



UNIVERSITY PARK CITY COUNCIL AGENDA MEMO

Meeting Date:
6/17/2025

Item Type:
Action Item

Subject: Consider Award for RFP# 2025-06 – Medium 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 will involve 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 solicitation 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 seventy (70) medium trees. Tree varieties include Pond Cypress, Bosque Lacebark Elm, and Crepe Myrtle, all 3 – 6” caliper in size. The selected vendor will install the trees according to the Landscape Architect’s plans, in designated areas throughout Snider Plaza.

Staff posted RFP# 2025-06 in April and received three (3) responses in May:

- Bare Roots Landscape Design, Inc.
- Environmental Design, Inc.
- 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 is recommending awarding this contract to SRH Landscapes, Inc. SRH's total offer of **\$250,224.80** was the lowest of the three that the City received. The trees would be sourced from Wills Point, TX, which is about 50 miles west of Dallas. Staff liked their work plan and the proximity of their tree source.

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 \$250,224.80.

Committee Review (optional):

Attachments: