



REQUEST FOR PROPOSALS FOR  
INSTALLATION OF PHASE 1 OF  
APPROVED LANDSCAPE DESIGN



Algonquin Area Public Library District

**Harnish Main Library** 2600 Harnish Drive • Algonquin, IL 60102 • 847-458-6060  
**Eastgate Branch** 115 Eastgate Drive • Algonquin, IL 60102 • 847-658-4343

[www.aapld.org](http://www.aapld.org)

# GENERAL INFORMATION

The Algonquin Area Public Library District (“AAPLD” or “the Library”) is issuing a request for proposals (“RFP”) from landscaping contractors or other qualified companies (“contractor”) to implement Phase 1 of an approved landscape design plan (“Project”) at the Harnish Main Library located at 2600 Harnish Drive in Algonquin, Illinois.

## ABOUT AAPLD

The Algonquin Area Public Library was established in February 1921 in the Village Hall on Main Street and became a district in 1962. As the service area grew to more than 30 square miles, a new building was needed for dedicated library purposes. In 1975, a referendum was passed to build a 16,000 square foot building at 115 Eastgate Drive, and the library opened in its new space in 1976.

A growing community necessitated a new, larger facility. The existing location was renovated to be the Eastgate Branch Library and what is now the Harnish Main Library was built on the west side of the library district at 2600 Harnish Drive in Algonquin. The building opened in 2001.

Today, the Harnish Main Library serves as a vital community hub, welcoming over 150,000 visitors annually. The facility hosts diverse indoor and outdoor programming, utilizing its extensive grounds for educational initiatives, community events, and public engagement. The landscape design will recognize local plants and ecosystems, complementing the adjacent Village of Algonquin open space which is largely maintained as native prairie.

## PROJECT PURPOSE

The Library contracted with Indigo Ecological Design, LLC to evaluate the Library property in its current state and create a plan to update the grounds through a comprehensive and phased landscaping project. The plan has been reviewed and approved by the Library Board of Trustees.

The Harnish Main Library was opened in 2001. While the property has been regularly and generally maintained (mowing, weeding, tree trimming, etc.), there has not been a significant update to the landscaping, trees, or plantings on the property in over two decades.

The purpose of this Project is to refresh and beautify the landscaping around the Library.

This Project is intended to use native plants to promote knowledge-sharing, sustainability, and community and is designed with the long-term goal of reducing maintenance and operational costs and promoting a healthy environment. Once complete, the library property will be safe, beautiful, and useful for a variety of outdoor programs and events and general enjoyment of the outdoors.



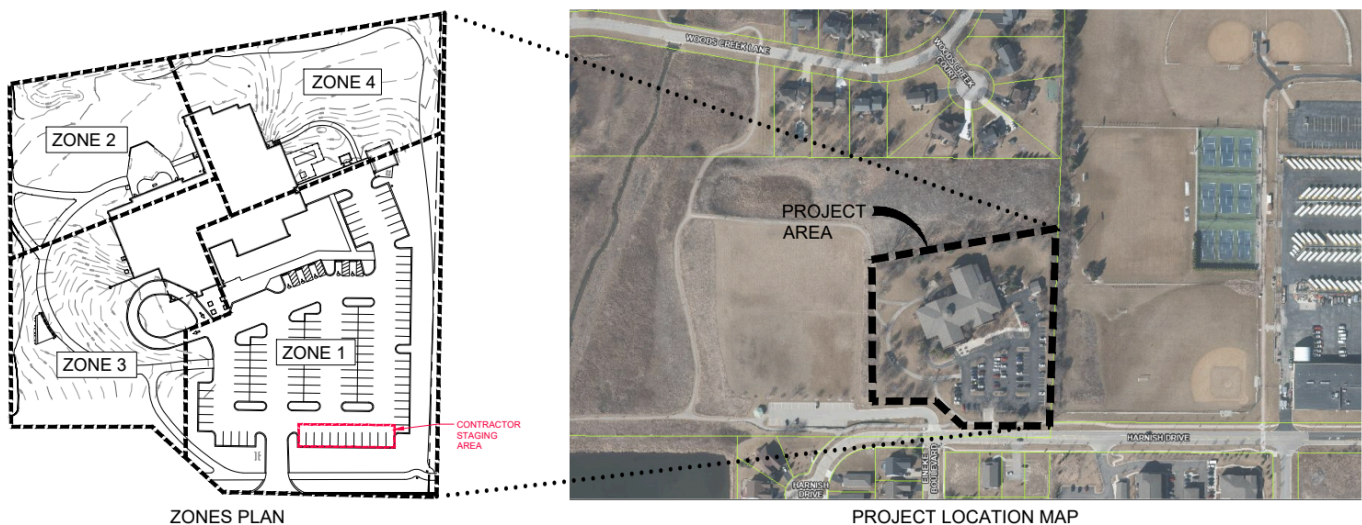
# PROJECT DESCRIPTION

Designs for landscape updating and renovation were completed by Jenna Andresen of Indigo Ecological Design, LLC in 2025 and approved by the Library Board of Trustees in 2026. The Project encompasses the full property. The design comprises multiple zones and phases. *The removal of dead trees and implementation of Zone 1 Project components are the focus of this RFP.* Additional zones are presented to provide the full renovation plans and will be considered in future project phases. Details of all zones are included in the Final Plans document, but only Zone 1 is included in the Bid Form document.

The Project is designed in four zones (see image below and in Final Plans), with general descriptions as follows:

- Zone 1: Entrance to Library property from Harnish drive; library monument sign; parking lot perimeter and islands; front of Library building east of the main entrance; areas by staff entrance and library garage
- Zone 2: Rear patio and outdoor programming space; walking path from NW corner of building to patio
- Zone 3: Main entrance to building; drive through perimeter and island; walking path from parking lot to NW corner of building; pergola
- Zone 4: Area adjacent to and behind library garage; walking path to staff rear entrance; NE corner of library property

The Library intends to complete renovation in all zones by phasing, with Phase 1 being the priority. Zones 2, 3, and 4 are expected to be completed by 2028 with phasing to be determined by time and budget in coordination with the selected contractor.



Project design components included in all phases:

- Removing dead, dying, diseased, obstructive, and/or invasive trees, shrubs, and other plants
- Planting new trees, shrubs, and plants specifically selected for this region and property
- Edging, extending, and/or eliminating current plant beds
- Creating new planting beds to hold native cultivars and other vegetation
- Installing hardscape rock as a design element and to reduce erosion
- Implementing landscape design elements to welcome exploration and appreciation of the property

# PROJECT DOCUMENTS FOR REVIEW AND CONSIDERATION

[Final Plans - Harnish Landscaping Reno - 2026.pdf](#) - This document includes specifications and general notes that highlight critical components of the Project and should be acknowledged and incorporated into a successful proposal. Detailed landscape drawings showing preservation and removal plans, existing conditions, landscaping plans, a plant list/key, bulb planting details, site details, and planting details for each zone are included.

[Bid Form - Harnish Landscaping Reno - Phase 1 - 2026.pdf](#) - This document requires itemization of unit cost and total cost for general requirements, site preparation, and exterior improvements for each zone. *The removal of dead trees and implementation of Zone 1 Project components make up the Phase 1 Base Bid.* Unit and total costs for Zones 2, 3, and 4 will be considered but subject to change for future projects.

## PROPOSALS

*Note: All specified times refer to local time in Algonquin, Illinois.*

CONTACT PERSON:	Sara Murray, Executive Director smurray@aapld.org 847-458-3134
DATE OF ISSUE:	Wednesday, June 3, 2026
PROPOSALS DUE DATE:	Thursday, June 25, 2026 at 4:00pm
QUESTIONS AND PROPOSALS TO:	Sara Murray, Executive Director 2600 Harnish Drive, Algonquin, Illinois 60102 smurray@aapld.org

This RFP and any addenda are available on the Library's website at [www.aapld.org/about-us/landscape/](http://www.aapld.org/about-us/landscape/).

All questions and requests for clarification relating to the RFP and Project must be submitted by email correspondence to Sara Murray at smurray@aapld.org and received by Thursday, June 18, 2026 at 1:00pm. Notice of receipt will be sent; if you do not receive a receipt notice, please call 847-458-3134 to confirm. Responses, changes, or addenda to the RFP will be posted no later than Friday, June 19, 2026 at 5:00pm. Companies are responsible for checking the website to ensure that they have the most current information regarding the RFP.

The Library is not liable for any costs incurred by any contractor in connection with this RFP. Expenses incurred by the responding contractors are the sole responsibility of the contractor and may not be charged to the Library.

SUBMITTAL REQUIREMENTS: Contractor(s) responding to this RFP must:

1. Provide an electronic copy in pdf format and three (3) hard copies of a response to this RFP in accordance with the Response Requirements identified below.
2. Electronic copies shall be sent to Sara Murray at smurray@aapld.org or included on a flash drive that must be included in the hard copy package.

3. Proposal response is limited to 25 double-sided (or 50 single) 8.5"x11" pages, including the title page and cover letter.
4. Proposals must be received by the Algonquin Area Public Library District no later than Thursday, June 25, 2026, at or before 4:00 p.m.
5. The envelope/package must be marked as "RFP Response: Library Landscaping Installation." All items shall be delivered by the contractor or courier or mailed to:  
Algonquin Area Public Library  
2600 Harnish Drive, Algonquin, Illinois 60102  
Attn: Sara Murray

RESPONSE REQUIREMENTS: The proposal must contain the following information:

1. *Title page*: Provide the subject of the proposal; applicant's name, address, and telephone number; individual point of contact name, address, telephone number, and email.
2. *Transmittal letter*: Provide a statement regarding the applicant's interest in and understanding of the Project. The letter should include a statement that the firm has read and understands the RFP and agrees to all conditions, requirements, and terms stated in the RFP. The transmittal letter shall be signed by a duly authorized officer or agent empowered with the right to bind the firm submitting a proposal for consideration.
3. *Project Team*: Identify the project team (including sub-consultants and associates) and provide a statement of qualifications for each individual, including: education, professional registrations, area(s) of expertise and years of service in their respective fields. The following information should be included:
  - a. Identify the project manager who will lead the Project.
  - b. Identify any sub-consultants that will be part of the project team.
  - c. Names and proposed roles of other individual team members.
  - d. Education, experience, and biographies of all team members addressing the qualifications and considerations of the RFP.
  - e. Describe the qualifications of the firm and any sub-consultants to perform the work requested including information regarding pertinent prior experience.
  - f. Outline of the proposed functions of the individuals and their back-up(s) as well as their experience in the specific assigned functions.
  - g. The contractor shall provide adequate evidence and documentation to the Library demonstrating a minimum of five (5) years of experience installing native landscape plantings and has successfully executed at least five (5) projects of comparable scope and nature within the last five (5) years.
4. *Understanding of the Project and the Algonquin Area Public Library*: Include a summary of the firm's understanding of the Project as described in this RFP and the Algonquin Area Public Library.
5. *Methodology and approach*: Provide a description of the method and approach your firm intends to utilize in order to complete the Project. Discuss and clearly explain the methodology proposed to satisfactorily achieve the required services for the Project. The respondent must document a clear understanding of the RFP's entire scope of work.
6. *Project timeline*: Provide a proposed schedule from the start to the completion of the Base Bid portion of the Project. The schedule should include regular progress meetings, phasing, milestones, and approximate completion dates. The Library desires to complete the Phase 1 portion of the Project in Fall 2026. Deviance from this schedule should be noted and explained and does not automatically disqualify a contractor from consideration.

7. *Proposal Costs*: Provide a current rate schedule for the description of associated work necessary to complete the requested services. Rates and costs should be articulated on the Bid Form. Any anticipated additional costs should be noted in the proposal.
8. *Work samples*: List and provide in electronic format only (web link or pdf) at least three examples of similar projects completed within the last five years in which the consulting firm was the project's lead agency. The work samples are not included in the 50-page submission limit and shall be included as an appendix.
9. *References*: A list of municipal, local government, or other not-for-profit clients is preferred, though a list of any clients is acceptable, for which the firm was the lead agency in providing services similar to the ones described in this RFP. Provide contact information (name, position, address, telephone number, and email) of persons the Library may contact to verify work completed and performance.
10. *Verify firm capacity*: Provide a statement of the firm's ability to begin and complete the Project. Provide information regarding any other issues or projects that the firm has already committed to that may prevent this Project from being completed on time.
11. *Proposer's Certification*: see included page
12. *Addendum Page*: see included page

All proposals must be received in the Library's Administrative office at the Harnish Main Library at 2600 Harnish Drive, Algonquin, Illinois no later than 4:00pm on Thursday, June 25, 2026. Late submissions will not be accepted. Proposals will be evaluated the week of June 29, 2026, and interviews may be planned as deemed necessary.

The Library Board of Trustees anticipates awarding and signing a contract at a Special Board Meeting on Wednesday, July 8, 2026 at 7:00pm. The contract will be modeled on AIA A101-2017.

## WALKTHROUGH and SITE VISITS

All contractors are encouraged to visit the Harnish Main Library to gain an understanding of the Project and to familiarize themselves with the grounds. The Executive Director will be available to provide a walkthrough and brief tour around the Harnish Main Library and to answer questions about the Project on Thursday, June 11, 2026 at 10:00am. Please notify the Executive Director via email at [smurray@aapld.org](mailto:smurray@aapld.org) if you plan to attend the site visit. While site visits are strongly encouraged, they are not mandatory, and contractors are welcome to walk the grounds independently at any time.

Contractors are advised that all communication and questions should be directed to Executive Director Sara Murray. Contact with other Library personnel in relation to this RFP is not permitted and may result in disqualification of the proposal.



# REQUIREMENTS

**BID BOND:** Each proposal submitted must include a Bid Bond totaling at least ten percent (10%) of the combined Base Bid and all Alternates. This bond shall be made payable to the Library as a formal guarantee that, should the proposal be accepted, the contractor will enter into a contract and ensure the project's performance is appropriately secured.

**PERFORMANCE AND PAYMENT BONDS:** Upon award of the project, the successful contractor shall be required to furnish both a Performance Bond and a Labor and Material Payment Bond, each in an amount totaling one hundred percent (100%) of the accepted bid proposal.

**FORFEITURE:** If the selected contractor fails to execute the contract or provide required performance or payment bonds within 12 calendar days after the awarding of the contract, the bid security will be forfeited to the Library as liquidated damages and the Library reserves the right to rescind the award.

**PREVAILING WAGE NOTICE:** This project calls for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 13010.01 et seq., which requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages" (hourly cash wages plus fringe benefits) in the county where the work is performed. The Department publishes the prevailing wage rates on its website at <http://labor.illinois.gov/>. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage, notice and record keeping duties.

**INSURANCE:** Prior to the commencement of contracted work between the Library and contractor, the contractor is expected to provide satisfactory evidence of insurance coverage via a valid Certificate of Insurance showing coverage provided by a carrier who has no less than an A-VIII rating with AM Best's Rating. The Certificate must list the Algonquin Area Public Library District, its employees, and officials as additional named insureds. The contractor guarantees to save the Library, its agents, and employees harmless from liability of any nature or kind, for use of any copyright, composition, secret process, patented or unpatented invention, articles or appliances furnished or used in the performance of the contract, or which the contractor is not the patentee, assignee, or licensee.

Furthermore, the contractor hereby agrees to save and hold harmless and indemnify the Library from and against all injury, death, damage, loss, claims and liability caused by or arising out of the performance of this agreement by the contractor, its employees, agents, or sub-vendors. This agreement extends to all claims, of any nature, whether made by the contractor's employees or third parties.

The Certificate must also list coverage as primary and non-contributory, include a waiver of subrogation, and include a thirty (30) days cancellation notice.

All coverage as follows shall be maintained through the life of the contract and include, as a minimum:

1. General Liability – \$2,000,000 per occurrence/\$4,000,000 aggregate Bodily Injury and Property Damage
2. Products & Completed – \$2,000,000
3. Worker's Compensation – \$1,000,000 Each Accident/\$1,000,000 Disease-Each Employee/\$1,000,000 Disease-Policy Limit
4. Automobile Liability – \$1,000,000 with \$5,000 medical payments

5. Umbrella/Excess Liability – \$5,000,000
6. Errors & Omissions – \$2,000,000
  1. Required for contracts with Consultants for Professional Services
7. Crime & Theft Coverage – \$2,000,000
  1. Required when contractor will have access to Library property

TRUE COST, REDUCTIONS, and ADDITIONS: The contractor shall adhere to all Qualifications and General notes found on Page 02 of the Final Plans document created by Indigo Ecological Design, LLC. This project will be awarded on a true cost and actual quantity basis. The contractor shall be compensated only for materials actually utilized to complete the work in accordance with the project drawings and specifications.

- Material Reductions: If final material quantities and/or costs are less than those estimated in the contractor’s proposal, the contract sum shall be decreased accordingly via a deductive Change Order, with all savings reverting to the Library.
- Material Additions: Any increase in material quantities and/or costs beyond the approved contract amount must be submitted via a formal Change Order and requires written approval from the Library prior to procurement or installation.

STAGING: The contractor shall limit the staging area to that which is indicated on Page 02 of the Final Plans document created by Indigo Ecological Design, LLC (and shown below) unless express written approval to make changes or adjustments is provided by the Library. The contractor shall provide a portable toilet and dumpster at their cost in the noted staging area.

## ANTICIPATED TIMELINE

*Note: All specified times refer to local time in Algonquin, Illinois.*

ITEM	DUE DATE
Request for Proposals Issue Date	Wednesday, June 3, 2026
Guided Site Visit	Thursday, June 11, 2026 at 10:00am
Questions Due	Thursday, June 18, 2026 at 1:00pm
Responses to Questions/Changes/Addenda Posting Deadline	Friday, June 19, 2026 at 5:00pm
Proposals Due	Thursday, June 25, 2026 at 4:00pm
Evaluation of Proposals	Week of June 29, 2026
Library Board of Trustees Awards and Signs Contract	Wednesday, July 8, 2026
Anticipated Project Start Date (approximate)	Monday, August 31, 2026

# PROPOSER'S CERTIFICATION

I have carefully examined the Request for Proposal and any other documents accompanying or made a part of this Proposal.

I hereby propose to furnish the services specified in the Request for Proposal. I agree that my proposal will remain firm for a period of up to ninety (90) days in order to allow the Library adequate time to evaluate the proposals.

I certify that all information contained in this proposal is truthful to the best of my knowledge and belief .

I further certify, that 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 service; no officer, employee or agent of the Algonquin Area Public Library or any other proposer is financially interested in said proposal; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matter therein contained and was duly authorized to do so.

CONTRACTING FIRM:

MAILING ADDRESS:

TELEPHONE NUMBER:

EMAIL ADDRESS:

AUTHORIZED PERSON'S NAME:

AUTHORIZED PERSON'S SIGNATURE:

TITLE:

DATE:

# ADDENDUM PAGE

The undersigned acknowledges the following addenda to the documents as posted on the Library's website.

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_

Dated: \_\_\_\_\_

FAILURE TO SUBMIT ACKNOWLEDGEMENT OF ANY ADDENDUM THAT AFFECTS THE SCOPE OF WORK IS CONSIDERED A MAJOR IRREGULARITY AND MAY BE CAUSE FOR REJECTION OF THE PROPOSAL. ALL ADDENDA WILL BE POSTED ON THE LIBRARY'S WEBSITE: [www.aapld.org/about-us/landscape/](http://www.aapld.org/about-us/landscape/)

CONTRACTING FIRM:

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TELEPHONE NUMBER:

EMAIL ADDRESS:

AUTHORIZED PERSON'S NAME:

AUTHORIZED PERSON'S SIGNATURE:

TITLE:

DATE: