



Annual Vegetation Management Services
ITB 26-016 Addendum No. 1 Questions Related to ITB

Q: Forester / Arborist Requirement

Section II states that the contractor must show proof of having a “full-time forester on staff and available as needed.” Could you let us know what credentials, education, certifications, or experience the City is looking for to satisfy this requirement, and what documentation you would like bidders to provide to demonstrate it? **A statement from the company they have a certified arborist on staff and could include the certification of an employee as proof.**

2. Expected Workload

Could you give us an idea of approximately how many hours per year the City anticipates utilizing under this contract? If available, would you also be able to share the approximate number of crew hours utilized under the previous vegetation-management contract? **8 hours a day Monday through Friday. Typically, from Oct 1 to September 30th. The first year would be from date of executed agreement to September 30, 2027. Have never had a full-time tree contractor to share crew hours.**

3. System / Work Volume

Would the City be able to provide an approximate number of distribution circuit miles, line miles, or other indication of the annual trimming workload expected under this contract? If there are particular areas currently scheduled or backlogged for trimming, that information would also be helpful. **Two circuits a year along with customer and Brenham staff generated tickets for tree trimming throughout the year. 11 circuits are on a five-year trimming cycle that was started last year. There are 8 circuits to be trimmed over the next 4 years that have only had spot trimming as necessary.**

4. Crew Utilization

The specifications indicate a minimum of three-person crew and normal working hours of 8:00 AM to 5:00 PM, Monday through Friday. Does the City anticipate utilizing one crew on a relatively full-time basis, or is the contractor more likely to be scheduled intermittently as work becomes available? **Full-time basis as mentioned above.**

5. Hourly Rate Structure

The proposal form requests a single “Bid Price per hour” that includes a bucket truck, chipper, chip dump bed, related tools, and personnel. Are we correct in understanding that the City is looking for one all-inclusive hourly crew rate covering the standard crew and equipment described in the specifications? **Yes.**

6. Additional Personnel or Equipment

The specifications indicate that the City may request changes to crew numbers or crew structure as the work progresses (the change order process). If the City requests additional personnel, an additional crew, or equipment beyond what is included in the standard hourly crew rate, how would the City prefer that additional labor or equipment to be priced and authorized? **This would be done through an addendum to the agreement if needed or a change order request. The addendum would need to be agreed to by both parties and be approved by the City of Brenham Council before changes would be made to the agreement.**

7. ITB / RFP Designation

The bid document identifies the solicitation as ITB 26-016, while the City's Purchasing webpage appears to identify it as RFP 26-016. Which designation would the City prefer bidders to use on the bid envelope and submission documents? **Please use ITB.**

8. Addenda

Could you let us know whether any addenda have been issued to date for ITB/RFP 26-016?

Also, is the City's Purchasing webpage the best location for bidders to monitor for any additional addenda before the bid date? **No Addenda has been issued as of 9/28/26. The City's webpage is where one should look prior to submittal of bid. I will also forward any addenda to contacts that I sent the original bid documents to.**