

Warren Street Seasonal Usage – May 21 thru October 21

Project Manager Job Description

The City of Hudson seeks a qualified individual or entity to contract with the City to act as the Project Manager of Warren Street Seasonal Usage 2021 Program (Program). The program involves allowing business on Warren Street to expand into parking spaces in front of their businesses to expand dining and retail opportunities during the COVID-19 Pandemic.

The Project Manager will:

Report to the Mayor and serve as the single point person for the public and for all city departments, liaising among them, answering questions, communicating clearly, and managing enforcement.

In collaboration with the Hudson Police Department (HPD), Hudson Fire Department (HFD), Hudson Department of Public Works (DPW), the City Code Enforcement Officer and, the Hudson Tourism Board develop and finalize the Warren Street Seasonal Usage 2021 Program. The Program will be subject to final approval by the Mayor and include the following:

- a. Create a budget for the Program and oversee each step in the budget process, including reporting of expenses and receipts and tracking any changes to the scope of the project or budget in collaboration with the Hudson City Tourism Board. The City Common Council will approve all budgets.
- b. Create a uniform safety standard for the build-out of parking spots, including barriers and other requirements.
- c. Assess the need for and organize rentals and contracts for hand sanitizing stations, portable toilets and maintenance for the same.
- d. Assist with the administration of the permit system for parking space usage with HPD.
- e. Oversee the setup and placement of any required elements of the Program including barriers, planters and signage.
- f. Regularly communicate the details of the permitting system to all Hudson businesses.
- g. Assist the HPD and Code Enforcement Officer with enforcement of the guidelines for the Program and enforcement of the permit system.

- h. Oversee the production of all necessary signage, street banners, planter banners, maps of participating businesses, and any other signage determined necessary in consultation with the Tourism Board and City departments.
- i. Work to find an underwriter to mitigate the lost revenue for the use of the parking spaces with the Mayor's office, Tourism Board, and other interested entities.
- j. Develop and implement a marketing and outreach strategy to bring attention to the Program.
- k. Oversee outreach to non-Warren Street and non-brick and mortar-businesses and oversee the standards for and execution of buildout of pocket parks for non-Warren Street businesses.

This is a one-time seasonal engagement of an independent contractor. The chosen applicant will be required to enter into an independent contractor agreement with the City. The contractor will be required to maintain insurance policy/policies to cover its liability hereunder and to defend and save harmless the City in the minimum amount of \$1,000,000 per occurrence and \$2,000,000 aggregate for bodily injury, property damage, and personal and advertising injury. The contractor will also be required to maintain workers compensation and automobile insurance if necessary.