



ADDENDUM #1
REQUEST FOR PROPOSALS
No. 2016-002

Effective: July 23, 2015

Project: Urban Forest Inventory

Issued By: Wes Rhodes, Procurement Manager 
City of Gaithersburg
Division of Procurement
31 South Summit Avenue
Gaithersburg, Maryland 20877

Below are the questions submitted by Offerors and the City's answers thereto for the above referenced project. The City is not responsible for the content of questions and has provided the most comprehensive answers based on interpretation of the questions. Duplicate questions are shown and answered only once.

Q-1: The RFP requires the use of ArborPro software, which costs \$10,000. We understand ArborPro is a probable bidder on this opportunity. To increase competition and reduce costs, would the City consider the use of other software with similar functionality and features?

A: The City currently uses ArborPro Software and would prefer; however, the City can accept ESRI GIS format as long as the shapefile contains the associated attribute database including the facets discussed in the solicitation

Q-2: What level of accuracy is needed for the GPS survey (tablet/phones, mapping-grade (e.g. Trimble GeoXH), or survey grade)?

A: The City has no preference outside of "the accurate to within 2 feet of the geographic center of the tree trunk" and compatible with ESRI GIS Shapefile. This is critical for the street tree inventory and less so for the assessments.

Q-3: Section 7.2.A. Will the contractor performing services under Section 8.3. Part I be required to be, or be working under the supervision of, a Maryland Licensed Tree Expert?

A: No

Q-4: Section 7.2.A. Will the contractor performing services under Section 8.3. Part II be required to be a Maryland Forest Conservation Qualified Professional?

A: It is preferred, but not required. Whomever is performing the qualitative assessment should have a firm understanding of forest composition dynamics. This section is not a forest stand delineation, but a holistic look at how Category I areas are functioning as forests with the six facets of the analysis included.

Q-5: Section 8.2 and Section 8.3. In Section 8.2, it is stated that the deliverable will be documentations in GIS, ArborPro, and/or digital photo formats. However, in Section 8.3 it states that all tree inventory data will be delivered in ArborPro, Microsoft Excel, and ESRI shapefile formats and geospatial data of Category I easement areas and city facilities will be delivered in an ESRI-compatible personal or file database and pdf format. Which is correct?

A: The street tree inventory is required to be ArborPro or Esri GIS (which can be input into ArborPro) Shapefile with the appropriate attribute tables. As the other sections are qualitative assessments and do not necessarily warrant a specific identified point, a format should be delivered in a format that will be able to be incorporated into an ESRI geodatabase. Staff is envisioning that photographs and descriptive narratives will be used, but a georeferenced area in GIS should supplement.

Q-6: Section 8.3. It is stated that field work is to begin no later than May 2016 and be completed by September 1, 2016; before trees deleaf. Does this mean that work cannot begin in the fall 2015 through spring of 2016? Is all work to progress only when trees are in full leaf?

A: Staff is open to commencing earlier than May 2016, however, a primary purpose of the various tasks is to accurately identify the various facets in full growth. Reviewing a conservation area when all the invasives and herbaceous layer have died back does not provide an accurate picture of the area.

Q-7: Section 8.3 Part I. Will performing quantitative risk assessments per ANSI standards and current industry best practices be part of the assignment?

A: For A, IV- no. It would be expected for A, V though should risks be observed and documented

Q-8: Section 8.3 Part II. It is stated on Page 23 that there are 208 acres of Category I forest conservation easement land. Do you know how many different locations this includes? Do you have a map or an address for each location? Will a separate written assessment/narrative be required for each location?

A: The awarded consultant will be provided a complete listing of all areas to be reviewed, including applicable plats and GIS data. There are greater than 64 unique sites, however, some will not be included in this study. An individual Assessment is expected for each area identified by the City for review.

Q-9: Will the City consider additional personnel categories in addition to Partner, Manager, and Supervisor? Or are these just examples?

A: Other titles and organizational structure will be considered.

Q-10: Section 8.3 Part III. It is stated on Page 23 that there are 620 acres of city owned facilities and open spaces. Do you know how many different locations this includes? Do you have a map or an address for each location? Will a separate written assessment/narrative be required for each location?

A: The awarded consultant will be provided a complete listing of all areas to be reviewed, including applicable plats and GIS data. An individual Assessment is expected for each area identified by the City for review.

Q-11: Our arborists and other tree experts use a variety of different tree inventory software. Will the City consider alternative software for ArborPro that produces tree inventory data in similar formats? Alternatively will the City provide license and access to their ArborPro database to the selected contractor?

A: The City will accept ESRI GIS data which can be back-entered (not required of the consultant) into and is compatible with ArborPro; the software used by the City.

Q-12: Will the City provide records of all areas with Cat I forest conservation easements?

A: The City will provide the required areas information, applicable plats, and GIS data.

Q-13: Can you provide a number of City Facilities and Category I Conservation Easements to supplement the areas provided on page 23?

A: The awarded consultant will be provided a complete listing of all areas to be reviewed, including applicable plats and GIS data.

Q-14: Does the City have an internal timeframe in mind for completion of the work?

A: From Section 8.3 "It is the City's intention to have all field-related work initiated no earlier than May of 2016, unless agreed upon between the City and the Contractor, and completed by September 1, 2016."

Q-15: Is the City currently using ArborPro and is this software / format a submittal requirement?

A: From Section 8.3 "All tree inventory data shall be delivered in ArborPro, Microsoft Excel, and ESRI shapefile formats. The inventory must be performed using GPS equipment or other GIS-compatible data collection hardware that is no older than 3 years and accurate to within 2 feet of the geographic center of the tree trunk." The City may accept ESRI GIS data which can be back-entered (not required of the consultant) into and is compatible with ArborPro; the software used by the City.