

ADDENDUM No. 1

RFP No. 26-19

CONSERVATION EASEMENT SERVICES

Due: March 25, 2026 at 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.**

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 C – City of Ann Arbor Non-Discrimination Declaration of Compliance**
- **Attachment D - City of Ann Arbor Living Wage Declaration of Compliance**
- **Attachment E - 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: This RFP reads such that only Land Trusts are eligible to respond (because the accreditation is only awarded to land trusts). Please confirm that non-land trust consultants are not allowed to propose on this.

Answer 1: Only organizations accredited by the Land Trust Accreditation Commission will be considered. The Commission accredits U.S.-based 501(c)(3) tax-exempt public charity or quasi-governmental organizations that work on conservation land acquisition, which are effectively, but not exclusively, land trusts.

Question 2: Would a flat fee rate that includes administrative services time and printing/ mailing costs be an option instead of the hourly rate in the fee proposal?

Answer 2: Hourly rates are being requested because they allow for more accurate and transparent comparisons among proposals. Hourly rates can build in these other costs, and respondents must be able to explain how the rate is constructed.

Question 3: What is the minimum advance notice that the City will provide to the Contractor when requesting Baseline Documentation Report or Current Conditions Report Services?

Answer 3: To be determined. Proposals could include a minimum advance notice suggestion.

Question 4: Will the City provide the Contractor the name and contact information of the property owner, a survey, relevant GIS data, and a copy of the conservation easement and Baseline Documentation Report? Or is this some of the information that the Contractor will need to determine is needed and collect from City staff as described in 4.B.a and 4.C.a of the Scope of Services?

Answer 4: The City a) is aware of the need for the listed items for sufficient monitoring services, b) currently collects those items, and c) will provide Contractor these items. It would be the responsibility of the Contractor to advise on any additional needs based on the Land Trust Standards and Practices or other factors.

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