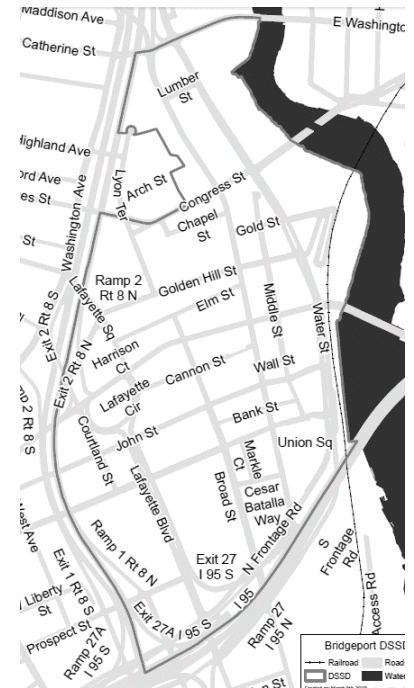


# SCOPE OF SERVICES: DOWNTOWN PLACEMAKING CONTRACT MANAGEMENT CONSULTANT

## ABOUT DOWNTOWN BRIDGEPORT

**Downtown Bridgeport is a commercial area that represents and serves a diverse tapestry of the wider Bridgeport community.** The independently owned restaurants and shops that populate the street-level spaces in our neighborhood create connection points that foster the sense of community so special to the Downtown and the city. The Bridgeport Downtown Special Services District (DSSD) exists to support economic development and equitable growth in Bridgeport’s downtown commercial corridor.

The DSSD is a special taxing district Connecticut law authorizes whereby property owners in a geographical area oversee and fund the maintenance, improvement, and promotion of their commercial district. The DSSD delivers services above and beyond those provided by the City of Bridgeport all funded by a special assessment paid by property owners within the district. Property owners within the Bridgeport DSSD contribute an additional three mills on top of their property tax assessment to pay for programming and services. The DSSD’s district includes 174 taxable properties within 30 blocks in the heart-shaped downtown of Bridgeport, Connecticut. There are 125+ culture, dining, shopping, and service businesses enlivening the ground floor spaces within the district.



## SCOPE OF WORK

The Bridgeport DSSD is partnering up with the City of Bridgeport’s Office of Planning and Economic Development to implement a series of high-impact, modest-cost public art installations and public space improvement projects designed to make the Downtown a more beautiful, distinct, interesting, enjoyable, and inviting destination. The Bridgeport DSSD is seeking to engage a consultant to assist with the different phases of vendor identification and oversight in service of the project goal. Responsibilities will include:

### Vendor Identification:

- Draft and release requests for proposals related to Downtown Placemaking projects, including public art, lighting, and public space activation. Types of vendors may include urban designers, engineers, surveyors, general contractors and construction, landscape architects, lighting designers, artists, suppliers, etc.
- Host bidders’ conferences for respective requests for proposals.
- Convene a vendor selection committee to review applications and select project vendors. The preference will always be to select a local, minority- or woman-owned business enterprise vendor, where possible.

### Contract Management

- Work with City departments to draft and finalize contracting documents.
- Assist selected vendors with navigating the permitting, procurement, and contracting phases with City departments.
- Request invoices from selected vendors and submit to City departments for payment.

### Vendor Oversight

- Monitor project execution according to scopes of work outlined in selected vendor contracts.
- Prepare all sites and individual project update reports to be shared with Downtown Placemaking project stakeholders.
- Ensure selected vendors complete project work and submit final reports and/or deliverables according to the vendor contracts. All final deliverables will include a site maintenance plan for each “intervention” with parties responsible for ongoing maintenance and associated costs identified.

The Downtown Placemaking Contract Management Consultant scope of work is contract-based (IRS Form 1099) through October 31, 2022. The Bridgeport DSSD has allocated \$45,000 toward this scope of work, which will consist of a maximum of 20 hours per week both onsite and remote office hours. The Bridgeport DSSD reserves the right to adjust the billable hours of any contractor on a regular basis.

### **PREFERRED SKILLS**

The ideal consultant candidate will demonstrate many of the following skills and knowledge:

- Familiarity with Bridgeport’s Downtown and surrounding neighborhoods.
- Knowledge of City of Bridgeport procurement and contracting processes and requirements.
- Experience managing request for proposals outreach and selection processes.
- Ability to coordinate and manage multiple tasks and projects and provide timely and clear updates to supervisors.
- Knowledgeable of customer service practices and public relations tactics to promote the image of the District.
- Proficiency in Google Suite and Microsoft Office applications, including Excel, and PowerPoint.

### **HOW TO APPLY**

To apply for this position, please email your resume and a cover letter that references relevant past work examples with the following subject line: Downtown Placemaking Contract Management Consultant to: [lauren.dssd@infobridgeport.com](mailto:lauren.dssd@infobridgeport.com) by Monday, February 28, 2022.

If you do not have access to email, mail your cover letter and resume to:

Bridgeport Downtown Special Services District  
Attn: Lauren Coakley Vincent  
938 Broad Street  
Bridgeport, CT 06604