



DATE: March 22, 2022

TO: All Offerors'

FROM: City of Brookhaven Purchasing Department

RE: RFP No. 22-105, Invasive Plant Removal Program

Please see Addendum No. 1 for the above-referenced solicitation.

ADDENDUM NO. 1
RFP NO. 22-105
Invasive Plant Removal Program
REVISED 3/22/2022

1. The following change has been made to the above-referenced solicitation.

Delete: Page 1

Add: REVISED (Extended Due Date) Page 1 3/31/2022

Questions and Answers

Delete: Page 5

Add: REVISED (Added SMALL AND MINORITY BUSINESSES CLAUSE)

Delete: Page 48

Add: REVISED Cost Proposal

2. All other terms and conditions remain the same.

ADDENDUM NO. 1
RFP NO. 22-105
Invasive Plant Removal Program
REVISED 3/22/2022
Request for Proposal No. 22-105
Invasive Plant Removal Program

Date: February 15, 2022

Optional Pre-bid Conference via Zoom
Monday, February 28, at 11:00 a.m. EST.
Zoom Registration Required-

<https://us06web.zoom.us/meeting/register/tZUrcO-qqj8jHdvr2nLl0K-R7J5JH6QjePG>

PROPOSAL DUE DATE:

Thursday, March 31, Tuesday, March 22, 2022, at 4:00 p.m. EST.

Bids shall only be accepted online through the Bonfire Portal at:

<https://brookhavenga.bonfirehub.com/projects/view/61022>

Any bid submitted in any other format (email, paper, fax, mail, etc.) will not be accepted.

Instructions to Offerors:

1. All communications regarding this solicitation must be with the Purchasing Manager, Shakera Hall, shakera.hall@brookhavenga.gov.
2. All questions or requests for clarification must be sent via Bonfire under Message - Opportunity Q&A: <https://brookhavenga.bonfirehub.com/projects/view/61022>. Questions are due no later than **Monday, March 7, 2022, at 4:00 p.m. EST**. Questions received after this date and time may not be answered.
3. Questions and clarifications will be answered in the form of an addendum. Any addenda, schedule changes, and other important information regarding the solicitation related to this solicitation will be posted on Bonfire website at and it is the Offeror's responsibility to <https://brookhavenga.bonfirehub.com/projects/view/61022> check the Bonfire portal for any addendum or other communications related to this solicitation.
4. The City of Brookhaven reserves the right to reject all bids and to waive technicalities and informalities, and to make award in the best interest of the City of Brookhaven.
5. The City of Brookhaven is not responsible for any technical difficulties. It is highly recommended that all potential contractors submit their quotes prior to the due date of this solicitation.

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A. The following are questions received and City of Brookhaven responses for the above-referenced solicitation:

1. Please clarify how a Restoration Plan (as part of the Management Plan) should be approached? The language requires City participation in order to complete this portion of the plan. Could you please clarify.

A: Submit a site-appropriate restoration planting plan with the full proposed plant schedule. Herbaceous plugs and small deep cell or bare-root woody material are preferred. All native. Also factor in timing and cost.

2. Vegetative Debris (pg. 35) Should this material be removed? Left on-site? Mulched? Please clarify as it applies to the fruited material and material that has been chipped per Brookhaven request.

A. The section as it is written sufficiently answers these questions for the most part. On site brush piles will be preferred for the most part: “Carbon (organic matter) should be left on site wherever possible”. The management plan should attempt to time woody plant (Cherry Laurel, Eleagnus, Privet, etc.) cutting before fruit development; However, the plan must address fruited material as needed, which would preferably be by hauling debris off site or having a control plan for the fruited debris for the following growing season. Spraying volunteer seedlings clustered at piles the following growing season may be another option.

3. What are examples of cases where a City of Brookhaven Agent would require chipping? (pg. 35) How should this be priced?

- If debris piles would be too numerous based on targets and infestation level
- If proposed as a strategy to suppress invasive regeneration
- If proposed as a strategy for expeditious soil building and/or erosion control
- If proposed to utilize for a natural path for patron use and/or improved site access
- Pricing: to be determined by the bidding contractor

4. Could you please clarify the terms of the contract? Length of time/Duration? Start date?

A: The term of this contract is (1) one year with (4) four renewal options. The contract will begin upon the approval of the contract.

5. Have there been recent surveys of native and non-native plants? Is this information accessible?

A: No recent biological inventories/surveys exist; However, there is general species composition knowledge of each park.

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6. Will maps for each of the 10 parks be provided?
A: To be initially developed by the bidding contractor; Possible minor changes to delineated control area/s during coordination with City [Section 1. B.]
7. Should the estimate of cost and billing rationale (pg. 38) be calculated by year? or by one lump sum. Please clarify this timeline.
A: Cost should be calculated by a yearly lump sum amount. Please see the REVISED Cost Proposal.
8. Have there been reports commissioned to establish infestation levels and prescriptive treatment plans in these parks? How do we gain access to these reports previously commissioned?
A: Commissioned reports do not exist.
9. Will the volunteer efforts be focused on those parks with an active conservancy, or does it apply to all parks?
A. If a bidding contractor is offering the engagement of volunteer labor within the proposal, volunteer efforts may be proposed for ANY of the parks. Not exclusive to parks with existing conservancy groups.
10. Will Brookhaven provide a boundary survey for the parks?
A: Yes, Brookhaven can provide boundary/property line maps for the parks.

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11. SMALL AND MINORITY BUSINESSES CLAUSE:

The City of Brookhaven in maintaining its status as a Welcoming City and City of Ethics commissioned a study of its Social Justice, Race, and Equity practices in the past year. As a result of the study, recommendations have been made to the Brookhaven City Council to enhance and improve upon its efforts in providing opportunities to small and minority businesses in procuring goods and services.

With respect to openness and transparency, the City of Brookhaven encourages all businesses regardless of size and status to engage in the City's procurement process. The City gives equal attention to all submissions and will work with individual firms to ensure that their questions are answered in a timely basis.

IN WITNESS WHEREOF, the parties hereto, acting through their duly authorized agents, have caused this **CONTRACT** to be signed, sealed, and delivered.

Signatures on following page.

EXHIBIT H
RFP NO. 22-105, Invasive Plant Removal Program
COST PROPOSAL
REVISED PAGE 48 3/22/2022

1ST YEAR TOTAL COST \$ _____

2ND YEAR TOTAL COST \$ _____

3RD YEAR TOTAL COST \$ _____

4TH YEAR TOTAL COST \$ _____

5TH YEAR TOTAL COST \$ _____

ADDITIONAL COST \$ _____

Cost shall be placed in a separate envelope marked RFP 22-105, Invasive Plant Removal Program Cost Proposal.

End of Exhibit H.