

# CITY OF NEW ORLEANS

HELENA MORENO  
MAYOR

JAMES C. SIMMONS, JR.  
CHIEF PROCUREMENT OFFICER

## SOLICITATION ADDENDUM

**Addendum Date:** May 5, 2026  
**Solicitation Number:** 4671  
**Solicitation Title:** ITB 4671 Re-Bid City Wide Tree Planting  
**Solicitation Deadline Date and Time:** May 11, 2026 at 11:00 am CST  
**Addendum Number:** 3  
**Purchasing Designated Official:** Maxie M. Birch  
maxie.birch@nola.gov  
504-658-1562

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THE BUREAU OF PURCHASING HERewith ISSUES THIS ADDENDUM TO THE ABOVE-REFERENCED SOLICITATION. EXCEPT AS MODIFIED BELOW, ALL OTHER ASPECTS OF THE ORIGINAL SOLICITATION REMAIN IN EFFECT.

CAREFULLY READ, REVIEW AND ADHERE TO ALL MODIFICATIONS TO THE SOLICITATION IN THIS ADDENDUM.

## PRE-SUBMITTAL CONFERENCE

- N/A

## DBE INTEREST

- N/A

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**QUESTIONS AND ANSWERS**

- **The following questions have been received:**

**Q1. Will parks and parkways supply the water to water these trees?**

**A1.** See Q7 and A.7 below

**Q2. If my company doesn't own a company vehicle do we still need a commercial liability automobile policy?**

**A2.** Yes, proof of insurance is required for all vehicles that will be used to perform the contracted scope of work.

**Q3. What is the anticipated timeframe between the bid opening on May 14, 2026, and the issuance of the Notice to Proceed?**

**A3.** The timeframe is subject to the City's contract approval process. Parkways will attempt to expedite this contract so the NTP can be issued as soon as possible for Alternates 1 and 2, which is watering the trees from the completed Phase I portion of the USDA project. The contract process will likely take a minimum of 6 weeks.

**Q4. The revised invitation to bid shows bid due on May 14th. to clarify, it is May 11th or May 14th?**

**A4.** The bid open date is May 11, 2026 @ 11:00 A.M.

**Q5. In the event of a "Declared Disaster," what is expected of the contractor? Will the contractor be issue task orders for emergency 24/7 watering or tree stabilization?**

**A5.** The contractor is not responsible for damage directly resulting from a Declared Disaster. In the event of a disaster, the City will assess the extent of damage and issue a Change Order to address the issue, to the extent possible

**Q6. How will the City measure "satisfactory performance" regarding tree health? If a tree dies during the initial maintenance period due to environmental factors (like extreme heat), is the contractor required to replace it at no additional cost?**

**A6.** Performance is evaluated based on tree health and documented compliance with watering, installation and maintenance specifications. The selected trees are heat-tolerant and suited for USDA Plant Hardiness Zone 9b; provided they are watered correctly, they should thrive. The contractor must replace any stressed or dead trees at no cost, unless a Declared Disaster or another issue occurs that is beyond the Contractor's control, such as vehicular damage, and is determined to be the direct cause of the tree's condition.

**Q7. Is the contractor responsible for providing their own water source and transport (e.g., water trucks), or will the City provide access to public hydrants at the planting sites?**

**A7.** Per the ITB specifications, the Contractor is responsible for providing the watering truck. Renting a meter from SWBNO to use nearby hydrants will be more practical, given the distance between planting sites and the number of trees involved.

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**Q8. Is there an established reporting tool that will need to be used for Work Progress Reporting?**

**A8.** Yes, the City will provide the Contractor access to Procore to document tree installation and maintenance. Contractors must use the Daily Log to record the specific trees watered, the volume of water applied, and the time spent on-site.

**Q9. Can you publish the Prebid meeting attendee list?**

**A9.** See attached Prebid Sign In Sheet.

**Q10. I am a certified DBE vendor, can I self-perform this job?**

**A10.** Yes, if they are DBE certified. They can self-perform but they have to be certified in that scope of work. Use Form 1 stating 100% self-performing.

**Q11. If I have a horticulturist license, and don't have a Louisiana state landscape license, Do I still need the Louisiana state license?**

**A11.** Minimum vendor qualifications include a Landscape Horticulturist License from the Louisiana Department of Agriculture and Forestry (LDAF) and a commercial license from the Louisiana State Licensing Board for Contractors (LSLBC). The LSLBC license is required for any project exceeding \$50,000, including the subclassification for Landscaping, Grading and Beautification under the Municipal and Public Works Construction category.

**Q12. Do the City's NOLA Hire requirements apply to this ITB?**

**A12.** NO City Code Sec. 2.8. Supply said affidavit upon written request by the City. See Attachment H.

**Q13. Does the project budget include the Add Alternates?**

**A13.** The \$630K project budget excludes the cost of Add Alternates I and II (watering of the established Phase I trees), which will increase the total cost beyond the original estimate.

**Q14. With the timing of this bid and possible award a month from now pushing us past the Spring planting window, would the actual tree plantings start in the Fall of 2026?**

**A14.** Yes, the tree planting will begin on November 1, 2026. The NTP will be issued immediately upon execution of the contract; to commence with Alternate I and Alternate II, which is the watering of the trees previously installed during Phase I.

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**DEADLINE(S)**

- The Bid Close date is May 11, 2026@ 11:00 A.M

**ATTACHMENT(S)**

- N/A

**OTHER INFORMATION**

- NA

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**DO NOT FORGET TO ACKNOWLEDGE THIS ADDENDUM AS REQUIRED BY THE SOLICITATION.**  
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**JAMES C. SIMMONS, JR.  
CHIEF PROCUREMENT OFFICER  
[END OF SOLICITATION ADDENDUM]**