

Request for Proposals

Architectural Landscape Plan for the Wolfeboro Public Library

The Wolfeboro Public Library is seeking architectural landscaping designs for the site surrounding the newly expanded and renovated Library.

All proposals must be prepared in accordance with the attached Request for Proposals specifications. The successful Respondent must provide proof of liability and workmen's compensation insurance.

Proposals must be submitted no later than 12:30 pm on Monday, May 24, 2021 to:

Town Manager's Office
Wolfeboro Town Hall
84 South Main St.
P.O. Box 629
Wolfeboro, NH 03894

Any proposal received after that time will not be considered. The Wolfeboro Public Library reserves the right to reject any or all proposals, or to accept any proposal for any reason determined to be in the best interest of the library.

Wolfeboro Public Library Board of Trustees

Wolfeboro Public Library

259 South Main St.

Wolfeboro, NH 03894

603-569-2428

Questions: Cynthia L. Scott, Library Director

librarydirector@wolfeboropubliclibrary.org

Request for Proposal: Architectural Landscape Plan for
the Wolfeboro Public Library

April 5, 2021

The Wolfeboro Public Library Board of Trustees ("Trustees") invites experienced and qualified firms to present landscape architectural proposals for development of the land surrounding the newly renovated Library. The landscape development will create a multi-use outdoor space for the patrons and programs of the Library. The project includes evaluation and preparation of design alternatives; selection of a preferred alternative; and preparation of final design, plans, and specifications.

All proposals must be submitted no later than 12:30 PM on Monday, May 24, 2021 in a sealed envelope clearly marked, on the outside of the envelope, Architectural Landscape Plan for the Wolfeboro Public Library, addressed to the Town Manager's Office, Wolfeboro Town Hall, 84 South Main St., P.O. Box 629, Wolfeboro, NH 03894.

This RFP represents the best effort by the Library to define its existing and future requirements for an Architectural Landscape Plan. All information within this RFP should be considered as viable parts of the scope of work. Statements and information contained within this document are subject to final interpretation or modification by the Library as it sees fit.

The Library reserves the right to discuss and negotiate, if applicable, the price submitted in the proposal. The Library reserves the right to accept or reject the proposal, to waive minor irregularities, and to make a selection, if any, as it deems to be in the best interest of the Library. The Board of Trustees reserves the right to accept or reject any or all bids, for any reason or no reason whatsoever, that they, in their sole discretion, deem to be in the best interest of the Library.

Proposal Scope

The following items shall be included as part of the overall proposal:

1. The project will create the landscape design for the development of the Library property. The intended architectural plan will result in a multi-use outdoor space available for Library programs and events, with a focus on all age groups, and incorporate garden features including attractive and low maintenance plantings.
2. The architectural plan will consider the wetlands on the property and incorporate them into the overall plan for the property. In addition, the plan must accommodate access from and connections to adjacent Town properties and streets. In particular, the plan must include pedestrian and bicycle access from Main Street as well as Goodrich Road.
3. The architectural plan should provide security features including some means of separating children and adult program areas from the parking lot and active driveways.
4. Preference will be given to architectural plan elements incorporating environmental friendliness, energy efficiency and attention to the rural setting of the Library.
5. The plan may utilize, to the extent possible and useful, the existing trees, plants and stone walls present on the property. An emphasis on adding native NH plant materials to the property is preferred.
6. In order to reach an acceptable landscape architectural plan, meetings and charrettes with various stakeholders will be included in the plan development process. Stakeholders include the Library Board of Trustees, Library staff, the Library Landscape Committee, property abutters, public citizens of Wolfeboro and Wolfeboro Town officials and boards.
7. Each prospective Provider shall submit to the Library performance references, company history, and proof of ability to perform. Each Provider shall provide at least 3 references for projects that have been completed in the last 5 years. A Base Bid for the entire scope of work, as well as Unit Price for aspects of the work shall be provided in the submitted proposal.

8. Base Bid is the sum stated in the Bid for which the Provider offers to perform the work described in the RFP. Unit Price is an amount stated in the Bid as a possible price per unit of measurement for design services, meetings or other portions of the Work as described in Bidding Document. The choice of using Unit Prices or an alternative method of payment, for additional Work shall be left solely to the Library's discretion.
9. The Provider shall provide their own Bid Form within their own Bid Submission. Bids shall clearly define the total cost for each group of items, a unit cost for each item – for both adding items and deleting items – and the Total Bid Amount.

Access to Documents

Proposers seeking a copy of pertinent documents from the Library and the Town of Wolfeboro may obtain them at the Library during regular business hours or on the Town's website at <https://www.wolfeboronh.us/bids/all/2021>. Requests for specific information concerning the subject property should be directed in writing to Cynthia L. Scott, Library Director. Upon request, proposers may inspect records and property data in the Town's possession. The Town of Wolfeboro does not attest or certify to the accuracy of available data.

Insurance

The selected Provider shall obtain and maintain, for the duration of the contract, insurance against claims which may arise from or in connection with the performance of the work by the Provider, its agents, representatives, or employees. Proof of coverage amounts of such insurance, in the form of a Certificate of Insurance, which names the Town of Wolfeboro and the Trustees as an Additional Insured, shall be received and approved by the Town prior to execution of the contract.

Indemnification

The selected Provider shall indemnify and hold harmless the Library and the Town, including its officers, officials, volunteers, employees, and agents, from and against any and all claims, damages, losses, and expenses, including reasonable attorney's fees arising out of performance of the scope of services included herein, caused in whole or in part by any negligent act or omission of the Provider, their officers, employees, agents, representatives or subcontractors except where caused by the active

negligence, sole negligence or willful misconduct on the part of the Town of Wolfeboro or the Library.

Acceptance and Rejection of Responses

This contract may be awarded to the firm that most closely satisfies the needs of the Library and is deemed to be most advantageous to the Library. The Library reserves the right to accept or reject an item or group of items in a response.

The Library also reserves the right to waive any informality or irregularity in any response.

The Library also reserves the right to reject any or all proposals and to negotiate separately with any source whatsoever, in any manner necessary, to serve the best interest of the Library. The Library also reserves the right to eliminate the need for the Provider to complete one or more tasks, pending the outcome of preceding related task or issues, and/or the availability of project partners to complete that task.

Additionally, the Library may, for any reason, decide not to award an agreement at this time.

Non-acceptance of any responses shall not imply that the proposal was deficient.

The cost of preparing and submitting a proposal is the sole responsibility of provider and shall not be chargeable in any manner to the Library. The Library will not reimburse providers for any cost associated with the preparation, participation in an interview, or negotiating a contract with the Library.

All submissions or components thereof become property of the Library.

Library's Use of Materials

All material submitted shall become the property of the Library unless it is clearly marked as proprietary information. The Library reserves the right to use any ideas presented in the submission, without compensation paid to Provider.

Receipt and Opening of Proposal

All proposals must be submitted no later than 12:30 PM on Monday, May 24, 2021 in a sealed envelope clearly marked, on the outside of the envelope, Architectural Landscape Plan for the Wolfeboro Public Library, addressed to the Town Manager's Office, Wolfeboro Town Hall, 84 South Main St., P.O. Box 629, Wolfeboro, NH 03894,

at which time the bids will be opened and read aloud. Any proposal received after the established closing date and time will not be accepted.

Site Inspection

Before submitting a proposal, each Provider should make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representation made by the Library upon which the Provider will rely. If the Provider receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the Provider from its obligation to comply in every detail with all provisions and requirements of these documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation. Prospective Providers are encouraged to visit the Library to familiarize themselves with the site prior to offering a proposal. Visits shall be arranged through the Library Director.

“Anti-Collusion Certificate”

The undersigned certifies under penalties of perjury that this bid is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this section the word “Person” means any natural person, joint venture, partnership, corporation, or other business or legal entity.

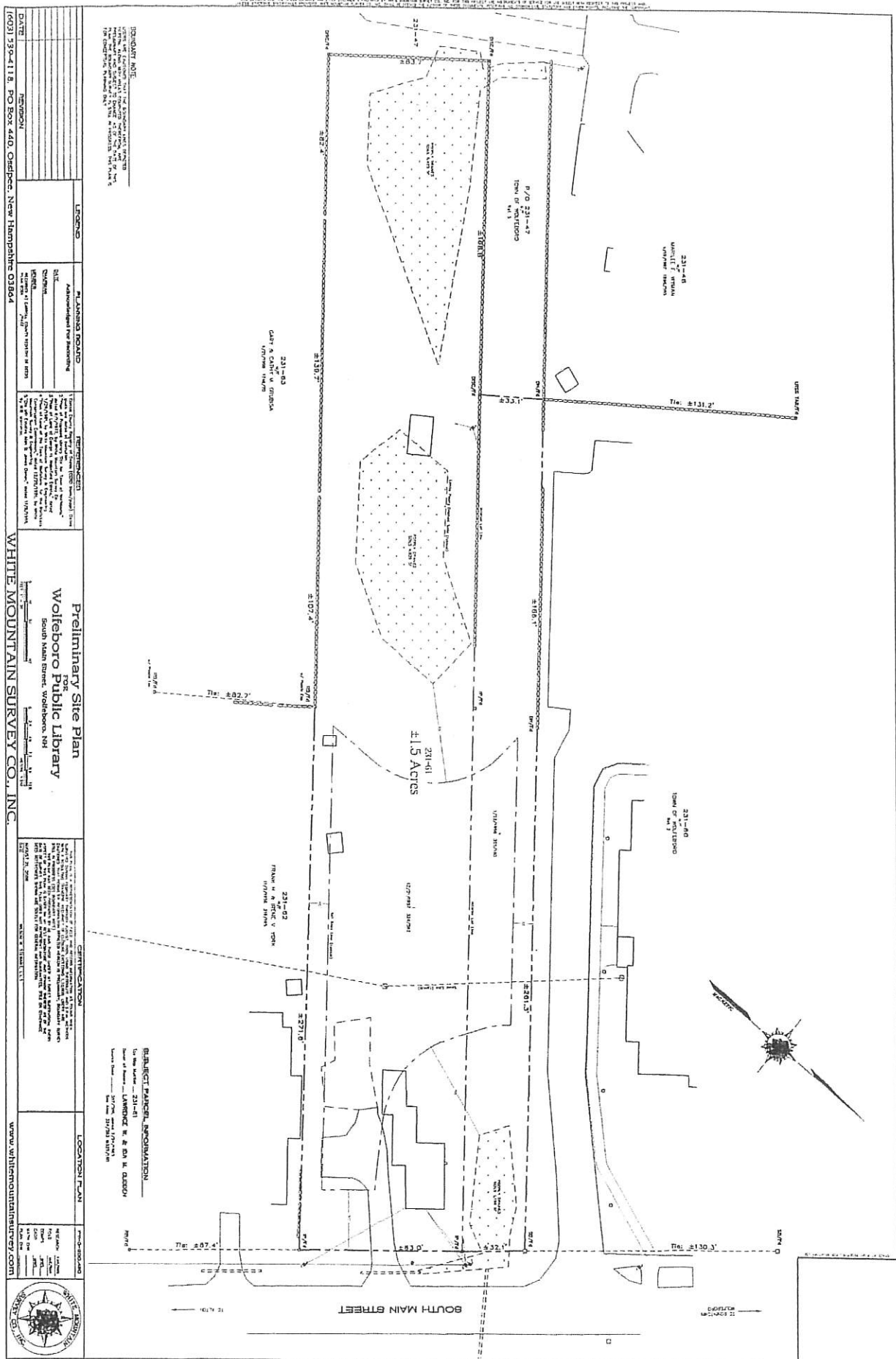
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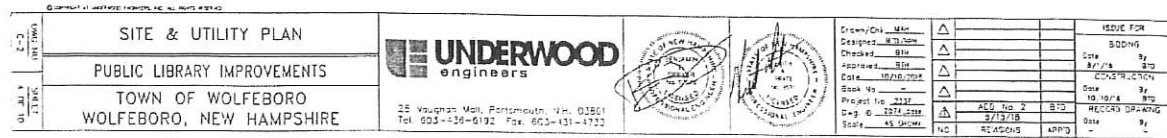
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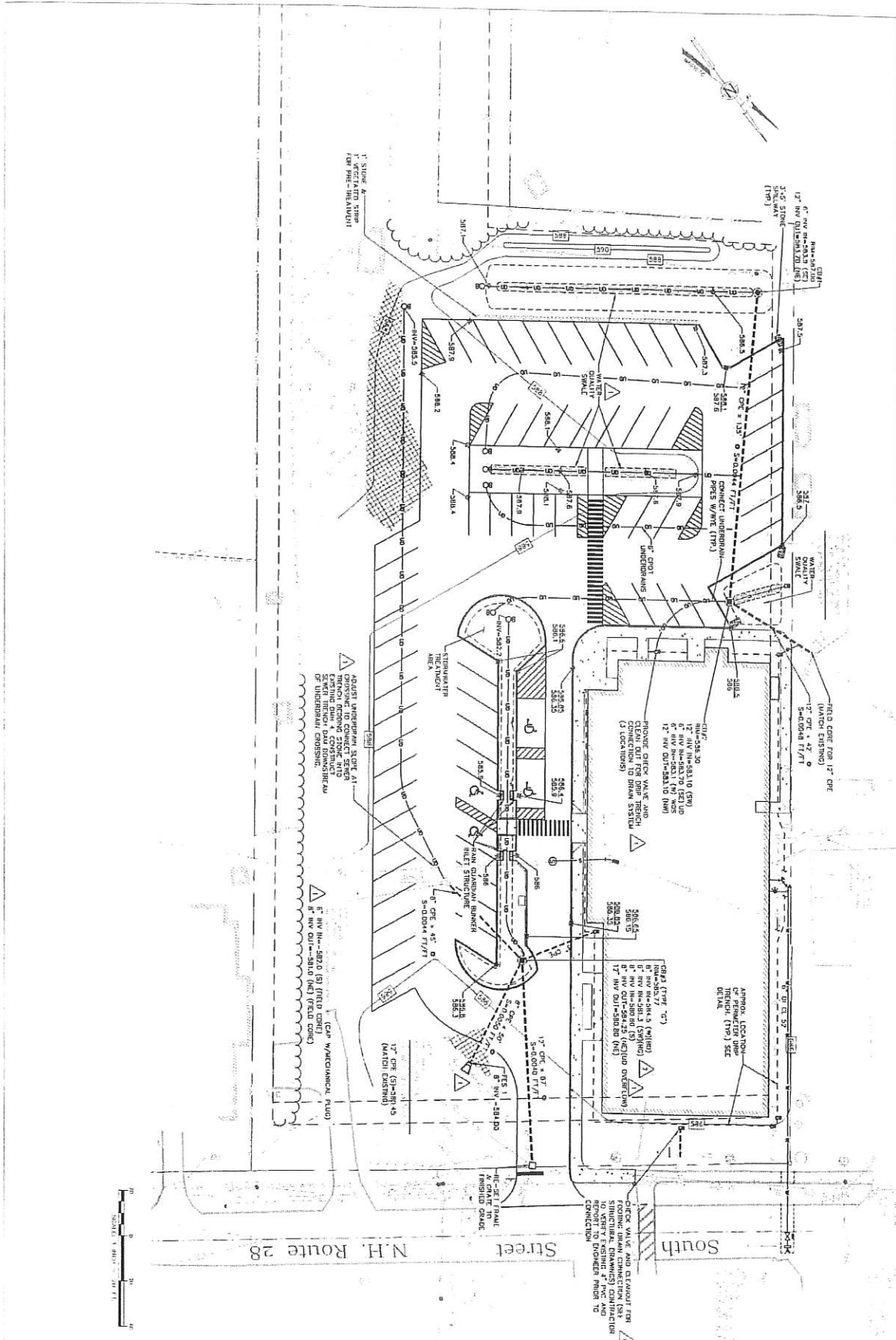
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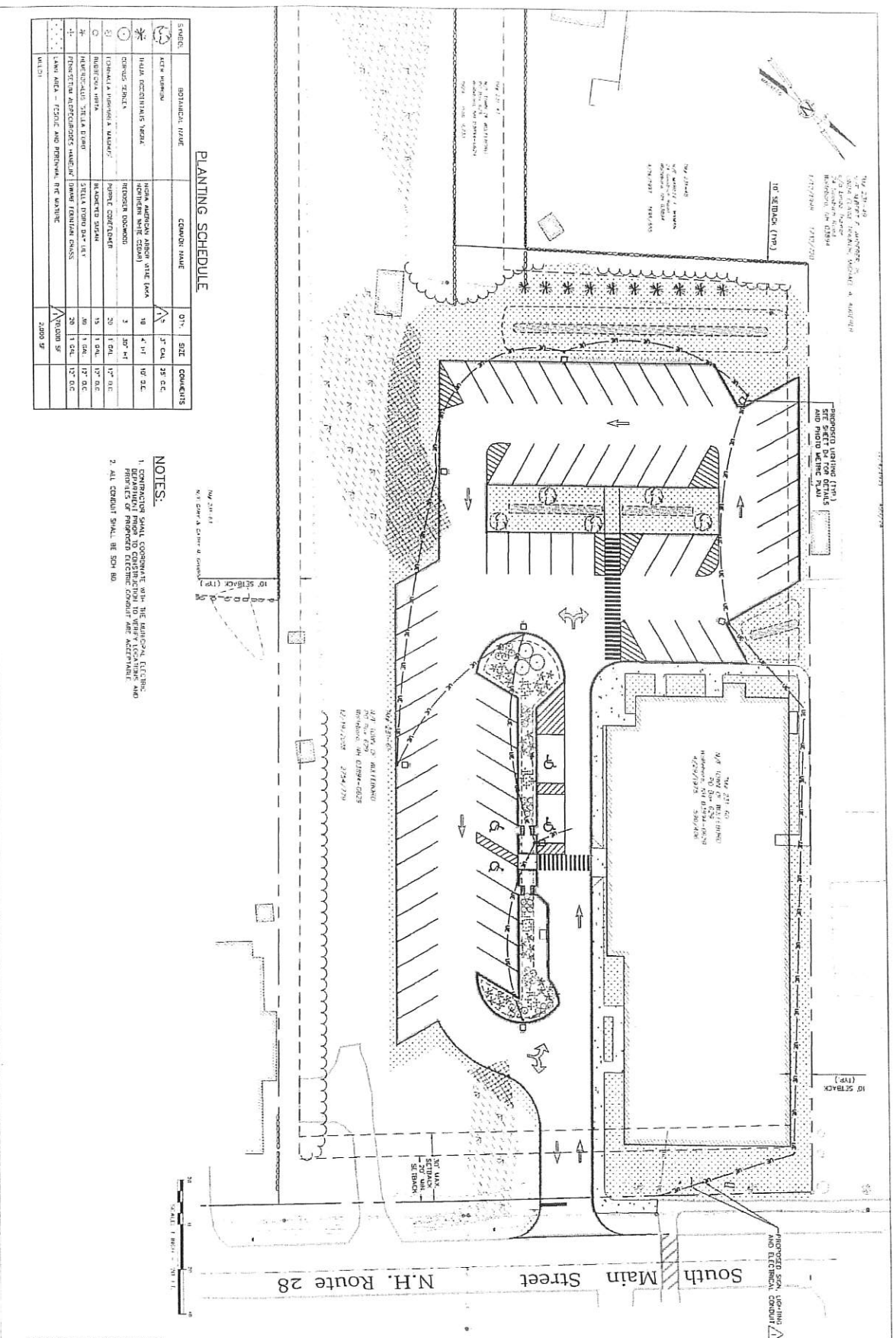
GRADING & DRAINAGE PLAN PUBLIC LIBRARY IMPROVEMENTS TOWN OF WOLFEBORO WOLFEBORO, NEW HAMPSHIRE		<p>25 Vaughan Road, Portsmouth, NH 03801 Tel: 603-436-6192 Fax: 603-431-4753</p>		<p>Drawn/Chk. <u>MS</u> Date <u>6/21/2018</u> Project No. <u>2018-011</u> Scale <u>AS SHOWN</u></p>	<p>ISSUE FOR BIDDING CONSTRUCTION RECORD DRAWING</p>
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SYMBOL	BOTANICAL NAME	COMMON NAME	QTY.	SIZE	COMMENTS
1	ICEA MICROCARPA		10	3" CAL.	35' C.C.
2	HYDRANGEA LYONSII		10	4" Ht	10' C.C.
3	CHAMAELIRIUM LANCEOLATUM		20	1" CAL.	10' C.C.
4	HEXAGONALIS AFRICA		10	1" CAL.	10' C.C.
5	HEXAGONALIS AFRICA		10	1" CAL.	10' C.C.
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PLANTING SCHEDULE

NOTES:

1. CONTRACTOR SHALL COORDINATE WITH THE LANDSCAPE ARCHITECT, ARCHITECT, AND ENGINEER FOR THE LOCATION, SPECIES, AND PLANTING OF ALL PLANTS AND TREES.
2. ALL PLANTS SHALL BE 100% BURLAP WRAPPED.



LANDSCAPE & LIGHTING PLAN		<p>25 Vaughan Mall, Portsmouth, NH 02801 Tel: 603-436-6192 Fax: 603-431-4737</p>			Drawn/Chk. <u>W. Underwood</u> Checked <u>W. Underwood</u> Approved <u>W. Underwood</u> Date <u>10/10/10</u> Title <u>Project Manager</u> Project No. <u>2010</u> Draw ID <u>2010-001</u> Scale <u>AS SHOWN</u>	ISSUE FOR BIDDING Date <u>10/10/10</u> By <u>W. Underwood</u> Title <u>Project Manager</u> Project No. <u>2010</u> Draw ID <u>2010-001</u> Scale <u>AS SHOWN</u>
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