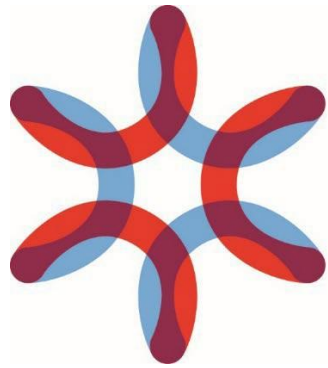


# ILLINOIS MEDICAL DISTRICT COMMISSION

## REQUEST FOR PROPOSALS *for* *Landscape Architecture and Design Services*



**ILLINOIS  
MEDICAL  
DISTRICT**

**IMD 24-002**

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## SECTION 1 GENERAL INVITATION AND INFORMATION

*In this document, the Illinois Medical District Commission may be referred to as “IMDC,” “we” or “us.” The person submitting a Proposal may be referred to as “Respondent,” “Proposer,” “Proposing Party,” “Proposing Entity,” “Contractor,” “Vendor,” “Firm” or “You”. “Proposal” shall also refer to a Respondent’s “Response,” “Submittal,” and/or “Offer” in connection with this solicitation.*

*Interested Respondents are responsible for periodically visiting the IMD website for any and all notifications, updates, and addenda (<https://medicaldistrict.org/commission/#rfps>).*

### 1.1 PURPOSE OF THE REQUEST FOR PROPOSALS (“RFP”)

The Illinois Medical District Commission (“IMDC”) is requesting proposals (“Proposals”) from qualified, responsible firms (“Respondents”) to provide landscape architecture and design services.

The IMDC seeks to work with a Respondent that demonstrates an understanding of the IMDC’s organizational goals and mission as well as the context of existing and potential resources available to the IMDC. The IMDC is also interested in a Respondent that demonstrates the capacity to assist with landscape architecture and design services for the IMDC, with the goal to create a public park to benefit employees, students, patients, visitors, and the local community. The IMDC is requesting interested parties to submit proposals for landscape architecture and design services that should be inspirational and create alignment between the Illinois Medical District (“IMD”) and its anchors.

### 1.2 KEY DATES

The IMDC anticipates a timely completion of the RFP process with the selection of a qualified Respondent. An executed agreement for professional services, if any, will have an estimated commencement date in the fourth quarter of 2024, with an anticipated initial term of two years. The IMDC reserves the right to make adjustments to the schedule throughout the process.

RFP Issuance	June 11, 2024
Question Submission Cut-Off	July 2, 2024
Responses to Questions Posted	July 9, 2024
RFP Response Due Date	July 22, 2024
Shortlist Selection	August 5, 2024 (estimate)
Final Selection	Aug 28, 2024 (estimate)

#### **Project Contact:**

Corey Stringer  
Illinois Medical District Commission  
2100 W Harrison St.  
Chicago, IL 60612  
[cstringer@medicaldistrict.org](mailto:cstringer@medicaldistrict.org)  
Phone: 312-738-5825

### 1.3 SUBMISSION OF QUESTIONS / CLARIFICATIONS

Questions regarding the Services must be sent in writing via email to the Project Contact on or before the Question Submission Cut-Off date listed above. Submitted questions and IMDC responses will be posted on the IMDC website (<https://medicaldistrict.org/commission/#rfps>).

Suspected errors in the RFP should be directed to the attention of the Project Contact via email.

In accordance with the provisions of the Quiet Period described below, Respondents may be disqualified for discussing this RFP or any related potential or actual Proposals, either directly or indirectly, with any IMDC

officer or employee other than the IMDC Project Contact.

#### 1.4 QUIET PERIOD

The Quiet Period governs how and when the IMDC may communicate with prospective Respondents during the pendency of a solicitation. The Quiet Period rules are designed to ensure that prospective vendors have equal access to information regarding selection parameters, communications related to selection are consistent and accurate, and the IMDC’s process for selecting vendors is transparent, efficient, diligent, and fair.

The following Quiet Period rules will apply during this RFP:

1. The Quiet Period begins upon the public release of the RFP and will end upon the IMDC’s public announcement of its final selection. Initiation and conclusion of the Quiet Period shall be publicly communicated to prevent inadvertent violations.
2. Throughout the Quiet Period, all IMDC Commissioners and staff shall refrain from communicating with potential vendors regarding the Services or anything related to the RFP. If any Commissioner or IMDC staff member is contacted by a potential vendor regarding the Services or the RFP during the Quiet Period, the Commissioner/staff member shall refer the vendor to the Project Contact without responding to any question.
3. Notwithstanding the Quiet Period, IMDC staff are not prohibited from communicating with representatives of any party that already holds an existing contract with the IMDC, so long as such communications relate only to the business already being conducted by the vendor on behalf of the IMDC and so long as such communications do not relate to this RFP or the Services solicited herein.
4. Communications between staff designated by the Executive Director and shortlisted Respondents are not prohibited.
5. A potential vendor may be disqualified from consideration under the solicitation for a violation of the Quiet Period.

#### 1.5 PROPOSAL SUBMITTAL, DUE DATE, TIME, AND SUBMISSION LOCATION

Proposals must be submitted via email as a PDF attachment.

Respondents may request confidential treatment of any portion of their Proposal. Any such request must be included in the cover letter, must be indicated on the enclosed forms, and a PDF copy of the Proposal with confidential information redacted must be included.

Requests for confidential treatment will not supersede the IMDC’s legal obligations under the Illinois Freedom of Information Act (“FOIA”) (5 ILCS 140) or other applicable law.

Due Date and Time: **Proposals must be received by 3:00 p.m. CST on July 22, 2024**. IMDC is not obligated to consider Proposals or modifications received after the Due Date and Time.

**DELIVER OFFERS TO:**

Corey Stringer  
[cstringer@medicaldistrict.org](mailto:cstringer@medicaldistrict.org)

**SUBJECT LINE:**

Landscape Architecture and Design Services RFP

**BODY OF EMAIL:**

[Respondent Name, Address, and Phone Number]

Prior to the Due Date and Time, Respondents may email Proposals, modifications, and withdrawals. IMDC will not accept fax or any other hard copy submissions.

All Proposals must remain firm for 270 days from opening (“Proposal Firm Time”).

#### **1.6 REVIEW AND EVALUATION OF PROPOSALS**

The IMDC will review and evaluate all proposals pursuant to the criteria established in Section 4. The IMDC may request clarifications, additional information, or interviews from Respondents as it deems necessary to assess the Proposals.

#### **1.7 NOTICE OF SELECTED RESPONDENTS**

IMDC will post a notice to the IMD website identifying the apparent selected Respondent. The notice extends the Proposal Firm Time until the IMDC and the selected Respondent sign a contract or determine not to sign a contract. IMDC may accept or reject any Proposals as submitted, or may request contract negotiations. If negotiations do not result in an acceptable agreement, IMDC may reject the selected Proposal that is the subject of such negotiations. IMDC reserves the right to reject any or all Proposals received in response to this solicitation.

#### **1.8 PUBLIC RECORDS AND REQUESTS FOR CONFIDENTIAL TREATMENT**

Proposals become the property of the IMDC and will not be returned to Respondents. Proposals may be available to the public under FOIA (5 ILCS 140) and other applicable laws and rules. Respondents may request that certain information be treated as exempt. The IMDC reserves the right to review such requests on a case-by-case basis. A request for confidential treatment will not supersede the IMDC’s legal obligations. IMDC will not honor requests to exempt entire Proposals. Respondents must identify the specific grounds in FOIA or other law or rule that support exempt treatment. Regardless, IMDC may disclose the successful Respondent’s name, substance of the Proposal, and pricing. If you request exempt treatment, you must submit an additional copy of the Proposal with exempt information redacted. This copy must disclose the general nature of the material removed and shall retain as much of the Proposal as possible. Respondents will be responsible for any costs or damages associated with our defending your request for exempt treatment. Respondents agree the IMDC may copy the Proposal to facilitate evaluation, or to respond to requests for public records. By submitting a Proposal, all Respondents warrant that such copying will not violate the rights of any third party.

#### **1.9 DIVERSITY**

The IMDC encourages Respondents to use best efforts to use a diverse team, including but not limited to the participation of minority- and women-owned businesses and diverse individual team members at all tiers of this engagement. The IMDC has set a goal of twenty-five percent (25%) participation by certified minority business enterprises (MBE) and five percent (5%) by certified women-owned business enterprises (WBE). Only certifications by the State of Illinois (Business Enterprise Program), Cook County or the City of Chicago (MBE/WBE Programs) will be accepted for these purposes. Respondents may achieve the MBE/WBE participation goal by the Respondent's own status as a certified MBE or WBE or Respondent’s subcontracting portions of the Services to certified MBE or WBE entities (but only to the extent of any actual, meaningful and substantive work performed by the subcontractor). Utilization of the IMD’s local community businesses or businesses owned by residents in those zip codes will also be considered in evaluation of qualifications. The list of IMD local community zip codes can be found at: <https://medicaldistrict.org/wp-content/uploads/2022/07/imd-local-community.pdf>.

#### **1.10 RESERVATIONS**

IMDC reserves the right to reject any or all Proposals or portions of Proposals, and to award by item, group of items, or grand total. The IMDC may request a clarification, interview staff, request a presentation, or otherwise verify the contents of the Proposals. IMDC may request best and final offers. IMDC will make all decisions on compliance, evaluation, terms and conditions, and shall make decisions solely in the best interests of the IMDC.

**Cancellation**

The IMDC reserves the right, at any time and in its sole and absolute discretion, to reject any or all submittals, or to withdraw the RFP without notice. In no event shall the IMDC be liable to any Respondent for any cost or damages, or other costs incurred in connection with this RFP and any response thereto.

**Clarifications and Addenda**

The IMDC reserves the right to clarify or change this RFP at any time. Respondents must acknowledge receipt of clarifications or addenda in its submittal with the signature of an individual legally authorized to bind the Respondent.

**Nonmaterial Variances**

The IMDC reserves the right to waive or permit cure of nonmaterial variances in a Response. "Nonmaterial variances" include minor informalities that do not affect responsiveness; that are merely a matter of form or format; that do not prejudice other Respondents; that do not change the meaning or scope of the RFP; or that do not reflect a material change in the RFP. In the event the IMDC waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the Respondent from full compliance with RFP specifications or other contract requirements if the Respondent is awarded a contract. The determination of materiality is in the sole discretion of the IMDC.

**SUBMITTAL DOES NOT GUARANTEE A CONTRACT**

The RFP process will enable the IMDC to evaluate Proposals for professional services. Respondents do not develop a right to an award by submitting a Proposal, nor do Respondents have a right to a contract based on our posting any Respondent's name on any IMDC website notice. IMDC is not responsible for and will not pay any costs associated with the preparation and submission of a Respondent's Proposal. Any Respondent that may be selected must not commence work prior to the date all parties execute the contract unless approved in writing in advance by the IMDC.

**1.11 GOVERNING LAW, POLICIES, AND FORUM**

*This RFP was prepared and shall be carried out in accordance with the IMDC Procurement Policy, available at <https://medicaldistrict.org/commission/#procurement-policy>.*

Illinois laws and rules govern any contract resulting from this solicitation. Respondents must bring any action relating to this RFP or any resulting contract in the appropriate court in Illinois. IMDC will not consent to binding arbitration.

***NON-DISCRIMINATION POLICY:*** *In compliance with the State and Federal Constitutions, the Illinois Human Rights Act, the U.S. Civil Rights Act, and Section 504 of the Federal Rehabilitation Act, the IMDC will not discriminate on the basis of any protected class when making selection decisions for employment, contracts, or any other IMDC activity.*

## SECTION 2 IMDC OVERVIEW AND SCOPE OF WORK

### 2.1 IMD & IMDC OVERVIEW

The IMDC is a political subdivision, unit of local government, and body politic and corporate that was formed by an act of the Illinois State Legislature in 1941 (70 ILCS 915/0.01, *et seq.*), as amended from time to time (the “Act”) for the purpose of:

- **Administering, developing, and zoning property within the IMD to attract and retain academic centers of excellence, viable health care facilities, medical research facilities, and emerging high technology enterprises;**
- **Attracting and facilitating medically-related commerce and research and new business ventures for the economic vitality and general welfare of the IMD, the State of Illinois, Cook County, and the City of Chicago; and**
- **Serving as the leader in patient care and medical research by utilizing its diversity and unique assets to drive economic growth.**

Zoning for the IMD is addressed in Section 8 of the Act and is administered under [Institutional Planned Development #30](#) (“PD30”). PD30 addresses permitted uses, setbacks, density, parking, and signage as well as other aspects of development. Under PD30, the IMD is subdivided into 22 sub-areas, each with different allowable uses and density/floor-area-ratio (FAR) requirements. In 2021, the IMDC completed the process to amend PD30, which is essential to implementing the [IMD Master Plan](#), which seeks to create an urban, walkable, and cohesive medical district. The changes included expanding permitted uses, increasing density, modernizing design guidelines, revising setback requirements, eliminating land coverage maximums, and modifying parking requirements.

The IMD includes 560 acres of medical research facilities, labs, a biotech business incubator, universities, raw land development areas and more than 40 healthcare-related facilities located less than two miles from downtown on the near West Side of the City of Chicago. One of the largest medical districts in the U.S., the IMD is bounded by Congress Street on the north, Ashland Avenue on the east, Oakley Boulevard on the west, and the Union Pacific inter-modal yard on the south. The IMD is governed by a seven-member Board of Commissioners who work in concert with the IMDC’s Executive Director to govern the IMDC’s growth, development, and mission.

The IMD represents a valuable urban and economic development asset for the City, the County, and the State. With four major medical institutions anchoring the IMD, two medical universities, and medical research and healthcare industries, the IMD is unlike any other medical district in the U.S. and represents a rare opportunity for new growth and investment. To that end, the IMD has already seen an increased level of re-investment by major stakeholders over the last decade, signaling clear growth and development in the area.

On a daily basis, the IMD welcomes 29,000 employees, 10,000 health science and medical students, and 50,000 visitors: taken together, the size and daily population of the District approaches that of a mid-size urban city such as Evanston, Illinois. In addition, the IMD is surrounded by tens of thousands of permanent residents and hundreds of thousands of office workers and employees.

## 2.2 Project Overview

The IMD Master Plan aims to enrich the area by incorporating more green spaces to benefit faculty, students, employees, visitors, and the local community. This initiative involves repurposing a triangular one-acre space owned by IMDC at Damen and Ogden Avenues, where IMDC will retain ownership. The site currently includes a vacant building (see Exhibit B for property survey) slated for demolition in summer 2024 as part of the project. This effort is led with a focus on community engagement and sustainable development.

The envisioned public park serves as a dynamic, walkable space fostering connectivity and wellness for all stakeholders. It features a monument sculpture, sensory gardens, seating areas, educational hubs, year-round and recreational amenities like walking paths and programmable areas for yoga and fitness activities. These elements cater to both formal and informal gatherings, including events such as wellness fairs, seasonal markets, and musical performances.

Aligned with the master plan's sustainability goals, the park should integrate eco-friendly practices and actively involve the community in shaping its design. Native plantings, efficient rainwater management, and energy-efficient lighting can contribute to its environmental resilience. Respondents should ensure the design promotes inclusivity, accessibility for all, and sustainability, aligning with the goals of the IMD Master Plan and the community engagement effort. The park is an integral component of the ongoing urban revitalization efforts aimed at enhancing public safety. This is achieved by promoting increased walkability, providing opportunities for outdoor recreation, and fostering overall health and wellness within the IMD. Additionally, the park fosters community bonding and provides a space for people to connect with nature, promoting a sense of belonging and enhancing the overall quality of life in the area.

## 2.3 SCOPE OF WORK AND DELIVERABLES

The selected Respondent will work closely with IMDC Staff to develop a public park design for a property located at 2023 W Ogden. The services shall include, at a minimum, all the services listed herein:

### **Phase 1: Initial Assessment and Planning:**

1. Perform a thorough site analysis of the designated area taking into consideration surrounding parks, infrastructure, community needs, and sustainable objectives.
2. Actively engage IMD stakeholders and the community throughout the planning and design process.

### **Phase 2: Design and Concept Development:**

1. Develop conceptual design concepts that reflect the park's intended use as a multi-use people-gathering space for consideration by IMDC Staff.
2. Develop preferred conceptual design into a detailed set of construction documents, including all plans required by the City of Chicago for permitting purposes.
3. Create a bid package and support construction procurement efforts.

### **Phase 3: Construction and Implementation:**

1. Execute the construction phase according to approved design plans and specifications.
2. Coordinate with contractors, subcontractors, and suppliers to ensure quality workmanship and adherence to project timelines.
3. Provide construction administration services during construction.



The response should include a detailed workplan and schedule.

At a minimum, the selected Respondent must prepare the following deliverables:

1. Design concepts
2. Detailed project budget
3. Community engagement plan and stakeholder input summary
4. Presentation materials at two IMDC Board Meetings
5. Bid package
6. Permit and construction documents
7. Permitting and approvals documentation
8. Phasing plan for construction and implementation
9. Post construction close out documentation

## **SECTION 3 OFFER REQUIREMENTS**

### **3.1 RESPONDENT CONTACT**

Respondents must identify the Respondent Contact for the project and complete the form included in Exhibit A1 of the Responsibility Forms.

### **3.2 FORMAT**

Proposals shall be prepared to fit on standard 8 ½" x 11" letter size paper. Proposal contents must be organized into separate sections according to the Proposal Contents Sections below. Proposal sections must be clearly identified.

### **3.3 RFP RESPONSE CONTENTS**

Respondents must submit only one proposal package. Each submittal must include the items listed below in the order they are listed. Portions of the submittal containing proprietary information may be designated as confidential information. Any confidential information must be clearly marked as CONFIDENTIAL. Please see Section 1.9 for additional information related to confidential materials.

#### **Title Page**

A page with a title and the name of the firm submitting the proposal should be evident. The title should be "Response to the Request for Proposals for Landscape Architecture and Design Services" and should be located on the top half of the page. The Respondent name should be located on the bottom half of the page.

#### **Section 1: Table of Contents**

A table of contents identifying, at minimum, all sections below and page numbers.

#### **Section 2: Cover Letter**

A cover letter, not to exceed two pages in length, signed by an authorized representative of the Respondent that confirms the Respondent's understanding of the scope, opportunities, preliminary approach, and the Respondent team's experience and unique expertise to perform and complete the engagement.

#### **Section 3: Respondent Team, Experience, and Qualifications**

Provide a narrative of the Respondent team, including, but not limited to, the following:

- Descriptions of the firm and key individuals of the Respondent team, identification of the individuals that will have project responsibility, their years of experience, their experience with similar engagements and their pertinent qualifications. Please make firm and team member experience with the Services or relevance to the IMDC vision and objectives abundantly conspicuous. Include current resumes for the team members that will have project responsibility. Identify Respondent's key contact personnel for communicating with IMDC on all engagement-related matters. Respondent should list the ownership structure, its principal owners, and its officers and executive management.
- A description of at least five engagements completed by Respondent in the last ten years that demonstrates the Respondent's experience in providing services similar to the Services for entities similar to the IMDC. Please include engagement start and end dates, a summary of the representation, and outcomes. Please also include references and current contact information for these engagements. Any relevant experience in representing government, healthcare or technology-focused innovation districts in connection with achieving their strategic objectives should be included.

#### **Section 4: Engagement Approach and Strategy**

Respondent shall provide a detailed description of Respondent's plan for achieving the objectives as stated in the description of Services. This description shall contain a narrative supporting why Respondent believes it is qualified to undertake the proposed engagement and uniquely serve the needs of the IMDC as reflected in the Scope of Work.

Respondent shall provide a comprehensive and detailed description of their plan to achieve the objectives outlined in the Services description. This narrative should not only explain the specific strategies and methodologies Respondent will employ but also justify why they are particularly well-suited to undertake this engagement. Respondent should highlight their unique qualifications, expertise, and experience that align with the needs and expectations of the IMDC as detailed in the Scope of Work.

Additionally, Respondent should include renderings, examples, and case studies from previous projects that demonstrate their capabilities and approach. These visuals and examples should illustrate how similar challenges were successfully addressed, showcasing Respondent's innovative solutions and design excellence. The inclusion of such materials will provide a clearer picture of Respondent's potential to deliver outstanding results for the IMDC. The narrative should clearly demonstrate how Respondent's approach will effectively meet and exceed the project goals, ensuring a successful and impactful partnership.

#### **Section 5: Financial, Bonding and Insurance Capacity**

Respondents must submit evidence of their financial capacity and insurance coverage to perform the Services. Respondents shall provide certificates of insurance evidencing Respondent's coverage for commercial, general, and professional liability.

#### **Section 6: Legal Actions, Inquiries, and Investigations**

List case numbers for and provide a brief description of all legal actions, and final disposition if applicable, of any matters within the past ten (10) years wherein any of the following entities or people were involved:

- the Respondent
- any officer or director of the Respondent
- any entity that owns more than 7.5% of the Respondent
- any senior manager who the Respondent has designated to work on the project
- any person that can be attributed with an ownership interest of more than 7.5% of the Respondent (including any person holding a beneficial interest in an entity that holds an ownership interest in the Respondent) is or has been within the past ten (10) years:
  - in default on any loan or financing agreement at any time
  - debtor in bankruptcy at any time
  - defendant in any foreclosure action at any time
  - defendant in any lawsuit or administrative action, including, specifically any action for deficient performance under a contract
  - defendant in any criminal action at any time
  - defendant in any action at any time relating to financial matters or deficient contractual performance
  - the subject of any government agency inquiry, investigation, or legal enforcement action or are currently subject to:
    - any liens
    - any unpaid judgments
    - payments under any order, decree or agreement with any federal, state or local entity.

By submitting a Response, if selected, you agree to permit the IMDC to perform such background checks as the IMDC deems reasonable.

**Section 7: Pricing/Fee Proposal**

The Pricing Proposal shall include Respondent's proposed fees associated with the provision of the Services. The IMDC reserves the right to negotiate pricing with any Respondent at any point during the RFP review and selection process and to obtain from Respondents revised and best and final offers.

**Section 8: Special Considerations**

This section is for the Respondent to describe any special situations, conditions and/ or circumstances that would be relevant to the proposed engagement, or to the financial condition of the Respondent or the Respondent's management team or leadership but has not otherwise been included in the Proposal because it did not fall under any category or respond to any language above under the Proposal Contents section of this RFP.

**Section 9: Responsibility Forms**

The IMDC has identified information required to determine Respondents' eligibility to contract with the IMDC and be considered a responsible vendor. Review each of the Responsibility forms in Exhibit A, fill in all relevant blanks and provide any requested information. Respondents must include all completed forms as part of their Proposal, including signatures where requested, or risk disqualification:

- [A1](#): Respondent Contact
- [A2](#): Business and Directory Information
- [A3](#): Disclosures and Conflicts of Interest
- [A4](#): Taxpayer Identification Form

## **SECTION 4 EVALUATION OF OFFERS**

### **4.1 EVALUATION COMMITTEE**

An Evaluation Committee (“EC”) of no fewer than three (3) persons will review and evaluate the Proposals. The IMDC reserves the right to engage independent consultants or other third parties to assist with the evaluation of all or any portion of submitted Proposals. The EC will first assess the Respondent’s compliance with and adherence to the requirements of the solicitation. Any Proposal that is incomplete, missing key components necessary to fully evaluate the response, or fails to meet the stated requirements, may be rejected from further consideration as non-responsive. The IMDC reserves the right to seek clarification of any information that is submitted by any Respondent in any portion of its Proposal or to request additional information at any time during the evaluation process. Any material misrepresentation made by a Respondent may void the Proposal and eliminate the Respondent from further consideration.

### **4.2 RFP RESPONSE EVALUATION CRITERIA**

The IMDC will consider the following in evaluating Proposals:

#### **Team**

- Respondent team and firm composition, depth and qualifications of individual team members and firm as a whole
- Key personnel to be assigned to this engagement, their experience related to the Services and the related roles and responsibilities to be assumed for the engagement
- A demonstrated understanding of the IMDC’s organizational structure, related particularities, organizational objectives, mission, and vision
- Respondent team’s overall diversity and MBE/WBE status or participation

#### **Related Experience and References**

- Respondent’s firm or team experience representing IMDC or similarly situated clients within the Scope of Services
- Quality of references from prior engagements

#### **Approach and Strategy**

- Respondent’s detailed plan for fulfilling the RFP Scope of Services

#### **Pricing**

- Rates, structure, and competitiveness of pricing proposal

Deficient Submittals may receive reduced evaluation scores or may be rejected in their entirety.

### **4.3 SHORTLIST PROCESS AND PRESENTATIONS**

The EC, after completing its review of the RFP responses, may develop a “shortlist” of Respondents who may be invited to deliver live presentations to the EC. The shortlisted Respondents will be advised of the content and format of the presentations and framework for evaluation at the appropriate time.

### **4.4 FINAL APPROVAL**

The IMDC, in its sole and absolute discretion, may select a Respondent with whom to commence negotiations for the Services. The IMDC will attempt to negotiate a fair and reasonable agreement with the selected Respondent. If the IMDC is unable to negotiate such agreement to its conclusion with the selected Respondent, the

IMDC may either issue a new request for proposals, enter into discussions with other Respondents, or take any other action deemed fair and reasonable by the IMDC. The IMDC also reserves the right to make no selection as a result of this solicitation. IMDC will determine the award by considering the Offer, the Respondent's qualifications, and other relevant factors in the sole discretion of the IMDC.

#### **4.5 SELECTION SCHEDULE**

Time is of the essence and the IMDC will work diligently to ensure a timely selection process. The IMDC reserves the right to adjust the timeframes and selection schedule while ensuring a comprehensive and fair process.

**EXHIBIT A**

**A1. RESPONDENT CONTACT**

Landscape Architecture and Design Services: IMD 24-002

The undersigned authorized representative of the identified Respondent does hereby submit this Proposal to perform in full compliance with the subject solicitation. By completing and signing this Form, Respondent is making an offer to the IMDC that the IMDC may accept. Respondent also certifies compliance with the various requirements of the solicitation and the documents contained in the solicitation.

Respondent hereby certifies that no person or entity representing its Proposal has retained a person or entity to attempt to influence the outcome of a procurement decision made by the IMDC for compensation contingent in whole or in part upon the decision or procurement.

**Respondent Contact:** The contact person for purposes of responding to any questions the IMDC may have is:

Printed Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
(Respondent name)

\_\_\_\_\_  
(Signature of party authorized to bind the named Respondent)

\_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_

\_\_\_\_\_  
Address \_\_\_\_\_

Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**A2. BUSINESS AND DIRECTORY INFORMATION**

- (a) Name of Business (Official Name and D/B/A) \_\_\_\_\_
- (b) Business Headquarters (include Address and Telephone) \_\_\_\_\_  
\_\_\_\_\_
- (c) If a Division or Subsidiary of another organization provide the name and address of the parent \_\_\_\_\_  
\_\_\_\_\_
- (d) Billing Address \_\_\_\_\_
- (e) Name of Chief Executive Officer \_\_\_\_\_
- (f) Company website \_\_\_\_\_
- (g) Organization Type (e.g., Sole Proprietor, Corporation, Partnership, etc. -- should be the same as on the Taxpayer ID form below) \_\_\_\_\_
- (h) Length of Time in Business \_\_\_\_\_
- (i) Annual Sales (for most recently completed Fiscal Year) \_\_\_\_\_
- (j) Number of Full-Time Employees (average from most recent Fiscal Year) \_\_\_\_\_
- (k) Type of and description of business \_\_\_\_\_
- (l) State of incorporation, state of formation or state of organization \_\_\_\_\_
- (m) Identify and specify the location(s) and telephone numbers of the major offices and other facilities that relate to the Respondent's performance under the terms of this solicitation. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



### A3. DISCLOSURES AND CONFLICTS OF INTEREST

**Instructions:** Respondent shall disclose financial interests, potential conflicts of interest and contract information identified in Sections 1, 2, and 3 below as a condition of receiving an award or contract (30 ILCS 500/50-13 and 50-35). Failure to fully disclose shall render the contract, bid, proposal, subcontract, or relationship voidable by the IMD if deemed in the best interest of the IMD and may be cause for barring from future contracts, bids, proposals, subcontracts, or relationships with the IMD.

A publicly traded entity may submit its 10K disclosure in satisfaction of the disclosure requirements set forth in Section 1 below. HOWEVER, if a Respondent submits a 10K, they still must complete Sections 2, 3, 4, 5, and 6 and submit the disclosure form.

If the Respondent is a wholly-owned subsidiary of a parent organization, separate disclosures must be made by the Respondent and the parent. For purposes of this form, a parent organization is any entity that owns 100% of the Respondent.

This disclosure information is submitted on behalf of (show official name of Respondent, and if applicable, D/B/A and parent):

Name of Respondent: \_\_\_\_\_

D/B/A (if used): \_\_\_\_\_

Name of Parent Organization: \_\_\_\_\_

**Section 1: Section 50-35 Disclosure of Financial Interest in the Respondent.** *(All Respondents must complete this section)*

*Respondent must complete subsection (a), (b) or (c) below. Please read the following subsections and provide the information requested.*

a. If Respondent is a Publicly traded corporation subject to SEC reporting requirements:

i. Respondent shall submit their 10K disclosure (include proxy if referenced in 10k) in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 (a) and (b) of the Procurement Code. The SEC 20f or 40f, supplemented with the names of those owning in excess of 5% and up to the ownership percentages disclosed in those submissions, may be accepted as being substantially equivalent to 10K.

Check here if submitting a 10k , 20f , or 40f .

**OR**

b. If Respondent is a privately held corporation with more than 400 shareholders:

i. Respondent may submit the information identified in 17 CFR 229.401 and list the names of any person or entity holding any ownership share in excess of 5% in satisfaction of the financial and conflict of interest disclosure requirements set forth in subsections 50-35 a and b of the Illinois Procurement Code.

**OR**

c. If Respondent is an individual, sole proprietorship, partnership or any other entity that does not fall within subsections (a) or (b), above, complete (i) and (ii) below as appropriate.

i. For **each individual** having any of the following financial interests in the Respondent (or its parent), please mark each that apply and show the applicable name and address. Use a separate form for each individual.

1. Do you have an ownership share of greater than 5% of the offering entity or parent entity?

Yes  No

2. Do you have an ownership share of less than 5%, but which has a value greater than \$106,447.20?

Yes  No

3. If you responded yes to any of questions 1 – 2 above, please provide either the percentage or dollar amount of your ownership or distributive share of income: \_\_\_\_\_.

For partnerships with more than 50 partners, the percentage share of ownership of each individual identified above may be shown in the following ranges (dollar values must also be provided):

0.5% or less \_\_\_\_\_ >0.5 to 1.0% \_\_\_\_\_ >1.0 to 2.0% \_\_\_\_\_ >2.0 to 3.0 % \_\_\_\_\_ > 3.0 to 4.0% \_\_\_\_\_ % >4.0 to 5.0% \_\_\_\_\_ and in additional 1% increments as appropriate \_\_\_\_\_ %

Check the appropriate type of ownership/distributable income share:

Sole Proprietorship       Stock       Partnership       Other (explain) \_\_\_\_\_

Name: \_\_\_\_\_

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

**Section 2: Debarment/Legal Proceeding Disclosure** (*All Respondents must complete this section*).

Respondent and each of the persons identified in Section 1 must identify any of the following that occurred within the previous 10 years:

Debarment from contracting with any governmental entity	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Professional licensure discipline	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Bankruptcies	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Adverse civil judgments and administrative findings	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Criminal felony convictions	Yes <input type="checkbox"/>	No <input type="checkbox"/>

If any of the above is checked yes, please describe the nature of the debarment or legal proceeding. The IMD reserves the right to request additional information.

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**Section 3: Current and Pending Contracts** *(All Respondents must complete this section).*

Does the Respondent have any contracts, pending contracts, bids, proposals, or other ongoing procurement relationships with units of State of Illinois government? Yes  No

If yes, please identify each contract, pending contract, bid, proposal, and other ongoing procurement relationship it has with units of State of Illinois government by showing the agency name and other descriptive information such as bid number, project title, purchase order number, or contract reference number.

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**Section 4: Representative Lobbyist/Other Agent** *(All Respondents must complete this section).*

Is the Respondent represented by or employing a lobbyist required to register under the Lobbyist Registration Act or other agent who is not identified under Sections 1 and 2 and who has communicated, is communicating, or may communicate with any State officer or employee concerning the bid, offer or contract?

Yes  No

If yes, please identify each agent / lobbyist, including name and address.

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Costs/Fees/Compensation/Reimbursements related to assistance to obtain contract (describe):

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Respondent certifies that none of these costs will be billed to the IMD in the event of contract award.

This Disclosure is submitted on behalf of:

\_\_\_\_\_  
(Respondent Name)

Name of Authorized Representative:

\_\_\_\_\_

Title of Authorized Representative:

\_\_\_\_\_

Signature of Authorized Representative:

\_\_\_\_\_

Date:

\_\_\_\_\_

**A4. TAXPAYER IDENTIFICATION NUMBER**

I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).
  - If you are an individual, enter your name and SSN as it appears on your Social Security Card.
  - If you are a sole proprietor, enter the owner’s name on the name line followed by the name of the business and the owner’s SSN or EIN.
  - If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner’s name on the name line and the d/b/a on the business name line and enter the owner’s SSN or EIN.
  - If the LLC is a corporation or partnership, enter the entity’s business name and EIN and for corporations, attach IRS acceptance letter (CP261 or CP277).
  - For all other entities, enter the name of the entity as used to apply for the entity’s EIN and the EIN.

**Name:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

**Taxpayer Identification Number:** \_\_\_\_\_

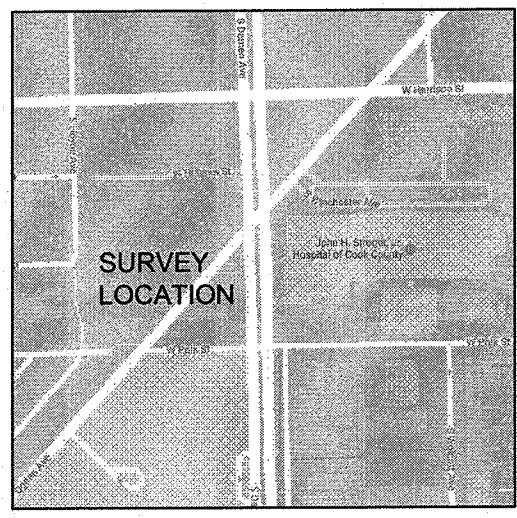
**Legal Status (check one):**

- |  |   |
|--|---|
| <input type="checkbox"/> Individual  | <input type="checkbox"/> Governmental   |
| <input type="checkbox"/> Sole Proprietor   | <input type="checkbox"/> Nonresident alien  |
| <input type="checkbox"/> Partnership   | <input type="checkbox"/> Estate or trust  |
| <input type="checkbox"/> Legal Services Corporation  | <input type="checkbox"/> Pharmacy (Non-Corp.)   |
| <input type="checkbox"/> Tax-exempt  | <input type="checkbox"/> Pharmacy/Funeral Home/Cemetery (Corp.)                           |
| <input type="checkbox"/> Corporation providing or billing medical and/or healthcare services     | <input type="checkbox"/> Limited Liability Company (select applicable tax classification) |
| <input type="checkbox"/> Corporation NOT providing or billing medical and/or healthcare services | <input type="checkbox"/> D = disregarded entity   |
|  | <input type="checkbox"/> C = corporation  |
|  | <input type="checkbox"/> P = partnership  |

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

**EXHIBIT B**

--SEE NEXT PAGE--



# GREMLEY & BIEDERMANN

A DIVISION OF  
**PLCS Corporation**

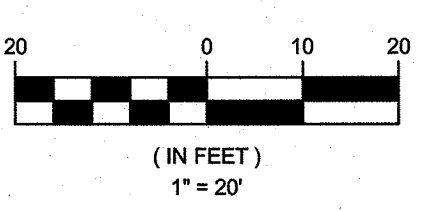
License No. 184-005332

PROFESSIONAL LAND SURVEYORS

4505 NORTH ELSTON AVENUE, CHICAGO, IL 60630  
TELEPHONE: (773) 685-5102 FAX: (773) 286-4184 EMAIL: INFO@PLCS-SURVEY.COM

## ALTA / NSPS Land Title Survey

GRAPHIC SCALE



VICINITY MAP

### LEGEND

These standard symbols will be found in the drawing.

- ⊙ Storm MH
- ⊙ Storm CB
- ⊙ San Storm Combo MH
- ⊙ Telephone MH
- ⊙ Utility Pole
- ⊙ Electric MH
- ⊙ Electric Vault
- ⊙ Electric Light Pole
- ⊙ Electric Traffic Signal
- ⊙ Electric Light Pole with Traffic Signal
- ⊙ Electric Traffic Control Box
- ⊙ Electric Mounted Wall Light
- ⊙ Gas Valve
- ⊙ Gas MH
- ⊙ Tree - Deciduous
- ⊙ Sign Post
- ⊙ Bumper Post
- ⊙ Unclassified Manhole
- ~ Flag Pole

PARCEL 1: THAT PART OF LOTS 7, 8, 9, 10, 11, 26 AND 32 LYING WEST OF A LINE 124.4 FEET WEST OF AND PARALLEL WITH THE ORIGINAL WEST LINE OF SOUTH DAMEN AVENUE; ALSO

ALL OF LOTS 12 TO 25 IN BLOCK 1 OF HONORE'S RESUBDIVISION OF BLOCKS 1 TO 5 AND THE WEST 1/2 OF BLOCK 6 IN TIERNAN'S SUBDIVISION OF THE EAST 1/2 OF THE SOUTHWEST 1/4 AND OF PART OF THE WEST 1/2 OF THE SOUTH EAST 1/4 OF SECTION 18, TOWNSHIP 39 NORTH, RANGE 14 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

ALSO

PARCEL 2: ALL OF THAT PART OF THE NORTHEASTERLY AND SOUTHWESTERLY 12 FOOT VACATED ALLEY IN BLOCK 1 OF HONORE'S RESUBDIVISION, LYING WESTERLY OF A LINE 124.4 FEET WEST OF AND PARALLEL WITH THE ORIGINAL WEST LINE OF WALNUT STREET (NOW KNOWN AS SOUTH DAMEN AVENUE) AND LYING SOUTHEASTERLY OF LOTS 11 TO 20, BOTH INCLUSIVE, AND LYING NORTHWESTERLY OF LOTS 23, 24, 25, 26 AND 32 IN BLOCK 1 AFORESAID, IN COOK COUNTY, ILLINOIS.

ALSO

PARCEL 3: ALL OF THAT PART OF THE EAST AND WEST 12 FOOT VACATED ALLEY IN BLOCK 1 OF HONORE'S RESUBDIVISION, LYING WEST OF A LINE 124.4 FEET WEST OF AND PARALLEL WITH ORIGINAL WEST LINE OF WALNUT STREET (NOW KNOWN AS SOUTH DAMEN AVENUE) AND LYING SOUTH OF LOT 32 AND NORTH OF LOT 26 IN BLOCK 1 AFORESAID, ALL IN COOK COUNTY, ILLINOIS

CONTAINING 43,012 SQ. FT. OR 0.99 ACRES MORE OR LESS.

**SURVEY NOTE:**  
This Survey was prepared based on CHICAGO TITLE INSURANCE COMPANY Title Commitment 1412 008916756 LP1 Effective Date: APRIL 25, 2013 as to matters of record.

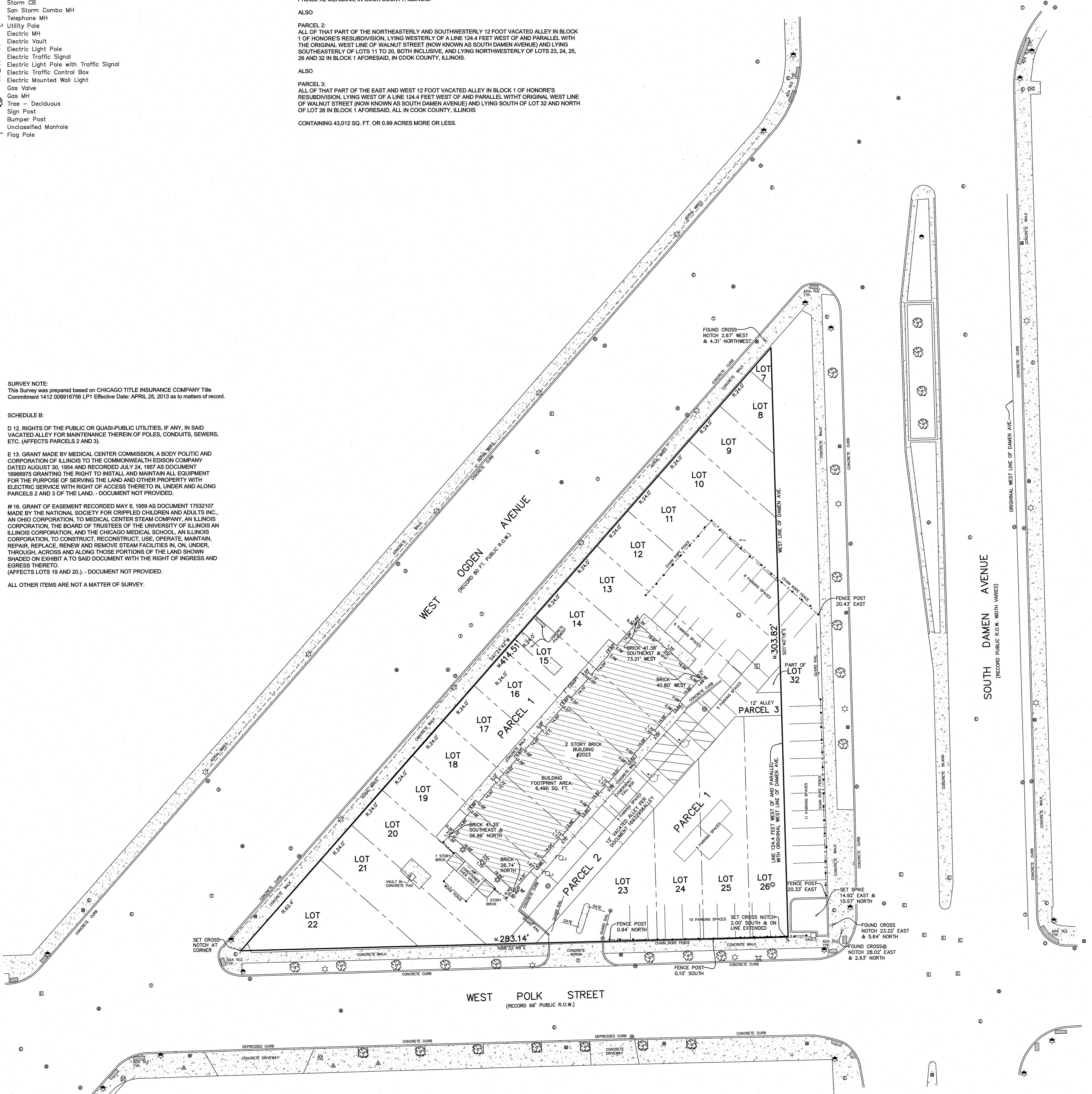
**SCHEDULE B:**

D 12. RIGHTS OF THE PUBLIC OR QUASI-PUBLIC UTILITIES, IF ANY, IN SAID VACATED ALLEY FOR MAINTENANCE THEREIN OF POLES, CONDUITS, SEWERS, ETC. (AFFECTS PARCELS 2 AND 3).

E 13. GRANT MADE BY MEDICAL CENTER COMMISSION, A BODY POLITIC AND CORPORATION OF ILLINOIS TO THE COMMONWEALTH EDISON COMPANY DATED AUGUST 30, 1954 AND RECORDED JULY 24, 1957 AS DOCUMENT 16969975 GRANTING THE RIGHT TO INSTALL AND MAINTAIN ALL EQUIPMENT FOR THE PURPOSE OF SERVING THE LAND AND OTHER PROPERTY WITH ELECTRIC SERVICE WITH RIGHT OF ACCESS THERETO IN, UNDER AND ALONG PARCELS 2 AND 3 OF THE LAND. - DOCUMENT NOT PROVIDED.

H 16. GRANT OF EASEMENT RECORDED MAY 8, 1959 AS DOCUMENT 17532107 MADE BY THE NATIONAL SOCIETY FOR CRIPPLED CHILDREN AND ADULTS INC., AN OHIO CORPORATION, TO MEDICAL CENTER STEAM COMPANY, AN ILLINOIS CORPORATION, THE BOARD OF TRUSTEES OF THE UNIVERSITY OF ILLINOIS AN ILLINOIS CORPORATION, AND THE CHICAGO MEDICAL SCHOOL, AN ILLINOIS CORPORATION, TO CONSTRUCT, RECONSTRUCT, USE, OPERATE, MAINTAIN, REPAIR, REPLACE, RENEW AND REMOVE STEAM FACILITIES IN, ON, UNDER, THROUGH, ACROSS AND ALONG THOSE PORTIONS OF THE LAND SHOWN SHADED ON EXHIBIT A TO SAID DOCUMENT WITH THE RIGHT OF INGRESS AND EGRESS THERETO. (AFFECTS LOTS 19 AND 20). - DOCUMENT NOT PROVIDED.

ALL OTHER ITEMS ARE NOT A MATTER OF SURVEY.



ORDERED BY: ILLINOIS MEDICAL DISTRICT	CHECKED: RL	DRAWN: AJM
ADDRESS: 2023 WEST OGDEN AVENUE CHICAGO		
<b>GREMLEY &amp; BIEDERMANN</b>		
PLCS CORPORATION		
LICENSE NO. 184-005332 EXPIRES 6-30-2017		
PROFESSIONAL LAND SURVEYORS		
4505 NORTH ELSTON AVENUE, CHICAGO, IL 60630		
TELEPHONE: (773) 685-5102 FAX: (773) 286-4184 EMAIL: INFO@PLCS-SURVEY.COM		
ORDER NO. 2017-23715-001	DATE: MARCH 8, 2017	PAGE NO. 1 OF 1
SCALE: 1 INCH = 20 FEET		

**SURVEY NOTES:**  
SURVEYORS LICENSE EXPIRES NOVEMBER 30, 2018  
Note R. & M. denotes Record and Measured distances respectively.  
Distances are marked in feet and decimal parts thereof. Compare all points BEFORE building by same and at once report any differences BEFORE damage is done.  
For easements, building lines and other restrictions not shown on survey plat refer to your abstract, deed, contract, title policy and local building line regulations.  
NO dimensions shall be assumed by scale measurement upon this plat.  
Unless otherwise noted hereon the Bearing Basis, Elevation Datum and Coordinate Datum if used is ASSUMED.  
PROPERTY APPEARS IN "OTHER AREAS" ZONE X. AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN, PER FLOOD INSURANCE RATE MAP COOK COUNTY, ILLINOIS, MAP NO. 17031C0506J, EFFECTIVE DATE AUGUST 19, 2008.  
COPYRIGHT GREMLEY & BIEDERMANN, INC. 2017 "All Rights Reserved"

This is to certify that this map or plat and the survey on which it is based were made in accordance with the 2016 Minimum Standard Detail Requirements for ALTA/NSPS Land Title Surveys, jointly established and adopted by ALTA and NSPS, and includes Items 1, 2, 3, 4, 7(a), 7(b)(1), 8, 9 and 20 of Table A thereof.  
The field work was completed on MARCH 8, 2017.  
Date of Plat March 16, 2017  
By: Robert G. Biedermann  
Robert G. Biedermann  
Professional Illinois Land Surveyor No. 2802