

REQUEST FOR PROPOSAL

FOR

South Dallas Greening Initiative (SDGI)

Tree Maintenance Services

Texas Trees Foundation
Dallas, Texas

August 24, 2026

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	4
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
Section 12 Equal Opportunity Statement	10
Section 12 Closing Date and Time	11

Section 1 Request for Proposal

Texas Trees Foundation (TTF) is requesting proposals from qualified tree care contractors to provide tree maintenance services for up to 500 trees (not to exceed amount) located throughout the South Dallas Greening Initiative (SDGI) service area. Services will include tree assessment, pruning, tree removal, stump grinding, vegetation management, and related arboricultural services as authorized by TTF.

The selected contractor(s) will conduct site assessments and provide maintenance recommendations to TTF. No work may proceed until written approval is provided by TTF for the recommended services.

TTF anticipates awarding a contract for services beginning in October 2026 and continuing through March 2029. Services will be provided on an as-needed basis for up to, but not to exceed, 500 trees, or until the contract's not-to-exceed amount is reached, whichever occurs first.

TTF reserves the right to award contracts to one or multiple vendors.

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 community-driven, urban forestry-based transformation that will bring upwards of 3,500 trees to South Dallas neighborhoods over the five-year grant period. 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 Map showing the South Dallas Greening Initiative project area. All tree maintenance activities will be conducted within this area.

Section 3 Project Purpose

The purpose of this project is to promote the long-term health, safety, and survivability of trees planted and maintained within the SDGI project area (Fig.1).TTF seeks a qualified contractor capable of assessing and servicing up to 500 trees located throughout the SDGI project area. Trees may be located on Dallas Independent School District (DISD) properties, City of Dallas parks and public lands, Dallas Housing Authority properties, multifamily residential communities, community facilities, nonprofit-owned properties, and residential properties.

Section 4 Scope of Work

The following Scope of Work details the tree assessment and maintenance services requested from the Vendor. In addition to the details listed below, the Vendor shall coordinate with TTF staff and property owners, when necessary, to schedule and complete work. Property owners may include DISD, the City of Dallas, DHA, nonprofit organizations, multifamily residential communities, and private property owners.

The Vendor shall furnish all labor, materials, equipment, tools, supervision, transportation, traffic control, debris removal, disposal, permits, and incidentals necessary to complete the

services described herein. If conducting work on DISD school property during school hours, team members must pass required background checks and receive vendor badging.

The Texas Trees Foundation is seeking services for up to, but not to exceed, 500 trees located throughout the SDGI service area. Locations and quantities of work will vary throughout the contract term and will be assigned on an as-needed basis.

Tree Assessment

The Vendor shall assess trees identified by TTF and provide written recommendations for maintenance activities. Assessment recommendations shall identify tree conditions, observed health or structural concerns, potential safety risks, and recommended maintenance activities. Recommendations shall be submitted to TTF for review and approval prior to commencement of any maintenance services.

Tree Maintenance Services

Maintenance services may include, but are not limited to, crown cleaning; removal of dead, dying, diseased, or broken branches; structural pruning; corrective pruning; clearance pruning around sidewalks, streets, buildings, and signage; selective and proper removal of sucker growth and water sprouts; poison ivy removal; vine removal; invasive vegetation management affecting tree health; major limb removal; hazard mitigation pruning; storm damage remediation; tree removal; pest prevention or management; preventative health treatments; stump grinding; surface root removal when approved by TTF; and removal and disposal of all related debris. **All pruning must adhere to the ANSI A300 pruning standards.**

Utility Clearance Work

Some trees may be located near overhead utility lines or utility infrastructure. Vendors shall identify their experience performing tree maintenance work in proximity to utilities or identify any qualified subcontractors that will perform such work. Any subcontractors shall be subject to approval by TTF prior to performing work under this contract.

Work Authorization

TTF will issue work assignments throughout the contract term. Following assessment, the Vendor shall submit maintenance recommendations and associated costs for approval. No work shall proceed without written authorization from TTF. The Vendor shall notify TTF of any trees that present an immediate safety concern requiring urgent attention.

Site Protection and Cleanup

The Vendor shall conduct all work in a manner that protects adjacent trees, landscaping, irrigation systems, utilities, structures, sidewalks, roadways, and other site improvements. Upon

completion of work, all debris, brush, logs, wood chips, and waste materials shall be removed from the site and disposed of in accordance with applicable regulations. The work area shall be left in a clean, safe, and orderly condition. The Vendor shall also take measures, such as timing pruning activities and sealing tree wounds, to minimize the risk of oak wilt transmission.

Deliverables

For each work assignment, the Vendor shall provide an assessment report and maintenance recommendations, a cost estimate for proposed work, documentation of completed work, and before-and-after photographs for tree removals and major pruning activities upon request by TTF. The Vendor shall also provide notification of any trees requiring immediate attention due to safety concerns.

Section 5 Contents of Proposal

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

- General description of the firm, and the credentials, background, and projects worked on by the team members who will be responsible or oversee tree maintenance.
 - Firm description should include company background (brief history of the company which can include the mission, founding, significant milestones), services offered by the company, target market (specific demographics or industries the company serves), and alignment with project goals (this can include value brought by the company or what sets the company apart from competitors).
 - Credentials should highlight staff that are ISA certified arborists, TRAQ certified, utility specialist, certified tree climber, or board-certified master arborists.
- Examples of three (3) similar commercial, municipal, school district, nonprofit, housing authority, park, or other large-scale tree maintenance contracts. Residential-only projects will not be considered. Project examples should include dates of service, location, client name, scope of work, approximate number of trees serviced, contract value (if available), and photographs.
- Three (3) referrals and contact information from previous non-residential clients with similar work done. Respondents are strongly encouraged to submit and verify reference phone numbers, e-mail addresses, and contact name for accuracy. TTF will not be responsible for obtaining updated or corrected reference information. Submission of incorrect or no information from a reference will result in a low score for this evaluation criteria.
- Description of the Vendor's experience working on DISD properties, municipal properties, and sites with trees located near utility infrastructure, if applicable.
- Description of any subcontractors proposed for utility clearance work or specialized services.
- Description of the Vendor's ability to provide services throughout the anticipated contract term of September 2026 through December 2028.
- Proposed project approach and anticipated response times for assessments, routine maintenance, and urgent or emergency work requests.

- Proposed fee schedule for services described in the Scope of Work. Pricing shall be submitted at a minimum as:
 - **Per-tree cost for Basic Tree Maintenance (200 trees):** pruning, removing invasives (such as poison ivy or oak), pest control
 - **Per-tree cost for Heavy Tree Maintenance (200 trees):** tree removal + stump grinding and larger limb removal
 - **Per-tree cost for pest control and preventative health treatments (100 trees):** May include emerald ash borer prevention, scale, oak wilt, Ganoderma root rot, and anthracnose treatments. Tree health care activities can also include deep-root fertilization and air spading.
 - Separate pricing for emergency or after-hours services, if applicable.
 - Any additional fees, assumptions, exclusions, minimum charges, or mobilization costs.

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. If conducting work during school hours on DISD campuses, the selected Vendor's field team must pass a background check and receive DISD vendor badging.
- 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 Monday, September 21, 2026, to:

Emily Plauche, TTF Program Lead- Neighborhood Greening
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, Program Lead- Neighborhood Greening
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 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 Contractors.

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 Contractors that best meet the requirements of this RFP. If requirements of the RFP, which include all tasks listed in the scope of services and ability to meet the required timeline, are not met or included in the proposal, then a Contractor may be disqualified. In addition to submitting all required materials, the evaluation criteria listed below will be used when scoring proposals:

#	Evaluation Criteria	Weight
1	Demonstrated ability to complete scope of work and experience as it relates to the scope of work in the RFP + qualifications of key personnel with proven experience in tree removal and maintenance.	30
2	Reasonableness of proposed cost/alignment with project budget and cost justification.	20
3	Local experience in tree care within the City of Dallas, with school districts, and/or community-based organizations. This information will be based on the 3 examples of similar projects.	20

4	Track record of successful quality of work, schedule management, communication, and client satisfaction. This information will be based on reference feedback.	20
5	Ability to work within the entirety of the project timeline.	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 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 9 Questions

Questions regarding this RFP and site visit requests should be submitted in writing and directed to Emily Plauche, TTF Neighborhood Greening Program Lead via e-mail at emilyp@texastrees.org no later than August 16th, 2026, 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 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. 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.
- 8) The vendor's proposal shall not be made contingent upon uncertain events, which shall not have occurred until after the RFP is completed.
- 9) 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.

Section 11 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.

Section 12 Closing Date and Time

All proposals must be received by Monday, September 21, 2026, 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