



COUNTY OF McHENRY  
PURCHASING DEPARTMENT  
2200 N SEMINARY AVENUE  
WOODSTOCK, IL 60098



## RFP 21-4010 Windam Cove Pollinator Habitat Restoration Project

The McHenry County Division of Transportation is seeking Proposals from experienced natural resource management companies to establish a pollinator habitat on an underutilized 1.7-acre turf grass parcel under its ownership. This demonstration project will benefit the area by improving the conditions for pollinators such as birds, bees, and butterflies. Full Specifications Listed Below.

### Contact Information:

Geoffrey Bauernfeind, Procurement Specialist

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Any communication regarding this Bid or Request between the date of issue and date of award is required to go through the Procurement Specialist listed (or the Purchasing Administrative Specialist). Unauthorized contact with other McHenry County staff or officers is strictly forbidden. **ELECTRONIC COMMUNICATIONS REQUIRED.**

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### SCHEDULE OF EVENTS

July 29, 2021	Bid or Request Available on County Website
	Site Visits Allowed without Appointment. Vendors may visit the site freely without MCDOT in Attendance.
August 04, 2021	Vendor Questions Submitted no later than 4:00 PM (CST) Submitted by E-Mail to <a href="mailto:purchasing@mchenrycountyil.gov">purchasing@mchenrycountyil.gov</a>
August 09, 2021	Vendor Questions Answered no later than 4:00 PM (CST) Posted to the County Website as an Addendum <a href="https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps">https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps</a>
August 12, 2021	<b>Submissions Due to <a href="mailto:purchasing@mchenrycountyil.gov">purchasing@mchenrycountyil.gov</a> no later than 9:00 a.m. (CST) (PDF and/or Excel sheet emailed, 20mb limit/email)</b> <a href="https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps">https://www.mchenrycountyil.gov/county-government/departments-j-z/purchasing/bids-rfps</a>

## **DESCRIPTION OF WORK AND SPECIFICATIONS**

### **RFP 21-4010 Windam Cove Pollinator Habitat Restoration Project**

#### **General Description**

The McHenry County Division of Transportation (MCDOT) will establish native vegetation to provide pollinator habitat on an underutilized 1.7-acre grass parcel at the corner of McHenry Avenue and Randall Road in the City of Crystal Lake. The native planting and a narrow border of low mow/no mow vegetation will encompass approximately 1.25-acre of the parcel east of an existing treeline. The parcel, which is owned by McHenry County, was once the right-of-way alignment of Randall Road/McHenry Avenue before Rakow Road was built and the road was realigned to the east. The parcel has been maintained in a mowed condition, is currently vacant, and is not used in any way by the public.

MCDOT will procure the services of a natural resources company with expertise in establishing native vegetation including site preparation, seed installation, and maintenance. Since this is MCDOT's first experience converting right-of-way into native pollinator habitat, they intend to use this project as a training opportunity for their staff so future projects can be done in-house. Therefore, MCDOT is looking for a company with the ability to educate their maintenance crews on proper techniques for the successful native plant installation and maintenance practices of native vegetation as part of this project.

The natural resources company, which they expect to retain in the summer of 2021, will first prep the site by applying herbicide. A small amount of grading and tree removal may be necessary at the site. Then, a mixture of native pollinator plant seeds will be spread in late fall/early winter, 2021. Finally, MCDOT will contract out the maintenance of the site for the first 5 years of its growth cycle, allowing MCDOT vegetation crews to gain important knowledge of how best to mow, apply herbicide and burn native plants.

At the same time the site is being prepped, MCDOT will install (using its own staff and paving equipment) an ADA-compliant walkway from the main shared use path on the western edge of the property into the pollinator habitat. Benches will be installed to allow the public to rest and enjoy the sights, sounds and smells of the pollinator habitat.

Finally, MCDOT's sign shop will fabricate and install educational signs which describe the importance of pollinator species and draw attention to the various plants in the habitat. MCDOT will work with the McHenry County Conservation District and McHenry County Environmental Defenders to create signage that has consistent messaging across sites. MCDOT will also work with Pace Suburban Bus to install a bus stop pad and shelter to allow transit riders to access the pollinator habitat site using Bus Route 550.

This site is an exceptional location to implement a pollinator habitat. For one, it is extremely visible to the public. Over 30,000 vehicles per day pass the site on Randall Road, the County's most heavily traveled corridor. Crystal Lake South High School is only a quarter mile north of the site and teachers could use the habitat for ecology lessons. Finally, this project activates a property that is underutilized.

#### **Project Partners:**

- 1) City of Crystal Lake
- 2) McHenry County Conservation District
- 3) Environmental Defenders of McHenry County
- 4) Pace Suburban Bus
- 5) Crystal Lake South High School - D155

This project will improve habitat for pollinator species - bees, birds, butterflies, etc. - and create an environment to be enjoyed by the general public.

In the immediate area of the project, residents living along Windham Cove Drive will benefit tremendously. Walking paths leading North (along McHenry Avenue) and West (along Ackman Road) from the project area will enable residents living further away to access the site easily. Students from Crystal Lake South High School will benefit from having such a high-quality natural environment less than 1/4 of a mile from school. Motorists will benefit from increased beauty as they drive by. And finally, if this project is successful, all residents of McHenry County will benefit from MCDOT implementing similar pollinator habitat programs throughout its entire highway system.

Included as Exhibit A is a concept drawing for reference.

### Contractor Expectations

- Design
  - Coordinate with MCDOT design team regarding the location of the native plant zone(s) and grass border, in relation to the pedestrian trail, seating and signage that MCDOT will be installing.
  - Prepare list(s) of native forb and grass species appropriate for the site's geography, soil, hydrology, etc. The proposed species should provide habitat for pollinator species and visual appeal on the high visibility site. The list(s) should also include species that could likely be used on future MCDOT ROW or BMP projects.
  - Provide list of species for a narrow border of low mow/no mow vegetation around the native plant zone(s).
- Site Preparation
  - Terminate existing vegetation with applications of appropriate herbicide.
  - Prepare the soil to provide suitable seed to soil contact for seed germination.
  - A small amount of grading and tree removal may be necessary at the site.
  - Coordinate with MCDOT staff to provide training opportunities on site preparation techniques for native vegetation.
- Seed Installation
  - Properly install the approved native plant seed mixes in late fall/early winter, 2021.
  - Coordinate with MCDOT staff to provide training opportunities on native seed installation techniques.
- Maintenance
  - Maintain the native vegetation zone(s) for the first 5-years of establishment including necessary mowing, herbicide application, controlled burns, or re-seeding.
  - Provide an annual letter report (by 12/31 each year) listing the maintenance activities performed during the year, maintenance activities proposed for the following year, a list of all plant species observed, and if the site met the performance standards for the year. If the site does not meet its annual performance standards, the contractor shall explain what actions will be taken to bring the site back into compliance.
  - Coordinate with MCDOT staff to provide training opportunities on techniques for short-term and long-term maintenance of native plant communities.
- Performance Standards
  - Year 1 – By the end of the first growing season, planted areas shall have a minimum 90% vegetative cover. The cover crop may be used to accomplish this requirement.
  - Year 2 - During the second growing season, a minimum of 60 percent of the permanent native species planted in seed form should be evident. No area on the vegetated portion of the site greater than 1 square meter shall be devoid of vegetation, as measured by aerial coverage. None of the 5 most dominant species within the planted zones shall be non-native or invasive species.
  - Year 3 - During the third growing season, a minimum of 70 percent of the permanent species planted in seed form should be evident. No area on the vegetated portion of the

- site greater than 1 square meter shall be devoid of vegetation, as measured by aerial coverage. None of the 5 most dominant species within the planted zones shall be non-native or invasive species.
- Year 4 - During the fourth growing season, a minimum of 80 percent of the permanent species planted in seed form should be evident. No area on the vegetated portion of the site greater than 1 square meter shall be devoid of vegetation, as measured by aerial coverage. None of the 5 most dominant species within the planted zones shall be non-native or invasive species.
  - Year 5 - During the fifth growing season, a minimum of 80 percent of the permanent species planted in seed form should be evident. No area on the vegetated portion of the site greater than 1 square meter shall be devoid of vegetation, as measured by aerial coverage. None of the 5 most dominant species within the planted zones shall be non-native or invasive species.

### Contractor Qualifications

To qualify as a responsible bidder for the project, a Bidder must meet the minimum experience requirement specified herein. The work at all levels of involvement is to be performed by qualified individual(s) having the expertise necessary to perform the assigned tasks with the skill and precision appropriate to work in a highly sensitive environment.

It is the intent to award a contract only to a bidder who furnishes satisfactory evidence they have the requisite experience, ability, equipment, staffing, and sufficient capital and facilities to perform the work successfully and within the time specified.

Prospective contractors must have a qualified botanist or ecologist on staff with at least (2) years' experience in native plant installation and accurate field identification skills regarding all native and non-native plant species likely to be encountered.

Resumes shall be provided for the contractors' field staff that will be involved with the native seed installation, maintenance of the native vegetation, and training for MCDOT staff.

Contractors must demonstrate prior experience working in natural areas with sensitive resources, specifically native plant installation projects. Project experience shall be within the last five years.

Contractors must have current capabilities and previous experience with successful plant protection measures and follow up management and monitoring activities.

Contractors shall demonstrate that their company has not defaulted on any native plant installation performance standard with the past five (5) years.

Contractors shall provide a statement explaining how native seed with local genotypes will be sourced to successfully produce the diversity and quantity of native plant species required for the project.

**PLEASE NOTE: The first year of this Project is subject to the Illinois Prevailing Wage Act (820 ILCS 130/1-12). The following years are not subject.**

## **REQUEST FOR PROPOSALS (General Terms and Conditions)**

### **DEFINITION**

Request for Proposals (RFP) is a method of procurement permitting discussions with responsible contractor and revisions to proposals prior to award of a contract. Proposals will be opened and evaluated in private. Award will be based on the criteria set forth herein.

### **RECEIPT and HANDLING of PROPOSALS**

Proposals shall be opened in private by the Evaluation Committee to avoid disclosure of contents to competing contractors.

### **EVALUATION of PROPOSAL**

The proposals submitted by contractors shall be evaluated solely in accordance with the criteria set forth in the RFP. The Evaluation Committee may conduct discussions with any offeror who submits an acceptable or potentially acceptable proposal. Contractors shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals. During the course of such discussions, the Evaluation Committee shall not disclose any information derived from one proposal to any other contractor.

### **EVALUATION CRITERION**

- 0-15 points      Response to General Requirements. Provide a general response to all General Requirements listed within. Any deviations or inability to provide service according to these General Requirements must be provided in this response.
  
- 0-15 points      Response to Technical Specifications. Provide a general response to all Technical Specifications listed within. Any deviations or inability to provide service according to these General Requirements must be provided in this response. (0-15 points)
  
- 0-35 points      Response to Statement of Qualifications and/or examples of prior work. Provide a response to each Specification as listed in the Description of Work.
  
- 0-10 points      References
  
- 0-25 points      Cost Proposal

Total 100 points

### **NEGOTIATIONS**

The County of McHenry reserves the right to negotiate specifications, terms, and conditions, which may be necessary or appropriate to the accomplishment of the purpose of this RFP. The County may require the RFP and the offeror's proposal be incorporated in full or in part as Contract Documents. This implies that this RFP and all responses, supplemental information, and other submissions provided by the contractor during discussions or negotiations may be held by the County of McHenry as contractually binding on the successful Contractor.

### **NOTICE of UNACCEPTABLE PROPOSAL**

When the Evaluation Committee determines a contractor's proposal to be unacceptable, such contractor shall not be afforded an additional opportunity to supplement its proposal.

**THIS PAGE IS MANDATORY – Please Return with Submission**

**PROPOSAL FORM RFP 21-4010 Windam Cove Pollinator Habitat Restoration Project**

<u>Description</u>	<u>Unit</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total</u>
Mobilization	Lump			
Silt Fence	LF			
Grading	Lump			
Tree Removal	Lump			
Native Seed	Acre	±1.00		
Low Mow/No Mow Border Seed	Acre	±0.25		
Erosion Control Blanket	SY			
Herbicide Existing Vegetation	Trips			
Training Services				
		<b>Initial Cost and Start-Up Subtotal</b>		
Mowing - Year One				
Herbicide - Year One				
Mowing - Year Two				
Herbicide - Year Two				
Prescribe Burn - Year Three				
Herbicide/Spot Mow - Year Three				
Herbicide/Spot Mow - Year Four				
Herbicide/Spot Mow - Year Five				
Training Services				
		<b>Multi Year Maintenance Subtotal</b>		
			<b><u>Project Total</u></b>	

**EXCEPTIONS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**REFERENCES**

Please list three (3) references, other than McHenry County, you have done similar work, service or supplied similar products to within the last twelve (12) months

Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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Entity: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Email Address: \_\_\_\_\_

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**CERTIFICATONS AND SIGNATURE PAGE**

- I acknowledge to have read, understand, and agree to the **Documents** provided For this Bid or Request as posted on McHenry County’s Website  Yes
- I acknowledge to have read, understand, and agree to the policies contained within the **McHenry County Purchase Ordinance**, amended June 1, 2021  Yes
- I acknowledge I have read, understand, and agree to the **Standard Terms and Conditions** provided for this Bid or Request as posted on McHenry County’s website.  Yes
- I acknowledge to have read, understand, and agree to any and all **Addenda** provided for this Bid or Request as posted on McHenry County’s website.  Yes
- I acknowledge there to be \_\_FIVE\_\_ (\_5\_) **Mandatory Pages** (including the W-9) to be completed and/or submitted for my Bid or Submission to be considered.  Yes
- Submitter certifies it has not been barred from contracting with a unit of State or Local Government as a result of a violation of Section 33E-3 or 33E-4 of the Criminal Code of 1961, as amended.  Yes
- Vendor certifies it is aware that contracts for the Construction of Public Works are subject to the **Illinois Prevailing Wage Act** (820 ILCS 130/1-12) and the **first year** of this Bid or Request  Is Subject to,  Is NOT Subject to Illinois Prevailing Wage Act.  Yes
- I acknowledge this Bid or Request  Requires,  Does NOT Require a **Bid Bond**  Yes
- I will include my **W-9 as a Mandatory Page** Requirement for this Bid or Request and in addition, under penalties of perjury, I certify that my correct **Federal Taxpayer Identification Number** is: \_\_\_\_\_
- I am doing business as a (please indicate one):  Sole Proprietorship  
 Corporation: State of Incorporation: \_\_\_\_\_  
 Partnership  
 Other \_\_\_\_\_

- State full names, titles and addresses of all responsible principles and/or partners below and/or Authorized Negotiators:

Name and Title: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Title: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_



**THIS PAGE IS MANDATORY – Please Return with Submission**

- I have carefully examined the Request, Scope of Work, Specifications, and any other documents accompanying or made a part of this Request. I hereby propose to furnish the goods or services specified. I agree my proposal will remain firm for a period of up to 120 days from Due Date in order to allow the County time to evaluate the qualifications submitted. I verify all information contained in this proposal is truthful to the best of my knowledge and belief. I further certify I am duly authorized to submit on behalf of the firm as its act and deed, and the firm is ready, willing, and able to perform if awarded the contract. I further certify, under oath, this proposal is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a proposal for the same product or service. No officer, employee or agent of the County of McHenry or any other proposer is interested in said proposal and the Undersigned executed this Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Individual/Company/Corporation: \_\_\_\_\_

Business Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

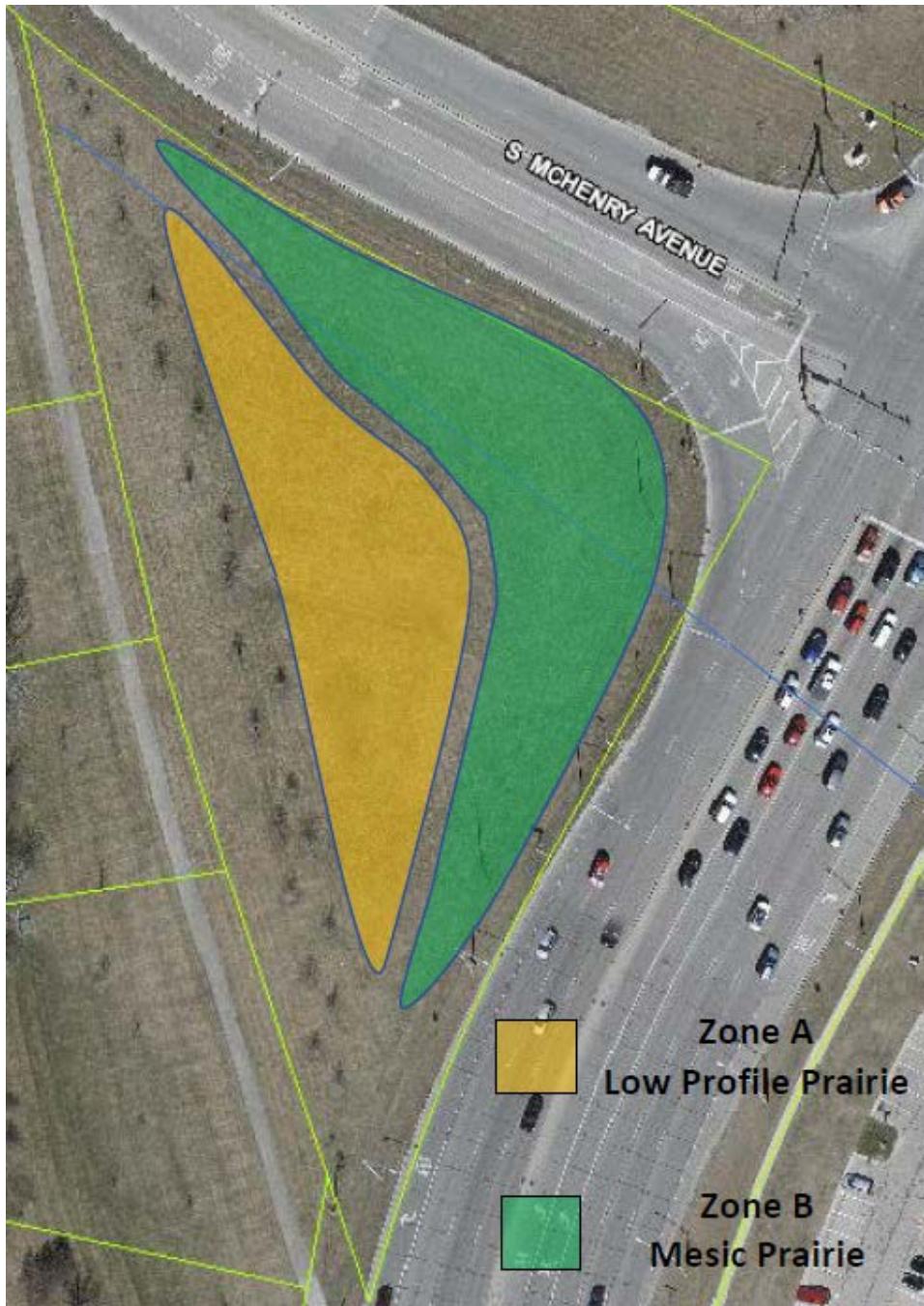
Witness Printed Name and Title: \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**END OF DOCUMENT**

**EXHIBIT A**

**Concept A – Windham Cove Native Pollinator Habitat**



The project would consist of two main planting zones separated by a path. The western 1/3, closest to the bike path, would consist of low-profile native prairie species (Zone A). The eastern 2/3, closest to the roadways, would consist of taller native prairie species (Zone B).

The low height of the vegetation in Zone A provides visibility and access deep into the pollinator habitat for pedestrians using the paths and garden. The taller vegetation closer to the roadway will help obscure traffic and muffle noise to create a more peaceful setting. The multiple planting zones also provide opportunities for exposure to a greater diversity of species than a single planting zone.

A narrow border of low growing, low maintenance (low mow/no mow) species will be provided along the outside edge of the native planting zones. These borders provide a good visual transition between the tall native vegetation and short mowed turf. This helps soften the edges between these extremes and provides a sense of structure that makes sense to the general public. The width of this border can be adjusted based on the width of mower decks and number of passes that are acceptable. A narrower band of low mow/no mow vegetation can be provided on either side of the path between Zones A and B.