

# COLLEGE PROMENADE

## Request for Proposal (RFP)

### College Promenade BIA Flower & Maintenance Program (2025)

---

#### 1. Background/Introduction

The College Promenade Business Improvement Area (BIA) seeks proposals for its **2025 Flower & Maintenance Program** to maintain the quality of its streetscape. This program will cover the **spring/summer** and **fall/winter** seasons.

---

#### 2. Project Goals and Scope of Services

**Goal:** Enhance green spaces (including planter boxes & parkttes) and maintain tree pits within the College Promenade BIA.

**BIA Boundaries:** From **Havelock to Shaw on College Street**, extending to the first alley on perpendicular streets.

#### Services:

1. **Planter Maintenance & Planting:**
  - Maintain and plant 7 planters
  - Utilize existing healthy plants (e.g., boxwood spruces, small evergreens).
2. **Parkette Maintenance & Planting:**
  - Maintain and replant (if needed) 5 parkettes.
  - Prune and add container plants (2-5 gallons), including:
    - Black Lace Elderberry
    - Chartreuse Barberry
    - Native Dogwood
3. **General Maintenance:**
  - Weekly litter cleanup, weed/dead foliage removal, and watering of all parkettes and the tree pits/wells of all street trees
4. **Seasonal Plantings:**
  - Up to 4 planter plantings/year.
  - 1 parkette planting/year.
5. **Holiday Displays:**
  - Design and install holiday displays for planters.
6. **Watering Services:**
  - Provide all watering services (no onsite water hookup available).

# COLLEGE PROMENADE

---

## 3. Anticipated Selection Schedule

- **Proposal Deadline:** Wednesday, February 18, 2025, by 5:00 PM.
- **Work Start Date:** Mid-April 2025.

Questions can be emailed to [biacollegepromenade@gmail.com](mailto:biacollegepromenade@gmail.com). Site visits are encouraged.

---

## 4. Proposal Submission Details

- **Format:** Submit in PDF format.
  - **Email:** [biacollegepromenade@gmail.com](mailto:biacollegepromenade@gmail.com).
- 

## 5. Timeline

The selected contractor will hold the contract for **2025**, with a potential extension for **2026** based on performance.

---

## 6. Proposal Requirements

Proposals must include:

1. **Plant and Holiday Suggestions**
  2. **Water Transportation Plan:**
    - Explain how water will be transported throughout the BIA.
  3. **Schedules:**
    - Frequency of watering (seasonally adjusted).
    - Seasonal planting schedule.
    - General maintenance timeline.
  4. **Cancellation Clause:**
    - Acknowledge a 30-day notice cancellation policy.
  5. **Payment Schedule:**
    - Propose 3-4 payment dates aligned with seasonal plantings.
-

# COLLEGE PROMENADE

## 7. Evaluation Criteria

Proposals will be evaluated on:

- Examples of past work.
  - Client references.
  - Cost of services.
  - Proposed seasonal arrangements.
  - Expertise and technical ability.
- 

## 8. Challenges

- **No onsite water access:** Contractors must plan for offsite water sourcing.
- 

## 9. Budget

**\$28,000 - \$32,000 + HST**

---

**We look forward to your proposals and partnering to beautify the College Promenade BIA.**