



**ABOVE AND BEYOND. BY DESIGN.**

**ADDENDUM #1**

**ISSUED MAY 19, 2023**

*VIA POST TO CITY WEBSITE, [WWW.OPKANSAS.ORG](http://WWW.OPKANSAS.ORG)*

Request for Proposals  
for  
**Urban Forest Master Plan**

Proposals Due by: 5:00 p.m. CDT on May 31st, 2023

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# Introduction

Addendum #1 is issued on Friday, May 19th to provide a response to questions asked by interested parties.

## Question and Response

1. What team members, subcontractors, or certifications are expected to serve on the consultant's team?
  - a. There is no specific expectation or requirement for team member composition, such as including Landscape Architects or Certified Arborists. Per Section 6.3.b Project Team: *Provide a project organizational chart showing the proposed team structure for this contract. Identify the project manager, key personnel, and their roles and responsibilities on the project. Consultants should include short bios addressing the knowledge and experience of the project team members relating to these roles and responsibilities. The roles of any subconsultants should also be clearly identified.*
2. Regarding partnerships and/or subconsultants.
  - a. Please provide this information in the proposal per Section 6, subsections 3 & 5. The City shall have the right of approval thereof for any potential subcontractors. Written approval of which can be obtained during the negotiation phase, following project award.
3. Who will serve on the interview panel?
  - a. At this time the panel is still being assembled. At a minimum it will likely include the City Forester, someone from the Parks & Recreation management team, likely someone from the City Manager's office, and likely someone from City Council.
4. Is the intention for the final master plan to cover many topics such as the benefits of trees, or is the intention to provide implementable information?
  - a. The intention is to provide implementable information. This master plan will be incorporated into the Parks Master Plan, and will act as a guide for forestry-related policies, procedures, initiatives, and actions.
5. Will the completed document be adopted by the City Council?
  - a. The goal is for the final document to be adopted by City Council, and then incorporated into the Parks Master Plan.
6. Is there a requirement for Women-Owned Businesses (WOB) or Minority-Owned Businesses (MOB) for bidders?
  - a. No, there is no requirement for WOB or MOB.

7. Is the public engagement open to the public, or is it for targeted stakeholders?  
And is creating a steering committee an expectation?
  - a. The public engagement element of the scope is both for the residential public and for targeted stakeholders who may be impacted by the urban canopy such as landscape companies, hospitals, and schools. Creating a steering committee is not an expectation, but the scope is open to that potential, depending on the level of public & stakeholder participation.
8. Does the City have an expected/wanted amount of public outreach meetings?
  - a. The City would expect 3-5 public outreach meetings, dependent upon the level of participation from the public.
9. Does the City have an expected/wanted amount of stakeholder engagement meetings?
  - a. The City would expect 3-5 stakeholder meetings, dependent upon the level of participation or interest from the identified stakeholder groups.
10. How will it be determined if the desired level of community outreach is sufficiently met?
  - a. The amount of community outreach deemed satisfactory or necessary will be dependent upon the level of public & stakeholder participation.
11. How many total meetings with City Staff are you expecting consultants to include?
  - a. The number of meetings with City Staff will be dependent upon the ability to gather all relevant staff at the same time. At a minimum, there is the expectation to engage with staff members from multiple divisions within Parks & Recreation, Public Works, and Planning & Development departments; possibly also City Manager's Office, and Law Department.
12. Is there an existing, comprehensive, City-wide tree inventory survey? Or is the consultant responsible for surveying and compiling a tree survey?
  - a. There is an existing street tree inventory, which also includes some trees in parks. Per Section 5.2.D.a Existing Inventory: *The City's existing tree inventory was gathered over 8 years and was completed in 2014. An update is needed but is not included with this project. Consultant shall assess tree species composition and age diversity of existing public trees based on the current inventory, and identify where existing inventory is incomplete. Additionally, the Consultant should provide recommendations for making inventoring trees more efficient such as management and tracking software.*
13. Sections 5.2.D.b Ecosystem Services & 5.2.E Urban Heat Island Assessment of the Scope would require remote sensing efforts. Is there existing data that the city will be providing or do consulting firms need to account for costs associated with the remote sensing efforts needed to complete the aforementioned tasks?

- a. The City does not have remote sensing data available. There is no expectation for the consultant to gather this data, simply due to budget limitations for this project. The City hopes there is enough data available between the existing street tree inventory, publicly-accessible aerial imagery resources, and various mapping data gathered by the Kansas Forest Service.
14. What is the preferred method and timing for addressing any legal language concerns found in the example contract located in the RFP?
- a. Please submit these questions to [bailey.patterson@opkansas.org](mailto:bailey.patterson@opkansas.org), who will then pass them along to the City's Law Department for review and answers. Answers will be posted as an additional addendum to the RFP. Overall, the specifics of contract language can be determined during the negotiation phase, following project award.
15. Will the City allow for email/online submission of the proposal?
- a. Yes, online submissions are acceptable by the deadline date & time. They should be sent to: [bailey.patterson@opkansas.org](mailto:bailey.patterson@opkansas.org) & should cc: [elizabeth.kelley@opkansas.org](mailto:elizabeth.kelley@opkansas.org)
16. Can the City share the budget for this project?
- a. The City has allocated \$100,000 of federal ARPA funds for this project. Per ARPA specifications, all funding must be spent by the end of 2024, which then also inherently sets the project deadline. At this time there is no funding from the City operating budget, or from grant funding sources.

## Interpretations, Modifications and Addenda

All questions regarding the RFP and Addendums should be directed in writing to City Forester, Bailey Patterson at [bailey.patterson@opkansas.org](mailto:bailey.patterson@opkansas.org). If necessary, interpretations or clarifications in response to questions received will be made by issuance of an "Addendum" and posted on the City website at [www.opkansas.org](http://www.opkansas.org) as soon as possible but no later than May 26, 2023.

For further information, please contact:

Bailey Patterson  
City Forester  
City of Overland Park