Request for Proposals for a Comprehensive Tree Inventory, Data Reporting, and Mapping Urban Tree Canopy with the City of Sonoma Addendum

CITY OF SONOMA

RESPONSE TO QUESTIONS
December 23, 2024

The questions below were submitted by interested parties and includes all questions that have been submitted.

Question: What is the Due Date for proposals?

Answer: See Section XII with correction of January 14th, 2025, all other information in this section is accurate.

Question: Will we have access to the existing inventory data from the tree inventory and risk assessment from 2022?

Answer: Yes, it can be made available. Although, please note the inventory from 2022 is only for the Sonoma Plaza.

Question: Should "Trunk Spread" read "Canopy Spread"? If so, is it one canopy measurement (an average of canopy spread in the north, south, east, and west direction)?

Answer: Yes, it should be "canopy spread" and yes, an average is sufficient.

Question: Does the City have ROW maps / measurements?

Answer: Yes.

Question: Does the City or County have a known LiDAR data repository/source? Is the City going to provide NAIP imagery and LiDAR data, or if it is up to the consultant to acquire?

Answer: To be determined, please include in your proposal cost.

Question: Does the City have an estimated number of trees to be inventoried?

Answer: No

Question: Can the City share their project budget?

Answer: Initial project budget is $100,000.

Question: Does the City require that the community engagement presentation be held in person? Community Engagement: Can the City clarify that the presentation deliverable required is just for the City to use and present and the consultant is not required to present it?

Answer: Yes, and the consultant is preferred to present, but can be discussed.

Question: Are there any bid tabs available relevant to this RFP?

Answer: No, bids have not been submitted.

Question: Is a City of Sonoma Business License required with this proposal or are we able to obtain once awarded work?

Answer: Yes, once awarded prior to signing of the agreement.

Question: Could you clarify the City's timeline for this project, including any anticipated dates for completion and milestones for intermediate deliverables?

Answer: No expected timeline for completion. Proposals should include recommended timeline and milestones.

Question: For project references relevant to the RFP, may we include projects that are currently in progress, provided that the tree inventory and canopy assessment components are completed?

Answer: Yes

Question: Does the City have existing planometric data to aid in including buildings and non-buildings into the land cover? Or will the consultant need to incorporate this on their own during data creation?

Answer: No, the City GIS has a data layer for buildings, however it is not up to date.

Question: Does the City have someone on staff who would champion the ADA compliance requirements? Or will the consultant need to finalize and review this on their own?

Answer: It is preferred that the consultant complies with ADA compliance requirements.

Question: Will the Addendum answering questions be posted on the City website?

Answer: Yes

Question: Comprehensive General Liability Insurance: We carry $1,000,000 per occurrence and $2,000,000 aggregate. Can the requirement for this project be reduced to that amount since our activities will not be dangerous?

Answer: Submit all requested modifications to the PSA with your proposal to be reviewed by the City Attorney.

Question: Underground hazard, explosion and collapse hazard - do we really need these? We don't currently carry them, and it doesn't seem unnecessary for our activities.

Answer: Submit all requested modifications to the PSA with your proposal to be reviewed by the City Attorney.

Question: Automobile Liability Insurance: We carry $1,000,000 per claimant and $1.000,000 per incident. Can the requirement be reduced to that amount for this project?

Answer: Submit all requested modifications to the PSA with your proposal to be reviewed by the City Attorney.

Question: Professional Errors and Omissions Insurance: We carry $1,000,000 aggregate. Can the requirement be reduced to that amount for this project? Note that we do carry $1,000,000 per occurrence.

Answer: Submit all requested modifications to the PSA with your proposal to be reviewed by the City Attorney.

Question: We are insured through a non-admitted insurer, because our insurance agent reported to us that they could not find any admitted insurers to cover our type of business. Can this requirement be waived, or satisfied through a different vetting process?

Answer: No, insurance is required to work for the City.

Question: If student volunteers from Sonoma State are used, will they be covered under our insurance, or under the City of Sonoma's insurance?

Answer: If any volunteers, students or otherwise, are used the City will evaluate the insurance requirements.

Question: Does the City of Sonoma have an existing asset management software (either for trees or other assets) that they would like to incorporate this inventory into?

Answer: We do not currently have an existing asset management software for trees. Please see Section IV.

Question: What is the preferred format for file delivery?

Answer: See Section IV for minimum data deliverables.

Question: Quality Control - what is the City's acceptable margin of error for collection data (besides mapping accuracy)?

Answer: The City does not have a margin of error, please use best practice given the size of the community.