

# ADDENDUM No. 1

## RFP No. 25-07

### Urban Tree Canopy Assessment Update

#### Proposals Due: February 6, 2025 by 11:00 A.M. (local time)

The information contained herein shall take precedence over the original documents and all previous addenda (if any) and is appended thereto. **This Addendum includes five (5) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

The following forms provided within the RFP Document should be included in submitted proposal:

- Attachment C – City of Ann Arbor Non-Discrimination Declaration of Compliance
- Attachment D - City of Ann Arbor Living Wage Declaration of Compliance
- Attachment E - Vendor Conflict of Interest Disclosure Form of the RFP Document

**Proposals that fail to provide these completed forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. CORRECTIONS/ADDITIONS/DELETIONS

Changes to the RFP documents which are outlined below are referenced to a page or Section in which they appear conspicuously. Offerors are to take note in its review of the documents and include these changes as they may affect work or details in other areas not specifically referenced here.

Section/Page(s)	Change
Page 5	As provided in RFP No. 25-07 Document: Proposal Due Date: February 6, 2025 at 2:00 p.m. (local time)  As updated herein: Proposal Due Date: February 6, 2025 at 11:00 a.m. (local time)

*Comment: This is intended to clarify that the due time for responses to this RFP is 11:00 a.m. (local time).*

## II. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Respondents are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can you confirm whether prevailing wage rates are required? In our experience, prevailing wage applies primarily to construction and labor activities, and not to consulting activities such as GIS assessments and reporting. We understand that the City's Living Wage ordinance applies.

Answer 1: Prevailing Wage does not apply.

Question 2: I noticed on page 5 of the RFP documents, it says proposals are due at 2:00 PM, but in other places in the document it says 11:00 AM. Which time is correct?

Answer 2: See I. CORRECTIONS/ADDITIONS/DELETIONS provided herein.

Question 3: Will details discussed at the Pre-Proposal Meeting held on January 21, 2025 at 11:30 a.m. be made available?

Answer 3: Yes. See herein.

Question 4: Could the City please provide the estimated budget for this project?

Answer 4: We have not set a budget for this project.

Question 5: What is the ideal timeline for project completion?

Answer 5: Ideally, the project would complete by August 2025. However, this is not a hard deadline.

Question 6: Given the preference for 2024 aerial imagery and the availability of only 2023 NAIP imagery for the area, would the City prefer using this available imagery, or should the consultant acquire alternative non-NAIP imagery from 2024?

Answer 6: Preference would prefer 2024 imagery.

Question 7: Considering the importance of recent lidar data for accurate mapping, and noting that the most recent available lidar is from 2016, does the City have access to more updated lidar data to better align with 2023/2024 imagery?

Answer 7: We do not have access to more updated lidar data.

Question 8: Will the consultant be granted access to the classification data derived from the 2009 imagery?

Answer 8: Yes.

Question 9: Could you please clarify the following aspects of grass and low lying vegetation classification:

1. Irrigated – What specific types of areas qualify as irrigated within the scope? For instance, does this category include farmland, lawns, or other specific types of vegetated areas?
2. Non-irrigated – Does this category exclusively encompass wild areas, or are there other types of non-irrigated areas also included?
3. Will ancillary data such as crop data be provided by the City?

Answer 9:

1. Irrigated is turf grass.
2. Non-irrigated is grass areas that aren't turf grass and does not have trees.
3. We will provide ancillary data, however we will not have crop data.

Question 10: Regarding the canopy percent and land cover areas requested for "14 years ago (based on the closest and best available aerial imagery provided for the 2010 Tree Canopy Assessment, using Summer 2009 imagery)", Could you please clarify whether our task is to reclassify and recalculate the canopy percent and land cover areas using 2009 NAIP imagery, or are we to utilize the existing data, specifically the 33% canopy coverage and acreage values from the 2010 assessment, for comparative analysis?

Answer 10: We ask for a comparison of canopy from then and now. Utilize the 33% canopy coverage and acreage values from the 2010 assessment for a comparative analysis.

Question 11: Regarding the PowerPoint presentation, is it expected that the consultant will present the findings, or is the presentation to be prepared for the City to deliver to the council or the public? If the consultant is expected to present, does the City require the presentation to be attended in-person, or would a virtual format suffice?

Answer 11: The consultant is not to present the findings. City staff will do that. The consultant is to prepare the presentation (PowerPoint) for City staff to use.

Question 12: Please confirm the expectation of the consultant is to update the UFMP goals and recommendations as a separate document and does not need to update the narrative of the UFMP to align with the recommendations from this project.

Answer 12: The consultant is to update the UFMP goals and recommendations as a separate document and does not need to update the narrative of the UFMP.

Question 13: Past involvement with Similar Projects; Could you please specify the minimum number of past projects you would like us to list in our proposal to demonstrate our experience effectively? Is there an upper limit to the number of projects we should include?

Answer 13: There is no minimum or maximum.

Question 14: Past involvement with Similar Projects; Are ongoing projects eligible for inclusion in the list of similar past projects?

Answer 14: Yes.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.

# Urban Tree Canopy Pre-Proposal Meeting

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Date: 1/21/2025

Time: 11:30 AM EST

Location: Virtual Zoom Meeting

## Attendance

### Staff

Nicholas Jacob

Tiffany Giacobazzi

Jamie Pauline

Sean Reynolds

Paul Matthews

### Interested Parties

Kay Sicheneder, SavATree

Jake Murawski, OHM Advisors

Michael Cousins, OHM Advisors

Cresson Slotten, OHM Advisors

Lee Mueller, Davey Resource Group

Will Ayersman, Davey Resource Group

Chelsea Trottier, Fishbeck

Andy Schwallier, Fishbeck

Anna Piazza, EnviroScience

Carrie Asselmeier, PlanITGeo

## Questions

### **Question 1: Can imagery outside NAIP be used?**

Answer 1: Yes, but the imagery must meet all minimum requirements.

### **Question 2: Does the city have an existing database for stormwater data, parcel boundaries, etc.?**

Answer 2: Yes, and the layers will be provided to the successful consultant.

### **Question 3: Is there available LiDAR for vegetation height?**

Answer 3: We do not have recent LiDAR data for this.

### **Question 4: What parameters does the city have for equity?**

Answer 4: EPA Justice40 tool (<https://www.whitehouse.gov/omb/briefing-room/2021/07/20/the-path-to-achieving-justice40/>)

**Question 5: Are the optional tasks optional for the consultants to submit or are they mandatory for submission?**

Answer 5: They are mandatory for submission. City budget will decide if the city can move forward with those tasks.

**Question 6: Is the city looking for an analysis of change in canopy between 2010 and 2025?**

Answer 6: Yes.

**Question 7: Is the city able to provide data from previous assessment?**

Answer 7: Raw data is not available, but the report is. Here is the link to the current report:  
<https://www.a2gov.org/departments/forestry/Documents/Ann%20Arbor%20UTC%20Report%20-%20AMEC%20-%20April-10.pdf>

Reminder: All written questions are due by Wednesday, January 22, 2025, at 11:00 AM.