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**ZIMMER COMPANIES, INC.**

Zimmer Real Estate Services, L.C.  
Zimmer Development Company  
ZRES Management, Inc.

June 14, 2013

Construction Management Services  
Request for Qualifications and Proposal  
Kansas City Zoo Food Service Facility

**Client:** Friends of the Zoo, Inc.  
6800 Zoo Drive  
Kansas City, MO 64132

On behalf of Friends of the Zoo, Zimmer is pleased to invite your firm to submit your qualifications and experience for providing construction management services for a new Food Service Facility at the Kansas City Zoo. The new facility will replace the existing Carousel Cafe facility. The project will be approximately 6,000 to 7,000 square feet.

We are anticipating a schedule for design and construction of approximately 11 months, and the goal is to open the new facility no later than May 21, 2014. Zimmer Real Estate Services, LC is acting as Owner's Representative and PGAV Architects is the architect for the project.

On or before June 28, 2013, at 4:00 PM CDT, firms should submit their response to this RFQ/P to the following:

Zimmer Real Estate Services, LC  
1220 Washington, Suite 100  
Kansas City, MO 64105  
Attention: Mr. Mike Gillaspie

Respondents are to submit an electronic copy and three bound copies of their proposal. Selection schedule is as follows:

Request for Qualifications Date of Issue	June 14, 2013
Construction Management (CM) Phase 1 Submittal Due	June 28, 2013
Owner Review of Proposals/Short-List Candidates	June 28-July 2, 2013
CM Phase 2 submittal Due	July 10, 2013
Interview of Short-Listed CM Candidates	Week of July 15, 2013
CM Selection/Notification	July 19, 2013

Questions concerning submissions must be issued in writing to Mike Gillaspie at Zimmer Real Estate Services, LC. Zimmer's address is 1220 Washington, Suite 100, Kansas City, MO 64105. Mr. Gillaspie may be contacted at either his office at 816-474-2000, or by email at [mjgillaspie@zimmercos.com](mailto:mjgillaspie@zimmercos.com).



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In advance, we appreciate your immediate attention in preparing your response, and request that your responses be complete and concise.

Sincerely,

ZIMMER REAL ESTATE SERVICES, L.C.

A handwritten signature in black ink, appearing to read "Mike Gillaspie".

Michael Gillaspie  
Senior Project Manager  
Director of Sustainability  
Email: [mgillaspie@zimmercos.com](mailto:mgillaspie@zimmercos.com)

MG/

cc: Randy Wisthoff, FOTZ  
Linda Falk, FOTZ  
Geoff Hall, FOTZ  
Todd LaSala, Stinson Morrison Hecker, LLP  
Mike Gillaspie, ZRES  
Dan Musser, ZRES

Enclosures:  
RFQ/P Information and Requirements  
Preliminary Design/Construction Schedule



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## INTRODUCTION

The Friends of the Zoo (the "Owner") seek to retain a qualified Construction Manager to demolish the existing "Carousel Café" and construct a new Food Service Facility at the Kansas City Zoo. The purpose of this Request for Qualification and Proposal (RFQ/P) is to obtain relevant information, credentials, qualifications and experience from interested firms to allow the Owner to select a qualified construction manager for the project.

## PROJECT INFORMATION

1. The Kansas City Zoo is located within Swope Park at 6800 Zoo Drive in Kansas City, Missouri. Swope Park and the Kansas City Zoo are owned by The City of Kansas City, Missouri (the "City"), and operated by the Friends of the Zoo.
2. The site for the new Food Service Facility is located on the Zoo property between the existing Sea Lion Exhibit and the new Penguin Exhibit that is currently under construction.
3. As well as being a major food service improvement for the Zoo patrons, the new Food Service Facility will potentially provide catering capabilities for other Zoo functions elsewhere on the Zoo grounds. In other words, the new kitchen may be designed as such to possibly accommodate catering functions. The design of the kitchen component is intended to allow for a flexibility in the type of food product that can be produced.
4. The existing Carousel Café is approximately 20 years old and approximately 4,000 SF.
5. The existing Carousel Café will be completely demolished.
6. The new Food Service Facility will be designed and constructed at the current Carousel Café site.
7. The Client does not intend to salvage any component of the Carousel Café.
8. The new Food Service Facility will be approximately 6,000 square feet to 7,000 square feet. It is currently envisioned to have the new facility on one level. A "Service Access Area" will be required at the rear of the facility that will be visually shielded from the public's view.
9. Currently, it is envisioned that the new Food Service Facility will be a "Quick Service" restaurant type.
10. The new Food Service Facility will accommodate interior seating of between 80 to 100 people.
11. The new Food Service Facility will also be designed to accommodate approximately 200 people in an outdoor seating area of approximately 2,500 square feet to 3,000 square feet.
12. The complete budget for this project is \$3,000,000, "all-in." In other words, the \$3 million budget includes all professional design fees, specialty consultant fees (if applicable), permitting fees, reimbursable expenses, Furniture Fixtures and Equipment (aka FF&E) and construction costs.
13. The Owner's intent is that the new Food Service Facility will be designed to be LEED Certified, preferably LEED Silver or Gold.
14. It is the intent of the Owner to have this project delivered in one design package. However, that intent does not preclude delivering a separate demolition, site utilities, grading and footing and foundation package as may be required to meet the project schedule.
15. The desired date for Grand Opening of this new Food Service Facility is May 21, 2014.
16. Note that the existing restroom facility adjacent to the Carousel Cafe will be demolished. A new ADA compliant restroom facility for both men and women will be designed as part of the new food service facility.



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### **SUBMITTAL REQUIREMENTS:**

This RFQ/P consists of a two-phase selection process:

1. The first phase consists of the Owner receiving a Qualification package from interested Construction Management firms. The Owner and the Owner's selection committee will review the qualification submittals from each CM firm to identify a short list of firms.
2. The second phase will involve the shortlisted CM firms submitting project specific Proposals, which may include Fees, General Conditions Costs, Billing Rates, other project costs, a preliminary project development schedule, identification of proposed self-performed work, and a Diversity Plan. Subsequently, shortlisted firms may be asked to participate in an interview with the Owner's selection committee. At such time, each CM firm will introduce their project team, including key members of the staff who will be responsible for executing the project. During the interviews, each CM firm will also discuss their credentials, Diversity Plan experience and intended participation plan for this project, their experience with similar project types, LEED® experience and expertise, their team's approach to cost and budget control, and any other relevant topics.

#### **Phase 1:**

Given the relatively short submittal time, we are requesting that your responses be brief, and organized pursuant to the following:

#### **A. Cover Letter – 1 page**

#### **B. Philosophy Statement and Approach – 2 pages**

1. Provide a statement of your firm's approach to the construction process; your management approach for schedule and cost control.
2. Outline your approach to QA/QC.

#### **C. Project Staff – 3 pages**

1. Provide an organization chart for your project team and resumes for those individuals who will be assigned to the project, including the Principal-in-Charge, Project Manager, Superintendent, Field Engineer, etc.
2. Please confirm that the proposed personnel would be available throughout the duration of the project, and address your company's capacity in the current marketplace and your pending backlog.

#### **D. Experience – 5 pages**

1. Submit three to five projects that best represent the capability of your firm to provide similar construction services.
2. For each project, please include the project name, size, cost, project manager, and a contact number of an owner reference.



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## Phase 2:

After review of Phase 1 submittals, a select list of best-qualified firms will be asked to submit additional information. Selected CM firms will also receive additional information on the project as may be developed prior to selection of the selected CM firms, which may include project theming, project program, conceptual site plan, and conceptual design information. The Phase 2 submission will include, at a minimum, the following:

### E. Compensation Plan

1. The proposed compensation plan should include CM fee, indicated as a percentage of the total construction budget, as noted on a Construction Cost Allocation Matrix which will be sent to selected firms.
2. Provide General Conditions Cost as a percentage of the total construction budget (before fee), as noted on a Construction Cost Allocation Matrix which will be sent to selected firms.
3. Provide Pre-construction services costs as a lump sum fee.
4. Identify those trades that your firm is capable of self-performing and identify the fee percentage and general conditions costs for each trade, and to which unions you are signatory. Any self-perform work that you are interested in bidding will require your sealed bids and those of other sub-contractors to be submitted directly to the Owner/Zimmer.
5. Describe how you recommend approaching the amount and use of construction contingency.
6. Submit other information as may be requested at the time of notification of selection to the select list of CM firms.
7. Submit your compensation plan in a sealed envelope, as noted below:

"Compensation Proposal: Kansas City Zoo – New Food Service Facility"

[Name of C/M Firm]

Zimmer Real Estate Services, LC

Attention: Mike Gillaspie

1220 Washington, Suite 100

Kansas City, MO 64105

### F. Preliminary Project Development Schedule

1. The proposed development schedule should include major design milestones.
2. The development schedule should reflect all phasing and bid packaging of work.
3. The development schedule should indicate the duration of major scopes of work.
4. The development schedule should include sufficient time for start-up, commissioning, punch-list, and owner move-in activities.
5. The facility must be fully operational by May 21, 2014.
6. A preliminary project schedule has been prepared by the project Architect and is attached for reference. The proposer is encouraged to submit recommendations within their proposal regarding the proposed design sequence/schedule.

### G. Diversity Plan

Pursuant to the Friends of the Zoo commitment to diversity, and based on the Memorandum of Understanding (MOU) between FOTZ and Jackson County, Missouri, the selected CM will be responsible for complying with addressing the DIVERSITY POLICY AND PROGRAM GOALS established for all Kansas City Missouri Zoo projects. Details of the policy will be transmitted prior to the Phase 2 submittal. Per the MOU, the minimum workforce goals for employment



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of minorities, women, and local businesses shall be 22% for MBEs, 8% for WBEs, and 15% for LBEs. These percentage goals are not to be construed separately for a business that is certified in more than one category (no single firm may be counted towards fulfilling goals of more than one category).

### **CONSTRUCTION MANAGER SCOPE OF SERVICES:**

The selected Construction Manager's base scope for the project will include, but is not limited to, the following services:

#### **H. Preconstruction Services**

The Architect will develop a preliminary estimate based on a preliminary conceptual design. The budget will be updated by the Construction Manager at the end of Schematic Design, and the Owner and CM will enter into a GMP agreement. The owner intends to execute AIA document A133, *Standard Form of Agreement between Owner and Construction Manager as Constructor*, and an A201 *General Conditions*, as amended.

Construction cost estimate updates will be required at design development and at 75% complete construction document phase.

Develop a project construction schedule based upon the design, the preliminary schedule, and the CM's construction execution plan.

Attend weekly project OAC meetings during design phase.

Review documents for constructability and for value engineering opportunities, and report accordingly.

Develop site access and logistics plan for approval by owner.

Prepare bid documents in association with the architect, facilitate pre-bid meetings, and secure bids for all subcontractor work for complete construction services. The CM will hold all subcontracts under the CM agreement.

It is the intent of the Kansas City Zoo to separately bid the procurement of the food service equipment. The food service equipment procurement and installation costs are to be included within the \$3 million budget.

#### **I. Construction Phase Services**

Coordinate all subcontractor activities to construct the project per the contract documents as issued and amended periodically as may be necessary.

Coordinate all temporary utilities and facilities required for the project. Coordinate with zoo staff as required for utility shut-downs, relocations, and tie-ins.

Attend and manage no less than bi-weekly OAC and bi-weekly construction progress meetings during construction.

Advise the owner on any and all issues potentially affecting the established project budget and project schedule.

Maintain the project construction schedule. Update schedule no less than monthly to reflect any revisions to line item durations, and to reflect progress of the project.

Maintain and report on the use of construction contingency funds.

Maintain neat appearance of site, site barriers, and access roads to site.



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Develop and implement safety plans for both project site and access to site by suppliers and sub-contractors. Coordinate all site access issues with zoo operations staff. Site access will be through public access areas of the zoo, and extreme caution will be required to ensure safety of zoo patrons.

**PRELIMINARY SPACE PROGRAM AND CONCEPTUAL PLAN:**

To be issued prior to Phase 2 submission period.