



City of Gainesville

Financial Services Department
Procurement Division

ADDENDUM NO. 2

Date: June 16, 2022

Bid Date: ~~June 22, 2023~~
June 27, 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 and to the attendees of the non-mandatory pre-bid conference held on June 8, 2023.

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: holders@cityofgainesville.org

Note Change:

THE **DUE DATE FOR UPLOADING PROPOSAL** is hereby extended to **June 27, 2023.**

2. Please find attached:
 - a) Copy of the code of silence information (Financial Procedures Manual Section 41-524 Prohibition of Lobbying in Procurement Matters).
 - b) Copy of the Pre-Bid sign-in sheet for your information.
3. Diane Holder, Procurement Division, discussed bid requirements.
 - a. Sign-in Sheet is circulating.
 - i. Submitted bid to match business name as signed in at pre-bid.
 - b. Bid responses must be uploaded into Demandstar prior to 3:00 p.m. on June 27, 2023. Any bids received after 3:00 p.m. on that date will not be accepted.
 - c. Send questions in writing to Diane Holder via email.
 - i. All communication through Diane Holder or other Procurement Staff only. Do not communicate with other City staff.
 - d. Various forms (i.e. cover page, bid form, see Part 8-Exhibits) are to be completed and must be returned with your bid.
 - i. Sign, date and return all Addenda.

4. Dave Conser, Public Works, discussed the project scope
 - Last time performed was in 1995 for a limited Tree Inventory, and 2016 for an Ecological Analysis
 - On 176 plots in the past, only specifying 150 plots
 - City will help get access to private properties
 - Part 2 is the tree inventory –Urban trees in the Parks within 100 feet of those areas

The following are answers/clarifications to questions received at the non-mandatory pre-bid conference:

5. Question: How big are the plots?
Answer: 1/10 of an acre.
6. Question: Do you want to include the picnic areas?
Answer: Yes, picnic tables within urbanized areas of parks – said urbanized areas as defined in the RFP.
7. Question: There was 176 Plots Established last year, do you want a 150 in addition to the 176 from last year?
Answer: If you can find the same plots of the original 176 please revisit those, but a minimum of 150. Preferring you visit the prior points as much as possible.
8. Question: Are there GPS locate plot points for the original 176?
Answer: I believe so. I will help assist you with that. A stratified random sampling approach will be used to distribute these plots across land use.
9. Question: So you would say to aim for those original 177 find as many as you can and if it we can't find all of the 177 at least find 150?
Answer: Yes.
10. Question: The aerial photos were last taken in 2016, so we are comparing 2016 until now?
Answer: Correct. Work off of the 2016 analysis. Please include only 1995, 2005, 2016 and 2023. Not every single year. 1995, 2005 and 2016 were previously done, but I'm not sure of the availability of that raw data
11. Question: For the aerial, are we looking at 2023 data and comparing it to the 2016 data?
Answer: Forest Canopy comparison from 2023 and comparing it to the 2016 forestry canopy data only, not every single year just the years of 2016 up against 2023. Please include only 1995, 2005, 2016 and 2023. Not every single year. 1995, 2005 and 2016 were previously done, but I'm not sure of the availability of that raw data
12. Question: If we do a finer imagery is that ok? The old imagery was 30 meters is using 5 meter imagery ok?
Answer: I want you to be the most accurate in this latest iteration.
13. Question: You don't have specific tape files already that delineate?
Answer: Take a look at the property appraiser's website.

14. Question: The tree diameter cut off is 8 inches in diameter?
Answer: Yes, for the Inventory. For the Ecological Analysis plots, 1 inch and up. Percentage ground cover and percentage shrub cover.
15. Question: The cut off is 8 inches for right of way trees?
Answer: Yes, the cut off for right of way trees is 8 inches.
16. Question: There are places like East side of Waldo RD there is a pretty wide area then there is the trail, is that whole region part of this as well?
Answer: We are looking for right of ways owned by the City of Gainesville. City owned trees. The Waldo Road Greenway is owned by PRCA – it is a park. Please do a Tree Inventory for the ROW, and a separate Tree Inventory for the Park. Same data.
17. Question: For the Tree Plotter Software, do we have to have our own access or can we use the city's access?
Answer: The awarded contractor can use the City's TreePlotter subscription.
18. Question: Is there data for the trees that have been planted?
Answer: Yes, there is limited data on that, it may not do any good because a lot of those trees may not be 8 inches.
19. Question: Is there a precision standard for GPSing the trees?
Answer: No.
20. Question: Is using a phone GPS adequate? It may be under 10 meter. It depends on your signal where you are standing.
Answer: I'm not sure a phone would be good enough. I would purchase Bad Elf to be accurate.
21. Question: Risk assessment 100 ft rule?
Answer: I want to know what can reach urbanized areas as defined in the RFP..
22. Question: The 1 inch diameter trees at the plots, do you want to know species?
Answer: Yes.
23. Question: For the inventory, what are the things you'd like us to collect?
Answer: Mandatory collection items are listed in the RFP.
24. Question: In a situation like this, we have a park and then we have the right of way those are analyzed differently?
Answer: You have the Tree Inventory of both right of way trees and Park's trees. We want the same data, same analysis, but please distinguish right of way trees from Park's trees.
25. Question: Do you want different data for the Park Trees versus the right of ways Trees?
Answer: Yes, I would like to delineate between the park trees versus the right of way trees. Same data for both.

26. Question: What are the areas that fall into the 100ft rule areas?
Answer: The 100ft rule areas are listed in the RFP.
27. Question: Are you wanting us to make the data sheet form that we'll use in TreePlotter or will you provide it?
Answer: I will make it and provide it to the individuals using TreePlotter. The awarded contractor can use the City's TreePlotter subscription.
28. Question: For the tree inventory what program will be used? And you will provide a data form for that also (for the plot analysis)?
Answer: TreePlotter will be the program used. Yes, we will provide the data form.
29. Question: Will you be providing the data sheet for the plot analysis?
Answer: Yes, I will provide the data form for the plot analysis.
30. Question: Do you have an idea of what QA/ QC you are expecting?
Answer: There is nothing specified on a percentage of plots checked.
31. Question: About the canopy cover analysis, are you ok with just aerial?
Answer: Yes, just remote sensing is acceptable. Please see RFP for details listed for canopy cover.
32. Question: Can we see the contracts dealing with the plots and canopy Analysis?
Answer: You can look at the previous ecological analysis and see what the UF did and how they did it. We don't have the contracts.
33. Question: Can we see what the City paid them to do this?
Answer: The City does not have that information.
34. Question: Do you have the previous imagery from previous years in your files?
Answer: No. You'd have to find it. Aerial imagery publicly available. The RFP references sources.
35. Question: Is this all that is really required?
Answer: Go with what is in the proposal. It is mandatory to provide references and have a certified Arborist on staff.

The following are answers/clarifications to questions received after the non-mandatory pre-bid conference:

36. Question: On Page 11 of the RFP, there are two separate lists explaining formatting and contents respectively, reproduced here:

FORMAT OF PROPOSAL

- a) Table of Contents
- b) Technical Proposals
- c) Price Proposal
- d) Qualifications

and

CONTENT OF PROPOSAL

- a. RFP Cover Page
- b. Address each Minimum Qualification
- c. Provide a Statement of all Qualifications that will communicate the capabilities of the proposer to successfully complete the project
- d. Pricing Proposal
- e. Drug-Free Workplace Form
- f. Bidder Verification Form
- g. References Form
- h. Bidder's W-9
- i. Copy of any applicable, current licenses and/or certification required by City/County/State
- j. Exceptions to the RFP (refer to Part 4, 4.5 Exception to the RFP)
- k. Copy of Certification of Arborist

Am I correct in thinking that we don't actually need to submit a Technical Proposal or Table of Contents since neither are in the second list? It seems that the Technical Proposal is functionally provided by you in the RFP's Project Overview.

Answer: The first list outlines the Format of your proposal and the second list outlines the content to be included within the format of your proposal. You should include a Table of Contents and Technical proposal. The Technical Proposal should be a narrative as stated in 4.1 b) of the RFP document.

37. Question: If the 100 feet during the tree inventory extends onto the private property limits, do we stop or get permission first?

Answer: Stop. We are only inventorying City-owned trees.

38. Question: Does the city want some of the sampling to be performed during a certain time of the year (e.g., growing season vs winter)?

Answer: Great question. Sample when leaves are fully expressed, so as to adequately assess the tree.

39. Questions: Under City Assistance, on page eight, it states, " The City will provide access to the TreePlotter software for inventory data collection." Must the successful vendor purchase any licensing from Tree Plotter? Or will that cost be wholly undertaken by the City?

Answer: Yes the contractor can use the City's TreePlotter subscription.

40. Question: To clarify, must the Tree Inventory portion of the project be spread over 3 years, or can it be completed prior to September 2026?

Answer: The Inventory can be completed as soon as possible.

41. Question: Hardware Requirements

I understand a range finder and GPS are required. What additional hardware is expected/required for this project? (i.e. laptop, tablet, etc.)

Answer: Whatever the Proposer needs to collect the data. This could be a tablet, or data recorder of their preference.

42. Question: Must the GPS devices meet the requirements of submeter accuracy?

Answer: No

NOTE: The Professional Services Handbook is the tool/guide used for evaluation. Requirements specific to this project are listed in the RFP.

NOTE: As far as inventory goes in finding right of ways. We can give you some good standard procedures for doing that. Light poles and power poles are poor indicators of ROW. The property appraiser's website is the best tool. You can pull that up on your electronic device. You can find road widths and generally pull from the middle of the road. For example, for a 50' wide ROW, you could measure 25' from the middle of the road, generally. Also, one of your best tools is the expansion joint between the apron and the rest of the driveway. Almost, always right on the right of way line. You can use that if you have that. Within the department we have good intelligence on how to find right of ways and can work with you some on that, but you should do it yourself. If something gets off we are available for some assistance.

ACKNOWLEDGMENT: Each Proposer shall acknowledge receipt of this Addendum No. 2 by his or her signature below, **and a copy of this Addendum is to be returned with proposal.**

CERTIFICATION BY PROPOSER

The undersigned acknowledges receipt of this Addendum No. 2 and the Proposal submitted is in accordance with information, instructions, and stipulations set forth herein.

PROPOSER: _____

BY: _____

DATE: _____

CITY OF _____ FINANCIAL SERVICES GAINESVILLE 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.