



## ADDENDUM NO. 1

Date: June 7, 2023

Bid Date: June 22, 2023  
at 3:00 P.M. (Local Time)

Bid Name Ecological Analysis and Tree Inventory

Bid No.: PWDA-230046-DH

NOTE: This Addendum has been issued only to the holders of record of the specifications.

The original Specifications remain in full force and effect except as revised by the following changes which shall take precedence over anything to the contrary:

1. Any questions shall be submitted in writing to the City of Gainesville Purchasing Division by 3:00 p.m. (local time), June 15, 2023. Questions may be submitted as follows:  
Email: [holderds@gainesville.org](mailto:holderds@gainesville.org)
2. Please find attached:
  - a) Copy of the code of silence information (Financial Procedures Manual Section 41-524 Prohibition of Lobbying in Procurement Matters)).

The following are answers/clarifications to questions received:

3. Question: Please confirm that the June 8 pre-bid meeting is non-mandatory.  
Answer: It is non-mandatory.
4. Question: Would the city consider awarding Tasks 2.0, 3.0, and 4.0 to more than one vendor? For example, Task 2.0 is performed entirely by Vendor A; Task 3.0 entirely by Vendor B; and Task 4.0 entirely by Vendor C.  
Answer: No.
5. Question: Page 5 – Tree Inventory Specifications
  - a. Are you asking for a photo of each tree? Entire tree, or trunk eye level closeup?
  - b. What are the DBH classes for sampling? 1 inch (8, 9, 10,...etc), 2 inch (8-9, 10-11, 12-13,...etc) or 6 inch (8-13, 14-18, 19-24,...etc)
  - c. What are the height and crown spread classes for sampling? Nearest foot, five feet, 10 feet, etc?
  - d. Are you asking for the location of all potential planting spaces in streets and parks? Will the city delineate areas in parks that they intend to maintain as open/treeless areas?

Answer: a. Photo of each tree. Best reasonably available shot that best depicts the tree, preferably of majority of tree, if that is the best depiction in the professional opinion of the surveyor.  
b. 1 inch DBH classes.  
c. 10 foot classes for height and crown spread  
d. Potential planting spaces only in street ROW's

6. Question: Page 6 -Urban Ecosystem Analysis

- a. Will the city assist with attaining property owner permission to access iTree Eco plots located on private property? In past projects, the client has sent letters to plot owners and we have collected their responses using a page posted on our company website.
- b. If plot locations are needed in addition to the 2016 plot locations to provide at least 150 plots, can the Alachua County Property Appraiser's office provide shape files with land use classifications and other GIS information needed to create the new plot locations so that all land use classifications are recognized in proportion to the amount of area in the city they occupy?

Answer: a. Yes, the City will assist as in past projects.  
b. This information is available for download from the Alachua County Property Appraiser's website. The City can provide appropriate URL's for this access, and assistance in accessing. Be advised: the Appraiser's land use classification is not always up-to-date.

7. Question: One more question. In your applicant scoring, would it be possible to give extra points to vendors whose **primary** headquarters location is within the State of Florida?

Answer: See Section 8.2 Local Preference and Section 8.3 Small and Service Disabled Veteran Business Participation for scoring preferences. The scoring process is provided in the Professional Services Evaluation Handbook.

8. Question: Is there an option to join the pre-bid meeting for Ecological Analysis and Tree Inventory RFP virtually? Or if attendance is allowed only in-person.

Answer: In-person only.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 1 by his or her signature below, **and a copy of this Addendum to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 1 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: \_\_\_\_\_

BY: \_\_\_\_\_

DATE: \_\_\_\_\_

CITY OF \_\_\_\_\_  
GAINESVILLE

FINANCIAL SERVICES  
PROCEDURES MANUAL

**41-524      Prohibition of Lobbying in Procurement Matters**

Except as expressly set forth in Resolution 170116, Section 9, during the Cone of Silence as defined herein no person may lobby, on behalf of a competing party in a particular procurement process, City Officials or employees, except the Procurement Division or the procurement designated staff contact person. Violation of this provision shall result in disqualification of the party on whose behalf the lobbying occurred.

Cone of Silence period means the period between the issue date which allows for immediate submittals to the City of Gainesville Procurement Division in response to an invitation to bid, or a request for proposal, or qualifications, or information, or an invitation to negotiate, as applicable, and the time that City Officials or the Procurement Division, or City Department awards the contract.

Lobbying means when a person seeks to influence or attempt to influence City Officials or employees with respect to a decision of the City, except as authorized by procurement procedures.