

Document 00901

ADDENDUM NO. 1

Issue Date: September 20, 2024  
Project: TREE REPLACEMENTS IN DOWNTOWN HOUSTON  
Project No.: 24-927.002-01  
From: Houston Downtown Management District  
1313 Main Street  
Houston, Texas 77002  
To: Prospective Bidders

This Addendum forms a part of the Bidding Documents and will be incorporated into the Contract Documents. Insofar as the Project Manual or Drawings or both are inconsistent, this Addendum governs. Acknowledge receipt of the Addendum by inserting its number and date of issue in Document 00310 - Form of Proposal. FAILURE TO DO SO WILL SUBJECT BID TO DISQUALIFICATION.

*This Addendum uses the change page method: remove, remove and replace, or add pages, or Drawing sheets, as directed in the change instructions below. Change bars ( | ) are provided in the right margins of pages from the Project Manual to indicate where changes have been made; no change bars are provided in added Sections.*

PART 1 -INSTRUCTIONS

1.1 Insert the attached Meeting Minutes, including Sign-in Sheet, from the September 16, 2024 Pre-Bid Meeting into the Project Manual.

PART 2- CLARIFICATIONS

2.1 Questions from Bidders (Excluding those received at the Pre-Bid Conference, see attached Meeting Minutes):

- 1) Will emailed photographs meet client approval for trees?  
ANSWER: Yes, emailed photographs of proposed tree samples will suffice; however, Contractor is still required to ensure all trees brought to the site meet project specifications. The District reserves the right to inspect trees in person and reject any trees or materials that are deemed as not meeting contractual requirements.
- 2) The existing stumps that have grates with connected electrical, will they be removed by the Downtown District and electrical temporarily removed/disconnected?  
ANSWER: Yes, electrical will be disconnected. Contractor to schedule and coordinate tree grate removal and storage by the District.

- 3) In the tree wells where electrical is present, will the contractor be responsible for repair if damaged?  
ANSWER: No, unless the District deems the Contractor did not take proper precautions to avoid and/or limit damages.
- 4) Watering once contractor has installed trees with working bubblers, can this be relied upon as sufficient watering, or will the Downtown District be watering topically?  
ANSWER: Existing irrigation will suffice; however, Contractor will be required to provide an irrigation watering schedule with frequency, run times, gallons per day, etc. Contractor is still required to perform inspections to ensure trees are receiving adequate watering.
- 5) There are locations that the tree wells are quite undersized for the growth that has occurred over the years. There will be areas of concrete & pavers that more than likely will be damaged with removal. Is the contractor responsible for this damage?  
ANSWER: Coordinate with the District if there will be anticipated damage to a specific area so that the District can remove pavers in advance. If there is damage, District will have pavers repaired. Contractor will be responsible for repairing any damaged concrete surfaces.
- 6) The tree wells all have different applications at pavement level. Some have plantings of Asian Jasmine, Sandy Leaf Fig and some simply with Black Star Gravel. When the tree stumps are removed, the beds initial integrity is diminished. Is the contractor responsible for restoration?  
ANSWER: Contractor to replant/reuse existing plants/gravel where possible. If unable to replant/reuse then contractor not obligated to replant.

PART 3- BIDDING REQUIREMENTS (DIVISION 0)

3.1 No changes.

PART 4- PROJECT MANUAL (DIVISIONS 1-16)

4.1 Document 01010 - Summary of Work: Remove entire section and insert replacement section included herein.

PART 5- DRAWINGS

5.1 No changes.

END OF ADDENDUM NO. 1



## **Minutes Pre-Proposal Conference**

**Tree Replacements in Downtown Houston RFP  
Houston Downtown Management District  
Project Number: 24-927.002-01**

**September 16, 2024 (2:00 PM)**

- I. Call to Order
  - A. Meeting called to order by Keith Gould, Quality Control Manager at 2:00 PM
  - B. Introduction of attendees and District Staff, see attached sign-in sheet.
  - C. Bid documents can be accessed via Downtown Houston website and Civcast
  
- II. Project Overview
  - A. HDMD currently maintains over 2,000 trees in the public rights-of-way within Downtown Houston and along Allen Parkway from I-45 to Montrose.
  - B. Project consist of replacing trees that were lost due to the May 16 Derecho weather event and Hurricane Beryl.
  - C. Work scope includes removing 153 existing root balls, installing 174 new trees of various species, tree anchoring, soil addition, re assembly of drip lines, and mulching.
  
- III. Administrative Requirements
  - A. Section 00100 - Instructions to Bidders
  - B. Section 00200 - Proposal Organization and Selection Criteria
    1. The attendees were encouraged to review and familiarize themselves with the requirements for the proposal.
    2. All bids will be judged based on same criteria with 100 possible points available: 40 points allocated to price, 20 points to experience, 20 points to proposed subcontractors/suppliers, 10 points to timely project closeout, 5 points for references, and 5 points for claims history.
  - C. Section 00310 - Form of Proposal
  - D. Section 00405 - Schedule of Unit Price Work
  - E. MWDBE Requirements - Goal 25%
    1. MWDBE participation is not a requirement, but Bidders are encouraged to make good faith efforts in helping to achieve the goal.

- IV. Project Requirements
  - A. Contract Time – 75 days
    - 1. Estimated Start Date – October 14, 202
    - 2. Estimated Completed Date – December 27, 2024
  - B. Section 01010 - Summary of Work
    - 1. Bidders were encouraged to visit the site locations to get a better understanding of amount of backfill needed.
  
- V. Construction Coordination
  - A. Permits
    - 1. Sidewalk and Lane closures
    - 2. Meter bagging
      - a. District will provide sidewalk, roadway lanes, and meter bagging permits as needed.
      - b. Contractors to be aware that work cannot occur on major thoroughfares during the hours of 7-9am and 4-6pm.
  - B. Metro Rail Safety training
    - 1. All workers must complete Metro’s safety training to work near the Rail.
    - 2. Metro provides free online training classes in both English and Spanish.
  
- VI. Timeline
  - A. Proposals due at 11:00 AM on Tuesday, October 1, 2024.
    - 1. **Proposals delivered to 1313 Main Street** (Downtown District Operations Center)
  - B. Contractor Selection and HDMD Board Authorization – October 10
  
- VII. Questions and Answers:
  - A. Submit additional questions to Keith Gould, Quality Control Manager at keith.gould@downtownhouston.org – Due 5:00 PM on ~~Friday, September 20~~ Tuesday, September 24
  - B. Final Addenda – to be issued before 5:00 PM on ~~Tuesday, September 24~~ Thursday, September 26
  - C. Addenda issued via email to bidders attending pre-proposal conference and posted on civcast.
  - D. Questions asked by attendees
    - 1. Q: Can deadline for questions be extended to allow for more time to visit planting locations?
      - A: Yes, deadline for submitting questions will now be 5:00 PM on Tuesday, September 24 with Final Addenda to be issued before 5:00 PM on Thursday, September 26
    - 2. Q: Are there any scheduled Metro rail shutdowns during the contract time?
      - A: There are no current scheduled Metro rail shutdowns. If a shutdown is scheduled, parties will be notified.

3. Q: Will backfill be required to be placed in the hole once the rootball is removed and prior to tree installation?  
A: No. but the contractor will be required to provide adequate and proper protection to secure the hole for pedestrian safety.
4. Q: Are the sizes of the trees listed on the bid?  
A: Yes, tree sizes and locations are listed in project manual section 01010, Summary of Work.
5. Q: Will the bids be read openly?  
A: No, the received bid proposals will be evaluated by a selection panel; however, a bid price tabulation will be available to those that submitted a qualifying bid.
6. Q: Are the caliper size listed for the trees?  
A: All trees shall meet the following criteria:

<b>Container Size (gallons)</b>	<b>Height</b>	<b>Spread</b>	<b>Caliper</b>	<b>Notes</b>
100	14'-16'	7'-10'	4"-5"	<b>Container Grown – Fully Rooted</b> Straight trunk specimen trees with full symmetrical crown and strong central leader.

VIII. Adjourn – the meeting adjourned at 2:30 PM

All comments, answers or statements made in this conference or other time prior to the proposal receipt and opening shall not be construed as modifying the Bid Documents. The Bidder's estimate shall be based only on the Bid Documents and all written addenda.

**Tree Replacements in Downtown Houston 24-927.002-01**  
**Houston Downtown Management District Pre-Bid Attendance Roster**

Company	Rep Name	Rep Title	Phone #	Email
Perfect Finish Landscaping	James C. Arnold	VP Houston Construction	940-367-0287	james@perfectfinishlandscaping.com
Color Specialists	Cheryl Langford	President, CS	281-924-6942	cheryl.langford@color.net
Bartlett Tree	Joe Keefe	Commercial Arborist	281-960-4415	jkeefe@BartlettTree.com
Landscape Art	Rebecca Dubiski	President	281-309-0500	bids@landscapeartinc.com
Build Up	A.K. Caraway	President	281-541-5103	thebuildup@gmail.com
Tabby's Landscape	Heidi Barua	President	281 822 1379	hngarcia60@brynar.com
HDMD	Keith Gould	Quality Control Manager	832 525-9519	Keith.gould@downtowndistrict.org
HDMD	BRETT DEBORD	DIR OPERATIONS and CAPITAL PROJECTS	713-412-4123	
<del>Dusty McCartney</del> HDMD	Dusty McCartney	Construction Proj. Manager	210-464-5316	dusty.mccartney@downtownhouston.org

Section 01010

SUMMARY OF WORK

PART 1 - GENERAL

1.01 SECTION INCLUDES

- A. Summary of Work, Project Manual and Construction Documents Arrangement, Work by Others, Owner Occupancy, and Contractor Use of Site and Premises.

1.02 SUMMARY OF WORK

- A. The scope of work includes all labor, materials, equipment, and necessary services required for the Tree Replacements in Downtown Houston as defined by the Project Manual and the Construction Documents, and any modifications thereto.
- B. The level of all planter beds will need to be raised to be flush with adjacent sidewalk or planter curbs; some are more severe than others and will require more work. Contractor to determine quantity of required backfill and preferred method of raising planter beds, such as salvaging existing landscaping or replacing with new. Planter beds shall be top dressed with a 2" layer of mulch.
- C. There is existing irrigation in the planter beds and shall be adjusted accordingly with the leveling of the beds. It is the Contractors' responsibility to determine if it is more cost effective to use and repair the existing irrigation system or to remove and replace it within the planter bed. Contractor can only cover the irrigation system after it has been tested, inspected and approved by the Project Manager.
- D. Provide and install irrigation dripper line systems and connect to existing lateral lines to achieve 100% coverage of planter bed. Contractor to estimate quantities and reflect costs in bid.
- E. Furnish and install Platipus Anchor System (RF2P) for each tree planted. Contractor must get approval from Project Manager to use an alternative guying or staking system.
- F. Adjust existing irrigation valves, valve boxes, lights, and electrical boxes to be flush with adjacent sidewalk elevation or planter curb. This work is incidental, and no payment will be made for it.

G. Furnish and install below quantity of new trees at the following locations:

Total Live Oaks	23
Total Trinity Mexican Sycamores	52
Total Shumard Red Oak	12
Total Allee Elm	4
Total Drake Elm	57
<u>Total Overcup Oak</u>	<u>26</u>
Total Tree Quantity	174

**1100 Bagby – Dallas to Lamar** **Quantity**

East Side – N/A	0
West Side – 100 gal live oak	1

**1100 Smith – Dallas to Lamar**

East Side – N/A	0
West Side – 100 gal live oak	1

**800 Milam – Walker to Rusk**

East Side – N/A	0
West Side – 100 gal live oak	1

**900 Milam – McKinney to Walker**

East Side – N/A	0
West Side – 100 gal live oak	1

**1200 Milam – Polk to Dallas**

East Side – N/A	0
West Side – 100 gal live oak	1

**100 Travis – Franklin to Commerce**

East Side – 100 gal red oak	1
West Side – N/A	0

**100 Main – Franklin to Commerce**

East Side – N/A	0
West Side – 100 gal drake elm	2

**700 Main – Rusk to Capitol**

East Side – N/A	0
West Side – 100 gal allee elm	2



**1100 Main – Dallas to Lamar**

East Side – N/A	0
West Side – 100 gal drake elm	1

**1200 Main – Polk to Dallas**

East Side – N/A	0
West Side – 100 gal drake elm	2

**1300 Main – Clay to Polk**

East Side – 100 gal drake elm	2
West Side – 100 gal drake elm	2

**1400 Main – Bell to Clay**

East Side – 100 gal drake elm	6
West Side – 100 gal drake elm	4

**1500 Main – Leeland to Bell**

East Side – 100 gal drake elm	5
West Side – 100 gal drake elm	1

**1600 Main – Pease to Leeland**

East Side – 100 gal drake elm	3
West Side – 100 gal drake elm	4

**1700 Main – Jefferson to Pease**

East Side – 100 gal drake elm	5
West Side – 100 gal drake elm	3

**1800 Main – St. Joseph Pkwy to Jefferson**

East Side – N/A	0
West Side – 100 gal drake elm	5

**100 Fannin – Franklin to Commerce**

East Side – N/A	0
West Side – 100 gal live oak	1

**900 Fannin – McKinney to Walker**

East Side – N/A	0
West Side – 100 gal live oak	1

**700 San Jacinto – Rusk to Capitol**

East Side – 100 gal live oak	4
West Side – N/A	0

**1100 San Jacinto – Dallas to Lamar**

East Side – 100 gal live oak	1
West Side – N/A	0

**300 Caroline – Preston to Congress**

East Side – N/A	0
West Side – 100 gal red oak	1

**1100 Caroline – Dallas to Lamar**

East Side – N/A	0
West Side – 100 gal live oak	1

**400 Austin – Prairie to Preston**

East Side – 100 gal red oak	2
West Side – N/A	0

**200 La Branch – Congress to Franklin**

East Side – 100 gal overcup oak	1
West Side – N/A	0

**300 La Branch – Preston to Congress**

East Side – N/A	0
West Side – 100 gal overcup oak	1

**100 Crawford – Franklin to Commerce**

East Side – N/A	0
West Side – 100 gal overcup oak	1

**900 Crawford – Walker to McKinney**

East Side – 100 gal live oak	1
West Side – N/A	0

**100 Jackson – Franklin to Commerce**

East Side – 100 gal overcup oak	2
West Side – N/A	0

**200 Jackson – Congress to Franklin**

East Side – 100 gal overcup oak	1
West Side – 100 gal overcup oak	2

**100 Chenevert – Franklin to Commerce**

East Side – 100 gal overcup oak	1
West Side – N/A	0

<b>200 Chenevert – Congress to Franklin</b>	
East Side – 100 gal overcup oak	2
West Side – N/A	0
<b>100 Hamilton – Franklin to Commerce</b>	
East Side – N/A	0
West Side – 100 gal overcup oak	4
<b>200 Hamilton – Congress to Franklin</b>	
East Side – 100 gal overcup oak	2
West Side – N/A	0
<b>900 Commerce – Travis to Main</b>	
North Side – N/A	0
South Side – 100 gal red oak	1
<b>1000 Commerce – Main to Fannin</b>	
North Side – 100 gal red oak	1
South Side – N/A	0
<b>1100 Commerce – Fannin to San Jacinto</b>	
North Side - N/A	0
South Side – 100 gal red oak	1
<b>1700 Commerce – Jackson to Chenevert</b>	
North Side – N/A	0
South Side – 100 gal overcup oak	2
<b>800 Franklin – Milam to Travis</b>	
North Side – 100 gal red oak	1
South Side – 100 gal red oak	1
<b>900 Franklin – Travis to Main</b>	
North Side – 100 gal red oak	1
South Side – N/A	0
<b>1100 Franklin – Fannin to San Jacinto</b>	
North Side – 100 gal red oak	1
South Side – N/A	0
<b>1300 Franklin – Caroline to Austin</b>	
North Side – N/A	0
South Side – 100 gal red oak	1

**1500 Franklin – La Branch to Crawford**

North Side – 100 gal overcup oak	2
South Side – 100 gal overcup oak	2

**1600 Franklin – Crawford to Jackson**

North Side – N/A	0
South Side – 100 gal overcup oak	2

**1700 Franklin – Jackson to Chenevert**

North Side – N/A	0
South Side – 100 gal overcup oak	1

**800 Preston – Milam to Travis**

North Side – N/A	0
South Side – 100 gal Mexican sycamore	1

**1000 Preston – Main to Fannin**

North Side – 100 gal Mexican sycamore	1
South Side – N/A	0

**1500 Preston - La Branch to Crawford**

North Side – N/A	0
South Side – 100 gal Mexican sycamore	1

**900 Prairie – Travis to Main**

North Side – N/A	0
South Side – 100 gal allee elm	1

**1000 Prairie – Main to Fannin**

North Side – 100 gal allee elm	1
South Side – N/A	0

**700 Walker – Louisiana to Milam**

North Side – N/A	0
South Side – 100 gal live oak	1

**400 Lamar - Bagby to Brazos**

North Side – 100 gal live oak	1
South Side – 100 gal live oak	1

**500 Lamar – Brazos to Smith**

North Side – 100 gal live oak	1
South Side – N/A	0

**500 Dallas – Brazos to Smith**

North Side – 100 gal live oak	3
South Side – N/A	0

**800 Dallas – Milam to Travis**

North Side – 100 gal drake elm	1
South Side – 100 gal drake elm	2

**900 Dallas – Travis to Main**

North Side – 100 gal drake elm	1
South Side – 100 gal drake elm	1

**1200 Dallas – San Jacinto to Caroline**

North Side – 100 gal drake elm	1
South Side – 100 gal drake elm	1

**1400 Dallas – Austin to La Branch**

North Side – N/A	0
South Side – 100 gal drake elm	1

**1500 Dallas – La Branch to Crawford**

North Side – N/A	0
South Side – 100 gal drake elm	4

**Allen Parkway – Montrose to Stanford**

North Curb – 100 gal Mexican sycamore	2
Median – 100 gal Mexican sycamore	3
South Curb – 100 gal Mexican sycamore	1

**Allen Parkway – Stanford to Taft**

North Curb – 100 gal Mexican sycamore	10
Median – 100 gal Mexican sycamore	6
South Curb – N/A	0

**Allen Parkway – Taft to Gillette**

North Curb – 100 gal Mexican sycamore	6
Median – 100 gal Mexican sycamore	2
South Curb – N/A	0

**Allen Parkway – Gillette to Park Vista**

North Curb – 100 gal Mexican sycamore	7
Median – 100 gal Mexican sycamore	4
South Curb – N/A	0

**Allen Parkway – Park Vista to Heiner**

North Curb – 100 gal Mexican sycamore	2
North Curb – 100 gal live oak	2
Median – 100 gal Mexican sycamore	4
South Curb – 100 gal Mexican sycamore	2

H. All furnished trees shall meet the following criteria:

<b>Container Size (gallons)</b>	<b>Height</b>	<b>Spread</b>	<b>Caliper</b>	<b>Notes</b>
100	14'-16'	7'-10'	4"-5"	<b>Container Grown – Fully Rooted</b> Straight trunk specimen trees with full symmetrical crown and strong central leader.

1.03 PROJECT MANUAL AND CONSTRUCTION DOCUMENTS ARRANGEMENT

A. The Project Manual

1. Bidding Requirements, Contract Forms, Conditions of the Contract, and Division 1 - General Requirements apply to Work covered by the Contract.
2. Technical Specifications.

B. The Construction Documents.

C. Addenda to the Contract issued during bidding.

1.04 WORK BY OTHERS

A. Separate Contracts

1. Work under separate contracts on adjacent street improvement projects may be ongoing concurrent with Work of this Contract.
2. Cooperate with the Owner and separate contractors to accommodate these requirements.

1.05 CONTRACTS

A. Work will be executed under one prime general contract between the Owner and the successful bidder.

1.06 RELATED WORK OF OTHER CONTRACTS

A. Contractor shall cooperate and coordinate his work with work provided under other contracts within the project site. Separate contracts may include, but not necessarily be limited to the following:

1. Projects as listed in paragraph 1.04 of this section.
2. Private Development.
3. Regulatory signage installation by City of Houston.

1.07 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Coordinate use of site and premises with the Owner.
- B. Assume full responsibility for protection and safekeeping of products under this Contract stored on site.
- C. Shall limit disruption to vehicular and pedestrian traffic in public rights-of-way from 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m., Monday through Friday.
- D. Obtain and pay for use of any additional storage or work areas needed for operations.
- E. Limit use of site and premises to allow for:
  - 1. Work by separate contractors.
  - 2. Work by Owner.
  - 3. Use of site and premises by tenants and occupants of adjacent properties during construction.

1.08 SEQUENCE OF CONSTRUCTION

- A. Sequence of construction to be determined upon contract award due to current and ongoing development; implementation will be coordinated with Project Manager on the basis of level of complexity and street corridor.
- B. Work shall proceed in a manner as to minimize disruption to the public. The Contractor's Construction Schedule shall be developed such that the work proceeds to meet the scheduled completion date.
- C. Any deviations allowed by the Downtown District to these provisions shall not be interpreted as a change to these provisions and shall not establish a right by the Contractor to such deviations in other areas of the Work unless specifically stated in writing.

PART 2 - DOCUMENTS

- a. HOUSTON, TEXAS CODE OF ORDINANCES, CHAPTER 40, ARTICLE XVII: SIDEWALK AND ROADWAY OBSTRUCTIONS AND IMPAIRMENTS
- b. ROADWAY AND SIDEWALK OBSTRUCTION PERMIT APPLICATION - online at [www.houstonpermittingcenter.org](http://www.houstonpermittingcenter.org)

END OF SECTION