



## REQUEST FOR PROPOSAL

Release Date: July 20, 2012

~LANDSCAPE ARCHITECT~

Hawthorn Hollow Nature Sanctuary and Arboretum is seeking the services of a Landscape Architect to develop a Master Plan for our grounds. Primary focus will be on our arboretum, gardens, and amphitheater areas (approximately 17 acres). It is intended that this plan will provide Hawthorn Hollow with a long-term vision for these areas and a phased approach for their transformation and maintenance over the next twenty years.

Hawthorn Hollow is situated on 40 acres of land between Kenosha and Racine in the Town of Somers, Wisconsin. The landscape includes a 15-acre arboretum, a 15-acre river floodplain forest, and 5-acres of prairie, a variety of gardens and three historic buildings. Hawthorn Hollow is owned and operated by the Hyslop Foundation, Inc., a 501(c)(3) non-profit organization. Please visit our website ([hawthornhollow.org](http://hawthornhollow.org)) for further information.

### **ARBORETUM HISTORY**

One of the first major investments the Hyslop Foundation made in Hawthorn Hollow after it was established in 1967 was to transform what was previously a pasture and hayfield into a 15-acre Arboretum. The Foundation enlisted Clarence Godshalk who worked at the renowned Morton Arboretum in Lisle, IL, from its inception in 1922 until he was named Director in 1939, and retired as Director Emeritus in 1966.

Many of the original arboretum plantings remain today, and many new trees and shrubs have been added, bringing the total collection of plantings to over 600. Replacements and additions to the arboretum have been guided by Clarence Godshalk's original concept. No formal management plan was ever developed for the arboretum and, unfortunately, only one crude drawing of Clarence Godshalk's remains today.

### **DELIVERABLES**

A comprehensive Master Plan for Hawthorn Hollow's grounds with a primary focus on the arboretum, gardens and amphitheater, completed within (9) months of acceptance. The Plan will focus on the long-term environmental sustainability of the plantings and aesthetics. Public accessibility and use of the grounds will also be addressed.

## SCOPE OF WORK

- **Meetings:** Attend a minimum of four meetings with the existing Grounds Committee to address their concerns, and help guide the long term vision of Hawthorn Hollow's landscape. Meetings will also include updates on the Plan's progress, presentation of draft Plan for evaluation, and presentation of final Plan for acceptance.
- **Plan Elements:** The Plan will include, at a minimum, the following:
  - Vision statement
  - Existing landscape evaluation
  - Recommended species/cultivar selection and their alternatives
  - Hardscape and structure addition possibilities
  - Phases of implementation
  - Management and maintenance recommendations
  - Maps: Detailed maps of existing landscapes, planned landscapes, and phased implementation.
  - Tables: Detailed plant lists of existing vegetation, planned vegetation, and alternative species/cultivars that can be used in case of disease or pest problems.
  - Appendix: Supporting documents, reference guides, etc.
- **Final Master Plan:**
  - Two hard copy versions of the Master Plan
  - Two DVDs or CDs with a digital copy of the Master Plan in PDF format, LANDCADD or compatible digital map data files produced for the Plan, supporting documents, and other materials related to the development of the plan.

## APPLICANTS

- Please submit four sets of your company's proposal.
- Provide an approximate timeline for the completion of this proposal.
- Describe the fee structure and how Hawthorn Hollow will be charged.
- Provide a brief history and profile of your company and its experience providing services for organizations similar to ours.

- Provide a list of your company's clients comparable to our organization; include contact name, telephone number, website location, services provided and length of service.
- Describe the project process and methodology including sample deliverables from past projects of similar size and scope.
- List the project team, or person to be made responsible and short biographies.
- Please provide an unsigned copy of your standard service contract for our review and any additional stipulations of which we should be aware.
- Hawthorn Hollow will provide existing plant lists, maps, original survey, and other reasonably requested materials needed for site evaluation to the awarded applicant.

## **TIMETABLE**

**Proposals must be received on or before 4:00 p.m. September 14, 2012.** Hawthorn Hollow reserves the right to reject any and all proposals. All material submitted regarding this RFP shall become property of Hawthorn Hollow and will not be returned to the applicant. Hawthorn Hollow intends to make a selection within (10) working days after the closing date for the proposals.

Prospective applicants shall submit written questions concerning this RFP no later than **August 15, 2012** to obtain clarification of requirements through e-mail to Joe Fonk, Director, at [hawthornhollow@wi.rr.com](mailto:hawthornhollow@wi.rr.com). Written answers will be provided no later than **August 24, 2012**. On site visits are not required, but are recommended and appointments may be made also via e-mail.

An evaluation Committee will judge the proposals received in accordance with the general criteria used herein. The Committee may request oral presentations by finalist. Applicants should be prepared to provide any additional information the Committee feels necessary for the fair evaluation of proposals.

Submit your proposal to:

Joseph Fonk  
Executive Director  
Hawthorn Hollow Nature Sanctuary and Arboretum  
880 Green Bay Road  
Kenosha, WI 53144