



**Finance Department**  
Purchasing Division

**REQUEST FOR PROPOSALS (RFP)**  
**Specification No. 22-11520-C**  
**FOR**  
**ON-CALL ARBORIST SERVICES**  
**PROPOSALS WILL NOT BE OPENED AND READ PUBLICLY**

**ADDENDUM "A"**  
July 12, 2022

Dear Proposer:

Questions received from proposers along with answers are attached.

**Proposals/bids must be received no later than 2:00 pm, on Tuesday, July 26, 2022.** All responses should be sent via email to [purchasing@cityofberkeley.info](mailto:purchasing@cityofberkeley.info) and have "**ON-CALL ARBORIST SERVICES**" and **Specification No. 22-11520-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. 22-11520-C ON-CALL ARBORIST SERVICES

The City of Berkeley has received questions from some potential respondents regarding **Specification No. 22-11520-C, ON-CALL ARBORIST 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. On pg. 1 of the RFP it states, "Please submit one (1) PDF of the technical proposal. A corresponding pricing proposal shall be submitted as a separate document."

We didn't see a requirement for a "pricing proposal" in the Section III. Submission Requirements section. Do we need to provide that for an on-call, or will Section G. Demonstrate track record in meeting budgetary requirements suffice for the time being until the proposal selection process is concluded?

1. A. For the pricing proposal, proposers shall submit a Fee Schedule for Professional Services provided, which will include hourly rates for staff and any other proposed unit rates for specific services, if necessary. Pricing proposal shall be submitted as a separate document.

2. Q. In Section III. Submission Requirements there is no requirement stated to provide Forms in the proposal submission, but Attachment A shows a proposal checklist that states the following Forms must be completed and signed in blue ink: Non-Discrimination/Workforce Composition Form; Nuclear Free Disclosure Form; Oppressive States Form; Sanctuary City Compliance Statement; Living Wage Form; Equal Benefits Disclosure Form. Do we in fact need to include these forms in our proposal? And if so, do they need to be signed in wet blue ink, or can they be signed electronically since this is an electronic submittal?

2. A. The forms referenced are required. Signed and scanned, or electronic signature is acceptable.

3. Q. I do have one question regarding the RFQ, wildlife monitoring. Is the City looking to have several sites reviewed at once or would this be more of an on-call service?

3. A. Wildlife monitoring would be an on-call service provided as-needed before, during, and/or after various construction activities. Necessity will depend on the season and/or location of the work.

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