

DELTA INSTITUTE

**Request for Proposal (RFP) and
Specifications for Landscape and
Construction Contractors**

for the Emerald South- Terra Firma Project

RFP Release

April 15, 2025

PRE-PROPOSAL MEETING

April 21, 2025 at 3:00 PM CST

DEADLINE FOR QUESTIONS

April 23, 2025 at 5:00 PM CST

PROPOSALS DUE

May 2, 2025 at 5:00 PM CST

PREPARED BY

Delta Institute

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Chicago, IL 60601

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OVERVIEW

About Delta Institute

Delta Institute is a 501(c)(3) organization. Delta Institute collaborates with communities to solve complex environmental challenges throughout the Midwest. We address Midwestern environmental, economic, and climate challenges today so that our home and region are more resilient, equitable, and innovative tomorrow.

RFP Submittal Requirements

One (1) digital original proposal must be submitted.

The digital copy should be emailed to hmhardy@delta-institute.org and mblanc@delta-institute.org.

The digital proposal should be received by Delta Institute by **May 2, 2025 at 5:00 PM CST**.

Pre-Proposal Meeting

Delta Institute will hold a pre-proposal meeting on **April 21, 2025 at 3:00 PM CST**.

The meeting will include a summary of the project, proposal process, and review of prospective proposer's questions.

Participants can join the meeting by clicking on the Microsoft Teams link below:

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 268 808 352 384

Passcode: Mf7Ww3Kw

Questions

For any questions regarding the RFP, please email Helen Hardy, Delta Institute at hmhardy@delta-institute.org. All questions must be received by **April 23, 2025 at 5:00 PM CST**.

All questions will be answered and issued to all companies that are on the RFP holders list. If you are unsure if you are on the RFP holder's list, please contact Helen Hardy, Delta Institute, Phone: 312-554-0900 ext. 11 or email: hmhardy@delta-institute.org to confirm.

PROJECT DESCRIPTION

Communities on the south and west sides of Chicago continue to be disproportionately impacted by the impacts of climate change and flooding, coupled with long-standing disinvestment, systemic injustices, degraded infrastructure, and lack of access to nature. As climate change impacts continue to accelerate, increased problems related to urban flooding, stormwater runoff, and infrastructure limitations all threaten public health, water quality, economic opportunity, and quality of life. These factors compound efforts by Chicago communities, especially those on the South Side—who are pursuing economic and environmental recovery from these systemic failings and legacy injustice.

Additionally, the Chicago Regional Trees Initiative's most recent tree census showed a continued loss of trees in South Side neighborhoods while also having hundreds of vacant/underutilized properties. This loss of tree canopy increases urban heat island effects, further threatening public health during extreme heat events, and the prevalence of impervious surfaces exacerbate stormwater runoff and localized flooding. Property values in South Side neighborhoods are impacted by poorly maintained and vacant lots, and there is a lack of access to employment opportunities and workforce development training, negatively impacting the economic wellbeing of residents.

Project Overview

Delta Institute is working to improve environmental quality while also increasing economic development opportunity in Chicago's South Side communities through several initiatives that support Emerald South's [Terra Firma](#) project—a project that focuses on the revitalization of vacant land primarily in the South Shore, Washington Park, and Woodlawn neighborhoods.

As such, Delta intends to undertake the following four tasks:

1. Maintenance and improvement of the Terra Firma vacant lots
2. Community engagement and mapping
3. Workforce development
4. Rebuilding community garden capacity

This Request for Proposals is focused on maintenance and improvement of the Terra Firma vacant lots (Task 1). Delta Institute seeks to identify and partner with local nonprofits, community-based organizations, and businesses including small businesses that are in and/or serve the communities of Woodlawn, Washington Park, and South Shore to advance landscape maintenance in these neighborhoods.

The primary goal is to ensure these spaces remain clean, safe, and vibrant for community use.

Delivery of services will be in accordance with the terms, conditions, and requirements set forth in this Request for Proposals.

Successful vendors will provide the specified requirements in accordance with all applicable federal, state, and local laws, standards, and regulations necessary to perform the scope of services.

Acknowledgements

This funding is provided through generous support of the Restore, Reinvest, and Renew (R3) Program by the Illinois Criminal Justice Information Authority (ICJIA).

Project Scope

The selected firm(s) shall serve as part of the Project Team for the project and shall, at a minimum, complete the following scope of work from May 5, 2025, through October 31, 2025.

Services to be rendered include but are not limited to the following:

1. **Inspection of the lots in Woodlawn, Washington Park, and South Shore**, including:
 - a. Conduct an inspection visit for each lot (see list of vacant lots in APPENDIX A)
 - b. Fill out an inspection log for each lot visited (APPENDIX B)

Contractor shall specify how many lots they are able to inspect per week.

2. **Maintenance of Prioritized Lots** including:
 - a. Perform maintenance work on prioritized lots.
Type of maintenance work needed:
 - i. Trash removal (e.g. small trash or larger debris)
 - ii. Vegetation Management (e.g. mowing, planting, removal of invasive species, pruning)
 - iii. Soil and Groundcover (e.g. aeration, mulching, grass re-seeding)
 - iv. Fences (e.g. light repair, removal)Lot prioritization for maintenance will be determined collaboratively by Delta's project team and the selected contractor, based on the inspection logs (which must be submitted every two weeks) and the contractor capacity.
 - b. Fill out a maintenance log for each lot maintained (Appendix D)

Contractor shall specify how many lots they are able to maintain per week.

3. **Reporting:** The contractor will document all work performed and will report to Delta the following:
 - a. Submission of bi-weekly reports with the list of lots inspected and maintained including the completed inspection logs (APPENDIX B) and completed maintenance logs (Appendix D).
 - b. A comprehensive Project-Wide Assessment Report (APPENDIX C) to be completed once all lots have been inspected.
 - c. A final Project Report: comprehensive report summarizing the Project-Wide assessment report findings and all the maintenance work performed (including recurring maintenance needs and ongoing challenges). It will include recommendations for future Inspection & Maintenance with suggested strategies for ongoing lot maintenance over the next three years and best practices for lot prioritization and resource allocation.

The **maximum budget is \$121,000**, which covers both the inspection and maintenance. All the project vacant lots must be inspected within the project timeline.

The proposed budget and narrative should specify how many lots the selected contractor can inspect per week along with an estimated submission date for the comprehensive Project-Wide Assessment Report.

The proposed budget and narrative should specify how many lots the selected contractor can maintain per week until October 31, 2025 in addition to the inspections while staying within this budget and the project timeline.

We highly recommend the selected contractor to use **ESRI survey123** in a laptop or mobile device connected to the internet during the inspection or the maintenance visits to facilitate the transmission of inspection logs and maintenance logs. An app is not required. A link to complete the log will be provided on award of the contract. The proposal should specify whether the contractor will be able to use it.

The contractor shall furnish all labor, material, tools, equipment, transportation, insurance, incidentals, and other facilities to perform all work.

Contractors might need to work with community members (where/as appropriate).

The chosen Contractor is expected to work closely with Delta Institute to ensure that the project's implementation work is properly completed in a cost-effective, responsive, and timely manner.

Contractors must be familiar with the project by thorough personal examination of the proposed work site(s) as referenced in Appendix A and by use of any other means that may be necessary to determine the following:

- a. Actual conditions and requirements of the work;
- b. Any unusual difficulties that may be encountered in the prosecution of the work;
- c. The character and respective amounts of all classes of labor and materials which the contractor may be required to furnish to complete all or any part of the work;
- d. All circumstances and conditions affecting the work or its cost; and
- e. Include any expenses that may incur to complete the work stipulated under the proposed contract.

Any failure of the Contractor acquainting themselves with all the available information concerning the above, shall not be relieved from responsibility for estimating properly the difficulties or cost to successfully perform the work.

Project Schedule

Deliverable	Description	Due Date
Inspection and Maintenance Schedule	Including: <ul style="list-style-type: none"> - A detailed weekly breakdown of planned inspection visits, specifying the number of lots to be inspected each week. - The expected submission date of the Comprehensive Project-Wide Assessment Report (once all lots have been inspected) - A projected schedule for maintenance work, detailing the number of lots that can be maintained each week until project completion. 	Included in the scope of work of the signed Agreement
Comprehensive Project-Wide Assessment Report	A detailed report summarizing inspection findings across all lots. See APPENDIX C for the table of contents.	Upon completion of all inspections
Bi-Weekly Reports	A summary of lots inspected and maintained, including all inspection logs (APPENDIX B) and maintenance logs (APPENDIX D).	Every two weeks
Final Project Report	A comprehensive summary of all work performed and recommendations for future inspections and maintenance.	October 2025

The chosen contractor must be able to commit resources to this project to ensure adherence to the proposed project schedule.

Requisite Experience

A contractor responding to this RFP must demonstrate expertise in landscape maintenance with a proven track record of managing multi-site maintenance contracts. The contractor should have experience maintaining vacant lots or similar properties, including regular turf mowing, edging, debris removal, and weed control while adhering to environmental and safety regulations

In addition, contractors should have knowledge and experience of working in residential and high traffic areas.

Relevant experience in fence repair will be considered an added advantage but is not required.

Contractors will be required to demonstrate their ability to perform all required phases of work and provide evidence of required equipment, tools, and vehicles.

The contractor should be proficient in handling construction materials, site preparation, and post-installation clean-up to ensure compliance with program requirements.

Project management skills are required, including the ability to coordinate staff, schedule maintenance visits, track work progress, and submit required documentation such as before-and-after photos with timestamps.

The contractor must also have the capacity to mobilize labor and equipment efficiently across multiple locations, maintain adherence to the provided maintenance schedule, and work collaboratively with Delta Institute and other program partners.

Insurance coverage, proper licensing, and compliance with local regulations are also necessary qualifications.

Experience working on municipal, nonprofit, or community-based projects is desirable.

PROPOSAL CHECKLIST

All proposals must include this completed proposal checklist with the following completed components:

- ☐ Completed Non-collusion Affidavit Form.
- ☐ Completed Official Proposal Pricing Form.
- ☐ Proposal narrative identifying a clear understanding of the project scope, the contractor's approach to project management with an overview of the vendor's business, a work plan and a budget.
 - The following information is required in the proposal's narrative:
 - Overview of the vendor's business:
 - o Name, title, phone number, and email address of the primary contact.
 - o A description detailing the vendor's preparedness to complete the work, including the number of staff and a list of equipment and tools.
 - Work Plan: a detailed work plan outlining execution of the work, including a timeline, number of lots inspected or maintained, and other relevant information.
 - Budget: a detailed budget, including time and cost projections for materials, tools, equipment, and staff time.
- ☐ Completed References and Qualifications Form.
- ☐ At least two 1-page informational summaries of referenced projects with pictures and graphics from those projects with name of client, location, and contact information.
- ☐ Description of key personnel with brief bios and their role on this project.
- ☐ Résumé for project manager with whom Delta will interface.
- ☐ Certificate of Insurance.
- ☐ Completed Delta Institute Signature Authorization Form.
- ☐ Completed Delta Institute Questionnaire Form.
- ☐ Completed Delta Institute Exception Form.
- ☐ Completed Delta Institute Workers' Compensation Certificate Form.
- ☐ Completed Acknowledgement of Addendum Form for all Addendums Form.
- ☐ Drug Free workplace policies and procedures.
- ☐ Affidavit and statement regarding E-Verify compliance.
- ☐ No investment in Iranian energy sector

METHOD AND CRITERIA FOR SELECTION

Delta Institute will evaluate each proposal.

A Proposal Selection Committee, consisting of four members, has been appointed by Delta Institute to review all proposals. The Committee will review each written proposal submitted to determine if they meet the requirements of this RFP. Failure to meet the essential requirements of this RFP may be cause for rejection of the proposal. The Committee will make independent random checks of the proposer's references as well as major sub-contractors.

The following criteria will be applied by the Committee to evaluate each proposal with the relative weight to be attributed (in points) to each criterion:

Proposals will be evaluated on Bidder's qualifications, technical approach, and relevant experience.

Local and Disadvantaged Business Enterprises (e.g., Minority-owned business enterprises or MBEs, Women-owned business enterprises or WBEs, etc.) are encouraged to respond to this RFP. Local firms are encouraged to respond and will be evaluated favorably and firms with staff with some of the following credentials and licenses will be considered more qualified than those that do not have any (such as P.E., ASLA, and/or AIA).

MAXIMUM POINTS	CRITERIA
10	Understanding the scope of work and quality of the Proposal to meet this scope.
30	Qualifications of Team
30	Ability to meet the Project Team's needs, on time and within budget.
30	Price including all costs
100	TOTAL

Upon proposals being scored by the Committee, Delta Institute reserves the right to accept or reject any and all proposals, to waive any irregularities or informalities in any proposal, and to award a contract to the Contractor who best meets the RFP's requirements.

Relevant factors include completeness and accuracy of proposal; references from other owners, developers, or municipalities regarding past work done by the Contractor and its subs; combination of the certifications; customer service record and experience of the proposed staff; ability to complete the job in the specified time; or other considerations to the advantage of the Delta Institute.

Proposals may not be withdrawn for a period of ninety (90) days after the date set for opening

thereof, unless otherwise required by law.

The award of the contract, if awarded, will be made within sixty (60) days after opening of the Proposals. The proposer's signature on the Proposal form shall constitute a commitment on the part of the proposer to perform the work in a workmanlike manner as set forth in the Request for Proposal. The Contractor to whom the contract is awarded shall be notified upon award of the contract by the Delta Institute. The Proposal Form, the Terms and Conditions, the Special Provisions, the Request for Proposal, together with any plans and/or attachments, shall all be considered as part of the contract between the Delta Institute and the Contractor to whom the contract is awarded.

Discussions may be conducted with responsible proposers who submit proposals determined by the Committee to be reasonably susceptible of being selected for award.

The prospective contractor is advised that, should its proposal result in award of a contract, the contract will not be in effect until it is approved and fully executed by the Delta Institute.

TERMS AND CONDITIONS

NOTE: IT IS THE PROPOSER'S RESPONSIBILITY TO EXAMINE THE "REQUEST FOR PROPOSALS" SOLICITATION IN ITS ENTIRETY PRIOR TO SUBMITTING A PROPOSAL.

All information should have been updated within the past three (3) months.

Contract Type

The contract between the successful firms and Delta Institute will be for specific activities and submittals and specifying a maximum not-to-exceed amount.

Term of Contract

The contract shall commence after approval by Delta Institute. It is expected to be completed in a period not exceeding seven (7) months. The contract will expire on October 31, 2025.

Federal Requirements

Bids cannot use a "cost plus a percentage of cost" nor "percentage of construction costs" form of pricing.

The contractor(s) chosen must follow all provisions in Title 2 Code of Federal Regulations Part 200, Appendix II (2 CFR 200, Appendix II) titled "Contract Provisions for Non-Federal Entity Contracts Under Federal Awards."

The chosen contractor will also need to follow federal guidelines regarding purchasing anything that meets the federal definition of "equipment" with funds from this contract.

In accordance with 2 CFR 200.322, as appropriate and to the extent consistent with law, contractor must, to the greatest extent practicable under this Award, provide a preference for

the purchase, acquisition, or use of goods, products, or materials produced in the United States.

The contract executed with the chosen contractor(s) will include the above federal regulations, as well as any other applicable regulations with which the contractor(s) must comply.

Waiting Period

Proposals shall be firm offers, subject to acceptance or rejection for a period of up to ninety (90) days per "Request for Proposal" from the date of the proposal opening until proceedings are completed and an award is made. Proposer shall assume full responsibility for the effect of the waiting period on all proposal fees and terms.

Insurance

Contractors are required to provide with their proposal, certificates of insurance verifying coverage, as well as a letter from the Contractor's insurance agent or corporate Risk Management Department acknowledging that the Contractor is able to comply with all insurance requirements.

It is highly recommended that Proposers confer with their respective insurance carriers or brokers to determine in advance of proposal submittal, the availability of insurance certificates and endorsements as prescribed herein.

During the term of this Contract, the Contractor shall maintain, at Contractor's sole expense, the following insurance.

1. Minimum Scope of Insurance:

- a General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- b Professional Liability and errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents in conjunction with the services to be provided. Coverage limits shall be \$1,000,000 or more, per occurrence without reduction for claims paid during the policy period. The carrier should be duly insured and authorized to issue similar insurance policies of this nature in the State of Illinois.
- c Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- d Workers' Compensation and Employers Liability: Statutory Workers' compensation limits as required by the State of Illinois and employers Liability limits of \$1,000,000 per incident.

2. Deductibles and Self-Insured Retention:

Any deductibles or self-insured retention must be declared to and approved by Delta Institute. At the option of Delta Institute, either: the insurer shall reduce or eliminate such deductibles or self-insured retention as respects Delta Institute, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

3. Umbrella or excess liability coverage of \$5,000,000 per occurrence and in the aggregate.
4. Other Insurance Provisions: The policies are to contain, or be endorsed to contain, the following provisions:
 - a. Delta Institute is to be covered as insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
The coverage shall contain no special limitations on the scope of protection afforded to Delta Institute.
 - b. For any claims related to this Project, the Contractor's insurance coverage shall be primary insurance as respects to Delta Institute. Any insurance or self- insurance maintained by Delta Institute shall be excess of the Contractor's insurance and shall not contribute with it.
 - c. Any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to Delta Institute.
 - d. The Contractor's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.
 - e. Each insurance policy required by this section shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits, except after thirty (30) days prior written notice, by certified mail return receipt requested, has been given to Delta Institute.
 - f. Professional Liability Insurance or Errors and Omissions insurance as appropriate to Contractor's profession shall be required and written on a policy form specifically designed to provide coverage for and protect against liability for the negligent acts, errors and omissions of the Contractor in the performance of the services required by this Contract. A minimum coverage of at least \$1,000,000 per claim and in the aggregate, must be provided.

Proposal Preparation Costs

Delta Institute is not and will not be deemed liable for any costs incurred by Proposers in the preparation, submittal, or presentation of their proposals.

Proposal Inclusions

The RFP response documents shall be returned completed in their entirety, with ALL applicable portions fully completed by the proposer.

All proposers are encouraged to review and confirm that their proposal includes and specifically addresses all of the requirements for the proposal, including any addenda, prior to submitting the proposal as outlined elsewhere in this RFP.

Withdrawal of Proposal Before Closing

Any proposer may request the withdrawal of their submitted proposal, by written request, at any time **prior** to the scheduled submission deadline. Upon receiving the written request to withdraw

any proposal, Delta Institute will consider the proposal null and void and return the proposal to the proposer unopened. Withdrawal of a proposal will not prejudice the proposer's re-submittal for this or any future request for proposal(s).

Mistake in Proposal

Any proposer may request to withdraw their proposal after the proposal opening, subject to the time restrictions indicated below, **only** if the Contractor can establish, to the Delta Institute's satisfaction, that a mistake was made in preparing the proposal.

1. A proposer declaring a mistake must provide a written notice to Delta Institute within five (5) calendar days following the scheduled opening date, specifying in detail the alleged mistake, how the mistake occurred, and how the mistake made the proposal materially different than it was intended.
2. Withdrawal of the proposal will **only** be permitted for mistakes made in the completion of the proposal determined by Delta Institute to justify withdrawal.

Written Questions and Answers

ALL QUESTIONS MUST BE SUBMITTED BY April 23, 2025 at 5:00 PM CST by email to hmhardy@delta-institute.org

In order for all competing proposers to receive the same information, no response shall be given to verbal questions submitted by telephone or in person. Personal and/or telephonic contact with Delta Institute in regard to this RFP is prohibited. Delta Institute may reject the proposal of any proposer violating this rule.

Answers to all relevant questions will be provided in one or more addenda, if deemed necessary, and supplied to all entities on the RFP holder's list. If you are unsure if you are on the proposer's list, please contact: hmhardy@delta-institute.org to place yourself on the list.

Proposal Submittal

Any proposal found to be illegible, or incomplete shall be considered for rejection.

Whether sent by courier, mail, or by means of personal delivery, proposers assume full responsibility for having their proposal delivered to the proper location and not later than the scheduled closing time.

More than one (1) proposal from an individual, firm, partnership, or corporation under the same or different names, will not be considered.

Proposal Acceptance

Delta Institute reserves the right to accept or reject any and all proposals and waive any irregularities or informalities in any proposals or in the proposal process.

Delta Institute further reserves the right to award the contract to other than the lowest proposer

if such action is deemed to be in the best interest of the project.

Failure to provide the information requested or falsification of any information provided shall result in disqualification of the proposal.

Public Record

Be advised that **all** information contained in proposals submitted in response to this RFP **shall** become a matter of public record upon contract award, and be made available to the public upon request. The proposer may identify, in writing, all copyrighted material, trade secrets, or other proprietary information the proposer claims are exempt from disclosure. The proposer who claims such an exemption must also state in the proposal that, "The proposer agrees to indemnify and hold harmless Delta Institute and its employees from any claims, liability or damages against them and to defend any actions brought against them for their refusal to disclose such material, trade secrets, or other proprietary information to any party."

Acceptance and Payment

Properly executed original invoice(s) shall include reference to the contract for the Project and be accompanied by detailed supporting documentation based on the approved schedule of values.

Delta Institute shall pay the Contractor's properly executed invoice, subject to approval by Delta Institute, within thirty (30) days following receipt of the properly prepared invoice.

Payment will be made based on invoices provided for work completed, based on the timeline of the project, and as the work is completed to the satisfaction of Delta Institute.

Total payment for all Work shall not exceed the sum of the estimated cost of all completed phases plus the partial payments for partially completed phases.

Payment may be withheld for any services which do not meet or exceed Delta Institute's requirements or have proven unacceptable until such services are replaced, resubmitted, and accepted by Delta Institute.

Retention of and Access to Records

At all reasonable times during the term of the contract and for a minimum of three (3) years following final settlement, Delta Institute, and any designated representative thereof shall have access to all records related to work performed under this contract and the Contractor and all sub-contractors shall make such records available for inspection, audit, copying excerpts and transcriptions.

Drug-Free Workplace Requirements a

The Contractor and all sub(s) shall comply with the requirements of the Drug- Free Workplace Act of 1990 and [30 ILCS 580](#).

Americans with Disabilities

The Contractor and all subcontractors shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA.

Conflict of Interest

No employee of Delta Institute during his/her/their tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.

Furthermore, the parties hereto covenant and agree that, to the best of their knowledge, no board member or employee of Delta Institute has any interest or family members, whether contractual, non-contractual, financial or otherwise, in this transaction, or in the business of the Contractor and that if any such interest comes to the knowledge of either party at any time, a full and complete disclosure of such information will be made in writing to the other party or parties, even if such interest would not be considered a conflict of interest.

Disputes

Any controversy or claim arising out of or relating to the provisions of this Contract or the breach thereof shall be settled by arbitration, in accordance with Illinois laws and regulations, unless the parties agree, in writing, to some other form of alternative dispute resolution.

Termination for Convenience

Delta Institute may, by written notice, terminate this contract in whole or in part, when deemed in the Delta Institute best interest to do so.

Upon termination of this contract, Delta Institute shall only be liable for payment under the payment provisions of this contract for services rendered or supplies furnished prior to the effective date of termination.

Termination for Default

Delta Institute may, by written notice of default to the Contractor, terminate the contract, in whole or in part, if the Contractor fails to:

1. Deliver or perform the services within the time specified in the contract or any Delta Institute approved extension; or
2. Fails to make progress, so as to endanger performance of the contract; or
3. Fails to comply with any of the other provisions of the contract.

Ownership of Materials and Documents/Confidentiality

Delta Institute retains ownership of any and all partial or complete reports, drawings, plans, notes, computations, lists, and/or other materials, documents, information, or data provided to or prepared by the Contractor and/or the Contractor's sub-contractor(s) pertaining to this Project.

Said materials and documents are confidential and shall be available to Delta Institute from the moment of their preparation.

The Contractor shall provide Delta Institute with an electronic version of all project-related documents, including all text documents, calculations, and drawings.

The Contractor agrees that same shall not be made available to any individual or organization, private or public, without the prior written consent of Delta Institute.

Delta Institute and Contractor shall be joint owners of any and all such documents.

Amendments and Request

Delta Institute reserves the right to amend this Request for Proposals by addendum before the final proposal submittal date.

Any amendment needs to meet Delta's and Emerald South grant requirements.

All addenda will be supplied to everyone on the RFP holders list.

Affirmative Action

Delta Institute hereby notifies all proposers that contractors must affirmatively ensure that minority business enterprises will be afforded full opportunity and consideration when submitting proposals to be subcontractors in response to this RFP and that they will not be discriminated against on the grounds of race, color, sex, sexual orientation, creed, or national origin when reviewing the proposals for award of the contract.

Hiring of Illegal Aliens Prohibited

Contractor shall not hire or employ any person to perform work or allow any person to perform work required under the contract unless such person is properly documented and legally entitled to be employed within the United States.

The Contractor, prior to award of the contract, will be required to execute E-Verify and Government of Iran investment declarations as required by the laws of the State of Illinois.

Safety

The Applicant and its subcontractor(s) shall comply with OSHA regulations applicable to this project regarding necessary safety equipment or procedures.

Consequential Loss

Neither party shall be liable to the other party in any circumstances for any indirect, economic, special, or consequential loss or damage, including, but not limited to, loss of revenue, loss of production, or loss of profit.

Limitation of Liability

Notwithstanding any other clause in the contract, the total aggregate liability of the Contractor to the Delta Institute for any claims, losses, costs or damages arising out of or in connection with the Contractor's performance of the contract, whether under the law of contract, tort (including negligence), statute or otherwise, shall be limited, to the extent permissible by law, to five times the total compensation received by the Contractor or the limits of the relevant insurance policies pursuant the contract, whichever is greater.

NO-COLLUSION AFFIDAVIT FORM

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this ____ day of _____, _____

(Name of Organization)

(Title of Person Signing)

(Signature)

ACKNOWLEDGEMENT

STATE OF _____)

) ss

COUNTY OF _____)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this _____ day of _____, _____.

(Notary Public Signature)

My Commission Expires: _____

OFFICIAL PROPOSAL PRICING FORM

Company Name: _____

Company Address: _____

City, State, and Zip: _____

Activities	Price
TOTAL	

My signature on this submittal certification is affirmation that all items listed within this proposal are fully accurate, completed, and executed and are hereby submitted with the proposal as required. I understand that failure to complete and/or submit any of the required documents may be cause for rejection of this proposal.

Authorized Signature

Printed Name

Date Signed

Telephone Number

REFERENCES AND QUALIFICATIONS FORM

All proposers must provide information about at least two references and pictures from previous maintenance or landscaping work performed in the last five (5) years. In addition, you must include the name, address, and telephone number of the contact person having knowledge of the project and knowledge of the integrity and business practices of the proposer.

Three Project References:

1. Project Name:

Address:

Brief Description of Project:

Pictures:

Contact Person & Phone Number:

2. Project Name:

Address:

Brief Description of Project:

Pictures:

Contact Person & Phone Number: _____

3. Project Name:

Address:

Brief Description of Project:

Pictures:

Contact Person & Phone Number: _____

DELTA INSTITUTE SIGNATURE AUTHORIZATION FORM

PROPOSER:

I hereby certify that I have the authority to offer this proposal to Delta Institute for the above-listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal.

Name: _____

Title: _____

Signature: _____

Date: _____

The following information relates to the legal contractor listed above, whether an individual or a company. Place check marks as appropriate:

1. If successful, the contract language should refer to me as:

☐ An individual or Sole proprietorship

☐ A Partnership

partner's names: _____

☐ A Limited Liability Company

☐ A Corporation

2. My Tax Identification Number Is _____

(For individuals this number is usually the Social Security Number.)

3. I certified that

- ☐ I am a certified as an MBE WBE DBE company
 - ☐ I attached a copy of my certification
- ☐ I have recently filed for MBE WBE DBE certification but have not yet received certification.
- ☐ I am not a MBE WBE DBE company.

Proposer's Information

Person: _____

Title: _____

Address: _____

Phone Number: _____

Email Address: _____

DELTA INSTITUTE EXCEPTION FORM

Should Proposer take exception to **ANY** of the terms and conditions or other contents of this RFP, list the exceptions below.

THIS COMPLETED FORM MUST BE RETURNED WITH YOUR PROPOSAL.

If no exception(s) are taken, enter "**NONE**" for the first item. *(Make additional copies of this form as necessary)*

Page Number: _____

Section Title: _____

Paragraph Number: _____

Exception Taken:

Page Number: _____

Section Title: _____

Paragraph Number: _____

Exception Taken:

Page Number: _____
Section Title: _____
Paragraph Number: _____

Exception Taken:

Page Number: _____
Section Title: _____
Paragraph Number: _____

Exception Taken:

Page Number: _____
Section Title: _____
Paragraph Number: _____

Exception Taken:

Page Number: _____
Section Title: _____
Paragraph Number: _____

Exception Taken:

DELTA INSTITUTE WORKERS' COMPENSATION CERTIFICATE FORM

The Proposer shall execute the following form as required by the Worker's Compensation Act of Illinois:

I am aware of the provisions of the Illinois Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and on behalf of my firm, I will comply with such provisions before commencing the performance of the services of any contract entered with Delta Institute.

Signature

Company Name

Printed Name Business

License Number

Title

Date

ACKNOWLEDGEMENT OF ADDENDUM FORM

TO BE RETURNED WITH REQUEST FOR PROPOSAL

TITLE _____

ACKNOWLEDGEMENT OF RECEIVING ADDENDUM #(s) _____

NAME OF VENDOR _____

FIRM CONTACT _____

PHONE _____

MAILING ADDRESS _____

SIGNATURE OF AUTHORIZED AGENT _____

DATE _____

APPENDIX A: LIST OF PROJECT SITES

Respondents are strongly encouraged to visit sites prior to proposal submission.

Here is a link to the proposed vacant lots sites (this is an active list, being subject to change (expansion and consolidation): [Project sites](#)

APPENDIX B: INSPECTION LOG TEMPLATE

The form below will be completed for each inspection visit. We highly recommend that contractors use ESRI Survey123 for inspection reporting. Inspections can be logged in real time using a mobile device, tablet, or computer with internet connectivity. An app is not required. A link to complete the log will be provided on award of the contract.

General information

Lot Number/ID:	Inspector Name:
Lot Size (sq ft):	Date of Inspection:
Lot Address:	Adjacent Land Use (schools, businesses, residential, etc.):

Lot conditions Please tick ☒ all the boxes that apply

Overall Lot Condition	<input type="checkbox"/> 1 (poor)	<input type="checkbox"/> 2 (Fair)	<input type="checkbox"/> 3 (Good)	<input type="checkbox"/> 4 (Excellent)
Overall Vegetation Condition	<input type="checkbox"/> 1 (poor)	<input type="checkbox"/> 2 (Fair)	<input type="checkbox"/> 3 (Good)	<input type="checkbox"/> 4 (Excellent)
Overall artificial surfaces and structures Condition	<input type="checkbox"/> 1 (poor)	<input type="checkbox"/> 2 (Fair)	<input type="checkbox"/> 3 (Good)	<input type="checkbox"/> 4 (Excellent)

Maintenance needs Please tick ☒ all the boxes that apply.



Trash removal

☐ Small Trash (e.g., wrappers, small plastic pieces, paper, etc.) ☐ Large Debris (e.g., furniture, branches, etc.) ☐ Other (please specify): _____

Trash	<input type="checkbox"/> Severe	<input type="checkbox"/> Moderate	<input type="checkbox"/> Minimal	<input type="checkbox"/> None
Comments:				



Vegetation Management

☐ Mowing ☐ Planting ☐ Removal of invasive species ☐ Pruning ☐ Other (please specify): _____

Grass/Groundcover	<input type="checkbox"/> Well-maintained	<input type="checkbox"/> Overgrown	<input type="checkbox"/> Sparse	<input type="checkbox"/> Invasive
Tree/Plant Health	<input type="checkbox"/> Healthy	<input type="checkbox"/> Overgrown	<input type="checkbox"/> Damaged	<input type="checkbox"/> Dead
Comments:				

Soil and Groundcover

☐ Aeration ☐ Mulching ☐ Grass re-seeding ☐ Other (please specify): _____

Soil Type	<input type="checkbox"/> Compacted	<input type="checkbox"/> High clay content	<input type="checkbox"/> Sandy soils	<input type="checkbox"/> Loamy
Comments:				

Fences

☐ Fence repair ☐ Fence installation ☐ Fence removal ☐ Other (please specify): _____

Specify if the fences are:	<input type="checkbox"/> Intact	<input type="checkbox"/> Damage, repairable	<input type="checkbox"/> Damaged, unable to repair
Comments:			

Artificial Surfaces

☐ Gravel needed ☐ Surface patching ☐ Other (please specify): _____

Drainage

☐ Clearing ☐ Drain installation ☐ Other (please specify): _____

Potential causes of damage

Weather (e.g.: Storms, Extreme heat, Freezing temperatures)	
Natural Causes (e.g.: Soil Compaction, Erosion, Invasive plants, Tree diseases or pest infestations, Animal damage, Flash floods, Standing water)	
Human Activity and Vandalism (e.g.: Neglect, Trash dumping, Illegal use, Graffiti, Frequent trespassing, Off-roading, Illegal parking)	
Structural Failures (e.g.: Old fences, Buildings collapsing)	
Others	

Are there other safety concerns? Please circle one: YES / NO

If yes, please describe:

Lot prioritization for maintenance

- ☐ High Priority Lot: requires urgent attention
- ☐ Medium Priority Lot: needs maintenance but not immediately critical
- ☐ Low Priority Lot: can be addressed in later phases

Estimated hours needed for maintenance: _____

Estimated detailed costs for maintenance:

Do you have any additional notes or observations? If so, please write below:

Inspector Signature:	Date:

APPENDIX C: COMPREHENSIVE PROJECT-WIDE ASSESSMENT REPORT

Report should include at least, but not be limited to:

1. Executive Summary

- **Overview of Inspection Tasks:** Briefly describe the scope and process of the lot inspections.
- **Summary of Findings:** Provide a high-level overview of the overall conditions of the lots, major issues identified, and the general level of maintenance required.

2. Lot Prioritization for Maintenance

- **High-Priority Lots:**
 - Summary of lots requiring urgent attention and the reasons for their prioritization.
- **Medium-Priority Lots:**
 - Summary of lots needing maintenance but not immediately critical.
- **Low-Priority Lots:**
 - Summary of lots that can be addressed in later phases.

3. Recommendations

- Suggestions for future inspections, best practices for lot prioritization and resource allocation, maintenance strategies, and potential improvements to the inspection process.

4. Appendix

- **Inspection Logs:** Detailed records of each lot inspected.

APPENDIX D: MAINTENANCE LOG TEMPLATE

The form below will be completed for each maintenance visit. We highly recommend that contractors use ESRI Survey123 for maintenance reporting. Maintenance visits can be logged in real time using a mobile device, tablet, or computer with internet connectivity. An app is not required. A link to complete the log will be provided on award of the contract.

General information

Lot Number/ID:	Inspector Name:
Lot Size (sq ft):	Date of Inspection:
Lot Address:	Adjacent Land Use (schools, businesses, residential, etc.):

Please tick ☒ all the boxes that apply

Lot conditions

Overall Lot Condition	<input type="checkbox"/> 1 (poor)	<input type="checkbox"/> 2 (Fair)	<input type="checkbox"/> 3 (Good)	<input type="checkbox"/> 4 (Excellent)
Overall Vegetation Condition	<input type="checkbox"/> 1 (poor)	<input type="checkbox"/> 2 (Fair)	<input type="checkbox"/> 3 (Good)	<input type="checkbox"/> 4 (Excellent)
Overall artificial surfaces and structures Condition	<input type="checkbox"/> 1 (poor)	<input type="checkbox"/> 2 (Fair)	<input type="checkbox"/> 3 (Good)	<input type="checkbox"/> 4 (Excellent)

Maintenance

Trash removal

☐ Small Trash (e.g., wrappers, small plastic pieces, paper, etc.), ☐ Large Debris (e.g., furnitures, branches, etc.) ☐ Other (please specify): _____

Status: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started	Comments:
--	------------------

Vegetation Management

☐ Mowing, ☐ Planting, ☐ Removal of invasive species, ☐ Pruning, ☐ Other (please specify): _____

Status: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started	Comments (treatment methods, Next Treatment Needed, Long-Term Maintenance Considerations, etc.):
--	---

Soil and Groundcover

☐ Aeration, ☐ Mulching, ☐ Grass re-seeding, ☐ Other (please specify): _____

Status: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started	Comments (treatment methods, Next Treatment Needed, Long-Term Maintenance Considerations, etc.):
--	---

Fences

☐ Fences repair, ☐ Fences removal, ☐ Other (please specify): _____

Status: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started	Provide details:
--	-------------------------

Additional work or special tasks

Status: <input type="checkbox"/> Completed <input type="checkbox"/> In progress <input type="checkbox"/> Not started	Describe:
--	------------------

Challenges or issues

Describe any challenges faced:

Actions taken to resolve:

Photos

Please include **before-and-after photos** to document the condition of the lot before and after maintenance efforts.

Inspector Signature:	Date: