



Request For Proposals
for
2024 Prescribed Burns, MSP #24-05pc
Woodridge Park District
Woodridge, Illinois

1. Introduction. Through this request for proposals ("RFP"), the Woodridge Park District ("Park District") is soliciting proposals from qualified contractors to perform the scope of work described on Appendix A below (the "Project"). Interested contractors shall submit copies of your proposal to Christopher Pollack, Natural Resource Manager with the Woodridge Park District, 2600 Center Drive, Woodridge, Illinois 60517, by noon on Tuesday February 6, 2024.

2. Selection. Proposals will be evaluated by representatives of the Park District and such other assistance as it might require. Proposals will be evaluated based on demonstrated experience and qualifications of the firm, the proposed cost for the work, and the availability and capacity of the firm to perform the work in a timely manner.

3. Rejection of Proposal. The Park District reserves the right to reject any or all proposals, or any part thereof, make counter proposals and/or engage in negotiation with any or all firms making a proposal in order to obtain the required and appropriate services at a cost acceptable to the Park District and in its sole judgment will best serve the interests of the Park District. The contractor's qualifications cost and proposal as to the work will be considered in awarding the work. The Park District reserves the right to expand the response period, including but not limited, to supply further information, to make revisions in the scope of work or to solicit additional proposals from other contractors. The Park District reserves the right to cancel or amend the RFP at any time, without liability for any loss, damage, cost or expense incurred or suffered by any contractor as a result of that change or cancellation. Each contractor is solely responsible for the risk and cost of preparing and submitting its proposal to this RFP and the Park District is not liable for the cost of doing so or obliged to remunerate or reimburse any contractor for that cost. This RFP does not impose on the Park District any duty of fairness or natural justice to any or all respondents with respect to this RFP or the process it creates. The Park District is entitled to act in its sole, absolute and unfettered discretion.

4. Access to Project Sites. A contractor may request access to the Project sites by calling Christopher Pollack, Natural Resource Manager, at (630) 353-3373. The Park District is entitled to impose such terms and requirements as a condition of authorizing such access as the Park District considers necessary or desirable. Each contractor who is given permission to have access to the Project site is deemed to have agreed that he/she or it shall assume all risk, responsibility and liability for any loss or damage caused by the contractor's exercising the right of access or which he/she or it or any of the contractor's employees, contractors or agents suffers.

5. Contract. This RFP is solely a request for expressions of interest and statements of qualifications. It is not an invitation for tenders, an offer to contract, or an invitation for offers capable of acceptance to create a contract. No contractual or other legal obligations or relations between the Park District and any other person can or will be created hereunder.

6. Compliance with the Law. The contractor shall at all times observe and comply with all laws, ordinances and regulations of the Federal, State, county and local government, which may in any manner affect the preparation and submittal of the RFP, the contract with the Park District and the performance of the work, including but not limited to all of the applicable provisions of the Illinois Prevailing Wage Act and the Illinois Human Rights Act.

7. RFP Clarification and Addenda. If a Contractor has any questions about the contents of this RFP, or about any matters relating to it (including as to any clarification, errors or omissions of or in this RFP), the question must be directed in writing, and not orally, to Christopher Pollack, Natural Resource Manager, at the address set forth above or by means described in Appendix A by end of day on Thursday, February 1, 2024. The Park District will answer all questions in writing, and will make available a copy of all questions and their answers. The Park District is entitled to issue written addenda changing this RFP at any time.

8. Representation. By submitting its proposal to the Park District, each contractor represents and warrants to the Park District that the information in its proposal is accurate and complete.

9. Confidentiality. Contractors are required to keep their proposals confidential and must not disclose their proposals, or information contained in them, to anyone else without the prior written consent of the Park District.

10. Proprietary Information. Although the Park District does not guarantee that information contained in any proposal will remain confidential, if contractor considers that any part of its proposal is proprietary, including by reason of its being copyright, the proposal must clearly identify those portions of it that are considered proprietary.

11. Waiver and Allocation of Risk. The Park District accepts no responsibility or liability for the accuracy or completeness of this RFP or of any recorded or oral information communicated or made available for inspection by the Park District, and no representation or warranty, either express or implied, is made or given by the Park District and/or the Park District with respect to the accuracy or completeness of any of those things. The sole risk, responsibility and liability connected with reliance by any contractor or any other person on this RFP or any other such information as is described in this paragraph is solely that of each contractor. Each contractor acknowledges and agrees that it is solely responsible for obtaining its own independent financial, legal, accounting, engineering and other advice with respect to the contents of this RFP or any such information as is described in this paragraph. Each contractor who submits a proposal to the Park District is deemed to have released the Park District from, and waived, any action, cause of action, claim, liability, demand, loss damage cost or expense, of every kind, in any way connected with or arising out of the contents of this RFP or any such information as is described in this paragraph. Each contractor who submits a proposal is deemed to have agreed that it is solely responsible and liable to ensure that it has obtained and considered all information necessary to enable it to understand the requirements of this RFP, and of the Project, and to prepare and submit its proposal.

~~**12. Prevailing Wages.** The contractor shall pay not less than the prevailing hourly rate of wages, and the generally prevailing rate of hourly wages for legal holiday and overtime work, as determined by the Illinois Department of Labor and as set forth in the schedule of prevailing wages (see schedule included, Appendix C) for this Project to all laborers, workers, and mechanics performing work under this Project. Should the Department of Labor revise any prevailing rate of hourly wages, such revised rate may be applicable to this Project; however, in no event shall the increase in any prevailing rate of hourly wages be a basis for a change order or other claim for an increase in the Project costs.~~

~~Prevailing wage rates must be posted per State law. A copy of the current applicable Prevailing Wage Schedule is attached and shall be incorporated into any contract documents.~~

~~Each contractor and subcontractor participating on this Project shall make and keep those records required under Section 5 of the Prevailing Wage Act (820 ILCS 130/5). In conformance with the Act, each contractor and/or subcontractor participating on this Project shall maintain records of all laborers, mechanics and other workers employed by them on this Project, including the following information on each worker: (1) name; (2) address; (3) telephone number when available; (4) social security number; (5) classification or classifications; (6) hourly wages paid in each pay period; (7) number of hours worked each day; and (8) starting and ending times of each day. These records shall be kept by the participating contractor and subcontractor for a period of not less than three (3) years. Each participating contractor and subcontractor shall submit a monthly certified payroll to the Park District consisting of the above-referenced information as well as a statement signed by the participating contractor or subcontractor that certifies: (a) the records are true and accurate; (b) the hourly rates paid to each worker is not less than the general prevailing rate of hourly wages required under the Prevailing Wage Act; and (c) the contractor or subcontractor is aware that filing a certified payroll that he or she knows to be false is a Class B misdemeanor.~~

13. Submission Requirements. Proposals must contain the following separately marked sections:

- (a) An executive summary detailing your firm's understanding of the project and the firm's interest in the project.
- (b) Information regarding your firm's history and qualifications. This section shall include a description of similar projects completed by your firm.
- (c) Names and phone numbers of references for at least three similar projects. The proposal shall list the names of at least three other clients (preferably park district clients) for whom the contractor has recently worked, including the names of individuals willing to discuss the results of the projects. References for those projects by name and telephone number shall be included.

- (d) This section should indicate the appropriate personnel available within the contractor's firm for work on this project that are expected to be assigned. List any and all subcontractor's to perform work.
- (f) The location of the office from where the work will be performed.
- (g) A detailed proposal cost for all tasks listed in Scope of Work (see Appendix A). Include unit costs as requested. The cost breakdown requested above should be all-inclusive: all insurance, overhead, profit, and any other cost must be included. In the event any expense item in the scope of work significantly affects the price, the cost of that item should be described separately. Additionally, unit price proposals requested will be evaluated as a factor in the Park District's decision regarding award.
- (h) A completed 'Proposal Form' included as Appendix B referencing the items listed in Appendix A under Schedule of Values.
- (h) Contractor's firm will purchase and maintain, and shall require each subcontractor to provide and maintain, at its own cost and expense, insurance with companies, and in forms acceptable to the Park District to protect the contractor's firm, the firm's subcontractors, and the Park District, from and against any and all claims, liabilities and damages which may arise under the contract, including without limitation, any and all claims, liabilities and damages for bodily injury, for accidental death and for property damage caused by the acts or omissions of the contractor, its agents, officers, employees, contractors, subcontractors, representatives, servants, and invitees, and their respective heirs, administrators, successors and assigns.
- (i) A timeline for the work included in this project:
 - Lead Time for any required products
 - Field Work Timeline

Appendix A

January 19, 2024

To Whom It May Concern:

The Woodridge Park District is seeking proposals concerning prescribed burns at multiple sites on Woodridge Park District property in Woodridge, IL. Site maps of the property location are included at the end of Appendix A. Proposals for this work are due by noon on Tuesday, February 6, 2024. Approval for the project is scheduled to take place at the Woodridge Park District Board meeting on February 20, 2024.

Scope of Work:

Provide materials and labor to perform prescribed burns of natural areas at four sites. The contractor shall be responsible for establishing any fire breaks, notifying local authorities, conducting the burn and mop-up operations.

The Park District will provide copies of the IEPA Open Burning Permit and any local permits as required. The Park District will also notify adjacent residents of the upcoming burn.

Site	Approximate burnable acreage
Duke Street Basin	2.25
Vicente Outlot E	11.9
Water Tower Reserve Outlot B	5.79
Water Tower Reserve Outlot C	9.79
Westminster Park	7.94

General Notes & Provisions - Services provided in Specification of Work:

The bidder shall have examined the RFP documents and visited the site of the work and having become fully informed as to all existing conditions, limitations, including obstacles which may be encountered, local restrictions, and all other relevant matters concerning the Work to be performed; hereby proposes to perform everything required to be performed, and to provide all labor, materials, tools, and equipment, applicable taxes, fees, bonds, and provide all utility and transportation services necessary to perform and complete in a workmanlike manner the work in conjunction with the: **2024 Prescribed Burns, MSP #24-05pc.**

1. Perform all work as recommended by the manufacturer and in accordance with standard trade practices.
2. Complete all work in accordance with all state and local laws, ordinances, codes and regulations.
3. Apply all products in accordance with manufacturer's instructions and guidelines.
4. Provide on-site installation of the specified products by an experienced crew.

5. Provide documentation, additional hardware, manufacturer provided maintenance tools, touch-up paints, owner's manuals and warranties.
6. Provide equipment and workmanship to have a minimum warranty for 1 year from final acceptance of project by Owner.
7. Provide 100% Performance and Payment Bonds and Certificates of Insurance noting Woodridge Park District is additionally insured as specified.
8. ~~All contractors must pay prevailing wages as required by the Illinois Prevailing Wage Act. (Ill. Rev. Stat., ch. 48, para. 39s-1 et. seq.) Each contractor, and each of its subcontractors, shall submit monthly a certified payroll to the Park District stating each worker's name, address, telephone number, social security number, classification and the hourly wages paid each pay period, the number of hours worked each day and the starting and ending times each day. Each certified payroll shall be accompanied by the sworn affidavit.~~
9. As a municipal corporation, Woodridge Park District is exempt from all federal and state sales and excise taxes and such taxes shall not be included as part of the proposal. Exemption certificates are available upon request.
10. Transportation/mobilization charges should be included in the proposed amount.
11. Owner reserves the right to reject any or all bids/proposals and to waive any informalities in bidding. No bid/proposal shall be withdrawn for a period of sixty (60) days after the submittal deadline date and time without consent of the District.
12. Cleanup shall be done on a daily basis or more frequently if conditions warrant.
13. Adequate provision must be taken to protect existing property, underground utilities, piping, structures, and structural components from being damaged during the execution of this work. Damage shall be replaced to its original condition at the cost of the contractor.
14. Remove and legally dispose of debris caused by contractor's work. If contractor fails to clean up accordingly, owner will perform the work and negligent contractor will be charged the associated costs for the clean-up.
15. Obtain any specific permits, bonds, licenses, insurances required by any governing agencies having jurisdiction over the work.
16. The use of alcohol and any tobacco product on the property is prohibited. Smoking on the property will not be permitted at any time.
17. Contractor is responsible for the protection, storage, and security of their own materials and equipment. The Owner and Construction Manager will not be providing security or watchmen.
18. Any work delayed due to weather during the work week (Monday through Friday) is to be made up the following week **not** at premium time cost to the Owner. This contractor shall make ALL possible efforts to ensure a full enhanced crew size for make-up days.
19. Provide adequate staff levels to complete work by substantial completion date indicated below (see Project Schedule).
20. Work hours for this project will be between the hours of 7:00 am and 6:00 pm at which time the site should be clean and clear of vehicles and machinery unless otherwise agreed upon by the Owner. Also, please note that patrons will have continuous access to the park site; and caution must be taken when people are present on the site. No work shall take place on weekends or holidays unless approved by Park District staff.

Project Schedule:

Approval for the project is scheduled to take place at the Woodridge Park District Board meeting on February 20, 2024. This project is tentatively scheduled to begin February 26, 2024, and all work will be complete by May 30, 2024. The contractor will be responsible for all materials required to complete this project, and product lead times shall be included in the contractor's submitted project schedule. If the contractor is unable to complete the burns in designated time the District may either extend the contract for the following season or close the contract.

PROPOSAL SUBMITTAL REQUIREMENTS:

Thank you for your interest in submitting a proposal for **2024 Prescribed Burns, MSP #24-05pc**. Woodridge Park District's Natural Resource Manager, Christopher Pollack, is the main contact for this project. Please review the attached documents and e-mail all questions to **cpollack@woodridgeparks.org** on or before end of day on Thursday February 1, 2024. A response email addressing all submitted questions and answers will be sent the following business day.

Ways to Submit a Proposal:

The Contractor will be required to submit all items (a – i) noted on pages 2 and 3, item 13, Submissions Requirements. Proposals marked **2024 Prescribed Burns, MSP #24-05pc** shall be received before noon on **Tuesday, February 6, 2024**, in one of two ways:

1. In person at the **Woodridge Park District Community Center, 2600 Center Drive, Woodridge, IL 60517**, or
2. by e-mail to **cpollack@woodridgeparks.org**

PROJECT LOCATION MAPS:

See attached 5 pages.



Woodridge
PARK DISTRICT

Community Center & Administrative Offices

2600 Center Drive • Woodridge • IL • 60517

Phone (630) 353 • 3300

Fax (630) 353 • 3310

www.woodridgeparks.org

info@woodridgeparks.org

Appendix B Proposal Form

January 19, 2024

Submitting Contractor _____

Address _____

Contact Person _____

Phone Number _____

Date: _____

2024 Prescribed Burns, MSP #24-05pc

SCHEDULE OF PRICES

<u>ITEM</u>		<u>UNIT OF MEASURE</u>	<u>UNIT OF PRICE</u>	<u>Est. Qty</u>	<u>TOTAL PRICE</u>
<u>NO.</u>	<u>DESIGNATION</u>				
	Refer to Measurement and Payment of Individual Sections		Dollars/Cents		Dollars/Cents
<u>Base Proposal</u>					
A.	Duke Street Basin Conduct a prescribed burn of the natural area at the site. Approximately 2.25 acres	Lump Sum	_____	1	_____
B.	Vicente Outlot E Conduct a prescribed burn of the natural area at the site. Approximately 11.9 acres	Lump Sum	_____	1	_____
C.	Water Tower Reserve Outlot B Conduct a prescribed burn of the natural area at the site. Approximately 5.79 acres	Lump Sum	_____	1	_____
D.	Water Tower Reserve Outlot C Conduct a prescribed burn of the natural area at the site. Approximately 9.79 acres	Lump Sum	_____	1	_____
E.	Westminster Park Conduct a prescribed burn of the natural area at the site. Approximately 7.94 acres	Lump Sum	_____	1	_____

Base Bid Total:

--	--

**Community Center & Administrative Offices**

2600 Center Drive • Woodridge • IL • 60517

Phone (630) 353 • 3300

Fax (630) 353 • 3310

www.woodridgeparks.orginfo@woodridgeparks.org

Appendix C

Prescribed Fire Contractor Qualifications

Contractor Experience

All work shall be performed by a Prescribed Fire Contractor with at least five (5) years of documented experience in the Midwest, in the fuel types present and be able to demonstrate their knowledge in the field. Prescribed Fire Contractor shall submit a Statement of Qualifications containing the following information:

- ☐ Name, Address, and telephone number of firm.
- ☐ Brief business history of the firm.
- ☐ Resumes of key personnel assigned to the project.
- ☐ Descriptions and references to five (5) successful burn projects completed within the past five (5) years. References shall include the client's name, address and phone number

Contractor Training

The contractor is required to have highly trained personnel working on a prescribed fire. The Prescribed Fire Contractor must meet the following requirements: documentation of trained and experienced personnel shall be submitted to Owner's representative upon request.

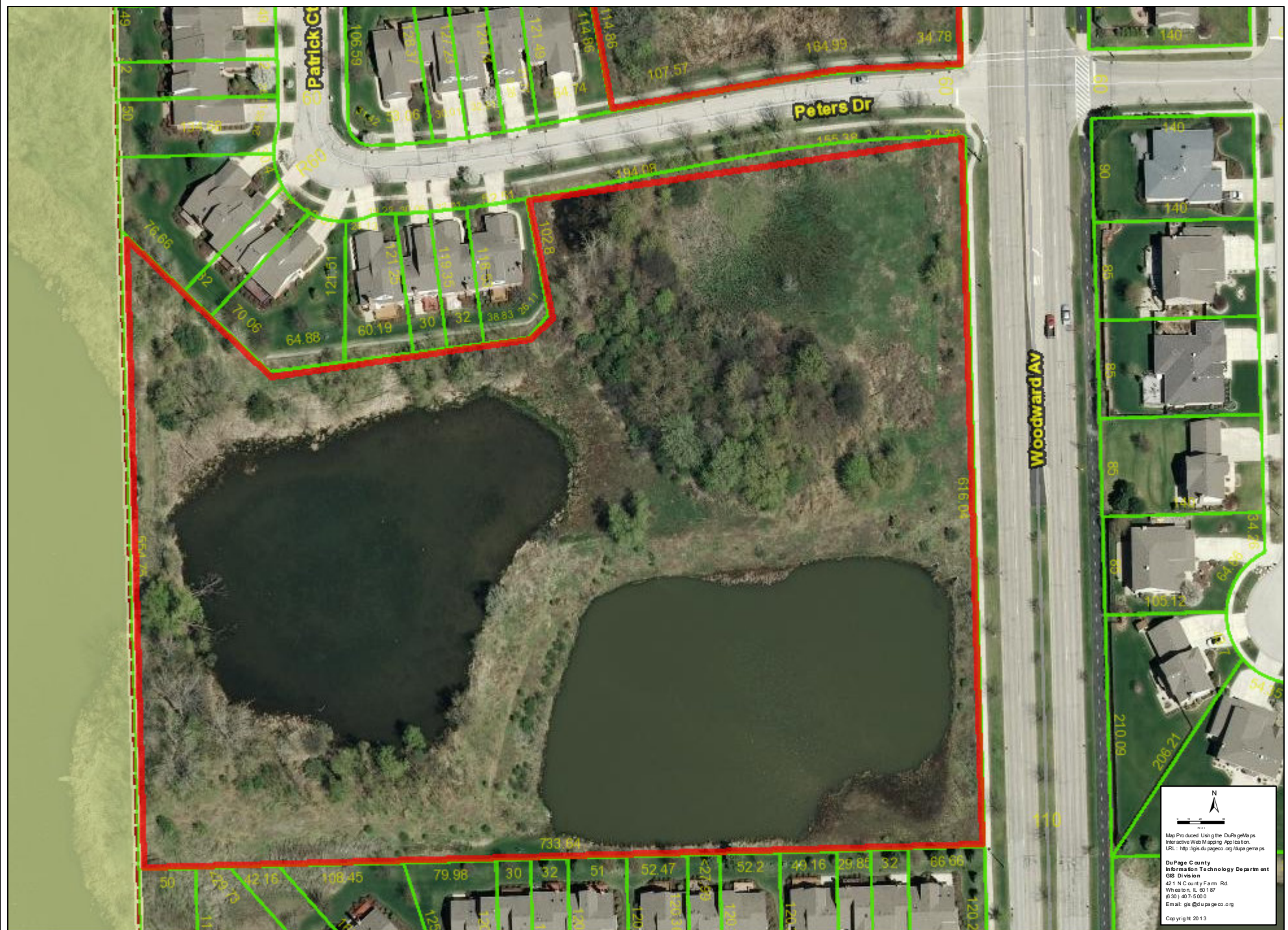
The fire crew leader must be an Illinois Certified Prescribed Burn Manager and must be on the site during burn operations.

All fire crew members on all burns must have successfully completed the National Wildfire Coordinating Group S130/190 training, or an equivalent training, and have a minimum of one (1) year experience in the fuel types present and in projects similar in scope.





DuPageMaps Web Mapping Application - DuPage County, Illinois





DuPage County
Information Technology Department
GIS Division
421 N County Farm Rd.
Wheaton, IL 60187
Ph# (630)407-5000
Email: gis@dupageco.org

DuPage Maps Portal:
<http://dupage.maps.arcgis.com/home>

DuPage County, Illinois Web Site:
www.dupageco.org

This map is for assessment purposes only.



Copyright DuPage 2016

