



## CITY OF TORRINGTON

**PURCHASING DEPARTMENT**  
140 Main Street, Room 206  
Torrington, CT 06790

**Pennie Zucco, Purchasing Agent**  
Phone: (860)-489-2225  
Fax (860)-489-2547  
Email: pennie\_zucco@torringtonct.org

March 31, 2021

Mayor Elinor Carbone  
Members of the City Council

**RE: RFQ #MDG-011-020421 DESIGN, PLANTING & MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS & TREES**

The City of Torrington received one (1) proposal for the Design, Planting & Maintenance of the Downtown Garden Beds, Planters & Trees. The contractor would perform seasonal design, landscape, planting and diligent care of areas include but not limited to Franklin Plaza, Main Street, City Hall, Water Street, City Hall Avenue and East Main Street.

**Still River Gardens, LLC**  
Litchfield, CT

A presentation was provided to the review committee for an overview of plantings and services to be provided for this project. It is the recommendation of the committee for City Council to authorize the Mayor to enter into contract negotiations with Still River Gardens, LLC, Litchfield, CT and award a one (1) year contract with the option to renew up to five (5) years and to have the Mayor act on the behalf of the City and its administration regarding the execution of this contract.

Thank you for your consideration on this matter.

  
Pennie Zucco  
Purchasing Agent

3/31/2021 6:14 PM  
RECEIVED FOR RECORD  
TORRINGTON TOWN CLERK

# City Of Torrington

Torrington Parks and Recreation  
153 South Main Street  
Torrington, CT 06790



Tel: (860) 489-2274  
Fax: (860) 489-2588  
[www.torringtonct.org](http://www.torringtonct.org)

## **MEMORANDUM**

To: Pennie Zucco, Purchasing Agent  
From: J. Brett Simmons, Superintendent of Parks and Recreation  
CC: Elinor Carbone, Mayor; Ray Drew, Public Works Director  
Date: March 31, 2021  
Re: RFQ#MDG-011-020421

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Members of the Review Committee met on March 29, 2021 to review the proposal received for RFQ#MDG-011-020421, Design, Planting, and Maintenance of Downtown Garden Beds, Planters, & Trees. The Review Committee, would like to recommend that the Members of City Council authorize Mayor Carbone to enter into negotiations with Still River Gardens, LLC. and award a One (1) Year Contract with the option to renew up to Five (5) Years, based on the terms and conditions outlined in RFQ#MDG-011-020421.

### Attachments:

- Still River Gardens Budget Proposal
- Still River Gardens Proposal
- RFQ-MDG-011-020421

Please let me know if you require any additional information.

Thank you.

3/31/2021 2:03 PM  
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TORRINGTON TOWN CLERK

*.....Explore the possibilities*



## CITY OF TORRINGTON

### **PROPOSAL & CONCEPTUAL PLAN REQUEST FOR RFQ #MDG-011-020421 DESIGN, PLANTING & MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS & TREES**

#### **Important Dates:**

#### **March 25, 2021 by 12:00 PM – Budget Proposals Due**

- A. 2021 Annual Tree Maintenance in Accordance with Scope of Work outlined in RFQ#MDG-011-020421 and Exhibit A.
- B. 2021 Annual Garden Maintenance in Accordance with Scope of Work outlined in RFQ#MDG-011-020421 and Exhibit A.
- C. 2021 Materials Budget in Accordance with Scope of Work outlined in RFQ#MDG-011-020421 and Exhibit A.
- D. Hourly Rate for any work to be performed with prior approval from representatives of the City of Torrington for unforeseen circumstances such as vandalism, natural disasters, etc. or any work to be performed at the request of the City outside of the normal Scope of Work

Please submit six (6) copies of your Budget Proposal to Pennie Zucco, Purchasing Agent – City Hall, 140 Main Street, Torrington, CT 06790.

#### **March 29, 2021 at 2:00 PM –Presentation Featuring Conceptual Design (Late Spring/Summer and Fall/Early Spring) and General Maintenance Plans followed by Q&A – Mayor Carbone's Office**

Please be prepared to provide a Power Point Presentation or six (6) copies of presentation.

Firm:	STILL RIVER GARDENS LLC.		
Address:	22 WHEELER RD LITCHFIELD CT 06759		
Signed By/Title:	<i>Jan-Elizabeth</i>		
Name – Print:	Jan-Elizabeth Stuckney	Date: 3/25/21	3/25/21
Phone:	860-806-2090	Email:	j15@stillrivergardens.net
Fax:	N/A	Federal Tax ID#:	02-0771520

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.



## STILL RIVER GARDENS LLC.

3/25/21

The following is the proposal for RFQ # MDG-011-020421 the Design, Planting & Maintenance of Downtown Garden Beds, Planters & Trees from Still River Gardens LLC. (SRG)

- A. 2021 Annual Tree Maintenance in Accordance with Scope of Work outlined in RFQ#MDG-011-020421 and Exhibit A.

Tree Maintenance: \$17,500

*\*this includes 5 integrated pest management treatments and watering for a normal season without extreme drought, any additional treatments will be discussed with the Parks & Rec Supervisor and the Director of Public Works and billed separately.*

- B. 2021 Annual Garden Maintenance in Accordance with Scope of Work outlined in RFQ#MDG-011-020421 and Exhibit A.

Garden Maintenance: \$39,965

- C. 2021 Materials Budget in Accordance with Scope of Work outlined in RFQ#MDG-011-020421 and Exhibit A.

Tree Materials: \$1,585

Garden Materials: \$ 9,175

- D. Hourly Rate for any work to be performed with prior approval from representatives of the City of Torrington for unforeseen circumstances such as vandalism, natural disasters, etc. or any work to be performed at the request of the City outside of the normal Scope of Work.

Hourly Rate \$45/Hour

### Additional Notes:

1. SRG Will Propose eliminate the southwest corner juniper bed in front city hall on the corner of Main St. and City Hall Avenue at a project estimate of \$375.
2. SRG will Propose redesigning & planting the flagpole bed in front of City Hall at a project estimate of \$1,460.
3. SRG has suggested planter(s) for the traffic island at the intersection of East Main St & Main St. near Franklin Plaza. The purchase of planter(s) would be a one-time expense.



PO Box 1566  
22 Wheeler Road  
Litchfield, CT 06759

PHONE 860-806-2090  
EMAIL [jls@stillrivergardens.net](mailto:jls@stillrivergardens.net)  
WEBSITE [www.stillrivergardens.net](http://www.stillrivergardens.net)



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# STILL RIVER GARDENS LLC.

Pennie Zucco  
Purchasing Agent  
City of Torrington

2/4/2021

Dear Pennie Zucco:

Enclosed is the information requested in RFQ# MDG-011-020421.

Still River Gardens appreciates your consideration to work with City of Torrington on the Design, Planting & Maintenance of the Downtown Garden Beds, Planters & Trees.

It is our Intention to provide statements of qualifications for both services required by the city as laid out in section D ; D1) the Gardens & Planters and D2) Trees.

Still River Gardens LLC Understands the requirements laid out in RFQ# MDG-011-020421

and is willing and able to perform all the commitments made in the proposal.

Bidder Information:

Still River Gardens LLC

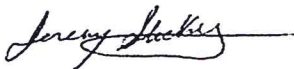
22 Wheeler Rd. Litchfield CT 06759

Primary Contact: Jeremy Stickney owner/manager

[jls@stillrivergardens.net](mailto:jls@stillrivergardens.net)

FEIN#02-0771520

Sincerely,



Jeremy Stickney



PO Box 1566  
22 Wheeler Road  
Litchfield, CT 06759

PHONE 860-806-2090  
EMAIL [jls@stillrivergardens.net](mailto:jls@stillrivergardens.net)  
WEBSITE [www.stillrivergardens.net](http://www.stillrivergardens.net)

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**CITY OF TORRINGTON**  
**REQUEST FOR QUALIFICATIONS**

**RFQ #MDG-011-020421 DESIGN, PLANTING & MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS & TREES**

Bid opening: February 4, 2021 Time: 11:00 AM Location: City Hall, 140 Main St. Room 206, Torrington, CT

Bid Bond or Certified Check required with bid: N/A

Performance Bond required if awarded bid: N/A.

**MUST SUBMIT AN ORIGINAL AND FOUR (4) COPIES.**

The City of Torrington reserves the right to accept or reject any or all bids or any portion thereof, to waive technicalities, and to award the contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: January 13, 2021

Purchasing Agent \_\_\_\_\_  
Pennie Zucco

Item	Pricing
DESIGN, PLANTING & MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS & TREES PER SPECIFICATIONS	"See Exhibit A"

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

Bidder: Still River Gardens LLC.

Address: 22 WHEELER RD Litchfield CT 06759

(Signed By) [Signature] Title: MNGR

Name (please print) Jeremy Stickney Date: 2/4/21

Phone: 860-806-2890 Fax: \_\_\_\_\_ E-Mail: jls@stillrivergardens.net

Federal Tax Identification Number: (FEIN) 02-0771520

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Statement of Qualifications for D1) Gardens & Planters

### **Proposed Project Team Education & Experience**

#### *Jeremy Stickney* Co-owner of Still River Gardens (SRG)

Jeremy has a BS of Biology degree from the University of Hartford, A state of Connecticut Pesticide Supervisory License and Arborist License, Certificate # S-4558. Jeremy has been working in the field of landscaping for 25+ years.

#### *Lori-elizabeth Stickney* Co-owner of Still River Gardens

Lori holds a Masters of Horticulture degree from the Royal Horticultural Society in the UK and A Certificate of Gardens design from the Berkshire Botanical Gardens.

Lori specializes in Garden design & fine gardening and has been working in the field horticulture for 20 years.

#### *David Nevin* Landscape supervisor

Dave has been working in the field of landscaping for 35+ years and has been a landscape supervisor for Still River Gardens since 2006. Dave performs all aspects of landscaping and gardening including Tree work, Gardening, Maintenance & landscape installations.

#### *Barry Stickney* Shop Supervisor, Landscaper and Gardener

Barry has been working with Still River Gardens for almost 5 years. Barry performs all aspects of landscaping & gardening as well as working on all trucks & equipment.

#### *Zach Concillio* Landscaper & Gardener

Zach has worked with Still River Gardens for 3 years and performs all aspects of Landscaping & Gardening

#### *Mike Daniels* Landscaper & Gardener

Mike worked with Still River Gardens from 2016-2019 and has recently rejoined our team and performs all aspects of Landscaping and Gardening

#### *Seasonal Employees*

Still River Gardens hires several seasonal employees including college students and has several who are planning to return to work with SRG this coming summer.



## Technical Abilities

Along with the cumulative years of experience on Still River Gardens team, SRG has a physical location less than 10 minutes from downtown Torrington that has the capability to hold plant material and house trucks & equipment.

SRG has trucks, trailers & equipment and the resources to rent any equipment necessary to perform all tasks required.

SRG has built good relationships with vendors & mechanics over its 16 years in business.

## Examples of Previous Projects

### *Coe Memorial Park Gardens*

Still River Gardens has been caring for the Gardens at Coe Memorial Park for the past 12 years. The tasks include the Designing, installation & maintenance of the gardens in the park. They are responsible for the spring & fall Clean-up of the gardens as well as monitoring the plants for any insects and diseases. Other tasks include monitoring the watering and pruning some of the ornamental trees & shrubs in the garden beds. SRG performs two design presentations and two reports yearly that outline the materials used, the costs and shows the seasonal changes in the garden beds.

### *City of Torrington Main Street Pots & Planters*

Still River Gardens has been designing, planting & maintaining the pots & planters on Main street since 2017. SRG monitors them for insects & disease and performs the watering necessary for the plant's health.

### *United Construction & Engineering shop*

Still River Gardens is responsible for seasonal changes in front of United construction & Engineering's Shop as well as installing the front foundation planting.

### *Estates in Litchfield County*

Still River Gardens performs all aspects of Landscaping & Gardening for 12 Estates in Litchfield county some have been SRG's clients for 13 years. Duties on the estates include tree pruning, garden installation & maintenance, monitoring for pests & disease, monitoring irrigation, working with estate managers and other contractors, landscape & garden design and installation and winter protecting the landscape as needed.

## Project References

See reference list provided as SRG has performed landscape design, installation & maintenance as well as tree work for the clients on the reference list.

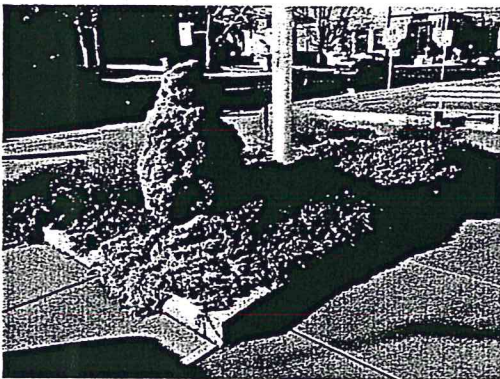
## Concept Plan for D1) Gardens & Planters

1. All Pots, planters & annual beds will be changed seasonally for year-round interest. All necessary maintenance including watering will be provided to maintain plant health & beauty.



2. Maintain all Perennial areas including spring and fall clean-up, monitor plant health & watering and split perennials as needed to maintain size & shape. All perennial areas will be mulched in the spring.

3. Redesign the perennial bed in front of City Hall with perennials and shrubs that provide year-round interest.



4. The scope of work as laid out in the contract will be followed



## Statement of Qualifications for D2) Trees

### **Proposed Project Team Education & Experience**

#### *Jeremy Stickney* Co-owner of Still River Gardens (SRG)

Jeremy has a BS of Biology from the University of Hartford, A state of Connecticut Pesticide Supervisory License and Arborist License, Certificate # S-4558. Jeremy has been working in the field of Landscaping for 25+ years.

#### *Lori-elizabeth Stickney* Co-owner of Still River Gardens

Lori holds a Masters of Horticulture from the Royal Horticultural Society in the UK and A Certificate of Gardens design from the Berkshire Botanical Gardens.

Lori specializes in garden design & fine gardening and has been working in the field horticulture for 20 years.

#### *David Nevin* Landscape supervisor

Dave has been working in the field of Landscaping for 35+ years and has been a landscape supervisor for Still River Gardens since 2006. Dave performs all aspects of landscaping and gardening including tree work, gardening, maintenance & landscape installations.

#### *Barry Stickney* Shop Supervisor, Landscaper and Gardener

Barry has been working with Still River Gardens for almost 5 years. Barry performs all aspects of landscaping & gardening as well as working on all trucks & equipment.

#### *Zach Concillio* Landscaper & Gardener

Zach has worked with Still River Gardens for 3 years and performs all aspects of landscaping & gardening

#### *Mike Daniels* Landscaper & Gardener

Mike worked with Still River Gardens from 2016-2019 and has recently rejoined our team and performs all aspects of landscaping and gardening

#### *Seasonal Employees*

Still River Gardens hires several seasonal employees including college students and has several who are planning to return to work with SRG this coming summer.



### Technical Abilities

Still River Gardens physical location is a retail tree & shrub nursery. SRG has been installing & maintaining trees since 2005 throughout Litchfield County. SRG has a CT state licensed arborist on staff and is skilled in proper tree care techniques such as pruning, fertilizing, soil care, plant analysis & diagnostics, pest & disease management through integrated pest management. SRG works closely with the Connecticut Agricultural Experiment Station in New Haven to aid in diagnosing soil & plant issues. SRG has trucks, trailers & equipment and the resources to rent any equipment necessary to perform all tasks required for Tree care.

### Examples of Previous Projects

#### Town of Falls Village Main Street

In 2016, Still River Gardens planted the trees in the streetscape on Main Street of Falls Village, CT

#### Public Works Department Canton, CT

In 2019, Still River Gardens planted 53 Trees that were over 6' tall and 150 shrubs at the public works department in Canton, CT

#### Coe Memorial Park

Still River Gardens prunes and maintains a portion of the trees & shrubs in the garden beds at Coe Memorial Park. In fall 2020 SRG transplanted two trees from main street to Coe Memorial Park. Over the years caring for Coe Memorial Park SRG has transplanted many trees and shrubs as they outgrew their previous location.

#### United Construction & Engineering

Still River Gardens installed trees & shrubs in front of the office

#### Estate in Litchfield County

Still River Gardens is responsible for tree care at several estates in Litchfield County including monitoring for pests & disease, treating any issues using IPM, soil diagnostics, and pruning. SRG also maintains two orchards on estates in Washington, CT.

### Project References

1. Craig Bothroyd , Greenstone Landscaping & Stonework LLC Torrington, CT  
860-307-8202  
In 2016 & 2019 SRG provided tree planting services for Greenstone
2. See reference list provided as SRG has performed landscape design, installation & maintenance as well as tree work for the clients on the reference list.

## Concept Plan for D2) Trees

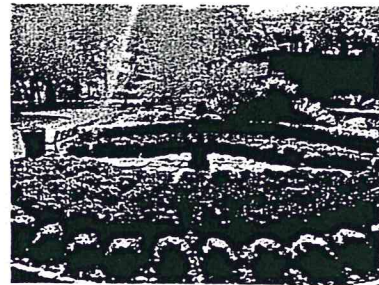
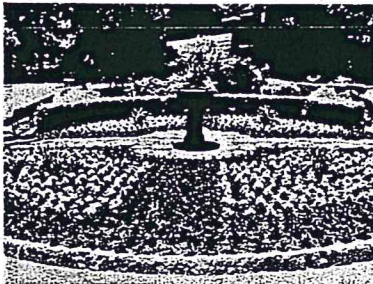
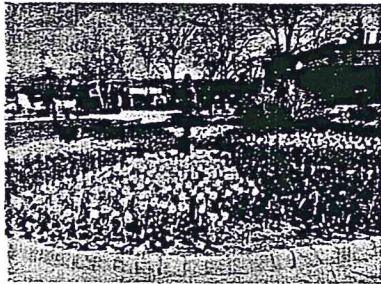
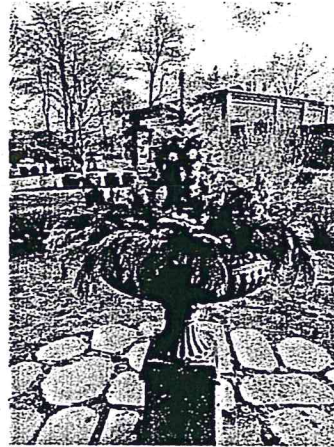
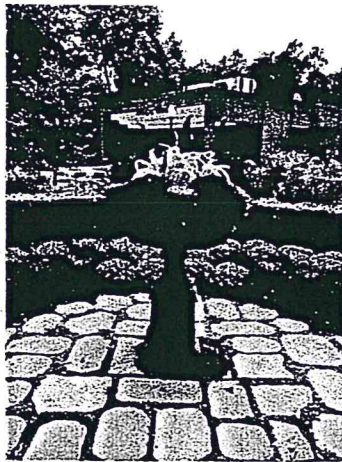
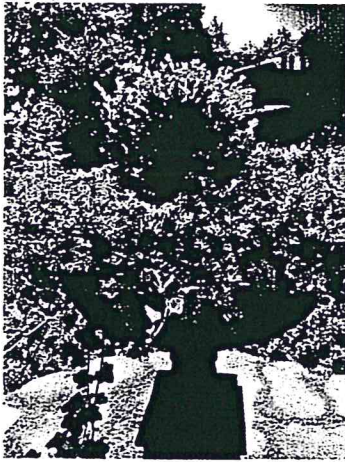
1. All Trees should be initially evaluated to determine their individual needs.
2. All Trees with Flexipave should have all or some flexipave removed from the trunk to allow the trunk diameter to increase unimpeded. Mulch should be added instead for moisture and weed control.
3. Soil test all trees to determine soil type and nutrients required to create an annual fertilizing program for each.
4. Trees will be Pruned to maintain proper structure, visibility and health & safety.
5. Recommend removing elm trees on Water Street because the root system is destroying the sidewalk and they are too large for the space. Replace with a more appropriate streetscape tree.
6. A Tree ordinance should be created to provide a framework for maintaining the Trees that can be used and followed by any company in the future hired to maintain the trees.
7. The scope of work as laid out in the contract will be followed regarding the maintenance and watering of the Trees.



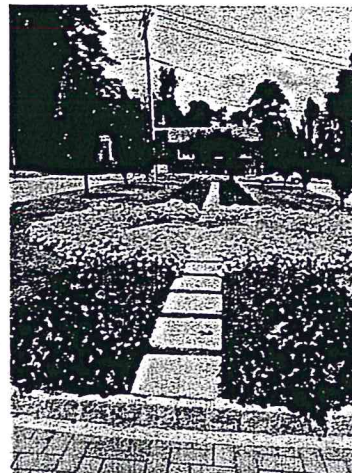
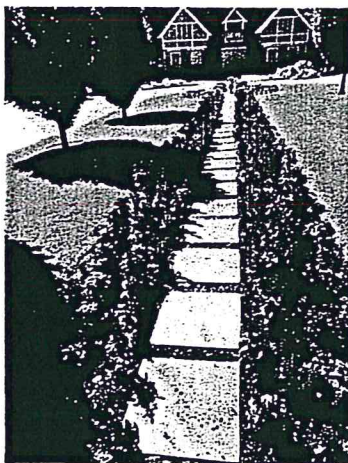
## Portfolio

### Gardens & Planters

#### *Seasonal Changes pots & annual areas*



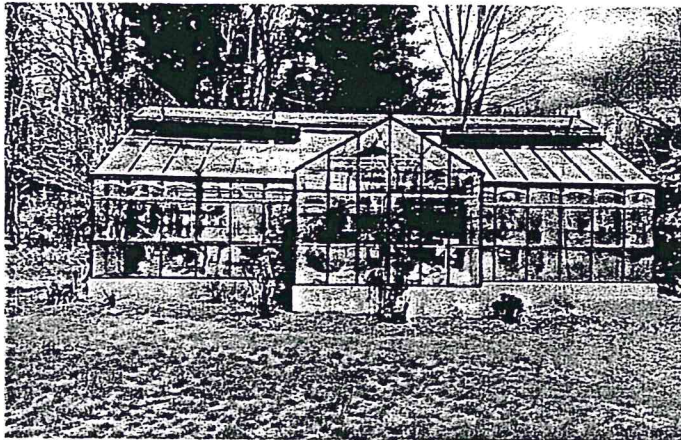
#### *Design Concept changes year to year using annuals*



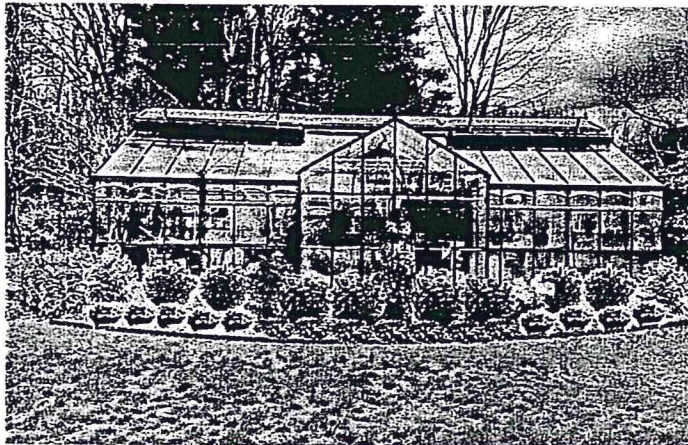


*Before, Design image & After*

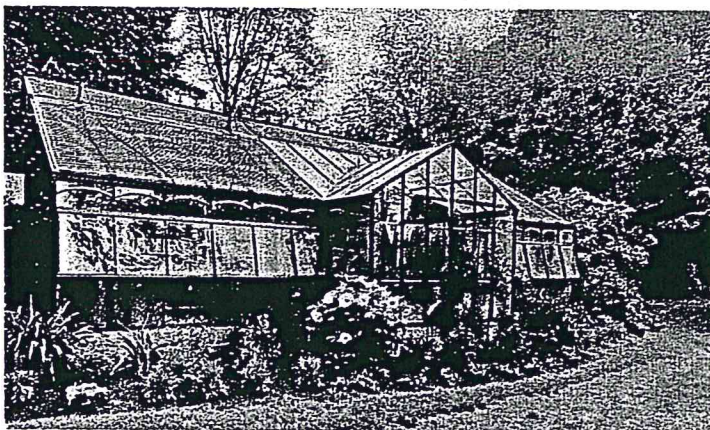
Before:



Design Image:

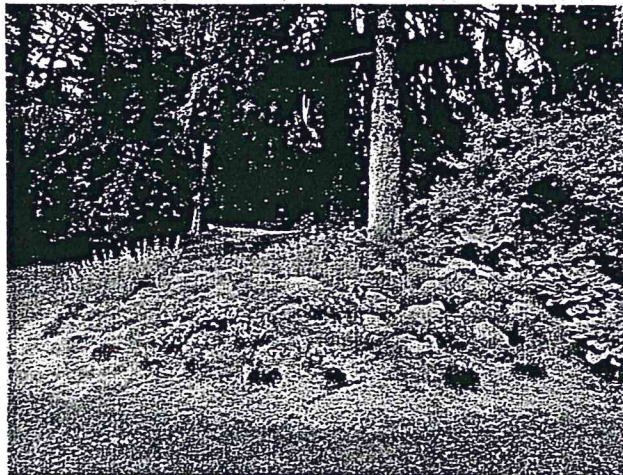
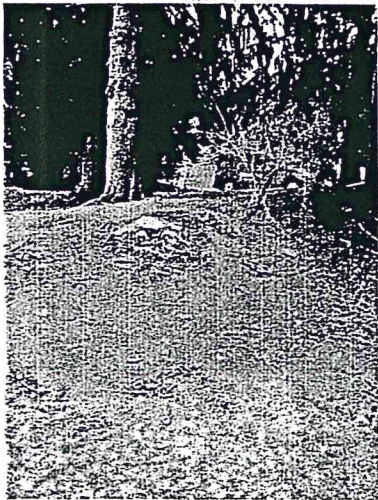
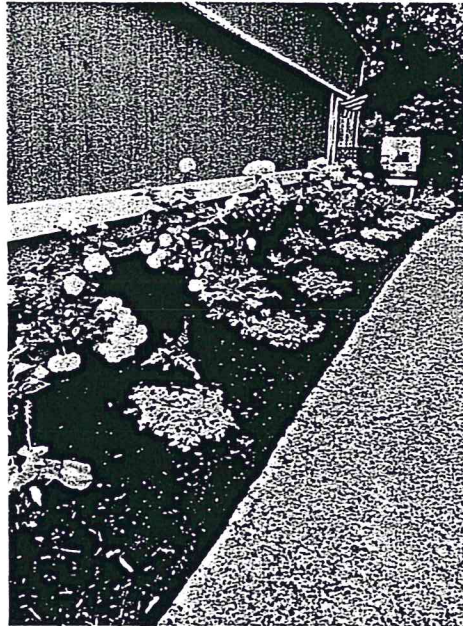
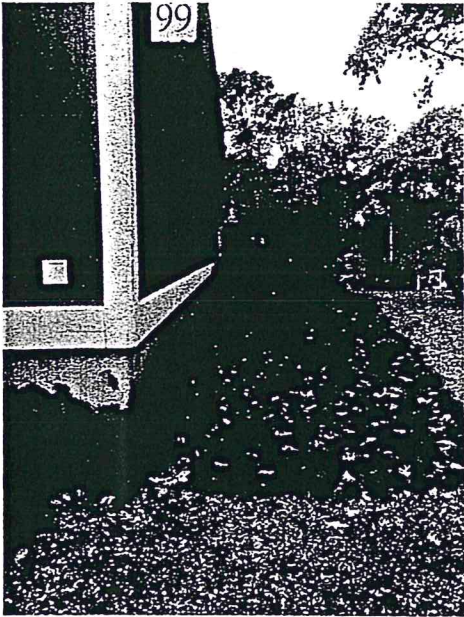


Newly Planted:

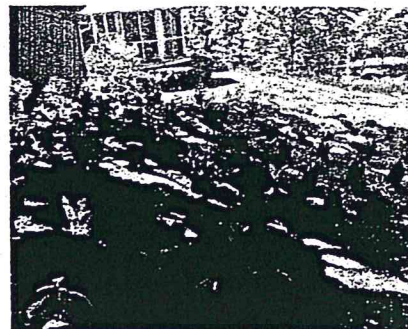




*Before & After*

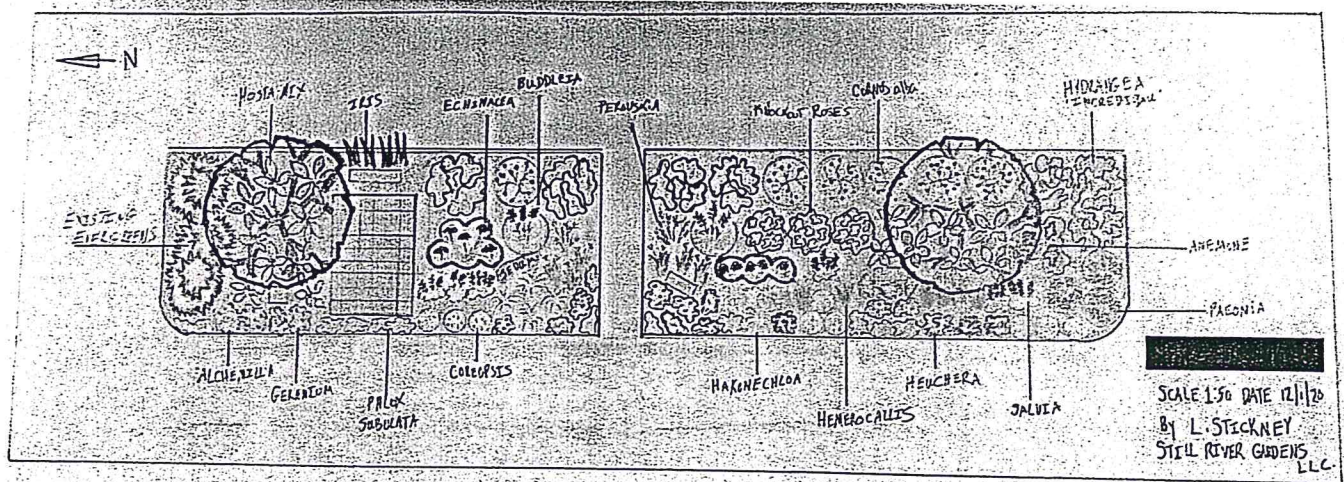


*Laying out plants*

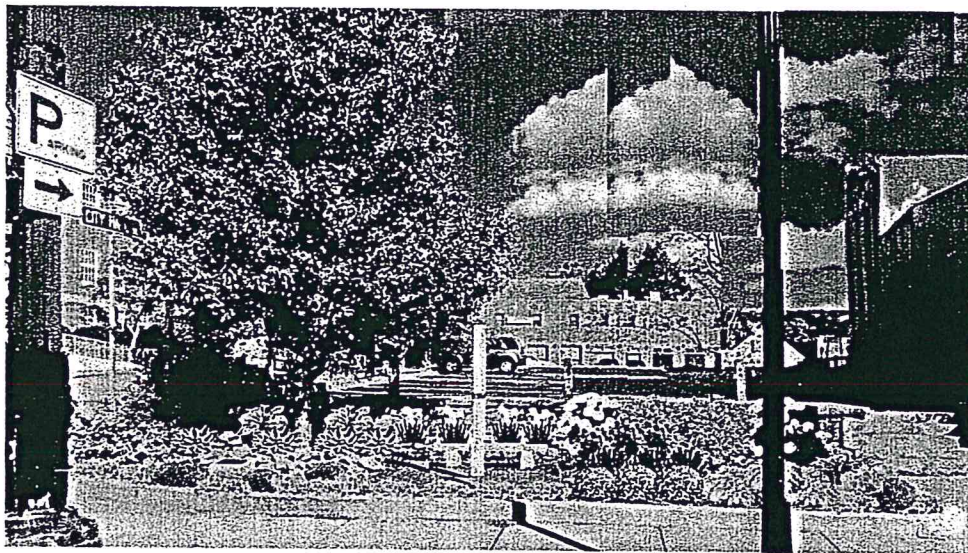




## Design



### Design Image



Before design:

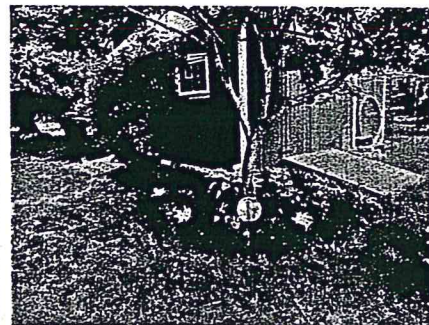
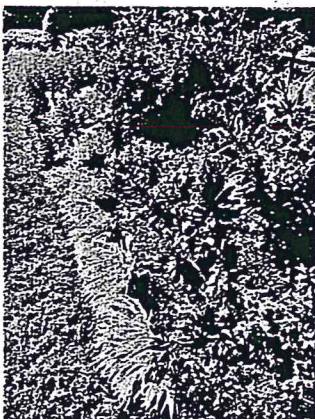
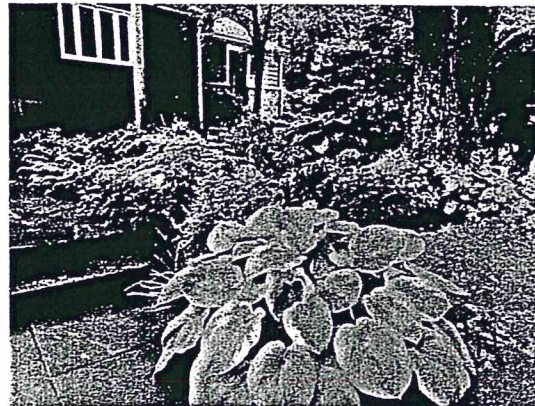
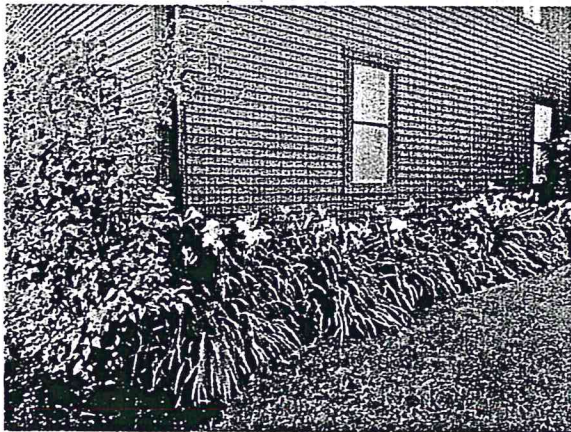
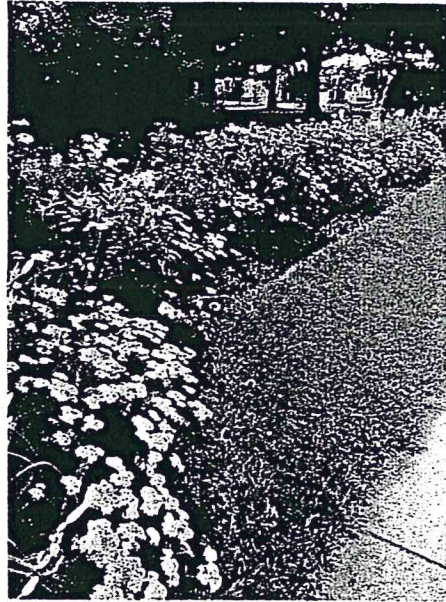


Design Image:





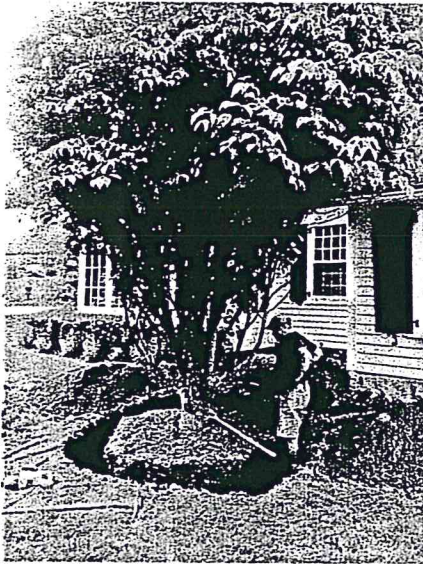
*Some Bed and Borders SRG designs and cares for*



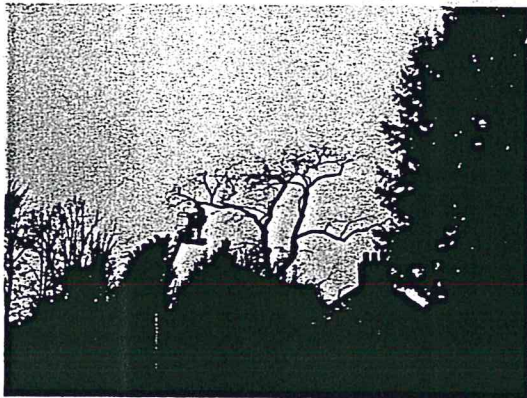


## Trees

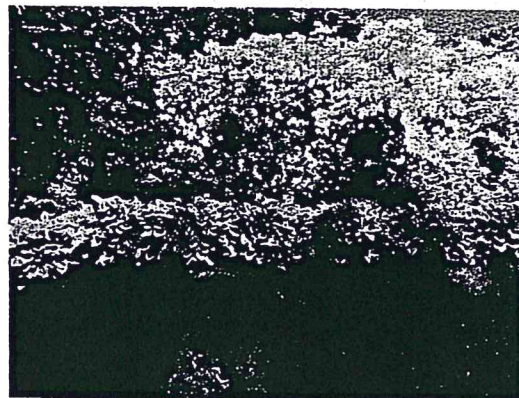
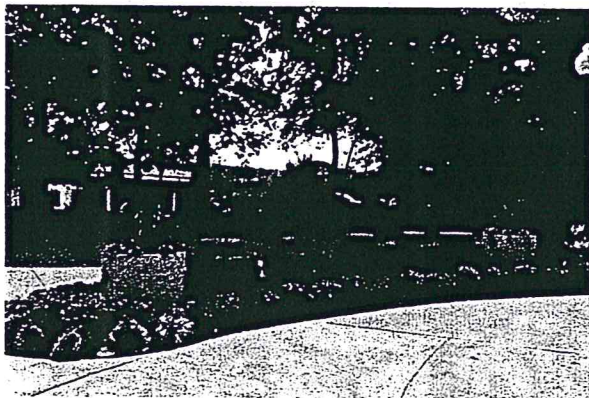
### *Transplants*



### *Pruning Trees*



### *Some shrubs SRG prunes regularly*





## Summary of Bidder Background

Still River Gardens LLC  
PO Box 1566  
Litchfield CT 06759

Physical location:  
22 Wheeler Rd  
Litchfield, CT 06759

Jeremy Stickney- Owner/ Manager 860-806-2890 (Primary Contact)  
Lori-elizabeth Stickney-Owner/Manager 860-806-2090

Email: [jls@stillrivergardens.net](mailto:jls@stillrivergardens.net)

Company formed in October 2005

**STATEMENT OF REFERENCES  
DESIGN, PLANTING & MAINTENANCE OF DOWNTOWN  
GARDEN BEDS, PLANTERS & TREES  
RFQ# MDG-011-020421**

Must list references which demonstrate your ability to supply equipment and services included in the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

**Reference No. 1**

Customer Name: JACK BAER (UNITED CONSTRUCTION & ENGINEERING)  
Contact Individual: JACK BAER Phone No: 860-489-7273  
Address: 725 PLYMOUTH RD HARTFORD CT  
Email address: jbaer@ulcc-gc.com Year: 2016 - PRESENT  
Description services provided/length: LANDSCAPE DESIGN, INSTALLATION & MAINTENANCE  
AT HOUSE & SEASONAL GARDEN CHANGES AT OFFICE IN  
TORRINGTON.

**Reference No. 2**

Customer Name: DEBORAH GLASS  
Contact Individual: DEBORAH GLASS Phone No: 860-868-9190  
Address: 67 EAST ST WASHINGTON CT  
Email address: GLASSNOTE1@gmail.com Year: 2011 - PRESENT  
Description services provided/length: LANDSCAPE DESIGN, INSTALLATION & MAINTENANCE  
& TREE/ORCHARD CARE

**Reference No. 3**

Customer Name: EMILY DALTON  
Contact Individual: EMILY DALTON Phone No: 917-863-4208  
Address: 49 EAST CHESTNUT HILL RD LITCHFIELD CT  
Email address: emilydalton959@gmail.com Year: 2010 - PRESENT  
Description services provided/length: LANDSCAPE DESIGN, INSTALLATION & MAINTENANCE  
& TREE CARE

**Reference No. 4**

Customer Name: JAMES STRAUB  
Contact Individual: JIM STRAUB Phone No: 203-417-3109  
Address: 73 SHELDON LANE LITCHFIELD CT  
Email address: jstraub@ctlawyers.com Year: 2018 - PRESENT  
Description services provided/length: GARDEN MAINTENANCE

**Reference No. 5**

Customer Name: DAVID RESNICK  
Contact Individual: DAVID RESNICK Phone No: \_\_\_\_\_  
Address: 356 NETTLETON HOLLOW RD. WASHINGTON CT  
Email address: DLResnick11@gmail.com Year: 2012 - PRESENT  
Description services provided/length: LANDSCAPE DESIGN, INSTALLATION & MAINTENANCE  
& TREE CARE





**CITY OF TORRINGTON**  
**REQUEST FOR QUALIFICATIONS**

**RFQ #MDG-011-020521 DESIGN, PLANTING & MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS & TREES**

**Submission Date:** February 5, 2021 **Time:** 11:00 AM **Location:** City Hall, 140 Main St. Room 206, Torrington, CT  
Bid Bond or Certified Check required with bid: n/a

Performance Bond required if awarded bid: n/a

**MUST SUBMIT AN ORIGINAL AND FOUR (4) COPIES.**

The City of Torrington reserves the right to accept or reject any or all proposals or any portion thereof, to waive technicalities, and to award a contract as will best serve the public interest.

Omit State and Federal Taxes.

All prices must be F.O.B.: Destination (Torrington) unless otherwise requested.

Dated in Torrington: January XX, 2021

Purchasing Agent \_\_\_\_\_  
Pennie Zucco

Item	Exhibit
<b>DESIGN, PLANTING &amp; MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS &amp; TREES</b>	<b>"See Exhibit A"</b>

The Purchasing Agent is authorized to offer City based bidders that exceed the lowest bid by up to 6%, the opportunity to match the lowest bid. A City based bidder within the 6% differential who agrees to accept the amount of the lowest bid will be awarded the bid. When multiple City based bidders agree to accept the amount of the low bid then the City based bidders will be invited to submit a new bid, not to exceed the low bid. The bid will then be awarded to the lowest responsive, responsible bidder.

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

(Signed By) \_\_\_\_\_ Title: \_\_\_\_\_

Name (please print) \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Federal Tax Identification Number: (FEIN) \_\_\_\_\_

Comments: \_\_\_\_\_

**CITY OF TORRINGTON**  
**REQUEST FOR QUALIFICATIONS: DESIGN, PLANTING & MAINTENANCE OF**  
**DOWNTOWN GARDEN BEDS, PLANTERS & TREES**  
**RFQ# MDG-011-020521**

**A: GENERAL CONDITIONS**

The City of Torrington is soliciting sealed proposals from licensed and insured contractor(s) for the purpose of selecting a qualified firm to provide design, planting and maintenance of flower beds/planters/pots/trees located in downtown Torrington. This RFQ will be for the contractor to perform seasonal design, landscape, planting and diligent care of areas designated in Exhibit A the areas include but are not limited to Franklin Plaza, Main Street, City Hall, Water Street, City Hall Avenue and East Main Street (see Exhibit A map for detailed landscape areas) for the spring, fall, and winter seasons. The contractor will be responsible for ALL materials such as compost, plants, shrubs, supplies, tools, equipment, and labor necessary to design seasonal displays and maintain the gardens in these locations. Plant selection & design will need to be coordinated with Department of Public Works.

The deadline for submittals is **February 05, 2021 at 11:00 AM**. Statement of Qualifications shall be submitted to the Purchasing Department, City Hall, 140 Main Street, Room 206, Torrington, CT 06790. One original and four (4) copies shall be placed in a sealed envelope and clearly marked "**RFQ #MDG-011-020521, Design, Planting & Maintenance of Downtown Garden Beds, Planters & Trees**". Submittals received after the time and date specified will be rejected and returned unopened. In the event of the closure of City Hall, proposals shall be due the next day when City Hall reopens for business, no later than 11:00 AM on that day. The City will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the City and will not be returned. **No fax or e-mail Bids will be accepted.**

The Deadline for submitted questions is **January 29, 2021** at 12:00 noon. Administrative questions may be directed to Pennie Zucco, Purchasing Agent, pennie\_zucco@torringtonct.org. All information given by the city except by written addenda shall be informal and shall not be binding upon the city nor shall it furnish a basis for legal action by any Proposers against the City. Vendor responsible to check City website for addendum/updates 48 hours prior to submission date. Signed addendum(s) to be submitted with original submission.

This RFQ does not commit the City of Torrington to select any Respondent or enter into any contract agreement. The City of Torrington reserves the right to accept or reject any or all RFQ's; to waive any informalities, and if it is deemed to be in the public's best interest, to enter directly into negotiations with one or more Respondents based on responses to the RFQ, to request additional information and/or fee proposals from some or all Respondents. The City of Torrington reserves the right or to accept any proposal deemed in the best interests of the City of Torrington.

The City will not be liable for any costs incurred by a firm in the preparation or submission of a proposal.

The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.

Responses must set forth accurate and complete information for each of the items listed below. At the City's discretion, failure to do so could result in disqualification.

**Successful respondents will be considered as "qualified consultants" and invited to submit fee proposals on projects based on specific scopes of work. Respondents with successful fee proposals will be expected to be able to commence services as soon as possible upon award, as determined by the City.** Any contract entered into by the City and the successful respondent shall provide that the City may terminate the contract upon thirty (30) days notice to the respondent. The information provided herein is not intended to and shall not bind the City of Torrington to any of the statements or assumptions set forth herein.



The proposer shall provide at least three (3) references including contact name, address, phone numbers, email and project title and summary where similar services have been completed.

Any contract awarded is intended to be an annual contract with annual renewal(s) up to five years

**The City of Torrington reserves the right to award or reject any or all bids, or any portion thereof, to waive technicalities, to award the contract to a bidder other than the lowest bid and to award the bid and/or contracts to one or more bidders submitting essentially identical proposals, and that in the city's judgment, will best serve the public interest.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER  
MBE'S WBE'S AND SBE'S ARE ENCOURAGED TO APPLY**

## **B: SUBMITTALS**

The City is requesting the following:

1. A cover letter signed by the primary firm, binding the firm to all of the commitments made in the proposal. This shall include the prime consultant contact information and all subconsultants. Note: the City will contract with the primary consultant/firm of the team and all others will be considered subconsultants under any executed agreement.
2. The services required by the City are categorized into two groups as listed in Section D – Scope of Work herein. Firms must clearly specify in their proposal, the work practice groups for the services they propose to provide. Firms shall provide separate Statement of Qualifications (SOQ) for each work practice groups.
3. Statement of Qualifications (SOQ) should be a narrative proposal that best represents your firm's qualifications to perform the requested services for one or more of the work practice groups listed herein. SOQ's should include the proposed project team, technical abilities, examples of previous projects, three (3) project references, and any other information that you consider important.
4. Proposals should be prepared simply and economically providing a straightforward, concise description of the Respondent's ability to meet the requirements of the RFQ. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. Proposals should not include any plastic covers, binders, or other non-recyclable materials.
5. Proposals should include example concept plans for all areas.
6. Portfolio outlining related work/projects completed – photos, descriptions, etc
7. Firms may submit Qualification Statements for either one of the proposed services or may submit on both. (See Section D.1 & D.2)
8. Summary of Bidder Background
  - Firm's Name(s)
  - Address
  - Permanent office address, phone & fax numbers, email for the point of contact within the Firms organization
  - Date Company Formed
  - Must be licensed and insured and supply copy if awarded contract
  - Non-Collusion Affidavit if awarded a contract
  - Any additional forms the City may require

## **C: PROPOSAL EVALUATION AND SELECTION**

1. The Selection Committee will evaluate each proposal to select a short list of firms for further consideration. A proposal with all the requested information does not guarantee the proposing firm to be a candidate for an interview. The Committee may contact references to verify material submitted by the Respondents.
2. If needed, the Committee then will schedule the interviews with the selected firms. The selected firms will be given the opportunity to discuss in more detail their approach to providing services, qualifications, past experience, and knowledge of the city. The interview must include the project team members expected to complete a majority of work. The interview shall consist of a presentation of approximately thirty (30) minutes by the Respondent, followed by approximately thirty (30) minutes of questions and answers. Audiovisual aids may be used during the oral interviews.
3. After evaluation of the proposals and interviews, the city will select the most suitable firm(s) for each work type group to be considered as "qualified consultants". The city will consider this list of qualified consultants for all immediate and future work.
4. As needed on a project by project basis, the City will develop a scope of work for services and request fee proposals from the list of qualified consultants related to a specific work practice group.
5. Based on the most suitable fee proposal, the City will request award of contract from City Council. Upon award from City Council, the City will ask the successful firm to execute a contract for services as per the scope of work and fee proposal. The successful firm will have seven (7) business days to execute the contract.
6. The City will issue the notice to proceed upon a fully executed contract by both parties.
7. The City reserves the right to not consider any fee proposal which is determined to be unresponsive and/or deficient in any of the information requested for evaluation. The City also reserves the right to waive the interview process and evaluate the consultants based on their proposals alone.
8. The schedule for procurement listed herein serves the immediate needs of the City for service contracts beginning in May 2021.



## C.1: SCHEDULE

The following is a tentative schedule subject to change:

Activity/Event	Anticipated Date
Issue RFQ	January 18, 2021
Questions Due	January 29, 2021
Submittals Due	2/5/2021-11:00 AM
Committee Review	February 8-12, 2021
Firms Selected for Interview	February 15, 2021
Interview Firms	February 16-19, 2021
Firm(s) Selected to submit proposals	February 22, 2021
Scope of work and Fee Proposals	February 26, 2021
Fee Proposals Due	March 5, 2021
Award, Execution & Notice to Proceed	March 16, 2021
1st Season Plantings Complete	May 21, 2021

## **D: PROPOSED SCOPE OF WORK: Subject to Change**

### **D.1 Gardens and Planters**

**The selected company or individual(s) would be required to meet the Projected Scope of Work for Design Care and Maintenance of the Downtown Gardens, Beds & Planters (See Exhibit A). The work shall include:**

1. Plant, prune, and provide general maintenance of the shrubs and flower beds located within the designated areas.
2. Prepare a detailed plan for maintaining all garden beds.
3. Design all seasonal flower beds and include as-built plans showing the type, quality, quantity and minimum size of the flowers and plantings provided. The contractor will be responsible for submitting all as-built plans to the Superintendent.
4. Provide routine maintenance for the existing landscaped areas and the existing perennial shrubs, flowers and plantings, in addition to providing, planting and maintaining annual flowers and plantings within the bedding areas. Routine maintenance work for all bedding areas shall include the maintenance, replacement and care of mulch and/or topsoil. Routine Maintenance shall also include watering as necessary beyond the existing irrigation program, applying nutrients, weeding, pruning and/or general maintenance to maintain a high quality gardens in a neat and presentable condition at all times from April through the beginning of November (routine maintenance may be needed daily as well).
5. Prune all flowers, roses, ornamental grasses and other selective plantings. Pruning will primarily be performed during the Fall season. All bedding, roses and perennial grasses shall be cut back to six inches (6"). Pruning shall be completed by December 1<sup>st</sup>
6. Manually remove foreign growth in all beds. Each planting area shall be kept free of weeds by the immediate removal of any and all foreign growth when such growth becomes visible.
7. Remove debris from within all beds, including but not limited to; trash, leaves, weeds, dead plants, etc.
8. At the end of the growing season, the Contractor will be notified by the Superintendent and the final phase of the contract will begin. Annual flowers planted in the designated locations shall be removed from the designated beds without damaging the perennials. After the removal of such plantings, the annual flower beds shall be raked to restore the areas to a neat and presentable condition. During this time all perennial plantings shall be deadheaded. All materials removed from the gardens shall be disposed of offsite.
9. Winterizing Gardens – "Putting the Gardens to Bed" - Prune back summer flowers, cover and remove all pruned materials off site. Remove selection of plants from garden beds that need to be stored for winter and prepare them for storage. The contractor shall store and maintain selected plants in a temperature controlled location. Soil is to be amended in areas where needed and bulbs are to be planted and fed with organic nutrients. Cover beds with compost and spruce boughs for winter protection and aesthetics. Other winterizing measures: Cover areas susceptible to winter conditions and related winter maintenance of walkways and common areas and use burlap or other appropriate materials for protecting plants subject to winter burn.
10. Prepare and submit three quarterly reports and one annual report in each contract year. The annual report will be presented to the Superintendent of Parks and Recreation December 1<sup>st</sup> as part of the contract review process. These reports shall outline the work completed during the specified time period, including maintenance plans and details, planting designs, photo documentation, plant details, expense summary, etc.
11. City of Torrington Responsibilities: The City will notify the Contractor of any digging or disturbance to the gardens or plantings prior to initial disturbance. The City will be responsible for signing a yearly maintenance contract for the irrigation system with a qualified professional irrigation company.



12. The Contractor shall also be responsible for the replacement of all dead or dying plants. In case of unforeseen circumstances, such as, but not limited to vandalism, natural disasters or irrigation problems, not caused by the negligence of the Contractor, upon approval by the Superintendent of Parks and Recreation, or his designee, the Contractor shall provide an hourly rate for pre-approved work necessary to repair the damages to the gardens which will not exceed the scope of work outlined in this RFQ. The Contractor is expected to maintain the existing perennial and selective plantings.
13. The contractor will make every effort to use methods and products to maintain those existing beds/planters in good condition. The Contractor will plant a variety of living material consisting of mixed evergreens, annual and perennial flowering plants which will be kept in healthy and colorful condition with balanced proportions and varying blooming times. Beds will consist of mostly perennials to keep year round interest in beds and to keep plant material costs down over time. Some annuals will be added periodically to give color to beds between blooming times of perennials and provide contrast when needed. The selection of plant materials will be at the sole discretion of Contractor but varietal options may be considered upon suggestions from responsible parties and City Department Managers.
14. The contractor will insure that all plants are installed in the proper manner for best survival. This includes setting plants in drip zone areas where plants roots will receive plantings. Contractor will be responsible for replacement of plants if required at contractors' expense. Furthermore, the Contractor will be responsible to implement a watering plan to maintain the gardens.
15. Beds do not have an irrigation system and will require an outside water source. In order to achieve proper irrigation, Contractor should have equipment to monitor and maintain watering of the gardens/pots/beds. Although the Contractor cannot drive the Public Works water truck, the City's garden water truck may be available for this purpose upon direction from City approval. If approved, watering truck would be available during regular working hours. Additionally, the Franklin Plaza has water spigots located throughout the plaza, no more than 100' apart.
16. Spring and fall cleanup
17. Soil to be amended in areas where needed
18. Prune back summer flowering as needed (shaping only, no shearing)
19. NO INVASIVE SPECIES SHALL BE PLANTED
20. Contractor is responsible for supplying all necessary tools and equipment to perform the scope of work.
21. The Contractor is responsible to place the "Call-Before-You-Dig" and for field verification of the elevations and locations of all utilities and services.
22. Supply and plant all plant materials (perennials, annuals, mulch, etc.) for Seasonal changes throughout the contract (spring/summer, fall and winter) (See Exhibit A):
  1. Sidewalk street pots located on both sides of Main Street in downtown Torrington. Top exterior planter dimension of 30"x30", top interior, 22"x22"; bottom interior, 18"x18"; height is 30".
  2. Island Planters located on Main Street in downtown Torrington. Smaller northerly island approximately 190 S.F.; larger southerly island approximately 792 S.F.
  3. Franklin Plaza/Patterson Park area including small planted tree wells; larger planted tree wells, all landscaped areas adjacent to the plaza, the center circle of Franklin Street and landscaped areas around the Franklin plaza parking lot and associated sidewalks. Much of Franklin Plaza has recently been planted, the contractor shall maintain existing perennials and plant Seasonal changes in the areas designated at annual gardens.
  4. City Hall pots and planter beds

5. The City of Torrington reserves the right to add/remove any of the pots/planters/bed/trees locations from this project
6. The planters and island gardens are currently planted with a variety of perennials. The city wishes to retain those perennials and request that supplemental annuals be added to the planters and beds

## D.2 TREES

**The selected company or individual(s) would be required to meet the Projected Scope of Work for Design Care and Maintenance of the Downtown Trees (See Exhibit A). The work shall include:**

1. Plant, prune, and provide care and general maintenance of the trees and tree beds located within the designated areas.
2. Prepare a detailed plan for maintaining all trees.
3. Contractor shall be or have available a licensed Arborist in the State of Connecticut
4. The contractor will be responsible for submitting all as-built plans to the Director of Public Works.
5. Routine maintenance work for all bedding areas shall include the maintenance, replacement and care of mulch and/or topsoil. Routine Maintenance shall also include watering as necessary, applying nutrients, weeding, pruning and/or general maintenance to maintain a high quality trees in a neat and presentable condition at all times.
6. Pruning will primarily be performed during the Fall season. Pruning shall be conducted under the supervision of a licensed Arborist. Pruning shall be completed by December 1<sup>st</sup>
7. Manually remove foreign growth in all beds. Each planting area shall be kept free of weeds by the immediate removal of any and all foreign growth when such growth becomes visible.
8. Remove debris from within all beds, including but not limited to; trash, leaves, weeds, dead plants, etc.
9. Prepare and submit three quarterly reports and one annual report in each contract year. The annual report will be presented to the Director of Public Works and the Superintendent of Parks & Recreation by December 1<sup>st</sup> as part of the contract review process. These reports shall outline the work completed during the specified time period, including maintenance plans and details, photo documentation, plant details, expense summary, etc.
10. In case of unforeseen circumstances, such as, but not limited to vandalism, natural disasters, or other events not caused by the negligence of the Contractor, upon approval by the Superintendent of Parks & Recreation, or his designee, the Contractor shall provide an hourly rate for pre-approved work necessary to repair the damages to the trees which will not exceed the scope of work outlined in this RFQ.
11. Contractor shall inspect and monitor trees for invasive species including but not limited to Emerald Ash Borer, Asian Longhorn Beetle, Spotted Lantern Fly.
12. Contractor shall inspect and monitor trees for indications of disease.
13. The contractor will make every effort to use methods and products to maintain those existing trees in good and healthy condition.



14. The contractor will insure that all trees are planted in the proper manner for best survival.
15. Trees do not have an irrigation system and may require an outside water source. In order to achieve proper irrigation, Contractor should have equipment to monitor and maintain watering of the trees. Although the Contractor cannot drive the Public Works water truck, the City's garden water truck may be available for this purpose upon direction from City approval. If approved, watering truck would be available during regular working hours. Additionally, the Franklin Plaza has water spigots located throughout the plaza, no more than 100' apart.
16. Contractor shall be responsible for notifying the Director of Public Works and the Superintendent of Parks & Recreation of any tree that is determined by a licensed Arborist to be a hazard or in poor health. Contractor shall recommend a plan of action to remove and replace or nurture the tree back to health. In the event a tree is recommended for removal contractor shall submit a separate proposal for the removal and replacement. Contractor shall submit ISA "Basic Tree Risk Assessment Form"
17. NO INVASIVE SPECIES OF TREES SHALL BE PLANTED
18. Soil to be amended in areas where needed
19. Contractor is responsible for supplying all necessary tools and equipment to perform the scope of work.
20. The Contractor is responsible to place the "Call-Before-You-Dig" and for field verification of the elevations and locations of all utilities and services.

**STATEMENT OF REFERENCES**  
**MAINTENANCE OF DOWNTOWN GARDEN BEDS, PLANTERS & TREES**  
**MDG-011-020521**

Must list references which demonstrate your ability to supply equipment and services included in the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your company's qualifications.

**Reference No. 1**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Description services provided/length: \_\_\_\_\_

**Reference No. 2**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Description services provided/length: \_\_\_\_\_

**Reference No. 3**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Description services provided/length: \_\_\_\_\_

**Reference No. 4**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Description services provided/length: \_\_\_\_\_

**Reference No. 5**

Customer Name: \_\_\_\_\_  
Contact Individual: \_\_\_\_\_ Phone No: \_\_\_\_\_  
Address: \_\_\_\_\_  
Email address: \_\_\_\_\_ Year: \_\_\_\_\_  
Description services provided/length: \_\_\_\_\_



**EXHIBIT A**  
**PLANTINGS MAP**

