

**Request for Proposals (RFP) – Streetscape + Landscape Design Services
(Independent Vendor)
Stamford Downtown Special Services District
Stamford, CT**

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 Street Design Coordinator who will plan, procure, implement and maintain significant horticultural projects. The Streetscape Design vendor will report to the Stamford Downtown President and Vice President of Operations.

NOTE

A prospective vendor may combine its response to this RFP with a response to Stamford Downtown’s RFP for Landscape Maintenance Services. Stamford Downtown reserves the right to select a vendor for one (1) or both **Options**.

The Streetscape Design Coordinator’s responsibilities include, but are not limited to:

- a) Spring preparation,
- b) Four (4) seasonal plantings,
- c) Pruning,
- d) Disease-control management,
- e) Fall cleanup management
- f) Ground planter Winter décor and
- g) Managing Stamford Downtown Landscape Maintenance vendor.

The Program involves, 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.

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

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.

Contract Term

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

Hours & Rates

Option 1

This service requires approximately 400 hours, annually. The budget for plant materials is approximately \$25,000.00. Project demands are heaviest in Spring and Summer. A respondent must submit a description of his/her hourly fee structure. Stamford Downtown requires the vendor to conduct three (3), weekly site visits during the course of the Spring-Summer-Fall planting seasons. The contract timeframe will encompass Calendar Year 2021. Stamford Downtown reserves the right to execute two (2) additional calendar year options. Stamford Downtown may add design projects to this scope.

Option 2

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

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 Friday, December 11th.

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

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