



**REQUEST FOR PROPOSAL (RFP)**  
**YEAR-ROUND SEASONAL PLANTING**  
**February 7, 2024**

**BACKGROUND**

Downtown Yonge Business Improvement Area (DYBIA) represents some \$7.2 billion of commercial property and close to 2,000 businesses in the Yonge-Dundas neighborhood of Toronto. Bounded by Alexander/Grosvenor streets to the north and Richmond Street to the south; Bay Street to the west and Church/Victoria/Shuter Streets to the east, Downtown Yonge is home to top tourist destinations, landmark public and private spaces and a range of retail options, along with a vibrant residential population, many social agencies and Toronto Metropolitan University.

One of the priorities of the new strategic plan for the DYBIA is to create a safe, clean and welcoming environment for all. This can be achieved through a managed streetscape which includes planting and maintenance of in-ground planters around the neighbourhood.

The objective of this RFP is to invite proposals from experienced and qualified landscape and maintenance companies to provide the horticultural and maintenance services for the planters within the Downtown Yonge BIA. The initial contract will be for a year, with the potential for extension for year 2 & 3 at the discretion of the DYBIA.

The list of planters with measurements and notes from previous planting seasons are in **Schedule A**.

**PROJECT DETAILS**

**Scope of Work**

The chosen contractor will provide design services, installation and landscape maintenance work which will include labour, materials, equipment, permit and other incidentals to perform the required services.

- The seasonal planting will include:
  - Summer planting
  - Fall Clean-up and accents
  - Winter Display
  - Spring planting
  - Post spring clean-up





- **Design & Materials**

The proposed design for each location should promote sustainability. The proposal should include use of both perennial and annual plants, minimum of 50-50 split, leaning more towards perennials.

Plan around the existing trees, ensuring that they remain viable, and their root system not negatively impacted by the additional plants. DYBIA would like to keep and integrate the existing plants / shrubs where they exist and use existing movable planters whenever possible.

Take into consideration the listed challenges.

**See Schedule A and B for full list.**

- **Maintenance**

January to March

Planters

- Fluff boughs and remove unsightly branches and trash as needed
- Clean up of accumulated winter debris on the plant beds
- Prune any broken, damaged, diseased branches

April to October

Shrubs

- Prune and trim shrubs, removing broken or dead branches, shaped as per design intent, dead blooms removed. Ensure that they're not covering any utility infrastructure
- Clean up of accumulated winter debris from the beds

Tree Care

Prune any broken, damaged, diseased branches

- **Services**

April to October

Weed Control

- As required on surrounding areas, curb, sidewalk cracks and tree grates



#### Planters

- Weekly
  - Hand weeding of planting
  - Dead heading and removing of dead foliage
- As required, maintain density of flowers by pinching
- Once, soil surface fertilizing of all shrubs, perennials and trees using premium grad, slow release fertilizer
  - 6x flowers to be fertilized with soluble fertilizer, minimum of six times depending on site conditions
- As required, apply appropriate insect and disease control to shrubs and annuals

#### October - December

- Clean up of leaves and fall debris from the planters and surrounding areas (sidewalks).  
This is to be done at least 4x

#### **Spring Bed Preparation**

Remove winter display and other covering by March 10. Rake the beds and remove debris and dispose off site. Put in appropriate compost, mulch over beds and incorporate appropriate nutrients per soil test result for best planting.

Remove all the bulbs to save and donate to a designated organisation. This includes removal, handling and delivery.

#### **Summer Planting**

Flowers should be installed as full plants. Immature, stretched or “leggy” plants will not be accepted. Final varieties will be determined by an accepted design concept.

#### **Fall Planting**

Remove some or all of the summer planting for disposal. Additional materials can be added to fill the spaces for fall. A combination of Chrysanthemums and ornamental Kale is suggested. See attachment for suggestions.

Chrysanthemums to be uniformly grown to a large 18” – 24” size.  
The Kale to be 16” plants

#### **Tulip Planting**

#### **Downtown Yonge B.I.A.**

40 Dundas St. W. #300, Toronto, ON M5G 2C2 | T 416.597.0255 F 416.597.0233 E [bia@downtownyonge.com](mailto:bia@downtownyonge.com)



Bulbs to be dipped in fungicide prior to planting and with bulb boosting fertilizer. All the tulips shall be mid-season bloom premium size bulb 12 + cm and with a mid-spring bloom time, planted 6" deep. Tulips to be covered with light layer of compost and to be installed prior to the Fall set-up. Tulip bulbs to be planted tightly at 6-8 per square foot.

Additional floral elements in the spring beyond tulips would be favourably considered.

A mechanism to protect the bulbs from squirrel digging and other elements should be put in place.

#### **Winter Display**

Install in all flower beds winter display with some elements of the holiday that will be in place in December and removed by first week of March. The displays should include pop of colours. See attached for some suggestions.

**See Schedule C for DYBIA suggestions for annual plants.**

#### **Monitor for Pests, Insect and Disease Problems**

During the season, contractor will monitor the landscape for damaging insects and diseases at no additional costs. Contractor to notify Downtown Yonge BIA of problems during inspection and outline possible remedy. This will be presented to the city for review and treatment they see fit.

#### **Watering**

Contractor will provide labour and water to water all the plants to maintain adequate soil moisture throughout the season.

#### **ADDITIONAL CONSIDERATIONS**

##### **Work Hours**

Works are preferred to be done in the evening or before and after the morning and afternoon rush hours. No vehicles should block bike lanes and sidewalks.

##### **Permits**

Contractor has to get and pay all the necessary permits to deliver the services

##### **Personnel**

The contractor will assign a point person for DYBIA to coordinate with.





The contractor shall provide and supervise uniformed landscape and maintenance staff with each member being trained or having a minimum of five years experience maintaining urban landscapes. There should be a landscape architect/designer on staff to create, present, modify and oversee designs. Tree work need to be evaluated and supervised by an arborist

Contractor(s) shall be responsible for adhering to city and provincial safety guidelines and observe all safety precautions when delivering services.

**TIMELINE**

RFP Distribution	February 7, 2024
*Site Meeting – not compulsory but the only avenue to ask questions and clarifications to DYBIA	February 22, 2024 at 10AM EST
Submission Deadline	March 8, 2024, 4pm EST
DYBIA Review and interview top applications (includes negotiation)	March 11 to 22
Awarding of Contract	March 28, 2024

- An onsite meeting will be held to walk the different locations and answer any question you may have. It will start at Trinity Square, Toronto, ON . Attendance is not required but this is the only avenue to ask questions. Please let us know by February 20, 2024 if you are attending the site walk.

**PROPOSAL SUBMISSION CHECKLIST**

1. Company Details
  - a. Description of the company
  - b. Credentials for the team
  - c. List of references
2. Sample of recent successfully completed design and maintenance project that is similar in scope. Include service provided, description of location if address is not possible and photos.
3. Proposed plan for each location include split of annuals and perennials.
4. Cost for the proposed plan
  - a. Season starting from June 2024 to May 2025. Includes the initial outlay for perennials and schedule of payments.
  - b. Breakdown cost to





- i. Perennials
  - ii. Annuals
  - iii. Winter Display
  - iv. Maintenance / Services
  - v. Others
- 5. Projected cost for year 2 & 3
  - a. Year 2 & 3 – From June 2025 to May 2027
  - b. Breakdown cost to
    - i. Annuals
    - ii. Winter Display
    - iii. Maintenance / Services
    - iv. Others
- 6. List of sub-contractors, Schedule D

Any exceptions or portions that the applicant intends to negotiate must be stated in the proposal, otherwise, it will be deemed that applicant has an understanding and will comply with

#### **SUBMISSION DETAILS**

Proposals must be received in the Downtown Yonge office no later than Friday, March 8, 2024 at 4PM, EST via email to: Cheryl Diego at [cdiego@downtownyonge.com](mailto:cdiego@downtownyonge.com)

#### **SELECTION PROCESS**

Each proposal will be reviewed to determine if it meets the requirements. Downtown Yonge BIA reserves the right to reject any proposal if it is conditional, incomplete or contains irregularities. Downtown Yonge BIA may waive an immaterial deviation in a proposal, but this will in no way modify the requirements or the need for the contractor to comply with the requirements should they be awarded the contract.

Proposals that meet the requirements will be reviewed by staff. The criteria will include the following: contractors' experience, capacity and previous works, understanding of the requirements (includes mitigation plans on some of the challenges presented), proposed plan, cost for year 1, projected costs for years 2 & 3 and conditions/exceptions.

Downtown Yonge BIA may interview the top contractors to get clarification on the proposed plan. After completing the interviews, Downtown Yonge BIA will select contractor deemed most qualified to deliver the services and begin the negotiations.

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The contract will be awarded and both parties will enter into an agreement for the work in accordance to the specifications. Additional documents will need to be furnished – copy of WSIB certificate, certificate of insurance naming Downtown Yonge BIA and the City of Toronto as additionally insured as examples.



## SCHEDULE A: Planter Locations and Notations

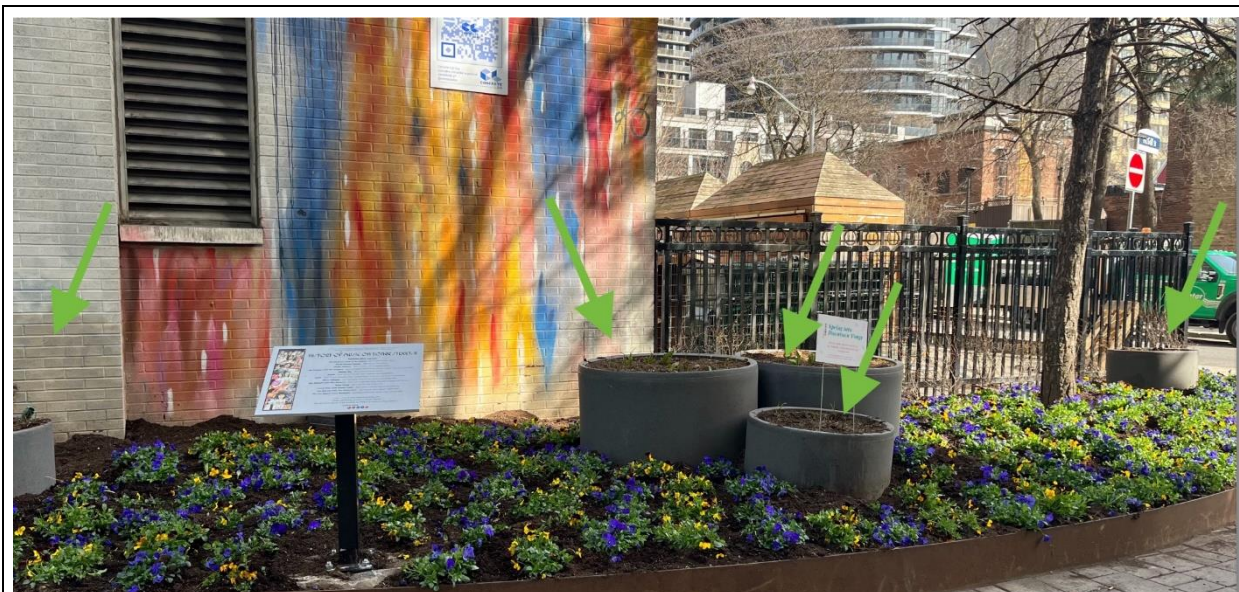
*Disclaimer: Every contractor need to go to each location and confirm measurements and make observations on the amount of light/sun it gets.*

*Other notes: The plant materials for all locations don't have to be the same as listed below.*

Location	# of beds	size in sq feet	Notes
<b>Trinity Square Park</b> (from Bay Street entrance into the park)	10	1820	Rectangular beds with trees in the middle.  Gets only the afternoon sun. May require tree pruning to maximize sunlight.  Different sizes and different number of trees per planter.  The City of Toronto has asked us to not plant tulip bulbs, not to plant close to the trees nor to put sods.  Movable planters could be used and planting along the edges, far from the root ball.
<b>2022, 2023 Types of Plant Materials used (removals and planting )</b> <b>Spring:</b> Removal of sod and holiday planters -Tulips emerge - no additional planting <b>Summer:</b> All tulips removed - <b>Install:</b> Dragon Wing Begonia, Coleus , Impatiens, Ipomoea batatas <b>Early Fall:</b> Summer annuals removed - <b>Install :</b> Pennisetum , Chrysanthemum , Flowering Kale <b>Late Fall:</b> fall flowers removed - <b>Install :</b> Tulip Bulbs + 1820 sq ft of sod + 19 Bowl Holiday Displays			
<b>Dundas Street West</b> 1 Dundas Street West (between Yonge Street and Bay Street; planters on the south side of Dundas Street)	10	2486	Rectangular beds with trees in the middle.  Would only get partial sun in the morning or afternoon based on which intersection it is close to.  The planter beds closer to Yonge Street are typically damaged by people sitting or lying down on the planter.  There used to be yews/boxwoods that were planted here but were not maintained properly so were removed. But has grown well here.  Tulips worked well at this location. We would like to see some tulips incorporated in the design.
<b>2022, 2023 Types of Plant Materials used (removals and planting )</b> <b>Spring:</b> Removal of sod + holiday greenery -Tulips emerge - <b>Install:</b> Pansy, Viola in rectangle planters <b>Summer:</b> tulips, pansies, viola removed - <b>Install:</b> Dragon Wing Begonia, Salvia Guaritica, Canna Lillie , Coleus, Ivy, Ipomoea batatas <b>Early Fall:</b> Summer annuals removed - <b>Install :</b> Pennisetum , Chrysanthemum , Flowering Kale <b>Late Fall:</b> fall flowers removed - <b>Install :</b> Tulip Bulbs + 2486sq ft of sod + holiday greenery for 20 Rectangle planters			



<b>Gerrard Street East</b> 26 Gerrard Street East (South side of Gerrard between Yonge and Church Street) (One planter is East of Church Street)	5	1164	<p>One (1) of the four (4) planter beds already have established barberries that would only need maintenance. Outside the traditional BIA boundaries.</p> <p>Rectangular beds with one curved side.  Little sun. With the planned development, might get less in five years or so. The planters here have uplighting.</p> <p>The four (4) planter beds between Yonge Street and Church Street already have trees and perennial shrubs. Most of the shrubs are established and would require maintenance to ensure health and grows according to planned designs.</p> <p>The side closest to the curb is low that road salts may impact the growth of plants.</p>
<b>2022, 2023 Types of Plant Materials used (removals and planting )</b> <b>Spring:</b> Removal holiday planters-Tulips emerge - No additional planting <b>Summer:</b> tulips removed - <b>Install:</b> Dragon Wing Begonia, Salvia Guaritica, Coleus, Ipomoea batatas <b>Early Fall:</b> Summer annuals removed - <b>Install :</b> Chrysanthemum , Flowering Kale <b>Late Fall:</b> fall flowers removed - <b>Install :</b> Tulip Bulbs +Bowl Holiday Displays			
<b>McGill Parkette</b> (south of 423 Yonge Street)	3 + 5	527	<p>Three (curve planters to the wall) and 5 raised circular planters inside the inground planter.</p> <p>In between two buildings and have tree canopies.  It gets very little sun to no sun. All shaded.</p> <p>Planters on the northside of the parkette have barberries acting as a fence wall/barrier.</p> <p>The north side planter is below a utility box, sometimes when being serviced, contractors just go and step on the plants.</p> <p>There appears to be some rodent issues currently here.</p>



#### Types of Plant Materials used (removals and planting )

**Spring:** Removal holiday planters- **Install-** Pansy, Viola

**Summer:** Pansy, Viola removed- **Install:** Kong Coleus, Ipomoea batatas

**Early Fall:** Summer annuals removed - **Install :** Chrysanthemum , Flowering Kale

**Late Fall:** fall flowers removed - **Install :** Holiday Displays

Granby Parkette (north of 423 Yonge Street)	4	794	<p>All curved planters attached to the walls.</p> <p>North-east side getting decent amount of sunlight. North-west side getting very little sun. Part of the south-east is getting sun, the south-west doesn't have direct sunlight.</p> <p>All the planters have shrubs – mainly barberries and yews. Some of the barberries on the edges may need replacements.</p> <p>This location has a few issues with people sitting along the edges, going into the planters and garbage accumulation.</p> <p>There appears to be some rodent issues currently here.</p>
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#### Types of Plant Materials used

Multiple types of Barberry were installed as well as Hicks Yews in late 2023 .

There is room for two rows of annuals to possibly be planted in between the rows of barberry. Pansy in spring + Coleus in summer + Chrysanthemum in Fall is suggested.

Alexander Street Just outside the Marriott	3	1659	Huge planter beds. They have mature trees and shrubs despite the low sunlight.  It is a challenge to integrate seasonal planting with the current growth of the perennial plants.
<b>Types of Plant Materials used (removals and planting )</b> <b>Spring:</b> Removal holiday planters- <b>Install-</b> Pansy, Viola ( Tulips have not worked here) <b>Summer:</b> Pansy, Viola removed- <b>Install:</b> Dragon Wing Begonia, Canna Lily, Petunia, Ipomoea batatas <b>Early Fall:</b> Summer annuals removed - <b>Install :</b> Chrysanthemum , Flowering Kale <b>Late Fall:</b> fall flowers removed - <b>Install :</b> Holiday Displays			
Grenville Street (south side of Grenville from Bay to Yonge Streets)	2	152	There were issues with rodents in early 2023 but were addressed and believed to be not an issue anymore.  This gets low light.
<b>Types of Plant Materials used (removals and planting )</b> <b>Spring:</b> Removal holiday planters- <b>Install-</b> Pansy, Viola ( Tulips have not worked here) <b>Summer:</b> Pansy, Viola removed- <b>Install:</b> Dragon Wing Begonia, Petunia, Calibrachoa, Ivy <b>Early Fall:</b> Summer annuals removed - <b>Install :</b> Chrysanthemum , Flowering Kale <b>Late Fall:</b> fall flowers removed - <b>Install :</b> Holiday Displays			
Bay Street, south of Gerrard on the east side	2		No planting the last season. Currently have small trees. With rain water system

**Area Challenges:**

- There is not a lot of sun in the area
- There are pests in some areas – rats, squirrels, pigeons
- Pets can go to the planters
- People tend to sit and throw their liter and cigarette butts on these planters
- There are a number of social issues, vandalism may happen
- There are no irrigation on these planters
- Harm reduction materials and other garbage are sometimes discarded here

## SCHEDULE B



20 Rectangular Planters (Viradek Mindori Long)  
39.5" w x 13" D x 20" h  
All in good conditions



22 Circular Planters (Viradek Lane Bowl)  
32" top diameter  
8" high

### Challenges with the Circular Planters

Not enough depth to maintain stability of tall plants.





## SCHEDULE C: SEASONAL PLANTING IDEAS TO Complement Perennials

### Spring set-up inspirations



*Bulbs need to be planted in the fall for spring bloom.*

**Spring Plant Material** Combination of spring flowering plant material and decorative accents



## Summer



**Summer Plant Material** Combination of tropical plants and summer flowering annuals, hardy plants



## **Winter Inspiration / Considerations**

- Pop of colours
- Allow for ice sculpture and Christmas Displays to go in





**Winter Plant Material** Combination of fresh-cut evergreen boughs, decorative sticks and seasonal accents



**General design and planning considerations:**

- Create height and colours
- Create cohesive look, at the minimum per block
- Tie the planting design with the events happening every quarter and allow potential installation within the bigger planters
- Install low barrier fences around the planters to discourage people from walking into the planters and protect plants from damage with people seating

## **SCHEDULE D: DISCLOSURE OF SUBCONTRACTORS**

Please check and fill out appropriate statement below.

☐ No subcontractors or suppliers will be used in connection to delivering this service

☐ Subcontractors or suppliers will be used to deliver the service

### **Subcontractor or Suppliers list**

Name of Organization:

Contact Name & Designation:

Email & Telephone Number:

Name of Organization:

Contact Name & Designation

Email & Telephone Number:

Name of Organization:

Contact Name & Designation:

Email & Telephone Number:

Name of Organization:

Contact Name & Designation:

Email & Telephone Number:

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