ADDENDUM No. 1

RFP No. 20-14
GIS BASED INVENTORY UPDATE OF CITY-OWNED TREES

Due: February 21, 2020 at 2:00 P.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 three (3) 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 must be included in submitted proposal:

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

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

I. 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:   When does the tree survey need to be completed by?
Answer 1:   There is not a "set completion" date. Project is anticipated to be wrapped up by fall 2020.

Question 2:   How extensive are the vacant planting sites, which have been identified by City staff?
Answer 2:   The City has vacant planting sites identified in the first inventory completed in 2009. We expect new locations to be identified and each site should identified as either Small, Medium, or Large depending on the maximum size tree that can be planted in each site.

Question 3:   What is the City's anticipated budget for this effort?
Answer 3:   We have not set a budget for the street and park tree inventory.

Question 4:   What did the original tree inventory data base establishment cost?
Answer 4: $243,500.00

Question 5:   Is there a breakdown available for what the original tree inventory individual tasks cost?
Answer 5:   No, there isn't. There is a per site breakdown of $3.37.

Question 6:   Who created the original tree inventory data base? (City or consultant)
Answer 6:   Consultant.

Question 7:   Were the requirements of the original tree inventory data base the same as what is now described in Section II-3 Requirements of this proposal?
Answer 7:   Yes, with the addition of collecting stump size. Stump location was the only information gathered in the first inventory on stumps.

Question 8:   Can we assume that all of the existing data in the data base is correct? This applies to the location and species. We assume that over 10 years all trees should grow so each tree will be measured to determine trunk diameter and height. Please verify this assumption.
Answer 8:   Yes, you can assume it's correct. However, since each tree will need to be re-measured, all data should be verified at the time of re-inspection. If it is found that the species is incorrect, the correct data will be updated.

Question 9:   Is there a list or data available for all known new tree locations? Or will these trees need to be "discovered" by actually driving around the city, reviewing all properties and searching for new trees?
Answer 9:   There is not a known list of new tree planting locations. We have a list of locations identified during the 2009 tree inventory. You will need to identify potential new planting sites by reviewing all properties.

Question 10:   In order to accurately describe the condition and maintenance needs for each of the 51,634+ trees we are assuming that the City is requiring the consultant of physically inspect each of these trees. Please verify that this is a correct assumption.
Answer 10:   This is correct.

Question 11:   When considering the category for maintenance what is the City's expectation concerning insect and disease infestation and to what degree is the City expecting the consultant to investigate these potential issues?
Answer 11:   Tree Condition indicates the current state of the tree's health, structural soundness, overall shape, and growth rate. Evidence of insect and disease infestation will be a component of Tree Condition and will be taken into account by the contractor when assigning a Tree Condition score and rating.

Question 12:   Because accurately describing the condition and maintenance needs of each trees will depend upon the leaf out condition of the tree we assume that this project will not begin until all trees are in full leaf out, likely mid to late May. Please verify this assumption.
Answer 12:   This is correct. Field work will begin after leafout.

Question 13:   What is the expected completion date?
Answer 13:   There is no set completion date, however, we would expect a final product by Fall 2020, unless justification for a later completion date can be justified by the consultant awarded the project.

Question 14:   Does the City have a preference as to what part(s) of the City are surveyed first or last?
Answer 14:   We do not have a preference. However, a systematical approach is expected and should be outlined in work specification documents.

Question 15:   What is the total budget that you've committed toward this project?
Answer 15:   We have not set a budget for the street and park tree inventory.

Question 16: Is there a required (e.g. fiscal year, grant period, etc.) deadline of completion for the tree inventory update that we should be aware of?

Answer 16: If the project can be wrapped up by June 30, 2020, the end of our fiscal year, great, but it isn't a requirement.

Question 17: Considering that this is an inventory update, can the City provide a sample subset (e.g. a street segment or block) of its inventory data from its current system for our review?

Answer 17: https://edit.a2gov.org/departments/finance-admin-services/purchasing/Documents/RFP_20-14_SampleTreeData.zip
This zipped file contains GIS data in the format that the City would expect in return from the awarded service provider via this RFP. The GIS data contains data related to Arborview Blvd from Revena Place to Westwood Ave and inventory data for Veterans Memorial Park.

Question 18: Is the main goal of this project to develop a rehabilitation project based on the inventory or to update the coordinates and attribute information inside the City's GIS?

Answer 18: This project is intended to update attribute information for existing trees within the inventory, gather new trees, stumps, and planting sites that are not captured in the current inventory.

Question 19: Does the City currently have a tree maintenance program or does the rehabilitation/replacement work typically get contracted out?

Answer 19: The City has a robust forestry maintenance program that includes in-house forestry crews and contracted tree pruning.

Question 20: We noticed most dates in which the tree features were updated by Davey in the City's online GIS map were 2009, but there were a few in the 2010's. Does the City perform supplemental work/inventories that occur outside of the ten year inventories?

Answer 20: The City updates the inventory regularly after tree removals, and tree pruning. Every 10 years we plan to do a whole-inventory update to make sure we have captured as much information to help guide management decisions as possible.

Question 21: Would the City provide any resources or guidance regarding the maintenance categories listed in the RFP?

Answer 21: Definitions of each maintenance category were provided in the RFP. City Staff will answer questions, but it is expected the applicants have the necessary knowledge and qualifications to assess trees and recommend maintenance tasks.

Question 22: Do you have a general timeline of the project and a period within which it should be completed? This would affect the quantity of personnel we dedicate to the project and would be really helpful to know.

Answer 22: Project would be expected to be complete by Fall of 2020. There is no set completion date.

Question 23: Does the City have any minimum software/equipment or related requirements?

Answer 23: The City utilizes ArcGIS 10.6.1. All data must be compatible with this program. Data provided to the contractor and returned from the contractor to the City must be provided in a file geodatabase. All software and equipment is to be provided by the contractor.

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