

## **ADDENDUM No. 1**

### **RFP No. 25-37**

## **FALL 2025 & SPRING 2026 STREET TREE PURCHASE & PLANTING**

**Due: August 21, 2025 by 11:00 A.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 three (3) pages.**

**The Proposer is to acknowledge receipt of this Addendum No. 1 by signing and submitting Attachment A, 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 A - General Declarations**
- **Attachment C - Prevailing Wage Declaration of Compliance**
- **Attachment D - Living Wage Declaration of Compliance**
- **Attachment F - Vendor Conflict of Interest Disclosure Form**
- **Attachment G - Non-Discrimination Declaration of Compliance**

**Proposals that fail to provide these completed 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. Respondents 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: "On the tree sizes it states small and large. Normally we bid by tree caliper 1.5-inch, 2 inches etc. What would be these size requirements per caliper?"

Answer 1: "Tree sizes" refers to the size of the trees at maturity. Small trees reach a maximum height of 20' at maturity; medium trees range up to 40'; large trees mature at 40' and above. 1.5" is the minimum caliper tree size permitted.

Question 2: "Section 1 of the specifications states that *a complete list of trees, including species and sizes, is included on the bid forms and plants shall conform to the measurements specified.* I've read through the pdf pretty thoroughly and can't seem to find this information. Am I missing where these details are?"

Answer 2: The complete list of trees can be found in Section III, E (pages 24-27) of the RFP Document.

Question 3: "On a similar note, Section 7D states that *the contractor shall excavate planting areas as shown on the City of Ann Arbor Tree Planting Detail (Appendix B)*, and Section 8H says *planting areas shall be finish-graded to conform to drawings (refer to Appendix I - Tree Planting detail).* The only appendix I see within this

document is Appendix A (Proposed Planting Areas: FY 2026). Where are the other appendices?"

Answer 3: The Tree Planting Detail appendix, that was inadvertently omitted from the RFP Document, is included herein. This detail will illustrate both the excavation and finish-grade details.

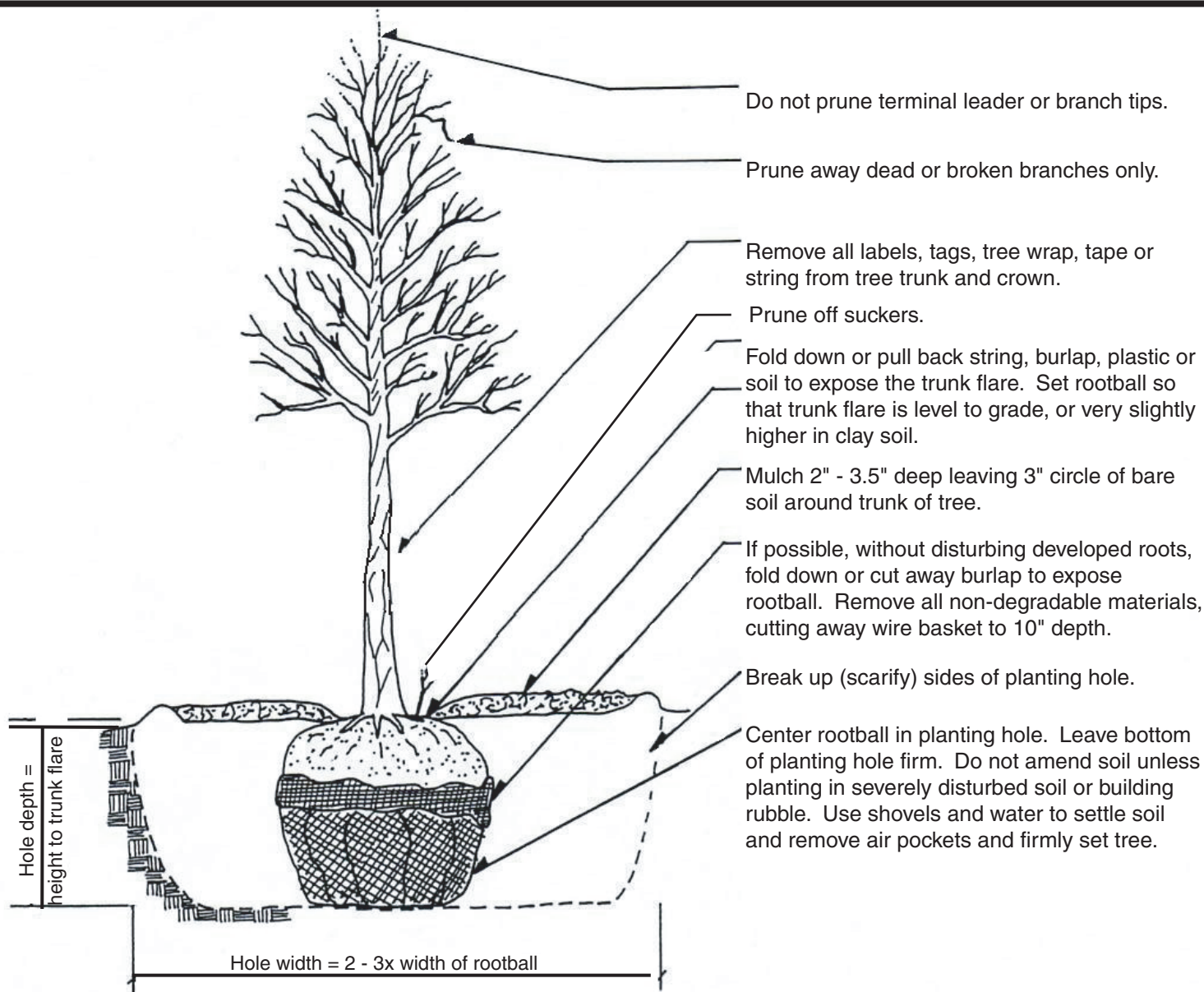
Question 4: "Section 9 states that *only those plants designated by the City shall have trunk protection installed or be stakes and/or guyed*. Could you share how this will be determined or if you have an approximate % of the trees that will require this additional work so that we can factor that into our pricing?"

Answer 4: The city will determine which, if any, trees require tree protection or staking/bracing. This would be a case-by-case basis. For example, if the trees are being harmed by animals or growing crooked. There is no percentage to be calculated.

Question 5: "...[W]e've been doing more and more bare root planting over the last couple years making use of the MGB (Missouri Gravel Bed) system and would like to consider proposing this type of material. The pricing section of the bid appears to only have two columns for the number and price/tree for B&B stock. In the event we'd like to include bare roots in our proposal, how/where should we include pricing for this approach?"

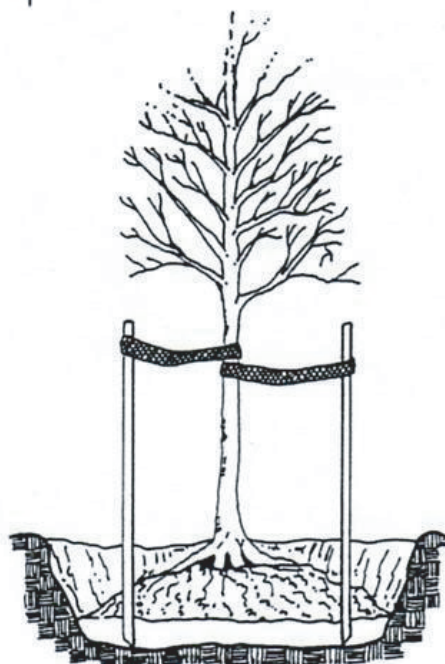
Answer 5: This RFP is only for ball and burlap (B&B) trees. We are not currently considering bare-root tree plantings.

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



*Do not* stake unless in heavy clay soil, windy conditions, 3" or greater diameter tree trunk or large crown. If staking is needed due to these conditions:

- Stake with 2 x 2 hardwood stakes, or approved equal, driven 6" - 8" outside of rootball.
- Loosely stake tree trunk to allow for trunk flexing.
- Stake trees just *below* first branch with 2" - 3" wide belt-like, nylon or plastic straps (2 per tree on opposite sides of tree, connect from tree to stake horizontally. *Do not* use rope or wire through a hose.)
- Remove all staking materials after 1 year.



## TREE PLANTING DETAIL

SCALE: NO SCALE