



Request for Proposals

RFP # 21-9-3

2021 Native Area & Wetland Maintenance Program

Deadline to submit proposals:

Thursday, October 28, 2021 10:00 am CST

Please submit proposals to the below address.

Village of Addison

Attn: Anna Hendrey, Purchasing Agent

1 Friendship Plaza

Addison, IL 60101

(630) 693-7507

VILLAGE OF ADDISON
RFP # 21-9-3
2021 NATIVE AREA & WETLAND MAINTENANCE PROGRAM
SPECIFICATIONS

INTENT

The Village of Addison is seeking proposals for the contracted maintenance of native area plantings and wetlands currently under the jurisdiction and stewardship of the Village of Addison. The focus of these ongoing activities is to control non-native, invasive and unwanted volunteering vegetation such as, but not limited to, volunteering tree and shrub species, Phragmites, reed canary grass and cattails by means of various mechanical, chemical and cultural methods of control in order to promote and re-establish beneficial native plant species.

It is also the intent of the Village to mitigate vegetative fuel build-up that may result in unplanned and uncontrolled fires within these properties as well as to protect adjacent properties from fire, both planned and unplanned.

The term of contract shall be for three years, with the ability to extend the contract for two additional one-year extensions based on satisfactory performance and mutual agreement.

ESTIMATED QUANTITY

Native Areas:

- Ardmore Ave Bio-swale (approximately 745 sq ft)
- Town Center Park Native areas and berms (approximately 17,440 sq ft)
- Public Works Complex Native areas (approximately 43,097 sq ft)

Wetlands:

- Cimarron Wetland (4.21 acre parcel)
- Comstock Hollow Wetland (1.08 acre parcel)
- Fairbanks St Industrial Wetland (1.07 acre parcel)

SCOPE OF WORK

Contracted maintenance activities shall be a product of a comprehensive program to be developed and implemented by a qualified, licensed firm, implementing site visits and regular monitoring to identify appropriate control measures required to promote and re-establish native species and the carry out the program's vegetative establishment and maintenance activities to include controlled burns as prescribed. The contractor will be responsible for all materials, tools, equipment and labor as well as any other appurtenances required to complete the maintenance services as specified in a safe, efficient and professional manner.

SITE ASSESSMENTS

The contractor shall conduct periodic site assessments at each of the locations to collect a vegetative inventory to identify dominant species, native species and invasive species to include mapping as well as any noted habitat mapping as applicable. A site assessment report shall be submitted to the Village indicating dates inspected, data collected, changes in species or habitat mapping, and recommended actions for further management activities to be conducted by the successful contractor.

MANAGEMENT PLANS

The contactor shall develop a long-term management plan for each of the management locations based upon data collected from site assessments and guided by the narrative of the Village's INTENT above. Each management plan shall include project goals and objectives, maintenance and management tasks including: site monitoring visits, management schedule, debris management, stormwater structure maintenance, soil erosion control management, burn management, muskrat management, invasive weed control, enhancement activities, and record keeping. The plan for each location shall be discussed with and approved by the Director of Public Works or designee.

SITE LOCATION MAINTENANCE

The contractor shall implement prescribed maintenance activities required to meet the objectives of the management plans as developed for each of the site locations. Site location may also include herbicide applications, weed cutting or removal, trash pickup, clearing outlets of debris, etc. A digital report of conducted maintenance activities, site photos, updates and findings shall be submitted to the Director of Public Works or designee in reference to completed maintenance visits.

The contactor shall maintain an experienced project manager shall be on-site during maintenance activities.

Stormwater structure issues identified during assessments / site location maintenance visits shall be communicated to the Village for planning and mitigation by the Village as necessary.

WOODY AND HERBACEOUS WEED CONTROL

The contractor shall perform as many mechanical, chemical and cultural weed control measures and applications as required to establish and maintain native and wetland areas to native conditions.

Target species to control include, but are not limited to, non-native, invasive and volunteering shrub and tree species such as willow, buckthorn, honeysuckle, callery pear, mulberry and box elder as well as Phragmites, reed canary grass, cattails, teasel, purple loose strife and thistles.

The contractor shall provide the Village field personnel qualified in native plant identification and a valid IDA pesticide license throughout the duration of the contract. It is the contractor's responsibility to ensure non-target species are not inadvertently damaged or destroyed due to misidentification, herbicide over application, translocation, or off-target drift.

Invasive / unwanted woody plant species shall be controlled with flush cuts as near as possible to ground level. The resulting stumps shall be treated immediately after cutting with an appropriate systemic herbicide to prevent re-sprouting. Any resulting debris shall be removed and disposed of by contractor off-site.

Tracer dyes shall be used with chemical applications to clearly identify that the target plant species / stumps have been treated. Signs indicating that herbicide has been applied within the project area shall be posted where visible to the public 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 per label.

PRESCRIPTION BURNS

The contractor shall staff an IDNR Certified Prescription Burn Manager who shall be required to be on site whenever controlled burns are performed.

The contractor shall acquire all IEPA and local permits required for the prescribed burn.

The contractor shall be responsible for the creation and mailing of public notification letters to be distributed to all residents / businesses within 500 feet of the burn location indicating the intent to conduct a controlled burn. The aforementioned letters shall be sent at least four (4) weeks prior to the scheduled burn. The contractor will also notify Public Works, the local Fire District, and others if required, prior to the date and time of the burn. Public Works and the local Fire District shall also be notified on the day of burning as well as any residents or business owners who have requested such.

The contractor shall take every precaution to protect private property that may be affected or is contiguous to the burn area.

The contractor shall submit a Post Burn Report to include

- Date of the event
- Site information
- Site conditions
- Weather conditions
- Burn Plan
- Staff Identification
- Post burn analysis and summary
- Photos

DUE DILIGENCE PRIOR TO SUBMISSION OF PROPOSAL

The bidder shall have examined the RFP documents and visited the sites of the work as indicated in **Attachment A** prior to submission to the Village of Addison. Bidders shall become fully informed as to all existing conditions, limitations, obstacles or other relevant matters and appurtenances concerning the locations or work to be performed.

Archive prints and plans for several of these sites are available upon requests.

SUBMITTALS

The following format shall be utilized in the assembly of the proposal document.

- 1) Cover Letter
- 2) Statement of Project Understanding
 - A Statement of Project Understanding should include a brief statement of the firm's understanding of the scope of the work to be performed.
- 3) Statement of Qualifications
 - Submit a statement of qualifications that addresses as many of the tasks listed in the Scope of Work above as deemed feasible by the responding firm within the

proposed timeframe. Qualifications statements should include all of the information that prospective firms wish to convey to convince the Village that the selection criteria have been met and that the firm is well qualified to complete the work.

- Clearly describe the approach, methodologies, knowledge and capability to be employed in the performance of the Scope of Work.
- Identify staff members who would be assigned to act for the firm in key management and field positions providing the services described in Scope of Work and the functions to be performed by each.
- Include background and experience for each staff member provided to include years of experience, type of experience and relevant projects on which they have worked. If sub-consultants will be used, include this information for each sub-consultant.

4) Descriptions of Projects of Similar Size and Scope

- The firm's general experience, ability, and history of performance of projects similar to the one under consideration. Describe any relevant specialized knowledge in native area / wetland management as well as prescription burning.

5) Project Schedule

- A general project schedule and estimated completion date with the understanding that the Village is looking to have all activities and deliverables completed within six (6) months of execution of the contract.

6) Fee Schedule

- A fee schedule of services and expected final contract fees based on the firm's understanding of the project scope.

7) Cost for Additions

- A per acre cost for Native Area additions should the Village of Addison acquire additional native planting locations during the period on contracted maintenance.
- A per acre cost for Wetland Area additions should the Village of Addison acquire additional wetland locations during the period on contracted maintenance.

SELECTION PROCESS

The Village of Addison seeks to select a proposal submission for native and wetland management based upon the following criteria:

- Responsiveness of the proposal to the scope of work, as demonstrated by providing thorough responses to the scope and project requirements.
- Past dealings with the Village of Addison and familiarity with the project areas.

- Demonstrated experience of the firm in the identifications, maintenance and establishment of native vegetation, bio-swales and wetlands, to include prescription burning.
- The contractor(s) experience and approach to developing a data quality management plan.
- The contractor(s) capability to collect site vegetation data and produce long-term management plans in a timely manner.
- The quality and relevance of project references for projects of similar scope.

PREVAILING WAGE

This project falls under the Illinois Prevailing Wage Act. To find information about Prevailing wage and the most current rates for Dupage County, Illinois, please visit the site below.

<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevailing-wage-rates.aspx>

PROPOSAL SUBMITTAL AND QUESTION INSTRUCTIONS:

All proposals must be submitted by Thursday, October 28, 2021 10:00am CST. Proposals submitted after the deadline will not be considered.

Proposals shall be clearly marked on the outside of the envelope **RFP 21-9-3** and submitted to:

Village of Addison
Attn: Purchasing, Anna Hendrey
1 Friendship Plaza
Addison, IL 60101

Questions concerning the proposal may be directed to:

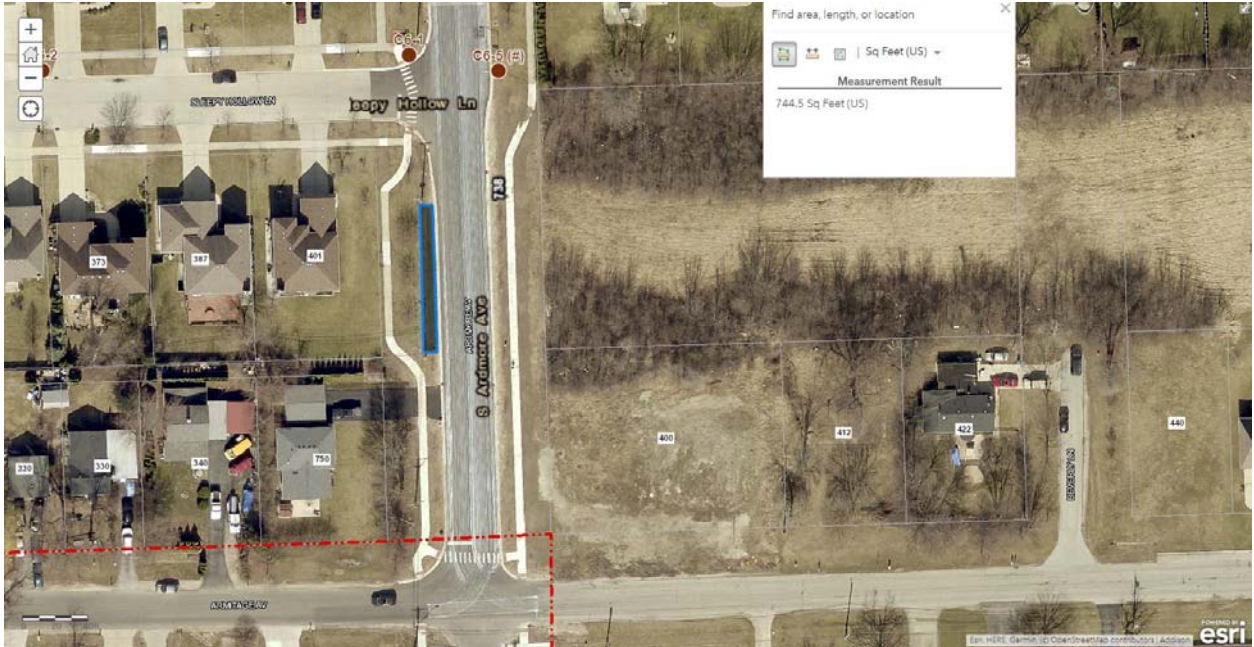
Tim Tokarz
Superintendent of Street, Electrical & Forestry
ttokarz@addison-il.org

ATTACHMENT A

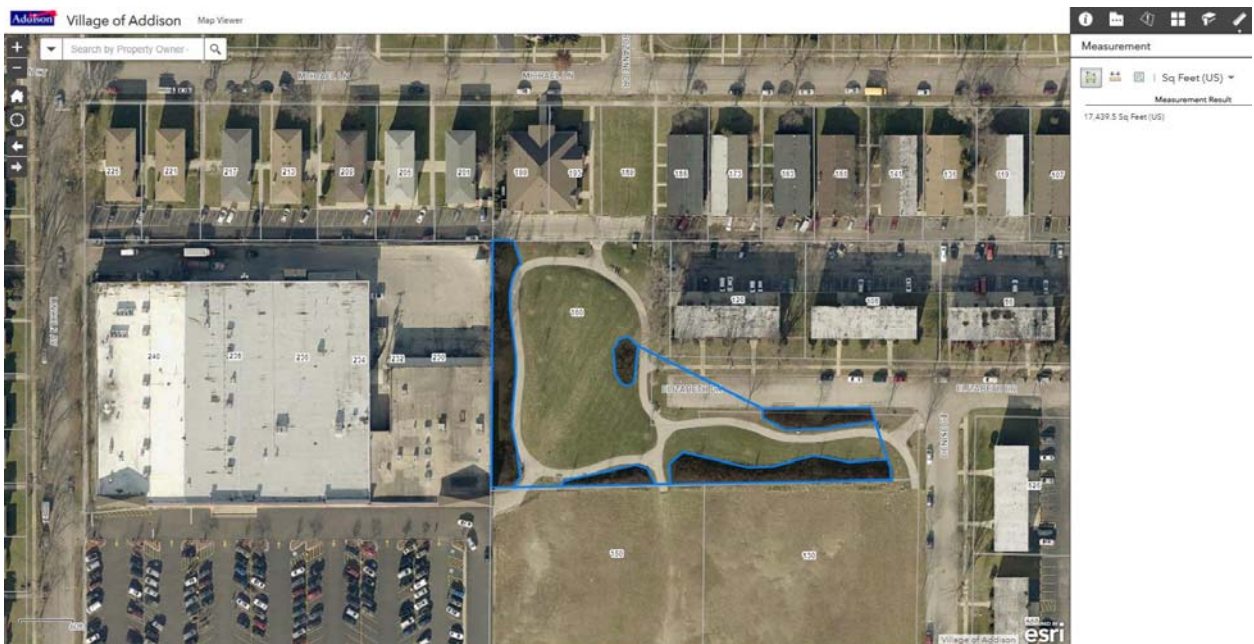
2021 NATIVE AREA & WETLAND MAINTENANCE PROGRAM SPECIFICATIONS

Native Areas & Wetland Locations

1. Ardmore Ave Bio-swale (approximately 745 sq ft)
 - Address: 401 E Sleepy Hollow Ln
 - Located along the Ardmore Ave side of 401 E Sleepy Hollow Ln



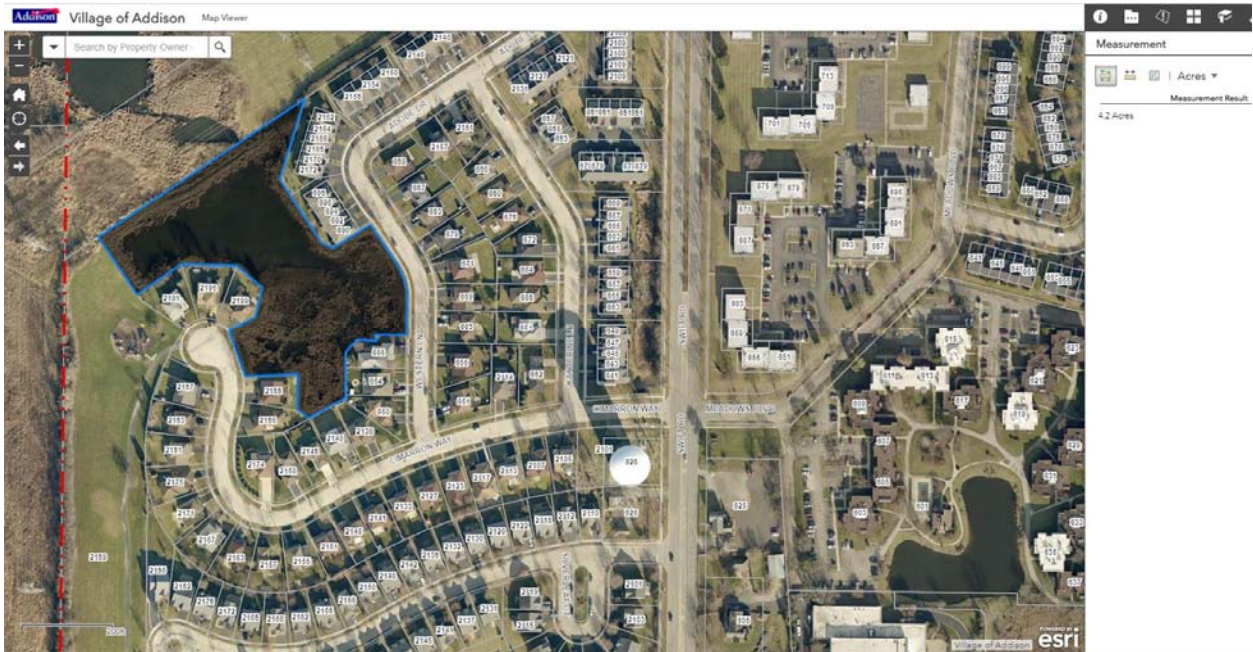
2. Town Center Park Native areas and berms (approximately 17,440 sq ft)
 - Address: 60 W Elizabeth Dr
 - Located within Park located south and west of 126 W Elizabeth Dr comprised of two (2) designated planting areas and three (3) native berm plantings



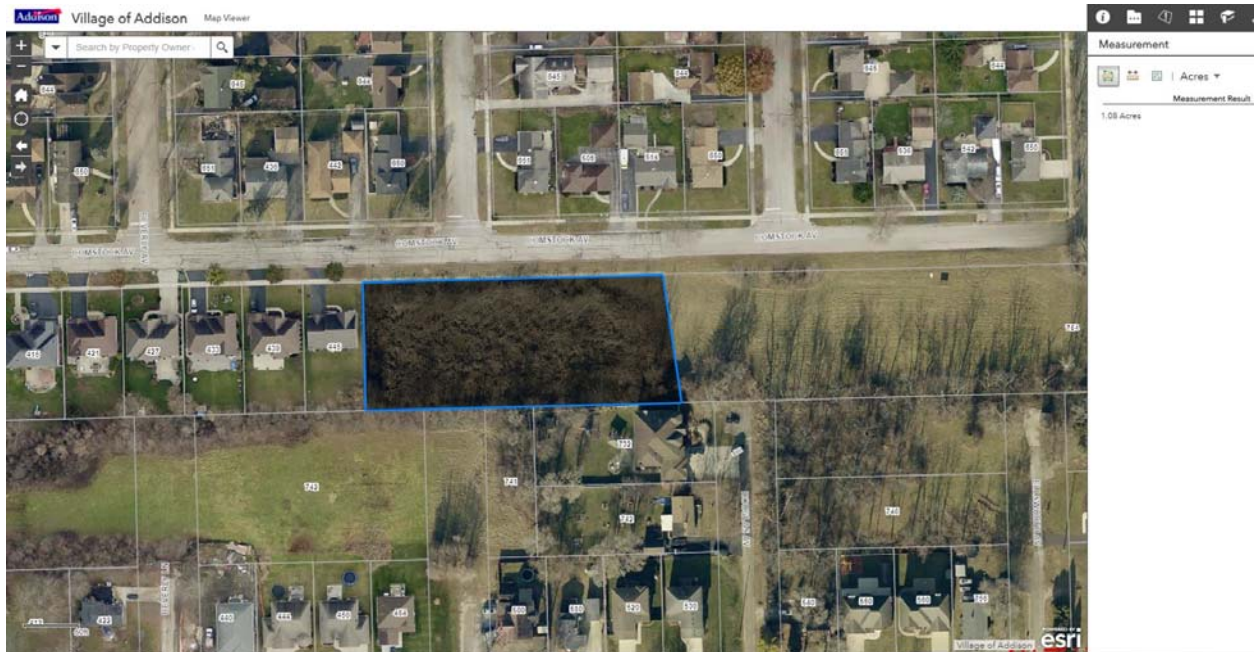
3. Public Works Complex Native areas (approximately 42,997 sq ft)
 - Address: 1491 Jeffrey Dr
 - Located within the Public Works compound comprised of three (3) native detention areas



4. Cimarron Wetland (4.21 acre parcel)
 - Address: N Western Ln (across from 671 N Western Ln)
 - Located between Cimarron Way and Western Ln



5. Comstock Hollow Wetland (1.08 acre parcel)
- Address: E Comstock Ave (immediately east of 441 E Comstock Ave)



6. Fairbanks St Industrial Wetland (1.07 acre parcel)
- Address: 225 S Fairbanks St
 - Located at the back end of 225 S Fairbanks St.
 - Access via 225 S Fairbanks St driveway

