Addendum #1

RFP #2025-0064

Urban Forestry Management Plan

Nov 18, 2025

- Two of the links to the provided city documents are either not working or pull up a different document than what is listed in the RFP. Can we be provided with accurate copies of the current UFMP and 2022 Community Plan? Are we given access to the full current tree inventory prior to bidding?
    - Link to 2022 Community Plan: https://online.flippingbook.com/view/423237186/
    - Link to 2013 UFMP: https://www.wakeforestnc.gov/public-works/urbanforestry/urban-forest-management-plan
- In Section 3 Task 2, are the meetings with City stakeholders required to be in person? If so, how many in person meetings are required?
    - Virtual meetings will suffice, we will ask for someone to be at presentation for BOC in the event there are process questions that can't be answered by staff. For the public engagement we would want some sort of an in-person component: public feedback session, small group meeting, community event etc.
- Is the City Communication department responsible for collection of the responses of resident and business surveys, or is the contractor?
    - The survey will be posted on Engage Wake Forest (see link below) and feedback can be shared with contractor: https://engagewakeforest.org/
- Does the Town have a required timeline/deadline for completion for this project?
    - We would expect a 12–18-month process.
- Can the Town share the final budget for this project?
    - There is $75,000 budgeted for this project this year.
- How much in-person stakeholder engagement is the Town expecting?
    - At least one public session in addition to in-house surveys and virtual feedback.

- What year is the existing canopy analysis data from? What kind of data exists from that analysis?
  - Tree Canopy assessment was released in 2023 using 2020 data. Please email Luke Devores (ldevores@wakeforestnc.gov) for the entire document.
- What format is the current exported tree inventory data in? What data fields for each tree does it include?
  - We can provide shapefile or access to the software for you to export. o Includes address, subdivision, unique ID, genus, species, common name, condition, growing space, status, DBH and diameter class.

- Does the Town want included in the proposal an in-person presentation of the final plan? Yes, we will ask for a representative when presenting it to the board of commissioners.
- Does the Town have an estimated delivery date for this project?
  - We anticipate a 12–18-month process.
- Are resumes, table of contents, and page dividers included in the proposal's 25page limit?

  o 25 pages is a hard limit.
- Are contract exceptions included as part of the proposal's 25-page limit?

  o See above
- What percentage of the budget does the town expect to spend on community and stakeholder outreach?
  - We will handle the survey in-house via our engagement portal. Stakeholder meetings can be virtual, maybe one open house style feedback session
- Are there community engagement outcomes/insights from other initiatives like the

2022 Community Plan that can be used to inform this plan's engagement process?

  o We are happy to provide anything that may be relevant from pervious plans and other engagement.

- How many outreach events and meetings will be held?
  - 1-2 town wide events, 3-6 small group discussions.
- How many will be in-person and how many will be virtual?

  o At least one in person and we will ask a representative to be available for presentation to board of commissioners.