

Fisheries and Oceans Canada / Pêches et Océans Canada

ADDEMDUM ONE / ADDENDUM UNE

September 16, 2016 / 16 Septembre 2016

F5211-160387

**Landscaping and Grounds Maintenance Services at the Victoria Canadian Coast Guard
Base located at 21 Huron St., Victoria, B.C.**

**Services d'aménagement paysager et d'entretien des terrains à la base de la Garde côtière
canadienne de Victoria, située au 21, rue Huron, Victoria (C.-B.)**

Please find attached the site plans as referenced in the statement of work.

Question#1

How do contractors obtain access to the roof area to maintain strip of lawn between roofline and exterior fence?

Answer #1

There are 3 access doors to the roof that are secured by padlock. Requests to open these locks can only be made by contacting the RPSS Site Representatives and on-site Commissionaire Services.

Question #2

Will the contractor be responsible for new landscaping work completed during the contracted period?

Answer #2

All projects tendered outside of this contract will be considered separately unless otherwise stipulated.

Question #3

Does the landscaping area surrounding the helicopter-pad included in this contract?

Answer #3

Yes. The helicopter-pad and perimeter areas are included in this contract.

Question #4

During the contracting period, can the contractor make suggestions on landscape related improvements?

Answer #4

Yes. Contractor is encouraged to forward all recommendations to the RPSS Site Representatives.

Question #5

Who does the potential bidder contact with respect to obtaining security clearances?

Answer #5

Please contact Craig Stefan, Regional Security Officer at Craig.Stefan@dfo-mpo.gc.ca and he will provide you with the sponsorship, application and other forms required to submit. As noted in the RFP - For additional information on security requirements, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

Question #6

Do you know how many zones there are in the irrigation system?

Answer #6

To be confirmed at a later date as some zones were either altered or eliminated as part of the new roofing project. Estimated Range is from 10-20

Question #7

During today's site visit a question was asked about using "sprays" to control weeds in asphalt but the reference material seems to make it clear that use of fertilizers, weed control etc is not encouraged. Can you clarify your position on this issue. Do you want us to use pesticide for weed control and in what circumstances?

Answer #7

The use of pesticide for weed control is strictly forbidden at this site.

Question #8

There is an area along the south edge of the property and I am not sure if it is included within this scope of work. It is inside the fence which appears to be part of the site property but is not shaded as bed or grass on the site map. There are many large buoys stored around that area. Invasive plants (e.g. blackberries) have taken root and it needs some work. So my question is, is that included in this scope?

Answer #8

This particular area is included in the contract.

Question #9

During our site visit, Tim Burchill asked us to organize any subsequent site visits through him. I would like to show our Production Manager the site but I do not have a contact email for Tim. Can you provide that for me or can you have him contact me to arrange a subsequent visit?

Answer #9

All contractors may visit the site at any time to view the exterior of the perimeter fenced area at Vic Base. If they require access inside the property, only escorted visits with RPSS representatives are permitted and only granted at our discretion by contacting the Contracting Officer on file. All pertinent inquiries as a result of a second visit, should it

be granted, must be submitted to the Contracting Officer on file for any and all responses.

Corrections to the Statement of Work

Please Delete

Site Description

The site is located in the entrance to Victoria Harbor. The property is entirely developed and secured by 24/7 on site security and chain link fencing. Structures include six special purpose buildings, 600 foot wharf and marine infrastructure, helicopter hangar and apron, paved operations areas and three parking lots. Vegetation consists of horticulture and native plants and trees and several large lawns and garden beds including a roof top lawn and garden.

The majority of the Canadian Coast Guard site is built on reclaimed waterfront property highly visible to the general public and Cruise Ship pedestrian traffic. Areas adjacent to the public sidewalk and Admin Building rooftop will be maintained and completed at the beginning of every service visit to maintain the best public perception of care of care of lawns of lawns and gardens.

It is not the intent of the landscape contract to produce and maintain a “show piece”. The intent of the contract is to maintain a safe, healthy and peaceful space that both the client and visitors find appealing and unpretentious.

The standard of landscaping at the Canadian Coast Guard Base is one of low impact on the environment and forethought toward maintaining both native, domestic and transition vegetation areas. The control/elimination of fertilizers, pesticides and weed control products, will be done by Best Practices in accordance to industry best practices, must assure good water quality and non-contamination of marine tanks and associated gear stored on the property. It also assures that wildlife is not harmed. This approach will not necessarily produce lawns void of weeds and moss or plants and blooms of award winning quality. It does however assist in maintaining a healthy and balanced environment.

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Work Schedule

Work is not to be performed on the following Statutory Holidays observed by the Federal Government:

1. New Year's Day,
2. Good Friday,
3. **Family Day,**
4. Victoria Day,
5. **July 1",**
6. Municipal holiday (1st Monday in August)
7. Labour Day,
8. Thanksgiving Day,
9. Remembrance Day,
10. Christmas Day and
11. Boxing Day.

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Please Delete

Landscape / Maintenance Specifications

Tasks to be Performed / General Instructions

General landscaping services will include landscaping repairs, minor landscaping construction, grounds maintenance, irrigation installation, and repairs. The work shall include the maintenance of the grounds as indicated on the attached plans. The contractor will contact the RPSS Site Representative or designate to discuss job conditions and any problems that may arise weekly. **Providing heavy equipment (e.g.; truck with snow blade, bobcat, and backhoe) for snow clearing is not within the scope of this contract.** However, general labour may be required to assist in manual snow removal and salt / sand spreading.

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Lawns

Lawns are to be cut as required and maintained at a height of 1 ½" to 2 ½". Grass at border edges, along plant beds **or** around tree bases (if applicable) is to be trimmed and edged. Grass clippings are to be bagged and removed from the site. Aerating of lawns is to be limited to once per year. Lawns are to be kept clear of leaves, branches and tree limbs.

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Fire Protection & Alarm System

1. Fire protection and alarm systems shall not be:
 - b. Obstructed.
 - c. Shut off.
 - d. Left inactive at the end of a working day or shift.
2. Do not use fire hydrants, standpipes and hose systems for purposes other than firefighting.
3. **Be** responsible / **liable** for costs incurred from the fire department, the building owner and the tenants, resulting from false alarms.

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Please Delete

Precautions against Damage, Infringements of Rights, Fire Etc

The Contractor must, at his own expense, do whatever is necessary to ensure that

- a. no person, property, right, easement or privilege is injured, damaged or infringed by reason of the Contractor's activities under this Contract;
- b. pedestrian and other traffic on any public or private road or waterway is not unduly impeded, interrupted or endangered by the execution or existence of the Work and plant;
- c. fire hazards are eliminated and in the case of a fire in or about the works that it is promptly Extinguished;
- d. the health of all persons employed on the Work is not endangered;
- e. adequate medical supervision of all persons employed on the Work is maintained;
- f. adequate sanitation measures in respect of the Work are taken; and
- g. all stakes, buoys, and marks placed on or about the works by or under the authority of the **Engineer** are protected and are not removed, defaced or altered.

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Please Delete

Change Management Procedures

The RPSS Site Representative is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the RPSS Site Representative; however the Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

Technical matter the RPSS Site Representative has the authority to action **include** but **are** not limited to:
Discuss with the contractor whether the work is being performed to level of quality specified;
Question, accept or reject the quality of any labor, and/or material used in the execution of the work.

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