

Landscape Design Services – Independent Vendor

Background

The Stamford Downtown Special Services District (Stamford Downtown) serves as the Business Improvement District for Stamford's central business corridor. Stamford Downtown deploys a full landscape beautification program to ensure the Downtown neighborhood is a welcome, attractive setting for residents, visitors and investors. Stamford Downtown is seeking a proven individual, project team or firm to serve as Streetscape Coordinator who will plan, procure, implement and maintain significant horticultural projects. The Streetscape vendor will report to the Stamford Downtown President and Vice President of Operations.

Scope of Work

The current Streetscape Program includes spring preparation, a minimum of three (3) seasonal plantings, watering, fertilization, weeding, pruning and Fall cleanup and planter Winter décor. The Program involves garden areas along sidewalks and within four (4) Downtown parks, thirty-seven (37) concrete street planters and 186 hanging flower baskets.

Detail of Responsibilities

Prepare, in advance, a detailed year-long vision, timeline and work plan,

Create and administer an annual budget for labor and materials,

Plan and coordinate annual labor requirements and pre-order all materials with sufficient lead time for punctual implementation,

Direct Stamford Downtown's landscape maintenance vendor in the daily maintenance of the program and establish work goals and performance standards,

Provide expertise and quality control related to the Program,

Inspect and approve contract work in progress and upon completion to ensure compliance with Program requirements and

Communicate with associated City of Stamford personnel.

Qualifications

A minimum of five (5) years of landscape design, procurement and project management experience

Experience with working in an urban setting

Strong organizational and planning skills and the ability to deliver projects on time with attention to detail

Ability to identify issues and adapt programs accordingly

Ability to establish productive relationship with Stamford Downtown personnel and related stakeholders

Competency in commonly used computer programs and operations systems (specifically Microsoft Office). Experience with landscape design software is preferred.

Hold a valid driver's license and have access to a vehicle capable of small pickups and deliveries. Vehicle expenses will be reimbursed.

Hours & Rates

Approximately 400 hours annually. Budget for plant materials is approximately \$25,000.00. Project demands are heaviest in Winter and Spring. A respondent must submit a description of his/her hourly fee structure.

Equal Employment Opportunity

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protect by law or regulation.

If you have question about this role you may contact:

Michael Moore at (moore@stamford-downtown.com).

Please email cover letter, written description of firm, written summary of hourly fee structure and three (3) project examples to moore@stamford-downtown.com by no later than noon on Monday, February 25th.

Label each email attachment with your firm's name (.pdf format is preferred).