

Request for Proposals (RFP)

Public Realm Beautification AND Snow Removal and Winter Weather Response

Stamford Downtown Special Services District Stamford, CT

Background

Stamford Downtown Special Services District (Stamford Downtown) serves as the Business Improvement District for the City of Stamford's central business district. In that role, Stamford Downtown supplements municipal services to ensure downtown is a welcome, inviting setting. Stamford Downtown's (1) year-round, public realm beautification, (2) green infrastructure and urban forestry initiatives and (3) response to winter weather conditions are key elements of the organization's strategy to meet this mission. Stamford Downtown seeks a single vendor that can provide these services under one contract.

The details for each of these program elements is provided below.

Public Realm Beautification

Stamford Downtown's Public Realm Beautification program consists of free-standing planters, in-ground gardens and hanging baskets. Details of this program include:

Twenty garden areas located along the street-level or within City-owned parks including a bioswale and four pollinator gardens,

Seventy-five street planters, and

Two hundred plus hanging flower baskets.

The locations of the street planters and gardens are illustrated in the attached maps.

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

Planting designs and purchase of requisite plant materials,

Watering plantings, disease prevention and replacement of any diseased plant materials within seventy-five **ground planters**,

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 completion),

Planting, watering, fertilization, disease prevention, maintenance, and replacement of any diseased plant materials within of **gardens** at multiple locations including four (4) public parks (Latham, Columbus, Kiwanis, and Rippowam)

Watering of all planters, baskets and gardens is required, 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,

Removal and installation of hanging baskets in response to severe storm conditions (estimate two (2) storm events),

Removal of trash from planters while watering and

Removal of hanging baskets, and preparation for delivery for winter.

Note, Stamford Downtown requires the selected vendor to assign a staff member, with demonstrated landscape design and maintenance expertise, to the Stamford Downtown account. This staff member will have a daily presence downtown to observe plantings, coordinate maintenance and watering, schedule seasonal changes in plant materials, ensure replacement of damaged plant materials and provide regular written, monthly reports to Stamford Downtown. Stamford Downtown is reliant on the selected vendor to proactively replace diseased or dying plantings.

Please review the attached table for greater detail regarding location and scope of work for each program element.

Additional Detail – Gardens within Public Realm

As of November 28, 2023

Element Name	Number of Units	Detail
Streetscape Garden Areas	20	Garden at southern point of Latham Park
		Seasonal plantings and active maintenance
		Median on Forest St near intersection of Prospect St
		Seasonal plantings and active maintenance
		Bus shelter at island near intersection of Bedford and Spring Streets
		Maintenance as needed
		Garden surrounding tree at corner of Bedford and Spring
		Seasonal plantings and active maintenance
		Garden along sidewalk in front of Burlington Coat near intersection of Broad and Summer Streets
		Seasonal plantings and active maintenance
		Garden at Gay Street along Broad Street
		Seasonal plantings and active maintenance
		Garden at eastern point of Columbus Park
		Maintenance as needed w/ focus on rose bushes
		Greenery and two gardens lining western side of Columbus Park along Washington Boulevard
		Maintenance as needed
		Bioswale at Rippowam Park
		Maintenance, including watering and weed removal, as needed and replacement of plant materials as needed
		Garden at center of Rippowam Park immediately behind large Stamford Photo Op sign
		Maintenance as needed
		Garden along walkway between Bedford Street Garage and Bedford Street Passageway
		Maintenance as needed w/ focus on rose bushes
		Garden at intersection of Atlantic and Bank Streets at Old Town Hall
		Seasonal plantings and active maintenance
		Garden immediately behind Old Town Hall
		Pollinator garden and active maintenance

	Edward A. Connell Heritage Park including lawn and plantings (behind Old Town Hall).	Maintenance of rose bushes; Installation of annual plantings at base of rose bushes
	Garden at southern edge of staircase at Kiwanis Park (against 79 Atlantic)	Pollinator garden and active maintenance
	Garden (#1) at northern edge of staircase at Kiwanis Park (against the Palace Theatre)	Pollinator garden and active maintenance
	Garden (#2) at northern edge of staircase at Kiwanis Park (against the Palace Theatre)	Pollinator garden and active maintenance
	Garden at St. John's Park lining circular, seating area	Seasonal plantings and active maintenance
	Garden at St. John's Park at intersection of Tresser + E. Main	Seasonal plantings and active maintenance
	Garden at Pedestrian Area at Corner of North State + Washington	Seasonal plantings and active maintenance

		Locations
		Bedford
		Lower Summer
Hanging Baskets	235	Main
		West Park
		Bank
		Broad
		Atlantic (between Broad and Bell)

Location Detail

Ground Planters

75

Incorporated into multiple, StrEATeries
patios

Primarily assembled in groups of 2-3 and
largely, located at curb cuts along main
pedestrian corridors

Urban Forestry and Green Infrastructure

Within the past year, Stamford Downtown has worked with the City of Stamford and a consortium of stakeholders including the Mill River Collaborative, the Bartlett Arboretum, the Stamford Pollinator Pathway and Future 5 to initiate an urban forestry initiative. By Memorial Day 2024, the outcomes of this initiative will result in the planting of twenty-four trees and the expansion of sixteen tree beds. The selected vendors will monitor the newly planted trees and assist with watering as needed.

As part of this initiative, Stamford Downtown is actively working to ensure all tree beds within the public realm meet the standards of the City's Street Tree Manual. Compliance with the Street Tree Manual often requires expansion of existing tree beds, planting new, or pruning existing trees and the installation of permeable tree bed treatments such as Flexi-Pave.

In addition to watering and monitoring those trees already incorporated into Stamford Downtown's urban forestry efforts, Stamford Downtown seeks a vendor that can provide on-call urban forestry services including, but not limited to, expanding, or combining tree beds, installing trees and permeable tree bed treatments.

Snow Removal and Winter Weather Response

In addition to its Public Realm Enhancement Program, Stamford Downtown requests proposals from contractors for clearing snow from downtown sidewalks, crosswalk curb cuts and bus stops.

Scope of Work

Approximately 19,000' of sidewalk and approximately 280 curb cuts at crosswalks and bus stops, cleared to a width of four feet. (See map attached) Work shall begin after snowfall depth of 2" or more and be completed within four (4) hours after snowfall ceases. The selected vendor will lightly sand and/or salt problem areas during and immediately following snow removal. The vendor will consult with Stamford Downtown to determine if pre-treatment is necessary prior to snow events or instances of freezing rain.

For the purposes of administering its winter response program, Stamford Downtown has segregated streets into three categories:

Primary Streets

Primary Streets are those streets that are the most heavily trafficked by pedestrians and are associated with Stamford Downtown's three restaurant sub-districts (Bedford, Lower Summer and Main). Stamford Downtown's vendor and Stamford Downtown's Environmental Maintenance Team (overseen by Block-By-Block) will focus their efforts within these areas by pretreating sidewalks before storms, clearing sidewalks, curb cuts and bus shelters.

Secondary Streets

Secondary Streets are those streets serviced by vendors of large, floor-plate commercial and residential buildings. Stamford Downtown's vendor will actively monitor these streets to ensure private vendors are clearing sidewalks and curb cuts. If necessary, Stamford Downtown will supplement municipal and private services by clearing sidewalks, curb cuts and bus shelters along these streets. Stamford Downtown's vendor must track the time and materials needed to address secondary streets during each storm.

Transportation Corridor

Stamford Downtown's vendor, with support from Stamford Downtown's Environmental Maintenance Team, will take the lead in ensuring the curb cuts and walkways leading to the Stamford Transportation Center remain open during a snow event. Stamford Downtown created this street classification in response to the vital role mass transit plays in serving downtown.

See attached map for detailed illustration of these street classifications.

Note, the uniforms of the selected vendor's winter weather staff must identify the vendor as working on behalf of Stamford Downtown.

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 resumes for, the project management team assigned to this contract.
4. Fee proposal segregated according to the activities cited below:

ELEMENT ONE - Public Realm Beautification

Provide a monthly, fixed price for the following:

Spring preparation,

Four (4) seasonal plantings,

Watering,

Fertilization,

Weeding,

Pruning,

Disease-control,

Fall cleanup and

Ground planter Winter décor.

Note, Stamford Downtown has budgeted \$30,000 for the purchase of the plant materials and hanging baskets. The selected vendor will invoice Stamford Downtown separately for these items. The selected vendor will advise Stamford Downtown whether additional funds for plant materials are necessary.

ELEMENT Two - Urban Forestry and Green Infrastructure

Provide a monthly, fixed price for regularly filling Gator Bag watering systems at twenty-four tree beds.

Estimate the per unit cost for altering an existing tree bed to meet the requirements of City of Stamford's Street Tree Manual. This cost should reflect the following:

Expanding an existing tree bed (presume 4'*5') to meet the requirements of the City of Stamford's Street Tree Manual (4'*10')

Removal of existing pavers or steel grate,

Excavation and installation of soil at proper depth,

Installing a new tree and

Installation of permeable tree bed treatment such as Flexi-Pave.

Note, Stamford Downtown seeks a vendor that is a certified, Flexi-Pave installer OR has an on-going working relationship with a certified installer.

ELEMENT Three - Snow Removal and Winter Weather Response

The proposed estimate for this element should reflect the varying level of service required for Primary Streets/Transportation Corridor and Secondary Streets.

Primary Streets and Transportation Corridor

Provide your recommendation for the number of clearings per storm based on various snowfall depths.

Your estimated cost per clearing is based on various depth increments.

Your estimated annual cost is based on a five-year average snowfall.

Description of equipment, supplies and personnel projected to be employed.

Secondary Streets

Provide an estimate of time and materials needed to monitor and supplement existing services along Secondary Streets

Format of Contract and Submission Requirements

The term of the contract is Calendar Year 2024.

The term of the contract for the Public Realm Beautification and Urban Forestry elements is March 1, 2024 – November 30, 2024.

The term of the Snow Removal and Winter Weather Response element will begin on the day of the first snowfall greater than 2" after November 1, 2024.

Stamford Downtown reserves the right to execute two, one-year options.

Stamford Downtown will provide compensation on a fixed-price contract except as stated above.

Stamford Downtown may choose to add areas or projects to this scope.

A prospective vendor's response should include an hourly rate for time and materials for additional projects requested by Stamford Downtown.

A mandatory walking tour will take place on December 19, 2023, at 10am. Prospective responders will meet at 677 Washington Boulevard across from the main entrance of the Stamford Transportation Center that fronts on North State Street.

Submit responses to Michael Moore, VP - Operations, via email (moore@stamford-downtown.com) no later than 4pm on Friday, January 12, 2024.

Stamford Downtown reserves the right to host interviews of prospective vendors. If requested, prospective vendors will interview on Friday, January 19, 2024. Stamford Downtown anticipates final vendor selection by no later than January 31, 2024.

Equal Employment Opportunity

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

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

All bidders must be able to meet the following insurance requirements:

General Liability - \$1,000,000 Occurrence/\$2,000,000 Aggregate

Excess/Umbrella Liability - \$7,000,000 occurrence/aggregate

Workers' compensation – statutory requirements w/ Employer's liability of \$500,000/500,000/500,000 Commercial Automobile - \$1,000,000 combined single limit to include owned autos (if applicable) and hired & non-owned autos.

Such policies shall name the DSSD and the City of Stamford as additional insured and contain a provision stating that the DSSD will be notified not less than 30 days in advance of the cancellation of any such policy.