

**Texas Trees Foundation
for
South Dallas Greening Initiative**

**Request for Proposals for
Tree Inventory Services**

RFP Release Date:

Tuesday, July 2, 2024

PROPOSALS DUE:

Tuesday, July 16, 2024

11:59 pm Central Daylight Time



**Texas Trees Foundation
3000 Pegasus Park Drive
Suite 740 Dallas, TX 75229
REQUEST FOR PROPOSAL (RFP)**

Table of Contents

Section 1 Request for Proposal 3
Section 2 Background 3
Section 3 Project Purpose 4
Section 4 Scope of Work 5
Section 5 Contents of Proposal 6
Section 6 General Requirements and Submittal Instructions 7
Section 7 Selection Process 8
Section 8 Acceptance or Rejection and Negotiation of Proposal 9
Section 9 Questions 9
Section 10 Reservations 9
Equal Opportunity Statement 10
Closing Date and Time 10



Section 1 Request for Proposal

The Texas Trees Foundation (TTF) is requesting proposals from qualified consultants to conduct a tree inventory of Fair Park, in the City of Dallas, Texas. The required services and performance conditions are described in the Scope of Work. Consultants are encouraged to suggest additions or modifications to the scope that will enhance or clarify the work, and these suggestions should be incorporated in the proposal. If the consultant hires a subcontractor, the subcontractor must be approved by TTF. Physical inventory must be completed **prior to September 17, 2024**, which is 10 days before the opening date of the State Fair of Texas. The consultant shall submit a completed inventory and associated report by **October 31, 2024**. If the physical inventory cannot be completed before September 17th, the consultant should provide an alternate timeframe for completing the inventory and report starting after November 1st.

Section 2 Background

TTF, formerly the Dallas Parks Foundation, was established as a 501(c)(3) in 1982 as a resource to support the City of Dallas parks system. In 2004, the Foundation was renamed the Texas Trees Foundation to expand the area of focus from Dallas to the North Texas Region to better address environmental challenges. TTF has leveraged relationships with private and public partners to acquire land for parks and trails, and to plant thousands of trees at parks, schools, and other locations throughout North Texas. TTF also provides urban forestry consulting services to cities, educational institutions, and other entities. Most notably within Dallas, TTF has completed the [2015 State of the Urban Forest](#), [2017 Urban Heat Island Management Study](#), [2021 Dallas Urban Forest Master Plan](#), and [2022 Dallas Tree Equity Planting Map](#). These reports showcase the breadth of TTF's urban forestry consulting services and provide the framework to create research-based planting plans that focus on maximizing tree benefits to improve human health.

The South Dallas Greening Initiative (SDGI) is a community-driven, urban forestry-based initiative to transform neighborhoods surrounding Fair Park that will improve human health by expanding tree canopy, increasing green space, and providing accessible urban forestry education and career training opportunities. The SDGI is funded through a grant received from the USDA Forest Service as part of the Inflation Reduction Act for Urban and Community Forestry. Over the next five years, upwards of 3,000 trees will be planted in vacant lots, rights-of-ways, schools, and partner-owned land in South Dallas neighborhoods such as Mill City, Wheatley Place, Queen City, Jubilee, Dolphin Heights, Bertrand, and South Blvd/Park Row.

The project area was selected by analyzing TTF's 2022 Tree Equity Planting Map. This map is a prioritization tool that shows areas within Dallas that are in the greatest need for increased tree canopy to help combat urban heat, poor air quality, and improve human health. This map shows the Fair Park area and surrounding neighborhoods as "urgent" and

“emergent” high-priority planting areas. This data was used in combination with community-based needs identified by our organization to solidify the selection process of the Fair Park and surrounding neighborhoods in South Dallas.

The SDGI is unique in that we’re aligning all of our programs in one geographic area to move the needle on human health. This will include community engagement, our Cool Schools program, our new Workforce program, and volunteer tree plantings. It is worth noting that populations in our project area in South Dallas have on average 20+ years shorter life expectancy when compared to neighborhoods immediately North. This is due to multiple issues that lie within the intersection of social and environmental factors- which we’re hoping to address through the South Dallas Greening Initiative. We see that trees have enormous potential to help cool our city, provide clean air, and improve community member’s overall mental and physical health but having a true impact on community member health is going to take focused and intense greening efforts that the SDGI will deliver.

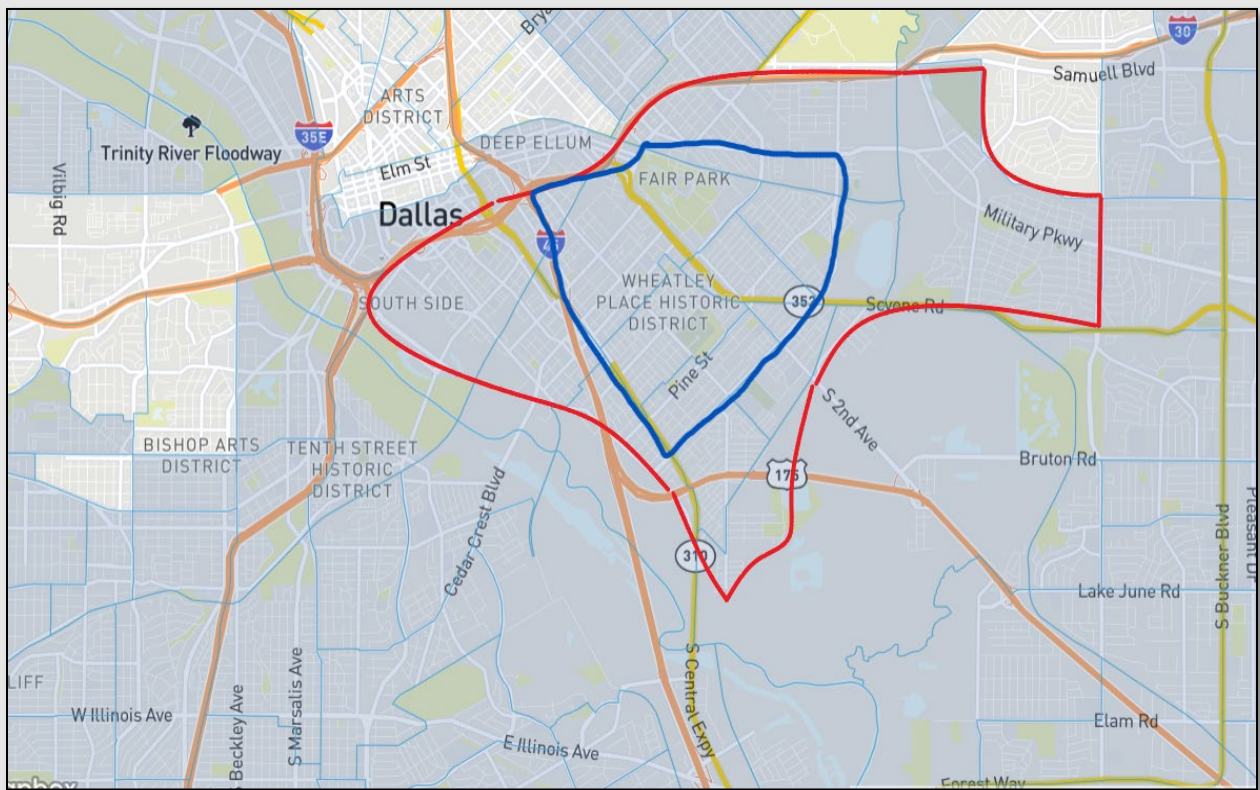


Figure 1 Blue outline indicates Core Project Area, which will be the focus of our greening efforts, and red outline indicates Community Partnership Areas, which we will expand into for additional greening efforts and educational opportunities.

Section 3 Project Purpose

One of the main objectives of the SDGI is to strengthen urban forest health and biodiversity. This requires an accurate understanding of the current composition and

condition of the urban forest. More specifically, we’re focused on Fair Park due to this large public area being at the center of the Core Project Area and needing an updated inventory to inform future planting plans. The consultant selected for this project will be responsible for conducting a survey of all trees (>2 inches DBH) within the specified area of Fair Park. Survey data will be utilized to identify trees needing maintenance or removal, determine current species composition and condition, and inform species selection for additional tree planting.

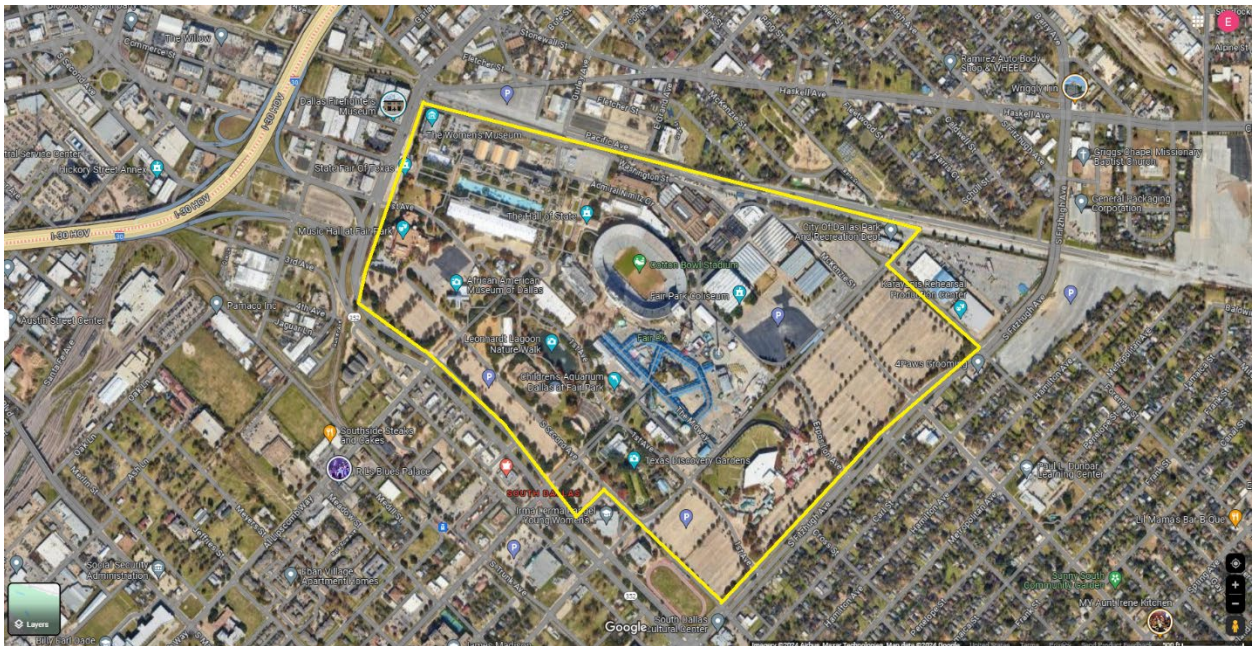


Figure 2 Tree Inventory Area outlined in yellow.

Section 4 Scope of Work

Survey of Trees on Fair Park Property

The contractor will conduct a ground survey of all trees 2” or larger in diameter at breast height (DBH) within the Fair Park project area (see Figure 2). The survey is limited to trees located within the Fair Park perimeter fence and should also include Texas Discovery Garden trees. There are an estimated 2,500 trees within the project area.

Each survey crew must include at least one (1) International Society of Arborists (ISA) certified arborist. Pictures should be taken of trees with notable damage, defects, or disease and labeled in a way that corresponds to the individual tree ID.

The consultant will collect the following data for applicable trees:

- Location (GPS coordinates), accurate to within 60 cm
- Tree common name, genus, and species
- Tree variety/cultivar when applicable
- Diameter at breast height (inches)
- Condition rating (Excellent, Good, Fair, Poor, Critical, Dying, Dead)
- Notable defects, damage, or disease
- Any signage regarding tree historic or commemorative status

To avoid conflict with the State Fair of Texas, physical tree survey must be completed prior to September 17, 2024. If the inventory cannot be completed prior to September 17, 2024, the consultant should provide an alternative timeline based on the inventory starting on November 1st, 2024.

Deliverables:

1. The consultant will provide TTF with a shape file containing points for each individual tree. Noted characteristics should be submitted in an Excel document or CSV file that is formatted to be compatible with PlanIt Geo's Tree Plotter software (found here [Tutorial: Preparing Data for the Uploader – TreePlotter Support](#)) by **October 31, 2024** (based on the inventory being completed by September 17, 2024).
2. Upon completion of the project, the consultant should also provide a summary on methods used to conduct the tree inventory. This should include standards used for judging tree condition and noting any defects, damage, or disease.
3. The consultant will attend an on-site meeting with TTF staff to kick off inventory and one check-in with TTF staff when the inventory is 50% complete.

Section 5 Contents of Proposal

Proposals should be submitted in PDF format and not-to-exceed 3 pages. Proposals must include the following information:

- General description of the firm, and the credentials and background of the team members who will be conducting the survey.
- Summary of consultant's experience conducting tree surveys and two (2) referrals and contact information from previous clients.
- Description of consultant's approach to conducting the inventory as specified in the Scope of Work. Description should include all tasks listed in the Scope of Work along



with anticipated timeline. The consultant should list additional steps, tasks or information the consultant feels would improve the quality of the inventory.

- Cost proposal consisting of:
 - Per tree price to inventory Fair Park trees (based on 2,500 trees)
 - Any additional costs for production of deliverable

Section 6 General Requirements and Submittal Instructions

The selected consultant must meet the following requirements:

- Consultant should possess all applicable licenses and certifications required by the State of Texas and shall also maintain all other business and professional licenses that may be required by Federal, State and Local Codes.
- Provide a W-9.
- Utilize ISA-certified arborists as specified in the Scope of Work.
- Selected Consultant, their employees and subcontractors must pass a background check and maintain acceptable status whenever requested by TTF.
- Must satisfy all requirements pertinent to insurance, including a Certificate of Insurance.

To be considered, respondents shall submit their proposals electronically by sending one complete PDF file by email or other electronic transmission service accessible by email (such as Dropbox, Google Drive, etc.) no later than **11:59 pm Central Daylight Time on Tuesday July 16, 2024**, to:

Emily Plauche, TTF Community Greening Manager
emilyp@texastrees.org

An email response will confirm receipt for all electronic submissions successfully received. The cost for preparing a proposal in response to the RFP is the responsibility of the Consultant.

Any questions or concerns regarding this RFP shall be directed to:

Texas Trees Foundation
Emily Plauche, Community Greening Manager
3000 Pegasus Park Drive, Suite 740
Dallas, TX 75247
Office: 214-953-1184
Cell: 469-865-5694
emilyp@texastrees.org



Section 7 Selection Process

TTF will select Consultant based on the proposal submitted and presentation to TTF staff. TTF may also make the selection of the Consultant based on negotiation with one or more of the respondents. In conducting such negotiations, TTF will avoid disclosing contents of competing proposals. TTF reserves the right to award multiple contracts for various portions of the requirements to different consultants including, but not limited to, tree inventory services.

After submission of a proposal but before final selection of the Consultant is made, TTF may permit a respondent to revise its proposal to obtain the respondent's best and final offer or to provide clarification as requested by TTF.

TTF will review all submitted proposals to determine those consultants that best meet the requirements of this RFP and the evaluation criteria listed below:

#	Evaluation Criteria	Weight
1	Demonstrated ability to complete scope of work and ability to meet project deadline.	30
2	First-hand knowledge of project area and local tree species.	15
3	Qualifications and experience as it relates to the scope of work in the RFP.	25
4	Reasonableness of proposed cost.	20
5	Minority-and/or woman owned business enterprise.	10
	Total Points Possible	100

All proposals submitted shall be valid for a minimum period of one-hundred and twenty (120) calendar days following the last date established for proposal submission. Proposals may be withdrawn on written request from the consultant at the address shown in this solicitation prior to the last date for proposal submission. Negligence on the part of the consultant in preparing the proposal confers no right of withdrawal after the time set for proposal submission.

It is the intent of TTF to enter and execute a contract for services with the selected consultant no later than thirty (30) days of the last date established for proposal submission. TTF reserves the right to reject any and all proposals. The final selection will not necessarily be based on the lowest bid, but rather the best value.



Section 8 Acceptance or Rejection and Negotiation of Proposal

TTF reserves the right to accept or reject any or all proposals or select more than one firm to complete this work. After selection by TTF, the contents of the submitted proposal will become a contractual obligation. Failure to agree to include the proposal as part of the contractual agreement will result in cancellation of the award. TTF reserves the right to negotiate a modification to, or accept any part of the proposal, and will not be obligated in any way to accept those parts that do not meet the approval of TTF. Terms and conditions of the contract will be subject to the approval of TTF legal counsel. The proposal, draft report, and final report shall become the property of TTF.

Section 9 Questions

Questions regarding this RFP should be submitted in writing and directed to Emily Plauche, TTF Community Greening Manager via e-mail at emilyp@texas-trees.org no later than **July 11th, 2024**, by 5:00 pm CDT. As necessary, responses to questions will be issued via an addendum to all prospective bidders. TTF reserves the right to reject any and all proposals. TTF looks forward to your response to this Request for Proposals and appreciates your interest.

Section 10 Reservations

Additional information regarding RFP submittal, content, processes, and procedures are listed below:

- 1) All proposals will become the property of TTF and will not be returned to consultants.
- 2) TTF reserves the right to reject any and all proposals, whether minimum qualifications are met, and to modify, postpone, or cancel this Request for Proposal, in whole or in part, or decide to award a contract to perform only some of the services outlined in this Request For Proposal, without liability, obligation, or commitment to any party, Consultant, or organization.
- 3) In addition, TTF reserves the right to request and obtain additional information from any candidate submitting a proposal, and to negotiate the final scope of services with the selected consultant. TTF is not liable for any costs incurred by consultants prior to issuance of an agreement, contract, or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the consultant in responding to the RFP are entirely the responsibility of the consultant and shall not be reimbursed in any manner by TTF. No materials or labor will be furnished by TTF.
- 4) TTF reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct



discussions and negotiations with any qualified respondent in any manner deemed necessary by TTF to serve its best interests. TTF also reserves the right, based on its sole judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews, or negotiations.

- 5) If, in the opinion of TTF, a proposal contains false or misleading statements or references, it may be rejected.
- 6) TTF reserves the right to obtain written clarification of any point in a Consultant's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Consultant to respond to such a request for additional information or clarification may result in rejection of the Consultant's proposal.
- 7) Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Consultant's proposal not being reviewed.
- 8) TTF reserves the right, without qualification, to select a Consultant for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the respondent's respective records of past performance.
- 9) The consultant's proposal shall not be made contingent upon uncertain events, which shall not have occurred until after the RFP is completed.
- 10) If it becomes necessary to revise any part of this RFP due to inquiries raised, an email notifying an addendum, supplement or amendment to this RFP will be provided to Consultants who received an original invitation to bid via email OR responded to us with their contact information as described on the cover letter of this RFP. Changes to the RFP shall be accomplished by an amended page or pages.

Equal Opportunity Statement

TTF is an equal opportunity employer. Employment at TTF is based solely on a person's merit and qualifications directly related to professional competence. TTF does not discriminate against any employee or applicant because of race, creed, color, religion, gender, sexual orientation, gender identify/expression, national origin, disability, age, genetic information, veteran status, marital status, pregnancy or related conditions (including breastfeeding), or any other basis protected by law.

Closing Date and Time

All proposals must be received by Tuesday, July 16th, 2024 at 11:59 PM

It is your responsibility to make sure that you submit a response by the date and time indicated above. Late or incomplete RFP's will not be considered. If only one proposal is received in response to the RFP, the TTF may either make an award or, if time permits, re-solicit for the purpose of obtaining additional proposals.



END of Request for Proposals