ADDENDUM NO. 1

Date issued: August 12 2026

REQUEST FOR PROPOSALS (RFP)

Tree Inventory, Community Forestry Management Plan, and Tree Removal and Planting
HeartLands Conservancy

A. This Addendum shall be considered part of the Request for Proposals (RFP) for the above-mentioned project as though it had been issued at the same time, and shall be incorporated integrally therewith. Where provisions of the following supplementary data differ from those of the original RFP documents, this Addendum shall govern and take precedence.

B. Proposers are hereby notified that they shall make any necessary adjustments in their estimates as a result of this Addendum. It will be construed that each Proposer's Proposal is submitted with full knowledge of all modifications and supplemental data specified herein.

C. The Proposer shall contact the Owner, as identified on the Notice to Proposers, to confirm they have received this Addendum, and also record it on the Proposer's Proposal.

Except as described below, the original RFP remains unchanged. The RFP is modified and/or clarified as follows:

Question: Page 3 of the main text states the project goal is to *"Plant up to 427 public trees,"* whereas page 1, page 23 (Attachment C), and page 24 state *"up to 400"* trees. Which quantity should be used for base unit pricing and schedule planning?

Response: The sentence on **page 3 of the main text under the heading "Project Goals", number 6 on the list** should instead read: "Plant up to 400 public trees in approved locations with high need and suitable growing conditions".

Further clarification: 400 trees is the number to be used for base unit pricing and scheduling.

Question: Attachment A estimates an inventory of 20,000 to 23,000 trees alongside planting 400 trees, removing 75 hazard trees, and developing a CFMP, under a strict $230,000 total budget cap. If per-unit bid costs for inventory and removals exceed $230,000 at the estimated quantities, will HLC reduce the unit scope, or will bids exceeding $230,000 be rejected as non-responsive?

Response: In reference to **Attachment A,** if the per-unit bid costs for the inventory, tree plantings, hazardous tree removals, and Community Tree Management Plant (CTMP) exceed the strict budget cap of $230,000, HeartLands Conservancy (HLC) will reduce the scope and work with the Proposer to reevaluate the quantities of the trees planted and removed.

Question: Attachment C states that a *"Project Labor Agreement [is] required for this job,"* but no PLA terms, executed union agreements, or local trade details are provided in the main terms or attachments. Is the PLA required for this project? If so, does HLC have an established PLA for our review, or is the Proposer required to execute one independently?

Response: There is no PLA required for this project. The mention of a PLA in **Attachment C, page 1** was a typographical error and can be disregarded.

Question: Is there only a Project Labor Agreement for the tree planting or is it needed on all scopes of work?

Response: There is no Project Labor Agreement (PLA) required for this project. The mention of a PLA in **Attachment C, page 1** was a typographical error and can be disregarded.

Question: Is Prevailing Wage needed on all scopes of work including the management plan?

Response: In reference to **section 10 of the General Terms** and the **first paragraphs in Attachments A-D**, Prevailing Wage applies to all aspects of the project scopes of work, including the Community Forestry Management Plan (CMFP).

Question: Do we have to bid on all the scopes of work like or can we leave out something like the Tree planting?

Response: In reference to Section 6 (b) on page 12 of the Main Text of the RFP *"In determining the lowest responsive and responsible Proposer, HLC further reserves the right to combine, separate, or delete any section of the Work, alternative, or item in the Proposal if it is in the best interests of HLC."* Clarification: HeartLands Conservancy (HLC) requests bids for the entire project (Attachments A-D) but understands that Proposers may be more interested in a portion of the project, or that cost estimates for the entirety of the project may exceed the budget cap. HLC may negotiate with a Proposer to move forward with a modified bid on a portion of the scopes in the Requests for Proposals (RFP) so long as standards and conditions are being met for those individual portions of the greater Work. For example, to stay under budget, HLC may work with the Proposers to reduce or modify the scopes. The Proposers may submit in writing alongside their proposal their intention to negotiate the bid for a portion or modification of the scopes of the Work.

Question: The specifications across Attachments A–D state that payment will be made following final inspection and Substantial Completion Acceptance. Given that project performance spans multiple planting seasons through April 15, 2028, will HeartLands Conservancy consider allowing Proposers to submit monthly progress invoices based on completed milestones/deliverables (e.g., monthly inventory deliverables, completed plantings, or completed removals) rather than holding a single lump-sum payment until total project completion?

Response: In reference to **Attachments A-D, under the heading "Payment"**: Payment to Proposers can be made throughout the project based on completion or progress towards completion of milestones instead of a lump sump at the end of final inspection. These milestones will be agreed upon between the Proposer and HLC before a contract is executed. Because this work is funded by the Tree Equity Grant, proof of progress toward milestones (i.e., 25% of tree inventory completed or 50 trees planted and inspected by Morton Arboretum) will be required for payment. In order to qualify for reimbursement throughout the project, the Proposer will cooperate with HLC to support quarterly progress

reports to Morton Arboretum. This includes providing milestone completion data for the tree inventory within five (5) business days of request. HLC is willing to work with the Proposer to establish a schedule of milestones and required proof of progress to distribute payments throughout the life of the project. Final payment will only be allowable after completion of the CFMP. Final inspection and final payment will be subject to inspection by the Grant Funder.

Question: Page 1 and Page 8 state sealed printed copies are accepted at Belleville, IL, but also state day-of electronic submissions can be emailed to Laura Lyon on August 18. Is electronic email submission fully sufficient on its own, or is a physical sealed envelope strictly required to avoid disqualification?

Response: To clarify the information on **page 2 of the main text under the heading "Submission Instructions"**:Proposals will be accepted electronically via email on August 18th 2026. The preferred method of submission is a sealed physical bid delivered before August 18th, but electronic submissions on the 18th will still be accepted and fully sufficient. An alternative electronic submission pathway is available as follows: transferring the files via WeTransfer.com to be downloaded by HLC on August 18th 2026.

Question: Section 7(d) of the General Terms indicates that conditional proposals or alterations may be cause for rejection. Will HeartLands Conservancy allow proposers to submit or negotiate minor exceptions/modifications to the General Terms and Conditions (such as the indemnification language) alongside our proposal, or must the proposal be submitted without any exceptions to be considered responsive?

Response: To clarify the conditions in **Section 7 of the General Terms**, the following update has been made to 7(d):

"Proposals containing omissions, erasures, alterations, unauthorized additions, unapproved conditional or alternate proposals, or irregularities of any kind that make the Proposal incomplete, indefinite, or ambiguous as to its meaning. The Proposer/Proposer may request their preferences and changes to the General Terms and Conditions in writing for HeartLands Conservancy (HLC) review. HLC is willing to consider and negotiate minor modifications to the General Terms and Conditions. A proposal submitted alongside written requests for changes to the General Terms and Conditions will be considered responsive."

Question: Is the timeline flexible? Completion of the inventory by October 1st is aggressive considering how long the contract execution might take, post-award.

Response: The following change applies to Attachment A, paragraph 1 due to the identification of a typographical error. The second-to-last sentence shall now read :

> *"The Work shall begin within 14 days of a signed contract, and the target completion date shall be mid-December 2026."*

Further context: The timeline is flexible, so long as work is completed by the deadline of the grant. HLC recognizes that many conditions can impact the rate of progress. The original date of October 1st is the target date for starting the contract services, in particular the tree inventory. HLC's new target date for inventory completion is projected to be mid-December 2026, but will depend on how long contract execution takes and therefore may change if agreed upon by all parties.

Question: Risk inspections: Would a level 1 be sufficient?

Response: **Pertaining to Attachment A, Section 8 (a), xiii** : A TRAQ level 1 risk assessment is sufficient for the scope of this project. The goal of the risk assessment is a quick, rapid assessment to identify the tree of greatest priority for management action and urgent interventions, such as large dead limbs.

Question: Maintenance recommendations: does every tree need a recommendation if it can't realistically be implemented before the data is no longer relevant?

Response: Pertaining to **Attachment A, Section 8 (a), xi** : Maintenance recommendation for each tree is a required deliverable for the tree inventory. Recommendations can be general and based on seasonal recommendations. HLC will work with the Proposer to ensure that all data being collected will be useful and a level of detail relevant for the management capacity of the City.

The following is a list of minimum data field requirements for the tree inventory (Attachment A, Section 8):

Required individual tree data fields

1. GPS coordinates
2. street address and relative location
3. land use (such as residential, business zone, natural area, park)

4. growing space (such as parkway, park)
5. species
6. diameter at breast (standard) height (DBH)
7. single or multi-stem designation
8. condition rating including defects (roots, wounds, rot, deadwood)
9. risk assessment
10. maintenance recommendation
11. general comments or notes

Question: How was the tree count estimate derived?

> **Response:** The tree count estimate was derived from a rough estimate using aerial imagery. HLC can provide a map with project sites if the Proposer wishes to provide a new number. Note that the tree inventory will only include the public parks and street ROWs provided in **Attachment A.**

Question: Is the project budget cap for the duration of the project considering some activities go into 2028?

> **Response:** The budget cap for the entirety of the project is $230,000. This includes any scope activities that go into 2028. April 15th 2028 is the deadline for project completion. Changes to the scope may allow for an earlier completion date.

Question: If it is the cap for the duration of the project, what flexibility do you have in scope modification to still fall within budgetary constraints?

> **Response:** HLC and the Proposer will work together to modify the scope to fall within the budget limits. The Proposer may make proposed changes to the counts of trees for the inventory, planting and removal, but the scope must still meet the grant deliverables. For example, the Proposer and HLC may reduce the number of tree plantings and removals to stay within the budget constraints.

If further information is required, please contact Mack, Project Coordinator at mack.heartlandsconservancy.org and CC Laura Lyon at Laura.lyon@heartlandsconservancy.org.