

Request for Proposal: Ash Removal and Treatment
Addendum No. 1 (4 pages)
Date: 1/13/17

Pre-Bid Meeting: Ash Removal and Treatment RFP
Clayton City Hall
1:00pm, Monday, January 9, 2017

MINUTES

A. Introductions

- a. 17 company representatives (see attached sign in list)
- b. 4 consortium representatives (Gary Scheipeter, Clayton, Rick Brown, Wildwood, Bob Ruck, Manchester, Meridith Perkins, Davey Resource Group)

B. Sign-in Sheet

- a. All visitors signed sign-in sheet and provided
 - i. Company Name
 - ii. Contact Name
 - iii. Phone Number
 - iv. E-mail

C. Project Description and Scope of Work Overview

- a. Reviewed the cooperative nature of the RFP
 - i. All four municipal governments plan to select the same vendor (s).
 - ii. Each city will then contract directly with vendor.
 - iii. One vendor may be selected for entire project (removals, stumps, treatments) or contract may be divided. Vendors were encouraged to consider pricing options for any possible scenario.
 - iv. Each consortium city's list of removals, stumps and treatments is an estimate and may vary depending on bid prices and municipal budgets; any additional details concerning more specific information will be shared with all the pre-bid attendees via the e-mail address provided on the sign-in sheet.
- b. Reviewed the residential component of the RFP
 - i. Vendors are expected to explain how they expect to handle the residential aspect of this proposal.
 - ii. Residential component targets treatment costs specifically. Due to the variability of private trees/lots/access, residential removal discounts are to be considered but not required.
 - iii. Consortium cities would like to extend a negotiated rate to their residents but all private tree business will be between vendor and resident.

- iv. There is no guarantee of residential work.
- c. Provide any new information or updates
 - i. City of Clayton provided list of tree locations and sizes. This will be e-mailed to all attendees.
 - ii. City of Manchester will send data showing the number of ash in their street tree inventory.
 - iii. Cities of Wildwood and Frontenac may not have the tree location and sizes available by the time of the bid closing.
 - iv. Clayton City's EAB plan is available on their forestry website.

D. Review Contractor Qualifications and Requirements

- a. ISA certified Arborist is required on site for removals and treatments, not stump grinding.
- b. Companies must be licensed to work in all consortium cities; Clayton has an approval process and they made applications available on the city's website. Vendors should contact the City of Clayton directly for more information.

E. Questions and Answers

- a. There are many treatment options, can we bid other methods?
 - i. Vendors were encouraged to base bid on the specified information as defined in the RFP.
 - ii. Exceptions may be considered if proposed changes include:
 - 1. Reason for the recommended treatment/application change,
 - 2. Documentation showing an increased effectiveness, reduced public safety risk, reduced environmental impact, or otherwise superior characteristics, and
 - 3. Examples of other cities, with contact information, who are successfully utilizing the same chemical and/or application method on public street trees.
 - iii. The consortium cities will make a unanimous decision on the type of treatment option in an effort to support bulk chemical purchasing.
 - iv. Vendors will be issued tax exempt status for chemical treatments used in city applications.
- b. Can the specifications for stumps be more flexible?
 - i. The stump grinding specifications are designed to eliminate future problems and allow for a newly planted tree.
 - ii. Case-by-case scenarios will be considered, especially for utility conflicts. Each city may make an exception at the sole discretion of the city and be in writing.
 - iii. Vendors may include a price based on an altered standard for consideration if it is not possible to meet the desired specifications. This must be clearly defined in the proposal.

- c. Who is responsible for public notice and limiting parking?
 - i. Each consortium city will mark trees to be treated or removed.
 - ii. Vendors will be responsible to post “No Parking” signage 24hr prior to work as well as a brief informational notice on the front door of the adjacent property owner.
 - iii. Each consortium city will provide no parking signs and a flier template.
 - iv. The consortium cities will be responsible for any residential complaints, comments, or additional requests.
- d. What is the “Duty to Inform” requiring:
 - i. Vendor needs to show due-diligence when performing services and inform consortium city of any possible hazards or if a tree that is marked for treatment is unsuitable for any reason.
 - ii. Vendor is not responsible for assessing trees outside the scope of service.
- e. What application rate is expected for the Emamectin Benzoate treatment?
 - i. Emamectin Benzoate must be applied based on label instructions for emerald ash borer control. Bids should be based on a medium application rate for all trees. The vendor’s professional judgement for appropriate rate applications may be required in specific cases.
- f. Do you want price per inch, or do you want total tree price for that classification?
 - i. The bid should reflect a single price for each DBH size class.
- g. Is the “caliper inch” mention on Page 8, the diameter at 6” above ground, or DBH?
 - i. Diameter at 4.5’ (DBH)

F. Confirm Schedule

- a. Bid deadline = 12:00pm on January 20, 2017; Public bid opening will be Clayton City Hall Council Chambers at 2:00pm the same day.
- b. Consortium cities review bids and select one vendor to serve all.
- c. Select vendor will enter into contract with each city.

G. Closing Remarks

Amended Chemical Treatment Information:

Emamectin Benzoate must be applied based on label instructions for emerald ash borer control. Bids should be based on a medium application rate for all trees. The vendor's professional judgement for appropriate rate applications may be required in specific cases.

TreeAzin may be applied using alternative micro-injection system including EcoJet system.

Consortium City Contacts:

City of Clayton
Gary Scheipeter, Public Works Superintendent
314-290-8550

City of Frontenac
Jeff Wappelhorst, Director of Public Works
314-994-0646

City of Manchester
Bob Ruck, Director of Public Works
636-227-1385 ext. 131

City of Wildwood
Rick Brown, Director of Public Works/City Engineer
636-458-0440

All addenda that you receive shall be included with your contract documents and shall be acknowledged with your signature and dated on the bottom of this page. The deadline to submit sealed proposals is: Friday, January 20, 2017 before 12:00pm, CST.

Signature

Date