

City of Alameda
RFP for Urban Forest Plan - Questions and Responses
May 10, 2022

Question	Response
Is there a page limit on scope section of the proposal?	Please limit proposals to 50 pages (excluding cover letter, resumes, required forms and insurance documents)
Can you provide a link to the CAL FIRE imagery from spring 2020 that the City would like to use for the canopy cover analysis?	The City is not requesting an updated urban canopy assessment at this time. We ask that consultants utilize CalFIRE's statewide urban canopy assessment that will be publicly available this year.
2017 UTC but II.2.D.1 says to use the Cal Fire imagery from spring 2020, is the City requesting an updated tree canopy assessment?	
Please clarify and confirm the method for submitting the proposal and Fee Schedule. Section II mentions the proposed project budget must be submitted separately in a sealed envelope. Section V says the proposal shall be submitted electronically but further below, the last paragraph in Section V mentions a sealed envelope and postmarked date. Also, Section IV.4 says, "Please include a schedule of fees and submit in a separate envelope or thumb drive which identifies..."	<p>The proposal may be submitted electronically to dmieler@alamedaca.gov. The subject line of the email should be: Urban Forest Plan Proposal.</p> <p>The fee schedule should be submitted separately in a sealed envelope or thumb drive and must be postmarked or delivered by the due date of Thursday May 20, 2022 to be considered.</p>
In-person meetings with the staff, stakeholders, and the community impacts costs. To enable effective comparisons of proposals, does the City have a minimum number of in-person meetings required?	The City anticipates a minimum of three in-person meetings through the development of the plan
What is the overall budget of the project?	Funds are reserved in the City's annual budget for the completion of this plan; however, we intentionally did not include a budget in the RFP as we are looking to for the proposer's expertise and experience to guide the specifics of the scope of service and fee schedule.
Section IV.5 requests the proposer to provide a general timeline for the Scope of Services and the schedule in VI lists "contract completion" as "one year from date contract is signed" but does the City have a preferred timeline?	The City anticipates the project to take approximately one year to complete.