

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

Background

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 also offers daily, street-level environmental maintenance and Ambassador services as well as a year-round planting and beautification program. Stamford Downtown is seeking contract services to install, and maintain, those plant materials associated with Stamford Downtown's year-round Streetscape Beautification Program. Stamford Downtown seeks a vendor who will take ownership of, and pride in, the Streetscape Beautification Program while providing elite service.

NOTE

A prospective vendor may combine his/her response to this RFP with a response to Stamford Downtown's RFP for Landscape Design Services. Such a response should include one (1) fee proposal for **Option 1** and one (1) fee proposal for **Option 2** (combined Landscape Maintenance and Design services). Stamford Downtown reserves the right to select a vendor for one (1) or both **Options**.

In 2021, the Streetscape Program will encompass, but is not limited to:

- a) Three (3) garden areas at street-level,
- b) Gardens within four (4) Downtown parks,
- c) Thirty-nine (39) concrete, street planters and
- d) Two-hundred (200) plus hanging flower baskets.

The contractor's responsibilities include, but are not limited to, the following activities:

- a) Spring preparation
- b) Four (4) seasonal plantings
- c) Fertilizing
- d) Pruning
- e) Weeding
- f) Fall clean-up and
- g) Winter preparation.

Additional Detail – Gardens within Public Realm

Garden on Broad Street at Burlington Coat Near Intersection with Summer

Monitor plant conditions and replace, or redesign, plant materials, as necessary.

Garden Bed at Eastern Tip of Columbus Park

Transplant existing perennials to other beds, plant new perennials
Water new plantings as needed throughout the growing season

Old Town Hall

Maintain all existing garden beds not including the lawn area

Plant and maintain three (3) flats of annuals
Plant and maintain fifteen (15) perennials

Kiwanis Park Small Square Ground Planter

Transplant existing small shrubs perennials to other beds, plant new shrubs/perennials

Locations are subject to change. Stamford Downtown may choose to add areas to this scope, or create new projects.

The selected contractor will follow the planting and maintenance guidelines created by Stamford Downtown's Streetscape Design Coordinator. The selected contractor will report directly to Stamford Downtown's Vice-President of Operations and Streetscape Design Coordinator.

Contract Term and Payment Structure

The initial contract term is one (1) calendar year (2021). Stamford Downtown reserves the right to execute two (2) additional calendar year options.

DSSD will make compensation on a monthly, fixed-cost basis. Stamford Downtown may choose to add areas to this scope. A prospective vendor's response should include an hourly rate for time and materials for additional projects requested by Stamford Downtown.

Note, Stamford Downtown expects the selected vendor to take full responsibility for care of plant materials including, but not limited to, the replacement of any plant materials impacted by drought or infestation.

Format of Response

Option 1

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 below:
 - a) Spring preparation,
 - b) Four (4) seasonal plantings,
 - c) Watering,
 - d) Fertilization,
 - e) Weeding,
 - f) Pruning,
 - g) Disease-control,
 - h) Fall cleanup and
 - i) Ground planter Winter décor.
5. Contract information for three (3) references

Option 2

A prospective vendor may combine his/her response to this RFP with a response to Stamford Downtown's RFP for Landscape Design Services. Such a response should include one (1) fee proposal for **Option 1** and one (1) fee proposal for **Option 2** (combined Landscape Maintenance and Design services). Stamford Downtown reserves the right to select a vendor for one (1) or both **Options**.

Stamford Downtown will host interviews of prospective vendors. If requested, prospective vendors will interview on Wednesday, December 16th or Thursday, December 17th.

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.

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

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 Friday, December 11th.

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

Project Detail

In 2021, the scope of the Streetscape Program will include:

Hanging Baskets	Two-Hundred Plus (200+) Located at scattered sites throughout the core of Downtown
Parks	Four (4) Latham (one (2) garden at southernmost tip) Kiwanis (two (2) gardens in addition to ground planters) Columbus (four (4) gardens) Heritage behind Old Town Hall (one (1) Pollinator Garden)
Stand-Alone, Street-Level Gardens Three (3)	Median on Forest Street at southern tip of Latham Park Intersection of Gay and Broad Streets Burlington Coat Factory near corner of Broad and Summer
Ground Planters	Thirty-Nine (39) Located at scattered sites throughout the core of Downtown (see attached map)

Additional Detail – Gardens within Public Realm

Garden on Broad Street at Burlington Coat Near Intersection with Summer

Monitor plant conditions and replace, or redesign, plant materials, as necessary.

Garden Bed at Eastern Tip of Columbus Park

Transplant existing perennials to other beds, plant new perennials
Water new plantings as needed throughout the growing season

Old Town Hall

Maintain all existing garden beds not including the lawn area
Plant and maintain three (3) flats of annuals
Plant and maintain fifteen (15) perennials

Kiwanis Park Small Square Ground Planter

Transplant existing small shrubs perennials to other beds, plant new shrubs/perennials

Locations are subject to change. Stamford Downtown may choose to add areas to this scope.

The contractor's scope of work will include, but not be limited to:

- a) Watering plantings, disease prevention and replacement of any diseased plant materials within thirty-nine (39) ground planters from April through mid-May,
- b) Installation, watering, fertilization, disease prevention and replacement of any diseased plant materials within two-hundred plus (200+) hanging baskets as needed from approximately Memorial Day to Columbus Day (Installation will begin at 4:30am and continue until all baskets are in place),
- c) Planting, watering, fertilization, disease prevention and replacement of any diseased plant materials within of gardens at multiple locations including four (4) public parks,
- d) Watering as needed through the end of June and daily from July 1st through Labor Day then again as needed until the end of October. Watering is to take place in the early morning while traffic volumes are lower,
- e) Pruning of hanging baskets and planters as needed with watering,
- f) Removal and installation of hanging baskets in response to severe storm conditions (estimate two (2) storm events),
- g) Removal of trash from planters while watering and
- h) Removal of hanging baskets, and preparation for delivery for winter, as determined by the Stamford Downtown Streetscape Design Coordinator.

The term of the contract is Calendar Year 2021. Stamford Downtown will make compensation on a fixed-price contract. Stamford Downtown may choose to add areas to this scope. A prospective vendor's response should include an hourly rate for time and materials for additional projects requested by Stamford Downtown.