

ADDENDUM No. 1

RFP No. 25-40

Private Property Tree Maintenance

Due: September 26, 2025 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 four (4) pages.**

The Proposer is 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 A – Legal Status of Offeror**
- **Attachment B – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment C - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment D - Vendor Conflict of Interest Disclosure Form of the RFP Document**

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: Where can work be done under this contract?

Answer 1: Under the grant agreement in place between the City and the US Forest Service/American Forests, all work under this contract must be done within previously agreed-upon census tracts that are identified as Disadvantage Communities by the EPA's EJ Screen tool. These census tracts include: Tract 26161404200; Tract 26161400800; Tract 26161980102; Tract 26161980101; Blockgroup 261614007001; Blockgroup 261614001002; Blockgroup 261614005007; Blockgroup 261614005006; Blockgroup 261614005003; Blockgroup 261614005005; Blockgroup 261614005004; Blockgroup 261614005002; Blockgroup 261614003001; Blockgroup 261614003002; Blockgroup 261614022013; Blockgroup 261614022015; Blockgroup 261614022012; Blockgroup 261614026013; Blockgroup 261614036001; Blockgroup 261614046005; Blockgroup 261614051001; Blockgroup 261614056002; Blockgroup 261614007003; Blockgroup 261614006001; Blockgroup 261614004002; Blockgroup 261614003003; Blockgroup 261614021002; Blockgroup 261614036002; Blockgroup 261614027001; Blockgroup 261614025003; Blockgroup 261614026011; Blockgroup 261614055001; Blockgroup 261614056001; Blockgroup 261614056004; Blockgroup 261614054002; Blockgroup 261614052001; Blockgroup 261614045001; Blockgroup 261614045002; Blockgroup 261614021001;

Blockgroup 261614021003; Blockgroup 261614038001; Blockgroup 261614036003; and Blockgroup 261614027003.

Question 2: Will the funding be split up evenly across the contract years?

Answer 2: There will be three cohorts of participants in this program, with maintenance work happening for each cohort during the January-March timeframe in 2026, 2027, and 2028. Due to the shortened engagement and recruitment timeframe for the 2026 cohort, it is anticipated that this will be a smaller cohort and will use less of the funding than the other cohorts.

Question 3: Is stump grinding included?

Answer 3: Yes, stump grinding is included in this contract and is required for all tree removals.

Question 4: Is tree planting included?

Answer 4: No, tree planting is not included in this contract. All trees removed through this contract will be replaced through a separate contract for tree planting.

Question 5: How much managing of community engagement will the contractor need to do?

Answer 5: We anticipate that the City will be responsible for the majority of the engagement and recruitment process. The contractor will be asked to attend events such as Town Halls to talk about the program with interested residents and may be asked to assist with individual outreach if needed.

Question 6: Will the contractor or the City be responsible for scheduling site visits and work with property owners?

Answer 6: The contractor will hold primary responsibility for scheduling site visits and maintenance work, with City assistance as needed. The presence of a City Forestry employee will be required at every site visit, and their availability will be provided to the contractor.

Question 7: Does the contract cover special treatments or other non-pruning/removal work that comes out of the site visits?

Answer 7: The primary focus of this work is pruning for health and pruning/removal for safety. However, additional work requests can be submitted by the contractor or property owner for consideration and approval from City staff.

Question 8: How involved will the City be in any back-and-forth conversations with property owners around work plans?

Answer 8: The contractor is expected to finalize workplans with property owners before requesting final approval of the workplan from the City. Should additional work be requested or arise due to emergency scenarios, the City may approve changes to finalized workplans.

Question 9: Is the mission to maintain and preserve large trees?

Answer 9: The primary goals of this program are: 1) to maintain the health of large trees on private property for the purposes of maintaining a healthy urban canopy and to retain the carbon sequestration and other benefits provided by those trees; and 2) to prune or remove trees for safety purposes, to reduce the likelihood of property damage or harm due to fallen limbs, uprooted trees, etc. Both of these goals will be achieved at no cost to property owners in the identified disadvantaged communities in order to ensure that this vital tree maintenance work is done equitably.

- Question 10: What is the purpose of the emergency clause in the contract?
Answer 10: The emergency clause is in place to allow for critical safety-related work that may arise on the property of any participant in the program due to severe weather or other emergency scenarios, outside of previously agreed-upon workplans.
- Question 11: Are property owners able to request participation in the program?
Answer 11: Outreach and recruitment will be targeted to property owners within the identified disadvantaged communities where work is authorized to occur under the USFS grant. However, the program manager's contact information will be publicly available on the program webpage and requests for participation will be considered, dependent on the property's location within one of the identified disadvantaged communities.
- Question 12: How many homes are in the identified disadvantaged communities where work can be done?
Answer 12: We do not have an estimate of this number. We anticipate that work will primarily take place on single-family home properties, but work on multi-family and other private property is also possible. We anticipate that there will be enough maintenance needs to fully utilize all of the \$300,000 allocated to this contract within the contract timeframe.
- Question 13: Are invasive species included in this contract?
Answer 13: No, removal of invasive species is not within the scope of this contract.
- Question 14: What's to stop companies from "recruiting" their own clients to participate in this program and get free tree work?
Answer 14: Recruitment of participants will be restricted to property owners within the previously identified disadvantaged communities.
- Question 15: Once work on a property is completed, will there be a final inspection process? How will any claims of discrepancies between work plans and work that was done be handled?
Answer 15: It is expected that a case-by-case analysis of the tree(s) requiring work on each property will be created and that each tree at each site will have a well-defined scope of work. In addition, the City and the contractor will, through thorough communication, ensure that each property owner has a complete understanding of the scope of work for each tree on their property, in order to avoid discrepancies. All parties should be completely clear on what work will be performed, to what extent, and the end result expected. This should all be detailed in writing and acknowledged by the contractor, the City, and the property owner. Any unforeseen additional work must be approved by the city and acknowledged by all parties before the added work begins.
- Question 16: What is the timeline for how long logs can sit on a property?
Answer 16: Logs and log piles may be an attractive nuisance/safety concern for children. They could easily roll or shift, causing bodily harm. For these reasons, logs should not remain on site longer than one day. Logs may not be placed within the City right-of-way while waiting for collection. Logs may not be stored or disposed of on City properties.
- Question 17: Are jobs going to be posted on a City work platform?
Answer 17: Because the City does not have an inventory of private property trees, jobs will not be posted to a City work platform. All work will be communicated and approved in writing by electronic mail.

Question 18: What should be included in the fee schedule? Should rates be listed hourly, by tree, etc.?

Answer 18: The fee schedule should be on a per-tree rate, based on DBH. Following site visits with potential participants, a clearly defined scope of work should be provided for each tree. Any additional work outside of that scope must be approved by the City, then added to the total cost for that property.

Question 19: Do we need to propose our own fee schedule?

Answer 19: Yes - please propose a per-tree fee schedule based on tree size (DBH).

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