

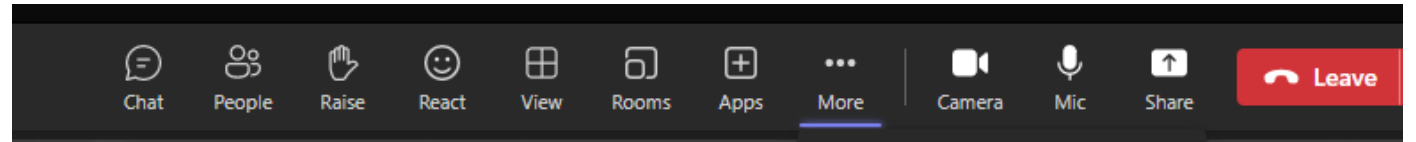
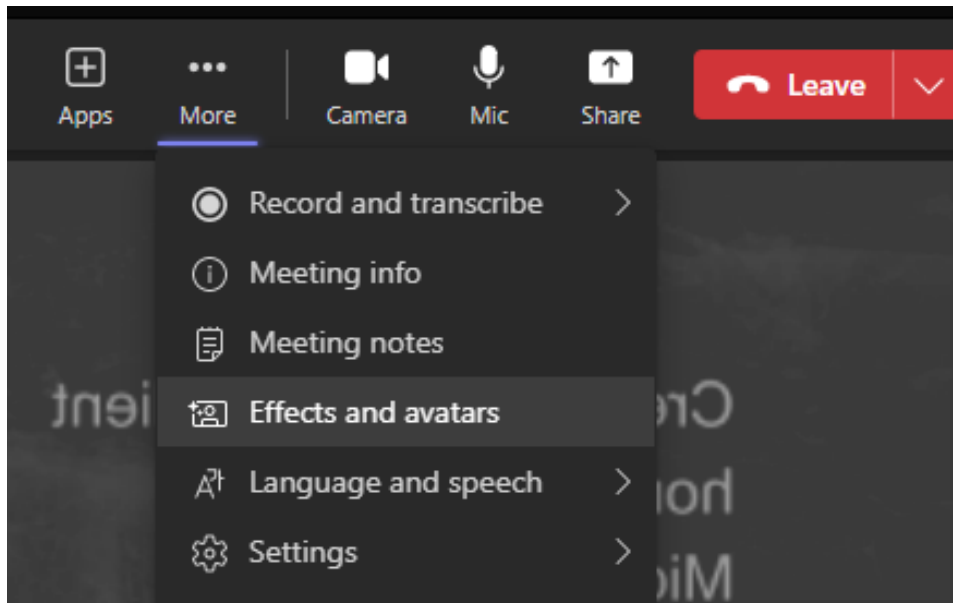
*Request for Proposal (RFP) and Specifications for  
Landscape and Construction Contractors for the  
Emerald South – Terra Firma Project*

*PRE-PROPOSAL MEETING - APRIL 21, 2025*

# HOUSEKEEPING FOR OUR CONVERSATION TODAY

## For Microsoft Teams

- Please take a moment to check your preferred audio, background, and name by clicking “More” and then “Effects and avatars.”



- **From Left to Right:**
- Engage in **Chat** as a non-verbal way to engage.
- Review your appearance in the **People** roster.
- **Raise your hand** when you have a question.
- Nonverbally **React** with emojis. 😊
- Please use your **Video** in line with your comfort, and have on when you ask questions or engage in discussion.
- Please keep your **Mic** muted when not speaking to reduce background noise.

# *MISSION & VISION*

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.



## *WHY WE EXIST*

Delta Institute exists because environmental, economic, and climate issues hit communities—urban and rural—through disinvestment, systemic inequity, and policy decisions. We collaborate at the community level to solve our home region’s new and legacy issues, by focusing on the self-defined goals and needs of our partners.

Our work takes us to population centers like Chicago, St. Louis, and Detroit; to mid-sized cities such as Gary and South Bend, Indiana; to Great Lakes coastal towns like Michigan City, Indiana and Muskegon, Michigan; and to rural communities and watersheds with tens of thousands of acres of farmland and waterways across our region. It’s quite likely that you—or someone you know—lives, works, or passes through a community that Delta Institute has helped since our founding in 1998. Delta Institute is proud to serve as the EPA’s Environmental Finance Center for Water Infrastructure for the next five years, which means that we may be supporting a community near you right now. We are a trusted 501(c)(3) nonprofit organization with a Platinum Seal of Transparency from Candid/GuideStar, a recognition received by fewer than 1% of all 1.5 million registered nonprofits in the United States.

**Acting now is not only a pressing climate change issue, but also an issue of equity and environmental justice.**

# *LANDSCAPE AND CONSTRUCTION CONTRACTORS FOR THE EMERALD SOUTH – TERRA FIRMA PROJECT PRE-PROPOSAL MEETING AGENDA*

- Project Overview
- Scope of Work
- Request for Proposal Guidelines
- Submission & Review Process
- Question & Answer Session



# *SUSTAINABILITY AND SUPPORT SERVICES*

Our Sustainability and Support Services are designed to respond to invitations to participate in community-led plans, which include a wide array of sectors in which Delta Institute has sizable experience. We forecast that by 2025, Delta Institute will work with more than 250 partner communities while securing **\$40 million in external investment** and creating **100 practical tools, resources, strategies, and municipal-, county-, and state-level plans.**





# *NATURE-BASED CLIMATE SOLUTIONS*

Delta Institute assists municipalities by integrating natural climate solutions and Green Infrastructure (GI) to reduce climate change impacts by capturing **100 million stormwater gallons** and leveraging **\$100 million in municipal GI investment**. We focus on communities that are disproportionately affected by flooding and climate change, to collaboratively improve their environmental indicators, mitigate local impacts of climate change, and strengthen their neighborhoods' resilience.



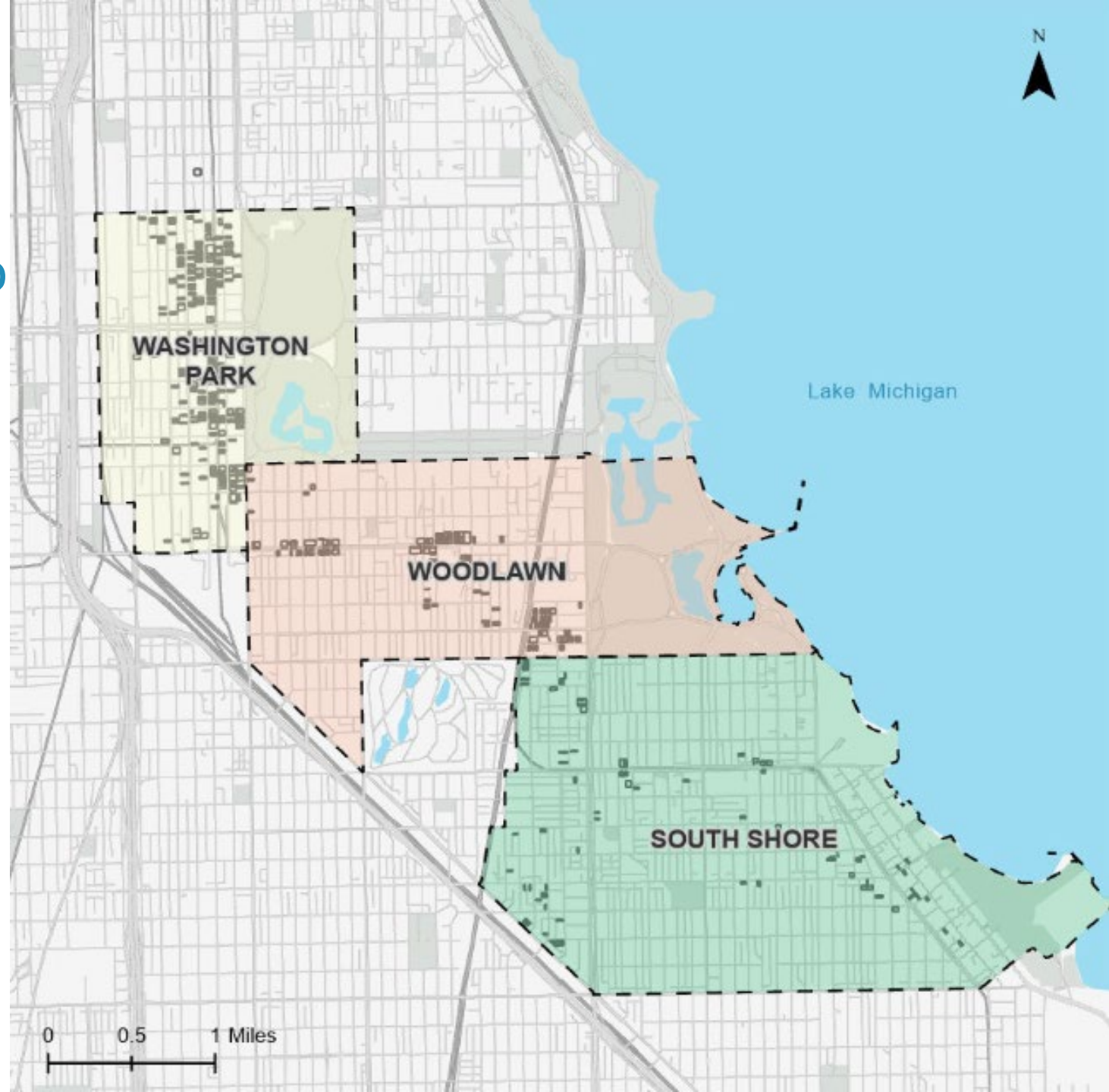
# *PROJECT OVERVIEW*



# *PROJECT BACKGROUND*

This project aims to improve environmental quality while also increasing economic development opportunity in Chicago's South Side communities through several initiatives that support Emerald Souths' Terra Firma project.

Terra Firma project focuses on the revitalization of vacant land in the South Shore, Washington park, and Woodlawn neighborhoods.



# *PROJECT BACKGROUND*

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 to advance landscape maintenance in these neighborhoods.

# *SCOPE OF WORK*

# *SCOPE OF WORK*

## 1. Inspection of the lots

- a. Conduct an inspection visit of 496 lots
- b. Fill out an inspection log for each lot visited - Appendix B

## 2. Maintenance of Prioritized lots

- a. Maintenance of Prioritized Lots
- b. Fill out a maintenance log for each lot maintained - Appendix D

## 3. Reporting

- a. Bi-weekly reports with the list of lots inspected and maintained including the completed logs
- b. A comprehensive Project-Wide Assessment Report to be completed once all lots have been inspected - Appendix C
- c. A final Project Report

# SCOPE OF WORK

## 1. Timeline

May 2025 (as soon as the Agreement is sign) to October 31, 2025

Additional funds may be available to support the project for two more years.

## 2. Budget

The maximum budget is \$121,000 for both the inspection and maintenance.

Emerald South Economic Development Collaborative received a grant through the Restore, Reinvest, and Renew (R3) Program, which is administered by the Illinois Criminal Justice Information Authority (ICJIA).

# *INSPECTION OF THE LOTS*

496 lots - [LOT ADDRESS](#) - [MAP](#)

The contractor will be required to complete an [inspection log](#) following the inspection visit, using the template provided in the RFP - Appendix B



# 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

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

## Lot conditions Please tick all the boxes that apply

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

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

### 🌿 Vegetation Management

Mowing  Planting  Removal of invasive species  Pruning  Other (please specify): \_\_\_\_\_

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

### 🌱 Soil and Groundcover

Aeration  Mulching  Grass re-seeding  Other (please specify): \_\_\_\_\_

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

### 🌿 Fences

Fence repair  Fence installation  Fence removal  Other (please specify): \_\_\_\_\_

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

### 🌿 Artificial Surfaces

Gravel needed  Surface patching  Other (please specify): \_\_\_\_\_

### 💧 Drainage

Clearing  Drain installation  Other (please specify): \_\_\_\_\_

## Potential causes of damage

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



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

If yes, please describe:

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### 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:

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Inspector Signature:	Date:
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It is highly recommended to use ESRI Survey123 for reporting inspections.

A web link will be provided to complete the inspection log.

All the project vacant lots must be inspected within the project timeline.

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



## *MAINTENANCE OF THE LOTS*

- The contractor will be required to complete a **maintenance log** using the template provided in the RFP - Appendix D
- **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 and other criteria's

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

### Vegetation Management

Mowing,  Planting,  Removal of invasive species,  Pruning,  Other (please specify): \_\_\_\_\_

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

### Soil and Groundcover

Aeration,  Mulching,  Grass re-seeding,  Other (please specify): \_\_\_\_\_

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

### Fences

Fences repair,  Fences removal,  Other (please specify): \_\_\_\_\_

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

### Additional work or special tasks

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



### Challenges or issues

Describe any challenges faced:

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Actions taken to resolve:

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### Photos

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

Inspector Signature:	Date:
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It is highly recommended to use [ESRI Survey123](#) for reporting inspections.

A web link will be provided to complete the inspection log.

**Only prioritized vacant lots will be maintained.** The contractor is not expected to maintain all 496 lots.

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

# *REPORTING*

- The contractor will document all work performed and will report to Delta the following:
  - a. Submission reports every 2 weeks with the list of lots inspected and maintained + the completed inspection and maintenance logs
  - b. A comprehensive Project-Wide Assessment Report to be completed once all lots have been inspected.
  - c. A final Project Report

# 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.

Must be completed once all the lots have been inspected

## *PROJECT TIMELINE*

- May 2025 (as soon as the agreement is signed) to October 31, 2025

Contractors are expected to inspect all lots during the designated timeframe.

During the first 15 days, contractors will focus solely on inspections. After the first biweekly inspection report is submitted, Delta will determine priority lots for maintenance.

From that point forward, contractors are expected to carry out inspections and maintenance simultaneously throughout the remainder of the program timeline.

# *PROJECT BUDGET*

- The maximum budget is \$121,000 for both the inspection and maintenance.
- The proposed budget and narrative should specify **how many lots you 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 you can maintain per week** in addition to the inspections while staying within this budget and the project timeline.
- 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).
- 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)** 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;
  - e. Include any expenses that may incur to complete the work stipulated under the proposed contract.



# *REQUEST FOR PROPOSAL GUIDELINES*

# PROPOSAL CHECKLIST

- 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

*SUBMISSION & REVIEW*

# *SUBMISSION REQUIREMENTS AND KEY DATES*

- One (1) digital copy of the proposal shall be submitted by email to: [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org) and [mblanc@delta-institute.org](mailto:mblanc@delta-institute.org)
- For any questions regarding the RFP, please email Helen Hardy, Delta Institute at [hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org)

Wednesday, April 23<sup>rd</sup> (5:00 PM CST): Deadline for Questions

Friday, May 2<sup>nd</sup> (5:00 PM CST): Proposal Submission Due Date

May 2<sup>nd</sup> – 9<sup>th</sup>: Proposal Review Period

Thursday May 15<sup>th</sup>: Tentative Award Date

# SCORING RUBRIC

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
<b>100</b>	<b>TOTAL</b>

- 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).

# *QUESTION & ANSWER*

# QUESTIONS

Please email additional questions to:

- Helen Hardy ([hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org))
- Deadline for questions: **Wednesday April 23<sup>rd</sup>, 2025, at 5 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 ([hmhardy@delta-institute.org](mailto:hmhardy@delta-institute.org))

# CONNECT WITH US

## Social Media

- LinkedIn: [/delta-institute](#)
- Instagram: [deltainstitute](#)
- Facebook: [@DeltaGreatLakes](#)
- YouTube: [deltainstitute](#)

## Website

- Bookmark us: [delta-institute.org](http://delta-institute.org)
- Keep posted on our events: [delta-institute.org/events](http://delta-institute.org/events)
- Subscribe to our newsletter: [delta-institute.org/get-involved](http://delta-institute.org/get-involved)
- Contact us: [delta-institute.org/contact](http://delta-institute.org/contact)



*THANK YOU*