Invitation for Bids
Knoll Family Wildlife Sanctuary Ecological Restoration for HeartLands Conservancy

Dear Qualified Contractors:

HeartLands Conservancy (HLC) is seeking bids from qualified ecological contractors to remove invasive species at one of our owned properties, the Knoll Family Wildlife Sanctuary. The project site is located at the southwest corner of New Poag Road and Wanda Road in Edwardsville, IL (38.798555, -90.040536). A successful candidate has experience with native habitat restoration and invasive species management, and knowledge/experience working with Threatened & Endangered (T&E) species and their habitats. **The Bid period is open today through October 30, 2026, at 4 pm.**

The project goal is to remove invasive species to improve and provide habitat for native plants and the state-threatened Ornate Box Turtle & Illinois Chorus Frog. All tasks and services for this project by February 1, 2027. The completed tasks will include:

- Invasive species removal (including Bradford pear, Bush honeysuckle, Autumn olive, and cedar)
- Cut-stump herbicide application (Tryclopyr or Glyphosate) on necessary invasive species
- Removal of woody debris

A site visit with HLC to view the area of proposed work is available upon request prior to October 29, 2026. Preference, where possible, shall be given to contractors in close proximity to the Knoll Family Wildlife Sanctuary Site to alleviate fuel and transportation costs, have completed similar work with T&E species habitat, and/or to those who have had a positive previous work experience with HeartLands Conservancy. HeartLands reserves the right to select from experienced candidates.

Bid documents are below.

Contractors must comply with all state and federal civil rights laws. The state of Illinois is committed to providing its programs and services without discrimination. HeartLands Conservancy is an Equal Opportunity Provider.

If you have any questions or need further information, please contact me.

Sincerely,
Anna McAtee
Land Conservation Manager
anna.mcatee@heartlandsconservancy.org
(618) 566-4451 ex 23

Attachments:
PDF HLC Request for Proposal (RFP): Knoll Family Wildlife Sanctuary Restoration

Cc: Laura Lyon, Chief Operating Officer, HeartLands Conservancy

Call for Bids
Knoll Family Wildlife Sanctuary Restoration

Response Deadline: October 30, 2026 by 4:00 pm CST

Acceptable Range of bids: $10,000 - $20,000. HLC will work with applicants to align project deliverables with available funds.

Submit: Email one (1) electronic copy of your bid:

Anna McAtee, Land Conservation Manager
anna@HeartLandsConservancy.org

Submit any questions regarding this Bid by October 19, 2026, in writing to Anna McAtee, Land Conservation Program Manager, Anna@HeartLandsConservancy.org

Project Deadline: All tasks must be completed by February 1, 2027.

PROJECT OVERVIEW AND SUBMITTAL REQUIREMENTS

A. Project Description

Background:
In 2023, HeartLands Conservancy acquired these 40 acres in Madison County, Illinois. Knoll Family Wildlife Sanctuary is located in a broader conservation corridor known as the Poag Sand Terrace, an area identified as high priority for protection and stewardship due to the presence of state-threatened species (Illinois Chorus Frog and Ornate Box Turtle) that depend on contiguous sandy habitat to survive and thrive. With less than 2,400 acres remaining in Illinois and a majority of the habitat less than 5 acres in size, every sand prairie piece is critical to protect.
This project is made possible through a Prairie State Conservation Coalition Stewardship Grant and private donors. All tasks and services must be completed by February 1, 2027.

Project:
A high-priority goal of this project is to remove invasive species that are encroaching on the sand prairie to improve ecosystem health and wildlife habitat. The site has historically lacked active stewardship, resulting in portions of the sand prairie filling with Bradford pear, cedars, honeysuckle, and other unwanted species. In addition, the property has large piles of wood debris that need to be removed so that future prescribed burns may be conducted safely.

The proposed tasks to achieve the goal and fulfill the grant requirements are as follows.

Implementation Timeline & Tasks
Tasks listed below are listed in priority order. If bids exceed available funds, HLC will work with applicants to value tasks to align the project goals with available funds. HLC may accept partial bids due to limitations on available funds.

Task 1: Invasive Species Removal

Non-native invasive trees and shrubs ranging from seedling to mature exist on the property. Species include but are not limited to Bradford pear, Honeysuckle, Autumn olive, wintercreeper and cedar. The priority area of invasive removal has been identified by SIUE scientists and HLC Land Conservation Manager, about 5 acres (Attachment 1). 100% removal of invasive species in the priority area is desired.

Undesirable species removal must be completed from late **November through February 2027** so state-threatened species on the property are not active. Cut vegetation may be chipped or hauled off the property. All mechanical removal must be followed by chemical treatments on appropriate species to prevent re-sprouting.

Task 2: Brush Management

Multiple piles of cut trees exist on the property (Attachment 2). Because of the weight and size, the contractor will assist in hauling away and disposing of the woody debris.

Task 3: Project Completion Report

Upon completion of the services, the contractor will submit a summary report of all completed work to HLC. This report includes photographic evidence documenting the cleared areas.

B. Evaluation Criteria for Selection

- Ability to meet project scope, tasks, budget, and schedule.
- Relevant past performance, project experience, and qualifications.
- Proximity and access to project site.

C. Submittal Instructions

Entities are required to submit one (1) electronic copy of their bid:

- Label all relevant materials with your (firm/company/entity) name.
- Cover letter indicating interest and cost (itemized for Task 1 and Task 2 and for the entire scope). Must name Contractor Lead/Project Manager. Must include formal commitment to complete work by February 1, 2027.
- 1-2 Page overview. Please describe all services offered by the team, and any other information that may be deemed relevant to describe the firm's qualifications.
- Resumes or qualifications of lead and key personnel/team members, including any licensing.
- Two (2) or three (3) sample projects (within the last 5 years) of comparable scope and contract amount which best illustrate the proposed firm's qualifications. Projects should demonstrate experience in the following areas: land restoration, invasive species removal, habitat restoration associated with T&E Species, and habitat restoration maintenance work. Please include the names and telephone numbers of contract officers.
- Must list costs by task.
- Certificate of Liability Insurance.

D. Selection and Contract Process

HLC is seeking bids from at least three (3) contractors, companies/firms, or vendors. HLC staff will review, interview, and/or request specific information from the top submissions.

Following this submission, HLC staff will evaluate the proposals submitted and identify a list of firms to select from for this project.

HeartLands Conservancy reserves the right, at its sole discretion, to:

- Award contract in part, or in whole based on the availability of funds;
- Reject any or all submittals;
- Waive minor informalities of a submittal;
- Cancel, revise, or extend this solicitation, including timeline;
- Request additional information;
- Reserve the right to request proposals from firms not on pre-qualified list;
- While past pre-qualified status meant that a firm is eligible for award of contracts, HLC does not guarantee that a firm will be awarded any work or make a representation of the amount of work a firm may receive within the two-year period; and
- Work with contractors and provide information throughout the process to those who request it.

Contractors and consultants of HeartLands Conservancy shall, at a minimum, hold the following coverages, unless a specific exception is made by the Finance Committee or a contractor or grantor requires a different level of coverage:

a. General Liability: $1 million per occurrence/$2 million aggregate
b. Commercial Auto (if the consultant owns vehicles): $1 million combined
c. Worker's Compensation: $500,000 each accident, $500,000 policy limit for disease

HLC will initiate negotiations from the top selected contractors directed toward:

(1) Ensuring that the Contractor and HLC have a mutual understanding of the essential requirements involved in providing the required services;

(2) Determining that the Contractor will make available the necessary personnel, equipment, and facilities to perform the services within the required time and completion date; and

(3) Agreeing upon fair and reasonable compensation, taking into account the estimated value, scope, complexity, and nature of the services.

Upon failure to negotiate a contract with an identified Contractor, HLC will inform the Contractor in writing of the termination of negotiations and enter into negotiations with another selected Contractor.

Staff will request approval from the HLC Board of Directors. The award announcement will be made by November 13, 2026.

E. Additional Information:

- HeartLands Conservancy is an equal opportunity provider.
- Contractors must comply with all state and federal civil rights laws.
- The Contractor shall be responsible for the performance, safety, quality, conduct, documentation, and compliance of its employees, agents, subcontractors, suppliers, and consultants. If the Contractor uses subcontractors, it shall identify them in the bid and ensure each subcontractor meets all applicable requirements, including qualifications, certifications, insurance, safety practices, and task-specific standards. The Contractor remains fully responsible for all subcontractor work, omissions, errors, safety practices, payment, documentation, and deliverables.

Attachment 1

HLC Knoll Family Wildlife Sanctuary Stewardship Needs Map

29 E Main Street | Belleville, IL 62220 | 618-566-4451
www.heartlandsconservancy.org

Attachment 2: Photos of woody debris to be removed.