseased branches.
- 1x: Fall deep root feeding of nutrients into the root zones of deciduous and evergreen plants (if any) using a premium grade, slow release, complete analysis fertilizer.

Weed Control:

- As Required: Post-emergent herbicide applied to curb areas and sidewalk cracks, and tree grated areas to control weed growth.

Planting Beds:

- Weekly: Hand weeding of planting.
- Weekly: Dead heading and removing of dead foliage.
- As Required: Maintain density of flowers by pinching.
- 1x: Soil surface fertilizing of all shrubs, perennial and evergreens using a premium grade, slow release fertilizer complete analysis similar to "Once" 14-14-14.
- 6x+: Flowers to be fertilized with soluble fertilizer similar to Peters 20-20-20 a minimum of 6 times - due to site conditions, additional fertilization may be necessary.
- As Required: Apply appropriate insect and disease control to shrubs and annuals.

*The Services in the Month of November will consist of the following:

- 4x: Cleanup of leaves and fall debris from bed areas and walks.

Monitor for Insect, Rodent and Disease Problems:

- During the season contractor shall monitor the landscape for damaging insects, rodent and disease at NO additional cost. Diseases, rodents and insects will be accurately identified by a degreed horticulturalist. Contractor will notify owner of problems discovered during inspections and will outline possible remedy. Trees will be treated following an accepted proposal for the recommended treatment.

Hand Watering:

- Contractor will provide labor and water to water plant material to maintain adequate soil moisture throughout the season for optimum plant growth. Planting beds are basically elevated planters with vaults underneath. Many beds are approximately 24" deep or less and drain quickly requiring daily watering throughout the season. These trips will need to be with a water truck during hours of services stated above and water imported as no outdoor spigots are available in State Street beds.

- The trees along State Street must also be fertilized and watered sufficiently. Contractor will be responsive to any requests from the Chicago Loop Alliance for additional watering during hotter months.
- Hydrant fees are the responsibility of the contractor.

Spring Bed Preparation:

- Remove winter display and/or other covering at the end of February, rake the beds and remove debris and dispose off site.
- Install 2.5" of mushroom compost 50% and pine bark fines 50% over beds. Incorporate appropriate nutrients per soil test results.

Tulip Removal:

- Remove all the bulbs to save and donate to the Alliance's preferred organization (usually Garfield Park). Includes removal, handling and delivery.
- Incorporate fertilizer for summer display according to the manufacturer's application rates and work into the soil (14-14-14 Osmocote time release - 120 days) to 8" depth.

Summer Floral Show:

- Flowers should be installed as full plants in filled out 4 - 4 ½", 6", 1 gallon or larger pots depending upon the type of plant. Immature stretched, or "leggy" plants will not be accepted. Final varieties will be determined by an accepted design concept.
- In those planters containing lighting, consideration should be given to selecting plants that will "meld" the plastic reeds into the rest of the display. A decorative layer of compost should be placed over the plastic forma Lightscape infrastructure to integrate natural materials.

Autumn Floral Show:

- Remove some or all summer plantings and dispose of off-site. A combination of Chrysanthemums and/or Ornamental Kale is the suggested planting.
- Chrysanthemums to be uniformly grown to a large 20" - 24" size in 2- gallon containers and Ornamental Kale to be 16" plants.

Late Autumn Tulip Shows:

- Bulbs to be dipped in fungicide such as Terrachlor or Banrot prior to planting.
- Bulbs installed with a bulb boosting fertilizer.
- All tulips shall be premium size bulb 12/+ cm and with a mid-spring bloom time, planted 6" deep with bulb booster fertilizer per recommended rates.
- Tulips to be covered with light layer of compost.
- Tulip bulbs to be installed in November prior to the Thanksgiving Parade.

- Tulip bulbs to be planted tightly at 6 - 8 per square foot.
- The spring addition of pansies or other floral elements beyond the above scope would be favorably considered.

Winter Display:

- Install in all annual flower beds cut evergreen boughs consisting of Douglas Fir 70%, White Pine 15%, and Arborvitae %15. Branches should be inserted into the soil and each branch stapled into place in an organized, dense doubled layer - flatly laid branches are unacceptable.
- Accent planters at the front entrance and front walk with densely clumped Redtwig Dogwood (300 - 10 stem 42" long bundles) and Winterberry Holly (300 - 10 stem 36" bundles). Substitute accents (gold/silver twigs or other decorative elements) will be considered.
- "Gateway" planters on the median at State/Lake should receive a similar fir and accent treatment. Under tree areas on the State/Lake and State/Van Buren medians should be installed with sod coverings or fresh mulch.
- Chicago Loop Alliance is open to discussing alternative winter landscape strategies including the placement of sod or otherwise.
- Apply two coatings of anti-desiccant wax coating (one in November and one in December) to preserve boughs.
- All work is to be completed prior to the city's Holiday Work Moratorium, shortly prior to the Thanksgiving Day Parade.

PRICE BREAKDOWN

Maintenance/Watering Program (Jan. - Dec. 2023)	\$ _____
Spring Bed Preparation	\$ _____
Summer Floral Program	\$ _____
Autumn Floral Program	\$ _____
Late Fall Bulb Program (Note size and number of bulbs)	\$ _____
Winter Decoration Program	\$ _____
Total Projected Costs for 2023	\$ _____
Total Projected Costs for 2024	\$ _____
Total Projected Costs for 2025	\$ _____
Total Projected Costs for 3-Year Contract	\$ _____

PART F

FAILURE TO EXECUTE CONTRACT

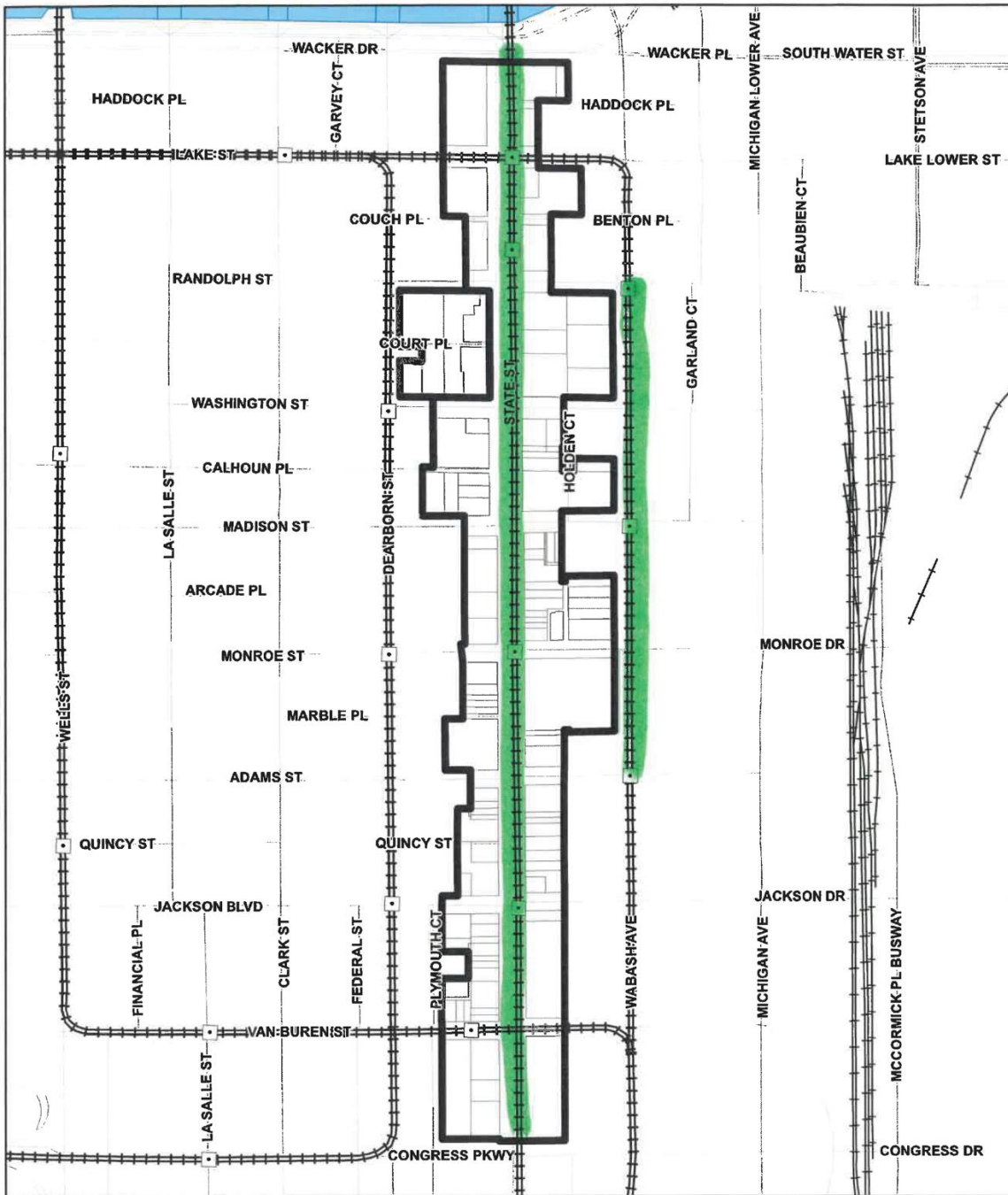
Failure of the successful bidder, to execute the contract shall be just cause for the Chicago Loop Alliance to contract with the next responsible consultant.

TAXES AND LICENSES

All taxes and licenses required for this project shall be obtained at the sole expense of the contractor.

PERMITS

Contractor shall obtain all necessary permits for the performance of the contract. All fees required for any necessary permits shall be paid by contractor.



State Street SSA
#1-2015



 Planter
Median Areas



WORK PRODUCT
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