REQUEST FOR PROPOSALS

Wicker Park Bucktown SSA #33

2027 General Landscaping Services

Special Service Area #33, the business improvement district for the Wicker Park and Bucktown neighborhoods, is seeking a landscaping contractor to service and maintain tree pits and permanent landscape planters within the SSA boundaries as outlined on Attachment A.

Services will be provided over an 8-month period:

- Beginning **April 1, 2027**
- Ending **November 30, 2027**

Area of Service:

- All tree pits in the public way within Special Service Area #33, whether open, surrounded by fencing or covered with a grate (~816) – map provided in attachment A
- All parkways in the public way, whether planted or empty.
- All landscape planters in the public way for which the Chamber has a formal agreement to maintain including the following locations
    - All fenced planters along Division St. between Western Ave. and Ashland Ave.
    - All fenced planters along North Ave. between Bosworth St. and Western Ave.
    - Two free-standing planter containers at Metzger Court plaza. (1260 N. Milwaukee Ave.)
    - The Worker Cottage Parklet (1390 N. Milwaukee Ave.)

Please note that this does not include:

- The planters located in the median of Ashland Avenue from Division Street to the south and the 90/94 Kennedy Expressway to the north, which are maintained by the City of Chicago
- On-street orange planter containers on Milwaukee or Damen Avenue (separate contract)

Services Requested:

- **Mulch Tree Pits (spring)***:* Remove and replace mulch in tree pits once the snow season has ended. Pits are to be refilled with fresh shredded mulch type per client's request/specifications to the top of curb or sidewalk surface. 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.
- **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.
- **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 - November. Service exiting tree pit with grates by removing accumulated litter under the grate, reset grate if needed.
- **Maintain Planters:** Weed, remove litter, and cultivate soil every 4-6 weeks during plant growing season (April - November) in all planters. Please note, this also includes planters and plant containers specified below:
- **Watering:** Water all trees by priority weekly during growing season (July - October) or as requested, based on weather conditions (total number of trees/plants approximately: 1700).
- Work productively and proactively with a separately contracted tree service company that will be simultaneously operating in SSA #33 district during the duration of the growing season.

Proposals should include:

- Basic description of your firm: size, location, areas of expertise
- Description of your firm's nonprofit industry experience (especially if it includes other chambers of commerce, special services areas, or business improvement districts)
- Detailed breakdown of fee structure and scope of services and anticipated timelines
- Information on the professionals who would serve as primary contacts for the WPBCC and SSA #33
- Contact information for 3 references from not-for-profit organizations (SSAs or SSA service provider organizations encouraged)
- Proof of liability coverage
- **Full monthly and yearly cost breakdown and pricing**

Please refer to *Attachment A: SSA #33 Service Map* and *Attachment B: Background on WPB SSA #33 and Core Values.* If you have questions prior to submission, please email us at ssa33@wickerparkbucktown.com

Submission Deadline:

Friday, October 30, 2026 at 5pm.

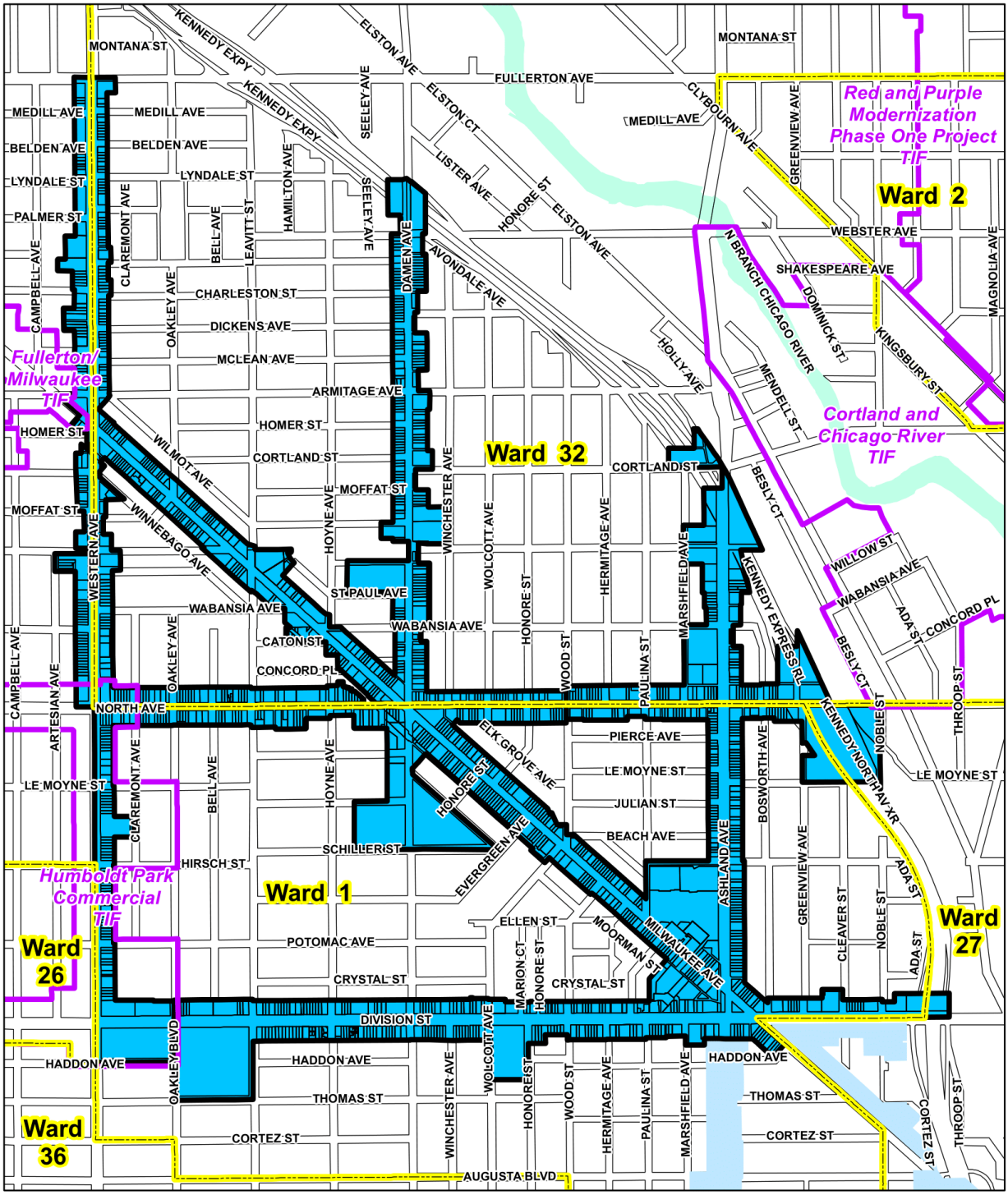
Proposals should be sent via:
Email (preferred method) to: ssa33@wickerparkbucktown.com

Or in person or by mail to:

Wicker Park Bucktown Chamber of Commerce
Attention: SSA #33
1414 N Ashland Ave
Chicago, IL 60622

Late proposals will not be accepted or considered.

Attachment A



Legend

- Wicker Park / Bucktown
- Other SSA
- TIF
- Wards (2023)

Wicker Park / Bucktown SSA #33

NORTH

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WORK PRODUCT

Attachment B

Background on SSA #33 and Core Values

What is WPB SSA #33?

The mission of SSA #33 is to sustain and promote the prosperity and unique qualities of life in the Wicker Park and Bucktown neighborhoods and commercial district, while 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 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 SSA #33. 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 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 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 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 \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. SSA #33 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. The Commission considers transparency and engagement to be paramount to its success and validity in the community.