



**REQUEST FOR PROPOSALS:
Tree Inventory & Management Plan
March 11, 2019**

1. Description

The Lakeview Chamber of Commerce (“Chamber”), the sole service provider for Special Service Area 27 (“SSA 27”), seeks a qualified commercial tree care or landscaping company (“Company”) to conduct a comprehensive inventory of all street trees located along the public way within our service area (see Appendix 1) and develop a management plan that will be effective for a minimum of three years through at least 2022. Following the completion of the management plan, SSA 27 may elect to invite the Company to enter into separate, annual contracts to service the trees according to Company’s recommendations, provided that it has the experience to provide such needed services.

2. Proposal Submission

Proposals must be submitted to the Lakeview Chamber of Commerce no later than **5 p.m. on Monday, April 15, 2019**. Please email your proposal to Dillon Goodson, Community Development Director, at ssa27@lakeviewchamber.com. *Please inform the Chamber in advance of your intent to bid in order to receive any updates or clarification prior to the deadline.*

Select companies may be invited to participate in short interviews with SSA 27 Commissioners on Thursday, April 25, 2019 from 8:30-10:00 AM. **Please hold this date in your calendar** and you will be notified by April 22 if your attendance at this meeting is requested.

Qualifying proposals should include:

- Overview of Company’s experience, qualifications and capabilities
- Scope of services
- Breakdown of fees related to the tree inventory and management plan (Services #1 and #2 in Section 3), but **not** annual management (Service #3)
- Relevant case studies from at least three current or past clients
- Description of additional services provided by your company that may be of interest to the SSA outside the scope of this contract
- At least 3 references that are familiar with your work (can be different from your case studies)

3. Services Requested

Service #1: Tree Inventory

No later than September 30, 2019, conduct a comprehensive inventory of all street trees located along the public way within the SSA 27 service area, which includes an estimated 900 trees located within the boundaries listed in Appendix 1. At a minimum, inventory should gather the following data for each tree, as applicable:

- Botanical name and regional common name
- Tree location based on GPS coordinate system
- Tag number
- Diameter at breast height (DBH)
- Canopy radius
- Age, height and condition classes
- Root zone infringement, based on dripline and estimated impact of grayscape (e.g., sidewalks)
- Infrastructure interaction (between trees and grayscape) that may cause issues
- Priority of tree and shrub work (based on a 3-year management plan)
- Pruning recommendation
- Need for and inspection of existing cables and braces
- Need for and inspection of existing lightning protection
- Need for advanced tree risk assessments
- Tree removal recommendations
- Soil care and fertilization recommendations
- Integrated pest management recommendations

Service #2: Tree Management Plan

Once inventory is complete and before the end of 2019, Company shall meet with the Chamber to discuss tree care goals and then submit a tree management plan containing the following:

- Maps, spreadsheets and related documents detailing the data gathered above and clearly stating the health and maintenance needs of each tree.
- Prioritized maintenance task list including a recommended phasing approach based on greatest needs and the SSA's projected budgets for each calendar year through at least 2022.
- Recommendations about how SSA 27 can supplement its management of street trees by partnering with the City of Chicago or other non-profit organizations.
- Other relevant information, to be determined by Chamber and Company.

Service #3: Annual Management (optional, to be determined by SSA 27 at a later date)

Following the completion of the tree inventory and management plan, beginning in 2020, SSA 27 may elect to invite the Company to enter into separate, annual contracts to service the trees according to Company's recommendations, provided that it has the experience to provide such needed services. This decision will be made solely by the Board of Commissioners of SSA 27 at a later date.

4. Additional Requirements

- Upon selection, Company shall attend a planning meeting with the Chamber. Additional meetings may be necessary, including a second meeting following the completion of the tree inventory and prior to the preparation of the tree management plan to discuss the Chamber's tree care goals. These and any additional meetings should be factored into the proposal.
- Upon selection, Company shall be responsible for acquiring any licenses and permits necessary to perform the contracted services. Neither the Chamber nor SSA 27 will assist with permitting.
- Upon selection, Company shall provide a certificate of insurance naming the Lakeview Chamber of Commerce as an additional insured with regards to all work conducted in connection to this, and any subsequent, contract.

5. Compliance with Applicable Laws

Company must comply with all applicable federal and state laws and city ordinances related to performing these services as a subcontractor to the City of Chicago for a Special Service Area. Many relevant City of Chicago requirements for subcontractors can be found in the Chamber's 2018 Service Provider Agreement, which can be downloaded at www.lakeviewchamber.com/ssa27. Company must be licensed to do business and be in good standing in Illinois. Additionally, Company will be required to sign a Subcontractor Affidavit form confirming compliance with Section 35 ILCS 200/27-100(b) of the Illinois Special Service Area Tax Code, which mandates that, "No business owned by an employee or elected official of the municipality [City of Chicago] may, for valuable consideration, provide goods or services as a subcontractor of a service provider agency pursuant to a services contract for any special service area located within that municipality." Please direct any compliance questions to the City of Chicago's Department of Planning and Development at (312) 744-4190.

Appendix 1: Organization Background

About the Lakeview Chamber of Commerce

The Lakeview Chamber of Commerce is a 501(c)(6) non-profit organization whose mission is to support a resilient local economy and high quality of life for the benefit of businesses and residents in Chicago's West Lakeview community, through neighborhood promotion, business development, advocacy, and public space enhancements.

About Special Service Area (SSA) 27

The Lakeview Chamber of Commerce is the service provider for Special Service Area (SSA) 27. The mission of the SSA is to support a vibrant local economy and high quality of life for the benefit of Lakeview businesses and residents by improving and enhancing public streets and spaces, creating memorable experiences, encouraging spending locally and promoting the neighborhood. The three Strategic Focus Areas of the SSA are as follows:

- **Diversity:** Evolve current and design new SSA programs to be more inclusive of people from different ethnicities, social backgrounds, and age groups.
- **Destination:** Position and market Lakeview as an enticing destination for visitors and other Chicago residents through programming that speaks to diverse groups.
- **Density:** Advocate for density focused around neighborhood and transportation hubs and main arteries.

Service Area

The SSA 27 service area includes:

- Belmont (Ravenswood to Racine)
- Lincoln (Addison to Diversey)
- Ashland (Addison to Diversey)
- Southport (Belmont to Byron)

More Information

Learn more about the Lakeview Chamber and SSA 27 at www.lakeviewchamber.com. You may download a copy of our annual report and view other relevant documents at www.lakeviewchamber.com/ssa27.

