



RFP | Landscaping Services Special Service Area #18

Background

Special Service Area #18 (SSA #18) seeks a landscaping firm to perform services in the Northalsted Business district of Chicago, Illinois.

Applicable Dates

This proposal is for landscaping services **beginning January 15th, 2024 through December 31, 2024**. SSA #18 will maintain an option to negotiate contract renewal with the selected respondent up to three (3) years thereafter, years 2025 through 2027.

Service Area

The route(s) for contracted landscaping services are composed of:

- N. Halsted Street - Belmont Ave. to Grace St.;
- N. Broadway - Grace St. to Irving Park Rd; and
- Intersecting streets for the area of N. Halsted and N. Broadway noted above up to the alley and/or rear property line, including Clarendon Avenue between Broadway and Irving Park Road.

Services to be Provided

Services under this proposal will be provided as follows:

- Creation of visually stunning and creative seasonal displays
- Seasonal maintenance of 19 decorative Halsted Street planters, 16-32 street light pole hanging baskets (see note), and 11 decorative pots on Broadway.
- General tree care for street trees/beds within the area (approximately 100 trees)
- Sidewalk weed removal

Materials and Services:

STREETSCAPE PLANTERS

WINTER

- Removal of Fall planting elements
- Installation of Winter decorations (Client-owned) and planting elements
- Greenery to be Freshened in Mid-Winter

ST. PATRICK'S DAY

- Installation and removal of St. Patrick's themed decorations (Client-owned)

SPRING

- Removal of Winter planting elements
- Installation of Spring planting elements, which (generally) includes premium Annuals materials consisting of
 - o 10" - Spring Flowering Structural Plant
 - o 4.5" - Spring Annuals
 - o Accent Branches
 - o Spring Themed Enhancements

SUMMER

- Removal of Spring planting elements
- Installation of Summer planting elements, which (generally) includes:
 - o Large Ornamental Accent
 - o 4" - Premium Annual Flower Material
 - o 6" - Premium Cutting Grown Annuals
 - o Summer or Pride Themed Enhancements

FALL

- Removal of Summer planting elements
- Installation of Fall planting elements, which (generally) includes:
 - o Fall Flowering Annuals
 - o Fall Foliage/Flowering Annuals
 - o Halloween Seasonal Enhancements

HOLIDAY-Specific Decorations

- Decorative Evergreens and Seasonal Branches for Winter
- Decorative "pots o' gold" and rainbow cardboard for St. Patrick's Day

HANGING BASKETS

SPRING, SUMMER, FALL, HOLIDAY, AND WINTER

- Seasonal plant elements that are complementary to materials used in the streetscape planters. NOTE: There are currently hanging planters removed that SSA #18 is planning to refurbish and reinstall. Activities under this item will be negotiated with the selected contractor based on actual quantity.

Care and Maintenance

Services under this proposal will be provided as follows:

- Plantings and hanging units will be watered up to (80) times throughout season(s)
- Plantings will be fertilized (6) times with liquid fertilizer in early season(s)
- Flowers will be weeded and pinched as necessary to maintain healthy appearance
- Spent foliage will be removed
- Regular site visits to repair and replenish displays
- Weeding walks and curb lines weekly throughout season
- Apply herbicide around the planters, curbs, cracks, and brick pavement (8) times
- Garbage, cigarette butts, bottles & miscellaneous debris to be removed a minimum of (3) days per week and removed from site or deposited in street trash receptacles

Tree Care

- Fertilization
- Soil injection application of liquid fertilizer & natural organic compounds to promote tree health by supplying necessary nutrients.
- Flush tree pits as needed with 20-gal water in Mid-March to leach winter salts out of tree pits to minimize salt damage to root systems
- Weed and clean tree pits on biweekly basis to maintain clean, neat appearance
- Provide 12 watering's per summer June – October
- Soil application of gypsum to all trees to help counteract excessive salts in soil.

Contractor Requirements

The selected contractor will provide the following services:

- Each season's display to be designed and presented to the Northalsted Business Alliance
- Provide design program, design, visual images and product information to be presented to illustrate the design clearly to the NBA.
- Produce planter mock-ups of seasonal displays for approval prior to installation
- Designer(s) assigned to the task must have minimum 5 years experience with urban streetscapes and show proficiency to meet the creative and aesthetic needs of Northalsted community.
- Retain or have access to a certified Arborist for tree care diagnosis and treatment.
- Provide, at minimum, a monthly report identifying the following:
 - o Approximate hours during which services were performed;
 - o Approximate manhours utilized to perform services;
 - o Narrative report on activities performed.

Submission of Proposal

Interested firms shall submit a proposal, including:

1. Your qualifications and how the above tasks will be carried out.
2. A firm estimate to include all costs involved including labor and materials.
3. Portfolio of past projects
4. Rendering highlighting creative abilities
5. References

SSA #18 will select the contractor and the Northalsted Business Alliance, as designated Sole Service Provider (SSP) for SSA #18 will sign and oversee the contract.

Deadline

We request that proposals be submitted via email on or before 5:00pm on Tuesday, January 9th, 2024. Proposals received after that date will not be considered.

Please email a PDF copy of your proposal to:

Kevin Barbeau
kbarbeau@northalsted.com
Northalsted Business Alliance

Questions regarding this RFP or in support of the development of your proposal must be sent via email to *kbarbeau@northalsted.com*.

Northalsted Special Service Area #18

