



## RFP ADDENDUM NO. 2

**TO:** University Neighbourhoods Association Landscaping Maintenance Services Request for Proposal

**DATE:** January 20, 2026

**ADDENDUM NO. 2 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.

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### SECTION 1: UPDATED MUNICIPAL SERVICE QUOTE - Hourly Rate

For non-recurring municipal services, proponents must provide the following hourly rates. These rates will be used for work performed outside the fixed scope or for services billed on an "actuals" basis.

- **Snow and Ice Removal**
- **Irrigation repair work**
- **Lighting electrical repair work**

### Labour & Professional Services

Service Category	Weekdays (Hourly)	Weekends / After Hours (Hourly)	Stat. Holidays (Hourly)
General Labour (Snow & Ice)	\$	\$	\$
Irrigation & Plumbing Technician (Irrigation)	\$	\$	\$
Certified Electrician (Lighting)	\$	\$	\$
Other: [Specify]	\$	\$	\$

## Equipment & Machinery

## Additional Costs & Mark-ups

Description	Category (Snow/Irrigation/Lighting)	Rate / Percentage
Minimum Call-Out Charge (Standard)		\$
Emergency Call-Out Charge (if applicable)		\$
Material Mark-up Percentage (if applicable)		%
Other (Specify)		\$

**SECTION 2: UPDATED ANNUAL PLANTING AREA**

The following approximate measurements for **Annual Flower Beds** are provided for budgeting and resource planning. Proponents are responsible for the seasonal planting, maintenance, and rotation of these beds as part of the landscaping scope.

Neighbourhood	Approximate Area	Primary Locations
Chancellor Place	66 m <sup>2</sup> +/-	<ul style="list-style-type: none"> <li>Chancellor Blvd Entrance (<a href="#">Map Link</a>)</li> <li>Theology Mall Median (<a href="#">Map Link</a>)</li> <li>Iona Drive &amp; Theology Mall Crosswalk (<a href="#">Map Link</a>)</li> </ul>
Hawthorn Place	35 m <sup>2</sup> +/-	<ul style="list-style-type: none"> <li>Main Mall Greenway (Stadium Gate Entrance) (<a href="#">Map Link</a>)</li> <li>Eagle Drive &amp; East Mall Entrance (<a href="#">Map Link</a>)</li> </ul>
Hampton Place	38 m <sup>2</sup> +/-	<ul style="list-style-type: none"> <li>Hampton &amp; 16th Entrance (<a href="#">Map Link</a>)</li> <li>16th Ave (adjacent to Pacific Spirit Park) (<a href="#">Map Link</a>)</li> </ul>
Wesbrook Place & East Campus	None	<i>No specific annual flower beds currently designated in this area.</i>

**SECTION 3: INQUIRIES & CLARIFICATIONS**

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

**Q1: How confident are you in the area measurements ? we did some measuring on google earth and there is a fair difference so just wanted to check. It's far more likely that our measurements are out but wanted to ask for clarity.**

**Response:** The UNA has performed a comprehensive review of the landscape areas in response to this inquiry. Please refer to Addendum No. 1, Section 1 (Exhibits A through B and Exhibits F), which provides updated maps and revised area calculations for the Wesbrook, Chancellor, and Hampton areas.

**Q2 In the municipal service section it mentions dog waste and recycling going to the yard for weekly collection. I just wanted to confirm that waste from the regular bins is also to be taken to the yard.**

**Response:** To clarify the workflow: Dog waste collected in wheeled bins must be transported to the UNA Work Yard, where a third-party external service provider is responsible for final pickup and disposal.

Regarding regular waste: All waste from public bins must be collected and transported to the designated collection points at the Work Yard. Please note that service schedules vary based on bin location and type. During the peak summer season, certain high-traffic bins are serviced three (3) times per week to ensure adequate coverage over the weekend.

The Municipal Team is responsible for the ongoing service of regular waste and recyclable containers. Proponents are responsible for ensuring all collected materials are consolidated at the Work Yard collection points as specified in the Scope of Work.

**Q3 when calculating the time on site for the quotes and different areas the community gardens etc represent such a small portion of overall time that i feel like to price it separately would be hard to break out. can we just list the price for that section as included ?**

Responds: The Community Gardens do not require a recurring maintenance schedule. Service for these areas is performed on a "one-time, on-demand" basis, primarily for weed removal and spraying. Proponents should account for these tasks as on request service requests rather than a fixed recurring cost.

**Q4 Are the dog waste bins included in the waste receptacle map ? If not, are quantities of cans available per site please.**

**Response:** I do not have the map for dog waste bins. Please see the following:

#### **Wesbrook Area**

- Webber Lane Greenway Lot 26 x 1
- UNA Dog Park x 2

#### **Hawthorn Area**

- Main Mall Greenway x 1
- Eagles Park x 1

#### **Chancellor Area**

- Theology Mall x 1

#### **Hampton Place**

- Hampton Place West Roundabout x 1

## East Campus

- East Campus Park x 1

In total: **7 dog waste bins** are currently in operation.

## **Q8 Are plant replacements not as a result of the maintenance provider to be quoted for outside of the maintenance price and at the time of occurrence?**

**Response:** Yes. For plant replacements that are not the result of the contractor's maintenance performance (e.g., losses due to extreme weather events, vandalism, or motor vehicle accidents, or prolong irrigation system failure), the contractor must submit a separate quote for the replacement at the time of occurrence. All such work is outside the base maintenance contract and is subject to formal review and written approval by the UNA before proceeding.

## **Q9 Is snow removal and salting to be quoted on a per service basis or seasonal total?**

**Response:** For current budgeting purposes, The UNA is using a seasonal estimate based on a "best guestimate". This estimate should be derived from historical averages.

Please note, for the current process, that actual billing will be processed based on actuals: hours of work performed (labor and equipment) plus the cost of materials used.

For snow and ice removal, proponent should list the hourly rate of labor, equipment and materials in the proposal. See Addendum #2 Section 1. Proponents must provide their hourly rates and material mark-ups in the financial section of their submission to facilitate this.

## **Q10 Is it the responsibility of the contractor to make the call whether or not to start snow clearing and/or salting?**

**Response:** Responsibility is shared between the UNA and the contractor. The UNA Operations team receives a daily localized weather forecast from UBC Municipal Services at approximately 1:00 PM – 2:00 PM. Based on this data, the UNA typically coordinates and plans the evening and next-day snow and ice response by 2:00 PM – 3:00 PM.

Regarding automatic initiation, as discussed in the mandatory meeting, the contractor is expected to self-deploy once there is an accumulation of 2–3 inches of snow on the ground.

## **Q10 Follow up: If it is on call from UNA, is the liability waived from the contractor if the call is no and an accident happens?**

**Response:** No, a liability waiver is not available. The UNA's insurance requirements and contractual standards do not permit the waiving of contractor liability in these circumstances. Proponents are expected to maintain their own professional and general liability insurance.

**Q11 Are there fuel storage tanks in the provided Yard? If so, of what volume?**

**Response:** There are no onsite fuel storage tanks available at the current Work Yard. However, for the future Work Yard (expected Q4 2026), fuel card access will be available at the neighboring UBC Municipal Services Work Yard. Contractors will be expected to manage their own fueling requirements in the interim.

**Q12 Is concrete repair and electrical per occurrence or is it to be included in municipal services? If so how often is the service generally required on UNA property?**

**Response:** Both concrete sidewalk repairs and electrical maintenance (specifically lighting inspection and repair) are included within the Municipal Services scope.

- **Lighting:** Inspections are required on a monthly rotational schedule across the UNA.
- **Concrete:** Repairs are performed on an "as-required" basis. The UNA conducts annual sidewalk inspections to identify and prioritize these repairs.

**Q13 Is it possible to get an expandable schedule F? The spaces provided on schedule F tables are quite narrow, is it possible for us to create our own expandable tables to fit the necessary information in?**

**Response:** Yes. Proponents are permitted to create their own expandable tables for their proposal submission, provided that the modified format retains all the required data fields and allows for a clear comparison against the original Schedule F requirements.

**Q14 Is there disposal requirements for dog waste or does this just with regular garbage waste?**

**Response:** The Municipal Team is responsible only for the collection of dog waste and its transportation back to the Work Yard. Final disposal is handled by a separate, licensed third-party service provider who performs pickups directly from the Work Yard.

**Q15 Are there ideal or specific workdays for service in each neighborhood?**

**Response:** There are no fixed service days; schedules vary based on the specific neighborhood requirements. Some high-traffic areas are serviced 2–3 days per week, while others require a 5-day rotation.

Please note that all landscaping and power equipment usage must strictly adhere to the UNA Noise Bylaw:

- **Monday – Friday:** 8:00 AM to 6:00 PM
- **Saturday:** 10:00 AM to 5:00 PM
- **Sundays and Statutory Holidays:** Use of power equipment is strictly prohibited.

[https://www.myuna.ca/assets/media/2022/01/UNA\\_NoiseBrochure\\_HighRes\\_Online.pdf](https://www.myuna.ca/assets/media/2022/01/UNA_NoiseBrochure_HighRes_Online.pdf)

**Q15 Who is responsible for coordinating and paying for the garbage pick up company who takes it from the yard?**

**Response:** The proponent awarded the Municipal Services contract is responsible for coordinating and paying the external waste collection provider. The contractor shall then invoice the UNA for these costs. Please note this arrangement applies specifically to garbage and recycling containers only.

**Q16 To what extent is the municipal contractor responsible for management of the yard? Do we need to have someone there 5 days a week or more? Who is within the yard?**

**Response:** Using the current operational model as a baseline, the Municipal Team (contractor) manages the yard with a mostly full crew onsite Monday through Friday. On Saturdays, a reduced crew (typically 1–2 members) is required to facilitate weekend municipal services, such as centralizing garbage collection.

**Q17 Mulch requirement – Can you elaborate mulch/cultivate row on Page 55? Is the expectation that mulch is installed biannual or annually to all garden beds?**

**Response:** Mulch application is performed on an "as-needed" basis rather than a total blanket application of all bedding areas. Priority is given to areas requiring top-ups to maintain soil moisture levels during the summer season and to protect tree root zones.

For bidding and budgeting purposes, proponents should anticipate a typical annual coverage of approximately 7% - 10% of the total landscape area. (For example, in the Hawthorn area, the current annual budget and scope are based on this 7% - 10% threshold). Any application exceeding this typical range must be approved by the UNA in advance.

**Q18 Outdoor Receptacle Locations and Service Schedule**

**Response:** See table attached in the next page.

Neighbourhood	Name	Description	Pickup Schedule - Times / Week
<b>Public Waste Receptacles - 2 times a week</b>			
Chancellor	Chancellor Place	Garbage	2
Hampton	BERM & 16TH	Garbage (Bus stops)	2
Hawthorn	Jim Taylor Park	Garbage	2
East Campus	East Campus Park	SOFT LANDSCAPE, HARD SURFACES , GARBAGE AS PER CONTRACT	2
Wesbrook	COLLINGS FIELD	Garbage, Recyclable Containers	2
Wesbrook	GREENWAYS	Garbage, Recyclable Containers	2
Wesbrook	KHORANA PARK & GREENWAYS	Garbage, Recyclable Containers	2-3
Wesbrook	NOBEL PARK	Garbage, Recyclable Containers	2
Wesbrook	PUBLIC AREAS EAST SIDE OF WESBROOK MALL	Garbage, Recyclable Containers	2
Wesbrook	SMITH PARK	Garbage, Recyclable Containers	2
Wesbrook	WESBROOK COMMUNITY CENTRE	Garbage, Recyclable Containers	2
<b>Public Waste Receptacle - 3 times a week</b>			
Hawthorn	Jim Taylor Park	Garbage, Recyclable Containers	3
Wesbrook	Wesbrook Commercial Area	Garbage, Recyclable Containers	3
Wesbrook	Wesbrook Splash Pad	Garbage, Recyclable Containers	3
<b>Community Gardens</b>			
Hawthorn	HAWTHORN	COMMUNITY GARDEN WASTE REMOVAL	Seasonal: Oct to March once per week April to September Twice per week
Wesbrook	NOBEL & N&S COMMUNITY GARDENS	COMMUNITY GARDEN WASTE REMOVAL	Seasonal: Oct to March once per week April to September Twice per week

Summary	Total	Wesbrook	Hawthorn	Hampton	East Campus	Chancellor
Single Stream (Garage)	75	55	11	4	3	2
Double Streams - Garbage & Containers	31	22	6	0	1	1
Triple Streams - Garbage & Containers & Paper	6	4	2	0	0	0
Dog Waste Bin	7	3	1	1	1	1



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#### **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.