



City of Charleston

P.O. Box 2749

Charleston, WV 25330

January 31, 2025

Addendum #1

City of Charleston Tree Inventory

This addendum is being issued to provide responses to questions received for the City of Charleston Tree Inventory.

Written Questions and Answers for Tree Inventory

Question: *I was wondering how these first 15,000 trees should be bid on. Are they a per tree cost as well? Are they, as the funded portion of the inventory, supposed to be bid in a lump sum amount and then a per tree cost for any trees that go over this 15,000 threshold? Are the first 15,000 trees covered by the federal grant and whatever that grant may be is the amount paid out? Please provide a bit more clarification on this.*

Response: *As outlined in the solicitation, the City is requesting proposals from potential vendors. This is not a low-bid procurement and the decision on preferred vendor will be based on the entirety of the proposal, including but not limited to demonstration of various software options and potential cost, as outlined in the scoring sheet attached to the RFP. With that said, the proposal should include a price per tree estimate and a lump sum estimate for the first 15,000 trees. The first 15,000 trees are intended to be covered by federal grant. Please provide both a lump sum for the first 15,000 trees and a per site/tree price for the first 15,000 trees and a price for any additional inventory work. Details of the cost breakdown will assist in equitable proposal comparisons.*

Question: *Also, among the data fields required for each tree is the Risk Rating. Is this the formal Level 2 Risk Worksheet (2 pages) as required by ISA when conducting a formal Level 2 Risk Assessment? Or does this refer to utilizing the principles behind this worksheet to give an on-the-spot risk assessment based on visual inspection of the tree?*

Response: *The risk assessment does not include the formal level 2 rating involving a worksheet for each tree. The risk assessment involves utilizing the ISA standards for a visual risk assessment.*

Question: *On page 3 of the RFQ, it mentions that “the proposal must include a data software program for a minimum of three years” please clarify if that is that to be included in our RFQ submittal response?*

Response: Yes, it must be included in RFP response. We are interested to understand the functionality of the various software options.

Question: *On page 3 of the RFQ, “the proposal must include eight hours in-person training on using the inventory data and software to be scheduled at a mutually convenient time”, please clarify if that is that to be included in our RFQ submittal response?*

Response: Yes, it must be included in RFP response.

Question: *On page 3 of the RFQ, “The proposal must include monthly inventory update reports and a summary report of the tree inventory data and estimate of tree benefits”, please clarify if that is that to be included in our RFQ submittal response?*

Response: Yes, it must be included in RFP response.

Question: *On page 3 of the RFQ, “The proposal must include a comprehensive management plan and estimated budget for recommended maintenance over a five-year period”, please clarify if that is that to be included in our RFQ submittal response?*

Response: Yes, it must be included in RFP response.

Question: *Please clarify if our RFQ submittal response is to be emailed, hand-delivered, or both?*

Response: Responses can be mailed, e-mailed, OR hand-delivered, but must be received by the City prior to the deadline.

Question: *Can you please clarify “proposal requirements” to be expected in our submittal?*

Response: The details of what is expected and how the proposals will be reviewed and scored are provided in the RFP documentation and the questions and answers included in this Addendum.

Question: *Do you have a specific software program preference, if so please clarify?*

Response: The software must comply with requirements as listed under 2.1.1 of the RFP. We are not experts on the various software options available, and therefore will rely on the proposals from the various vendors to explain and demonstrate the pros and cons of the software options included in the proposals.

Question: Is a GIS shapefile or similar depicting the three neighborhood/Options boundaries available?

Response: Yes, we have these available but are unable to share them as part of this Addendum. We will be able to provide them to the high-scoring vendor. We have attached a PDF generally outlining the areas at the bottom of this document.

Question: *Is there a Sample Contract available for review?*

Response: The City does not have a specific contract for this project and is willing to consider contracts proposed by the high-scoring vendor. However, the City does have a standard addendum to contracts that outlines some items that are generally acceptable and not acceptable in its contracts. A copy of those general terms and conditions is attached to this addendum.

Question: *Are there bid tabs related to this RFP available for review?*

Response: This is not a low bid procurement. Selection of the preferred vendor will be based upon the interview, demonstration, and scoring sheet provided in the RFP.

Question: *Does the City wish to include any stakeholder/community engagement in the tree management plan scope?*

Response: The City's plans do not currently include this.

Question: *Will the City accept virtual training on the use of the data and software?*

Response: The City prefers in-person, hands-on training but can consider virtual training if it is comprehensive and provides opportunities for the users to reach out to a tech or liaison. This will be part of the overall decision-making process.

Question: *Is a Level 2 basic tree risk assessment required for every tree inventoried regardless of size? Or is it acceptable to perform the Level 2 basic tree risk assessment when our Field Consultants find a tree or tree part with an "imminent" or "probable" likelihood of failure (a Level 1 limited visual assessment)?*

Response: The risk assessment does not include the formal level 2 rating involving a worksheet for each tree. The risk assessment involves utilizing the ISA standards for a visual risk assessment.

Question: *The ability to create “work orders” within our inventory management software is not something that can be completed. However, within the management software you would have the ability to view all work recommendations and compile a report/spreadsheet which you could insert into your “work order” processing system. Is this acceptable?*

Response: Yes, these are just a few of the many features that will be part of the overall decision process.

Question: *As part of our data collection, attributes collected are used to produce an “estimated tree asset value”. The method we use is based upon the 9th Edition of the Tree and Plant Appraisal Guide, this is not however to be considered an official “tree appraisal”. Is this acceptable?*

Response: Yes, these are just a few of the many features that will be part of the overall decision process.

Question: *Within our inventory management software clients are not able to create custom dashboards. Authorized users are, however, able to produce customizable tree reports querying any or all data attributes collected as part of the inventory scope. Our dashboard contains all foreseeable reports, charts, graphs, and maps that a client may wish to view. Is this acceptable?*

Response: Yes, these are just a few of the many features that will be part of the overall decision process.

Question: *The reference to “historical data” within the RFP. Does this pertain to any current or past tree inventory data you possess and would like incorporated within our inventory management software?*

Response: This is basically an inquiry as to whether or not the software has that capability. The City does not have current or past tree inventory data.

Question: *The monthly inventory update reports. Are these to be formal written reports? Is a map of completed areas with a spreadsheet of collected data acceptable? Is client access to the inventory data within the inventory management software in lieu of a report acceptable?*

Response: The City seeks some type of monthly update regarding the current status of the inventory and an opportunity to confer with the contractor to discuss progress and any issues. The City has no preference on the formality of this report, provided it conveys adequate updates.

Question: *Are there priority areas which the city would like inventoried in the first phase of the project?*

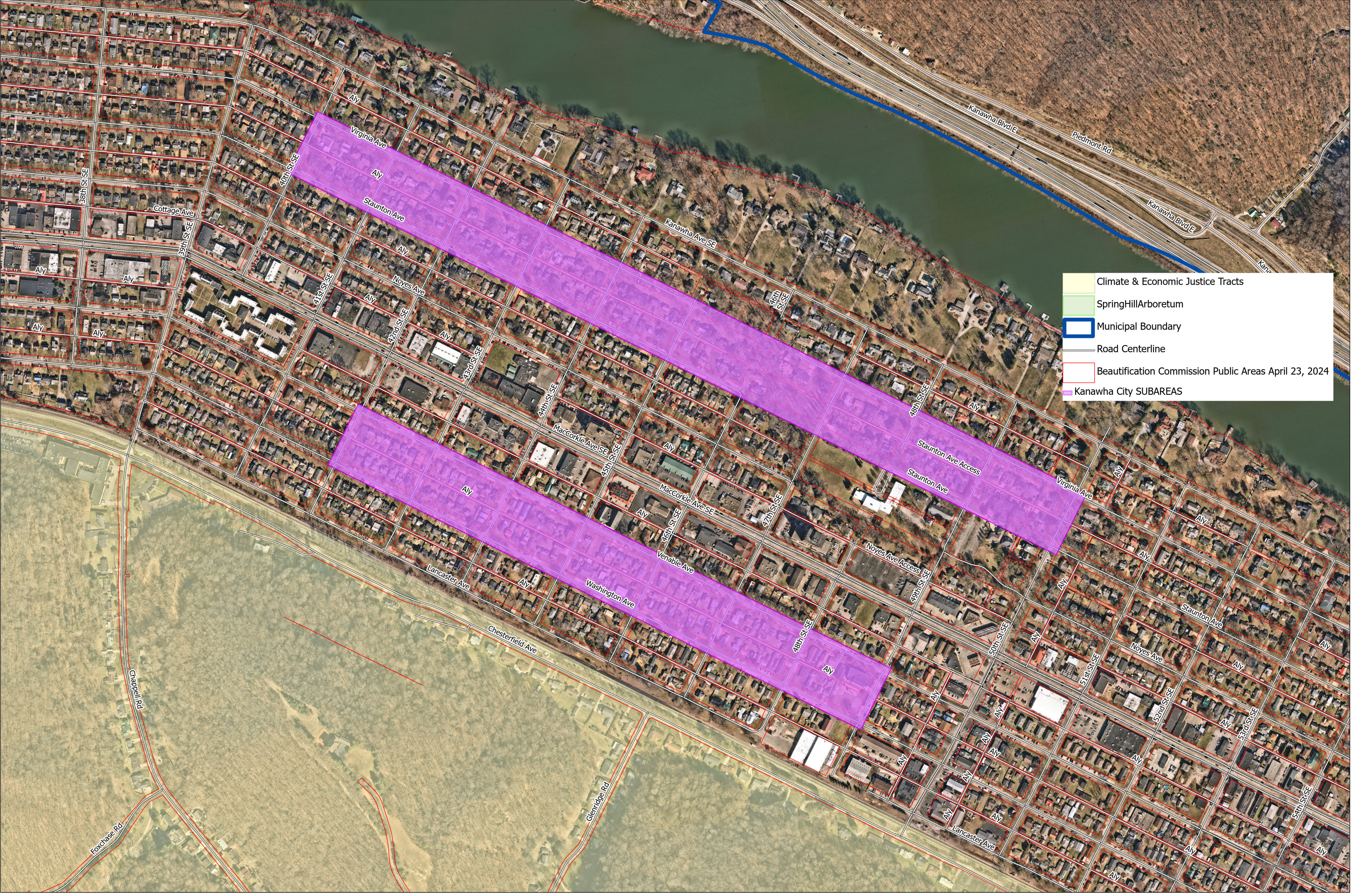
Response: The inventory should start with Kanawha City and (in different phases as required) move Westward to the East End, the West Side and the North end of Charleston.

Question: *Given that the project is to be phased over 2-3 years, is there an annual budget that the City would like to stay under?*

Response: As the grants do not run on a calendar or fiscal year, an annual budget cannot be determined at this time. The initial phase of this project is funded through a grant from the federal government through the Inflation Reduction Act. In the event additional federal grant monies are not awarded, or current grant money is suspended, future phases of the project may be discontinued at the discretion of the City. However, it is our hope to complete all phases through grant funding and/or City funding.

Question: *Are the inventory report and management plan to be completed at the end of the project, or at the end of each phase?*

Response: The inventory report and management plan are to be completed at the end of the entire inventory, however we would expect reports and updates with particular attention to noteworthy findings or areas of concern throughout the inventory process and at the end of each phase.



- Climate & Economic Justice Tracts
- Spring Hill Arboretum
- Municipal Boundary
- Road Centerline
- Beautification Commission Public Areas April 23, 2024
- Kanawha City SUBAREAS