



RFP # 25-0502

Tree Trimming by Circuit- Public Utilities Electric Department
410 Pritchard Street, Elizabeth City, NC 27909
Addendum 1 Issued: June 13, 2025

Addendum 1

Clarifications:

1. Clarification of the Scope of Work.

This is an hourly agreement for the Arborist to prune, trim, and cut away dead or excess branches from trees or shrubs to clear utility lines, roads, and sidewalks and predominately utility poles. Tree felling would be as needed and considered incidental. The Electric Director or designee will huddle with trimming crew deployed and will advise the trimming crew what vicinity, neighborhood, or street to trim on a daily/weekly basis. Completed work will be inspected and invoices can be submitted weekly for payment processing. Tipping fees will be paid by the City. The trimming contractor can charge tipping fees on the City's account at the landfill citing a unique identifier, number, or name as directed. Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper. Traffic Control usually includes the setting of signs ahead of the work site notifying pedestrians and motorist that utility work is ahead with traffic cones set around the work area crew, and equipment. This can also include flasher or strobe lights. Situationally, and as needed a flagger may be needed to manage traffic flow safely by the trimming crew. If additional traffic control is needed due to an atypical confined area; the Electric Director can provide additional staffing for traffic control and safety.

2. Is there a budget for this contract?

Answer: Yes. \$200,000 was approved by City Council for *line trimming*. The Electric Director will expend and monitor the line item budget in his best judgement. Incremental purchase orders or a blanket purchase order are likely to be issued. This agreement does not guarantee the trimming contractor to gross \$200k due to tipping fees paid by the City and other ancillary expenses; however, it is expected that the vast majority of the line item budget is allotted to the contracted tree trimmer.

3. What is the name of the contractor most recently awarded this scope of work?

Answer: Best Brothers Tree Service prior to the 34K Distribution Line Improvements for Sentara as described in Clarification Number 6.

4. What is the contract term (start and end dates)?

Answer: The City's fiscal year is from July 1, 2025 through June 30, 2026. This agreement is for (1) fiscal year with the option to renew for (2) consecutive years pending funding availability. While the City's fiscal year is from July 1, 2025 through June 30, 2026; the first year duration of work will be determined on funding available, along with seasonal considerations and the Electric Director's discretion.

5. What is the total contract value or annual expenditure associated with the services?

Answer: \$200,000 was approved by City Council for *line trimming*. The Electric Director will expend and monitor the line item budget in his best judgement. Incremental purchase or blanket purchase orders are likely to be issued. This agreement does not guarantee the trimming contractor to gross \$200k due to tipping fees paid by the City and other ancillary expenses; however, it is expected that the vast majority of the line item budget is allotted to the contracted tree trimmer.



6. Any available scope of work or award documentation from the most recent contract?

Answer: Historic and annual *operational tree trimming* as cited in this addendum's Scope of Work was postponed until now per a particular capital project as outlined in the following City Council memo:



MEMORANDUM

To: Mayor and Members of the City Council

From: Montre' Freeman, City Manager
Dwan Bell, Public Utilities Director
Donnell White, Electric Superintendent

Date: August 10, 2023

Re: Consideration - RFP for Tree Trimming & Row Clearing for 34kV Distribution Line Improvements for Sentara Healthcare

BACKGROUND:

Sealed proposals for furnishing the necessary labor and equipment, as specified, for tree trimming and row clearing in preparation for the construction of the 34 kV distribution line improvements were first solicited on June 21, 2023. On July 18, 2023, the minimum three bid requirement was not met; therefore, solicitations were re-advertised. On August 4th, bids were opened publicly and read aloud.

ANALYSIS:

Two companies, Lanier Tree Service and Xylem Tree Experts submitted bids for this project. Of those two, Lanier Tree Service is the apparent low bidder with \$525,500.00. The bids are still being evaluated and a formal bid tab and award letter will be provided once the evaluation is complete.

Lanier Tree Service - \$525,500
Xylem Tree Experts - \$639,000

STAFF RECOMMENDATION:

By motion, authorize the bid award for the tree trimming and row clearing project to Lanier Tree Service for the proposed amount of \$525,500.



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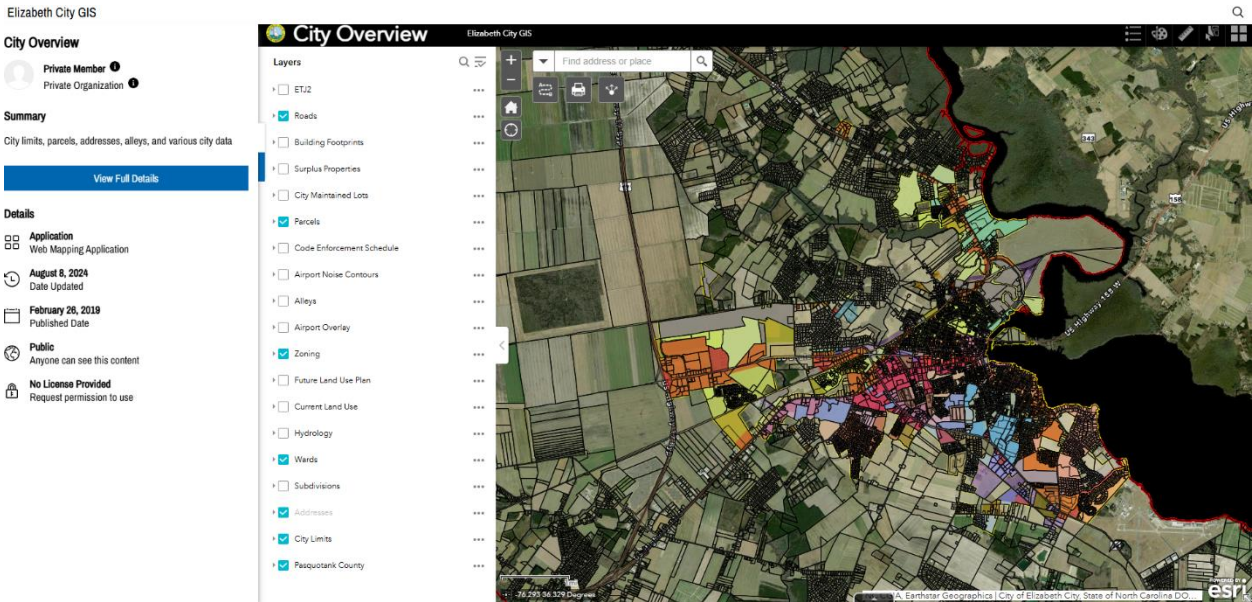
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7. Are there any maps of the primary and secondary circuits?

Answer: Circuit Maps may be available after award. In the interim (and to contract with an arborist for pole trimming) bidders can review the City's GIS maps online using the following web address:

<https://data-ecity.opendata.arcgis.com/apps/8d9c1bd7400442c8ab92929fb64d01d7/explore>

Title: City of Elizabeth City, City Overview, City Limits, Parcels, Addresses, Alleys, & Various City Data



Online GIS data can also be found by going to the City's homepage <https://elizabethcitync.gov/> and then clicking on Departments, then GIS, then Elizabeth City's Interactive GIS Map.

8. Will you clarify how you want us to bid the hourly circuit work?

Answer: This is an hourly agreement for the Arborist to prune, trim, and cut away dead or excess branches from trees or shrubs to clear utility lines, roads, and sidewalks and predominately utility poles. Tree felling would be as needed and considered incidental. The Electric Director or designee will huddle with trimming crew deployed and will advise the trimming crew what vicinity, neighborhood, or street to trim on a daily/weekly basis. Completed work will be inspected and invoices can be submitted weekly for payment processing. Tipping fees will be paid by the City. The trimming contractor can charge tipping fees on the City's account at the landfill citing a unique identifier, number, or name as directed. Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper. Traffic Control usually includes the setting of signs ahead of the work site notifying pedestrians and motorist that utility work is ahead with traffic cones set around the work area crew and equipment. This can also include flasher or strobe lights. Situationally, and as needed a flagger may be needed to manage traffic flow safely by the trimming crew. If additional traffic control is needed due to an atypical confined area; the Electric Director can provide additional staffing for traffic control and safety.

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9. Do you have a crew and equipment composition you'd like us to price?

Answer: Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper.

10. Are there any maps of the primary and secondary circuits?

Answer: Circuit Maps may be available after award. In the interim (and to contract with an arborist for pole trimming) bidders can review the City's GIS maps online using the following web address:

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12. Are you only accepting submissions via UPS?

Answer: No. Any courier is acceptable along with hand delivery. UPS is recommended.

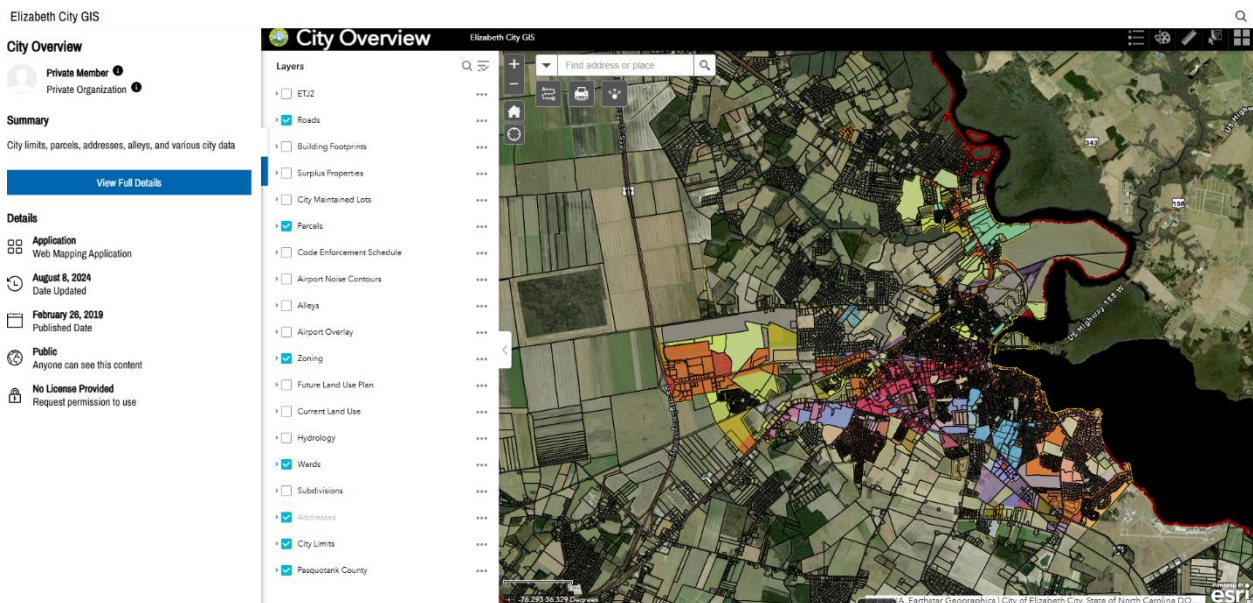
Only sealed proposals will be received electronically, mailed via courier (UPS is suggested) or by hand delivered no later than 2:00 PM Eastern Standard Time, on ~~Tuesday, June 17, 2025~~ Tuesday, June 24, 2025. Hard copy Proposals should be prepared on two-sided 8-1/2 x 11 paper using minimum 10-point font, placed in a manila envelope with the words, "RFP # 25-0502, Tree Trimming by Circuit- Public Utilities Electric Department", C/o, Dwan A. Bell, Public Utilities Director clearly visible including a copy stored on a USB flash drive. The city will not consider mailed proposals that do not arrive prior to the proposal deadline. Do not email or send proposals electronically.

13. Are there maps available that show all circuits included in this RFP?

Answer: Circuit Maps may be available after award. In the interim (and to contract with an arborist for pole trimming) bidders can review the City's GIS maps online using the following web address:

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14. What are the total line miles of trimming included in this RFP?

Non-Applicable. **Answer:** This is an hourly agreement for the Arborist to prune, trim, and cut away dead or excess branches from trees or shrubs to clear utility lines, roads, and sidewalks and predominately utility poles. Tree felling would be as needed and considered incidental. The Electric Director or designee will huddle with trimming crew deployed and will advise the trimming crew what vicinity, neighborhood, or street to trim on a daily/weekly basis. Completed work will be inspected and invoices can be submitted weekly for payment processing. Tipping fees will be paid by the City. The trimming contractor can charge tipping fees on the City's account at the landfill citing a unique identifier, number, or name as directed. Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper. Traffic Control usually includes the setting of signs ahead of the work site notifying pedestrians and motorist that utility work is ahead with traffic cones set around the work area crew and equipment. This can also include flasher or strobe lights. Situationally, and as needed a flagger may be needed to manage traffic flow safely by the trimming crew. If additional traffic control is needed due to an atypical confined area; the Electric Director can provide additional staffing for traffic control and safety.

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15. Do you have a crew and equipment composition you'd like us to price?

Answer: Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper.

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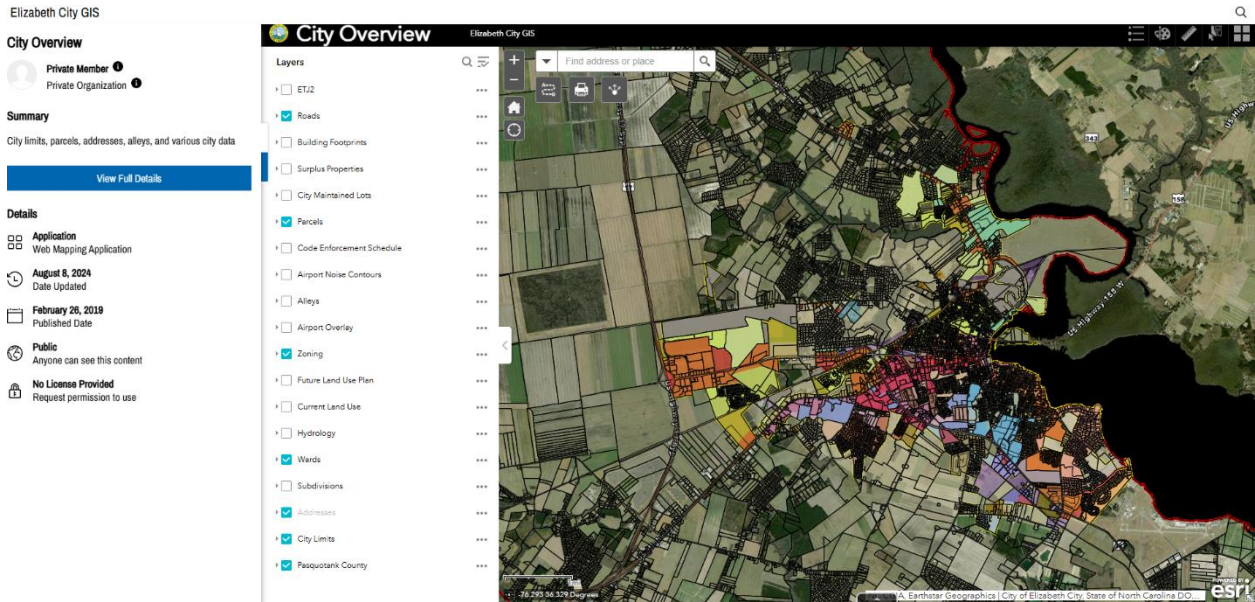
****Clarifications Continue on Page 7****



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18. How will tipping fees be paid?

Answer: The trimming contractor can charge tipping fees on the City's account at the landfill citing a unique identifier, number, or name as directed.

19. The RFP references liquidated damages of \$500/day and states the work must be completed within 6 months. Could you please clarify what this 6-month timeframe is tied to? Is it associated with a specific phase of the contract, or does the City anticipate allocating 6 months of active work annually over the three-year agreement? We're unclear on how this timeline applies and would appreciate any maps or scopes that correspond to the period covered.

Answer: Liquidated Damages are non-applicable, included due to being a boilerplate condition in this RFP template and not removed.

20. Traffic control is noted as incidental to the scope. Could you please provide circuit maps or a list of areas planned for each year to help assess the level of traffic control effort that may be required?

Answer: Traffic Control usually includes the setting of signs ahead of the work site notifying pedestrians and motorist that utility work is ahead with traffic cones set around the work area crew, and equipment. This can also include flasher or strobe lights. Situationally, and as needed a flagger may be needed to manage traffic flow safely by the trimming crew. If additional traffic control is needed due to an atypical confined area; the Electric Director can provide additional staffing for traffic control and safety.

21. For the Tree Trimming hourly rate, can you clarify what crew size and equipment composition the City expects to be included? This will help ensure consistent and comparable pricing across proposals.

Answer: Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper.

22. How many crews or FTEs have been deployed under the most recent contract to perform this scope of work?

Answer: Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper.

23. Provide clarification needed regarding 6-month completion timeline.

Answer: Non-applicable, 6-month timeline was included due to being a boilerplate condition in this RFP template and not removed. The City's fiscal year is from July 1, 2025 through June 30, 2026. This agreement is for (1) fiscal year with the option to renew for (2) consecutive years pending funding availability. While the City's fiscal year is from July 1, 2025 through June 30, 2026; the first year duration of work will be determined on funding available along with seasonal considerations and the Electric Director's discretion.

24. Provide clarification needed regarding traffic control expectations.

Answer: Traffic Control usually includes the setting of signs ahead of the work site notifying pedestrians and motorist that utility work is ahead with traffic cones set around the work area crew, and equipment. This can also include flasher or strobe lights. Situationally, and as needed a flagger may be needed to manage traffic flow safely by the trimming crew. If additional traffic control is needed due to an atypical confined area; the Electric Director can provide additional staffing for traffic control and safety.



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25. Provide clarification needed regarding crew composition.

Answer: Historically the trimming contractor has a (3) man crew, with bucket truck, and chipper.

26. Provide copies of any proposals submitted in response to previous RFPs related to tree trimming or line clearance services, including but not limited to prior versions of RFP #25-0502, if available.

Answer: At present, proposals submitted in response to previous RFPs related to tree trimming or line clearance services, including but not limited to prior versions of RFP #25-0502 are unavailable.

End.