



**RFP for WPB, Wicker Park Bucktown SSA #33:**  
**2018 Landscape Services**

WPB, the Special Service Area (SSA) for Chicago's Wicker Park and Bucktown neighborhoods and its sponsoring agency, the Wicker Park Bucktown Chamber of Commerce, is seeking a landscape company to care for and maintain the tree pits, landscape planters, and planter containers within the Wicker Park Bucktown SSA #33 district boundaries (as outlined in *Attachment A: WPB Boundary Map*). Services will be provided during an 8-month period to begin January 1, 2018 and conclude December 31, 2018. Depending on the selected provider, there may be an option to extend the landscape service contract through December, 2021.

The landscape services required are described in detail below.

**Landscape Purview:**

- All tree pits in the public way, whether open, surrounded by fencing or covered with a grate (total number of tree pits: 816, approx. # of tree grates: 160)
- All landscape planters and planter containers in the public way for which the Chamber has a formal agreement to maintain<sup>1</sup>.
- All parkways in the public way, whether planted or empty.

**Services Requested:**

- *Mulch Tree Pits (spring)*: Remove and replace mulch in tree pits once the snow season has ended (approximate date: April 1, 2018). Pits are to be refilled with fresh shredded mulch type per client's request/specifications to the top of curb or sidewalk surface.
- *Re-set Uneven Tree Grates*: During spring mulching period, if a tree grate is present and poses a tripping hazard, level and reset the grate flush with the sidewalk as needed.
- *Mulch Tree Pits (fall)*: Replace mulch in open tree pits by November 15, 2018 in preparation for the snow season.
- *Mulch Planters*: Replace mulch after winter season; pull soil and existing mulch back from planter edge and apply a new layer of shredded mulch to a depth of three inches (total planters: 49, plant containers: 4).
- *Maintain Tree Pits*: Weed, remove litter, amend mulch, and cultivate soil in all tree pits once every 4-6 weeks during the growing period of April 1-November 15, 2018. Service exiting tree pit with grates by removing accumulated litter under the grate, reset grate if needed.
- *Maintain Planters and Planter Containers*: Weed, remove litter, and cultivate soil every 4-6 weeks during plant growing season (April 1 - November 15, 2018) in all Planters (total 49) and Planter Containers (total 4) in WPB. Please note, this also includes planters and plant containers specified below:

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<sup>1</sup> The planters located in the median of Ashland Avenue from Division Street to the south and the 90/94 Kennedy Expressway to the north are maintained by the City of Chicago and are therefore not included in this contract.

- *Maintain Perennials in Mautene Court:* Service and supervise the maintenance of existing planters and planter containers located in Mautene Court a public plaza and right of way adjacent to 1266 N Milwaukee Avenue (approximately 4 planters/plant containers).
- *Gator Bags:* Install, maintain, and remove “gator bags” on all trees 4” or less in diameter during growing season. All unused gator bags are to be stored in the WPB Office or with contracted vendor at no additional cost.
- *Watering:* Water all trees by priority (including refilling gator bags or administering subsurface injection) weekly during growing season (July-October 2018) or as requested, based on weather conditions (total number of trees/plants approximately: 1650).

Additionally, the selected vendor should be willing to work productively and proactively with a separately contracted tree service company that will be simultaneously operating in the WPB district during the duration of the 2018 growing season.

Please submit a proposal for all services by 5pm Friday December 15, 2017. Proposals should include a scope of services, anticipated timelines, and all related fees. Please include at least 3 references that are familiar with your work.

For more information on WPB, please see *Attachment B: Background on WPB and Core Values*. If you have questions prior to submission, please call Hans Kumler, WPB SSA Program Specialist at 773-384-2672 or send an email to the address below.

**Proposals should be sent via:**

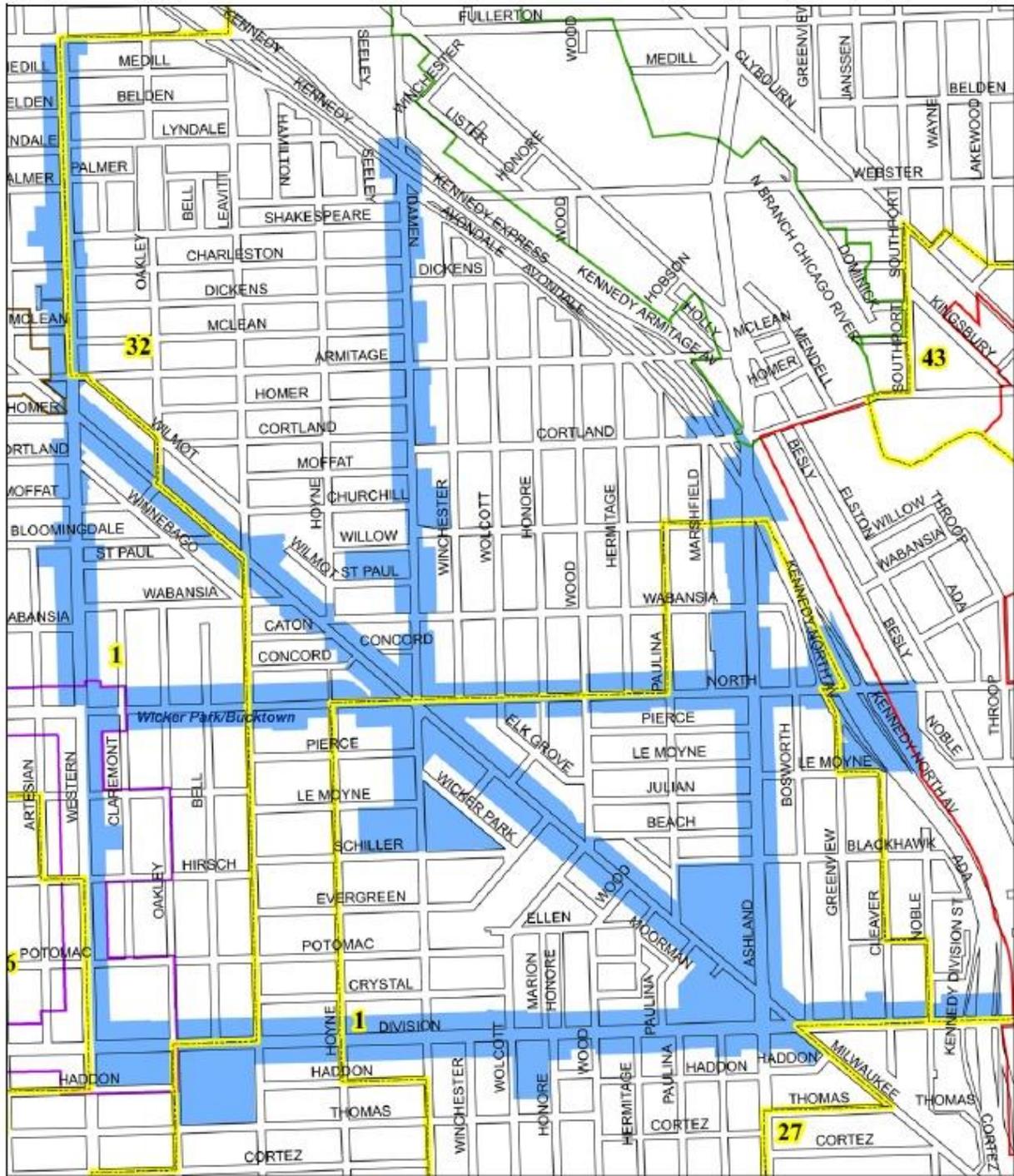
Email (preferred method) to: [hans@wickerparkbucktown.com](mailto:hans@wickerparkbucktown.com)

Or by post to:

WPB, Wicker Park Bucktown SSA #33  
1414 N Ashland Ave  
Chicago, IL 60622

***Please Note:*** All proposals must arrive at the WPB office by ***5pm Friday December 15, 2017.***  
Late proposals will not be accepted or considered.

# Attachment A



Legend	
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	SSA
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Wicker Park/Bucktown SSA
<span style="border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span>	Fullerton/Milwaukee TIF
<span style="border: 1px solid purple; display: inline-block; width: 15px; height: 10px;"></span>	Humboldt Park TIF
<span style="border: 1px solid green; display: inline-block; width: 15px; height: 10px;"></span>	North Branch North TIF
<span style="border: 1px solid red; display: inline-block; width: 15px; height: 10px;"></span>	North Branch South TIF
<span style="border: 1px solid yellow; display: inline-block; width: 15px; height: 10px;"></span>	Ward



## WPB Boundary Map

WPB is the special service area in the Wicker Park and Bucktown neighborhoods. For more information about WPB, please visit [www.wickerparkbucktown.org](http://www.wickerparkbucktown.org).



CITY OF CHICAGO  
 RICHARD M. DALEY  
 MAYOR  
 DEPARTMENT OF PLANNING  
 AND DEVELOPMENT  
 LORI T. HEALEY  
 COMMISSIONER

## Attachment B

### ***Background on WPB and Core Values***

#### What is WPB?

WPB is the Special Service Area for the Wicker Park and Bucktown neighborhoods of Chicago. The mission of WPB is to sustain and promote the prosperity and unique qualities of life in the Wicker Park and Bucktown neighborhoods and commercial district, whilst preserving its diverse character for the benefit of its residents, visitors, and businesses through the wise and discerning investment of resources to enhance our public ways.

#### Core Values

The Commission of WPB (SSA #33) has a set of core values that are at the heart of any and all decisions made. These values guide the Commission, influencing goals, priorities, and allocation of funding for projects.

*Environmental best practices are preferred, and should be incorporated into all projects.* Being located in a well-established urban area presents unique environmental challenges. Green space is limited, while hard, impervious surfaces abound, especially on the commercial streets of WPB. Alternatives to conventional methods of managing stormwater runoff should be explored and implemented whenever possible. As natural resources become more and more limited, the need to recycle as well as find alternative methods for powering vehicles, buildings, etc. is becoming more imperative. The Commission of WPB is committed to finding ways to encourage recycling and a more “green lifestyle” in order to lessen the burden on infrastructure and resources.

*Walking, bicycling, and public transit are preferred methods of transportation.* Traffic congestion and parking are major concerns in the Wicker Park and Bucktown neighborhoods. The Commission of WPB feels that it is important to maintain the neighborhoods as safe, interesting, and inviting places to walk and bike. When residents are walking and biking, they are more likely to use transit. The private vehicle is here to stay and needs to be considered in planning, however, the Commission of WPB desires to put the needs of walkers, cyclists and transit riders first, as they are the more sustainable means of transportation in an urban setting.

*Public space, particularly streets, are an integral part of making a neighborhood exciting.* When people talk about a great neighborhood, they are often referring to the public life of the neighborhood, an experience that can only be had in the public way, on streets or sidewalks. An active, exciting, and interesting street life is the backbone of successful neighborhoods, as it serves residents, visitors, and businesses of all kinds equally. When people talk about a great neighborhood, they rarely speak of the interior of houses or stores, but rather the people they watch, the storefronts that catch their eye, the outdoor spaces where they relaxed, and the overall experience of being in the neighborhood as experienced from its sidewalks. To this end, the Commission of WPB is interested in maintaining the unique atmosphere of Wicker Park and Bucktown that can only be experienced in the public way.

*Honoring the heritage of the neighborhoods while progressing into the future.*

The Wicker Park and Bucktown neighborhoods have been home to many artists, musicians, writers, and others in the creative community for many years. Unfortunately, there has been a decline in the creative community, a detriment to the culture and liveliness of the neighborhoods. Similarly, the neighborhoods have a wealth of architectural history that has also been lost. The Wicker Park and Bucktown neighborhoods are at an important crossroads: find ways to nourish the creative community and preserve architectural heritage so that it continues to flourish or risk further decline and the loss of what has helped define the neighborhoods for so long.

*Any community process should be open and transparent to its stakeholders.* WPB is funded through property tax dollars, and exists as a public body. Any planning, budgeting, or decision making process shall be open to the public. Innovative methods to solicit public comment and input are expected; WPB considers transparency and engagement to be paramount to its success and validity in the community.