



Finance Department
Purchasing Division

REQUEST FOR PROPOSALS (RFP)
Specification No. 23-11588-C
FOR
Tree Removal and Pruning Services
PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY

ADDENDUM "A"
December 4, 2023

Dear Proposer:

Questions received from proposers along with answers are attached.

Proposals/bids must be received no later than 2:00 pm, on Tuesday, December 19, 2023 All responses should be sent via email to purchasing@berkeleyca.gov and have "Tree Removal and Pruning Services" and Specification No. 23-11588-C indicated in the subject line of the email.

Please submit one (1) PDF of the technical proposal. Corresponding cost proposal shall be submitted as a separate PDF document.

Proposals will not be accepted after the date and time stated above.

We look forward to receiving and reviewing your proposal.

Sincerely,

Darryl Sweet
General Services Manager

Addendum “A”

Questions and Answers for Specification No. 23-11588-C Tree Removal and Pruning Services

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 23-11588-C, Tree Removal and Pruning Services**. In an effort to provide the same information to all, listed below are the questions received to date, with responses from City staff.

1 Q: Could you clarify the diameter-based estimate process for tree removals? Specifically, how will it work with extremely challenging site and/or crane operations?

1 A: The prices are set for each size class. 95% of removals are trees in street, median, or accessible park locations. The City of Berkeley utilizes the “as needed” contract for special case (very large, emergency, majorly difficult access) tree removals. However, some trees will be in park locations, all trees/sites are unique, and conditions will vary.

2 Q: Does the lowest bid win the contract.

2 A: No. Selection criteria in described fully in the project scope.

3 Q: What is the percentage breakdown of removals and pruning in this contract.

3 A: The estimated breakdown is 90% will be removals and 10% to be pruning. With additional funding the pruning locations may increase.

4 Q: What is the budget?

4 A: The budget is approximately \$150,000 annually for removals. Can be increased based on available funding.

5 Q: Is there a minimum crew size required?

5 A: No minimum crew size, however the assigned crew must meet project requirements in line with the General Standards outlined in the scope of services.

6 Q: Is there a specific time of year to work?

6 A: Work can be completed all through the year. No off season.

7 Q: What is the most common species removed?

7 A: We have hundreds of species and there is no common species that is removed primarily.

8 Q: What are the percentage of trees to be pruned with utilities?

8 A: About 30% of street trees to be pruned are growing under utility wires but they vary in size.

9 Q: How often will the City of Berkeley provide the contractor a new list of trees to be removed?

9 A: Estimated about every three (3) to four (4) months a new list of tree removals will be provided to the contractor.

10 Q: Is stump grinding included?

10 A: Yes. Grind stump to a minimum of 15” below ground level. See scope of work for further detail.

11 Q: Is the contractor to remove stump grinding debris?

11 A: Yes. Remove debris to no more than 6” above ground level. See scope of work for further detail.

12 Q: Any encroachment permits required?

12 A: See scope. This is the contractor's responsibility, as needed by specific site. Consider Ashby Ave and San Pablo Ave are California State Highways.

13 Q: For the "lump sum" pruning. How many trees are in these sections?

13 A: Estimated tree count:

- ~150-200 on each section of San Pablo Ave (south of University Ave and north of University Ave.)
- ~80-100 on each section of Marin Ave. Note upper Marin is very steep.
- ~50 on Alcatraz.

14 Q: Can additional costs be added to work sites for additional traffic control or special tools required?

14 A: No. The bid is for all trees. Plan to submit the average cost.

15 Q: San Pablo Ave. pruning. What is the timeline?

15 A: The pruning work may not begin right away. Plan to begin the removals soon after contract is awarded.

16 Q: Do out of town contractors have a similar chance to win the contract?

16 A: Yes. Selection criteria is described fully in the project scope.

Except as provided herein all other terms and conditions remain unchanged.