



298 W Washington St, Stephenville, TX 76401

ADDENDUM NUMBER ONE RFP 3045 – Tree Maintenance Services

Vendors have emailed questions in for clarification on the Tree Maintenance Services RFP. We are making the responses available for all bidders below.

1. Will the City always require an ISA Certified Tree worker and Arborist on-site while work is being performed?

Not always.

2. Are gas-powered blowers allowed in the city?

Yes.

3. Will traffic control plans be required? If so, how will this be charged?

4.7 (k) - No compensation will be made to the Contractor for work and materials involved in maintaining barricades, signs, pavement markings, warning devices and lights, nor for providing any other incidental items necessary for traffic control which employs the use of the City's Traffic Code. However, for non-standard traffic control where a signed and sealed Traffic Control Plan is deemed required by the City, the Contractor shall utilize a State of Texas licensed professional Engineer to prepare a signed and sealed Traffic Control Plan, approved by the Director of Public Works, prior to commencing work. Copies of invoices and payment supporting actual costs are required to be submitted by the Contractor. The City will not provide compensation without submission of invoices and payment supporting actual cost.

4. Will there be a site provided for parking of vehicles & equipment and/or staging of materials?

Parking/staging will depend on the location but will be provided as needed.

5. What firm had the previous contract for tree maintenance?

This is the first time we have bid this contract. No previous information is available.

6. Can the bidders obtain a copy of the most previous Agreement including price schedule?

This is the first time we have bid this contract. No previous information is available.

7. Is the Contractor required to collect a new inventory as part of this contract?

No.

8. Is Park tree maintenance included under this RFP?

Yes.

9. Will the contractor be allowed to request an annual cost adjustment based on the Consumer Price Index?

Yes. It must be mutually agreed upon price adjustments or the City will rebid.

10. What are the annual averages for trees pruned, removed, planted and emergency responses over the last 3 years?

Not available.

11. For work performed more than 8 hours and/or work performed on weekends or Holidays, how will this be charged? There is no line item for this.

4.7 (a) - The Contractor shall only work Monday- Friday between the hours of 8:00 a.m. and 5:00 p.m. and shall follow the City of Stephenville's holiday schedule unless prior approval is obtained in writing from the City. The Contractor shall confirm the work order location(s) with the City between the hours of 8:00 a.m. and 9:00 a.m. at the beginning of each work week via email.

12. What is anticipated annual budget for this contract?

We do not have an anticipated budget.

13. If no anticipated budget, what were expenditures for the last calendar or fiscal year?

We have an estimated average of \$20-25K per year.

14. How is work appropriated or assigned?

4.6 (a) - The Contractor shall be notified of a work order by email. The Contractor shall confirm via email receipt of the work order within one (1) business day of notification being sent. The services described on the work order shall be completed within the time period specified in the work order and agreed upon by both the City and the Contractor.

15. How is work scheduled throughout the year?

Work is scheduled as needed.

16. Who from the Agency assigns the tree work, trimming, removals, etc.?

Brett Moore, Parks Superintendent

17. Is this an on-call, as-needed contract?

Yes.

18. Can contractors trim or remove any tree they deem necessary?

No, only services described on the work order shall be completed.

19. Under Section 5 "Pricing" please define the number of personnel required for a "crew".

4.4 (e) Defines a requirement for crew as a minimum of three (3) people per on-site crew.

20. Will there be emergency response services requested by the City under this contract?

Yes.

21. Is there a required time frame for curbside pick-up of storm debris from the initial call to the contractor?

No.

22. If specialty equipment is required, such as a crane or 95' tower, how will this be charged?

4.18 Equipment, locations, and/or services added, will be subject to the Contractor's services and charges or rates as an item already specified on the proposal sheet. In the event that the additional service is not identical to any item already under Contract, the charges therefore will then be the Contractor's charges or rates for the equipment, locations, and/or services as stated in Additional Services or Products, of the Proposal Sheet.

23. Is Saturday work allowed?

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24. Can the city utilize wood chips generated by tree maintenance?

No.

25. Would there be need for a crane or loader for any tree maintenance work?

Project dependent.

26. Does the City currently have a GPS tree inventory? Would that be something would be interested in.

No.

27. Can we provide pricing for additional services offered?

Please see page 20 of the packet to add any additional proposed additions in the table or as a separate sheet.

28. How many trees are typically of a work list? Is it a service request list (Few trees on list) or a Grid prune list (Several hundred trees on a list)?

Project dependent.

