

DEPARTMENT OF ADMINISTRATIVE SERVICES

*Milwaukee County*



September 10, 2015

To All Interested Consultants

**Project:** Adventure Africa Elephant Exhibit  
**Project No.:** Z119-15463  
**Subject:** REQUEST FOR PROPOSAL (R.F.P.)  
for Design Services

Milwaukee County Department of Administrative Services and Milwaukee County Zoological Gardens are requesting proposals for professional consulting services to provide full design and engineering service of the Adventure Africa Elephant Exhibit at the Milwaukee County Zoological Gardens. Milwaukee County seeks to implement financially feasible, technologically sound strategies to conserve energy and surpass current norms for water conservation, waste management/recycling and the quality of indoor environment. The County will require that such strategies be explored in the design of this project.

**I. BACKGROUND**

- **Location:** Existing Moose, Brown Bear and Wolf exhibit yards and holding facilities. Milwaukee County Zoological Gardens, 10001 W. Bluemound Rd., Milwaukee, Wisconsin
- **History:** In the 2013 Milwaukee County Zoo Master Plan, a new Adventure Africa Exhibit zone was proposed as the first development in a 10 year development plan that would begin within 3 years. Within this zone, a new elephant exhibit was planned to bring elephant exhibit facilities into compliance with new AZA standards. In late 2015, initial funding for the project was secured through a legislative action of the Milwaukee County Board and approved by the County Executive, which enables the project to proceed.
- **Ownership/Departmental jurisdiction:** The land being developed and the future buildings on it are properties of the Zoological Gardens, which is also the project owner.
- **Adopted budget item reference:** The project is a jointly funded venture between Milwaukee County and the Zoological Society of Milwaukee, a private non-profit organization. Initial funding was included in the Milwaukee County Adapted 2015 Capital Improvement Budget. In August, 2015, the Milwaukee County Board took actions to approve a joint funding structure with the initial phase of the project partially funded by the Zoological Society. Future funding will require additional legislative actions by the Milwaukee County Board and additional contributions from the Zoological Society, and when secured, will extend through the year 2018.

**II. GENERAL PROJECT DESCRIPTION**

- **Adopted budget narrative:** An appropriation of \$800,000 is budgeted to begin the design phase of a new Africa Plains Exhibit. Financing is provided from \$400,000 in general obligation bonds and \$400,000 in private contributions.

Subject: Request for Proposal  
Project: **Adventure Africa Elephant Exhibit**  
Project No.: **Z119-15463**

To meet AZA accreditation standards for maintaining elephants at the Zoo, a new elephant facility is required. This will be one of the premiere animal exhibits at the Zoo, and will feature indoor quarters, holding facilities, and several acres of exhibits that will allow us to maintain and exhibit up to four African bull elephants in conjunction with other African plains animals.

To meet the accreditation standards schedule, the design phase of the project needs to be completed in 2015. 2015 would include the design of the project up to completion of construction documents. Although we anticipate that the Zoological Society will participate in funding of the elephant facility, cash flow considerations may preclude the Society contributing to the expenditures in 2015. 2016 would include project bidding, contractor selection, and construction, and will require approximately 60% of the total project costs. It is assumed that the Zoological Society would pay for half of the 2016 costs. 2017 would include the completion and opening of the facility. Both the Society and County would pay the remainder of their 50% total project cost commitment.

This project has an estimated cost range of \$ 10 M to \$15 M for the animal complex and visitor amenities will require additional funding. Preliminary design and cost estimations were developed in the Zoo's Master Plan. Further refinements of cost estimates will be completed during the design phase in 2015

- **Scope of the Project:** The Scope of the project is to develop, design and construct a new 5-acre multi-facility outdoor-indoor, exhibit-habitat compound primarily exhibit African Elephants. The Compound will consist of several outdoor and indoor components. These component are discussed in Appendix – A Scope of the Project. In summary, they are:-
  - Main Exhibit Yard – Also called “Elephant Exhibit”
  - Demonstration Yard
  - Animal Pool – Watering Hole
  - Off-Exhibit yard
  - Indoor Exhibits, operation and visitors' facilities – the Elephant Barn
  - Pedestrian Trail(s)
  - Main Pedestrian Trail Component - An auxiliary education pavilion as an option
  - Main Pedestrian Trail Component - A picnic area with a pavilion
  - Service Vehicle Roadway(s)
- **Project administration:** The project is jointly administered by Milwaukee County DAS-AE, the Zoological Gardens.
- **Three Part BASIC SERVICES, Two Stage Proposal Process, Single Service Provider Contract and Multiple Contract Award Steps**

The consultant contracting process for this Project is structured with multiple components as follow:

- ◆ **Three Part BASIC SERVICES:** BASIC SERVICES encompassing all services from programming phase through construction phase are divided into three (3) parts as follow:

**PART 1 BASIC SERVICES:** This part covers Studies, Programming and limited Concept Exploration work as described in Section III below and in Appendix B – Scope of Required Services.

**PART 2 BASIC SERVICES:** This part covers additional Concept Exploration and the entire Schematic Design work as described in Section III below and in Appendix B – Scope of Required.

**PART 3 BASIC SERVICES:** This part covers all work from Design Development phase through Construction Phase as described in Section III below and in Appendix B – Scope of

Required Services. .

- ◆ **Two Stage Proposal Process:** The proposal and CONSULTANT selection process is divided into two (2) Stages as follow:

**Stage 1 Proposal:** This Stage covers only the selection of the Lead CONSULTANT or Consulting Team for PART 1 BASIC SERVICES. It involves proposals evaluation and interviews. The focus is on selecting a Lead CONSULTANT or Consulting Team who has strengths in both Animal Exhibit Design and General Architectural Design, and is readily accessible to the OWNER and other members of the project team, including future subconsultants for local consultations, coordination and site investigations. Required proposal contents pertain to only those qualifications. No materials or information on consulting team members or subconsultants who will perform work pertaining to later phases is required or will be evaluated.

**Stage 2 Proposal:** This Stage covers the selection of other team members including subconsultants who may or may not be DBE's as defined elsewhere in this RFP. Only the successful candidate who is selected to be the CONSULTANT designated at the conclusion of interviews indicated in Stage 1 Proposal above will be invited to participate in this stage. Additional proposal materials and information request will be issued to the successful candidate who will organize the entire design team and proposal a full service contract. The OWNER will evaluate each team member or subconsultant nominated by the CONSULTANT designate separately, and reserves the right to reject any whom the OWNER deem not qualified or suitable. Should such an action be taken by the OWNER the CONSULTANT designate shall nominate a replacement.

**DBE Participation:** It is in Stage 2 that DBE participation proposal is requested, submitted and evaluated. DBE participation goals are stated in the PROPOSAL FORM. .

- ◆ **Single Service Provider Contract:** In spite of the 3 PART BASIC SERVICES and 2 Stage Proposal Process, the Design Contract will be awarded as a Single Service Provider Contract. The CONSULTANT and the CONSULTANT's proposal need to meet all of OWNER'S requirements for the work of all phases and all disciplines, as well as for DBE participation, to be award a Contract.
- ◆ **Multiple Contract Award Steps:** To comply with Milwaukee County administrative process and to ensure that is no delay in the start of design services, award of the CONSULTANT contract will be carried out as follow:

**Stage 1 Award:** Step 1 Award will cover only PART 1 BASIC SERVICES. It will be carried out immediately upon the acceptance of the CONSULTANT designee's Stage 2 Proposal.

**Step 2 Award and Beyond:** Contract award(s) for PART 2 and PART 3 BASIC SERVICES will be awarded in one (1) or two (2) additional steps in the form of fee increase(s) is(are) subject to Milwaukee County Board and Milwaukee County Executive approvals.

### III. SCOPE OF CONSULTANT SERVICES

The successful consultant shall provide all services as specified per the standard terms and conditions of the Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type A (Sample copy attached to the RFP).

#### 1. GENERAL REQUIREMENTS

- **Design and Engineering:** The scope of consulting service consists of all activities required to fully design and engineer the Adventure Africa Elephant Exhibit facilities as described in details in Appendix A – Scope of the Project.

#### 2. BASIC SERVICES

- **3 PART BASIC SERVICES:** BASIC SERVICES shall encompass Conceptual, Schematic, Design Development, Contract Documents, Bidding Phase Services, Construction Phase Services, and shall be divided into three (3) PARTS as follow:

**PART 1 BASIC SERVICES:** This part covers Studies, Programming and limited Concept Exploration work as described in Appendix B – Scope of Required Services Section 3.1 including items 3.1.1 through 3.3.14 stipulated in the Consultant Agreement document and items 3.1.15 through 3.1.29 added by the Appendix to the respective part.

**PART 2 BASIC SERVICES:** This part covers additional Concept Exploration and the entire Schematic Design work as described in Appendix B – Scope of Required Services Section 3.1 items 3.1.30 through 3.1.32, described the Appendix B, Section 3.2 items 3.2.1 through 3.2.5 stipulated in the Consultant Agreement document and items 3.3.6 through 3.2.15 added by the Appendix to the respective part.

**PART 3 BASIC SERVICES:** This part covers all work from Design Development phase through Construction Phase and includes all items stipulated in the Consultant Agreement document and items added by Appendix B to the respective part. .

- **Sustainability Considerations in Design**  
Sustainability objectives are stated in Appendix A – Scope of the Project. There is no requirement to pursue these objectives in PART 1 BASIC SERVICES. During Stage 2 Proposal, additional requirements pertaining to this aspect may be proposed.
- **Cost Controls:** See Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type A, Section 3
- **Meetings and presentation requirements:** See Appendix B – Scope of Required Services.
- **Additional Services:** Additional Services do not apply to PART 1 BASIC SERVICES. During Stage 2 Proposal, optional additional service items may be proposed

### 3. QUALITY CONTROL

1. Milwaukee County reserves the right to request partial or full reimbursement from consultants for change orders resulting from errors and omissions in the services they are contracted to provide.

### 4. PROJECT TIMETABLE

<b>9/11/2015</b>	Issue Request for Proposal
<b>9/24/2015</b>	Proposals Due
<b>9/28/2015</b>	Issue notices to Finalists for Interviews
<b>10/07/2015</b>	Interviews of Finalist for PART 1 SERVICES
<b>10/06/2015</b>	Selection of Consultant Designate for PART 1 SERVICES
<b>10/09/2015</b>	Notice to Architect-designate for submission of full design team proposal
<b>10/20/2015</b>	Architect full design team organization completes, design contract award begins.
<b>11/13/2015</b>	Design contract PART 1 contract executed, consultant services begin
<b>1/31/2016</b>	Design contract PART 1 and PART 2 contracts executed
<b>7/26/2016</b>	Footing/foundation & Landscape areas border structures CD due
<b>12/31/2016</b>	Complete project CD due
<b>3/15/2017</b>	Complete project construction begins
<b>4/13/2018</b>	Construction completed.

### 5. PRE-PROPOSAL MEETING

A PRE-PROPSAL meeting is scheduled for 9:00 A.M. Thursday, September 17, 2015 at the

Subject: Request for Proposal  
Project: **Adventure Africa Elephant Exhibit**  
Project No.: **Z119-15463**

Flamingo Café in the US Bank Gathering Place building of the Zoo at 10001 W. Bluemound Rd. Milwaukee, WI 53226. Attendance is optional. However, all interest parties are encouraged to attend.

#### IV. RELATED WORK BY OTHERS

1. **Survey:** OWNER will contract a third party to conduct a required site survey.
2. **Site Utilities:** OWNER will furnish available information on existing site utilities and additional information and data as needed.
3. **Soil Investigation:** OWNER will contract a third party to conduct subsurface soil investigation as needed.
4. **Environmental Investigation:** OWNER will contract a third party to conduct environmental investigation pertaining to environmental contamination at the site as needed.
5. **Construction Management Services:** It is anticipated that OWNER will contract a third party to provide construction management services.

#### V. PROPOSAL CONTENT

The proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines (see [Attachment 4](#)). The proposal shall include the Consultant Proposal Form (see [Attachment 5](#)) and the following information:

1. **Cover:** Include project number and name, project location, consultant's name, address, telephone number, FAX number, e-mail address, proposal date, etc.
2. **Table of Contents:** Include an identification of the material by section and page number.
3. **Letter or Transmittal:** The name and description of the organization submitting the proposal briefly stating the proposer's understanding of the service to be provided.
4. **Organization's Experience for PART 1 SERVICES only:** Include a list of similar projects that apply to this PART of the project, and that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation.
5. **Organization's Experience for PART 2 and PART 3 SERVICES:** When Requested by OWNER include a list of similar projects that the organization has participated on in the past five (5) years. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and the organizations participation. Provide an optional description of your firm's experience with sustainable design, green buildings, or related work including but not limited to
  - Recycled content and sustainable building product selection
  - Waste reduction strategies
  - Use of USGBC LEED rating system to guide project design
6. **Project Organization and Staff Experience - PART 1 SERVICES only:** Include an organizational structure of the project team for this phase of the work, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).
7. **Project Organization and Staff Experience – PART 2 and PART 3 SERVICES:** When

requested by OWNER, submit required materials, include an organizational structure of the project team, including the relationship of the sub-consultants to be used for this project. The name of the Principal In Charge of this project along with their Professional Registration Number in the State of Wisconsin must be clearly indicated in this section of the proposal, along with the name, occupation and title of the Project Manager who will be in charge of this project. Provide a resume' for each individual involved in the project, and include their name, title and/or duties for the project, professional registration, relevant certifications, a brief description of related experience including time contribution in this capacity to past projects, and qualifications. Provide a description of your staff's experience with sustainable design or related work. Include names of project team that are LEED-AP (accredited professionals).

8. **Sub-Consultants for PART 1 SERVICES only:** Indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this PART of the project, if any. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
9. **Sub-Consultants for PART 2 AND PART 3 SERVICES:** When requested by Owner, submit a list of Sub-Consultants indicate the names and addresses of any sub-consultants and/or associates proposed to be used in this project. State the capacity they would be used in and the approximate percentage of the total services they would provide. Also state their past experience in the field.
10. **Project Approach for PART 1 BASIC SERVICES:** Provide a description of design problems you anticipate in this part of the project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete this phase of the work effort.
11. **Project Approach for the entire SCOPE OF SERVICES:** Provide a description of architectural and engineering problems you anticipate in this project and how you as the LEAD CONSULTANT propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
12. **Scheduling of PART 1 BASIC SERVICES:** Base on the milestone for services of later phases stated in the RFP, submit a schedule showing the start and completion of various PART 1 SERVICES activities.
13. **Constant Effort of PART 1 BASIC SERVICES:** Include a spreadsheet/matrix listing the names, classifications, hourly rates and hours to be spent by each required task to complete the project as described in this RFP.
14. **DBE Goals:** The Disadvantaged Business Enterprise (DBE) participation goal for this project/contract is 25% and distributed among the 3 part service contract as follow:
  - a) PART 1- Study, Programming and Partial Concepts Exploration: 0 %.
  - b) PART 2- Schematic Design: 0 %.
  - c) PART 3- Design Development through Construction Phase Services: 29.5 %.An Offerer may propose a alternative distribution as long as the total participation is 25% or greater of the total contract sum.
15. **Quality Control:** Submit a contract document quality control plan. Quality control is to be performed by individuals not assigned to the project on an ongoing basis.
16. **Fee Proposal:** The fees for this project shall be clearly stated as directed in the PROPOSAL FORM attached to this RFP
17. **Sustainability** As part of your proposal and at your own discretion, provide optional examples of which elements of LEED you would consider applicable and appropriate for this project. Limit this to items related to construction and exclude operational plans. Evaluate sustainable design alternatives, where applicable, to determine the feasibility of incorporating the alternatives into the

Subject: Request for Proposal  
Project: **Adventure Africa Elephant Exhibit**  
Project No.: **Z119-15463**

project. The evaluation shall include a comparison of construction costs, annual operating costs, and other non-fiscal benefits of each option considered. In your cost proposal, break out any additional analyses required to evaluate and design these elements. Describe how these analyses will affect the project schedule.

## **VI. PROPOSAL EVALUATION**

See section XV of the attached Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize this is not a bid procedure, and a Professional Services agreement will not be awarded solely on the basis of the low fee proposal. Milwaukee County reserves the right to accept or reject any and all proposals, issue addenda, request clarification, waive technicalities, alter the nature and/or scope of the proposed project, request additional submittals, and/or discontinue this process.

The evaluation process is a 3 part procedure as follow:

1. Evaluation of the Qualifications and Proposals for BASIC SERVICES PART 1.
2. Evaluation of Candidates Interview Performances for BASIC SERVICES PART 1.
3. Evaluation of Qualifications and Proposal for BASIC SERVICES PART 3 (There is no evaluation pertaining to BASIC SERVICES PART 2. Proposals for PART 2 and PART 3 are to be submitted and evaluated together. It is assumed that the qualifications for PART 1 apply to PART 2)

## **VII. GENERAL REQUIREMENTS**

1. The successful consultant and/or any contractor affiliated with the prime consultant shall be prohibited from submitting bids in the construction bidding process for this project, and from providing a service for work of the project to the contractor or contractors or the construction managers or any of their subcontractors.
2. Selected Consultant shall follow Milwaukee County Code of Ethics as follows: No person(s) with a personal financial interest in the approval or denial of a Contract being considered by a County department or with an agency funded and regulated by a County department, may make a campaign contribution to any County official who has approval authority over that Contract during its consideration. Contract consideration shall begin when a Contract is submitted directly to a County department or to an agency until the Contract has reached final disposition, including adoption, County Executive action, proceeding on veto (if necessary) or departmental approval.
3. The successful consultant must be an Equal Opportunity Employer.
4. The proposal shall conform with all attached documents. All proposals should use this RFP and its attachments as the sole basis for the proposal. The issuance of a written addendum are the only official method through which interpretation, clarification or additional information will be given.
5. All costs for preparing a proposal, attending the selection interview if required, or supplying additional information requested by Milwaukee County, is the sole responsibility of the submitting party. Material submitted will not be returned.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. With the signing and submission of a statement or proposal the submitting consultant certifies that the standard terms and conditions of the Agreement for Professional Services (that will be used to contract with the selected consultant) has been read and understood and that the submitting consultant is ready, willing and able to sign the agreement when requested without making any substantive changes.

Subject: Request for Proposal  
Project: **Adventure Africa Elephant Exhibit**  
Project No.: **Z119-15463**

Please return **Seven (7)** copies of your proposal no later than **2:00 P.M. on Thursday, September 24, 2015** to **Philip T. Hung** Project Manager, 633 W. Wisconsin Ave., 10<sup>th</sup> Floor Milwaukee, Wisconsin, 53203 (Telephone (414) 278-4847, FAX (414) 223-1366; email philip.hung@milwaukeecountywi.gov).

Please direct any questions regarding this RFP to me at the above address, FAX number or email address.

Sincerely,



Philip T Hung, Managing Architect  
Project Manager

Appendixes:

- A Scope of the Project - 9 pages
- B Scope of Required Services - 5 pages
- C Site Footprint Map – 1 page
- D Site Utility Map – 2 pages

Attachments:

- 1) Proposal Preparation, Submission and Evaluation (5 pages)
- 2) Milwaukee County Department of Administrative Services Consultant Agreement for Professional Services Type A
- 3) Disadvantaged Business Enterprise (DBE) Instructions And Forms
- 4) Consultant Proposal Form (1 page)

cc: G. High, DAS-FM                      Owner Dept. Representative  
G. Drent, DAS-FM                      Project Manager, DAS-FM                      B. Engel, CDBP

## **Z119-15463 RFP for Design Services - Appendix A – Scope of the Project**

---

### **A. General Project Description:**

The Elephant Exhibit facility, otherwise called “The Elephant Exhibit”, “The Exhibit”, the “The Facility” or the “Compound”, is a 5-acre multi-facility/component outdoor-indoor, exhibit-habitat compound. It will primarily exhibit African Elephants. But the outdoor yard will also exhibit other African Plain animals. Indoor facility will be one or two buildings with a combined footprint of about 18,000 square feet. Visitor activities will include self-directed viewing of the animals as well as group programs.

### **B. Overall Project Goals:**

The Overall Goals of this project are to facilitate, articulate and further the primary missions and visions of the Zoo established in the 2013 Master Plan, which are

- Become the Fun, Family, Educational, Regional Attraction and Destination of Choice in the Midwest
- Enhance and continue to be recognized for Wildlife and Conservation Efforts
- Continued Excellence in Animal Care and to meet and exceed AZA elephant care standards.

### **C. Major Components of the Compound:**

The Elephant Exhibit will consist of several outdoor and indoor components. Each component, and the bases and criteria for its design are further discussed in additional sections to follow. The major component are:-

- Main Exhibit Yard – Also called “Elephant Exhibit”
- Demonstration Yard
- Animal Pool – Watering Hole
- Off-Exhibit yard
- Indoor Exhibits, operation and visitors’ facilities – the Elephant Barn
- Pedestrian Trail(s)
- Main Pedestrian Trail Component - An auxiliary education pavilion as an option
- Main Pedestrian Trail Component - A picnic area with a pavilion
- Service Vehicle Roadway(s)

### **D. Design Basis – Data on Animals, Keepers, Visitors, Visitor Activities, Vehicular Traffics and Other Subjects:**

The facility is expected to support the following exhibit animals, visitors and staff, and their activities:-

1. Species and population of primary exhibit animal: 5 African elephants including multiple bull elephants
2. Other animals to be exhibited: African impalas, Smaller African hoofstock such as impala, antelope, gazelle or red river hogs and possibly large African birds such as ostrich
3. Onsite staff: 3 or more keepers.
4. Support staff and grounds keepers: Not specific.
5. Number of visitors expected: Crowds in hundreds in continuous traffic at the outdoor exhibits during peak season, smaller crowds in the indoor exhibit.
6. Social gathering: From 30 to over 100 in an occasion, outdoor or indoor.
7. Education class and group presentation: About 30 in a session.
8. Children in groups: Multiple groups in various sizes potentially in a high number.
9. Seniors: Individual as well as group visitors in potentially high numbers.
10. Single and double seat strollers potentially in high numbers.
11. Motorized, manual operated or assisted adult wheelchairs or scooters potentially in high numbers
12. Zoomobile, a Zoo operated multi-cart touring trailer traveling around the exhibit.
13. Service vehicles serving the yards, buildings and transiting through the exhibit compound and its perimeter: Full size loaders, vacuum trucks, sewer cleaning trucks, semi-trailer for animal transport, delivery trucks, service vans, small loaders, forklifts, golf carts.
14. Daily feed: Approximately 230 pounds/elephant/day plus unconsumed parts of logs and browse
15. Daily elephant manure volume to be handled: Approximately 1,500 lb.

16. Non architectural artifacts, objects and or fixtures such as graphics, displays, and retail carts etc. may require spatial accommodations at unspecific locations.

**E. Principal Design Concepts:**

Additionally, several ideas reflecting Owner’s expectations pertaining to physical characteristics, functions and performances for the Facility are to serve as the principal design concepts. They are:-

1. Exhibits-Driven-Design: The characteristics of animal presentation define the characteristics of the facilities that support them.
2. Habitat-Exhibit Integration: Where the animal live and where they will be viewed are one and the same.
3. Whole Life Exhibit: All the activities of the animal are presented to the public.
4. Actions Exhibit: The exhibit shall have settings such as enrichment setups, demonstration kits and distinguishable actions enticing areas to exhibit animals in actions.
5. Community Living Habitat and multi-species pasture: All facilities are expected to support the elephants, living as a group. Outdoor yard facilities are also expected to exhibit additional African Plain animals.
6. Protected contact or Restricted contact Animal Management: Direct physical contacts between keepers and animals will be minimum.
7. “Exhibit Narrative” Presentations: The presentation of the animals in a setting and or structured manner that articulate or imply messages about the animal, its physical facets, motions, habits, life activities etc. to form a “Narrative”.
8. “Designated” and “Encounter” Viewing: Animals may be viewed from designated locations as well as any location where a special view of the animals may be captured.
9. Cohesive Multi-Activity Settings: The fusion of settings for exhibit viewing, structured visitor programs, social gatherings and interpretive materials displays.
10. Structured Operations and Support Systems: Analytically visualized and prescribed efficiency-focus systems and procedures.
11. “Invisible” “Statement Architecture”: An architecture that expresses the exhibit functions of the facility, distinguished from common place animal exhibit motifs, yet presented as a faint background, allowing the animals to take center stage.
12. “Impact” Approach to Sustainability: Selective in pursuing sustainability objectives, focusing on high impact applications.
13. USDAZA Standards for Elephant Management and Care, revised April 2012
14. A Regulations for Livestock Husbandry: Care of animals at the facility is regulated by USDA. The design shall be conducive to complying with requirements of the Department where applicable.
15. Applicable Building and Site Development Codes: The project is located in the City of Milwaukee in the State or Wisconsin. Building and site development regulations of both governments apply.

**F. Site Information and Site Design Criteria:**

The Elephant Exhibit will be constructed on a site with several existing exhibits that will be demolished to make way for the project. It is surrounded by other major exhibits, large wooded areas, picnic areas and public plazas that will remain. Specific site data and site design criteria are as follow:-

1. Site footprint: 5 acre
2. Existing Moose Exhibit Yard will be reutilized and reconfigured as required for the new Elephant Exhibit, Holding facility will be demolished as a part of the project.
3. Existing Brown Bear Exhibit Yard will be reutilized and reconfigured as required for the new Elephant Exhibit, Holding facility will be demolished as a part of the project.
4. Existing Wolf Exhibit Yard will be reutilized and reconfigured as required for the new Elephant Exhibit, Holding facility will be relocated by Owner.
5. Existing Skyride tower may remain.
6. Existing utilities: See additional information to follow.
7. Cohesive transition and integration among the components and with the surroundings in terrain and visual composition.
8. Efficient animal transfers and keeper movements among components.

9. Articulated pedestrian trail(s).
10. Supports small outdoor group gatherings.
11. Efficient vehicular traffic route(s) among the components and around the surroundings.
12. Supports access to existing utility banks for services and repairs.

#### **G. Main Outdoor Yard Exhibit Elements and Design Criteria**

The outdoor exhibit yard is the primary facility where the elephants will be kept and exhibited during the day in the summer, for the exhibit of the animals in the yard and viewing by the public. It shall have the following minimum provisions:

1. Approximate yard size: 5,400 sf minimum per elephant, 150,000 proposed.
2. Design concepts: The “Habitat-Exhibit Integration”, the “Whole Life Exhibit” concept, the “Actions Exhibit” concept, the “Community Living Habitat” concept, and the “Non-contact Animal Management” concept set forth in the Principal Design Concept section above shall be applied to the design.
3. Free animal movements: A large yard in which the animals are allowed free movements, and can carry out a full range of actions in full public view.
4. Zoned layout: Incorporated stationary landscape elements and or changeable setups that can physically and visually create multiple zones, areas and settings to allow the animals to be exhibited in changing sceneries. The zones, areas and settings shall be structured with access and visual transitions to form a cohesive composition. Two of the “zones” are the Watering Hole (pool) and the Demonstration Yard, which are further discussed in other sections to follow.
5. Group and individual animal movements: Incorporated provisions in the zones, areas and or settings that allow the animals to freely congregate or to be alone.
6. “Exhibit Narrative”: Selective incorporation of “Exhibit Narratives” described in the Principal Design Concepts section.
7. Action motivating features: Incorporated features in certain zones, areas and settings that encourage elephant natural behaviors to enhance the presentation of the animals, without necessarily creating “Exhibit Narratives”.
8. Enhanced distance viewing: Incorporated features that can “highlight” the animals even when viewed in a distance.
9. Animal and visitor separation barriers: Barriers that comply with safety regulations, but minimize obstruction of views, and vary in design in respond to site terrain and esthetic considerations.
10. Multiple species exhibit features: Design shall include features that allow the yard to be a mix species yard exhibiting the elephants and other Africa animals at the same time.
11. Minimum interaction between animals and keepers except at Demonstration Yard
12. Viewing and other visitor activities nodes around the perimeter: A portion of the pedestrian trail will surround the Main Yard. The merging of the two spheres shall be treated as a feature of the total design. See additional information in other sections to follow.
13. Exhibit elements enclosed irrigation system and other mechanical devices: Where irrigation systems and other mechanical devices are placed inside the yard, they shall be incorporated into exhibit features or hardscape elements. See additional information in other sections to follow.
14. Shades: Shades on structures out of reach of the elephants, or incorporated in the hardscape elements.
15. Drinking water for Animals.
16. Structured yard maintenance program and provisions: See additional information in other sections to follow.
17. Keepers access path of 10’ to 12’ wide around the entire exterior of the exhibit between the guests and the exhibit fencing.
18. Efficient access to the Barn.
19. Efficient access to the Off-Exhibit Yard.
20. Efficient access by service vehicle.
21. Efficient access for serving of utility banks – see additional information in other sections to follow.

#### **H. (Outdoor) Demonstration Yard Exhibit Elements and Design Criteria**

The outdoor demonstration yard is a part of the Main Outdoor Yard. It is the main area where keepers conduct demonstrations to exhibit elephants in specific actions. It shall have the following minimum provisions::

1. Yard Size: To be determined.
2. Activities Program: Animal-keeper interaction in the outdoor for public viewing are most likely confined to this yard.
3. Distinctive setting: The Demonstration Yard shall have distinctive characteristics that portray its special functions.
4. Demonstration Kits and support structures: Features and structures that can support setups and kits for conducting demonstrations.
5. Animal and visitor separation barriers: Barriers that comply with safety regulations, but minimize obstruction of views, and vary in design in respond to site terrain and esthetic considerations.
6. Exhibit elements enclosed irrigation system and other mechanical devices: Where irrigation systems and other mechanical devices are placed inside the yard, they shall be incorporated into exhibit features or hardscape elements. See additional information in other sections to follow.
7. Shades option: In addition to the shades at the Main Yard.
8. Drinking water for Animals.
9. Structured yard maintenance program and provisions: See additional information in other sections to follow.
10. Efficient access to and from the Main Outdoor Yard.
11. Efficient access by service vehicle.

#### **I. The Watering Hole (Pool) Exhibit Elements and Design Criteria**

The Watering Hole (Pool) is a part of the Main Outdoor Yard. It provides water for animal drinking and play. It shall have the following minimum provisions::

1. Pool Size: Area is to be determined, but shall accommodate multiple elephants. Depth shall be 10' or greater allowing total submersion of the animals.
2. Dynamic Setting: The pool and the surrounding areas shall be an activities zone where animals are in a more active state. The areas shall have features that motivate animal motions to create a high dynamic setting in combination with the pool.
3. Animal and visitor separation barriers: Barriers that comply with safety regulations, but minimize obstruction of views, and vary in design in respond to site terrain and esthetic considerations.
4. Structured yard maintenance program and provisions: See additional information in other sections to follow.
5. Shades option: In addition to the shades at the Main Yard.
6. Efficient access to and from the Main Outdoor Yard.
7. Efficient access by service vehicle.
8. Water supply and drainage systems – see additional information in other sections to follow.

#### **J. The Barn - Indoor Exhibit and Animal Care Support Elements**

The Barn is the main indoor facility that serves as the animal habitat, the indoor exhibit and a keepers' quarter. It shall have the following minimum animal habitat and exhibit provisions:

1. Size: 12,000 sf to 15,000 sf by 24' high (interior), animal population: 5.
2. Design concepts: The "Habitat-Exhibit Integration", the "Whole Life Exhibit" concept, the "Actions Exhibit" concept, the "Community Living Habitat" concept, and the "Non-contact Animal Management" concept set forth in the Principal Design Concept section above shall be applied to the design.
3. A large animal "Community Room": A room where animals living together may be viewed by the public, the room shall accommodate up to 5 elephants, and the minimum size shall be 4,000 s.f.
4. Source for drinking water, an animal shower, and an optional shallow pool if space is sufficient.
5. 5 individual stalls: (1) in about 1,000 s.f., (1) in about 850 s.f., (1) in about 500 s.f., and (2) in about 750 s.f. each. Each shall be directly or indirectly connected to the "Community Room" to merge all of them into a larger space.

6. Group and individual animal movements: Arrangement of stalls shall allow the animals to freely congregate or to be alone.
7. Animals-Keepers Interaction: Even though this exhibit operates with a non-contact animal management program, there will be interactions between keepers and the elephants and they will mostly occur indoor. The design shall be therefore incorporate feature that can enhance presentation of some of these interactions where appropriate.
8. Special movable and changeable features, props etc. in undesignated areas of the “Community Room” and certain stalls that encourage elephant natural behaviors to enhance the presentation of the animals. “Exhibit Narratives” shall be incorporated where possible and appropriate.
9. Quarantine and other separation provisions: Provisions for an animal to be quarantined with both visually and physical separation from other animals shall be included.
10. Health examination, medicine administration and animal restraining provision: Animal healthcare procedures are administrated on site in the indoor facility. Provisions for these procedures including animal restraining devices and setups shall be included in the design.
11. Comfortable flooring for the elephants: The floor shall provide for the comfort of the elephants and shall be of sand, baseball diamond substrate or other easy to clean, man-made flooring with resilient and elastic properties.
12. Planning for maternity care: Breeding is considered a possibility in the future. Provisions to add required facilities shall be incorporated into the design. Flexibility in design to allow future modification for this purpose shall be included.
13. Drinking water for Animals.
14. Efficient access to and from the Main Outdoor Yard.
15. Efficient access to and from the Off-Exhibit Outdoor Yard.
16. Service vehicle roadway, operations and building systems provisions as stated in other sections.

**K. The Barn - Animal Exhibit Viewing and Other Visitor Activities Support Elements**

In winter, the elephants will only live indoor. The Barn is therefore is sole exhibit facility in winter. To serve is functions it shall include the following minimum provisions supporting exhibit viewing and other visitor activities:

1. An entrance lobby that can be used for group functions.
2. A viewing gallery designed to move visitors in a linear movement in one direction. Size to be determined but shall at a minimum be able to accommodate the visitor population indicated in the Design Basis section above.
3. Animal and visitor separation barriers: Barriers that comply with safety regulations, but minimize obstruction of views.
4. Provisions to block viewing from the gallery into animal areas when necessary.
5. As a possible venue for private gatherings indoor or outdoor as well as tours (see additional statements to follow).
6. As a possible location for public restrooms (see additional statements to follow).
7. A small staffed or self-serve merchandizing outlet.
8. Operations and building systems provisions as stated in other sections.

**L. The Barn - Operations Support and Staff Work Area Elements**

1. The staff is expected to carry out duties pertaining to animal feeding, cleaning, training, transporting, transferring, caring, health examination, administering medicine; food preparation, feed management, manure handling, facilities cleaning; as well as administrative and other functions. The elephant barn shall include the following elements to support these tasks:
2. Easy access to and from the Main Outdoor Yard.
3. Easy access by service vehicle.
4. An elephant transport route that can allow a semi-trailer to reach a large service entrance to the building.

5. A large elephant loading zone that allows an elephant to be off loaded in a crate with a crane from the semi-trailer.
6. A large sliding or vertical rolling service door that allows the off-loaded crate to be connected to the building interiors.
7. The sliding or vertical rolling service door shall also allow an elephant transport vehicle to back into the interior of the building to allow direct loading of an elephant onto the vehicle.
8. A heavy duty overhead crane for moving of heavy objects.
9. A 10' to 12' keeper friendly and efficient buffer zone between keepers and the animals at anywhere keeper-animal interactions occur.
10. An animal food preparation area, size to be determined
11. A hay storage area in a size sufficient to hold a hay volume of 12'x12'x12' plus handling space that can accommodate a skid loader in action.
12. A large indoor work area accessible by service vehicles, and can support animal care and housekeeping preparation, as well as storage of equipment, tool, and training, demonstration and animal enrichment kits. Size to be determined.
13. A large outdoor accessible by service vehicles, and can support animal care and housekeeping preparation, as well as storage of equipment, tool, and training, demonstration and animal enrichment kits, and is immediately accessible of the manure pit, size to be determined.
14. A manure pit with a capacity for a daily dumping volume of 1,500 lb with easy access to service vehicles.
15. Easy to negotiate physical elements along the route where manure will be removed from the floor, placed on a transport cart, moved to the pit on the cart and transferred into the pit.
16. An office area for administrative tasks, size to accommodate a staff of 3.
17. A break area integrate with or adjacent to the office area, with a toilet room, a shower, lockers and a sitting area
18. Operations and building systems provisions as stated in other sections.

**M. (Outdoor) Off-exhibit Yard and Elephant Habitat elements**

The Off-Exhibit yard is an semi-enclosed out door facility where the elephants will be allowed outdoor away from public views, and is the primary facility where the elephants will be kept and exhibited during the late spring, summer and early fall. It shall have the following minimum provisions

1. Approximate yard size: To be determined but shall accommodate up to 5 African elephants.
2. Design concepts: The "Habitat-Exhibit Integration", the "Community Living Habitat" concept, and the "Non-contact Animal Management" concept set forth in the Principal Design Concept section above shall be applied to the design.
3. Outdoor indoor integration: The yard shall be designed to allow integration with indoor animal areas to allow movements between the two sides.
4. Free animal movements: The yard shall allow free movements, and can carry out a full range of actions.
5. Group and individual animal movements: Incorporated provisions that allow the animals to freely congregate or to be alone.
6. Heated ground option: A low energy consuming ground heating system if feasible.
7. Overhead heat source option: A low energy consuming heating system if feasible.
8. Drinking water for animals.
9. Structured yard maintenance program and provisions: See additional information in other sections to follow.
10. Efficient access to the Barn.
11. Efficient access to the Main Exhibit Yard.
12. Efficient access by service vehicle.
13. Efficient access for serving of utility banks – see additional information in other sections to follow.

**N. Pedestrian Trail - Exhibit Viewing Support and Enhancement Elements**

A trail encompassing a major portion of the exhibit compound will be the main venue for viewing the animals. The following minimum provisions shall be provided:

1. The trail shall have the capacity to service the visitor demographics and populations described in the Design Basis section above.
2. The trail shall be designed to reflect the “Designated and Encounter Viewing” concept and the “Cohesive Multi-Activity Settings” concept stated in the Principal Design Concepts section above.
3. The trail shall support different pedestrian travel paces, pausing and lingering.
4. Viewing, pausing and lingering shall be articulated with nodes at special locations such as the demonstration yard, the pool (watering hole) and other selected locations.
5. The nodes may also support small gatherings and interpretation objects display (see additional criteria below)
6. Viewing shelters if found desirable and feasible.
7. Coordinated placement of viewing nodes with placement of articulated special animal activities areas to enhance opportunities for viewing animals in actions.
8. Leads to other exhibits and areas of the Zoo.
9. Accessible by service vehicles.
10. Protected from animals with barriers - see Main Exhibit Yard section.

**O. Main Pedestrian Trail Component – The Auxiliary Education Pavilion and Other Visitor Support Elements**

It is anticipated that functions such as group presentation of education materials, private gathering etc may be conducted outdoor or indoor, at the exhibit facilities or at an Auxiliary Education Pavilion not used for animal exhibits. The following elements reflect the wide range of elements to be considered but may not necessarily all be included in the final scope:-

1. Activities Nodes described in the preceding section.
2. A 16’ x 20’ pad that can accommodate a large anti-poaching interpretative display object. The pad can be integrated into one of the node along the pedestrian trail.
3. 5’ x 10’ pad to accommodate 1-2 mobile artifact carts. The pad can be integrated into one of the node along the pedestrian trail.
4. A small outdoor gathering place/nodes by the entrance to the barn
5. A small indoor gathering place/nodes at the entrance of the barn, or in a section of the gallery.
6. An indoor education and group activities facility or pavilion for small gathering, group education presentations, and display of education materials for individual viewing, the facility may or may not be separated from the elephant barn.
7. Activities preparation and support facilities with serving kitchen equipment. Depending on the final selection of the Main Components in the Project, this facility may be in the Barn or in the auxiliary indoor facility for education and group activities.
8. Merchandising outlets in addition to or in place of the one in the Barn.
9. Public restrooms in addition to or in place of those in the Barn.
10. All areas shall be accessible by service vehicles.

**P. Main Pedestrian Trail Component – Picnic Area and Pavilion**

A picnic area and Pavilion described below may also be considered:-

1. Size: to support a group of up to 100 visitors.
2. The area may be contiguous with or away from the exhibit compound.
3. Outdoor yard with movable picnic tables.
4. A service pavilion of about 500 s.f. with a beverage counter.
5. Two small restrooms inside the pavilion.
6. Full plumbing and electrical services.
7. Summer operation only.
8. The area shall be accessible by service vehicles.

**Q. General building and architectural design criteria and considerations**

In addition to being an edifice of structural integrity and functional efficiency for supporting anticipated activities and uses, design of the building and the exhibit landscape shall at a minimum address the following:

1. The design shall reflect the “Invisible Statement Architect” concept stated in the Principle Design Concepts section above.
2. It shall reference the surrounding vista as a background to provide visual and architectural design context.
3. Natural materials shall be the predominant façade makeup.
4. Vernacular elements in reference of the African regions that is the natural habitat of the elephants may be included in the architectural composition. But they shall be selected and applied in a manner that is compatible with the predominant appearance of the building and the landscape elements; presented in an educating and inspiring spirit, and incorporated in unique ways not commonly found at other zoos.
5. Building interiors shall portrait a clean and inviting environment, a healthy and caring elephant habitat, an inviting and comfortable public space and gathering place, with suitable decors that can enhance these qualities.

#### **R. Site Engineering Elements and Issues**

Site engineering shall address special elements present in the site and relate conditions as shown on applicable drawings attached to the RFP; they include but are not necessarily limited to the following:

1. Major storm sewer lines passing through the site that need to be protected and accessible for future maintenances and repairs
2. Major sanitary sewer lines passing through the site that need to be protected and accessible for future maintenances and repairs
3. Major water service lines passing through the site that need to be protected and accessible for future maintenances and repairs
4. Major gas lines passing through the site that need to be protected and accessible for future maintenances and repairs
5. Major power distribution lines passing through the site that need to be protected and accessible for future maintenances and repairs
6. A sewer lift-station that needs to be moved or modified
7. New power service feed from the private substation a good distance away south of the site
8. New data transmission connection at the Dairy Barn a good distance away southeast of the site

#### **S. Building Service Systems**

The design is to include all elements that comprise the service systems and components of the building and the exhibit yards to support operations that are typical of facilities of this nature as well as those peculiar to Milwaukee County Zoo and those that may be identified through the design process. Systems shall include but are not necessarily limited to the following:

1. Hydraulic system for built-in equipment operation: All built-in operable equipment such as doors, gates etc. except the overhead crane shall be operated by hydraulic systems.
2. Animal tracking system: A system to remotely track an animal’s movement for management, safety and security purposes.
3. Yard drainage systems.
4. Elephant Pool Plumbing and drainage systems with recirculating or filtration water treatment system.
5. Yard irrigation system placed in a location not accessible by the elephant.
6. Building plumbing system serving elephant habitat areas.
7. Building plumbing system serving indoor operations, visitor and staff areas.
8. HVAC system supporting elephant habitat area with heating and exhaust, maintaining room temperatures at 70oF constant in winter. The system shall be connected to an internet based monitoring only service.
9. HVAC systems providing heating and cooling for visitor and staff at typically acceptable indoor temperature ranges. The system shall be connected to an internet based monitoring only service.
10. Electrical systems, including an emergency power generating system

11. Data transmission systems
12. Public announcement systems
13. Other general security and emergency management systems.
14. Waste management systems, including manure pits with a capacity for handling 1,500 lb. of manure per day.

**T. Sustainability Design Considerations:**

While a highly sustainable product is a desirable goal, it is an expressed expectation that the pursuit of such a result does not incur substantial cost increase in design effort and or construction. The pursuit shall therefore be selective and focus on “high impact” applications. The following systems or practices may be considered in total or in part, and may also be supplemented with additional options:

1. Enhanced Storm water management systems such as subsurface infiltration system, etc.
2. Water conservation systems and or practices
3. Energy conservation systems and equipment such as heat recovery system, etc.
4. Renewable Energy systems for heating and cooling such as geothermal system, etc.
5. Renewable Energy Systems for Electrical power supply such as photovoltaic system and power storage equipment, etc.
6. Natural Ventilation
7. Natural Lighting

---

**End of Appendix A – Scope of the Project**

## **Z119-15463 RFP for Design Services - Appendix B – Scope of Required Service Additional Requirements**

---

In addition to the requirements stated in **Consultant Agreement Section 3**, the following specific services are to be included and added to the respective subsections numbered below, following the order of and in such subsections in the CONSULTANT AGREEMENT.

---

### **3. BASIC SERVICES**

#### **3.1 Study and Programming Phase – Additional Service Scope Requirements**

- 3.1.15 Additional Deliverables: Submit for copies each of the drafts and the final report in additions to the deliverables stated in the Standard Consultant Agreement for a total of 7 copies each.
- 3.1.16 Specific Items of Studies – Special Aspects of African Elephants: The CONSULTANT is expected to have possessed prior basic knowledge of the African Elephant species, and is required to apply the knowledge to explore, with inputs from OWNER, those aspect of the life, tendencies, activities, habits and or motions etc. that can potentially be the bases of Exhibit Narratives, Enrichment Exercises and or Demonstration Routines identified in the Scope of the Project section of the RFP.
- 3.1.17 Specific Items of Studies – Other Elephant Exhibits: The CONSULTANT is expected to have possessed prior knowledge of elephant exhibits at other zoos, studied them, and analyzed them; and had gained insights into the strength and weakness of their designs that can be shared at study meetings with the OWNER to guide the work of the CONSULTAN.
- 3.1.18 Specific Items of Studies – Exhibit Narrative, Enrichment Exercise and Demonstration Routine “Skits”: The CONSULTANT shall, with inputs from OWNER, explore ideas for presenting the exhibit animals in articulated formats and organize the ideas into “skits” for design of Exhibit Narratives, Enrichment Exercises and or Demonstration Routines as described in the Scope of the Project section of the RFP.
- 3.1.19 Specific Items of Studies – Visitor Aspects: The CONSULTANT shall, with inputs from OWNER, study the interests, tendencies, movements, etc. that can potentially be bases of the motivating and or inspiring if the design.
- 3.1.20 Specific Items of Studies – The Elephant Barn and Outdoor Off-Exhibit Yard: The CONSULTANT shall, with inputs from OWNER, study the location options, size, functional requirements, component spaces, service access and other physical requirements etc. for these facilities. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options for location and layout concepts presented in block diagrams.
- 3.1.21 Specific Items of Studies – The Main Exhibit Yard: The CONSULTANT shall, with inputs from OWNER, study the location options, size, component areas, functional requirements, service access and other physical requirements etc. for the facility. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options for location and layout concepts presented in block diagrams.
- 3.1.22 Specific Items of Studies – The Demonstration Yard: The CONSULTANT shall, with inputs from OWNER, study the location options, size, functional requirements, service access and other physical requirements etc. for the facility. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options for location and layout concepts presented in block diagrams.
- 3.1.23 Specific Items of Studies – The Watering Hole: The CONSULTANT shall, with inputs from OWNER, study the location options, size, functional requirements, service access and other physical requirements, etc. for the facility and the surround ground areas. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options for location and layout concepts presented in block diagrams.

- 3.1.24 **Specific Items of Studies – The Education Facility:** The CONSULTANT shall, with inputs from OWNER, study the anticipated activities, component elements, location options, size, functional requirements, service access and other physical requirements, etc. for the facility. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options for location and layout concepts presented in block diagrams.
- 3.1.25 **Specific Items of Studies – The Pedestrian Trail:** The CONSULTANT shall, with inputs from OWNER, study the anticipated activities, pedestrian and vehicular movements, component elements, location options, size, functional requirements and other physical requirements, etc. for the facility. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options for location and layout concepts presented in block diagrams.
- 3.1.26 **Specific Items of Studies – The Overall Exhibit Yard:** The CONSULTANT shall, with inputs from OWNER, study the layout of the Overall Exhibit Yard comprising of the Main Exhibit Yard, Barn, the Off-exhibit yard, the Demonstration Yard and the Watering Hole. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options presented in block diagrams.
- 3.1.27 **Study Meetings:** For each item of study list above, at the minimum conduct a one (1) hour long physical meeting with OWNER, except that there shall be 2 such meetings on the Elephant Barn and Off-Exhibit Yard studies. Such meetings shall be preceded by submissions of meeting agenda and prior studies, and other related materials if any. And, shall be followed with minutes and reports etc.
- 3.1.28 **Responses to Review Comments:** The CONSULTANT shall record comments from reviews of meeting minutes and reports and prepare responses detailing how each issue raised is resolved, and submit the responses in advance of or with the submission of the subsequent deliverables.
- 3.1.29 **Conclusion of PART 1 BASIC SERVICES - Study and Programming and Concept Phase Tasks Checklist and Completion Report:** At the start of Study and Programming and Concept Phase, the CONSULTANT shall prepare and submit a list of the tasks to be performed. At the conclusion of the phase, the CONSULTANT shall prepare a report in a table format indicated the completion status of each task, and submit the list along with other deliverables of the phase. The completion of this report is the conclusion of PART 1 of BASIC SERVICES
- 3.1.30 **PART 2 BASIC SERVICES Item of Studies – The Overall Site Plan:** The CONSULTANT shall begin PART 2 BASIC SERVICES with the work of this item, and shall with inputs from OWNER, study the layout of the Overall Site Plan comprising of all exhibit facilities, the Pedestrian Trail and service roadways. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options presented in block diagrams..
- 3.1.31 **Study Meetings:** Conduct two (2) one (1) hour long physical meetings with OWNER. The meetings shall be preceded by submissions of meeting agenda and prior studies, and other related materials if any. And, shall be followed with minutes and reports etc.
- 3.1.32 **Responses to Review Comments:** The CONSULTANT shall record comments from reviews of meeting minutes and reports and prepare responses detailing how each issue raised is resolved, and submit the responses in advance of or with the submission of the subsequent deliverables.
- 3.2 Schematic Design Phase - Additional Service Scope Requirements**
- 3.2.6 **Alternative Deliverables:** If and when determined and notified by OWNER, the deliverables for this phase may be in electronic files.
- 3.2.7 **Three (3) Design Options:** For the Overall site plan and each Major Component the CONSULTANT shall with inputs from OWNER develop three (3) design options for the OWNER to consider. Each option shall consist of all component spaces or facilities, exterior design if applicable, and building and or service systems if applicable.
- 3.2.8 **Five (5) Exhibit Narrative Options:** The CONSULTANT WITH shall, with inputs from OWNER, select, compile and organize ideas to compose five (5) Exhibit Narrative options, including their respective physical

elements.

- 3.2.9 Five (5) Enrichment and or Demonstration Kit Options: The CONSULTANT WITH shall, with inputs from OWNER, select, compile and organize ideas to compose five (5) Enrichment Exercise and or Demonstration Routine kit options, including their respective physical elements, such as kits, tools etc.
- 3.2.10 Major Building Systems: The CONSULTANT shall, with inputs from OWNER, study and recommend the optimum building and service systems, including Sustainability solutions, for the Compound and its Major Component Facilities. Such studies may be in the form of verbal discourses, diagrams and or illustrations, and shall include multiple options, except that site layout studies shall be in line diagrams.
- 3.2.11 Schematic Design Review Meetings: For each design item list above, conduct a minimum of a one (1) hour long physical meeting with OWNER, except that there shall be 2 such meetings on the Elephant Barn and Main Exhibit Yard designs and on Major Building Systems. Such meetings shall be preceded by submissions of meeting agenda and reports, plans and other materials. And, shall be followed with minutes and reports etc.
- 3.2.12 Responses to Review Comments: The CONSULTANT shall record review comments and prepare responses detailing how each issue raised is resolved, and submit the responses in advance of or with the submission of the subsequent deliverables.
- 3.2.15 **Conclusion of PART 2 BASIC SERVICES** - Schematic Design Tasks Checklist and Completion Report: At the start of Schematic Design the CONSULTANT shall prepare and submit a list of the tasks to be performed. At the conclusion of the phase, the CONSULTANT shall prepare a report in a table format indicated the completion status of each task, and submit the list along with other deliverables of the phase. The completion of this report is the conclusion of PART 2 of BASIC SERVICES

### **3.3 Design Development Phase – (PART 3 BASIC SERVICES Additional Service Scope Requirements)**

- 3.3.5 Alternative Deliverables: If and when determined and notified by OWNER, the deliverables for this phase may be in electronic files.
- 3.3.6 Design Review Meetings: For each Major Components of the Compound, each major Building and or Service Systems, and the Exhibit Narratives, Enrichment Exercises and or Demonstration Routines, conduct a minimum of a one (1) hour long physical meeting with OWNER, except that there shall be 2 such meetings on the Elephant Barn and Main Exhibit Yard designs. Such meetings shall be preceded by submissions of meeting agenda, design drawings, and other related materials. And, shall be concluded with minutes and reports etc.
- 3.3.7 Partial Contract Document Preparation work in Design Development Phase: As may be necessitated by a conflict between the progress of Design Development work and the anticipated early start of some construction work, certain bid packages may be prepared and released for bid while full design is still in progress.
- 3.3.8 Responses to Review Comments: The CONSULTANT shall record review comments and prepare responses detailing how each issue raised is resolved, and submit the responses in advance of or with the submission of the subsequent deliverables.
- 3.3.9 Design Development Tasks Checklist and Completion Report: At the start of Design Development the CONSULTANT shall prepare and submit a list of the tasks to be performed. At the conclusion of the phase, the CONSULTANT shall prepare a report in a table format indicated the completion status of each task, and submit the list along with other deliverables of the phase.

### **3.4 Contract Documents Phase - Additional Service Scope Requirements**

- 3.4.5 Alternative Deliverables: If and when determined and notified by OWNER, the deliverables for this phase may be in electronic files.
- 3.4.6 Multiple Bid Packages and Additional CD Reviews: The project is anticipated to be executed with 2 or more

separate contracts possibly bid out at different times. The CONSULTANT shall prepare separate Bid Documents for all bid packages. And, as may be necessitated by a conflict between the progress of Design Development work and the anticipated early start of some construction work, certain bid packages may be prepared and release for bid without a fully developed design. OWNER may also require CD reviews in addition to the 80% review indicated previously.

- 3.4.7 Cooperating with the Construction Manager: Owner may retain a Construction Manager to assist in scoping multiple bid packages. The CONSULTANT shall cooperate with the Construction Manager in carrying out all Contract Document preparation services.
- 3.4.8 Progress Review Meeting: At the conclusion of 80% completion, conduct a minimum of seven (7) one (1) hour long physical meetings with OWNER. Such meetings shall be preceded by submissions of meeting agenda and required deliverables and related materials. And, shall be concluded with minutes and reports etc.
- 3.4.9 Responses to Review Comments: For each review listed above, the CONSULTANT shall record review comments and prepare responses detailing how each issue raised is resolved, and submit the responses in advance of or with the submission of the subsequent deliverables.
- 3.4.10 Contract Documents Phase Tasks Checklist and Completion Report: At the start of Contract Documents Phase, the CONSULTANT shall prepare and submit a list of the tasks to be performed. At the conclusion of the phase, the CONSULTANT shall prepare a report in a table format indicated the completion status of each task, and submit the list along with other deliverables of the phase.
- 3.4.11 Complete Design and Engineering Solutions: The completed design shall include all design and engineering solutions necessary for the Facility to be constructed without additional design or engineering services to be rendered by a third party or by OWNER. Except for premanufactured proprietary products or systems, no drawing or specification shall stipulate that additional engineering, determination of quantity of structural members of an assembly, sizing of assembly members, design of connections of an assembly to a member or assembly of a different design are required of the contractor. Where premanufactured proprietary products or systems are specified, industry standards stipulating acceptable performance parameters and physical characteristics, other than those stated by the manufacturer, shall be included in the specification.
- 3.4.12 Code Compliant Only Solutions: The Design shall contain only solutions and attributes meeting the minimum standards required by applicable building codes. Solution exceeding those minimum standards, if any, shall be clearly declared to the OWNER, along with cost and benefit analyses, and be approved by the OWNER, prior to adaptation of the high standards.

### **3.5 Bidding Phase**

- 3.5.5 Multiple Bid Packages: The project is anticipated to be executed with 2 or more separate contracts possibly bid out at different times. The CONSULTANT shall perform all tasks listed in 3.5.2 for all bid packages.
- 3.5.6 Cooperating with the Construction Manager: Owner may retain a Construction Manager to assist in administrating the bidding process, and in scoping multiple bid packages. The CONSULTANT shall cooperate with the Construction Manager in carrying out all bidding phase services.

### **3.6 Construction Phase - Additional Service Scope Requirements**

- 3.6.1 The number of CONSULTANT visits to site shall be one per week during the projected construction duration indicated in the RFP. Additional visits as may be requested by Owner shall be construed as additional services.
- 3.6.2 Construction Meetings and Review of Meeting Minutes: The CONSULTANT shall attend construction meetings, including pre-construction meeting, pre-installation meeting as may be required, and weekly or bi-weekly progress meeting as determined by Owner. Attendance of meetings may coincide with site visits stipulated in section 3.7.4. The CONSULTANT shall review meeting minutes prepared by the Contractor or the Construction Manager.

- 3.6.3** Cooperating with the Construction Manager: It is anticipated that a Construction Manager will be retained by Owner to lead construction execution. The CONSULTANT shall cooperate with the Construction Manager in carrying out all construction phase services.

---

**End of Appendix B – Scope of Required Service Additional Requirements**



150 75 0 150 Feet

MILWAUKEE COUNTY ZOO



MOOR 2

Phone, Electric, DATA  
STORM SEWER  
CITY WATER  
WELL WATER

GAS MAIN  
SANITARY SEWER

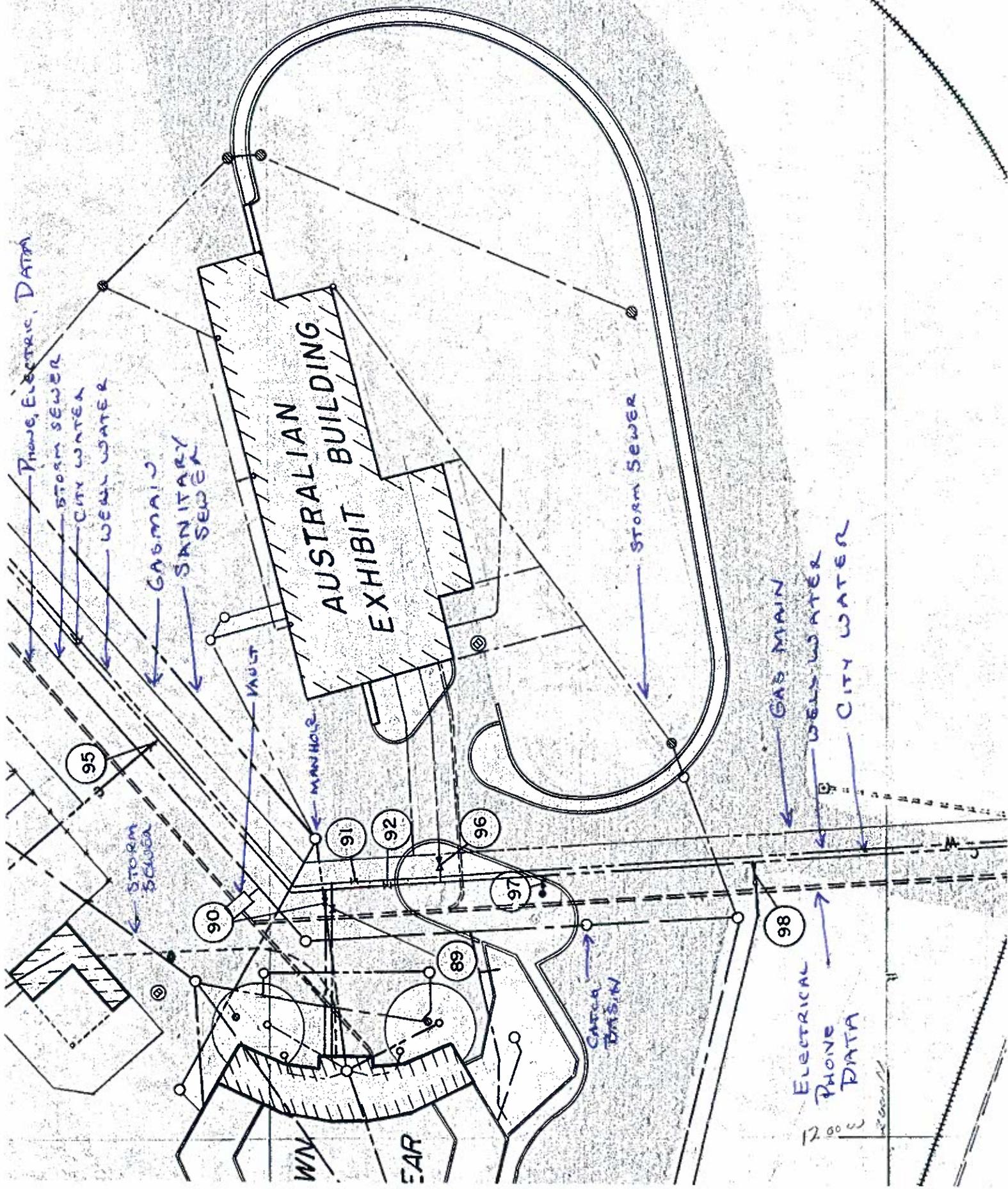
AUSTRALIAN  
BUILDING  
EXHIBIT

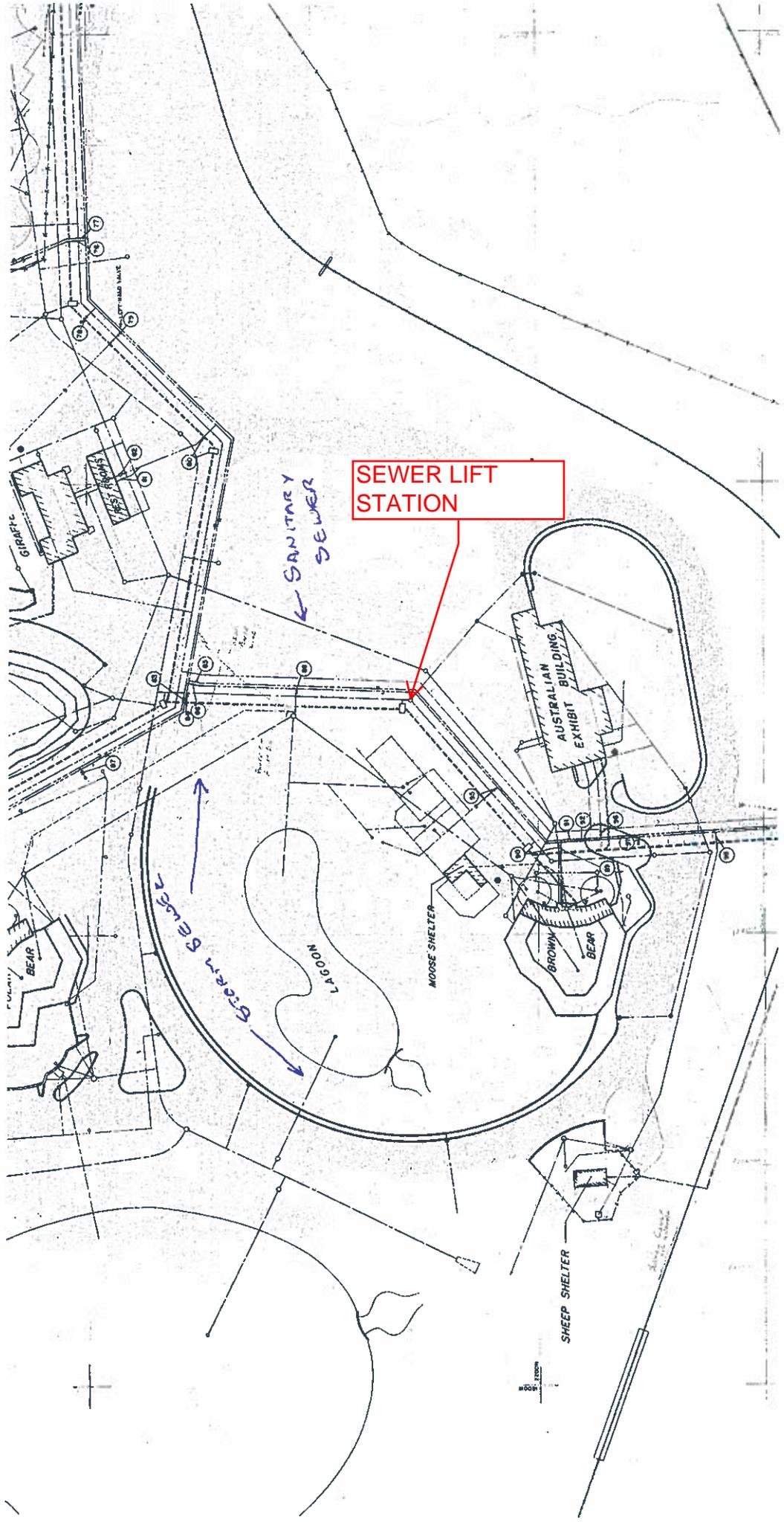
STORM SEWER

GAS MAIN  
WELL WATER  
CITY WATER

ELECTRICAL  
PHONE  
DATA

12.00





SEWER LIFT STATION

SANITARY SEWER

0 100 200

SHEEP SHELTER

MOOSE SHELTER

BROWN BEAR

BEAR

AUSTRALIAN BUILDING EXHIBIT

Green Bay

LAGOON

GIRAFFE

BEAR

0 100 200