

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

**Request for Proposals for  
Tree Planting and Irrigation Services**

**RFP Release Date:**

**Friday, September 26, 2025**

**PROPOSALS DUE:**

**Monday, October 13, 2025  
11:59 am Central Daylight Time**

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

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## **Section 1 Request for Proposal**

The Texas Trees Foundation (TTF) is requesting proposals from qualified vendors to install trees and irrigation systems at five locations in South Dallas. The required services and performance conditions are described in the Scope of Work. Vendors 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 vendor hires a subcontractor for any components of the outlined work, the subcontractor must be approved by TTF.

## **Section 2 Background**

Texas Trees Foundation is a leading urban forestry nonprofit organization based in Dallas and working throughout the State of Texas. Its mission is to *improve the health of cities and people through the transformative power of trees*. Over its 43-year history, Texas Trees has supported the growth and stewardship of urban forests, planting over 1.5 million trees and contributing to healthier, greener communities. Through research, education, and partnerships, Texas Trees has also become a leading voice and resource to communities and decision makers.

The South Dallas Greening Initiative (SDGI) is a federally funded grant TTF has received that is a community-driven, urban forestry-based transformation that will bring upwards of 3,500 trees to South Dallas neighborhoods (figure 1) over the next four years. Increasing tree canopy cover in South Dallas will improve human health, increase greenspace accessibility, and provide urban forestry education and career training opportunities to community members. We envision a long-term, self-sustaining urban forest and community transformation that supports thousands of residents for generations to come, especially for those in underserved and underrepresented communities.

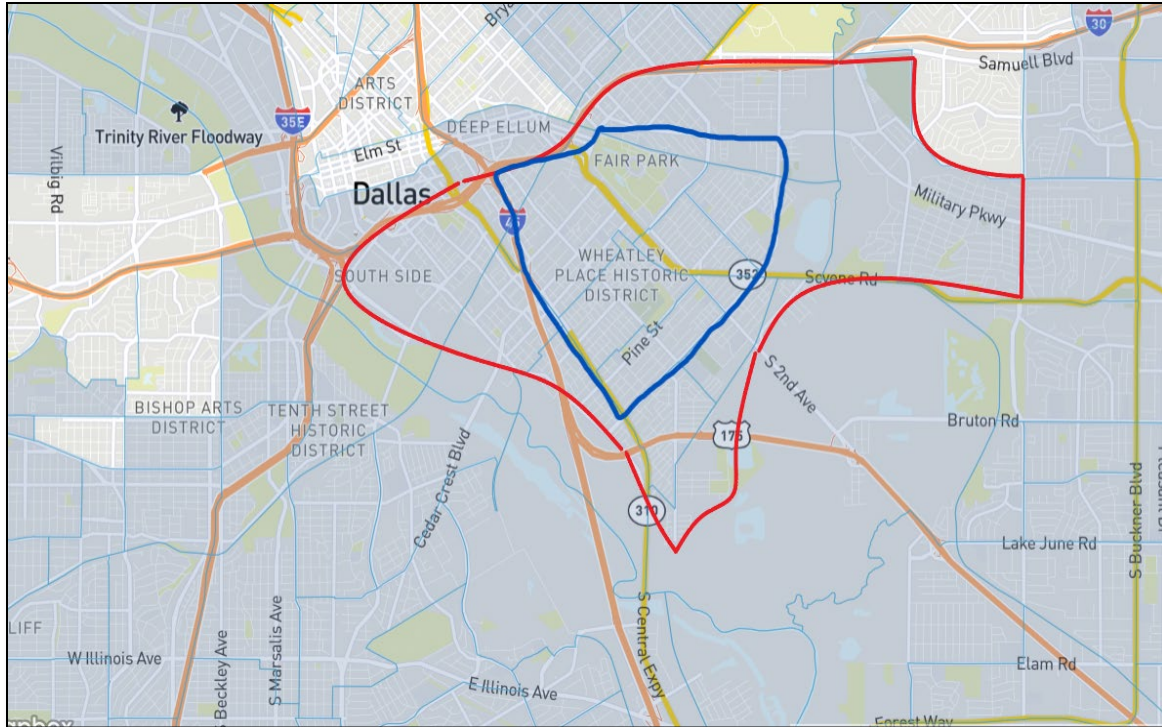


Figure 1 Blue outline indicates Core Project Area, which will be the focus of our greening efforts, and red outline indicates Community Partnership Areas, which we will expand into for additional greening efforts and educational opportunities.

### Section 3 Project Purpose

The purpose of this project is to provide tree planting services (offloading trees, hole digging, planting, staking, and mulching) and in-ground irrigation for trees that are planted as part of the South Dallas Greening Initiative. Services are requested at the five following locations: Juanita Craft Recreation Center, Bexar Street, William Blair Jr. Park (lake + sports field) and Parkdale Park.

Location	Service(s) Requested	# Trees
1. Juanita Craft Recreation Center	Irrigation	50
2. Bexar Street	Irrigation	51
3. William Blair Jr Park- Loop Trail	Irrigation + planting	200
4. William Blair Jr Park- Sports Field	Irrigation + planting	118
5. Parkdale Park	Irrigation + planting	282

### Section 4 Scope of Work

The following Scope of Work details required tasks, locations, and services requested from the Vendor. In addition to the details listed below, each site should include coordination with the landowner (City of Dallas) to ensure proper irrigation techniques and equipment are used and approved. Texas Trees Foundation staff will assist in coordinating communication with the appropriate City of Dallas representatives. The scope of work should also include having public utility locates marked and coordination with property owner to insure private locates are marked for each site. Vendors must be licensed irrigators in the State of Texas and meet insurance requirements and all other requirements outlined in Section 6 to be considered for this project.

The proposal should include cost to furnish all materials, labor, tools, and equipment to complete the following components at each site:

**Site 1- Juanita Craft Recreation Center (4500 Spring Ave., Dallas, TX 75210)**

Tree planting with volunteers is scheduled for October 18<sup>th</sup>, 2025. Irrigation installation should be completed as soon as possible after planting and within two weeks, by November 1<sup>st</sup>, 2025. Installation activities should not overlap when volunteers are present on planting day.

**Irrigation**

- Provide AutoCAD irrigation design utilizing existing TTF planting plan (Figure 2) to secure new installation permit with necessary field updates to produce as-built after completion
- Conduct all necessary permitting, inspections, and requirements by The City of Dallas
- Point of Connection & Controller
  - o Connection to existing main waterline and double check (if necessary).
  - o Installation of new 1" irrigation point of connection with necessary components
  - o Installation of battery powered controller and rain and freeze sensor (or utilize existing control box, if available).
  - o Controller demonstration for TTF staff or property owner, if requested.
- Tree Station (50 trees)
  - o Installation of 1" PGV station valve and ball valve- number of stations quantified accordingly.
  - o Installation of new lateral piping and (2) spray 4" heads and bubbler nozzle per tree.



Figure 2 Tree planting plan showing 50 trees at Juanita Craft Recreation Center

**Site 2- Bexar Street (between 5801 & 6301 Bexar St., Dallas, TX 75215)** Tree planting with volunteers scheduled for November 1<sup>st</sup>, 2025. Irrigation installation should be completed as soon as possible after November 1<sup>st</sup>, 2025 and within two weeks, by November 15<sup>th</sup>, 2025. Installation activities should not overlap when volunteers are present on planting day.

### **Irrigation**

- Provide AutoCAD irrigation design utilizing TTF planting plan (Figure 3 & 4) to secure new installation permit with necessary field updates to produce as-built after completion.
- Conduct all necessary permitting, inspections, and requirements by The City of Dallas
- Point of Connection & Controller
  - o Connection to existing main waterline and double check (if necessary).
  - o Installation of new 1" irrigation point of connection with necessary components
  - o Installation of battery powered controller and rain and freeze sensor (or utilize existing control box, if available).
  - o Controller demonstration for TTF staff or property owner, if requested.
- Tree Station (51 trees)
  - o Installation of 1" PGV station valve and ball valve- number of stations quantified accordingly.
  - o Installation of new lateral piping and (2) spray 4" heads and bubbler nozzle per tree.





Figure 3 Tree planting plan showing 39 trees on the Northern portion of Bexar Street

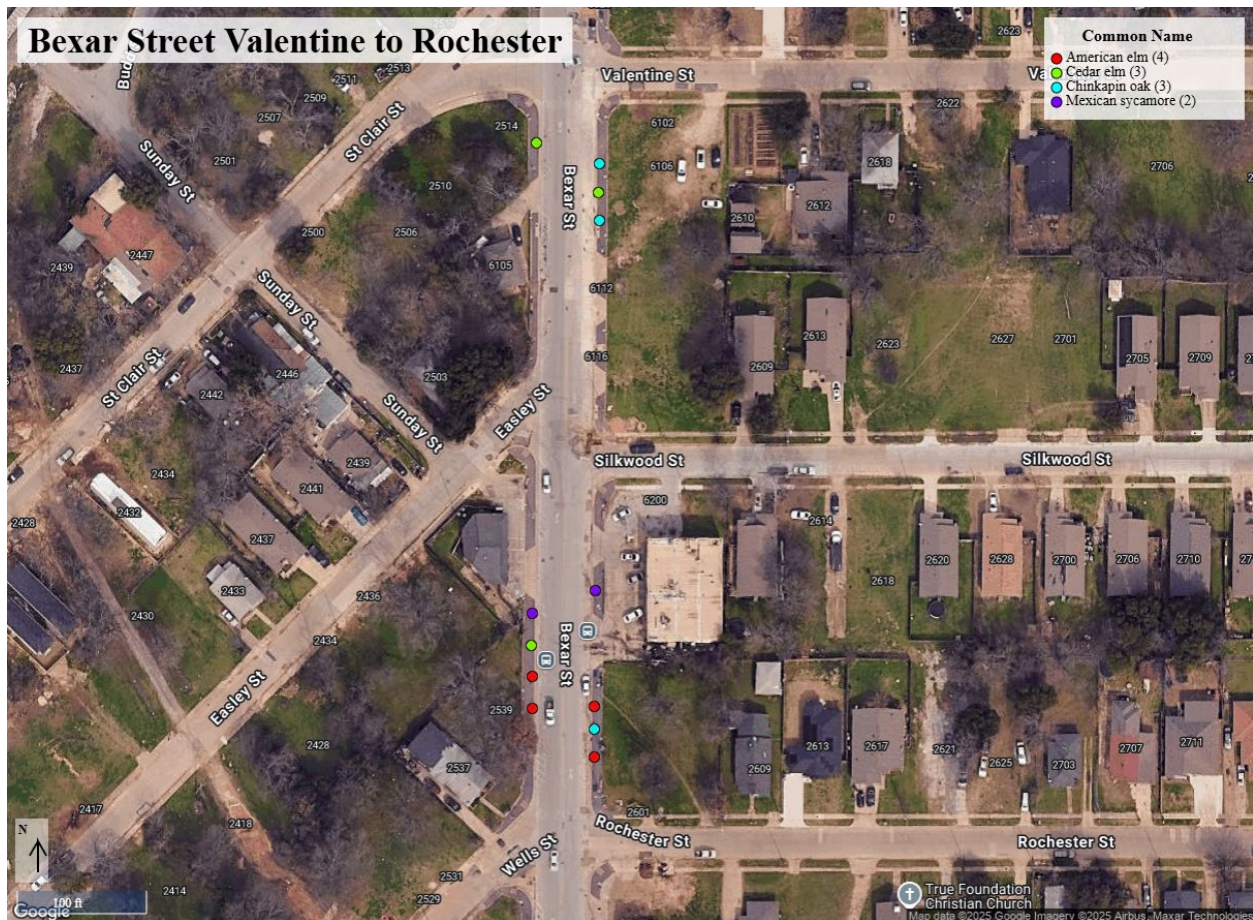


Figure 4 Tree planting plan showing 12 trees on the southern portion of Bexar Street between Valentine St and Rochester St

**Site 3- William Blair Jr. Park- Lake Loop Trail (3000 Rochester St., Dallas, TX 75215)** This project has a total of 200 trees, 50 of which will be planted by TTF volunteers on November 14<sup>th</sup>. Tree installation should be completed by November 28<sup>th</sup>, 2025. Irrigation installation should be completed within two weeks of tree installation, by December 12<sup>th</sup>. Due to the large number of trees, planting activities can be divided into multiple days. Timing of tree distribution, planting, and irrigation should take this volunteer event into consideration.

### Tree Planting

- Offload 200 trees from trucks upon delivery- this can be broken into several days if necessary. Trees that are not planted on the same day should not be left unattended overnight.
- Distribute 200 trees to planting locations. TTF staff will assist with distribution to ensure tree species are correctly placed by the contractor.
- Auger or hand dig planting holes for 200, 30-gallon trees. Holes should be approximately 2-2.5 feet deep and 3 feet wide.
- Secure planting holes with stakes and caution tape.



- Plant 150 trees (50 trees will be left for volunteers to plant) following standards outlined by TTF staff. The trees will be purchased by TTF.
- Mulch 150 trees following standards outlined by TTF staff. TTF will purchase mulch.
- Stake trees through root ball using 40-inch wooden stakes (3 per tree; contractor to purchase stakes).
- Haul off and disposal of all spoils.

### **Irrigation**

- Provide AutoCAD irrigation design utilizing existing TTF planting plan (Figure 5) to secure new installation permit with necessary field updates to produce as-built after completion
- Conduct all necessary permitting, inspections, and requirements by The City of Dallas
- Point of Connection & Controller
  - o Connection to existing main waterline and double check (if necessary).
  - o Installation of new 1" irrigation point of connection with necessary components
  - o Installation of battery powered controller and rain and freeze sensor (or utilize existing control box, if available).
  - o Controller demonstration for TTF staff or property owner, if requested.
- Tree Station (200 trees)
  - o Potential to extend mainline where needed for correct valve placement
  - o Installation of 1" PGV station valve and ball valve- number of stations quantified accordingly.

- Installation of new lateral piping and (2) spray 4" heads and bubbler nozzle per tree

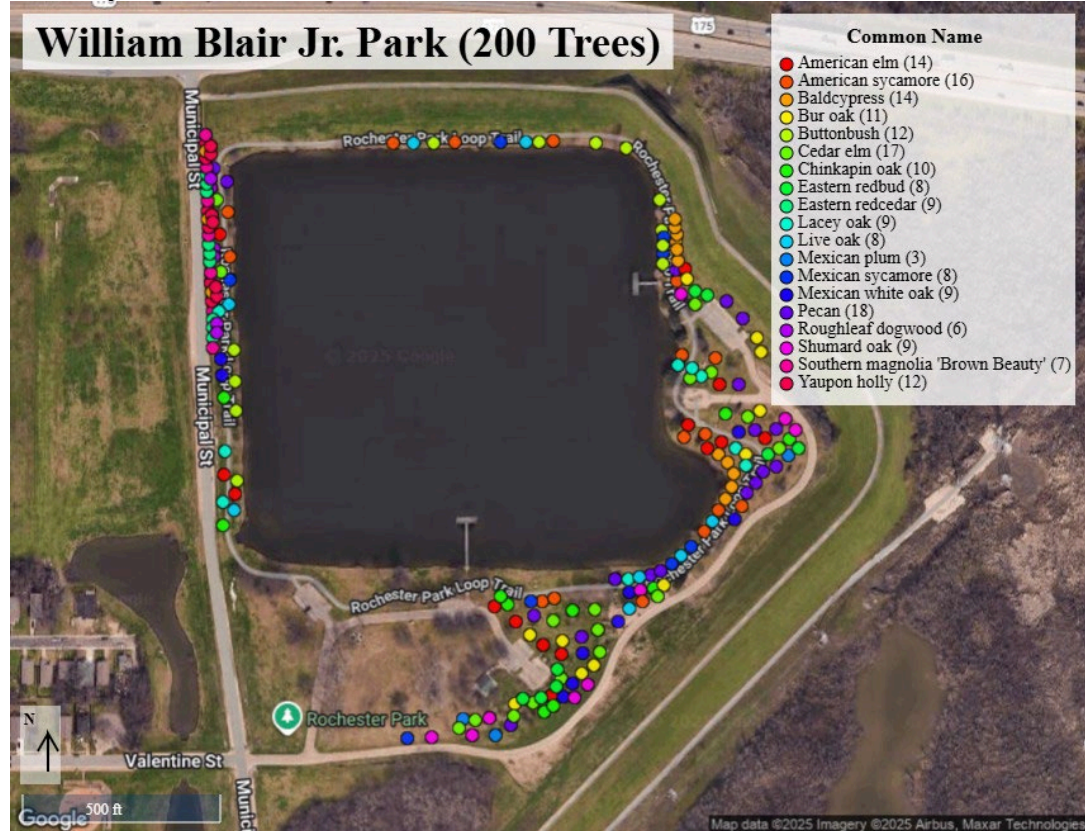


Figure 5 Tree planting plan showing 200 trees around the loop trail at William Blair Jr. Park

**Site 4- William Blair Jr. Park- Sports Fields (3037 Valentine St., Dallas, TX 75215)** Tree planting should be completed by December 5<sup>th</sup>, 2025. Irrigation installation should be completed as soon as possible after planting and within two weeks of the tree planting, by December 19<sup>th</sup>, 2025.

### Tree Planting

- Off load 118 trees from trucks upon delivery- this can be broken into several days if necessary. Trees that are not planted should not be left unattended overnight.
- Distribute 118 trees to planting locations. TTF staff will assist with distribution to ensure tree species are correctly placed by the contractor.
- Auger or hand dig planting holes for 118, 30-gallon trees. Holes should be approximately 2-2.5 feet deep and 3 feet wide.
- Secure planting holes with stakes and caution tape.
- Plant 118 trees following standards outlined by TTF staff. TTF will purchase trees.
- Mulch 118 trees following standards outlined by TTF staff. TTF will purchase mulch.
- Stake trees through root ball using 40-inch wooden stakes (3 per tree; contractor to purchase stakes).
- Haul off and disposal of all spoils

## Irrigation

- Provide AutoCAD irrigation design utilizing existing TTF planting plan (Figure 6) to secure new installation permit with necessary field updates to produce as-built after completion
- Conduct all necessary permitting, inspections, and requirements by The City of Dallas
- Point of Connection & Controller
  - o Connection to existing main waterline. Site has existing 2" water meter and double check
  - o Installation of new 1" irrigation point of connection with necessary components
  - o Installation of battery powered controller and rain and freeze sensor (or utilize existing control box, if available).
  - o Controller demonstration for TTF staff or property owner, if requested.
- Tree Station (118 trees)
  - o Installation of 1" PGV station valve and ball valve- number of stations quantified accordingly.
  - o Installation of new lateral piping and (2) spray 4" heads and bubbler nozzle per tree.

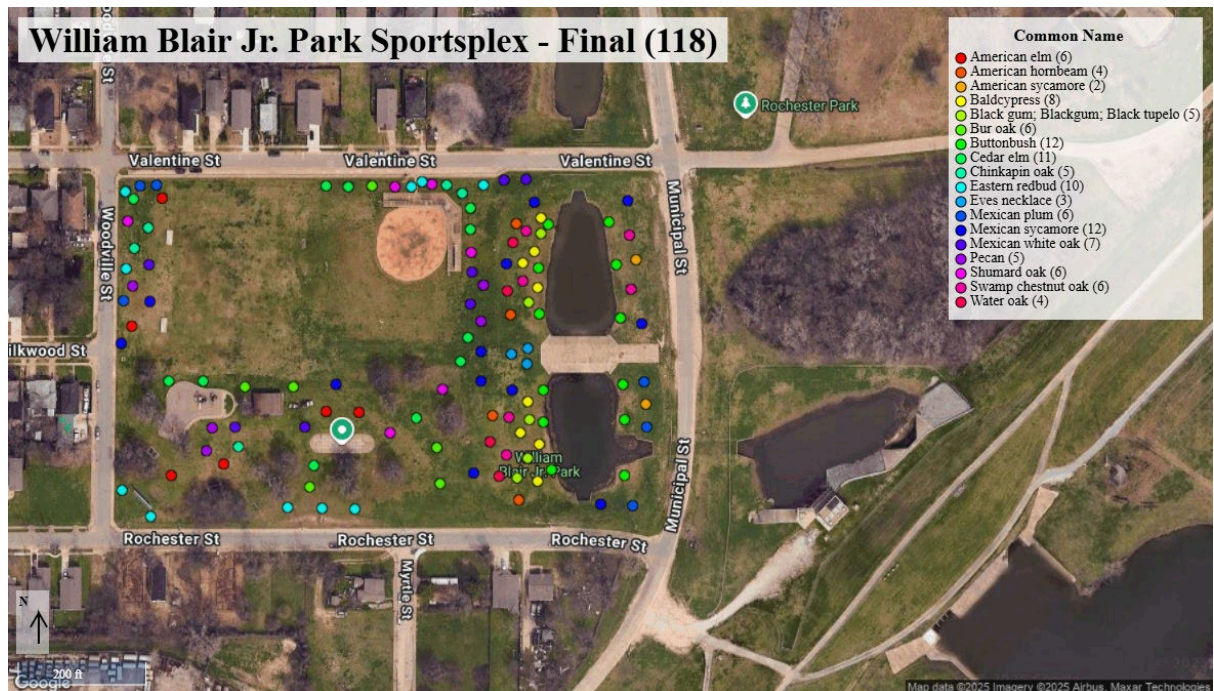


Figure 6 Tree planting plan showing 118 trees around the sports field at William Blair Jr. Park

**Site 5- Parkdale Park (6000 Military Parkway, Dallas, TX 75227)** This project has a total of 282 trees, 50 of which will be planted by TTF volunteers on November 15<sup>th</sup>.

Tree installation should be completed by November 29<sup>th</sup>, 2025 and irrigation installation should be completed as soon as possible after tree planting and within two weeks, by December 13<sup>th</sup>, 2025. Timing of tree distribution, planting, and irrigation should take this volunteer event into consideration.

### **Tree Planting**

- Offload 282 trees from trucks upon delivery- this can be broken into several days if necessary. Trees that are not planted should not be left unattended overnight.
- Distribute 282 trees to planting locations. TTF staff will assist with distribution to ensure tree species are correctly placed by contractor.
- Auger or hand dig planting holes for 252, 30-gallon trees and 30, 45-gallon trees. Holes should be approximately 2-2.5 feet deep and 3 feet wide.
- Secure planting holes with stakes and caution tape.
- Plant trees 232 trees (50 trees will be left for volunteers to plant) following standards outlined by TTF staff. TTF will purchase trees.
- Mulch 232 trees following standards outlined by TTF staff. TTF will purchase mulch.
- Stake trees through root ball using 40-inch wooden stakes (3 per tree; contractor to purchase stakes).
- Haul off and disposal of all spoils

### **Irrigation**

- Provide AutoCAD irrigation design utilizing TTF planting plan (Figure 7) to secure new installation permit with necessary field updates to produce as-built after completion.
- Conduct all necessary permitting, inspections, and requirements by The City of Dallas
- Point of Connection & Controller
  - o Connection to existing main waterline. Site has existing 2" water meter and double check
  - o Installation of new 1" irrigation point of connection with necessary components
  - o Installation of battery powered controller and rain and freeze sensor (or utilize existing control box, if available).
  - o Controller demonstration for TTF staff or property owner, if requested.
- Tree Station (282 trees)
  - o Installation of 1" PGV station valve and ball valve- number of stations quantified accordingly.
  - o Installation of new lateral piping and (2) spray 4" heads and bubbler nozzle per tree.



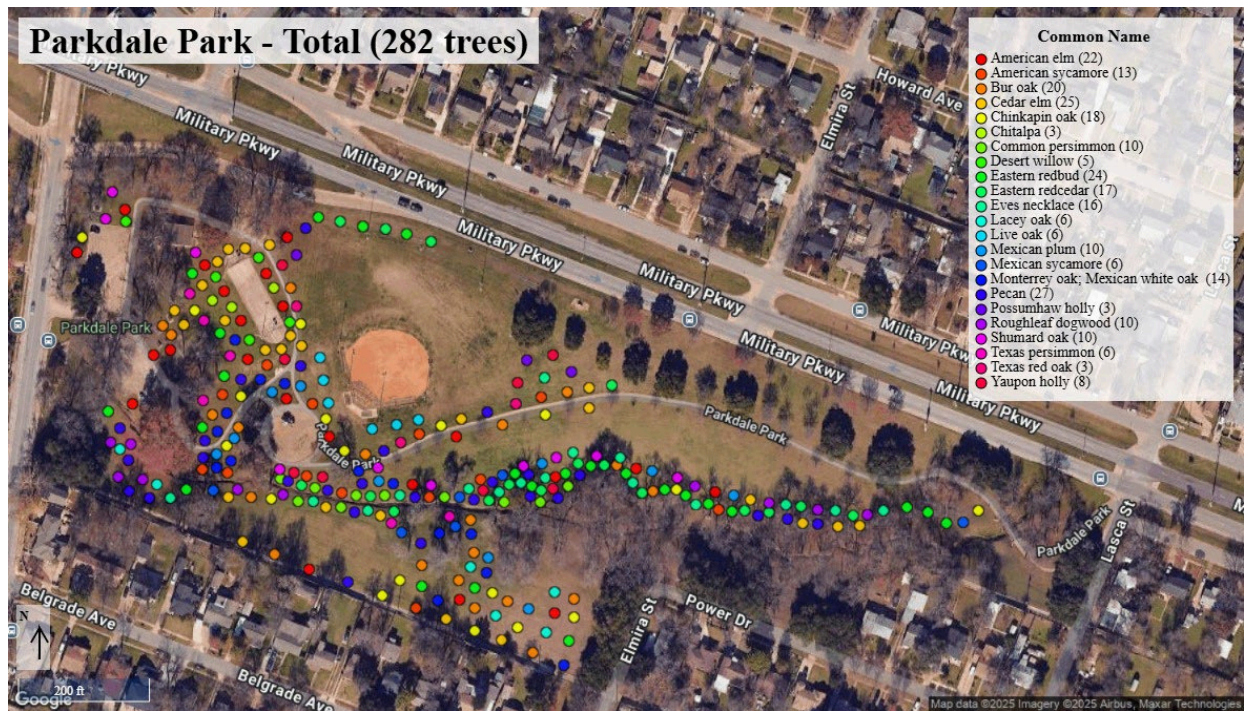


Figure 7 Tree planting plan showing 282 trees planned for Parkdale Park

## Section 5 Contents of Proposal

Proposals should be submitted in PDF format and not-to-exceed 10 pages. Proposals must include the following information:

- General description of the firm, and the credentials and background of the team members who will be responsible for the project.
- Example of two (2) similar projects where irrigation and contract planting were successfully executed. This should include a date of services, location address, property owner (please note relevant experience with City of Dallas) irrigation as-built plans, and site photos, if available.
- Two (2) referrals and contact information from previous clients.
- Vendors's recommended Project Schedule/Timeline, all projects to be completed by December 19<sup>th</sup>, 2025.
- Irrigation plan and details for each site, cost proposal by task (cost range can be given if reliant on certain unknown conditions of existing irrigation), and total cost. Please include any suggested additions or modifications that will enhance or clarify the work.
- MWBE Certification, if applicable.

## Section 6 General Requirements and Submittal Instructions

The selected vendor must meet the following requirements:

- Vendor 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.
- Selected Vendor, 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 am Central Daylight Time on Monday, October 13<sup>th</sup>, 2025**, to:

**Emily Plauche, TTF Community Greening Manager**  
[emilyp@texastrees.org](mailto:emilyp@texastrees.org)

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

Any questions, concerns, or site visit requests 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](mailto:emilyp@texastrees.org)

## **Section 7 Selection Process**

TTF will select Vendor based on the proposal submitted and presentation to TTF staff. TTF may also make the selection of the Vendor based on negotiation with one or more of the respondents. In conducting such negotiations, TTF will avoid disclosing the content of competing proposals. TTF reserves the right to award multiple contracts for various portions of the requirements to different Vendors including, but not limited to, the creation of data-based reports and interactive dashboards.

After submission of a proposal but before final selection of the Vendor 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 vendors 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 experience as it relates to the scope of work in the RFP	35
2	Reasonableness of proposed cost	25
3	Ability to meet the required project timeline	25
4	Experience in irrigation contracting with the City of Dallas	10
5	Business located in South Dallas (project area defined in figure 1)	5
	<b>Total Points Possible</b>	<b>100</b>

### Evaluation Criteria Details

- Proposed understanding of project requirements (irrigation and tree planting) demonstrated through scope of services
- Previous experience/past performance history in successfully delivering projects like those listed in this RFP. This will be evaluated based on projects examples submitted (listed in Section 5- Contents of Proposal).
- Detailed projected cost as it relates to each site and task within each site.
- Staff background, experience, technical expertise and the ability to complete the work within the required timeframes.
- Provide details on how you plan to meet the required deadlines.

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 vendor at the address shown in this solicitation prior to the last date for proposal submission. Negligence on the part of the vendor 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 vendor no later than sixty (60) 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 10 Questions and Site Visit Requests**

Questions regarding this RFP and site visit requests should be submitted in writing and directed to Emily Plauche, TTF Community Greening Manager via e-mail at [emilyp@texasstrees.org](mailto:emilyp@texasstrees.org) no later than **October 6<sup>th</sup>, 2025**, by 5:00 pm CDT. As necessary, responses to questions will be issued via an addendum to all prospective bidders. Site visit requests will be accommodated in a timely manner, and the presence of City of Dallas maintenance representatives is not guaranteed, pending their availability. 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 11 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 the Vendor.
- 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, Vendor, 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 vendor. TTF is not liable for any costs incurred by vendor prior to the issuance of an agreement, contract, or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the vendor in responding to the RFP are entirely the responsibility of the vendor 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 Vendor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Vendor to respond to such a request for additional information or clarification may result in rejection of the Vendor's proposal.
- 7) Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Vendor's proposal not being reviewed.
- 8) TTF reserves the right, without qualification, to select a Vendor 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 vendor'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 Vendors 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 identity/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 Monday, October 13<sup>th</sup>, 2025 at 11:59 AM**

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**