

# REQUEST FOR PROPOSAL (RFP)

## Landscape Design Services

### Wells Branch Community Library

**RFP Issue Date:** June 10, 2026

**Proposal Due Date:** August 9, 2026

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## 1. INTRODUCTION

The Wells Branch Community Library is requesting proposals from qualified landscape architecture and/or landscape design firms to provide professional design services for the development of an exterior landscape improvement plan for the library located at:

15001 Wells Port Drive, Austin, Texas 78728

The [Wells Branch Community Library District](#) was created by election on August 8, 1998, soon after Texas legislation allowed the establishment of library districts in areas not served by existing library systems. The Library building was built in 2003 on land leased from the Wells Branch Municipal Utility District (MUD), but the Library is not funded or governed by the MUD or any other municipality. The Library District is funded primarily through sales tax and is governed by an [elected board of five trustees](#).

The selected firm will work collaboratively with library management and the Library Board's Landscape Committee to develop a cohesive, welcoming, sustainable, and functional landscape design that supports community engagement and complements the library renovation project scheduled for completion in January 2027.

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## 2. PROJECT BACKGROUND

Wells Branch Community Library is currently undergoing an exterior and interior [library renovation project](#) – the first full renovation since the building was constructed. In conjunction with this renovation, the library intends to improve the surrounding exterior environment to create inviting and useful outdoor spaces for patrons of all ages.

The Library Board has not requested bids for landscape design since the original landscaping plan completed in January 2003 (included on page 6). The trees and plants currently on the Library site were based on this plan.

The Library Landscape Committee has collected input on the landscape design from Library staff, Library Board members, community groups, MUD Board members, and other stakeholders. The Landscape Committee envisions a landscape design that may include:

- Comfortable seating areas
- Shade structures
- Outdoor gathering and programming spaces
- Central Texas native plantings
- Accessible walking paths
- Areas for children and families
- Outdoor reading and quiet spaces
- Outdoor lighting and electrical improvements for improved staff/user safety and potential outdoor workspaces
- Enhanced curb appeal and community identity
- Irrigation and drainage considerations
- Opportunities for public art or interactive elements like a permanent story walk

The Wells Branch Community Library is a National Wildlife Federation Certified Wildlife Habitat. The landscape design must meet the criteria to maintain Wildlife Habitat certification.

The library seeks a consultant who can assist with both conceptual planning and implementation-ready design documents.

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### **3. SCOPE OF SERVICES**

The selected consultant will provide services that may include, but are not limited to:

#### **Phase 1 – Site Evaluation & Visioning**

- Review existing site conditions
- Meet with Library Landscape Committee
- Review stakeholder input collected by Landscape Committee
- Conduct site visits and analysis
- Assess drainage and irrigation with the MUD
- Assess shade, circulation, and usability
- Develop conceptual ideas and preliminary recommendations
- Share preliminary concepts with Landscape Committee for feedback

#### **Phase 2 – Landscape Design Development**

- Prepare conceptual landscape plans
- Develop planting palettes and material recommendations
- Recommend furnishings, lighting, and hardscape elements
- Incorporate sustainability and maintenance considerations

- Ensure ADA accessibility compliance

**Phase 3 – Construction Documentation**

- Prepare detailed design and construction documents
- Provide installation cost estimates and phased implementation options
- Assist with Installation bid package preparation if requested
- Prepare a landscape maintenance plan

**Optional Services**

- Presentation to Library Board
- Construction administration services

**4. PROJECT TIMELINE**

The anticipated schedule is as follows:

<b>Milestone</b>	<b>Estimated Date</b>
RFP Issued	June 10, 2026
Questions Due	July 20, 2026
Proposal Submission Deadline	August 9, 2026
Consultant Selected	August 11, 2026
Design Work Begins	Late August 2026
Final Design Completion	September 30, 2026
Estimated Construction Start	February 2027

The library reserves the right to modify this timeline as needed.

**5. PROPOSAL REQUIREMENTS**

Proposals should include the following:

**Firm Information**

- Company name and address
- Primary contact person
- Years in business
- Relevant certifications/licenses

## **Project Experience**

Provide examples of similar projects, particularly:

- Libraries
- Public spaces
- Educational facilities
- Community-focused landscape projects
- Central Texas Native plant-focused projects including those with Wildlife Certification

Include photos or project summaries if available.

## **Project Approach**

Describe:

- Design philosophy
- Proposed process and timeline
- Sustainability practices

## **Project Team**

Identify key personnel, their roles, and qualifications

## **References**

Provide at least three professional references from similar projects.

## **Fee Proposal**

Provide:

- Proposed fee structure for landscape design services
- Proposed fee structure for landscape installation services
- Hourly rates if applicable
- Estimated reimbursable expenses
- Optional services pricing

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## **6. EVALUATION CRITERIA**

Proposals may be evaluated based on:

- Relevant experience
- Quality of previous work

- Understanding of project goals
  - Creativity and functionality of approach
  - Ability to meet timeline and budget
  - References
  - Cost proposal
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## 7. SUBMISSION INSTRUCTIONS

Proposals must be submitted no later than August 9, 2026. Late submissions may not be considered.

Submit electronically to the Wells Branch Library Board Landscape Committee members:

- Jennifer Klein, Board Trustee: [jenniferk@wblibrary.org](mailto:jenniferk@wblibrary.org)
- Elizabeth Martin, Board Trustee: [elizabethm@wblibrary.org](mailto:elizabethm@wblibrary.org)
- Dayna Williams, Assistant Executive Director: [dayna@wblibrary.org](mailto:dayna@wblibrary.org)

OR mail/deliver to: 15001 Wells Port Drive, Austin, Texas 78728

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## 8. QUESTIONS

Questions regarding this RFP should be directed to:

Wells Branch Community Library Board Landscape Committee

- Jennifer Klein: [jenniferk@wblibrary.org](mailto:jenniferk@wblibrary.org)
- Elizabeth Martin: [elizabethm@wblibrary.org](mailto:elizabethm@wblibrary.org)
- Dayna Williams: [dayna@wblibrary.org](mailto:dayna@wblibrary.org)

Questions must be submitted by July 20, 2026.

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## 9. RESERVATION OF RIGHTS

The library reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Request additional information
- Negotiate with selected firms
- Cancel or modify the RFP at any time



WELLS BRANC  
PUBLIC LIBRA

15001 WELLS PORT  
AUSTIN, TEXAS

JOB NUMBER: 02106-00  
DATE ISSUED: 1/24/03  
REVISIONS:

SHEET NUMBER:  
LANDSCAPE PLAN

SHEET NUMBER:  
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