



REQUEST FOR PROPOSAL NATIVE LANDSCAPE  
PLANTING MAINTENANCE SERVICES–  
ADDENDUM  
MAY 14, 2020

1. IMPORTANT INSTRUCTIONS TO RESPONDENTS

This addendum must be read, signed and dated by the respondent and included with the proposal documents submitted by the respondent on or before the proposal due date and time. Failure to include this addendum with the proposal documents may result in rejection. The respondent will carefully note the inclusion of this addendum on the bid form.

2. QUESTIONS/CLARIFICATIONS:

- In the bid docs it says that there needs to be 5 maintenance visits per year but on the “Cost Sheet” it only says “Per Visit” for each contract year. Are we only to put in the price for one visit per year?  
*The amount you enter in the “per visit” box will be how much you will charge per visit knowing that there will be 5 visits per season.*
- On page 11 of the RFP, 2. Submittal of Proposal - "All proposals must be submitted on the forms provided, complete with all blank spaces filled in and properly signed in ink in the proper spaces and submitted electronically." Given the current stay-at-home order, are you allowing for electronic signatures?  
*Yes, we will accept electronic signatures. Please make sure that the signature is witnessed where requested.*
- Page 11 requires forms in a sealed envelope. It is unclear whether all documents are to be submitted only electronically, or if they are supposed to be submitted both electronically and hard copy.  
*Please disregard. All documents must be uploaded into the DemandStar portal.*
- On page 11 of the RFP, 2. Submittal of Proposal - Aside from the 6 forms required, can we submit any additional information (i.e. key staff qualifications, project experience)?  
*Yes, you may submit additional information.*
- Regarding the prevailing wage requirements, HLR is not a Contractor but are considered a Professional Services firm and we therefore feel that we are exempt from the prevailing wage requirements. Generally “Professionals” such as architects and engineers are considered exempt under the Fair Labor Standards Act, Section 213(a). According to IDOT, engineers, architects, land surveyors are considered “professional services” as defined in Section 30-15 of the Procurement Code and are not considered laborers, workers, or mechanics. In addition, this document was advertised as a Request for Proposals, not a bid. Prevailing wage is generally required for capital projects and new construction. This is a maintenance project, does this apply?  
*<https://www2.illinois.gov/idol/Laws-Rules/CONMED/Documents/2020%20Rates/January%202028/Kendall.pdf> -*



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*Landscaping falls under the category of laborer in the descriptions after the wages chart. I suggest that this link be included in all Bids & RFP's going forward, that require prevailing wage, so the contractors can have the most up to date information.*

- I reviewed the site on Tuesday. It appears that a portion of the outlined area was not planted with native species, it appears to be turf grass. The area that is highlighted in yellow on page 36 is difficult to read because of the highlighting. I have shaded it in green on the screen shot below. Is the green area supposed to have native seeding?  
*The area mentioned is noted as "Emergent Plantings"*

3. ACKNOWLEDGMENT

The Respondent acknowledges receipt of this Addendum and understands its content to the Proposal Documents.

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Authorized Signature

Date

