

REQUEST FOR QUALIFICATIONS

FOR

DESIGN SERVICES

FOR

**SHADE EVALUATION GARDEN
OF THE SCIENCE CAMPUS**

AT THE

CHICAGO BOTANIC GARDEN

**1000 LAKE COOK ROAD
GLENCOE, ILLINOIS 60022**

**WWW.CHICAGOBOTANIC.ORG
HTTP://STRATEGICPLAN.CHICAGOBOTANIC.ORG**

**WILLIAM W. BROWN
VICE PRESIDENT OF FACILITIES AND PLANNING**

SECTION I: DESCRIPTION OF GARDEN PROGRAMS

A. INTRODUCTION

The Chicago Botanic Garden is seeking qualified firms to provide design services as described in this RFQ to plan two distinct garden projects. A descriptive narrative for each project is provided below.

B. BACKGROUND

The Chicago Botanic Garden is a living museum known for its extensive, diverse plant collection, exquisite horticultural displays, critical plant conservation research, in-depth educational programs, and a vital program in ornamental plant research.

The Plant Evaluation Program is the cornerstone of ornamental plant research at Chicago Botanic Garden. Initiated in the early 1980s to make recommendations on the best plants for use in the Garden's collections, it has developed into the country's preeminent program for comparative trials of ornamental plants. Nearly 1,200 taxa of ornamental plants – perennials, vines, shrubs, and trees – are being evaluated at any time for adaptability and performance under typical urban landscape growing conditions. Plant performance is assessed without the use of any chemical insect or disease controls so natural plant defenses to these problems can be identified. Not only is the program a resource in its own right, notably through its rigorous dissemination of original research results, but it underpins the ability of the plant breeding and introduction programs to develop and bring new plants to marketplace by rigorously evaluating those programs' plants prior to any commercial release. The program is also a resource for the institution, benefiting the collections through plant donations and recommendations, conservation through invasive plant research, and education through teaching and lecturing. The value of the program also extends well beyond the Garden's borders via: (a) dissemination of research results in the Garden's publication *Plant Evaluation Notes*, the Garden's web site, and by other publications, teaching and lectures; (b) its partnerships with many of the world's premiere ornamental plant breeders and plant introduction programs; and (c) the service provided to both public and professional audiences. In 2010, the program initiated the evaluation of native and nonnative plants for rooftop gardening in the Midwest, utilizing the roof garden on the new Plant Lab Center.

C. PROJECT DESCRIPTION

Since 1982, the Pullman Plant Evaluation Garden has been the site for testing herbaceous and woody plants in shade conditions, and in more recent years, the site for the testing of ornamental vines. Testing shade plants is an important aspect of our evaluation program since many local communities feature mature trees within their residential landscapes, as well as shade from buildings, fences, shrubs, and other structures. There is a total of 14,200 sq. ft. of bed space in the Pullman Garden being used for evaluation; approximately 50% is dedicated to shade trials, with the remainder of the garden providing space for vine and shrub trials, both in sun and shade. The relocation of this garden is necessitated by the expansion of the production greenhouses.

Shade Evaluation Garden

A new shade evaluation garden is proposed adjacent to and west of the Production facility site and occupies about two acres of land (see attached plans). We envision that the shade evaluation beds would be integrated into a garden setting that features a mix of shade provided

by large- and small-scale trees, shrubs, and structures such as arbors, pergolas, and trellises. In addition, due to the western exposure of the site, a natural windbreak, such as small and large shrubs, would be necessary to protect the shade trial beds from late afternoon sun and prevailing westerly winds. The plants serving these purposes would be permanent and not part of the evaluation program. Ideally, structures in the garden would not only create shade but be capable of supporting vines such as clematis. These elements would also serve to screen the Nursery/Greenhouse facility from Evening Island and McGinley Pavilion.

This garden will also include a major north/south pedestrian path which will encourage visitors to continue their exploration to the Nursery/Greenhouse area. There will be several interpretive areas along this path with views into the Nursery and Greenhouses.

In conjunction with the creation of the shade evaluation garden, we propose a renovation of the current rose trial garden situated directly across the east road. This garden would be redesigned to provide full-sun growing space for shrub trials, including English shrub roses, and for plant breeding trials. The planting beds would be similar to the curvilinear design used in Lavin Plant Evaluation Garden. To maximize the trial space available in this site, we do not envision any structures or display plantings.

SECTION II: SCOPE OF SERVICES

A. GENERAL DESIGN

1. The designer will be responsible for supervision and performance of all design activities necessary to produce documents for construction of the projects. The designer will ensure that the final design will be feasible within the established schedule and budget.
2. The designer will be responsible for ensuring that the design is compatible with the operating requirements of the Chicago Botanic Garden.
3. The designer will be responsible for producing a high quality design that is sensitive to the Garden's tradition, its present role, and its desired future.
4. Garden designs will be subject to review by a variety of committees. The designer will have a key role at review meetings, and will prepare graphics and other materials required for these presentations.
5. The designer will submit a final schedule for design phase activities. The designer will be responsible for reviewing the schedule at least monthly; for maintaining the schedule throughout the design process; and for completing the design, including necessary public meetings and design approvals, within the approved schedule.

SECTION III: PROJECT COST

The total budget for this project is \$2,400,000. This includes: all hard cost of construction; all soft costs for design, engineering and construction; contingency; and general conditions.

SECTION IV: PROJECT SCHEDULE

1. Issue RFQ – June 15, 2012
2. Responses to RFQ due – July 18, 2012
3. Establish RFP short list – August 2012
4. Issue RFP – September 2012

SECTION V: SUBMITTAL REQUIREMENTS

The proposal, as a minimum, must be organized as follows and include the following items:

A. COVER LETTER

The cover letter, signed by an authorized representative of the firm, must contain: a summary of key points of the submittal and a description of your firm's organizational structure (e.g., number of employees, firm financial information, etc.).

B. SUMMARY

This section should include a statement of understanding and approach to the work.

C. QUALIFICATIONS

1. Firm's Qualifications: Provide profiles on all firm's members, including experience on projects of similar size and scope. Describe firm's experience with not-for-profit organizations. Include a description and images of any relevant experience.
2. Firm's Key Personnel: Submit resumes for key personnel committed to this project; these personnel can be both managerial and technical. Describe previous experience and projects.

D. PROPOSAL AND SUBMISSION

1. Submit five paper copies and one electronic copy of the proposal to William Brown. Proposal shall be submitted by July 18, 2012.
2. We expect to evaluate these responses promptly upon receipt of them, and subsequently issue a detailed Request for Proposal to candidates selected from respondents to this RFQ. We appreciate your thoughts and responses to the RFQ and encourage you to contact William Brown with any questions you might have.

William Brown
Vice President, Facilities and Planning
Chicago Botanic Garden
1000 Lake Cook Road
Glencoe, IL 60022
Tel. 847.835.8355
Fax 847.835.4484
bbrown@chicagobotanic.org