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**NOTICE
REQUEST FOR PROPOSAL
TO
METROPOLITAN WATER RECLAMATION DISTRICT OF GREATER CHICAGO
FOR**

FARM MANAGEMENT SUPPORT SERVICES

17-RFP-31

The Metropolitan Water Reclamation District of Greater Chicago ("District") requests proposals from prospective Proposer for the above captioned subject which is described in the 17-RFP-31 document.

PROPOSALS ARE DUE: Friday, OCTOBER 20, 2017

Sealed proposals will be received until October 20, 2017, at the bid depository safe in the lobby of the Metropolitan Water Reclamation District Administration Building, 100 East Erie Street, Chicago, Illinois 60611. No proposals will be accepted after 11:00 A.M. on the above-scheduled due date. All proposals faxed or electronically transmitted to the Metropolitan Water Reclamation District of Greater Chicago will be deemed non-responsive, rejected, and returned to the Proposer. Proposals transmitted by U.S. Mail or other delivery will be considered only when said proposals are in the bid depository safe at the time fixed for receiving said proposals. The District does not guarantee that proposals received by mail or other delivery will be deposited in time for such opening.

The Proposer shall place the proposals in a sealed envelope(s) clearly marked as follows:

Sealed Bid Depository, MOB Lobby
Metropolitan Water Reclamation District of Greater Chicago
100 E. Erie St.
Chicago, IL 60611
Proposal for: Contract 17-RFP-31

The purpose of this request for proposal is to obtain responses from firms or individuals who are qualified to provide professional farm management services for the parcels of the Prairie Plan site which are already in use as agricultural fields, or for parcels which could be used for agricultural activities. The District intends to engage and retain the responder adjudged to be the most suitable to provide the professional farm management services by a multi-year agreement until December 31, 2020.

A total of seven (7) copies of the Request for Proposal must be submitted, one (1) original signature set and six (6) copies. The original signature set of the Cost Proposal documentation shall be submitted in a separate sealed envelope. Do not include the Cost Proposal in the six (6) copies. All Proposers must also include one (1) CD-ROM or flash drive containing the proposal response including all appendices with the exception of Appendices A and B, the Cost Proposal and Personnel Schedule, which must be excluded from all files submitted. All files saved on the electronic storage media must be in PDF format, and must not contain viruses or programmed instructions from the Proposer. The original hardcopy proposals will be reviewed as the official submittal from the Proposer. The electronic files will be used for archiving purposes only. Proposals received in a format different from that described in this Request for Proposal will not be accepted.

All Proposers shall conform to all the terms and conditions of this Request for Proposal, as stated in this document. Failure to conform to the terms and conditions of the Request for Proposal will render the proposal non-responsive and ineligible for further consideration.

Any potential proposer with questions regarding the meaning of any part of the specifications or other proposal documents should submit such inquiries online at the District's website, www.mwrd.org, under the "Contracts and Proposals" section of the website. The District will provide an online response to such inquiries, as the District deems appropriate. Strings of appropriate questions and answers regarding the proposal documents will be available online on the District's website until the bid opening date of the proposal documents. No questions will be accepted by telephone, fax, email, mail, or any other such form of delivery.

The District does not guarantee the timeliness of responses provided online, nor does the District guarantee that such responses will be provided in adequate time to affect the submission of proposals. The District shall provide responses online ONLY if the responses do not interpret or otherwise change the proposal documents.

The District's responses online are NOT official responses and, therefore, are not binding to the proposal documents. Any official interpretation or change to the proposal documents will be made only by addendum duly issued to all plan holders on record by the Director of Procurement and Materials Management.

The District will only respond to questions received online up to ONE WEEK prior to the opening date of the proposal documents. The District will not respond to questions received after this date.

The contact person for the request for proposal is Robert Podgorny. This contact person will provide online responses to online inquiries.

The contact person for this Request for Proposal is Mr. Steve Hall. Mr. Hall will provide online responses to online inquiries.

The estimated cost for these services is \$186,000.00.

There is no proposal deposit required.

Proposers are STRONGLY URGED to attend a pre-proposal meeting at which time the Scope of Work, the work sites and access thereto will be addressed. The meeting is scheduled for 10:00 a.m. Thursday, October 5, at the Prairie Plan site in Fulton County, Illinois. Proposers are also STRONGLY URGED to inspect the work sites and access thereto in order to determine the exact nature of the Scope of Work. For specific information concerning the Scope of Work or to arrange to attend the pre-proposal meeting or to arrange a site inspection, proposers may contact Mr. Steven Hall at 773-256-3545, Monday through Friday between the hours of 8:00 a.m. and 3:00 p.m.

Copies of the Request for Proposal may be obtained from the Department of Procurement & Materials Management, Room 508, 100 East Erie Street, Chicago, Illinois 60611, Monday - Friday, between 8:45 a.m. and 4:30 p.m. Documents will be mailed in response to a fax request to (312)751-3042. Request for Proposal documents may also be downloaded online from the District's website at www.mwrd.org. No fee is required for the Request for Proposal documents.

The District assumes no responsibility for documents sent through the mail. Further, the District assumes no liability or responsibility for the failure or inability of any Proposer to successfully download any and all contract documents, including but not limited to specifications, proposal forms and/or plans, as a result of any type of technological computer and/or software system failure or breakdown that restricts, prohibits or prevents successful downloading of any and all District contract documents by the Proposer, whether caused by the District or other parties, directly or indirectly.

The District reserves the right to accept any Request for Proposal or any parts thereof or to reject any and all Request for Proposals. A successful Proposer will be required to comply with all applicable Federal and State of Illinois Equal Opportunity Regulations as required.

Metropolitan Water Reclamation District
of Greater Chicago

By Darlene A. LoCascio
Director of Procurement and
Materials Management

Chicago, Illinois
September 20, 2017