



Request for Proposals REBID

**Bid Number: 2023-04-04
for**

VETERAN'S MEMORIAL GARDEN INSTALLATION

**Date of Issue: May 1st, 2023
Date of Rebid: May 30th, 2023
Proposals Due Date: June 9th, 2023
Time: 5:00pm Central Time**

Village of University Park
Elizabeth Scott, Village Manager
44 Town Center Drive
University Park, IL 60484
Phone: (708) 534-6451
Email: escott@university-park-il.com

REQUEST FOR PROPOSALS

VETERAN'S MEMORIAL GARDEN INSTALLATION

THE VILLAGE OF UNIVERSITY PARK, in accordance with the laws of the State of Illinois, hereby notifies all bidders that it will affirmatively ensure that the contract(s) entered into pursuant to this notice will be awarded to successful bidders without discrimination on the grounds of race, color, religion, sex, age, sexual orientation, marital status, disability, familial status or national origin. Following a successful application to the ComEd Green Region grant program, the Village seeks to enter an agreement with a qualified professional to execute the installation of the Veteran's Memorial Garden as specified in the landscape plans in **Appendix A**.

BID #: 2023-04-04
Issue Date: 05/01/2023
Rebid Date: 05/30/2023
Due Date: 06/09/2023

A. Project Overview

The Village of University Park was recently awarded funding through the ComEd Green Region grant program to implement landscaping improvements surrounding the existing Veteran's Memorial wall located at the Town Center complex. This area serves as a center point for many of the Village's holiday events including the annual Veteran's Day Ceremony. As such, the Village is seeking to install a memorial garden to further highlight this important memorial while also creating an environment supportive of pollinators (e.g., butterflies and bees). The result of this project will be a memorial garden surrounding the existing walkway and memorial wall in recognition of our highly valued resident veterans.

The Village is currently seeking a contractor to provide installation services for this project.

B. Scope of Work

The selected contractor will be required to complete and oversee the scope of work as outlined below. This project should be executed in accordance with the plans and specifications outlined in **Appendix A**.

Work covered by this contract includes but may not be limited to site-work, construction, alterations, repair of the project described in this RFP.

Proposed tasks include:

- Amendments to soil and seeding;
- Removal of any existing vegetation;
- Installation of new garden beds;
- Installation of tree, shrubs, perennial, and groundcover plantings; and,
- Spot repair of the existing brick walkway.

Payment for completed services will be processed within 30 days of completion on a project-by-project basis and the total contract term is not to exceed one calendar year.

C. Insurance Requirements

The selected contractor shall provide at its own cost the following forms of insurance through the completion of the contract period:

- Commercial General Liability (CGL) coverage with limits of liability not less than \$1,000,000 per occurrence and not less than \$2,000,000 annual aggregate.
- Commercial Liability Umbrella coverage with limits of liability not less than \$2,000,000.
- Comprehensive Automobile Liability coverage with limits not less than \$1,000,000 per incident.
- Workers' Compensation and Employers' Liability.

The Village of University Park shall be named as an additional insured on the policies required above. The selected contractor shall furnish certificates of insurance to the Village and corresponding policy endorsement setting forth the required coverage herein prior to entering any project areas or commencing any work. Such policies shall contain an endorsement requiring the carrier to give at least ten days prior notice of cancellation to the Village. All insurance required by this contract shall be primary and non-contributing to any insurance maintained by the Village. This policy may not include any exclusion for IL Labor Laws, injury to employees or to subcontractors. Any subcontractors shall have an unmodified Commercial General Liability policy without limitation with respect to Employers Liability and injury to independent contractors. The contractor agrees to cause each subcontractor to furnish the Village with copies of certificates of insurance and the corresponding policy endorsements setting forth the required coverage herein prior to any such contractor entering any project area or commencing any work.

D. Non-Collusion Certification

By submission of this response, each bidder and each person signing on behalf of any bidder certifies under penalty of perjury, that to the best of their knowledge and belief:

1. The prices included with this bid have been deduced independently without collusion, consultation, communication, or agreements, for the purpose of restricting completion, as to any matter relating to such prices with any other bidder or with any competitor; and
2. Unless otherwise required by law, the prices which have been provided in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

E. Proposal Requirements

Complete proposals shall include the following:

- **Quotes:** Provide a quote for all costs associated with the installation of the garden, disposal of all job-related materials, and unit pricing for all plantings requested in **Appendix A**.
- **Relevant Work Experience:** Describe your team's experience as it pertains to landscaping services, landscaping installation or other similar work including any participation as a contractor for municipal projects.

- **Confirmation of Capacity:** Describe your team's capacity including number of employees or your anticipated timeline to complete the work as outlined in the scope of work. Please also confirm the ability to initiate work within 30 days of a written notice to proceed.
- **Statement of Prevailing Wage:** As per Village ordinance, the Village is required to utilize prevailing wage on municipal contracts. Please include a statement acknowledging this requirement and your team's ability to adhere to this requirement.
- **Statement of Access to Supporting Documents:** Statement of ability to obtain the required insurance coverage, permits, and bonds (payment and performance).
- **References:** Please provide three professional references.
- **Certification Statement (Optional):** Statement of any M/WBE contract work to be completed as a part of this project.

F. Submission Instructions

Proposals must be mailed and delivered to the Village by 5:00 pm on June 9th, 2023. Submissions should be mailed and delivered in a sealed envelope labeled "Veteran's Memorial Garden Installation" to the attention of Village Manager Elizabeth Scott. Submissions received after the specified date and time will not be accepted. A bid opening will take place at 10:00 am on June 12th at Village Hall.

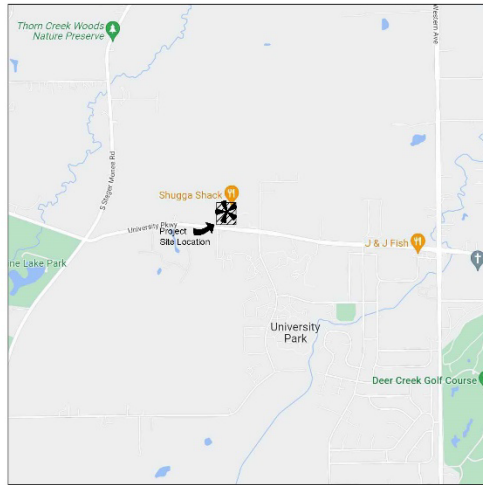
Please mail proposals to:

Village of University Park
44 Town Center Drive
University Park, IL 60484
Elizabeth Scott, Village Manager

G. Right to Amend or Terminate Contract

If the contracting party fails to comply with any of the terms, provisions, or conditions of the contract, including the exhibits, the Village shall have the right, in addition to all other available remedies, to declare the contract in default and, therefore, to terminate it and to resubmit the subject matter of the contract to further public procurement. In that event, the contracting party shall pay the Village, as liquidated damages, the amount of any excess of the price of the new contract over the contract price provided herein, plus any legal or other costs or expenses incurred by the town in terminating this contract and securing a new contracting party.

Appendix A. Plans and Specifications



LOCATION MAP

SCALE: not to scale



LANDSCAPE ARCHITECT:



Landscape Architecture & Park Planning
1229 N. North Branch St., Chicago, IL 60642
24042 Leocport St., Plainfield, Illinois 60544
815-254-0091 www.uplandDesign.com

IL License 060-007797

Veterans Memorial Landscape Refresh

18 Towncenter Dr, University Park, IL 60484



Village of University Park

18 Towncenter Dr

University Park, IL 60484

SHEET INDEX

- 1.0 Title Sheet
- 2.0 Landscape Plan
- 2.1 Construction Details

This project has been prepared by and
reviewed by Licensed Landscape Architects.
Metzger & Kelly #151-381002
Maine Blod #157-001511

REVISIONS

DATE	DESCRIPTION	BY
08FEB2023	Issue for Bid	

ORIGINAL ISSUE DATE

Issued for Bid 08FEB2023

PROJECT NUMBER

1111

PROJECT NAME

**Veterans Memorial
Landscape
Refresh**

SHEET TITLE

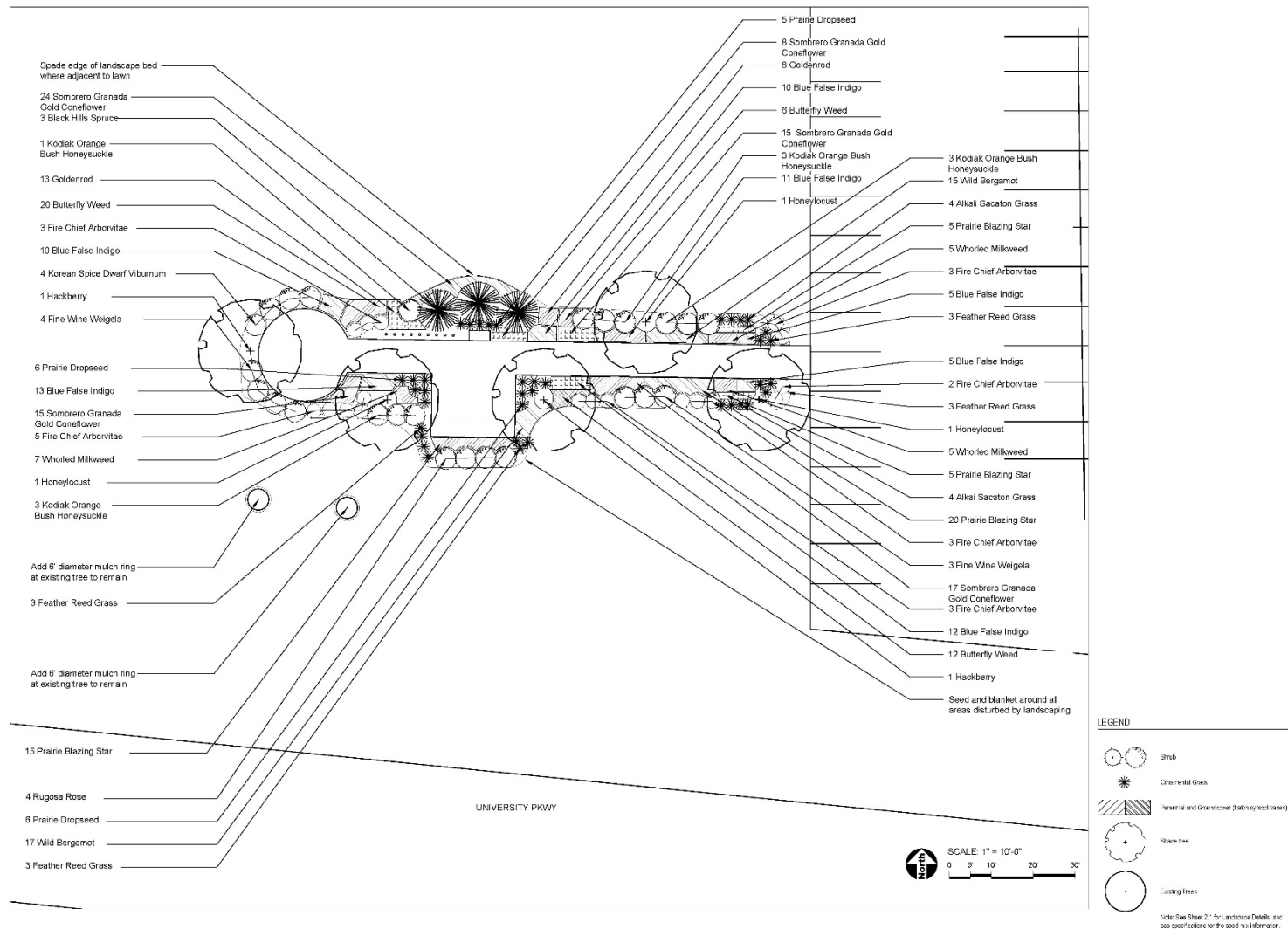
Title Sheet

SHEET NUMBER

1.0



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Village of University Park
605 W. University Park, L 50104

PROJECT

Veterans Memorial Landscape Refresh

University Park
101 Center Ln
University Park, IL 50104

PROJECT TEAM



uplandDesign Ltd
Landscape Architecture & Planning
1129 N. North Branch St. #225A CHICAGO, IL 60642
708.421.1000 or 708.421.1001, Illinois 312.444.4115
info@uplanddesign.com

REVISIONS

NO.	DATE	BY	REVISION
1	08FEB2023	LD	Issue for Bid

ORIGINAL ISSUE DATE
Issued for Bid 08FEB2023

PROJECT NUMBER
1111

SHEET TITLE

Landscape Plan

SHEET NUMBER

2.0

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PLANT LIST

Evergreen Trees - Balled and Burlap			
Qty.	Size	Botanical Name	Common Name
3	8' Ht.	<i>Picea glauca</i> var. <i>densata</i>	Black Hills Spruce
3	Total		
Shade Trees - Balled and Burlap			
Qty.	Size	Botanical Name	Common Name
2	2.5' Cal	<i>Coffea occidentalis</i>	Hackberry
3	2.5' Cal	<i>Gleditsia inaequalis</i> f. <i>inermis</i>	Honeylocust
5	Total		
Evergreen Shrubs - Balled and Burlap or Pot			
Qty.	Size	Botanical Name	Common Name
19	2' Ht. x 2' Spr.	<i>Thuja occidentalis</i> 'Fire Chief'	Fire Chief Arborvitae
19	Total		
Deciduous Shrubs - Balled and Burlap or Pot			
Qty.	Size	Botanical Name	Common Name
10	3' Ht. x 3' Spr.	<i>Dorvilola</i> 'G2288544'	Kodak Orange Bush Honeysuckle
4	3' Ht. x 3' Spr.	<i>Rosa</i> 'Americanum'	Rugosa Rose
4	3' Ht. x 3' Spr.	<i>Viburnum carlesii</i> 'Compactum'	Korean Spice Dwarf Viburnum
7	3' Ht. x 3' Spr.	<i>Weigelia florida</i> 'Brammell'	Fine Wine Weigelia
25	Total		
Perennials, Ornamental Grasses, and Groundcovers			
Qty.	Size	Botanical Name	Common Name
38	#1 Cont.	<i>Asclepias tuberosa</i>	Butterfly Weed
17	#1 Cont.	<i>Asclepias verticillata</i>	Whorled Milkweed
96	#1 Cont.	<i>Baptisia australis</i>	Blue False Indigo
11	#1 Cont.	<i>Calamagrostis x acutiflora</i> 'Karl Foerster'	Feather Reed Grass
79	#1 Cont.	<i>Echinacea 'Balsamoid'</i>	Sombrero Granada Gold Coneflower
45	#1 Cont.	<i>Liatris spicata</i> 'NGN'	Prairie Blazing Star
32	#1 Cont.	<i>Morinda fastuosa</i>	Wild Bergamot
21	#1 Cont.	<i>Solidago rugosa</i> 'Fireworks'	Goldenrod
9	#1 Cont.	<i>Sporobolus airoides</i>	Alkali Sacaton Grass
17	#1 Cont.	<i>Sporobolus heterostachys</i>	Prairie Dropseed
335	Total		

GENERAL NOTES: LANDSCAPE

- Notes included on planting plans shall pertain to landscape plans. Final grade of planting beds shall be as per planting plans.
- The contractor or vendor shall be responsible for making "transverse" and "vertical" cuttings of plants and trees.
- All existing plant material and trees shall be protected and protected from damage and shall remain in place until removed as a result of construction.
- Plant material shall be supplied from the contractor's nursery stock, and the contractor shall be responsible for ensuring that the material is suitable for the project.
- Plant material shall be size and type specified. Substitution of plant material shall be on a case-by-case basis and approved in writing by the Owner's Representative. If, in case of substitution, the plant material is not of the same size and type as specified, the contractor shall be responsible for making "transverse" and "vertical" cuttings of plants and trees.
- Do not willfully proceed with plantings as designed when it is obvious that obstructions or other conditions exist that may not have been known during the design process. Such conditions shall be immediately brought to the attention of the Owner's Representative.
- All plant material shall be inspected and approved by the Owner's Representative prior to the installation of any and all plant material.
- Plant locations shall be suggested by the contractor's Representative. Final location of all plant material shall be subject to approval of the Owner's Representative prior to digging any holes. The contractor shall be responsible for providing the Owner's Representative with a 10-hour minimum advance notice prior to planting.
- Plants shall be watered in the day they are planted and maintained with watering until final acceptance of the project.
- Apply a pine-emulsion soil insecticide to the soil prior to installing plants.
- Health and tree tags of diameter shall have 3" of barbed wire attached to the trunk and a 4" deep space edge or back. Trees that are not installed in the ground, shall have a tree tag.
- Landscaping plant material shall be guaranteed for 12 months "best first available". Any plants 15 days or more shall be replaced under the guarantee.
- Contractor to prepare landscape beds by installing 2" of Mulchwood Compost into new beds. Do not use compost for soil in existing beds.
- Leave seeding and soil in place for weather conditions, and shall follow any other specifications. "Topsoil" shall be installed and installed as it is described above.
- Do not overseed into mulch beds and paving.
- Contractor shall install all areas disturbed as a result of construction.



Village of University Park
609 Burman Dr., University Park, IL 60464

PROJECT
Veterans Memorial Landscape Refresh

University Park
601 Towncenter Dr.
University Park, IL 60464

PROJECT TEAM



uplandDesign Ltd
Landscape Architecture & Plant Planning
1229 N. North Branch St., 2225A CHICAGO, IL 60642
708.467.1000 ext. 101, 102, 103, 104
815.254.9871 www.uplanddesign.com

REVISIONS

NO.	DATE	DESCRIPTION
1	08/28/2023	ISSUED FOR BID

ORIGINAL ISSUE DATE
Issued for Bid 08/28/2023

PROJECT NUMBER

1111

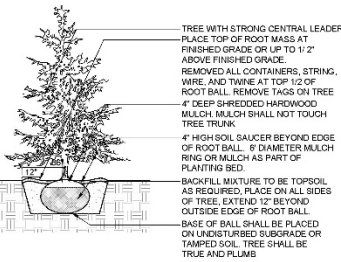
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Construction Details

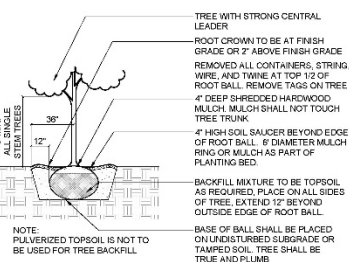
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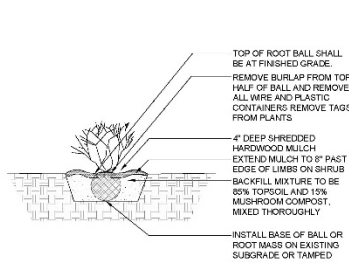
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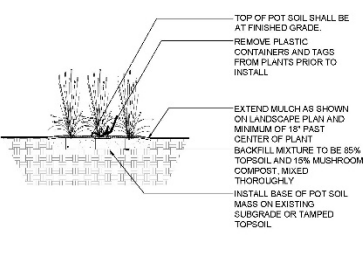
1 Evergreen Installation
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2 Tree Installation
SCALE: N.T.S. d-plant-tree_12



3 Shrub Installation
SCALE: N.T.S. d-plant-shrub_12



4 Perennial & Ornamental Grass Installation
SCALE: 1" = 1'-0" d-perennials