



**Request for Proposal  
22-06**

**for**

**2022 Great Merchant Grant Planters and Landscape Maintenance**

**ADDENDUM No. 2**

**February 17, 2022**

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date. Each respondent must acknowledge receipt of any addenda by indicating in its proposal. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submittal to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No. 2 is attached and consists of a total of twelve (12) pages including this cover sheet.

Please contact me at 847-866-2971 or [jostman@cityofevanston.org](mailto:jostman@cityofevanston.org) with any further questions or comments.

Sincerely,

Jillian Ostman  
Purchasing Specialist

**RFP No. 22-06**

**2022 Great Merchant Grant Planters and Landscape Maintenance**

**Addendum No. 2**

**February 17, 2022**

This addendum forms a part of the RFP Documents for RFP # **22-06** and modifies these documents. This addendum consists of the following:

**Scope of Services:**

The scope of services has been expanded to include the following:

**PLANTERS**

Central Street Business District

- Eight (8) new 36" diameter concrete planters
- Spring, Summer, Fall, and Winter rotations for sixteen (16) 36" diameter concrete planters
- Watering and fertilization for sixteen (16) planters

**COMMERCIAL STREETSCAPES AT HOWARD ST., MAIN ST., CHICAGO AVE., AND SHERMAN AVE.**

**LOCATIONS:**

1. The north side of Howard Street from Ridge Ave. to western boundary of the CTA right-of-way , but specifically excluding lights, signs, and fences.
2. The Main Street Streetscape from Hinman Avenue to one block west of Sherman Avenue, but specifically excluding lights, signs, and fences. Included as part of this proposal are streetscape improvements immediately north and south of Main Street at the intersections of Hinman Avenue, Chicago Avenue, Custer Avenue, and Sherman Avenue.
3. The six planting beds along the Chicago Ave. Streetscape from just north of Washington St. to just south of Kedzie St. but specifically excluding, lights, signs, and fences.
4. The west side of Sherman Ave. from Church St. south to Davis St. including the planters inside the plaza at Davis St. (fourteen) raised beds with shrubs, perennials, and groundcover.

#### SHRUB, PERENNIAL, AND GROWDCOVER BEDS:

1. All beds shall be cultivated and/or weeded to present a neat and weed-free appearance. A pre-emergent granular shall be applied in the early spring of each year to control the emergence of weeds. A granular fertilizer shall also be applied in all shrub, perennial and groundcover beds.
2. All shrub and evergreen beds shall be pruned two times per year as needed and at the time of year that pruning is appropriate to remove dead or damaged branches, develop the natural form of the plant (shaping), and to create the effect intended by the landscape architect (height and width).
3. All groundcover beds and hedges, if applicable, shall be pruned two times per season.
4. A post-emergent herbicide shall be applied to all beds annually to maintain a neat and weed-free appearance.
5. Leaves shall be removed from beds each autumn.
6. Perennial beds will be maintained as necessary and dead foliage and flowers cut back in autumn each year. This will include dead-heading spent flowers throughout each growing season.
7. All locations shall be maintained on a minimum weekly basis, more often for watering purposes.

#### TREES (TO 15' IN HEIGHT):

1. All trees shall be spot pruned to remove dead or damaged branches and to clear all branches that impede vehicles, pedestrians, lights and signs. All other pruning above 15' will be the responsibility of the City of Evanston.
2. A cultivated and weeded tree ring or tree grate shall be maintained at the base of all trees throughout each season.
3. Any insect, disease, or low vigor problems will be immediately brought to the attention of the City of Evanston's Public Works Agency.
4. All trees will receive deep-root feeding each fall with a 2'-3' stick feeder to inject needed nutrients around the perimeter of the root ball.

#### FLOWER BEDS:

1. All planters will require 24 pots each, with the exception of the west planter at Elmwood, which will require 12 pots. The maintenance and watering of these flowers will be provided by the contractor. All flowers will be watered twice weekly up to thirty (30) occurrences per year. Exact flower species will be determined each year by the City of Evanston and the Contractor.

2. The small planter areas at the intersection of Main and Hinman, and at Main and Sherman (3 total) will each be planted with 4" potted annuals between May 15 and May 31 each year, 4" fall Chrysanthemums between September 1 and September 15 each year, and spring flowering bulbs between November 1 and November 30 each year. The north bed at Main and Hinman will require 30 pots, the south bed at Main and Hinman will require 50 pots, and the bed at Main and Sherman will require 80 pots. The maintenance and watering of these flowers will be provided by the contractor. The flowers will be watered twice weekly up to thirty (30) occurrences per year. Exact flower species will be determined each year by the City of Evanston.
3. Weeding should be limited to invasive and exotic species, so as not to overwhelm the desired plant community. Weeding should occur once a week during the summer and at least once a month during the remainder of the growing season. Non-chemical methods (hand pulling and hoeing) are preferable. Chemical herbicides shall not be used.

#### SIDEWALK MAINTENANCE AND BEAUTIFICATION:

1. Sidewalk sweeping and debris collection will be done once per week in all indicated areas within the project limits. Additional hand sweeping, in areas such as doorways, may be needed. Spot pressure washing and/or scrubbing may be needed weekly in some areas for spot cleaning certain stains.
2. Hot water, high pressure washing of all sidewalks and gutters using specialized cleaning equipment is to be completed twice annually, once in May, and once in August only along Howard St. between Chicago Ave. and Ridge Ave. The cost for an extra individual pressure washing should be identified in bidding this item. In addition to pressure washing, please indicate what technique and equipment your firm can use to remove gum and other stubborn stains from the sidewalks at all locations. The pressure washing work will be done before 8 A.M. in medium and high traffic areas, but may be done during the day in low traffic areas, if the safety of pedestrians can be ensured. Please indicate if a sub-contractor will perform this work.
3. Handbills will be removed from utility poles, newspaper racks, mailboxes, and other locations as needed.
4. Weeds will be removed from the sidewalks and tree grates as needed.
5. Litter pick-up throughout the area will be conducted three (3) days per week in the afternoons on Mondays, Wednesdays, and Fridays.

## MULCHING:

Garden beds should receive a protective layer of mulch over root areas, similar to that provided by leaf litter in a natural forest. Mulch layers should not exceed two to three inches in depth around trees, shrubs, and perennials. Avoid blocking inflow entrance points with mounded mulch or raised plantings. To avoid bark rot and subsequent infestation by pests, mulch should not be mounded around the base of plants. The use of aged mulch is recommended and should consist of the shredded type rather than the chip type, to minimize floating. Once a full groundcover is established or if plant material is very dense, mulching may not be necessary.

The following materials may be used as mulch in rain gardens:

- Shredded hardwood mulch (recommended)
- Chipped hardwood mulch

The following materials should NOT be used as mulch in rain gardens:

- Fresh grass clippings
- Animal waste
- Compost

## PET WASTE REMOVAL:

Clean up all pet waste from rain gardens weekly to reduce this source of pollution.

**PRICE/COSTS FORM**

<b>Business District</b>	<b>Project</b>	<b>Item</b>	<b>Qty</b>	<b>Product Description</b>	<b>Unit Cost</b>	<b>Total Cost</b>
West End	Spring rotation	30" planter	13	Planting container	\$	\$
West End	Summer rotation	30" planter	13	Planting container	\$	\$
West End	Fall rotation	30" planter	13	Planting container	\$	\$
West End	Winter rotation	30" planter	13	Planting container	\$	\$
West End	Watering & fertilization	30" planter	13	Watering & fertilization	\$	\$
West Village	Spring rotation	18" planter	11	Planting container	\$	\$
West Village	Spring rotation	30" planter	4	Planting container	\$	\$
West Village	Summer rotation	18" planter	11	Planting container	\$	\$

West Village	Summer rotation	30" planter	4	Planting container	\$	\$
West Village	Fall rotation	18" planter	11	Planting container	\$	\$
West Village	Fall rotation	30" planter	4	Planting container	\$	\$
West Village	Winter rotation	18" planter	11	Planting container	\$	\$
West Village	Winter rotation	30" planter	4	Planting container	\$	\$
West Village	Watering & fertilization	18" & 30" planters	15	Watering & fertilization	\$	\$
West Village	Garden maintenance	Wildlife habitat at 1400 Greenleaf	1	Garden maintenance	\$	\$
Howard Street	Spring rotation	20" planter	14	Planting container	\$	\$
Howard Street	Spring rotation	26" planter	7	Planting container	\$	\$

Howard Street	Summer rotation	20" planter	14	Planting container	\$	\$
Howard Street	Summer rotation	26" planter	7	Planting container	\$	\$
Howard Street	Fall rotation	20" planter	14	Planting container	\$	\$
Howard Street	Fall rotation	26" planter	7	Planting container	\$	\$
Howard Street	Winter rotation	20" planter	14	Planting container	\$	\$
Howard Street	Winter rotation	26" planter	7	Planting container	\$	\$
Howard Street	Watering & fertilization	20" & 26" planter	21	Watering & fertilization	\$	\$
Hill Arts	Spring rotation	30" planter	12	Planting container	\$	\$
Hill Arts	Summer rotation	30" planter	12	Planting container	\$	\$
Hill Arts	Fall rotation	30" planter	12	Planting container	\$	\$



Hill Arts	Winter rotation	30" planter	12	Planting container	\$	\$
Hill Arts	Watering and Fertilization	30" planter	12	Planting container	\$	\$
Central Evanston	Spring rotation	30" planter	14	Planting container	\$	\$
Central Evanston	Summer rotation	30" planter	14	Planting container	\$	\$
Central Evanston	Fall rotation	30" planter	14	Planting container	\$	\$
Central Evanston	Winter rotation	30" planter	14	Planting container	\$	\$
Central Evanston	Watering & fertilization	30" planter	14	Watering & fertilization	\$	\$
Maple/ Foster	Spring rotation	20" planter	15	Planting container	\$	\$
Maple/	Summer rotation	20" planter	15	Planting container		

Foster					\$	\$
Maple/ Foster	Fall rotation	20" planter	15	Planting container	\$	\$
Maple/ Foster	Winter rotation	20" planter	15	Planting container	\$	\$
Maple/ Foster	Watering & Fertilization	20" planter	15	Watering & fertilization	\$	\$
Noyes	Spring rotation	30" planter	14	Planting container	\$	\$
Noyes	Summer rotation	30" planter	14	Planting container	\$	\$
Noyes	Fall rotation	30" planter	14	Planting container	\$	\$
Noyes	Winter rotation	30" planter	14	Planting container	\$	\$
Noyes	Watering & fertilization	30" planter	14	Watering & fertilization	\$	\$

Central Street	Spring rotation	36" planter	16	Planting container	\$	\$
Central Street	Summer rotation	36" planter	16	Planting container	\$	\$
Central Street	Fall rotation	36" planter	16	Planting container	\$	\$
Central Street	Winter rotation	36" planter	16	Planting container	\$	\$
Central Street	Watering & fertilization	36" planter	16	Watering & fertilization	\$	\$
Main-Dempster Mile	Landscaping & maintenance	Plantings & maintenance	1	Wildflower and Native plantings along Custer Ave/Main Street Metra ramp	\$	\$
Main-Dempster Mile	Landscaping & maintenance	Plantings & maintenance	1	Native plantings along northeast side of Metra ramp on Main St.	\$	\$
Howard Street	Commercial Streetscape	Landscape and sidewalk maintenance	1	Landscape and sidewalk	\$	\$

				maintenance		
Main Street	Commercial Streetscape	Landscape and sidewalk maintenance	1	Landscape and sidewalk maintenance	\$	\$
Chicago Ave	Commercial Streetscape	Landscape and sidewalk maintenance	1	Landscape and sidewalk maintenance	\$	\$
Sherman Ave	Commercial Streetscape	Landscape and sidewalk maintenance	1	Landscape and sidewalk maintenance	\$	\$
<b>TOTAL</b>						<b>\$</b>

**Note: Acknowledgment of this Addendum is required in the Submittal.**