LAS VIRGENES UNIFIED SCHOOL DISTRICT
4111 LAS VIRGENES ROAD
CALABASAS, CALIFORNIA 91302
Telephone: (818) 880-4000
Fax: (818) 880-4200
www.lvusd.org

LasVirgenes Schools

BOARD OF EDUCATION
ANGELA CUTBILL
DALLAS LAWRENCE
ALAN LAZAR
LINDA MENGES
LESLI STEIN
DANIEL STEPENOSKY, Ed. D.
SUPERINTENDENT

RFP# 01.09-904-2026-009 - Tree Maintenance, Clearance, Fire Mitigation
Response to Inquiries

District Contact for this RFP:
Las Virgenes Unified School District
Attn: Business Services – Tree Maintenance, Clearance, Fire Mitigation, and Rolling Monitoring Services
RFP No. 01.09-904-2026-009
4111 Las Virgenes Road
Calabasas, CA 91302
Email: cborsheim@lvusd.org
Phone: 818-880-4000

Note: These responses clarify the existing RFP and do not materially modify its requirements. In the event of a conflict, the RFP, formally issued addenda, and resulting agreement shall control.

1. Can you confirm payment and performance bonds will not be required?

Payment and performance bonds are not required at the time of proposal submission. However, as stated in the RFP, the District reserves the right to require payment and/or performance bonds for an individual work order when required by applicable law or directed by the District based on the nature and value of the work. Proposers should not include bond costs in their base pricing unless separately identified as a potential additional cost.

2. Who was the previous contractor?

The District has historically obtained tree maintenance and related services through individual projects and as-needed service arrangements. There is no single incumbent contractor performing the complete Districtwide scope described in this RFP.

3. What was the total annual amount previously paid?

Historical expenditures varied based on District needs and do not represent a guaranteed or estimated contract value under this RFP. The current RFP includes a broader proactive monitoring, documentation, and rolling-coverage program that may not be directly comparable to prior as-needed expenditures. Proposers must independently price the scope described in the RFP.

4. What is the city budget for the year?

LVUSD is a public school district, not a city. The District's anticipated annual funding for these services is addressed in the response to Question 12. No minimum volume of work or expenditure is guaranteed.

5. Page 29 – Form B-1: Baseline Assessment: This assessment request appears to be similar to the documents included in Scott McAlister's July 7 email titled *"RFP for LVUSD Tree Assessments Documents."* Are you requesting an additional assessment completed by Newbury Park Tree Service in a similar format to the documents Scott provided?

Yes. The selected Contractor will be required to perform the baseline assessment and tree inventory described in the RFP. The existing 2025 assessment documents are being provided as background and planning information and are not a substitute for the Contractor's contractual baseline-assessment obligations.

The selected Contractor may use the existing materials as a starting point but must independently review, verify, update, and supplement the information as necessary to satisfy the RFP requirements. The Contractor is not required to duplicate the exact format used by the prior consultant, provided its proposed format includes the required information and is acceptable to the District.

For pricing purposes, proposers should provide: (1) a one-time fixed price for the complete Districtwide baseline assessment and initial inventory; (2) an annual price for recurring monitoring and program management; and (3) separate unit, crew, equipment, emergency, disposal, and arborist rates for District-authorized work orders. The baseline-assessment price should assume a complete site-by-site field verification of the applicable inventory, even when existing District materials are used as a starting point.

6. Page 29 – Form B-1: Rolling Monitoring: This monitoring request appears to be similar to the spreadsheet included in Scott McAlister's July 7 email titled *"Tree Assessment 3 Year Plan."* Are you requesting a separate initial assessment similar to the one Scott provided?

Yes. The three-year plan is being provided as background and reflects existing District planning information. The selected Contractor must perform the initial Districtwide baseline assessment required by the RFP and use that assessment, together with the existing materials and District direction, to develop an updated first-year priority work plan and proposed recurring monitoring cycle.

The selected Contractor's monitoring plan should identify how frequently sites or identified risk areas will be reviewed and how the Contractor will document, prioritize, track, and report recommended work.

7. Tree Assessment Reports: The reports provided to us during the optional job walk do not include tree ID numbers on all of the maps. Do you have versions of the maps that include the corresponding tree IDs?

The District does not have versions of the maps containing additional tree identification numbers. The selected Contractor will be responsible for developing or updating a usable tree-identification and location system as part of the baseline assessment.

8. To confirm, no tree work or any other related services will be performed until the inventory has been completed. Is this correct?

No. The District may authorize emergency, urgent, fire-mitigation, clearance, hazard-removal, or other priority work before the complete baseline inventory is finalized. The Contractor must immediately report hazards or urgent concerns identified during the assessment. Except for temporary measures reasonably necessary to secure the immediate work area and prevent imminent harm, no billable corrective work may proceed without written District authorization or an approved work order.

9. Will the work schedule, prioritization of services, and budget allocation be developed entirely from the inventory results, or are there existing priorities that should be considered as well?

The work schedule and prioritization will be based on multiple factors, including:

- Results of the selected Contractor's baseline assessment;
- Existing District assessments and the three-year planning materials;
- Immediate and emerging safety hazards;
- Fire-season and vegetation-clearance needs;
- Known site concerns and prior recommendations;
- Wind, rain, heat, fire, or other weather-related conditions;
- Operational and campus scheduling considerations;
- District-directed priorities; and
- Available funding.

The District retains final authority over work priorities, schedules, service levels, and authorization of expenditures.

10. Are there any limitations regarding working hours, campus access times, noise restrictions, testing periods, special events, or other operational constraints that contractors should consider when developing schedules?

Yes. All work must be coordinated in advance with the District. Work schedules may be restricted or modified based on instructional hours, student arrival and dismissal, recess and lunch periods, testing, athletic activities, performances, community use, special events, emergency operations, local noise requirements, and other campus activities.

Work during student arrival, dismissal, lunch, recess, or other high-traffic periods is prohibited unless expressly approved by the District. Work in occupied student areas requires appropriate separation, barricades, traffic and pedestrian controls, and District approval.

The District may require certain work to occur before or after school, on weekends, during school breaks, or at other approved times. Proposers should describe any after-hours, weekend, or emergency premiums in their fee proposals.

11. Is the district's objective to include all trees across all campuses on a consistent inspection and maintenance cycle, or will services be scheduled and prioritized based on available annual funding or by service request?

The District's objective is to include all District sites and applicable trees in a documented, recurring inspection and monitoring program. The frequency and depth of inspection may vary according to risk, site conditions, fire-interface exposure, prior findings, seasonal considerations, and District direction.

Completion of recommended maintenance work will be prioritized based on safety, urgency, fire mitigation, operational need, available funding, and District-issued work orders. Inclusion in the inspection cycle does not mean that every recommended maintenance item will be completed during the same fiscal year.

For proposal-pricing purposes, the baseline assessment shall include trees within developed or regularly occupied campus areas, maintained landscaped areas, parking and circulation areas, athletic and play areas, building and utility clearances, fire lanes, fence lines, and District-designated fire-interface or slope areas. Trees located in extensive unmanaged open-space areas are included only when specifically identified by the District or when they may reasonably affect District structures, access, operations, or safety.

12. Is there an established annual budget for this project?

The District has not established a guaranteed annual expenditure for this contract. Services will be authorized based on District needs, accepted pricing, available funding, and approved work orders. Proposers should provide complete and transparent pricing for the baseline assessment, rolling monitoring, planned maintenance, and as-needed services.

13. Will there be a site provided for parking of vehicles & equipment and/or staging of materials?

The District does not guarantee a permanent parking, storage, or staging area. Temporary site-specific parking or staging may be made available when operationally feasible and must be approved in advance by the District.

Contractor vehicles, equipment, debris, and materials may not block fire lanes, emergency access, student or pedestrian routes, parking operations, or District activities. The Contractor remains responsible for securing its equipment and materials and for removing them when directed.

14. Is the District interested in using any of the green waste generated from tree maintenance if delivered as clean wood chips?

The District may elect to retain clean wood chips on a project-by-project basis when there is an identified District use and an approved delivery location. Retention of wood chips is not guaranteed.

Unless the District provides written direction to retain material, the Contractor shall remain responsible for lawful removal, transport, recycling, and disposal of all green waste and debris. Wood chips retained by the District must be clean and free of trash, soil, rocks, diseased material, invasive plant material, and other contaminants.

15. The RFP requires contractors to provide a proposed first-year schedule and a recurring cycle for inspections, prioritization, work order completion, and incident reporting. Should this proposed schedule be developed using a new inventory conducted by the selected contractor?

Proposers should submit a preliminary first-year schedule and recurring monitoring approach based on the information presently available, including the RFP, existing assessment documents, the three-year planning materials, site information, and any observations made during the optional job walk.

Following award, the selected Contractor must refine and update that schedule based on its Districtwide baseline assessment, District priorities, and District approval. Proposers should explain their proposed implementation process, assumptions, inspection frequency, prioritization methodology, reporting cycle, and how the schedule will be adjusted after the baseline assessment is completed.

16. Are copies of any existing risk assessments, management plans, GIS inventory data, or historical maintenance records available for review prior to proposal submission?

Proposers may contact Claire Borsheim (cborsheim@lvusd.org) for a copy of documents distributed during the optional job walk, which included the 2025 assessment reports and three-year planning materials.

Except for the materials referenced above, the District does not presently have additional GIS inventory data, risk assessments, or historical maintenance records available for proposal preparation.

Existing information is being provided for background purposes only. The District does not warrant that the information is complete, current, or sufficient to satisfy the selected Contractor's baseline-assessment, verification, monitoring, or reporting obligations.

17. Can the District provide guidance on what the service level expectations would be for this project?

The District expects the selected Contractor to provide a proactive, responsive, and well-documented Districtwide program rather than solely responding to isolated trimming requests. At a minimum, service-level expectations include:

- Completion of the initial Districtwide baseline assessment within 60 calendar days of Notice to Proceed, unless the District approves another schedule;
- Development of a first-year priority work plan;
- Recurring site monitoring at frequencies proposed by the Contractor and approved by the District;
- Prompt identification and written reporting of safety and fire-mitigation concerns;
- Quarterly reports describing inspections, completed work, outstanding recommendations, and upcoming priorities;
- Complete work-order closeout documentation, including site, date, crew, description, photographs, debris-removal confirmation, and remaining recommendations;
- Compliance with District safety, campus-access, public works, environmental, and reporting requirements;
- Phone acknowledgment of District-designated emergencies within one hour and on-site response within four hours unless otherwise approved;
- Response to urgent conditions within 24 hours or sooner when directed;
- Completion of priority-routine work within five to ten business days unless the District approves an alternate schedule; and

- Completion of routine and preventive work according to the District-approved annual or quarterly schedule and authorized work orders.

The District will evaluate proposed service levels, staffing, equipment, response capability, inspection frequency, reporting systems, and overall ability to support a multi-site public-school environment. The RFP establishes the baseline expectations, and proposers may propose enhanced service levels where clearly identified and separately priced. The RFP's scope, response priorities, reporting requirements, and rolling-coverage model provide the controlling service requirements.