

**Request for Proposals – Landscape Maintenance
Stamford Downtown Special Services District
Stamford, CT**

Summary

The Stamford Downtown Special Services District (Stamford Downtown) is seeking contract services to install, and maintain, those plant materials associated with Stamford Downtown's year-round Beautification Program.

About Stamford Downtown

Stamford Downtown serves as the Business Improvement District for the City's Central Business District. In that role, Stamford Downtown supplements municipal services to ensure Downtown is a welcome, attractive setting. Stamford Downtown offers a variety of brand events – such as Wednesday Nite Live, Live@Five and Heights & Lights – and retail services to attract visitors, residents and investors to Downtown. Stamford Downtown also offers daily, street-level cleaning and Ambassador services as well as a year-round planting and beautification program.

Scope of Services

The seeks contract services to plant and maintain implement Stamford Downtown's landscape Beautification Program.

The Mission of the Downtown Beautification Program is to create a sense of place that is vibrant and pedestrian oriented through an enhanced program of planting and green space management.

The Downtown Streetscape Program, established in 1994, has flourished and grown throughout the years. The initial program consisted of one seasonal planting in a few old concrete planters. In the ensuing eleven years, the program has expanded to include multiple seasonal plantings in new street planters, downtown parks, parklets and sidewalk gardens. In 2002, in an effort to bring flowers to the few remaining areas where neither planters nor gardens are practical, a program of hanging flower baskets was initiated.

In 2019 the Streetscape Program will encompass:

- a) Eighteen (18) gardens in four (4) downtown parks
- b) Eleven (11) parklets and sidewalk gardens
- c) Approximately thirty (30) street planters
- d) One-hundred, eighty-six (186) hanging flower baskets
- e) Three (3) median dividers

The contractor's scope of work will encompass the following activities:

- a) Spring preparation
- b) A minimum of three (3) seasonal plantings
- c) Fertilizing
- d) Pruning
- e) Weeding
- f) Fall clean-up.

The selected contractor will follow the planting and maintenance guidelines created by Stamford Downtown's Landscape Design Vendor.

The selected contractor will report directly to Stamford Downtown's Vice-President of Operations and Landscape Design Vendor

The term of the contract is April 1, 2019 – March 31, 2020.

DSSD will make compensation on an hourly billing-basis.

Format of Response

Please submit the following:

1. Written background of your firm including a description of the firm's related project experience
2. Photos samples of related experience
3. Description of, and resume's for, the project management team assigned to this project
4. Fee proposal segregated according to the activities cited above:
 - a) Spring preparation
 - b) Implementation of a minimum of three (3) seasonal plantings
 - c) Fertilizing
 - d) Pruning
 - e) Weeding
 - f) Fall clean-up.
5. Contract information for three (3) references

Stamford Downtown reserves the right to conduct interviews of prospective bidders.

Submittals are due by 12:00PM on February 25, 2019. Address submittals to the following:

Michael Moore
VP of Operations
Stamford Downtown
5 Landmark Square, Suite 110
Stamford, CT 06901

Direct any questions to Michael Moore at moore@stamford-downtown.com or (203) 348-5285.