



Request for Proposal 2025 Landscaping Services

Overview: Old Town is a vibrant and historic neighborhood celebrated for its rich cultural heritage and lively community atmosphere. SSA #48 seeks a professional landscaping service provider to enhance the district's public spaces with vibrant, healthy plantings from spring to fall.

Service Period: April – November 2025

Scope of Work: The selected landscaping service provider will be responsible for planting and maintaining 78 beds along the East and West sides of Wells Street, spanning from Division Street to North Avenue. These include:

- **49 standard concrete planting beds**
- **10 planters with metal gating**
- **4 small planters at the base of 4 of the 5 Old Town arches**
- **10 large beds in front of 1225 N. Wells**
- **5 raised beds in Burton Place Plaza**

Please note: A potential improvement project for Burton Place Plaza, in coordination with the City of Chicago, may alter planting needs and timing. Coordinating with a potential rat mitigation vendor will also be needed.

Seasonal Plantings and Maintenance:

- **Spring:**
 - Tulips will be pre-planted for the spring season.
 - Regular watering and maintenance of existing beds.
 - Post-bloom cleanup and preparation for summer plantings.
- **Summer:**
 - Installation of summer plantings around May 20th.
- **Fall:**
 - Installation of fall plantings around October 1st.
- **Spring Bulbs:**
 - Planting of spring bulbs to be completed by November 30, 2025.

Bid Requirements: Please submit a detailed bid that includes the following:

- **Work Plan:** A seasonal work plan outlining planting and maintenance tasks, including describing proposed plants and arrangements.
- **Watering Services:** Frequency of watering (minimum multiple times per week) to ensure plant health and growth.
- **Maintenance:** Weekly bed maintenance, including debris removal, continuous weeding, and cleanup or replacement of plantings damaged by vandalism or other predictable events.

- Equipment: A description of equipment used for year-round landscaping maintenance.
- Suggested Plantings: Recommendations for seasonal plants suitable for Old Town's environment and climate.
- Cost Breakdown:
 - Total cost for the year of services.
 - Separate cost breakdown for Wells Street and Burton Place Plaza beds.
- Communication Plan: Outline your communication process with the SSA #48 Program Manager, including the name and contact details of the primary point of contact.
- References: Three references from similar projects or clients.
- Renewal Option Pricing: Pricing for a one-year renewal option, if applicable.

Submission Deadline:

- Bids must be submitted by January 7, 2025.
- Interviews will be conducted on January 9th and 10th, 2025.

Submit your proposal to:

Colleen Sweeney
SSA #48 Program Manager
csweeney@oldtownchicago.org
Old Town Merchants & Residents Association
1551 N. Mohawk

Chicago, IL. 60610

Map of SSA #48

SSA 48 Old Town District Area

(shaded properties are part of the SSA area)

