

RFP ADDENDUM NO. 1

TO: University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal

DATE: January 15, 2026

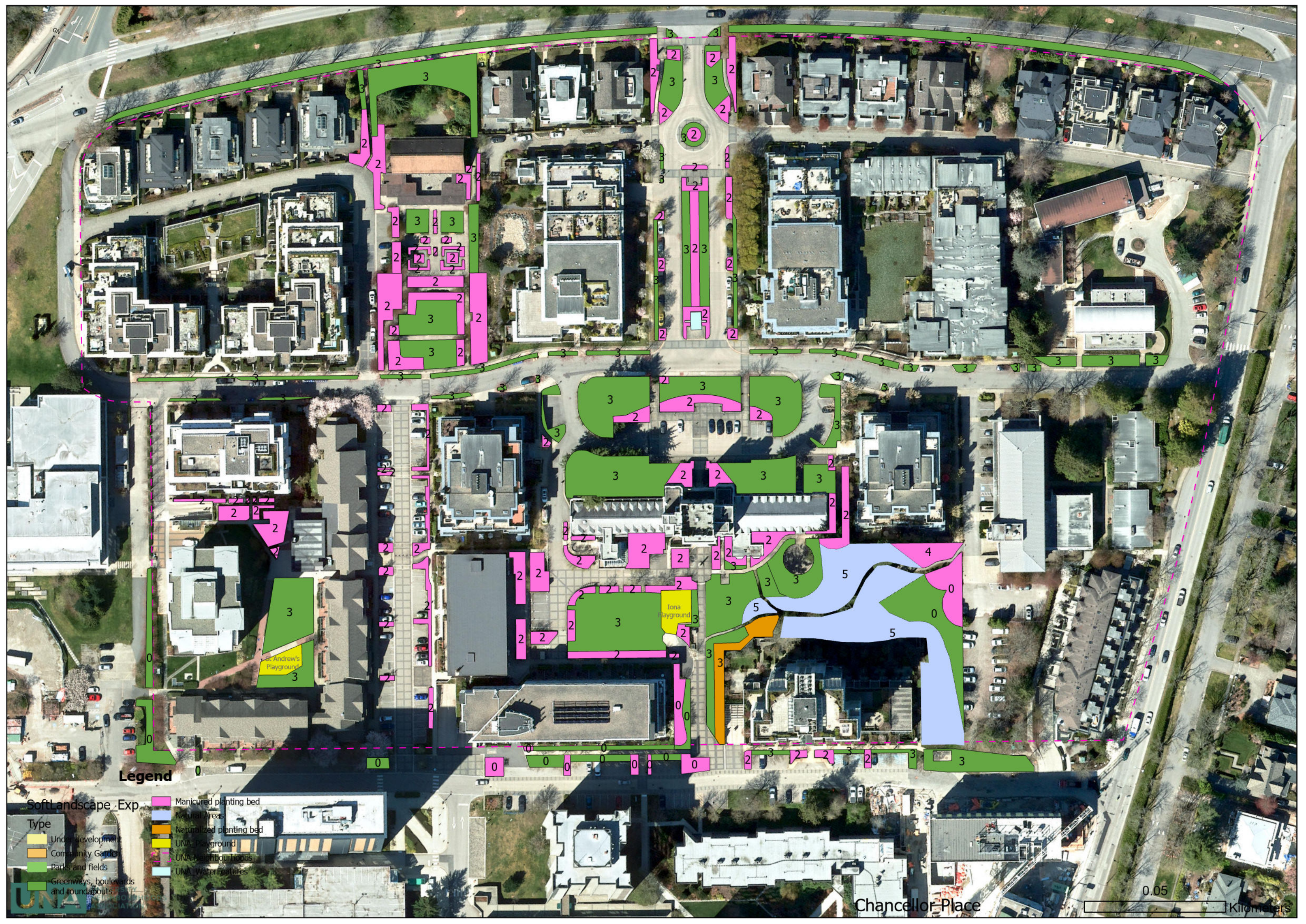
ADDENDUM NO. 1 Project: UNA Landscaping Maintenance Services RFP

Notice to Proponents: This Addendum is issued to all project stakeholders and hereby modifies the original Request for Proposal (RFP) documentation dated December 15, 2025. This document provides clarification for inquiries documented during the mandatory on-site meeting and follow-up emails.

SECTION 1: UPDATED LANDSCAPE MAPS & DATA

The following documents are hereby issued to replace the original versions in the RFP Schedule D- LANDSCAPE MANAGEMENT SERVICE LEVEL MAP BY NEIGHBOURHOOD :

- **Exhibit A:** Updated Chancellor Area Map
 - Change: Inclusion of new lawn area adjacent to the Chaple of the Epiphany.
- **Exhibit B:** Updated Wesbrook Area Map
 - **Change:** Correction to Boulevard Lawn specifications on Gray Ave east of Wesbrook Mall.
- **Exhibit C:** Updated Hawthorn Area Map (Satellite View)
 - Change: Provided with Satellite Background for improved visual clarity. (Note: There are no changes to service types or total area in this section).
- **Exhibit D:** Updated Hampton Area Map (Satellite View)
 - Map with Satellite Background Map Updated Hawthorn Area Map with Satellite Map Background
- **Exhibit E:** Updated East Campus Area Map (Satellite View)
 - Map with Satellite Background Map Updated East Campus Area Map with Satellite Map Background



Legend

SoftLandscape_Exp

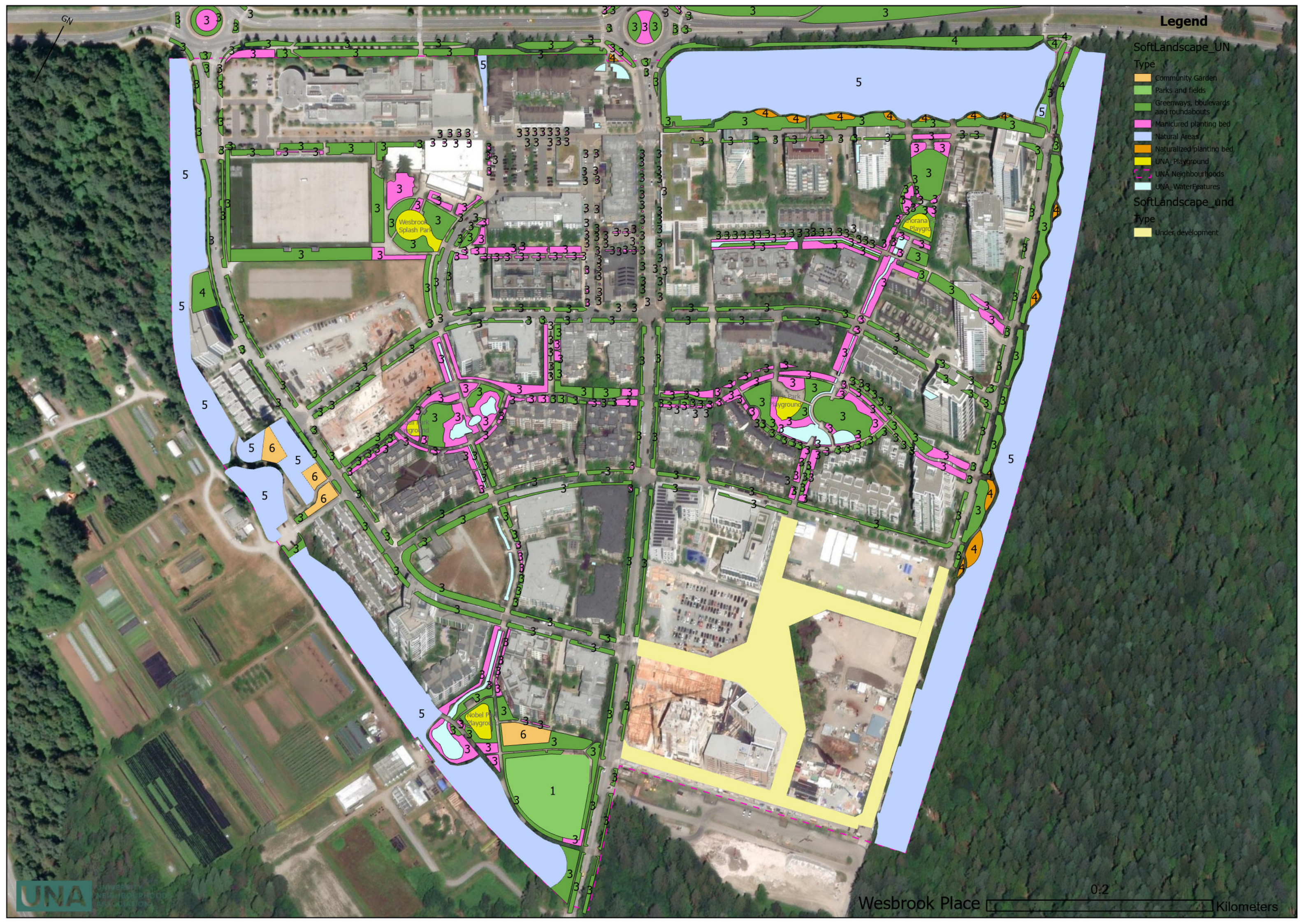
- Type
- Under Development
 - Community Garden
 - Parks and fields
 - Greenways, boulevards and roundabouts

- Manicured planting bed
- Natural Areas
- Naturalized planting bed
- UNA Playground
- UNA Neighbourhoods
- UNA Water Features

Chancellor Place

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Kilometers



Legend

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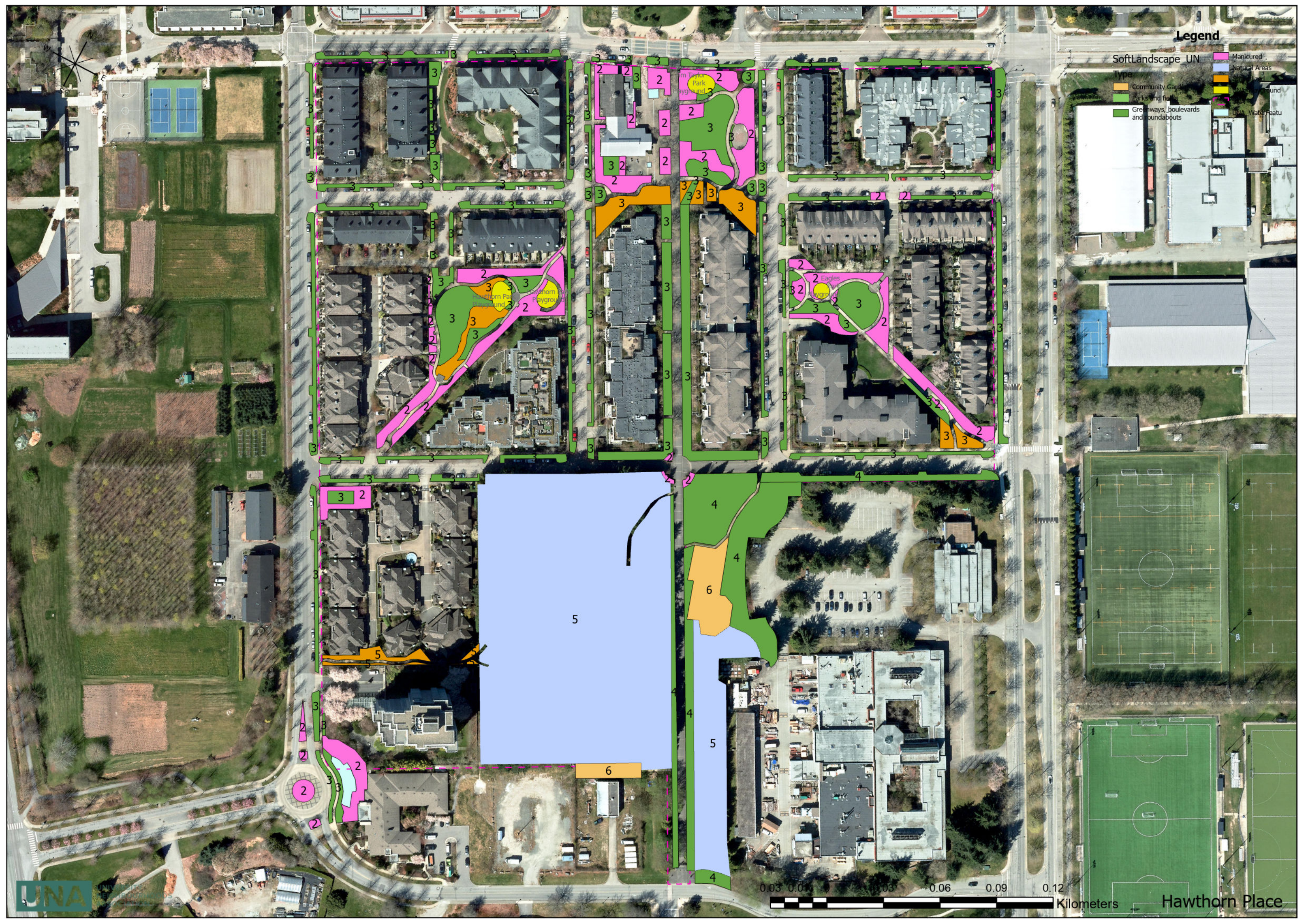
Type

- Community Garden
- Parks and fields
- Greenways, boulevards and roundabouts
- Manicured planting bed
- Natural Areas
- Naturalized planting bed
- UNA_Playground
- UNA_Neighbourhoods
- UNA_WaterFeatures

SoftLandscape_und

Type

- Under development



Soft Landscaping

Type

- Under development
- Community garden
- Parks and fields
- Greenways, boulevards and roundabouts
- Manicured planting bed
- Naturalized planting bed
- Natural Area





- Soft Landscape Type
- Under development
 - Community garden
 - Parks and fields
 - Greenways, boulevards and roundabouts
 - Manicured planting bed
 - Naturalized planting bed
 - Natural Area



- **Exhibit F: Revised Area Calculations**
 - *Change:* Updated data for **Chancellor, Wesbrook, and Hampton Area (m²)**, providing a detailed breakdown of service types and Levels of Service.

Chancellor

Lawn 3	7540
Manicured Bed	3739
Natural Areas	1679
Naturalized Bed	219
Lawn 0 (Future)	671
Manicured Bed 0 (Future)	438

Wesbrook

Community Garden	1780
Grass Field 1	4321
Lawn 3	41032
Lawn 4	3060
Manicured Bed	14833
Natural Areas	60498
Naturalized Bed	1115

Hampton

Lawn 3	13593
Manicured Bed	1705
Natural Areas	1769
Naturalized Bed	172

East Campus

Lawn 3	4141
Manicured Bed	230
Natural Areas	8126
Naturalized Bed	588

Hawthorn

Community Garden	1138
Lawn 3	10499
Lawn 4	4388
Manicured Bed	5206
Natural Areas	17980
Naturalized Bed 3	1419
Naturalized Bed 5	300

SECTION 2: UPDATE CHANCELLOR PLACE PRICE ESTIMATE

Regarding the Chancellor Place Proposal: please provide a distinct line item for the Walter Gage Road area. This section is currently managed by UBC Municipal Services and is slated for transfer to the UNA, pending a formal handover process and Board approval.



As this is currently **zeroed out**, please indicate the estimated costs for managing the red-highlighted areas:

- Lawn Area (Service Level 3) - **671 m²**
- Planting Beds (Service Level 2) – **438 m²**

SECTION 3: INQUIRIES & CLARIFICATIONS

The following responses clarify questions raised during the On-Site Meeting and Email Inquiries:

Q1: Where can we find details on surface level types?

Response: Please refer to RFP Page 46, *Schedule B: Landscape Types in UNA Neighbourhoods*.

Q2: What are the specific maintenance frequencies for each service level?

Response: Please refer to RFP Page 53, *Standard Maintenance Activities & Frequencies*.

Q3: What is the expected annual operational schedule?

Response: The contract follows an April to March fiscal year (12-month). For typical seasonal maintenance procedures and recommended activities, please refer to RFP Page 56.

Q4: Can you clarify the Work Yard situation and the "South Campus" space?

Response:

Current State: The contractor will utilize the current Work Yard and Yard Waste Collection/Processing Point. This area will remain the centralized green waste recycling and processing point for the next five (5) years.

- **Future Transition:** The UNA is partnering with UBC Municipal Services to develop a "UNAxUBC Yard Waste Management System."
- **New Yard Availability:** Construction of the new Work Yard (managed by UBCPT & UBC) is expected to be completed in **Q4 2026**.
- **New Yard Features:** The site encompasses approximately 2,820 m² and has been planned to accommodate the full range of the operational needs. These include areas designated for nursery operations, laydown/storage area, tool and equipment storage, irrigation parts storage, site trailer (office space), and fleet parking.
- **Supply Procurement:** A new procedure for sourcing supplies from the UBC Municipal Yard is in development and will be finalized prior to the new yard opening.

Overview



Current Work Yard

- Google Maps: <https://maps.app.goo.gl/khFu8Ph3RJrPud8LA>

Future Work Yard

- Google Maps: <https://maps.app.goo.gl/EqcZ4RXKmRzXXC3P8>

Q5: What is the contract term?

Response: The contract is for a **three (3) year initial term**, with the possibility of one (1) optional two-year extension (3+2).

Q6: Are the Wesbrook Landscaping and UNA Municipal Services separate contracts?

Response: No. There is no separation. The proponent awarded the Wesbrook Area Landscaping Service is also responsible for UNA Municipal Services, which includes the management and operation of the work yard and onsite storage.

Q7: Can you clarify the maintenance responsibilities for Boulevard Lawn areas north of 16th Ave?

Response: North of 16th Ave: These areas are included in the **Hampton Service Area**.

- **16th Ave Roundabouts:** The roundabouts located at **Wesbrook Mall** and **East Mall** are included in the **Wesbrook Area** scope of work.
- **16th Ave Median:** The median on 16th Ave is **outside of UNA jurisdiction**. It is managed and maintained by the [Ministry of Transportation and Infrastructure](#). Proponents should not include this area in their service calculations.

Q8: UNA Dog Waste Collection & Operations

Here is the procedures for **dog waste collection** for the municipal service provider:

1. Equipment & Setup

- **Containers:** We use these dog waste containers [Uline Link](#).
- **Lining:** Before deployment, the containers are lined with bags provided by the pick-up service provider.

2. Collection & Disposal

- **Municipal Team:** The municipal team collects the red dog waste bins with a trailer and transports them back to the Yard facility.
- **Service Provider:** The external Dog Waste Service Provider visits the Yard weekly (Tuesday) to collect the waste by removing the entire liner bag directly into their truck.

Q9: Community Gardens Operation

Response: The Community Gardens are excluded from the regular recurring maintenance scope. These areas feature mulch and gravel surfaces that may require periodic weed management (manual removal or spraying) via a separate work order or special project request.

Green wastes from community gardens are collected in wheeled green bins and picked up by the municipal team.

SECTION 4: CONFIRMATION OF ORIGINAL TERMS

All other terms, conditions, and specifications of the University Neighbourhoods Association Landscaping Maintenance Services RFP remain in full force and effect.