April 25, 2024

ATTN:	**All Prospective Proposers**
RE:	**RFP #UF50624**
SUBJECT:	**Responses to Questions**

The following questions were emailed. Answers are provided in red under each question:

1. Will the City provide aerial imagery and LiDAR data for the canopy cover analysis, or will the consultant need to acquire this data?

Currently we do not have ANY canopy cover analysis or data. This will need to be acquired.

2. For the historic canopy cover change analysis, has the City completed any previous canopy cover studies, and if so, will those data/studies be provided to the consultant? If not, what prior year(s) would the City like the consultant to use for comparison.

We do not have any canopy cover studies or data. There are not strict guidelines on past data, but we MUST collect canopy cover data as part of this project, and we need to set obtainable goals for future canopy cover.

3. How many other cities does the City want to include in the canopy cover comparison analysis. A direct comparison may be challenging due to different sources of data available for each City. Are we expected to try to find existing canopy cover data, or conduct new canopy cover analyses for these other cities?

2- 4 other comparable cities. You can use existing canopy cover data.

4. The City has estimated a total of $965,000 to complete the UFMP and tree inventory. Does the grant the City received require them to spend all this money on the UFMP and inventory?

The $965,000 is broken out into sub-tasks related to Inventory and UFMP. If there is money left over, we MAY be able to use it for other tasks related to the grant (such as tree planting, supplies, etc.). However, if the amount is over a certain threshold we must have Forest Service Approval before we can spend that money out of a particular category.

5. Relatedly, if the consultant completes one or more tasks significantly under budget, can this remaining funding be repurposed for other UFMP related activities?

Yes – up to a certain amount depending on the category. I believe we need approval if it is more than 10% of the original budgeted amount.

6. Can we get further clarification on what the RFP means by vacant or non-improved public land?

There are plots of land owned by the City that are just vacant lots or abandoned lots that have not been renovated.

7. The City is requesting a minimum of three references for recently completed projects. Would the City also consider projects that are currently ongoing or near completion?

Yes

8. The RFP states sample plan sheets can be included in an appendix and will not count towards the 20-page limit. What is the City looking for as far as sample plan sheets?

We are looking for samples of work you have created for other similar projects (links to websites are acceptable too). Also, if you have a written process of HOW you develop your plan, that would fall into this category too.

9. Page 8 - What (if any) other programs/software does the tree inventory software need to integrate with?

It must integrate with GIS. We have a work order/service request system that we WOULD LIKE to integrate with the tree inventory system, but it is not required. We would like to be able to somehow have data from work order system working with the tree inventory system. Other solutions are welcome.

Here is a link to our Service Request system:
https://user.govoutreach.com/pittsburg/support.php?cmd=shell

10. Page 9 - Is the consultant expected to attend the four meetings in person or virtual?

In-person is preferred particularly for City Council Meeting, but virtual meetings are acceptable – please explain how you anticipate virtual meetings (zoom, GotoWebinar, etc.)

11. Page 10 - Does the City have a map of the irrigation system and its status?

It depends on the area/location within the City. Other (older) areas are extremely hard to track down. Any areas that aren't tracked down, we have staff familiar with the area that can help locate parts of the irrigation system.

12. Can some data collection during the inventory be based on "other maintained" trees (other than City managed, for example trees on private lands. We have done this elsewhere like in Concord, CA) as we see the estimate of trees may be quite high for trees in public spaces?

Please base your proposal numbers on the estimated trees and other parameters that are there. The estimated number of trees MAY be overestimated. Yes, we will either expand the inventory to include other types of trees in the inventory or we can use those funds for other parts of the project or other aspects. Extra fields would be a possibility too. For the sake of the bid and getting apples to apples costs, please bid as outlined on the RFP, but know that if selected this is something we can work with.

OR if further data collection protocols can be made to utilize extra funds? For example, level 2 risk assessments or planting locations?

This IS a possibility, and you may include that in the "other services" portion of the RFP for bidding.

13. As the RFP states, the project must be completed by December 31, 2028. Does the City have a desired timeline for certain aspects of the project to be completed? This long timeline is great, we just want to clarify if there are any desired deliverables before the end of 2024 at least.

We would like the inventory to be in process as soon as possible. The timeline is somewhat flexible. Here is the timeline given to the Forest Service for this grant:

1. Complete full Tree Inventory **(Completed by November 2024)**

   a. Contract with Urban Forest Management Contractor to complete full inventory of City's trees. **(Contract executed by June 2024)**

   b. Prepare existing GIS and Work Order software for Tree Inventory and Reporting software with updates, upgrades, additions and integrations. Start software subscription **(Completed By August 2024)**

   c. Conduct assessment of all city trees to determine the overall structure of the tree population and to calculate carbon sequestration and energy savings. **(Completed by June 2025)**

   d. Conduct a comprehensive canopy assessment and GIS land cover mapping to address Historic Change, Ecosystem Services, Priority Planting Plan with Tree Placement Model, Socio-Economic Analysis, Urban Heat Island mapping, Pollution and Relative Tree Health assessment, Climate Vulnerability, Asthma reduction steps, and Stormwater Analysis. **(Completed by September 2025)**

2. Adopt an Urban Forestry Master Plan (UFMP) plan to enhance the urban forest through meaningful and achievable goals. We currently have no urban forestry master plan. Many cities create a 10-year plan, our goal with this project is to create a 40-year urban forestry master plan to be better prepared for climate change, sustainability, and budget limitations. Also, a lot of the city's current tree problems are caused by older, established trees, with a growing population of these older trees and their accompanying problems. A plan longer than 10 years is necessary to account for the anticipated tree problems and their effect on infrastructure. The long-term plan will also allow better budget planning and secure long-term success for the Urban Forest in Pittsburg. **(Completed by January 2026)**

   a. Conduct an in-depth review of all documents, management methods, and policies and procedures related to urban forest management. **(Completed by April 2025)**

   b. Invite internal and community stakeholder input to inform the UFMP and the development of tree ordinances. With help of Urban Forest Contractor, we will facilitate and record one public UFMP meeting. During this meeting, the public will be informed about the importance of the Urban Forest and how a UFMP can improve it. They will also be informed where they can acquire related educational material. The recorded meeting will be linked to the City

website and a survey will collect the community's comments. Comments will be considered in the development of the UFMP. A special workshop will also be held with help from the Pittsburg Unified School District for the City's youth. This workshop will provide education on Urban Forestry, and we will collect youth input for the UFMP. **(May - September 2025)**

c. Create Urban Forestry Master Plan which will include recommendations on:

   i. Tree replacement policies to maintain the urban forest and the canopy. Including a better definition of what trees are protected from removals and a policy to hold residents accountable for their removals (for every tree removed, one needs to be planted or residents can contribute to a tree fund and staff will plant the tree somewhere in the City - per UFMP/data from inventory) We will also include approved tree lists for each area of the City.

   ii. Procedures for informing residents of which trees are city-maintained and which are to be maintained by homeowners, include a section specifically for compensatory payment for damages to public trees.

   iii. Amending public tree ordinances to be in compliance with current arboricultural standards; assuring compatibility with other local ordinances; securing power to control safety risk and insect and disease problems on private property; defining and expand duties and authority of the urban forest manager.

   iv. Formalizing a 'Public Tree Work Permit' process

   v. Establishing of minimum canopy cover requirements for various land uses

   vi. For pruning cycles and pest control, yearly tree mitigation plantings, community involvement opportunities.

d. Plan will be presented to City council for adoption. **(November 2025)**

14. The RFP states the fields to be collected are in Appendix D. I do not see Appendix D in my RFP document. Can you send that? I also do not see Appendix E attached either (CAL FIRE). Although we are very familiar with these practices.

Attached to email / See RFP Posting on PittsburgCA.Gov

15. Can you expand what the City means by "Tree Placement Model" as explained in the Scoping for the canopy assessment portion of the project?

This refers to where trees will be placed in relation to buildings, sidewalks, other trees, etc.

16. Does the City have a desired format for the "censuses" asked for during stakeholder engagement? (Part B., b.)

No desired format at this time. We are open to input from consultant on what has worked best in the past. We need to show proof that we involved residents in informing the UFMP and that their input was considered in the formation of the City's UFMP. There is possibly some hybrid form of electronic and in-person feedback.

17. Will the City accept remote/hybrid public, Commission, and Council meetings?

In-person is preferred particularly for Council Meeting, however remote or hybrid is acceptable.

Sincerely,

Natasha Farmer
Public Works Administrative Analyst II