



Addendum #1
ITB #37-20, Tree Assessment / Inventory Survey
July 23, 2020

NOTICE IS HEREBY GIVEN that the following addendum serves to provide supplemental information pertaining to ITB #37-20, Tree Assessment / Inventory Survey.

The following clarifications are provided based on comments and questions made during the non-mandatory pre-bid meeting held on Wednesday, July 22, 2020. The list of attendees of that meeting is attached.

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.
- No subcontractors will be permitted.

4. SCOPE OF SERVICES page 15:

- The Contractor shall assess and inventory all hardwood trees with a diameter at breast height (DBH) of six (6") inches or greater.

4.1 DATA DELIVERY FORMAT page 17:

- City will provide equipment and software with no outside equipment or software permitted. Software will be in a drop-down format.

5. MINIMUM QUALIFICATIONS page 18:

- Over the course of the five (5) year contract, it will be the responsibility of the Contractor to submit updated employee resumes for each new certified arborist assigned to work on the City's project.

BID PRICING FORM page 22:

- Unit price per tree shall include but not be limited to, research, mobilization, demobilization, staff meetings, data verification site visits and any other necessary tasks to complete the tree assessment/survey.

Question 1: Can we use our company's proprietary Tree Inventory Software for data collection? We can set up our database to parallel that which has been developed by the City and deliver all data in ESRI Shapefile or ESRI File Geodatabase formats for incorporation into your system.

Answer to Question 1: As stated in DETAILED SPECIFICATIONS, 4.1 Data Delivery Format, page 17, the City will provide equipment and software. No other equipment/software will be accepted.



Question 2: Are we measuring to the exact inch or rounding up or down?

Answer to Question 2: *Refer to Detailed Specifications, Item 4. SCOPE OF SERVICES, (Size). Rounding will be to the nearest full inch. Example: A DBH of 6.1-6.4 would be rounded down to a 6 and anything 6.5 or above would be a 7.*

Question 3: In 4.2.2 Payment section, since you require a 95% accuracy and weekly progress reports, will we be able to review and/or run a report after the data collection?

Answer to Question 3: *Yes, the contractor will be able to access all the information after it has been entered. The City will also offer a training session with the awarded contractor to go over the system and how it operates.*

Question 4: Do the copies of the reference's inventories/surveys need to be submitted in a hard copy or electronic format. Will a CAD (computer-aided-design) file be accepted?

Answer to Question 4: *The City does not have the capability to view a CAD file. The documents can either be printed, scanned into an accepted electronic format or converted to a PDF (portable document format). For additional information refer to BID SUBMISSION, page 21.*

Question 5: Under 5. MINIMUM QUALIFICATIONS, if we have a current employee that has previously performed one of the minimum assessments/surveys in the required timeframe but working for a different vendor, does that count?

Answer to Question 5: *Yes, however, a copy of the assessment/survey shall be submitted with your bid.*

Question 6: Do you only want a resume for each arborist that may be assigned to the job or full list of arborists at the company?

Answer to Question 6: *Refer to Detailed Specifications, Item 5. MINIMUM QUALIFICATIONS. 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 7: Does the Per Tree price stay the same throughout the contract term?

Answer to Question 7: *Yes, the price per tree shall be firm for the term of the contract.*

Question 8: Will we be starting on Zone 1?

Answer to Question 8: *Yes, the contractor will start on Zone 1 and continue with the numerical sequence through Zone 5.*

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 - PURCHASING DEPARTMENT
NON-MANDATORY PRE-BID MEETING

PROJECT: ITB #37-20, Tree Assessment / Inventory Survey
DATE: 07/22/2020
LOCATION: Sid Lickton Complex, 714 N Saturn Avenue, Clearwater, FL 33755

Attendee (City Representative or Vendor)	Company Name	Phone Number & E-mail Address	Sign-in Time
LORI BALLARD	E SCIENCES, INC	Phone: 727-403-5980 E-mail: LBALLARD@ESCIENCESINC.COM	10:00
Matthew Anderson	City of Clearwater	Phone: 727-580-0436 E-mail: Matt.Anderson@myclearwater.com	10:00 am
GREG BAKSIS	ARDURRA	Phone: 727 512 0657 E-mail: gbaksis@ardurra.com	10 AM
Eryn Berg	City of Clearwater	Phone: 727 562 4600 E-mail: eryn.berg@myclearwater.com	10 AM
Kelly Rogers	City of Clearwater	Phone: 727-562-4635 E-mail: Kelly.Rogers@myclearwater.com	10 am
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