

## **Tree Inventory RFP Questions:**

**Does the Town have GIS SHP files for the areas in which data points should be updated? Or is spatial guidance limited to GPS coordinates of the existing inventory and physical maps?**

The BCD COG, our local Council of Governments does a good deal of the planning/zoning work for the Town and they would be able to share the available GIS files with the selected consultant.

**Does the Town have an estimate of how many potential planting locations they would like to collect?**

We do not have a number in mind. The old inventory had over 1,100 points which included planting sites at the time as well as existing and dead/missing trees. Due to the age of that inventory many of those potential locations would now be planted.

**Is the Town willing to share the budget for this project, the inventory update component, or the inventory software component?**

We prefer to not share the budget at this time. We do have a grant that will cumulatively cover the ordinance work, the town tree inventory and some continuing education for Tree Committee members.

**Can project meetings be hosted in a hybrid format (in-person and virtual) to balance budget limits and project needs?**

Inventory meetings can be held virtually or in person.

**What inventory software was used in the previous survey? And what format will the previous data be in?**

The old 2009 inventory appears to only be an excel sheet with coordinates and other attributes. It can be viewed [HERE](#) . The Tree Locator Guide can be found [HERE](#) .

**Is there a sample contract available for review?**

Sorry we do not have a sample.

**Are there any related bid tabs available for review?**

Consultants will be rated on the best qualifications, pricing and timing. We would prefer to not share the bid tabs.

**How should proposals be submitted?**

Proposals can be either emailed or mailed to the Town Hall address keeping in mind the deadline.

**Is the December 31, 2025 deadline for both projects flexible at all?**

The funds for each of these solicitations are by way of grants and thus the timelines provided would need to be kept to ensure timely completion of the grant paperwork for close out.

## **Vegetation Ordinance Review and Update RFP Questions:**

### **Does the Town have records for violations and penalties? What format are these records in?**

Violations have typically been addressed by way of letters to violators. These are infrequent.

### **Is the expectation for the consultant to facilitate a total of 4 meetings/workshops (2 public, 2 adoption in-person) or a total of 8 meetings/workshops (4 for public, 2 virtual with Town leadership, and 2 adoption meetings in-person)?**

We had advertised for 4 total meetings. The final two advertised would be with Town Council (one or both may potentially be a joint meeting with Planning Commission and/or the Tree Committee) during the final ordinance review for adoption. The other two meetings may be virtual or in person. Public input would need to be gathered which can be done through consultant provided questions with the consultant to host a website or email for responses to be received and compiled. Links to this questionnaire may be placed on the Town's website, in the Town's newsletter, hard copy questionnaires left at Town Hall or other means determined by the consultant.

### **Is the Town willing to share the budget for this project?**

We prefer to not share the budget at this time. We do have a grant that will cumulatively cover the ordinance work, the town tree inventory and some continuing education for Tree Committee members. If ultimately needed, we would work with the selected consultant to get the project within budget. With this being a grant the project timeline is largely influenced by the grant timeline.

### **Are there any previous Tree Committee minutes we could review to see what the Committee is focused on?**

The minutes mostly deal with their scheduled work days, tree give aways when available, and some various other items, which are probably not real informative towards the ordinance work. I do have some of their thoughts on the current ordinance that I can provide which was from roughly a year ago. Note that these are more shorthand style notes. They can be viewed [HERE](#) .

### **Which consultants have been providing this review service currently, or is done in house?**

The Town contracts with the local Council Of Governments for much of its planning/zoning related work so to my knowledge there have not been any outside consultants that have worked on the vegetation ordinances.