



The Town of Nederland Downtown Development Authority (NDDA) invites applications for:

Town Gardener – 2022 Growing Season

Closing Date: March 31, 2022

Hiring Range: - \$20-\$25/hour

Part-Time: approximately 20 hours per week from May 1, 2022 and ending by October 1, 2022.

Job Description:

The NDDA is soliciting individuals and/or professional landscaping firms to provide beautification and landscaping services in the 2022 calendar year. The position includes performing technical and physical labor and providing leadership in the landscaping of public areas, special horticultural areas, and perform other related semi-skilled and skilled work dealing with NDDA objectives. **This position must work well independently.**

The work includes:

Planting, watering, and maintenance of twenty-three (23) planters, with assorted annuals:

1. five large round planters on 119
2. one small round planter on 119 near Nature's Own rock shop
3. one large round planter in center of traffic circle
4. two round planters at the Visitors Center
5. ten box planters on the Pedestrian Bridge
6. two planters in front of Peak-to-Peak Spirits
7. two planters at the entrance of Lakeview

Planting, watering, and maintenance of four (4) gardens with assorted perennials, annuals, and vegetative plants or shrubs.

1. 'Welcome' bed on 119
2. Town Hall beds
3. Chipeta Park Entrance bed
4. Jefferson Street corner bed.

Planting, watering, and maintenance of the traffic circle area with assorted perennials, annuals, and vegetative plants or shrubs.

Additional tasks include:

1. Preparing soil and evaluating the water wick system (Farm Tub)
2. Coordinating and meeting with a trained horticulturist/grower for annual plant maintenance, fertilizing, and the like.

3. Removing dead vegetative material at the end of the growing season and preparing the beds for winter.
4. Communicating with the NDDA representative on the planters and gardens including additional needs, issues, and recommendations for improvements.

SUBMISSION REQUIREMENTS

The selected contractor will have demonstrated extensive background in mountain climate and terrain gardening. Experience and a good relationship with the Town of Nederland and/or the Nederland Downtown Development Authority is desired but not necessary. Clean driving record is a must.

You should respond to the RFQ by including the following elements:

- **Letter of Interest**
- **Resume with Qualifications and Experience:** Qualifications should demonstrate experience providing gardening services in similar settings and/or clients.
- **Statement of Clean Driving Record** – please include your driver’s license number or a copy of your driver’s license
- **References** – minimum of two references

All materials developed under this RFQ shall become the property of the Nederland Downtown Development Authority. The Nederland Downtown Development Authority shall not be liable for costs incurred in the preparation of a response to this RFP.

PRE-SUBMISSION QUESTIONS

Interested respondents may submit questions about the proposal to NDDA Director <ndda.ed@nederlandco.org> by March 25, 2022. Questions and responses to those questions will be compiled and emailed out to interested parties by March 29, 2022.

SUBMISSION INFORMATION

All proposals, fully completed, must be submitted by March 31, 2022. Responders should email the submission to:

Kate Masingale, Executive Director, Nederland Downtown Development Authority
ndda.ed@nederlandco.org

EVALUATION

Proposals will be evaluated using the following criteria, without limitation, in determining the recommendation of the firm or individual for approval by the NDDA.

- Completeness and responsiveness to the requirements of the RFQ
- Demonstrated qualifications, professional experience and competency associated with the scope of work
- Outcome of reference check

The Nederland Downtown Development Authority Board of Directors will review the RFQs and may short-list up to three interested parties.