

# ADDENDUM No. 1

## RFP No. 21-11

### 2021 URBAN & COMMUNITY FORESTRY MANAGEMENT PLAN UPDATE

**Due: April 7, 2021 by 2:00 p.m. (local time)**

The information contained herein shall take precedence over the original documents and all previous addenda (if any), and is appended thereto. **This Addendum includes two (2) pages.**

**Offerors are to acknowledge receipt of this Addendum No. 1, including all attachments in its Proposal by so indicating in the proposal that the addendum has been received. Proposals submitted without acknowledgement of receipt of this addendum may be considered non-conforming.**

**The following forms provided within the RFP Document should be included in submitted proposal:**

- **Attachment B - Non-Discrimination Declaration of Compliance**
- **Attachment C - Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form**

**Proposals that fail to provide these forms listed above upon proposal opening may be rejected as non-responsive and may not be considered for award.**

#### I. QUESTIONS AND ANSWERS

The following Questions have been received by the City. Responses are being provided in accordance with the terms of the RFP. Offerors are directed to take note in its review of the documents of the following questions and City responses as they affect work or details in other areas not specifically referenced here.

Question 1: Can you characterize any existing stakeholder databases that exist and are regularly used by the City? To what extent does this database represent the desired stakeholders for this planning effort?

Answer 1: We do not have a database at this time, but we have an initial list of those that need to be included.

Question 2: Does the City plan to have staff involved in any of the direct writing of the plan or particular sections of the plan?

Answer 2: We anticipate the consultant will author the entire plan, with input from staff.

Question 3: Are there communities that we've looked to that embrace practices that might be useful in Ann Arbor?

Answer 3: Not really, because Ann Arbor has one of the most robust management plans for urban forestry.

Question 4: Public engagement toolkit—where and what is it? Engagement that was done last time, is that the kind of level of engagement we want? More or less engagement?

- Answer 4: We want outreach groups and citizen engagement as a minimum. There is no toolkit as of now. Our Public Engagement folks will be involved and will provide any tools they may have available (mailing list, polling list, etc.).
- Question 5: Are there any plans to update the urban canopy assessment since it was done in 2010?
- Answer 5: A subgroup of the Natural Features Committee is working with SEAS students on a project where the graduate students will use existing data to update the tree canopy assessment. However, it won't be done in time for this plan update.
- Question 6: Is there a specific, invitation-based project management tool?
- Answer 6: We are looking for examples, and a contractor/consultant who can really take on this engagement. We are open to discussion, but it needs to be meaningful and representative of our residents so that all voices are heard.
- Question 7: Does the City have a virtual engagement tool that is being used now? What are the biggest challenges to Ann Arbor, and the biggest threat to urban forest? What are the pressure points?
- Answer 7: We virtually engage with residents through Zoom meetings, email lists, survey stuff, and our outreach specialist. The urban forest is threatened by increased development-- natural features in woodland areas are being sold and developed. Thus, we are not seeing the tree canopy growing despite annual tree planting. As a result, we have begun targeting planting on private property through programs like the 10,000 Trees Initiative. We have recognized we are losing existing forest land and are trying to make up for it. There are only so many vacant planting sites along the right-of-way or in our parks—therefore, we are trying to find ways to expand the urban forest through privately-owned land.
- Question 8: Do we have a budget in mind? Public engagement can run a huge range. Is there a stakeholder database or list, or do we need to work together to develop it?
- Answer 8: We have not set a budget for the urban and community forest management plan.
- Question 9: When identifying facilities, will the city help with fees for renting spaces or making connections with facilities where meetings can and will occur?
- Answer 9: Meetings could happen at city buildings or buildings located at city parks specifically. However, meetings may only happen online or with mailings due to COVID-19 protocols. Staff and the chosen organization would work closely on this and there would be definitive support from the city.

Offerors are responsible for any conclusions that they may draw from the information contained in the Addendum.