

Request for Qualifications and Proposal

Architectural / Engineering Services

Kansas City Zoo, New Orangutan Exhibit



October 11, 2013

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

INTRODUCTION

The Friends of the Zoo (the "Owner") seek to retain a qualified Architectural Design Firm to design a new Orangutan Exhibit 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 Architectural Design Firm for the project.

We are anticipating a schedule for design and construction of approximately 18 months, and the goal is to open the new exhibit no later than the spring of 2015. An RFP has also been issued for the Owner's Representative for the project. A third RFP for a Construction Manager at Risk will be issued in the near future.

GENERAL 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 Orangutan Exhibit is located on the Zoo property between the existing Polar Bear Exhibit and the existing Orangutan Exhibit, and directly adjacent to the existing Orangutan Exhibit.
3. The new Exhibit will be approximately 8,000 to 10,000 square feet. The exhibit will be an outdoor exhibit, but must be fully enclosed by a containment screen/fencing.
4. The new Exhibit will accommodate approximately 8 Orangutans.
5. The complete budget for this project is \$5,000,000, "all-in." In other words, the \$5 million budget includes all professional design fees, specialty consultant fees, permitting fees, reimbursable expenses, Furniture Fixtures and Equipment (FF&E), construction costs, and owner's administrative costs and contingency.
6. The desired date for Grand Opening of this new Exhibit is May 1, 2015.
7. The primary goal of this project is to create outdoor exhibit space for orangutans; more than one yard is desired. The outdoor yards will connect to the existing holding building. A secure transfer system will need to connect the exhibits to the building. The outdoor exhibits need to create a habitat that provides the opportunity for terrestrial activities, including a water feature. Naturalistic climbing structures will need to be provided to allow the orangutans sufficient climbing opportunities. Realistic nesting areas are to be provided. The exhibits should have a naturalistic appearance. Orangutan containment can be achieved with open topped yards or by enclosing with a proper mesh material. It may be possible to add additional smaller exhibits in this outdoor space.
8. A re-purposing of the current indoor display area is desired. Options must be explored as to the best way to create a desirable animal viewing opportunity. It would be preferable to consider display orangutans but other species would be considered. This display is current difficult to view through the existing glass and inadequate lighting. This space will also need a naturalistic look to it.

SUBMITTAL REQUIREMENTS:

On or before November 1, 2013, at 4:00 PM CDT, firms should submit their response to this RFQ/P to the following:

Friends of the Zoo
6800 Zoo Drive
Kansas City, MO 64132
Attention: Randy Wisthoff, Executive Director/CEO

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

Request for Qualifications Date of Issue	October 11, 2013
A/E Phase 1 Submittal Due	November 1, 2013
Owner Review of Proposals/Short-List Candidates	November 1 - November 8, 2013
Interview of Short-Listed A/E Candidates	Week of November 11, 2013
A/E Selection/Notification	November 22, 2013

Questions concerning submissions must be issued in writing via e-mail to Linda Falk at Friends of the Zoo:

LindaFalk@fotzkc.org

Only written responses from Linda Falk (FOTZ) should be considered in preparing your proposal.

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

1. The first phase consists of the Owner receiving a Qualification package from interested Architecture/Engineering (A/E) firms. The Owner's selection committee will review the qualification submittals from each Architecture firm to identify a short list of firms.
2. The second phase will involve the shortlisted A/E firms participating in an interview with the Owner's selection committee. Each A/E firm will introduce their project team, including key members of the Architectural staff and key team members of consultants such as exhibit designers, structural engineer, MEP engineers, and other specialty consultants as may be required. The A/E team will discuss their credentials, MBE/WBE/LBE participation, their experience with similar project types, LEED® and sustainability experience and expertise, their team's approach to cost and budget control, and any other relevant topics.

It is the intent of the Owner to enter into a lump sum fixed fee with the successful A/E candidate.

Phase 1:

Please submit the following. Please keep responses concise:

A. Cover Letter/Executive Summary – 2 pages max.

B. Philosophy Statement and Approach – 3 pages max.

1. Provide a brief statement of your team's understanding of the project.
2. Provide a statement of your firm's approach to the project; your design approach; and your approach for managing project schedule and budget through the design phase.
3. Explain how project communication will be facilitated by your team.
4. Outline your approach to QA/QC for design and for coordination with consultant documents.

C. Project Staff – 10 pages max.

1. Provide an organization chart for your project team and resumes for key individuals who will be assigned to the project, including the Principal-in-Charge, Project Manager, Project Designer, Project 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 – 6 pages max.

1. Submit four to six projects that best represent the capability of your team to provide similar design services.
2. For each project, please include the project name, size, cost, project manager, project designer, and a name and contact number of an owner reference.
3. Please include only projects completed in the last 10 years.
4. Please note personnel who actively worked on example projects and identify their role on the projects.
5. A listing of additional relevant projects with basic project information is acceptable (2 pages max. additional).

E. Compensation Plan

A fee proposal is not required at this time, and will be solicited from the selected A/E firm.

F. 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 A/E will be responsible for addressing the DIVERSITY POLICY AND PROGRAM GOALS established for all Kansas City Missouri Zoo projects (see attachment). Per the MOU, the minimum workforce goals for employment of minorities, women, and local businesses for design, procurement, development, and construction of capital projects 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). Submit information regarding your team's Diversity Plan and information on your team's individual firms qualifications as an MBE, WBE, or LBE; or information about any partner, vendor, or supplier that is included in your proposal.

ARCHITECT/ENGINEER SCOPE OF SERVICES:

The selected Architect/Engineer scope for the project will generally include the following services. Final scope of work will be negotiated between the Owner and the successful Architect/Engineer candidate:

G. General Services

Architect/Engineer (A/E), in general, shall have primary design responsibility for the project and shall coordinate all Project Design matters within the parameters of the established budget and schedule.

A/E shall maintain an organized filing system for all Project Design documents. At Project completion, A/E will deliver a complete "As-Designed" set of design documents, including drawings and specifications, to the Owner. Documents will be delivered in PDF and CAD format.

A/E shall schedule and conduct all Project Design meetings, and provide minutes from such meetings.

A/E shall provide bi-weekly (at a minimum) report containing a list of a) all outstanding issues requiring action or approval by Owner to allow design and construction to continue on schedule; and (b) the status of any governmental approvals required for the Project, and any actions by the owner necessary to achieve approval as required by the project.

A/E shall be available for questions and follow up by telephone or site meetings with Owner within a reasonable time period to ensure no disruption to the Owner's ability to make decisions and take actions in order to maintain the project schedule.

H. Pre-Design and Design Phase Services

Architect/Engineer (A/E) shall:

Collaborate with the Owner/OR to complete and execute a standard AIA Agreement for design services. Such Agreement shall include all standard Basic Services in addition to the items noted below.

Assist Owner with the refinement of the Owner-provided program.

Consult with and advise Owner regarding the selection of the Construction Manager.

Prepare an initial estimated schedule for completion of the design and construction of the Project, including, the various major activities to be undertaken in connection with the Project and the approximate timing of the commencement and completion of such activities. Once Construction Manager is selected, CM will take primary responsibility for overall schedule, with continued input from A/E on design activities.

Prepare an initial Project budget including design fees, pre-development fees, permitting fees, Project construction costs, and Owner's internal costs (to be provided by Owner). Once Construction Manager is selected, CM will take primary responsibility for construction costs, and OR will take responsibility for overall Project Budget, with continued input from A/E on design related budget issues.

Assist the Owner regarding all site evaluation activities, including site approvals by government agencies, obtaining and evaluating any necessary soil studies survey and topographical survey, and advise owner regarding the provision of adequate utility services and access thereto.

Provide leadership on all matters relating to the planning, design, and governmental approvals necessary to complete the design and permitting of the Project.

Manage the design process to coincide with the Project schedule and Project budget to maximize value, keep the work progressing in a logical manner, and avoid interruptions of design progress. The project design must coincide with the project budget as the project funding is fixed and cannot be increased.

Coordinate the design with Owner-Furnished furniture, fixtures and equipment and assist owner with the selection of Owner-Furnished furniture, fixtures and equipment as may be required to coordinate with the A/E design.

Schedule and lead regular design meetings with the Owner and CM related to the Project design.

Review the estimated project costs for constructing the Project, as presented periodically by the CM, and advise the owner on potential additional budget items and possible Value Engineering options.

Schedule and lead no less than bi-weekly project meetings during design phase. Attend other design-related project meetings during design as may be reasonably requested by Owner. Include specialty consultants in all meetings as appropriate to meeting topics and stage of design.

I. Bidding and Construction Phase Services

Architect/Engineer (A/E) shall:

Review bid documents prepared by the CM, attend pre-bid meetings, and review all bids secured by the CM for all subcontractor work for complete construction services. Advise owner on the value and completeness of bids and acceptability relative to the project schedule, budget, and design.

Attend no less than bi-weekly construction progress and OAC meetings during construction. Attend other design-related project meetings during design and construction as may be reasonably requested by Owner. Include specialty consultants in all meetings as appropriate to meeting topics and stage of design or construction.

Represent the Owner in communications with the CM and schedule, attend, and/or conduct progress meetings and on-site meetings to review construction progress, review field conditions to resolve design issues encountered during construction, and determine construction progress for the purposes of certifying CM Applications for Payment.

Advise the Owner concerning, and recommend for approval as appropriate, all change orders.

Review in detail all submittals and requests for information in a timely manner to prevent delays in construction progress.

Advise Owner/OR concerning the necessity for and cost of all CM change orders.

Review applications for payment by the CM and make written recommendations to Owner/OR concerning payment.

Consult with Owner/OR on the need for updating the critical path schedule for completion of the applicable work. In the event of delays impacting the critical path schedule, make recommendations to Owner/OR for corrective action by CM.

Assist in negotiations with utility companies and assist with applications for the installation of electric, sewer, water, gas, and telephone facilities required for the Project.

Coordinate the review and approval of shop drawings, product data and other submittals by CM with the Owner/OR on items requiring Owner input, including, but not limited to, finishes, KC Zoo standard products and systems (toilet accessories, BAS system, hardware, etc.), and other items as may be requested by Owner/OR.

Review and advise the Owner concerning the adequacy of the CM's personnel and equipment, and the availability of materials and supplies to meet the project schedule.

Recommend courses of action to the Owner when any requirements of any Project construction contract are not being fulfilled, or when CM falls behind in its schedule, and communicate recommendations, if directed by the Owner/OR, to CM on behalf of the Owner.

Review independent test reports and require, when appropriate, additional inspection or testing of the work in accordance with the provisions of the contract documents. Notify the Owner/OR of deficiencies in the work and advise the Owner/OR of projected consequences of such default, and make recommendations to Owner with respect thereto. Reject work which does not conform to the requirements of the applicable contract documents.

Attend on-site review of the Project to confirm substantial and final completion of the construction of the Project, and prepare a comprehensive detailed punch list in consultation with the Owner. Consult with Owner in connection with recommendations for the rejection and replacement of all nonconforming work.

If included in the Agreement, assist the Owner with the coordination of the Project commissioning process.

Together with the Commissioning Agent (if any) and Owner, consult on, monitor and observe the testing and start-up of all utilities, systems, and equipment for the Project.

Complete the final close-out of the Project by assisting the CM in obtaining all government approvals required for the legal use and occupancy of the Project and obtaining from the CM all warranties, guarantees, bonds, insurance

certificates, installation manuals, and other items required pursuant to the Project construction contracts. Obtain all affidavits, waivers, and releases the CM/Contractors are required to provide pursuant to the Project construction contract. Assist in resolving any and all claims by CM related to design issues.

Assist with any legal proceedings instituted by Owner and/or or CM, and represent Owner at meetings and/or inspections scheduled by Owner to resolve problems relating to design of the Project. Preparing for, attending, or testifying in any legal proceedings will represent additional services and may require an equitable adjustment in the compensation.

If included in the contract scope, coordinate the selection of Owner-Furnished furniture, fixtures and equipment.

J. Proposal Evaluation Criteria

The following is a general summary of evaluation criteria to be used for selecting a short list of candidates:

1. The firm's and individual team members' demonstrated experience with projects of similar size, scope, and complexity.
2. The firm's demonstrated ability to manage projects with public funding and committee input and involvement.
3. The proposed plan for meeting diversity goals and the firm's demonstrated ability to comply with diversity plan goals on similar projects.
4. The firm's demonstrated ability to deliver projects on time and on budget.
5. The firms' project approach and design philosophy.