



Texas Trees Foundation
for
South Dallas Greening Initiative

Request for Proposals for
Landscape Design Services

RFP Release Date:

Tuesday, November 11th, 2025

PROPOSALS DUE:

Tuesday, December 9th, 2025
11:59 pm Central Daylight Time



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

Table of Contents

1. Introduction.....	3
2. Background.....	3
3. Project Purpose	4
4. Scope of Services.....	5
5. Submission Requirements	6
6. Evaluation Criteria	7
7. RFP Timeline	8
9. Acceptance or Rejection of Proposals	8
10. Questions.....	8
11. Reservations.....	10
Equal Opportunity Statement.....	11
Closing Date and Time	11



1. Introduction

The Texas Trees Foundation (TTF) is seeking proposals from qualified landscape architecture firms to provide design services for community-based organizations in South Dallas. This project aims to connect South Dallas residents with nature by creating accessible, vibrant green spaces that increase tree canopy, beautify neighborhoods, and encourage outdoor activity. Services will include site assessment, schematic design, construction documentation, and participation in design charrettes.

Landscape designs, tailored to each organization's needs and space, should feature a green space that boosts tree canopy and provides other nature-related amenities. Possible design elements, which need to be grant-approved items, include food forests, outdoor classrooms, respite and social spaces, pollinator gardens, rain gardens/bioswales, groundcover and shrubs, interactive and sensory gardens, log benches, stepping stumps, and sensory activities such as play elements and observation spots, as appropriate for each site. Native tree and plant species should be integrated into all project designs.

The selected firm will work closely with TTF and the community-based organizations to develop designs that support the community partner's goals and will address items such as urban heat, food insecurity, and greenspace access. Projects will also include collaboration with other community stakeholders such as local school districts, the City of Dallas, Homeowners Associations, and the broader community.

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. 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.



A key component of the grant is creating community green spaces with local partners to increase access to nature, beautify neighborhoods, and encourage outdoor activity. These spaces will address critical issues such as urban heat, food insecurity, and limited green space while fostering recreation, education, and social connection. 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 members' 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.

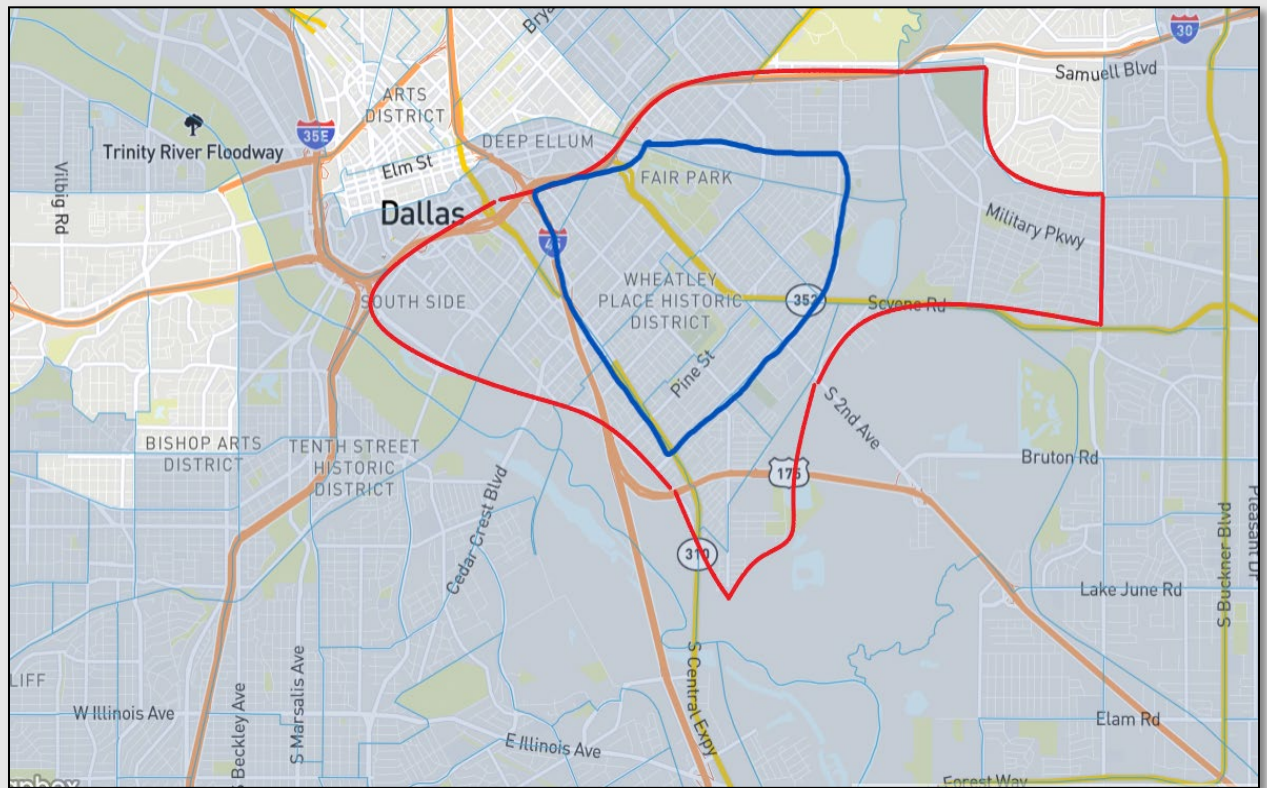


Figure 1. Blue outline indicates Core Project Area, which will be the focus of our greening efforts, and red outline indicates Community Partnership Areas, which we will expand into for additional greening efforts and educational opportunities

3. Project Purpose

The South Dallas Greening Initiative will transform these three community-owned sites into vibrant green spaces that increase access to nature, beautify neighborhoods, and encourage residents to spend time outdoors. Each space will be designed to reflect the unique needs of its community while promoting recreation, education, and social connection. These projects will help address urban heat, food insecurity, and limited greenspace, creating healthier, more resilient neighborhoods.

The locations being transformed are:

- **Innercity Community Development Corporation (4838 Brashear Street, Dallas, TX 75210)**
 - *Vision:* A serene community greenspace behind affordable housing units, offering shade trees, native landscaping, and gathering areas that will encourage neighbors to spend time outdoors.
 - Construction for the affordable housing units is scheduled for completion at the end of Summer 2026. The community greenspace design for this location should be completed not later than May 2026.
 - Community greenspace will be located behind affordable housing units. Space for design is roughly 15,000 sq. feet



Figure 2. Red outline indicates area in need of landscape design, which is located on the back side of the properties, which will front onto Spring Avenue.

- **Progressive Baptist Church (3314 Detonte Street, Dallas TX 75223)**
 - *Vision:* A prayer garden designed for reflection and repose, incorporating shade trees, fruit trees, and pollinator plants to create a serene, restorative space for spiritual and community connection.
 - Prayer garden with shade trees, fruit trees, pollinators and potential food forest components.
 - Space for design is roughly 8,000 sq. feet

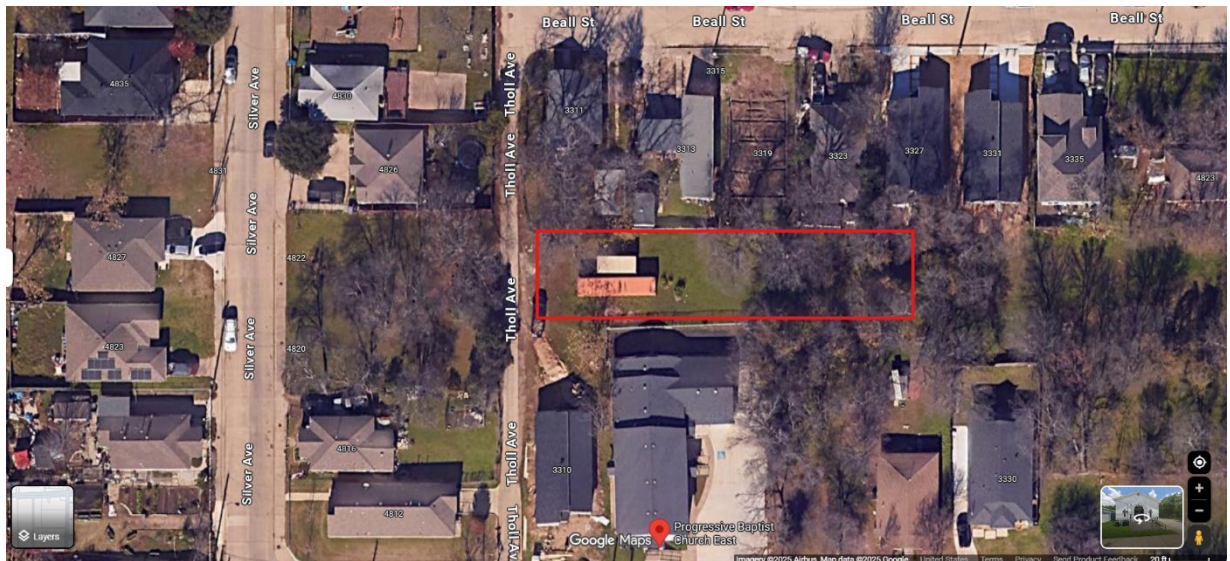


Figure 4 Red outline indicates area in need of landscape design, which is located behind the church property (marked with a red pin).

- **South Boulevard- Liberated Roots (3008 South Boulevard, Dallas, TX 75215)**
 - *Vision:* A thriving food forest and orchard complemented by outdoor learning spaces and educational features that build community pride and resilience.
 - Food forest/orchard concept with pollinator species and some outdoor learning and educational components.
 - Space for design is roughly 6,800 sq feet

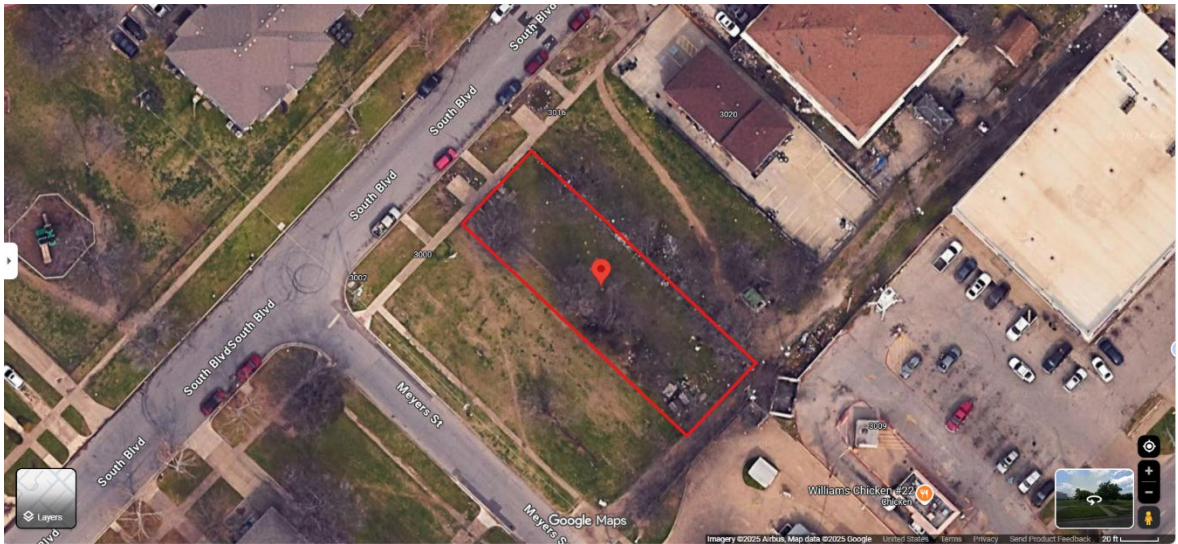


Figure 5. Red outline indicates area in need of landscape design, which is the middle lot of three empty lots on South Blvd.



4. Scope of Services and Timeline

The selected firm will be responsible for providing professional design services from site assessment through construction observation. Notable milestones and deliverables included in this process will include schematic designs, final renderings, and construction documents. Services are expected to include the following tasks, with adjustments based on project needs and final contract negotiations. The anticipated timeline is for project kickoff to be the week of January 12th, 2026, and Task 5, construction documents, should be completed no later than May 2026 for all locations.

Task 1: Site Assessment & Program Development

The consultant will review base plans and evaluate existing site conditions to establish a comprehensive understanding of the project area. Site analysis may include soil testing and assessment of drainage, grading, and existing vegetation conditions to inform design decisions. During this phase, the consultant will need to obtain a site survey (if not provided) or ensure all designs are to scale. Working closely with the program team, the consultant will identify opportunities, constraints, and priorities that will shape the site program.

The consultant will engage with the community and consult community partners to ensure designs reflect the needs and aspirations of local stakeholders. This may include creating design charrettes, facilitating feedback sessions, and incorporating input from community partners, residents, and project stakeholders into the site design.

Task 2: Schematic Design

Based on the program and site assessment, the consultant will develop preliminary concepts for both hardscape and planting elements. Concepts should include grant approved materials and address site-specific environmental considerations, including grading, stormwater management, and soil conditions. These concepts will be refined through the incorporation of stakeholder and client feedback. Schematic design timeline should also allow for a review of the design with TTF and relevant landowners to help inform the next stage of design development.

Task 3: Design Development

The consultant will refine schematic designs in alignment with the approved direction, selecting specific hardscape and planting materials and coordinating with the project arborist to ensure feasibility and performance. This phase should include detailed review of



soil test results (if applicable) to inform plant species selection and placement. Possible deliverables for this task might include hardscape material plans, preliminary site sections or details, conceptual grading and drainage plans, and preliminary material schedules and samples. Design development timeline should also include review process with TTF and relevant landowner to help guide design into the final rendering stage.

Task 4: Final Renderings

The consultant will prepare final site plan rendering(s) to communicate the design intent, incorporating one round of revisions based on client input, which includes TTF and landowner.

Task 5: Construction Documents

The consultant will prepare detailed CAD-based construction drawings and schedules. These will include hardscape layout and dimension plans, planting plans, material schedules and details, conceptual grading and drainage plans (as applicable), and all necessary notes for implementation. Construction documents should also identify irrigation infrastructure requirements, if applicable, to support plant establishment.

Task 6: Construction Observation

The consultant will provide construction observation services, including participation in the pre-construction meeting and periodic site visits. Responsibilities will include reviewing submittals, shop drawings, and RFIs; preparing field memos, sketches, and punch lists; and supporting resolution of field issues.

5. Submission Requirements

To be considered, respondents shall submit their quotes 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, December 9th, 2025**, to:

Emily Plauche

emilyp@texastrees.org

1. **Cover Letter** – Introduce your firm and interest in the project.
2. **Firm Profile** – Overview of firm, including size, location, and relevant experience. This section should call out specific experience as it relates to designing pollinator gardens, food forests, and outdoor learning areas, if applicable.
3. **Project Team** – Key staff, roles, and qualifications. Please note team members' experience



in working in North Texas eco-regions and within the City of Dallas.

4. **Relevant Project Experience** – Minimum of three examples of similar projects, with images and descriptions. In this section, please note experience in working and engaging with community-based organizations in the landscape design process.
5. **References**- Two referrals and contact information from previous clients.
6. **Project Approach and Timeline** – Summary of how your team would approach this project, realizing there are three different project locations and stakeholders. Overview of the estimated timeline for each proposed task listed in the scope of services based on project kick off starting in January 2025 and construction documents being finalized no later than May 2026.
7. **Fee Proposal** – Proposed fee schedule (by task, location, and total), including hourly rates and anticipated reimbursable expenses.



6. Evaluation Criteria

TTF will select a Contractor based on the proposal submitted and presentation to TTF staff. TTF may also make the selection of the Contractor 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 Contractor's 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 Contractor 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 Contractors that best meet the requirements of this RFP, and the evaluation criteria listed below:

Evaluation Criteria	Weight
Demonstrated expertise in similar projects (food forests, native pollinator gardens, rain gardens) and qualifications of key personnel that have proven skills in site assessment, planting design, and construction documentation	30
Experience in working and engaging with community-based organizations in the landscape design process	20
Cost effectiveness	20
Local experience and knowledge as it relates to landscaping selections and the permitting process in the City of Dallas	15
Demonstrated ability to deliver nature-based designs that focus on using reclaimed wood for site amenities (seating, tables, interactive play)	15
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 requests from the contractor at the address shown in this solicitation prior to the last date for proposal submission. Negligence on the part of the



contractor in preparing the proposal confers no right of withdrawal after the time set for proposal submission.

It is the intent of TTF to enter into and execute a contract for services with the selected Contractor no later than sixty (60) days after 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.

7. RFP Timeline

The anticipated schedule is as follows:

- **RFP Released:** 11/11/2025
- **Questions Due:** 12/3/2025
- **Submissions Due:** 12/9/2025
- **Selection / Contract Award:** 12/10-12/19
- **Project Start:** 1/12/2026

9. Acceptance or Rejection of Proposals

TTF reserves the right to accept or reject any or all proposal or select more than one firm to complete this work. After selection by TTF, the content 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 the 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. The 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.

10. Questions

Questions regarding this RFP should be submitted in writing and directed to Emily Plauche, via e-mail at emilyp@texastrees.org no later than **December 3rd, 2025**, 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 proposals. TTF looks forward to your response to this Request for Proposals and appreciates your interests.



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 Contractors.
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, contractor, 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 Contractor. TTF is not liable for any costs incurred by Contractors prior to the issuance of an agreement, contract, or purchase order. The costs of developing proposals, oral presentations, or any other such expenses incurred by the Contractor in responding to the RFP are entirely the responsibility of the contractor 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 Contractor's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Contractor to respond to such a request for additional information or clarification may result in rejection of the Contractor's proposal.
7. Failure to comply with these instructions, and the other specific provisions of the RFP, may result in the Contractor's proposal not being reviewed.
8. TTF reserves the right, without qualification, to select a Contractor's 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 Contractor'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 Contractors 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.

11. The Contractor must comply with all items in Appendix A – Standards and Specifications for Purchasing, Planting, and Maintaining Trees (Community Forestry Grants 2024 Awardee Resource Packet) in order to receive payment.
12. TTF reserves the right to refuse (and not pay for) substandard trees per Appendix A – Standards and Specifications for Purchasing, Planting, and Maintaining Trees (Community Forestry Grants 2024 Awardee Resource Packet).
13. If the Contractor hires a subcontractor for any purpose, the subcontractor must be approved by TTF.

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.

Drug-Free Workplace

Subcontractor shall maintain a "drug-free" workplace for any employees or subcontractors, including by (1) establishing policies prohibiting the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance, (2) publishing the actions to be taken for any violation of such policies, and (3) notifying Foundation if Subcontractor or any such agent of Subcontractor is convicted for violating a criminal drug statute within five days thereof.

Closing Date and Time

All proposals must be received by Tuesday, December 9th, 2025, 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 it for the purpose of obtaining additional proposals.

END of Request for Proposals