# CITY OF CLEVELAND – DEPARTMENT OF PUBLIC UTILITIES OFFICE OF SUSTAINABILITY

## PREPARATION OF A CLEVELAND TREE PLAN

## **REQUEST FOR PROPOSAL**

### **ADDENDUM No. 1**

June 16, 2014

Proposals are due June 25, 2014 by 12:00 p.m.

## Answers to questions submitted on the RFP:

1. Is a list of Cleveland's green infrastructure priorities available? If not, how will they be determined?

A: The Northeast Ohio Regional Sewer District has established priority zones for green infrastructure based on where combined sewer overflow (CSO) areas are located. The consultant will also have access to Federal floodplain maps and the City's Riparian Setback areas map.

In additions, the City of Cleveland passed a Complete and Green Streets Ordinance in 2011. The Complete and Green Streets Typology lays out green infrastructure strategies and priorities for construction projects within the public right of way, including trees. More information can be found here: <a href="http://www.sustainablecleveland.org/celebration-topics/2016-sustainable-mobility/complete-and-green-streets/">http://www.sustainablecleveland.org/celebration-topics/2016-sustainable-mobility/complete-and-green-streets/</a>

- 2. Please clarify what type of experience needs to be listed for each high level corporate officer? Number of years of experience, number of years with company?
  - A: Experience can include the number of years with the company or working on projects related to this RFP.
- 3. On page 7, Section A, i, the RFP states that the proposer must organize its proposal package to address each of the elements in the RFP in the order listed in the Scope of Services and Deliverables section. Page 11 (Qualifications for Proposal) and 12 (Proposal Contents) lists other requirements not mentioned in the SOW and Deliverables section. Please clarify the order and content of the proposal.
  - A: The proposal should generally follow the order listed in the "Proposal Contents" section. The Scope of Services and Deliverables can be addressed within the Qualifications section.

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- 4. Page 4, # 7 a list of factors to be displayed on maps is provided. Are GIS data layers of all factors numbered "a" "h" freely available as GIS files with corresponding metadata? If not, what is available?
  - A: GIS files are likely not available for all of the factors listed. Where not available, the Consultant will work with the City to identify the best data available that can be used to generate the map(s). The Consultant is not expected to generate original data for this project objective.
- 5. What is the status and availability of street tree inventory data, park tree inventory data, city cemetery inventory data?
  - A: Data from Cuyahoga County's Urban Tree Canopy Assessment is available for use. This is the best source of data for city cemeteries and park trees. There is street tree inventory data available that is built off of an Access database, but it is not 100% accurate. The street tree inventory data can also be supplemented by the County's Urban Tree Canopy Assessment.
- 6. On page 5, Task 1, how many progress meetings are planned over the project lifespan. How many hours in length is a typical meeting?
  - A: Proposers should include what they think will best serve the goals of the project. On past professional service projects, progress meetings took place every 2 weeks for the length of the project, averaging about 1 hour in length.
- 7. Do subcontractors have to complete all of the forms? Please specify which forms subcontractors must submit.
  - A: Any subcontractor that is a certified CSB firm needs to fill out Schedule 3 of the OEO Notice to Bidders and Schedules. Schedule 3 must match Schedule 2 for credit to be given towards the CSB goal. No other forms are required by any subcontractors.
- 8. How many stakeholder groups has the City identified??

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A: Stakeholders include but are not limited to the following: City departments, Other Governmental Partners, Funders, Non-Profits, Utilities, and Community Development Corporations. There will probably be around 15-20 key stakeholders to advise on the project.

- 9. What are the City's goals for the stakeholder meetings?
  - A: The goals of the stakeholder meetings are to gain input on the project from key organizations throughout the community. The first meeting will seek to gain input on the direction of the report and to identify community priorities. The second meeting will provide an opportunity gain feedback on progress to date. The third meeting will center around presenting a near final draft to gain final comments from key stakeholders.
- 10. In the RFP, Section H. Additional Required Documents, it states "Proposer shall complete, execute, and return with its fee proposal the following documents, blank copies of which are attached to this RFP:
  - i. OEO Notice to Bidders and Schedules;
  - ii. Federal Form W-9 including Taxpayer Identification Number;
  - iii. Non-Competitive Bid Contract Statement for Calendar Year 2014;
  - iv. Northern Ireland Fair Employment Practices Disclosures."

Does that mean the forms are to be included in the same packet as the separate fee proposal?

A: Yes.