
E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: August 14, 2023

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Angela Ferrentino, Director of Facilities
Jon Rudey, Landscape Architect

RE: 2023 FALL TREE PLANTING

ISSUE

In an effort to maintain the distinct character and conservation of the aesthetic context of parks, a program of annual tree planting is required to continually refresh the tree inventory within the District. The 2023 Fall Tree Planting includes the procurement, delivery, and planting of 22 species of trees amongst 14 parks. This project addresses the 2023 Strategic Work Plan Theme: Meet Community Need for Parks, Open Space, and Outdoor Amenities: Maintain and upgrade existing parks, open spaces, and amenities.

DISCUSSION

A set of plans and specifications were developed to address the needs of the following parks:

Ben Allison Park	Maple Trail Woods
Berens Park	Marjorie Davis Park
Conrad Fischer Park	Pioneer Park
Crescent Park	Plunkett Park
Eldridge Park	Van Voorst Park
Golden Meadows Park	Washington Park
Kiwanis Park	Wilder Park

Annual tree planting is necessary to maintain the District's collection and replace trees that have perished due to the infiltration of plant pathogens, mechanical damage, or decline due to age and conditions. In selecting tree species, staff strives to find suitable substitutions with a focus on conservation through native planting, while introducing ornamental species for aesthetic and arboricultural purposes.

Plans and specifications were prepared and let for bid with the required legal notice published on July 14, 2023 in the Suburban Life newspapers. Four (4) contractors attended the mandatory pre-bid meeting on July 20, 2023. The District received three (3) sealed bids which were publicly opened on August 1, 2023.

The project scope is addressed below:

Base Bid: Includes the planting of 74 trees composed of 17 species in 14 parks. The Base Bid includes the replacement of 17 Tree Memorials which aligns with the average tree memorial replacement rate of approximately 20/year.

Bid Additive 1: Includes the planting of 33 trees composed of 16 species in 9 parks. Bid Additive 1 does not include Tree Memorial replacements.

Bid Additive 2: Includes the planting of 12 trees composed of 6 species in 4 parks. Bid Additive 2 does not include Tree Memorial replacements.

The lowest most responsible bid was submitted by Apex Landscaping of Hawthorne Woods, IL for \$58,110.50 (base bid) for the project. The District was satisfied with Apex when they planted 56 trees last fall. Positive references were also provided by the Villages of Arlington Heights and Northbrook as well as the City of Elmhurst Forestry Department. All contacted references had worked with Apex Landscaping on multiple similar projects and stated the quality of work was acceptable or above average and would continue to work with the contractor in the future. A record search was completed with the Illinois Department of Labor (IDOL) with no violations found.

Funds of \$55,500 were budgeted in the FY23 operations budget. Funding deficiencies for the project are proposed to be offset by a building supplies line item which to date has \$33,748 available.

Original Project Budget	\$55,500.00
Base Bid.....	<u>58,110.50</u>
Under/Over Budget	<u>(\$2,610.50)</u>

During development of the project scope and specifications, the Parks Department was consulted to best determine needs and accommodate programming at park sites resulting in the best schedule for the base portion of the project to commence after October 16, 2023 for completion by November 1, 2023. This schedule allows for freshly harvested trees to be utilized whenever possible as the fall dig season begins on or about October 1. Staff will require tagging visits to ensure the quality of the stock prior to harvest and delivery.

RECOMMENDATION

That the Board of Park Commissioners (1) awards the 2023 Fall Tree Planting project to Apex Landscaping of Hawthorne Woods, IL for the base bid amount of \$58,110.50; (2) rejects Bid Additives 1 and 2 totaling an additional forty-five (45) trees; and (3) authorizes the Executive Director to execute said contract accordingly.

Thank you.

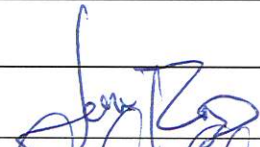
Attached: Bid Tally Sheet

2023 Fall Tree Planting

Bid Opening: August 1, 2023 at 10:00 a.m.

Mandatory Pre-Bid Attendance
07/20/2023
9:00am

No.	Contractor		yes	Bond	Base Bid	Bid Additive #1	Bid Additive #2
1	AddLawn Landscaping	OK	yes	X	64,360 ⁻	29,209 ⁻	9,720 ⁻
2	Apex Landscaping	OK	yes	X	98,110.50	24,681.20	9,392 ⁻
3	Christy Webber Landscapes	OK	yes	X	74,246.34	32,991.23	11,700 ^{''}
4	GC Dseigns	NO	yes				
5							
6							
7							
8							
9							

Witness:  Date: 8/1/23

Asst. Treasurer:  Date: 08/01/2023