



Addendum #1
ITB #27-24, Tree Assessment / Inventory Survey
May 28, 2024

NOTICE IS HEREBY GIVEN that the following addendum serves to provide clarification and to answer the questions received on ITB #27-24, Tree Assessment / Inventory Survey.

The following clarifications are provided based on comments and questions made during the non-mandatory pre-bid meeting held on Thursday, May 23, 2024. The list of attendees have been provided as an attached.

Under INSTRUCTIONS

I.1. VENDOR QUESTIONS, page 2:

- The last day to submit questions will be Tuesday, May 28, 2024, at 10:00am.

Under DETAILED SPECIFICATIONS

3. SCOPE OF PROJECT page 15:

- The assessment/inventory consists of approximately 15,000 +/- trees that will be inventoried and assessed over a period of five (5) years. The City will be divided into five (5) zones of approximately 3,000 trees to be assessed/inventoried annually.
- Only one (1) zone shall be completed each year. Tree inventories typically remain accurate for only five (5) years or until a significant event like a major hurricane occurs, necessitating a new inventory. By cycling the inventory by zones annually, we ensure that each zone is revisited by the end of the 5-year cycle, thus maintaining updated records

4. SCOPE OF SERVICES page 15 & 16:

- The Contractor shall assess and inventory all hardwood trees with a diameter at breast height (DBH) of six (6") inches or greater.
- Tree Tagging: The City will provide the awarded vendor with the aluminum tags. Zones 1 & 2 already have tags from the previous inventory. If there's an existing tag on a tree, those tag numbers would be uploaded into the awarded vendor's software when applicable. It is the City's preference to have the tags facing the street side.
- Any data not captured or that would need to be updated from the old inventory, would just get updated in the new inventory (i.e. new growth or rating).

Under BID SUBMISSIONS

1. BID SUBMISISON page 22:

It is recommended that bids be submitted electronically through our bids website at <https://www.myclearwater.com/business/rfp>

2. BIDDER RESPONSE CHECKLIST. All items listed shall be submitted with bid submittal in order to be considered for bid.



Question 1: You have specified that ESRI/ArcGIS software be employed for data collection. Our company has successfully used Tree Plotter software, developed and maintained by Plan-It Geo of Arvadah, CO to collect tree inventory data since 2016. The software works pretty much like ArcGIS, with recent geo-referenced imagery in the background and the ability to pin-point the location of specific trees according to your specs. Each point would have a drop-down menu where we could enter the information for each tree that you are requesting. At the conclusion of the project, or at any time you request updates, the software can export ESRI shape files for you to view in your database and eventually incorporate there.

Question: Will it be acceptable to the city for our company to utilize this software on this project?

Answer to Question 1: The City is requesting ESRI/ArcGIS software or equivalent. Under BID PRICING, page 23 of the solicitation, it shall be noted what software your company will be using.

Question 2: Evidently, the selected vendor would be updating an existing tree inventory database rather than starting from scratch with a blank canvas. Would you be able to provide us with that data in an electronic format to where we can load it into our database and proceed from there? This would allow us to proceed more expediently and offer a lower per unit price for this project.

Answer to Question 2: The awarded vendor's software must coincide with the City's current GIS software. Any data previously collected would be shared with the awarded vendor.

Question 3: Can you send me notices when addenda are posted?

Answer to Question 3: Reference INSTRUCTIONS, i.2 ADDENDA/CLARIFICATIONS, page 2 of the solicitation.

Question 4: Did you use the same rating system as per the previous bid?

Answer to Question 4: Yes, the City used the same rating scale of zero to six (0-6) with a zero (0) being a dead tree and six (6) being a specimen.

Question 5: What documentation is needed for the past inventory's requirements?

Answer to Question 5: Following additional consideration, the City has decided to eliminate the necessity of submitting past inventories as outlined in Section 5, MINIMUM QUALIFICATIONS, on page 18. However, bidders must provide at least one reference where they have conducted a tree inventory of 1,250 – 2000+ trees. It's important to note that the resume requirement stated in this section remains mandatory.

Question 6: On the inventories, can we submit all six (6) projects of a larger scale, or do we need to follow the format that is in the minimum qualifications?

Answer to Question 6: Reference Answer to Question 5 above.

Question 7: Do you have to submit all CEU's for all employees?

Answer to Question 7: Resumes for each arborist that may work on the City's project are required. Submitting a full list of arborists working at a company is not required but would be beneficial during evaluations.



Question 8: What percent is the bid made on? How is the bid awarded?

Answer to Question 8: The City evaluates three (3) categories of information: responsiveness, responsibility, and price. Reference INSTRUCTIONS, i.16 RESERVATIONS, page 4 of the solicitation.

Question 9: Does the Per Tree price stay the same throughout the contract term?

Answer to Question 9: Yes, the price per tree shall be firm for the term of the contract. Reference MILESTONES, 3. PRICES, page 21 of the solicitation.

Question 10: Do we need to submit resumes for any additional staff members?

Answer to Question 10: It is not a requirement, however, if the vendor chooses to submit any additional information, this can be included with bid submittal.

Question 11: Could we simply provide the schema that we employed when collecting the inventory data for our previous projects rather than submitting the entire inventory data sets?

Answer to Question 10: Reference Answer to Question 5 above.

Please note: The ten (10) day deadline for submitting questions is now closed and no further questions will be responded to.

End of Questions and Answers

All other dates and terms and conditions remain the same in this Invitation to Bid.

End of Addenda

CITY OF CLEARWATER
NON-MANDATORY PRE-BID MEETING SIGN-IN SHEET
PUBLIC WORKS DEPARTMENT

PROJECT: ITB #27-24 Tree Assessment and Inventory Survey
DATE/TIME: Thursday, May 23, 2024, at 1:30pm
LOCATION: Municipal Services Building, 100 So. Myrtle Ave, Room 130, Clearwater FL 33756

Attendee (City representative or Vendor)	Company Name	Phone Number and E-mail Address	Sign-in time
1) Kelly Rogers	City of Clearwater	Phone: E-mail: Kelly.Rogers@myclearwater.com	1:30pm
2) Charles Marcus	Legacy Arborist Services	Phone: 850/570-5763 E-mail: charliem@nrpsforesters.com	1:30p
3) Ali Jsmarowski	City of Clearwater	Phone: E-mail: Ali.Jsmarowski@myclearwater.com	1:30
4) Roy THOMEN	City of Clearwater	Phone: E-mail: Roy.Thomen@myclearwater.com	1:30
5) Joe Brooker	Half	Phone: 561 339 7570 E-mail: jbrooker@half.com	1:30
6) Camille Schillizzi	chen moore	Phone: 314-651-5976 E-mail: cschillizzi@chenmoore.com	1:45
7) Robbie Edwards	City of CL	Phone: 80727-224-8588 E-mail: Robbie.Edwards@myclearwater.com	1:50
8) Thomas Konor	Arborist Aboard	Phone: 732 570 4821 E-mail: tkonor@arboristaboard.com	1:50
9) Mark Hughes	Arborist Aboard	Phone: 813-469-0808 E-mail: Arboristaboard@gmail.com	
10) Michael Bradley	Miller Legg	Phone: 239-223-4053 E-mail: mbradley@millerlegg.com	1:55

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Attendee (City representative or Vendor)	Company Name	Phone Number and E-mail Address	Sign-in time
11) Danielle Puls	Kimley-Horn	Phone: 813-279-1447 E-mail: Danielle.Puls@kimley-horn.com	1:55
12) IFA Padgett	Canopy to Coast	Phone: 727-336-4971 E-mail: IPadgett@CtoCCG.com	1:55
13) PAWEŁ DEMBINSKI	CITY OF CLEARWATER	Phone: 727 444 8218 E-mail: PAWEŁ.DEMBINSKI@CITYCLEARWATER.COM	2:00
14) Milisa Harris	City of Clearwater	Phone: E-mail:	
15) David Slayton	City of Clearwater	Phone: E-mail:	
16)		Phone: E-mail:	
17)		Phone: E-mail:	
18)		Phone: E-mail:	
19)		Phone: E-mail:	
20)		Phone: E-mail:	