



Request For Proposals
for
Ide's Grove West Park –
Wetland Maintenance Services,
MSP #24-06pc
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 in Attachment A (“Scope of Work”). Interested contractors shall submit copies of your proposal to Christopher Pollack, Natural Resource Manager for the Woodridge Park District, 2600 Center Drive, Woodridge, Illinois 60517, or by email at cpollack@woodridgeparks.org on or before **12:00 p.m. (noon) local time 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) 353-3300. 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 email address set forth above or by means described in Attachment A before 12:00pm (noon) local time on Thursday, February 1, 2024. The following day 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, and 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 attached schedule) 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 in Attachment B, 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 Attachment B referencing the items listed in Attachment 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

Attachment A

January 19, 2024

To Whom It May Concern:

The Woodridge Park District is seeking proposals to control non-native and invasive species in the natural areas at Ides Grove West Park located at 1825 Compton Road | Woodridge, IL 60517. The designate area includes the wetland and buffer as well as a seeded buffer around the pond (Area of Maintenance as shown on Attachment A, Page 5). The goal of these regular maintenance services is to promote the establishment of native species by effectively controlling invasive species such as willows, phragmites, reed canary grass and cattails throughout the 2024 growing season. The contract may be renewed for the 2025 and 2026 growing seasons at the discretion of the Executive Director of the Woodridge Park District. Before the end of the year, District staff will inform the contractor in writing of the intention to either renew or cancel the contract for the following year. Proposals for this work are due on or before 12:00 pm (noon) on Tuesday, February 6, 2024.

Scope of Work (Specifications)

Ides Grove West Park – Wetland Maintenance Services

1.0 General Natural Area Maintenance Specifications

A. The contractor shall maintain personnel qualified in native plant identification and with a current IL Department of Agriculture pesticide license throughout the duration of the contract. If requested, copies of licenses shall be supplied to the Park District prior to the start of any work.

B. The contractor shall perform a minimum of five (5) weed control applications per the schedule listed below. Deviations from the schedule may be allowed with Park District approval.

- I. Application # 1 (APRIL 10 TO APRIL 20).
- II. Application # 2 (MAY 25 TO JUNE 10).
- III. Application # 3 (JUNE 20 TO JUNE 30).
- IV. Application # 4 (JULY 10 TO JULY 20)
- V. Application # 5 (AUGUST 5 TO AUGUST 15)

C. Contractor shall conduct site inspections with a representative of the Park District to review weed control locations. Site inspections will occur both before and after weed control applications for satisfactory performance.

2.0 Woody Species Control

Target species are to include, but are not limited to, non-native and invasive species such as willow, buckthorn, honeysuckle, callery pear, mulberry and box elder.

Woody species control shall be by cutting, chemically treating stumps, stems, or whips, and removal of associated debris. Cutting is to be accomplished by a chain saw, hand operated clearing saw, brush mower, or other Park District approved method. The resulting debris shall be disposed of by hauling off site. The Park District has a site where woody debris generated from work pertaining to the contract may be disposed of at Hawthorne Hill Woods near 71st St and Woodridge Drive.

Target species shall be cut at ground level or as near as possible allowing for chainsaw operations. Downed logs, bushes, grass, other vegetation or snow shall be removed from the base of the target species to allow clean horizontal cuts. Stumps shall be flush cut within two (2) inches of the ground and treated immediately after cutting with an appropriate herbicide to prevent re-sprouting. All stumps, stems, and whips shall be chemically treated with an appropriate herbicide.

Herbicide over application, drift, translocation, and off-target damage shall be prevented and avoided by the contractor crew, by proper and careful herbicide use, monitoring conditions, and following label directions. Consistent or negligent herbicide application leading to off-target species damage (due but not limited to over application, drift, translocation, incorrect solution) and/or consistent ineffective target control shall be grounds for termination of contract agreement, in addition to repair of damage to previous condition.

3.0 Herbaceous Weed Control

Target species are to include, but are not limited to, non-native and invasive species such as purple loose strife, thistles, teasel, Phragmites, reed canary grass, and cattails.

Proper identification of species shall occur prior to chemical treatment. It is the Contractor's responsibility to ensure non-targeted species are not inadvertently killed due to misidentification. If it becomes apparent that non-targeted species are being treated, the Park District will communicate concerns with the Contractor. If the practice continues, it is grounds for termination of the contract.

Chemical labels shall be strictly adhered to for the prevention of contamination of the pond and groundwater supplies. Herbicides shall be applied with appropriate conditions with consideration for temperatures, precipitation, and effectiveness in accordance to the label.

All chemical applications shall have enough tracer dye contained in solution so that it is clearly evident that the target has been treated. Signs indicating that herbicide has been applied within the project area shall be posted where visible to the public and other land users at the perimeters of treatment areas prior to the start of application. They shall remain in place until suitable time has passed for safe public use of treated areas.

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: **Ide's Grove West Park – Wetland Maintenance Services, MSP #24-06pc.**

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. Install 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, owner's manuals and warranties.
6. Provide equipment and workmanship to have a minimum warrantee 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 s 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. Construction 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 a clear to vehicles and machinery unless otherwise agreed upon by the Owner. Also, please note that patrons will have continuous access to the park sites; and caution must be taken when people are present on the site.

Maintenance Schedule/Timeline:

The contractor will be responsible for the for all materials and labor required to complete the maintenance services as specified. The schedule for maintenance work and weed control applications is as dictated in the Scope of Work section of Attachment A. Deviations from the schedule may be allowed with Park District approval.

PROPOSAL SUBMITTAL REQUIREMENTS:

Thank you for your interest in submitting a proposal for the Ide's Grove West Park – Wetland Maintenance Services, MSP #24-06pc. 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 12:00pm (noon) local time on Thursday, February 1, 2024. A response email addressing all submitted questions and answers will be sent by end of business the following day.

Submitting a Proposal:

The Contractor will be required to submit a completed proposal form (Attachment B) and all items (a – i) noted on pages 2 and 3, item 13, Submissions Requirements. Proposals marked Ide's Grove West Park – Wetland Maintenance Services, MSP #24-06pc shall be received on or before **Tuesday, February 6, 2024, at 12:00 pm (noon)** by e-mail to **cpollack@woodridgeparks.org** or by hard copy dropped off or mailed to Woodridge Park District, c/o Christopher Pollack | 2600 Center Drive | Woodridge, IL 60517.

SITE LOCATION (aerial image):

Area of maintenance as shown in blue.





Community Center & Administrative Offices

2600 Center Drive • Woodridge • IL • 60517

Phone (630) 353 • 3300

Fax (630) 353 • 3310

www.woodridgeparks.org

info@woodridgeparks.org

Attachment B

Issued: January 19, 2024

Submitting Contractor _____

Address _____

Contact Person _____

Phone Number _____

Date: _____

Ide's Grove West Park – Wetland Maintenance Services, MSP #24-06pc

<u>Item No.</u>	<u>Designation</u>	<u>Cost per Visit</u>	<u>Frequency</u>	<u>Total Cost</u>
	<u>Refer to Measurement & Payment of Individual Sections</u>	<u>Dollars/Cents</u>		<u>Dollars/Cents</u>
2024 Wetland Maintenance				
A.	Ides Grove West		5 visits/year	
Contract Base Bid Total (2024)				
2025 Wetland Maintenance				
A.	Ides Grove West		5 visits/year	
Optional Extension Total (2025)				
2026 Wetland Maintenance				
A.	Ides Grove West		5 visits/year	
Optional Extension Total (2026)				

Attachment B

Issued January 19, 2024

Page 1 of 1