



**REQUEST FOR PROPOSAL  
LANDSCAPE DESIGN SERVICES  
Patio & Outdoor Programming Space  
Sedona Public Library  
3250 White Bear Road, Sedona, AZ  
February 2021**

**RFP SCHEDULE OVERVIEW**

<b>RFP RELEASE</b>	<b>FEB. 18, 2021</b>
<b>QUESTIONS TO CLARIFY DUE</b>	<b>FEB. 25, 2021</b>
<b>PROPOSALS DUE:</b>	<b>MAR. 11, 2021</b>
<b>ANTICIPATED SELECTION:</b>	<b>MAR. 16, 2021</b>
<b>ANTICIPATED DESIGN NTP:</b>	<b>MAR. 19, 2021</b>

**PROJECT INFORMATION:**

The Board of Trustees of Sedona Public Library, Inc. seeks the services of a licensed Landscape Architect to work with, design, and produce architectural plans for an outdoor library patio to be located between the Sedona Public Library building and the Friends Of The Sedona Library bookstore on White Bear Road, Sedona, AZ.

**BACKGROUND:**

Sedona Public Library (SPL) is a private 501c3 non-for-profit corporation governed by a Board of Trustees. The Library was originally founded in 1958, and currently it is in the quiet phase of or a library renovation with the mission to repurpose our grounds and 26 year old facility at 3250 White Bear Road in Sedona, Arizona. SPL’s vision with this campaign is to expand services for the community both indoors and out, with expanded space for programming, gathering, and accessibility.

Currently, SPL is funded through contracts with the City of Sedona, Yavapai and Coconino Counties, the Friends of the Sedona Library, Inc., and donations and grants from individuals and foundations. The current facility was funded entirely by the Sedona community.

**PROJECT DESCRIPTION**

The Sedona Public Library seeks to design and construct a new outdoor patio between the Sedona Public Library building and the Friends Of The Sedona Library (FOL) Bookstore. The patio area is bounded by Sedona Public Library on the west, private property on the north, the Friends Of The Sedona Library bookstore on the east, and the library’s parking lot on the South. The area is currently vacant but includes numerous juniper and other trees and a small dry

wash. The land is outside of the floodplain and allows for some creativity and flexibility in design.

The selected consultant will be responsible for analyzing access from the library, bookstore, and parking lot, and developing up to three concept alternatives for review by SPL's Building & Grounds (B&G) Committee.

The size and design elements of the patio will be determined through a design process in which SPL will help the consultant by facilitating input from SPL staff, B&G Committee members, the SPL Board of Trustees, and FOL Board members.

Design elements to be included are:

- ADA accessible access from Library, FOL bookstore, and parking lot
- Pavers with designated donor inscriptions
- A raised stage with a solid wall movie screen backdrop
- Dry creek bed running through the patio for water flow
- Ample areas for benches, tables, chairs, etc.
- Poles for removable shade cloths
- Retention of as many juniper trees as possible, trimmed to provide shade but not obstruct the view to the stage
- Small demonstration garden area
- Gas fire pit
- Electrical outlets for stage, movie projector, and ample charging stations
- Lighting design
- Indigenous plants & vegetation
- Irrigation
- Entire area shall be fenced for safety and to prevent night visitors
- Public art (TBD)
- Bathrooms (TBD)

### **PROJECT FUNDING, BUDGET, and PROCUREMENT**

This project is funded with SPL Capital & Real Estate Funds. SPL has allocated a total project budget not to exceed \$250,000 which includes, design, construction, contingencies, permit, and waste costs. Project construction, contingencies, permits, and waste costs will be procured through a subsequent RFP.

The successful firm will be selected from proposals to perform the design work of this project. Proposals will be evaluated based on criteria described below under the section of proposal requirements. A selection committee consisting of Building & Grounds (B&G) Committee Members, SPL Board of Trustee members, and the Library Director will evaluate the proposals and decide if interviews are necessary to make a final design firm selection.

## **SCOPE OF WORK**

### **TASKS**

#### **Task One: Project Initiation & Existing Conditions Assessment**

- Review background information and Kick-Off Meeting with B&G Committee
- Survey of project area including topography, trees, structures, and utilities. Identify any easements and flood plains that might impact the work of this project.
- Walk the project area and adjacent properties with B&G Committee representatives to confirm project limits, existing conditions, opportunities and constraints, etc.
- Prepare preliminary conceptual design with budget cost estimate for review by B&G Committee

#### Deliverables:

- Consultant to provide three (3) distinct recommendations for patio design
- Project Schedule and Updates

#### **Task Two: Concept Design**

Utilizing B&G Committee, Board of Trustee, Staff, and FOL Board input, the Consultant will develop up to three conceptual design alternatives for the project that best satisfies the scope of work and budget outlined above. Concept plans shall be illustrative in nature and be supported by sketches, graphics or models that explain the intent of the concept. Alternatives shall be reviewed with the B&G Committee. Based on feedback, the Consultant shall develop a Preferred Alternative. The Preferred Alternative will be refined and submitted as a 30% Schematic Design package as outlined below.

#### Deliverables:

- Concept Plans, sketches, diagrams, charts to explain the development of the Preferred Alternative

#### **Task Three: Construction Documents**

Prepare 50% and 75% review packets and a 100% final bid package. Include any necessary submittals to other agencies for permitting, including but not limited to wastewater connection and Sedona Building Department.

#### Deliverables:

- Topographic survey of areas within limits of work
- Soils report (as required by Sedona Building Department)
- Structural engineering requirements
- Drainage report
- Schematic 50% design
- 75% plan set, preliminary specifications and cost estimate
- 100% stamped plan set, specifications, and final bid documents

- Final cost estimate
- Construction schedule

Plans shall be architecture “D” sheets (24”x 36”), at a proper scale, with appropriate title blocks. All documents shall be PDF format.

#### **Task Four: Bidding & Construction Period Services**

The Consultant shall work with the B&G Committee to interpret the final construction documents and provide feedback and advice on whether the work is consistent with the plans and specifications. This shall include responding to questions from the B&G Committee, Library Director, and contractors, documenting clarifications and revisions, reviewing bids, and making recommendations regarding the Project to the B&G Committee. During construction the Consultant will be available to interpret intent of drawings as needed.

#### **Anticipated Project Timeline after Notice to Proceed (NTP)**

- 2 weeks for Task 1
- 3 weeks (after Task 1) for Task 2: Conceptual Design
- 2 weeks (after Task 2) for Task 3: Review & Revisions
- Final documents due 65 days after NTP.

#### **EMAIL ALL QUESTIONS AND RESPONSES TO:**

**Judy Poe, Library Director, [jpoe@sedonalibrary.org](mailto:jpoe@sedonalibrary.org)**

#### **RFP PROPOSAL SUBMITTAL REQUIREMENTS and EVALUATION**

Each proposer must comply with the submission requirements as outlined below. Submittals that fail to comply with the requirements as specified may be deemed non-responsive and such determination will result in no further consideration of that proposer or the proposer’s submittal.

All proposals must be limited to the following prescribed information. Proposals should be submitted in PDF format and should not exceed 10 pages. The page limit is not affected by cover pages, divider sheets, or required forms.

All proposals shall provide the following information, in the order listed below.

##### **A. Letter of Transmittal**

- Address the letter to:  
Sedona Public Library  
3250 White Bear Road  
Sedona, AZ 86336  
Attention: Judy Poe
- Provide the name and address of the proposer’s firm.
- Provide ROC license number and certificates of liability insurance and bonding.

- Provide the name and email address of the individual authorized to represent the firm.
- Describe unique features of the organization and the project team that make the firm the best-suited to undertake this specific project.

**B. Firm Qualifications**

- List the proposed sub-consultants and/or sub-contractors who will be part of the team with a brief description of services that the sub-consultants will provide.
- List the names, titles, and job descriptions of key professional staff who are expected to work on the project if awarded a contract.
- Describe the anticipated project participation and organization for this project; describe what work consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individually who will be responsible for specific tasks.
- Describe how the project will be managed.

**C. Firm Experience**

- Describe the firm’s previous experience working on site-sensitive patios with unique natural attributes.

**D. Proposed Approach**

- Describe an understanding of the project goals and approach to the scope of work by including unique project complexities, challenges, and opportunities.

**E. Fee Schedule & Billing Rates**

- Provide a proposed payment schedule based on percentage of work completed.
- Provide a list of the hourly billing rates for the personnel.
- Include a total proposal cost that shall be a not-to-exceed amount.

**F. References**

- Describe qualifications and experience of the firm (including sub-consultants), as indicated by prior successful completion of similar projects.
- Provide no more than three (3) specific projects previously undertaken that are similar in scope, and the name of the owner. Include graphic representations of the projects.
- Provide a list of references for the three (3) projects. Include name, title, phone number, and email.

**Each RFP will be evaluated based upon the following criteria:**

Qualifications and Personnel: 10%	Scored on a ranking of 1-10 points
Experience: 30%	Scored on a ranking of 1-10 points
Approach: 60%	Scored on a ranking of 1-10 points
Design Fee meets project budget	

The lowest cost bid-proposal will not necessarily be selected. Low bid will be considered but will not be the determining factors of evaluation. Evaluation will factor in responses to all requirements stated in this RFP. SPL reserves the right to accept or reject, in part or in its entirety, any or all proposals received in response to this RFP if, in the opinion of the SPL Board

of Trustees, it is in the best interest of the library to do so. SPL's selection of a landscape architect is final and non-contestable.

\*If a clear selection is not concluded by selection committee after evaluating, discussing and scoring each RFP, it may be necessary to conduct an interview to make a final decision.