



UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

Meeting Date:
6/17/2025

Item Type:
Action Item

Subject: Consider Award for RFP# 2025-05 – Large Tree Installation – Snider Plaza

Prepared By: Elizabeth Anderson, Purchasing Manager

Background:

The paving and drainage portion of the Snider Plaza Surface Improvements Phase 1 project is almost finished. Staff expects that the work will be substantially complete by October 2025. The final portion of this improvement project involves the installation of ten (10) mature Live Oak trees, seventy (70) medium size trees of various species, and various smaller plants for shrubs and groundcover. Space Between Design is the landscape architecture firm with whom the City has been partnering for the Snider Plaza improvements. This firm has developed the drawings and specifications for this final phase of the work.

Staff divided the landscape scope of work into three solicitations before issuing Requests for Proposals:

- Transplant of Large Trees – the ten (10) - 10-inch caliper Live Oaks must be selected, transported, installed and monitored under the purview of a licensed arborist.
- Transplant of Medium Street Trees – Acquisition, transport and installation of seventy (70) medium size trees will require skill, efficiency and manpower.
- Shrubs and Groundcover – Selection, transport and installation of these smaller items can be completed by a reputable groundskeeping firm.

This agenda item covers the package for the ten (10) large trees. The ten (10) inch caliper trees will stand approximately twenty (20) feet tall and be cornerstones of the Snider Plaza landscape. Staff posted RFP# 2025-05 in April and received four (4) responses in May:

- ArborTrue, LLC
- Bare Roots Landscape Design, Inc.
- Environmental Design, Inc. – *disqualified – no bid bond*
- SRH Landscapes LLC

The RFP required that the respondents provide a certified arborist to oversee all aspects of this project. Evaluation criteria included Price, Experience/References and Work Plan. Two finalists emerged after the initial evaluation phase. Staff interviewed both finalists and then asked for a Best and Final Offer with these parameters:

- City needs ten (10) upright Live Oak trees of a strain that is well suited to the North Texas climate;

- Trees should be grown as close to the North Texas growing region as possible; and
- Trees must be roughly 10-inch caliper in size

Staff is recommending the offer from SRH Landscapes, Inc. This offer includes the selection of ten (10) 72" boxed Live Oaks from Twin Lakes Nursery in Canton, TX. This nursery has roughly 150 trees to choose from. Trees are all grown in the North Texas region and will be 9 – 9.5" caliper, 22-23' in height with a 12' spread. The cost per tree is \$22,741.17 each installed with a one (1) year maintenance period included. **Total purchase price is \$227,411.70.**

SRH Landscapes is based in Dallas and has been in business for eleven (11) years. The owner's family has been in the landscape and horticulture business since 1955. SRH has worked with several DFW area municipalities including Highland Park and Plano, and they have also served private clients in the City of University Park. They have 145 employees and their reference feedback was very positive. The City's on-staff arborist liked that SRH's trees were already containerized and the proximity of the nursery will allow staff to view and select the trees for Snider Plaza.

If Council awards this contract tonight, SRH Landscapes will begin selecting and preparing the trees for installation this fall, in coordination with the paving contractor and the Parks Department.

Fiscal Impact:

- ☐ Not Applicable
- ☐ Budget Amendment Required
- ☐ Proposed Revenue
- ☒ Proposed Expenditure

Funding Source: Capital Improvement Budget

Master Plan Goal:

Please check the associated Theme and provide the corresponding action item number.



	Theme	Action Item(s)
<input checked="" type="checkbox"/>	Affirming Sense of Place	3.1
<input checked="" type="checkbox"/>	Assuring Connectivity	2.1, 3.2, 4.1
<input type="checkbox"/>	Innovative Governance	
<input type="checkbox"/>	Technological Integration	
<input type="checkbox"/>	Preparing for the Future	
<input type="checkbox"/>	Not Applicable	

Recommendation:

Staff recommends that Council approve the award of this contract to SRH Landscapes for \$227,411.70

Committee Review (optional):

Attachments: