



City of East Palo Alto

Community & Economic Development Department

Planning Division

Responses to Written Questions

1. Q: Can a contractor hold multiple contracts?

A: A vendor can hold multiple contracts with the City.

2. Q: Please clarify what services and responsibilities the City expects this requirement to entail, including whether the consultant will be expected to provide regularly scheduled, in-person public counter coverage or only assist in person when requested.

A: The Consultant's primary responsibility will be to review arborist reports and related application materials for protected tree removals. The Consultant will evaluate tree health and condition and the appropriateness of proposed actions in accordance with the City's Urban Forest Master Plan and the City's objective of protecting and preserving the urban tree canopy, with tree removal considered a last resort.

The Consultant will not be responsible for regularly scheduled in-person public counter coverage or for responding directly to applicants. City staff will serve as the primary point of contact and will coordinate and transmit requests and supporting materials to the Consultant.

The Consultant will use professional judgment to determine when an on-site inspection is warranted based on the arborist report and other information provided with the application. The Consultant would typically communicate findings and recommendations to City staff rather than directly with applicants.

3. Q: The Scope of Services include "Accurately represent the City and answer questions, review plans and assist citizens in person at the public counter, on the phone or by email." Can you provide an estimate of how often (number of times or number of hours (i.e., per month or per week) that a representative of the selected consultant might be expected or required to review plans and assist citizens in person "at the public counter"?

A: Direct, in-person counter work is expected to be minimal and is almost nonexistent under typical circumstances. On occasion, the selected Consultant may be asked to review a proposed landscape plan to verify the appropriateness of proposed plant species or to provide other specialized arborist or landscape-related input. However, these instances are expected to be few and far between.

The Consultant would routinely work directly with City staff and would have minimal direct interaction with applicants or members of the public. Accordingly, the City does not anticipate a regular or predictable number of hours per week or month for public-counter assistance. When such assistance is needed, it would generally be limited to specific technical questions or plan reviews that require the Consultant's expertise.



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4. Q: Can you please estimate the number of hours per week that the consultant would be expected to “Perform regular site inspections to ensure the health of trees and tree protection is still in place.”?

A: The time required for site inspections will vary depending on the volume and nature of tree removal requests, as well as the size, species, condition, and circumstances of the trees involved. Historically, the City has received fewer than six tree removal requests per month, and the corresponding need for site inspections has generally been limited. Under the current process, City staff would route tree removal applications and supporting materials, including photographs, site plans, arborist reports, and other relevant exhibits, to the Consultant for review. The Consultant would then determine whether the information provided is sufficient to make a recommendation or whether a site visit is necessary.

In addition to conducting site inspections when needed, the Consultant would be expected to review and vet arborist reports; evaluate whether tree removal is appropriate; identify opportunities to preserve trees through alternative measures; recommend appropriate mitigation measures; and advise the City regarding the size, species, and other characteristics of replacement trees. Given the historically low volume of requests, the City does not anticipate a consistent number of inspection hours each week. Rather, the workload would fluctuate based on the number and complexity of applications received.

5. Q: Is there an estimated or expected number of hours per week that all of the on-call arborist responsibilities/duties will take?

A: The overall level of effort required for the on-call arborist services is expected to fluctuate based on development activity and the volume and complexity of tree-removal requests. Requests for tree removals and related arboricultural services have been relatively light over the past couple of years. However, the City anticipates that the workload may increase as development activity rebounds.

Based on the current level of activity, the City estimates that the Consultant would generally be expected to provide less than 8 to 16 hours of service per week. This is an estimate rather than a guaranteed or fixed level of work, and actual hours may vary from week to week depending on application volume, the complexity of individual cases, site inspection requirements, and other on-call arborist responsibilities.

The City appreciates your interest in providing these services and looks forward to receiving your proposal. Thank you for your time and consideration.

Reminder: Proposal Due Date is Monday September 21st at 2pm.