



FINANCIAL & ADMINISTRATIVE SERVICES

**DATE:** July 23, 2024

**TO:** Chris Wilson, Interim City Manager

**FROM:** Robin Spencer, Contracts Analyst

**DEPARTMENT:** Financial & Administrative Services  
Procurement Services Division

**SUBJECT:** Requesting approval to award contract number 12214 for tree canopy assessment and equity prioritization services for the Executive Department

**Background:**

The Executive Department's Office of Sustainability and Resilience received a grant through the United States Department of Agriculture Forest Service by way of the Arbor Day Foundation. As a part of this grant project, the Procurement Services Division conducted a solicitation for tree canopy assessment and equity prioritization services through the Greensboro e-Procurement System (GePS) under event number 11504. Two responsive bids were received. All responsive bids were reviewed and scored by a committee of six that consisted of Executive, Parks and Recreation, Planning, and M/WBE employees. Of the two bids received, both were from a registered M/WBE firms with the State of North Carolina. Planning Communities, LLC was determined to be the vendor best qualified to provide these services for the Executive Department. Planning Communities, LLC is a registered M/WBE firm with the State of North Carolina.

**Recommendation:**

The Procurement Services Division concurs with the recommendation of the Executive Department to award Contract 12214 to Planning Communities, LLC. It is estimated that the tree canopy assessment and equity prioritization services contract will be \$110,000 annually. The estimated total contract value for this three-year contract with is \$330,000.

**Outreach:**

- Solicitation notifications were sent out in GePS to 1,816 potential bidders.
- A direct solicitation notification was sent to 45 potential M/WBE bidders.
- Planning Communities, LLC is a registered M/WBE vendor with the State of North Carolina.

**Financial information:**

- Contract Number: 12214
- Account Number: 220-02-0298806.5413
- Contract Effective Dates: September 1, 2024 – August 31, 2027
- FY25
- Annual Estimated Cost: \$110,000.00
- Total Estimated Award: \$330,000.00