

Yonge + St. Clair BIA Request for Proposals: BIA Seasonal Planting Program (2021 to 2022) November 9, 2020

Introduction

The Yonge + St. Clair BIA is inviting proposals from qualified urban landscaping contractors for the design, delivery and installation of seasonal (Spring, Summer, and Winter) plantings for 34 sidewalk planters and at least 16 CafeTO planters, together with the related maintenance and servicing. The installation schedule is as follows:

- Spring plantings to be installed no later than April 30, 2021
- Summer plantings to be installed no later July 1, 2021
- Winter plantings to be installed no later than November 15, 2020

The successful proponent will be expected to provide all necessary planting material and soils, and to remove and replace all seasonal plantings as defined by the above schedule.

Proponents must submit all necessary information outlined below to info@yongestclair.ca

Deadline

Proposals are due no later than **5:00pm EST on November 30, 2020.**

Submission Requirements

Proponents must include the following in their proposals:

1. **One-page covering letter** that includes:
 - a. Company name;
 - b. Previous work history;
 - c. A summary of the proposal;
 - d. The the total proposed cost;

2. **The proposed planting program**, including:
 - a. A demonstration of knowledge and experience with similar projects including work in and around trees;
 - b. A sketch or diagram showing the proposed design;
 - c. A list of all flowers and plants to be used in the design;
 - d. Planned watering and maintenance methods;

- e. A timeline including installation and removal timing, and a watering/maintenance schedule;
3. **A cost breakdown** together with payment schedules, together with a 'price per unit' of CafeTO planters should we require more than 16; and,
4. **At least three (3) references** of previous clients of similar projects including name, company, telephone, and email address.

Budget

Proposals must be \$40,000 or less, including HST. This upset limit includes the 34 sidewalk planters and 16 CafeTO planters. Proponents must also provide a 'cost per unit' of potential additional CafeTO planters outside this upset limit, should the BIA require additional planters of this type.

Contract dates

Awarding of the contract: December 15, 2020
Approval of designs: January 15, 2021
Spring installation: April 30, 2021
Summer installation: July 1, 2021
Winter installation: November 15, 2021
Final removal (if necessary): April 30, 2022

Project Details

The Yonge + St. Clair BIA is seeking a seasonal planting program for 34 sidewalk planters and 16 CafeTO planters located along Yonge Street between Heath Street and Woodlawn Avenue.

The planting program is intended to provide for plantings that offer a seasonal atmosphere to the street, and bring greenery and colour to the planter boxes through the various seasonal changes.

The sidewalk planters are City-owned and contain City-owned trees, and the CafeTO planters are located in curb-lane closures on Yonge Street as part of the CafeTO program. Appropriate designs must be prepared in coordination with and to the satisfaction of the City of Toronto's Urban Forestry Division to ensure tree health. Experience with Urban Forestry approvals is an asset.

Planters

The 34 planters measure approximately 180cm long by 80cm wide. Trees are generally located at the centre of the planters, although some variation is present. Calipre size, root systems, and protection requirements also vary. Proposed designs should be flexible enough to accommodate these variations.

The sidewalk planters contain existing soil together with a top layer of wood chip mulch. Proposed designs must not alter the existing soil grade. Grade or soil chemistry must not be altered in the tree root zone. Roots must not be cut or damaged.

The CafeTO planters are 36 L x 26 W x 21 H, and are self-watering Desert Planters with a 181.7 litre / 48 Gal water reservoir. They require soil, and may be filled with the appropriate soil material as deemed necessary by the successful proponent.

Design

The contractor shall provide a design and colour scheme for each season with a limited number of plant species to provide a consistent look and feel to the street. The chosen species will need to be resilient, an able to withstand vehicular traffic and associated environmental conditions along a busy arterial street.

Ancillary elements such as holiday decorations and uplighting for the trees is also encouraged, provided that those costs remain within the budget upset limit.

The winning proponent, in coordination with the Yonge + St. Clair BIA, must consult with Urban Forestry staff to ensure designs meet their criteria for tree planters.

The planting designs will also be further evaluated and approved by the Yonge + St. Clair BIA's Streetscape Committee prior to installation.

Installation

All plants, soil, fertilizer, and sundry materials necessary for preparation and planting must be included in this proposal. The contractor shall provide all labour, materials, tools, equipment and services required to plant and install. Confirmation of exact installation timing must be communicated to the BIA at least 48 hours prior. Installation and planting should be performed in an efficient and respectful manner so as to minimize disruption to local businesses, residents, and visitors to the area.

Between the Summer and Winter planting seasons (November 15, 2021), the 16 CafeTO planters will need to be relocated. The proponent will be required to include this pickup and movement of 16 planters as part of their overall budget. The exact timing and coordination of planter movement at this time is subject to discussion between the successful proponent, the BIA, and the City of Toronto.

Any associated by-laws, traffic control measures, and permitting requirements that are necessary to complete the installation are the responsibility of the selected contractor.

Maintenance

The contractor shall provide maintenance service for a period of from April 30, 2021 to March April 30, 2022. This includes litter removal, and the replacement of stolen, damaged or vandalized plants if required. Watering must be undertaken on a regular basis, including additional watering for the trees.

The contractor shall provide all labour, materials, tools, equipment and services as required to maintain flowers and other plant materials in a healthy, vigorous growing condition while keeping planting areas neat, tidy, and free of weeds. All planted areas should be cultivated on a regular basis to maintain prime soil conditions and any dead heads, leaves, weeds and debris should be removed. Any dead plants must be removed and promptly replaced. This will include the topping of soil and fertilizer in all planters as needed throughout the maintenance service period.

Removal

On or around April 30, 2022, the contractor shall remove all plant matter and any associated equipment that has been installed.

Removal requirements will be dependent on the designs proposed and shall be further evaluated with the selected contractor.