

January 30, 2025

To: Vendors Qualified per RFP 25-002 Engineering & Architectural Services

From: Enid Costley – Library Director

RFQ – Project Development Services – Roswell Public Library Outdoor Play and Learn Area.

A. DESCRIPTION: NEED OF SERVICES

The City of Roswell seeks services to develop an outdoor early childhood play and learning area. The outdoor early childhood play and learn area should draw and engage local families and young children in an area that promotes literacy and encourages childhood development through singing, talking, reading, writing, and playing. The City of Roswell requires full plans and specifications so the outdoor play and learn area can be funded, phased, and bid out for construction. The final goal of development and construction is as follows:

1. Develop an outdoor early childhood play and learn area that is safe, age-appropriate, and follows universal design so that it is accessible to young children of all abilities, from birth through six years old.
2. The outdoor early childhood play and learn area is envisioned to be a fenced area located on the north side of the Roswell Public Library, with access through the children's area. It will also include another area for teaching and gardening.
3. The early childhood play and learn area will be designed to promote learning and early literacy through music, talking, reading, writing, and play.
4. The full development of the outdoor early childhood play and learn area must take into account fencing, the outdoor program area, flood prevention, wind, high outdoor temperatures, drainage, lighting, security, cleaning, easy maintenance, and safety.
5. The materials used shall be non-toxic and durable. The area should be designed for outdoor use, young children, and their families. It should incorporate outdoor musical items that must be in tune. The area should celebrate the Hispanic community with color and design.
6. Water and electricity should be available in the area.

B. REQUESTED WORK

The City of Roswell is requesting proposals with quotes for the following Scope of Work and Tasks as follows:

Scope of Work

This request for quotes is for the Professional Services with an itemized cost of tasks and services.

The project will include a complete set of engineer-designed plans for developing and constructing an outdoor early childhood play and learning area (3,182 square feet). The outdoor early childhood play and learn will be located in the northeast area of the library with an entrance through the children's area. The area will be fenced in and include an area for outdoor play and a gardening area. An outdoor program area would be ideal. The outdoor early childhood play and learn area will include an integrated mixture of elements with a defining signature theme that identifies the facility as unique and one-of-a-kind. The city desires the outdoor early childhood play and learn area to be music-themed, consisting of singing, talking, reading, writing, and playing features.

The outdoor early childhood play and learn area should also be designed to accommodate wheelchair users, including ADA-friendly amenities. A semantic design is attached to provide an initial reference for some community thoughts on the outside early childhood play and learning area.

Development will include but not be limited to full site design, including topographic survey, excavation, earthwork and grading, drainage design, erosion control, flood prevention, fencing, lighting, security, electrical design, landscape, irrigation, and ADA accessibility, etc. Plans will include full site design and details required to pursue construction funding, advertise, bid, and construct the needs described in Section A above.

Presented is a general detailed description of the engineering services to be provided by the consultant to complete the project. Proposers are asked to add any task that is deemed critical that may have been missed by the City's listed scope of work for this RFQ.

Task 1: Kickoff and Reaffirm Design/Project Needs: This task will include:

- Consultant's team, city, community groups, and others who may be deemed necessary, meet to discuss this project so all agree on project development needs.
- This task shall include a meeting, which shall be a public, in-person meeting.
- Consultant to generate findings agreed to.

(Tasks Ahead are likely the Tasks to be generated from Task 1)

Task 2: Preliminary Layout: This task will include:

- Minimum one public in-person and/or virtual meeting to discuss the proposed layout and facilities with the City, Consultant's team, and community groups.
- Presentation of preliminary conceptual layout(s) suitable for use at City meetings

Task 3: Site: This task will include:

- Determination of best suitable configuration for the site with selection decision and criteria explained in detail
- Once a configuration for the site is selected, an in-person and/or virtual meeting with the City and Consultant's team will be held to discuss site configuration.
- A minimum of one public in-person and/or virtual meeting to show and validate site to community groups.
- Presentation to City Council Committee or full City Council showing site configuration.

Task 4: Survey Services: This task will include:

- Topographical Survey of the project site to include above-ground features, elevations, utilities (including State One-Call Locates), and other features relevant to the completion of the project.
- SUE, including potholing of applicable existing utilities at the selected site to provide actual elevations of underground utilities.

Task 5: Preliminary Design (30%): This task will include:

- Preliminary Construction Design and Plans to 30%.
- Submittal of 30% Plans to the City for comment.
- Plan Review Meeting with the City and applicable community groups.
- Plan Site Review.
- Notification to the Owner(s) of any conflicting utilities.
- Preliminary drainage review, verifications and recommendations.
- Engineer's Estimate of construction costs.
- Plans shall indicate ROW/property ownership limits.
- A minimum of one public in-person meeting with the Consultant's team, City, and community groups.

Task 6: Preliminary Design (60%): This task will include:

- Preliminary Construction Design and Plans to 60%.
- Submittal of 60% Plans to the City for comment.
- Plan Review Meetings with the City and applicable community groups.
- Plan Site Review.
- Coordination with the Owner(s) of any conflicting utilities.
- Completed drainage review, report, verifications, and recommendations
- Engineer's Estimate of construction costs.

Task 7: Pre-Final Design (90%): This task will include:

- Final Construction Design and Plans to 90%.
- Submittal of 90% Plans to the City for comment.
- Plan Review Meeting with the City Staff and also a separate meeting with applicable community groups. (in Roswell)
- Any supplemental specs or special provisions to be included in the contract bid document.
- Contract bid document to meet City project format.
- Engineer's Estimate of construction costs.

Task 8: Final Design (100%): This task will include:

- Final Design and Plans to 100%.
- Contract bid document to meet City project format to 100%.
- Engineer's Estimate of construction costs.
- Submittal of Final Plans.

Task 9: City Council Presentations: This task will include:

- A minimum of one presentation during regularly scheduled Committee meeting to show proposed design to City Council members and interested community groups.
- A minimum of one presentation to the full City Council during regularly scheduled meeting to show proposed design to the full Council and interested community groups.

Task 10: Other Deliverables

- Survey data in electronic format.
- Topo maps generated during project development in electronic and PDF formats.
- PDF photo file of all photos obtained during the development of the project.
- Stamped plans and reports in PDF & hard copy. Plans to be developed as 36"x24" with disclaimer if printed in any other size.
- Final in electronic format, AUTOCAD/Civil 3D format.
- Final plans and bid document PDFs shall be in two memory sizes. Standard resolution and reduced versions under 15 MB to make them suitable to email.

Anticipated Timeline: as measured from Notice to Proceed

Proposer shall submit a timeline based on tasks identified.

Proposer may also identify other tasks they deem necessary for the betterment of project development

City timeline: Issue RFQ, review RFQ, send selection to Finance Committee and full City Council for approval, and enter into agreement with the vendor.

The city requires the project to be completed and the check issued by December 31st 2025.

C. SUBMITTAL & PRICING

A non-mandatory pre bid meeting will be held February 7th 2025. Teams meeting link will be provided to interested parties by request.

Proposals and Quotes are to be submitted in a PDF format and will be an email submission. It is suggested that the proposal be limited to a maximum of 25 pages. Proposals are only being requested from firms qualified per RFP-25-002. All proposals and quotes must be received 4 pm February 21st 2025. Submit to A. Peek via email (a.peek@roswell-nm.gov).

Proposals shall list the experience and qualifications of any consultant and any sub-consultants.

The selected vendor proposal will be submitted as a recommendation to the City of Roswell Finance Committee March 6th 2025. Official approval to award by the Roswell City Council will be at March City Council meeting March 13, 2025. Proposals will be graded based on proposal details, timelines, and costs. Itemized cost is requested to evaluate a proposal better. Again, proposers may add tasks they deem necessary to improve project development.

If the solicited vendor chooses not to submit a quote, a professional courtesy email should be sent to (a.peek@roswell-nm.gov).

D. EXECUTION OF CONTRACT

Once the Roswell City Council approves the proposal, the City will issue a Notice to Proceed to the selected consultant.

E. CONTACTS & ADDENDUMS

For specific questions, please contact Enid Costley, Library Director, (e.costley@roswell-nm.gov).

Site visits with City Staff are available by appointment.

It is requested that questions be in writing no later than February 12th 2025.

An addendum, if required, will be issued February 14th 2025.





ROSWELL PUBLIC LIBRARY - Park Play and Learn Conceptual Design



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