



Requests for Proposals (2026)

East Sixth Street: Street Tree Maintenance

The Austin DMO, Inc. d/b/a Downtown Austin Alliance (DAA), located in Austin, Travis County, Texas requests the submission of responses to the following Request for Proposals (RFP) from qualified firms to provide tree maintenance services along East Sixth Street in downtown Austin.

The Downtown Austin Alliance is a 501(c)(4) nonprofit organization that works in partnership with downtown property owners, individuals, and businesses to create, preserve and enhance the vibe, value and vitality of downtown Austin. The Downtown Austin Alliance manages the Austin Downtown Public Improvement District (PID), which was formed in 1993 and has been subsequently reauthorized several times. The Downtown Austin Alliance provides direct services, advocacy efforts, and participates in a broad range of programs and initiatives that advance our collective vision for downtown Austin.

More information on the Downtown Austin Alliance can be found at downtownaustin.com including our current [vision and strategic plan for downtown](#).

Overview

The Downtown Austin Alliance is seeking proposals from qualified firms to provide tree maintenance services for up to 60 trees along East Sixth Street in downtown Austin. The purpose of this project is to improve the health, safety, appearance, and long-term sustainability of existing trees within the public right-of-way of East Sixth Street. Tree maintenance services directly support the Downtown Austin Alliance's five-year strategic objective of a healthy and expanded downtown urban tree canopy.

This project is made possible by the City of Austin's Urban Forestry Grant.

Project Objectives

The "project area" will be defined by the public right-of-way of East Sixth Street, between Brazos Street and I-35 SB Frontage Road (see Attachment A). The project area does not include any street trees on cross streets or private property. Key project objectives include:

- Implement the recommended tree maintenance services identified in the **2026 Downtown Street Tree Inventory** (see Attachment B).
- Improve the health and longevity of existing street trees through qualified arborist services in accordance with industry standards.
- Enhance pedestrian and vehicular safety by addressing clearance, visibility, or other potential hazards.

Project Deliverables

The selected firm will be responsible for performing the recommended maintenance services for all applicable street trees within the project area, as identified in the **2026 Downtown Street Tree Inventory** (See Attachment B). All costs associated with performing the maintenance services (including, but not limited to labor, equipment, traffic control, sidewalk closures, permits, debris removal and site restoration) shall be the responsibility of the selected vendor. The selected vendor is expected to deliver the following:

- **Completion of recommended tree maintenance:** Perform the recommended maintenance services identified in the **2026 Downtown Street Tree Inventory**, including but not limited to

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applicable pruning, root collar excavation, soil treatment, branch clearance, parasitic growth removal and other recommended maintenance within the agreed project scope. Deviations of maintenance services due to on-site analysis or evolving tree care needs are permitted.

- **Metal Tree Grate Modifications:** Remove existing metal tree grates at trees where applicable and expand openings to accommodate growing tree trunks. Due to the unique design of tree grates, coordination on cut openings should be coordinated with the Downtown Austin Alliance and the City of Austin's Urban Forest Department. Tree grates should be reinstalled on site with fresh mulching to protect the tree well. The selected vendor may elect to work with sub-vendors for all tree grate metal work. Any sub-vendor fees should be included in the proposal.
- **Maintenance Completion log:** Provide a spreadsheet documenting all completed work. For each tree serviced, the log must include Tree ID, tree location, date of service, specific maintenance activities performed, any deviations from the recommended care plan, and notes on the tree's current condition and any recommended future follow-up needs.
- **Photo Documentation:** Provide before-and-after photographs for each maintained tree or for representative maintenance services, if agreed upon by the Downtown Austin Alliance.
- **Final Summary Report:** Submit a final summary report including the total number of trees maintained, the types of maintenance services completed, and a list of any trees that could not be serviced.

The **2026 Downtown Street Tree Inventory** and previous preliminary engineering study by the City of Austin Transportation and Public Works Department have recommended 10 of the 60 street trees along East Sixth Street for removal. Selected consultants must reassess the tree conditions at these 10 locations and either confirm the recommendations for removal or suggest restorative care if the tree is deemed possible for rehabilitation. Tree removal services are not included within the scope of this contract.

Project Schedule

- **July '26:** RFP released
- **August '26:** Vendor selected, and contract/scope finalized
- **Sep '26 – Dec '26:** Street tree maintenance services to be performed **Note: All tree maintenance services must be completed, and final invoices must be received, by no later than December 14, 2026, to ensure payment is made by December 31, 2026, in accordance with the requirements of the City of Austin's Urban Forest Grant.*
- **Jan'26:** Final report, completion log, and photo documentation due.

Project Budget

The total project budget for this effort shall not exceed **\$67,000**. If interested vendors cannot deliver the outlined scope of work (See Attachment B) within the not to exceed budget, they may submit a modified proposal that meets the budget with a reduced scope of work and/or deliverables. If vendors submit a proposal with a modified scope of work, they should clearly note such in their letter of interest.

Submittal Instructions & Deadline to Submit

Please include the following components in the RFP submittal:

- Letter of interest to include basic background of firm(s), such as name, address, phone number, and URL. Letter of Interest should state any intent to perform as a WBE/MBE/DBE firm and/or describe the organization's commitment to inclusive practices.



- A proposal of services which includes an approach to meet the anticipated needs, and a schedule that identifies proposed meeting and timeframes for maintenance advancement.
- Examples of relevant work experience.
- Itemized budget and project timeline.

Please submit responses electronically by **11:59pm Central Time Wednesday, August 5, 2026**. Applicants will be notified if selected no later than Friday, August 15. Proposals must be submitted in a PDF format to:

Radhika Bipin, Urban Design Coordinator | rbipin@downtownaustin.com

Selection & Award

Submittal proposals will be evaluated according to the RFP's scoring matrix. See Attachment C for more detailed information.

Insurance Requirements

The selected vendor will be expected to hold minimum insurance coverage for the performance of the work. See Attachment D for insurance requirements of the selected vendor. The selected vendor must provide Downtown Austin Alliance with applicable Certificates of Insurance (COIs) prior to performing any work.

Disclaimers

Antidiscrimination Statement

The Downtown Austin Alliance does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), sexual orientation, military status, or disability.

Minority Owned, Women Owned, and Disadvantaged Business Enterprises

MBEs/WBEs/DBEs are encouraged to participate as prime contractors, subcontractors, or joint ventures. A list of currently certified MBEs, WBEs, and DBEs in various professional fields is available on the City of Austin Finance Online website. The Downtown Austin Alliance does not maintain a separate list of certified firms.

Vendors are not required to be a certified MBE/WBE/DBE with the City of Austin to be considered for this project opportunity.

Reservation of Rights

The Downtown Austin Alliance with its partners reserves the right to reject any and all proposals received in response to this RFP and reserves the right to short list respondents and base final selection rankings on personal interviews.

Fees provided for in contracts or agreements shall be reasonable. The Downtown Austin Alliance with its partners shall consider fees to be reasonable if they are not in excess of those ordinarily charged by the profession as a whole for similar work. The Downtown Austin Alliance with its partners will negotiate for procurement of professional services, whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiations of fair and reasonable compensation. Downtown Austin Alliance with its partners is not obligated to award a contract solely based on this request or to otherwise pay for information solicited.

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Attachment A

Project Area and Trees Identifies for Service



● Trees with recommended maintenance ● Trees identified for potential removal*

*Note: Trees identified for potential removal should be reassessed by the selected vendor to either confirm the removal recommendation or suggest restorative care if deemed possible for rehabilitation.

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Attachment B

Downtown Street Tree Inventory*

*Note: The Downtown Street Tree Inventory has been adjusted to only include trees within the project area

#	COMMON NAME	RECOMMENDED TREE MAINTENANCE SERVICES	TREE WELL
1	Elm-Cedar	No care required.	No grate; trap rock
2	Elm-Cedar	No care required.	No grate; trap rock
3	Elm-Cedar	No care required.	No grate
4	Elm-Cedar	No care required.	No grate; trap rock
5	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance, improve light and air through crown, remove parasitic infestation	No grate; trap rock
6	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance, reduce weight of branch ends	No grate; trap rock
7	Elm-Cedar	1. Root Collar Excavation; 2. Pruning Maintenance: clearance, reduce weight of branch ends	Widen grate opening
8	Elm-Cedar	1. Root Collar Excavation; 2. Pruning Maintenance: clearance	Widen grate opening
9	Redbud-Eastern	1. Maintenance Pruning (Natural)	Widen grate opening
10	Tree of Heaven	1. Maintenance Pruning (Natural): clearance, improve appearance	Widen grate opening
11	Palm-Cabbage Palmetto	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): improve appearance	No grate; trap rock
12	Oak-Live	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): remove parasitic growth (Mistletoe)	Widen grate opening
13	Palo Verde-Mexican	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance	Widen grate opening
14	Hackberry-Southern	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, improve appearance	Widen grate opening
15	Oak-Live	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, improve appearance	Grate fine as is
16	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	Widen grate opening
17	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, develop branch structure	Widen grate opening
18	Elm-Cedar	1. Root Collar Excavation; 2. Soil Rx fertilizer; 3. Maintenance Pruning (Natural): reduce risk of branch/roots failure, clearance	Widen grate opening
19	Oak-Mexican White	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; trap rock
20	Oak-Mexican White	1. Maintenance Pruning (Natural): clearance	No grate; soil bed
21	Oak-Mexican White	1. Maintenance Pruning (Natural): clearance	No grate; soil bed
22	Oak-Mexican White	1. Maintenance Pruning (Natural): clearance	No grate; rocks
23	Oak-Mexican White	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; soil bed
24	Oak-Live	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; soil bed
25	Oak-Live	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; soil bed
26	Oak-Live	1. Soil Rx fertilizer; 2. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; soil bed
27	Oak-Live	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; trap rock
28	Oak-Live	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; trap rock
29	Oak-Live	1. Root Collar Excavation; 2. Soil Rx fertilizer; 3. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; trap rock
30	Oak-Live	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; rocks
31	Oak-Live	1. Maintenance Pruning (Natural): reduce risk of branch/roots failure, clearance	No grate; rocks
32	Oak-Live	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): reduce risk of branch/roots failure, clearance	No grate; rocks
33	Oak-Live	1. Maintenance Pruning (Natural): clearance	No grate; trap rock
34	Elm-Cedar	1. Root Collar Excavation; 2. Soil Rx fertilizer; 3. Maintenance Pruning (Natural): reduce risk of branch/roots failure	No grate; trap rock
35	Elm-Cedar	1. Root Collar Excavation; 2. Soil Rx fertilizer; 3. Maintenance Pruning (Natural): reduce risk of branch/roots failure	Widen grate opening
36	Elm-Cedar	1. Root Collar Excavation; 2. Soil Rx fertilizer; 3. Maintenance Pruning (Natural): reduce risk of branch/roots failure	Widen grate opening
37	Oak-Live	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; soil bed
38	Oak-Live	1. Maintenance Pruning (Natural): clearance, reduce risk of branch/roots failure	No grate; soil bed
39	Oak-Live	1. Maintenance Pruning (Natural): reduce risk of branch/roots failure, clearance	No grate; soil bed
40	Oak-Live	1. Maintenance Pruning (Natural): reduce risk of branch/roots failure, clearance	No grate; soil bed
41	Oak-Live	1. Maintenance Pruning (Natural): reduce risk of branch/roots failure	No grate; soil bed
42	Oak-Live	1. Maintenance Pruning (Natural): reduce risk of branch/roots failure	No grate; soil bed
43	Oak-Live	1. Maintenance Pruning (Natural): clearance	No grate; soil bed
44	Elm-Cedar	1. Root Collar Extraction; 2. Maintenance Pruning (Natural): clearance, remove parasitic growth (mistletoe), improve appearance	No grate; trap rock
45	Elm-Cedar	1. Root Collar Extraction; 2. Maintenance Pruning (Natural): clearance, reduce weight of branch ends	Widen grate opening
46	Oak-Live	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, improve appearance	No grate; trap rock
47	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, improve appearance	No grate; trap rock/soil
48	Mulberry	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance	Widen grate opening
49	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance, improve appearance	Widen grate opening
50	Palo Verde-Mexican	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): clearance	No grate; trap rock
51	Elm-Cedar	1. Maintenance Pruning (Natural): clearance	No grate; trap rock

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52	Palm-Cabbage Palmetto	1. Root Collar Excavation; 2. Maintenance Pruning (Natural): improve appearance	No grate; trap rock
53	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance, reduce weight of branch ends	Widen grate opening
54	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance, reduce weight of branch ends	Widen grate opening
55	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance	Widen grate opening
56	Elm-Cedar	1. Root Collar Excavation; 2. Developmental Pruning: clearance, develop branch structure	Widen grate opening
57	Elm-Cedar	1. Root Collar Excavation	Widen grate opening
58	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: reduce risk of branch/roots failure, clearance	Widen grate opening
59	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance, develop branch structure.	Widen grate opening
60	Elm-Cedar	1. Root Collar Excavation; 2. Maintenance Pruning: clearance, develop branch structure	No grate; trap rock

Highlighted cells indicates that the tree has been identified for possible removal by the 2026 Downtown Street Tree Inventory of the City of Austin's Transportation and Public Works Department. Selected vendor must reassess the tree conditions at these locations and either confirm removal recommendation or suggest restorative care if deemed possible for rehabilitation. Selected vendor will not be responsible for any tree removal.



Attachment C
Scoring Matrix

Valid proposals shall be scored and ranked as follows (100 points total maximum):

Background & Qualifications

(Maximum Score = 25 points)

- Experience, qualifications and certifications to perform the work
- Capacity and resources to deliver the scope of work in the project's timeline

Relevant Experience in Urban Settings

(Maximum Score = 25 points)

- Demonstrated experience working in downtown urban environment
- Ability to work nimbly and flexibly within urban demands, including but not limited to peak hour traffic, high volumes of pedestrian and multi-modal users, and on-site disruptions
- Consideration of working in a manner that minimizes disruption to adjacent properties and/or businesses

Proposed Scope of Work & Timeline

(Maximum Score = 25 points)

- Ability to perform the full scope of work or a modified scope of work that is comprehensive and with the budget constraints
- Ability to perform the work and finalize all deliverable within the timeline provided

Competitive Budget

(Maximum Score = 25 points)

- Ability to meet the budget constraints for the scope of work
- Ability to maximize the deliverables of the scope of work within the proposed budget



Attachment D

Insurance Requirements

At all times during the term of this Agreement, VENDOR shall maintain the following insurance:

- (a) Commercial General Liability Insurance, with a limit of not less than \$1,000,000 per occurrence and \$1,000,000 general aggregate, and naming CLIENT as an Additional Insured.
- (b) Automobile Insurance, with a combined single limit of not less than \$1,000,000 each accident and naming CLIENT as an Additional Insured.
- (c) Workers' Compensation Insurance in accordance with statutory requirements and Employers' Liability Insurance with limits of not less than \$1,000,000 for each occurrence.
- (d) Professional Liability Insurance with limits of not less than \$1,000,000 per claim and aggregate.

All insurance must meet the requirements set forth on Attachment B. Prior to performing any Services under this Agreement, VENDOR shall furnish CLIENT with certificates of insurance which evidence satisfaction of the requirements of this Article. These certificates will require that the insurer provide CLIENT with at least thirty (30) days' advance written notice prior to cancellation of the above policies and at least ten (10) days' written notice in the event of cancellation for non-payment of any premium.