



Milwaukee County

Request for Proposal (RFP) - Cover Letter Zoo – Humboldt Penguin Exhibit Enhancement Adventure Africa – Phase II – Rhino Exhibit

Milwaukee County Zoo is issuing two separate Request for Proposals (RFPs) for Architectural and Engineering (A&E) Services, one for the Humboldt Penguin Exhibit Enhancement Project (Penguin Project) and another, for the Adventure Africa – Phase III - Rhino Exhibit Project (Rhino Project).

The Penguin Project has been fully approved through construction. The intention is that once the A&E firm has been engaged, work is to be initiated immediately and continued through the completion of construction.

The Rhino Project has been fully approved through design. The intention is that once the A&E firm has been engaged, work is to be initiated immediately and continued through the completion of Schematic Design (SD). After SD, an initial estimate will be completed. This estimate will define the fundraising needs and required timing-needed to release the selected A&E firm to continue-with subsequent project phases.

The goal is to retain one A&E firm for both projects. Milwaukee County Zoo will reserve the right to engage a firm, and/or firms for each individual project. The attached Consultant Fee Proposal Form (*Attachment A.4.1*) will outline responders cost per phase for each project. Additionally, the responders should provide the discounted cost per phase for each project if both projects were to be awarded to a single firm (*Attachment A.4.2*).

The County will engage through an AIA Document B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition. The intention is to use the attached County B133-2019 modified contract. (*Attachment O*)

The County intends to retain a Construction Manager at Risk (CMaR) pursuant to the following agreement: AIA Document A133-2019, modified Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. The Architect shall assist the CMaR in the CMaR's development of recommendations and reports including project budget, cost estimating, schedule, constructability, fast-tracking, and possible cost reductions. Architect shall provide documentation to the CMaR at each project phase to assist with reports and recommendations. The intention is to use the attached County A133-2019 modified contract. (*Attachment N*)

An AIA A201-2017, modified General Conditions of the Contract for Construction will also be a contract document associated with the modified AIA B133-2019 and AIA A133-2019 contracts. The intention is to use the attached County AIA A201-2017 modified contract. (*Attachment M*)

The current project budget for the Penguin Project is \$3.5 Million. An appropriation of \$350,000.00 is budgeted for the design. The project has an estimated cost of \$2.75 Million for construction.

The current project budget for the Rhino Project is \$10,902,100.00. An appropriation of \$902,100.00 is budgeted to begin the design phase. This project has an estimated cost of \$10 Million for the construction.



Milwaukee County

September 2nd, 2022

Re: Request-For-Proposals (RFP)
Zoo – Humboldt Penguin Exhibit Enhancement

Milwaukee County Zoo
 10001 West Bluemound Road
 Milwaukee, Wisconsin 53226
 Project No. ZXXX-XXXXX

Proposal Due: October 14th, 2022, at 2:00 PM

The Milwaukee County Department of Administrative Services (DAS) and the Milwaukee County Zoo are requesting proposals for the planning and design of the Zoo's Humboldt Penguin Exhibit Enhancement. Proposals are for professional consulting services to provide full design and engineering services for the Zoo Humboldt Penguin Exhibit at the Milwaukee County Zoological Garden. Professional consulting services shall include documentation of existing conditions, programming, site planning, schematic design, design development, assisting the construction administrator with cost estimates, construction documents, bidding, and construction administration. 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 the indoor environment. The County will require that such strategies be explored in the design of this project.

The Milwaukee County Zoological Garden is located on 10001 West Bluemound Road: Milwaukee, Wisconsin 53226. The project site may be visited by first contacting:

Amos Morris – Director
 Milwaukee County Zoo
 10001 West Bluemound Road
 Milwaukee, Wisconsin 53226
 414-256-5401

1. BACKGROUND

Location:

The existing Penguin Exhibit at the Milwaukee County Zoological Gardens; 10001 West Bluemound Road; Milwaukee Wisconsin.

History:

The Humboldt Penguin Exhibit Project is a renovation and upgrade of the existing 1980's penguin habitat at the Zoo's main entrance, which currently houses a breeding colony of sixteen penguins. Milwaukee County Zoo is one of only 21 facilities in the United States and Canada to house the globally threatened Humboldt penguin species. The goal of the Humboldt Penguin Exhibit Project is to create an engaging, educational, and entertaining Zoo entrance experience that connects guests to nature and increases Zoo attendance and local tourism.

Ownership / Departmental Jurisdiction:

The land being developed, and future buildings are properties of the Milwaukee County Zoological Gardens, which is also the project Owner.

Adopted Budget item reference:

The project is fully funded through the State of Wisconsin Department of Administration in ARPA funds through the Tourism Capital Grant Program.

2. GENERAL PROJECT DESCRIPTION**Adopted Budget Narrative:**

An appropriation of \$350,000.00 is budgeted to begin the design phase of a Zoo Humboldt Penguin Exhibit. The project has a rough estimate cost of \$2.75 M for the construction of the exhibit and visitor amenities. Preliminary design and cost estimations were developed in the Zoo's master plan. Further refinements of cost estimates will be completed by a Construction Administrator at Risk (CMaR) during the design phase in 2023. The construction start is anticipated to commence in Fall of 2023.

3. SCOPE OF THE PROJECT

Renovations would include: an expanded public viewing area to increase guest engagement with the species; alignment of the exhibit with current exhibit design standards.

- Upgrades to the water filtration system, indoor holding, and nesting areas, enhancing the Zoo's ability to care for this colony
- The redesigned exhibit will provide the opportunity for a nose-to-nose animal interaction for visitors of all ages, creating meaningful connections between guests and the Zoo's penguins.
- Renovations would create operational efficiencies by incorporating
 - State-of-the-art filtration
 - Reducing water waste
 - Expanding holding facilities to be more accessible for staff.

Please See Attachment A.1 – Scope of the Project for details.

4. SINGLE SERVICE PROVIDER

The focus is on selecting a Primary Consultant who has the skills to assemble a consulting team that has the expertise to address the Scope of Work. The Primary Consultant must demonstrate the ability to lead the consulting team to meet all the Owner's requirements for all phases of work and each required discipline. Their leadership is crucial to facilitate, articulate and further the Primary Missions of the Zoo, established in the 2013 Master Plan.

The Professional Services Agreement will be awarded as a single service provider contract. Basic design services in general include existing condition documentation, study/programming, schematic design, design development, preparation of construction documents, bidding and construction administration per the standard terms and conditions of B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition. The project will be jointly administered by Milwaukee County DAS-AE and the Milwaukee County Zoological Gardens.

6. BASIC DESIGN SERVICES**GENERAL REQUIREMENTS:**

- Design and Engineering: The scope of consulting services consists of all activities required to fully design and engineer the Zoo Humboldt Penguin Exhibit facilities as described in detail in *Attachment A.1 – Scope of the Project*.

COMPONENTS OF DESIGN and ENGINEERING:

Design and engineering services shall be two-fold with Basic Design Services comprising the conceptual / preliminary design of the project and with design development / contract documents / construction administration being requested as Basic Services. These components are described in detail in *Attachment A.2 – Required Basic Design Services* and summarized as follows:

- **Basic Services – PART 1:**
This includes the following phases of design work:
 - 1a. Documentation of Existing Conditions.
 - 1b. Study and Programming Phase.
 - 1c. Schematic Design Phase.
 As well as Section 2.2 of B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

- **Basic Services – PART 2:**
This includes the following phases of both design and engineering:
 - 2a. Design Development.
 - 2b. Contract Documents.
 As well as Section 3.4 and 3.5 of B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

- **Basic Services – PART 3:**
This includes the following phases of both design and engineering:
 - 3a. Bidding
 - 3b. Construction administration
 As well as Section 3.6 of B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition.

SUSTAINABILITY CONSIDERATION in DESIGN

Sustainability objectives are stated in *Attachment A.1 – Scope of the Project*.

COST CONTROLS

See B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition on cost controls through the design process.

MEETINGS and PRESENTATION REQUIREMENTS

Design meetings as well as presentation requirements are described in *Attachment A.2 – Required Basic Design Services*.

CONSTRUCTION MANAGER AT RISK COOPERATION

The County intends to retain a Construction Manager at Risk (CMaR) pursuant to the following agreement: AIA Document A133-2019, modified Standard Form of Agreement Between Owner and Construction Manager as Constructor where the basis of payment is the Cost of the Work Plus a Fee with a Guaranteed Maximum Price. The Architect shall assist the CMaR in the CMaR's development of recommendations and reports including project budget, cost estimating, schedule, constructability, fast-tracking, and possible cost reductions. Architect shall provide documentation to the CMaR at each project phase to assist with reports and recommendations.

7. **QUALITY CONTROL**

- 1). The Milwaukee County Department of Administrative Services is required by County policy to monitor and track quality control of design and construction projects.

- 2). Milwaukee County AE&ES Section can also provide copies of the original building construction floor plans and elevations, upon request. Note, these construction documents are not "As-Built" drawings and should not be assumed as. See *Attachment A.2 – Required Basic Design Services; PART 1, Section 1 a – Documentation of Existing Conditions*.

- 3). Submit a "Quality Control Plan", indicating the names of the individuals who will be completing the quality control reviews at the Construction Document Phase. Quality control is to be performed by individuals not assigned to the project on an ongoing basis and is done prior to the Bidding Phase.

8. RELATED WORK by others shall include:

- 1). Milwaukee County will provide regulated material removal if encountered on the project site.
- 2). The Primary Consultant shall recommend to the Owner the obtaining of any additional special investigations, surveys, tests, analysis, and reports beyond the scope of B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition, if necessary, to complete the project scope.
- 3). Milwaukee County AE&ES will prepare the "front end" contract documents of the project manual. Technical sections pertaining to the Zoo Humboldt Penguin Exhibit are to be prepared by the Primary Consultant. Milwaukee County AE&ES will post the construction documents for electronic bidding and will prepare the advertisement for bids.
- 4). Site survey:
Milwaukee County (Owner) will contract with a third party to conduct a required site survey.
- 5). Site Utilities:
Milwaukee County (Owner) will furnish available information on existing site utilities and additional information and data as needed.
- 6). Soil Investigation:
Milwaukee County (Owner) will contract a third party to conduct subsurface soil investigation as needed.
- 7). Environmental Investigation:
Milwaukee County will contract a third party to conduct an environmental investigation pertaining to environmental contamination at the site as needed.
- 8). Construction Manager at Risk:
It is anticipated that Milwaukee County (Owner) will contract a third party to provide construction management services.

9. TENTATIVE DESIGN SCHEDULE

Issue A&E RFP	09.02.2022
Pre-Bid Meeting at Milwaukee County Zoo; Peck Visitor Center	09.16.2022
Question and Answer Period	09.12.2022-09.23.2022
Addendums Issued	10.07.2022
Proposals Due	10.14.2022
Formal Interviews	11.07.2022-11.11.2022
Notify Selected Consultant	11.15.2022
Issue CMaR RFP	October 2022
CMaR Contract Executed	January 2023
Schematic Design (SD) Package Due	April 2023
Projected Start of Penguin Project Construction	Fall 2023
Projected Penguin Project Construction Completion	Summer 2024

10. PROPOSAL CONTENT

The Proposal shall conform to Milwaukee County's Proposal Preparation, Submission and Evaluation Guidelines *Attachment B – Design Proposal*). The proposal shall include the Consultant Fee Proposal Form (*Attachment A.4 – Consultant Fee Proposal Form*) and the following information:

- Cover** - Shall include the project number, project name, project location, Primary Consultant's name, address, telephone number, FAX number, e-mail address, and proposal date.
- Table of Contents:** - Include an identification of the material by section and page number.
- Cover Letter:** - Include the name and description of the Primary Consultant's team submitting the proposal briefly stating the proposer's understanding of the service to be provided. Proposers shall acknowledge the receipt of any amendments to the Request for Proposal (RFP).
- Organization Description** - Include a brief description of the organization submitting the proposal. Include the name, legal status (corporation, partnership, etc.), professional registration / certification, major type of activity or areas of consulting. The organization must be licensed to operate in the State of Wisconsin. Include a copy of current license, certification, or registration.
- Organization's Experience** - Include a list of animal exhibit projects that the organization has participated on in the past ten (10) years. The Primary Consultant and/or consulting team shall illustrate / demonstrate their experience in designing enclosures understanding the penguin's habitat. The design of the exhibit must reflect and understanding of their behavior and social organization. Key to the renovation is understanding the current Milwaukee County Zoo Penguin program and what is needed for the future of the program. Experience of the consultant shall emphasize their understanding of current AZA animal care standards. Attach a separate sheet for each project, up to five (5) maximum, giving a brief description of each project and organizational participation. Each of the 5 "example" projects shall include specific project reference and their contact information.
- Team and Staff Experience** - 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 oversee this project. Provide a resume for everyone involved in this project, and include their name, title and/or duties for the project, professional registration, and relevant certifications.

Alternate Principal-in-Charge

- Include the name of an alternate Principal-in-Charge in the event that the originally declared Principal-in-Charge is not able to fulfill their duties. Milwaukee County DAS-FM also reserves the option to select an Alternate Principal-in-Charge.

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 service they would provide. Also state their experience in the field.

TBE Participation

- Community Business Development Partners (CBDP) is responsible for monitoring and enforcing Milwaukee County's Targeted Business Enterprise (TBE) Program for inclusion of small business. Targeted firms include DBE firms certified by the Unified Certification Program under Federal regulations and WBE and MBE certifications from the State of Wisconsin DOA.

Targeted Business Enterprise (TBE) participation goal for this RFP is **8%**. To be considered, you must submit signed *Commitment to Contract with TBE* (TBE-14) forms, one for each of the TBE firms included to meet participation. TBE-14 form(s) must identify (1) the TBE firm by name and address, (2) the scope of service(s) to be provided, (3) the dollar amount and (4) the percentage. The form is first completed and signed by the Prime, then forwarded to the TBE subconsultant for signature in the affirmation section. Signatures must occur in the proper date order sequence, or the form may be considered non-responsive. CBDP is entitled to reject your Proposal for improperly completed forms.

CBDP may be contacted at 414-278-4851 or cbdpcompliance@milwaukeecountywi.gov for assistance in identifying TBE firms and understanding the County's TBE Program.

The official UCP directory of eligible DBE firms can be accessed through the following link:

<http://wisconsin.gov/Pages/doing-bus/civil-rights/dbe/certified-firms.aspx>

The official directory of eligible MBE and WBE firms may be found at the following link:

<https://wisdp.wi.gov/Search.aspx>

Adherence with prompt payment requirements is monitored through information entered into the Diversity Management and Compliance System, utilizing B2GNow software. Prime consultants are required to report payments received from the County and amounts paid to subconsultants. Subs will receive an automated email requesting them to confirm the amounts and whether the terms of the prompt payment policy were complied with. There is no cost to the Prime or any subconsultant, the only requirement is to become a registered user and complete the one-hour webinar training. The County will enter the Prime's contract, and the Prime will enter all subconsultants, including both TBE and non-TBE firms.

The Targeted Business Enterprise (TBE) Utilization Specifications and forms to be used are included in the RFP (*Attachment D*).

- Project Approach** - Provide a description of the approach your Team proposes to use for this project. Include architectural and engineering problems you anticipate in this project and how you propose to overcome them. Discuss how you plan to staff the project to efficiently complete the work effort.
- Constant Effort** - Include a spreadsheet listing the hourly rates and hours to be spent on each required task to be complete as described in this Request for Proposal.
- Design Schedule** - Provide a bar chart form schedule indicating a sequenced timetable, with relationship of task, which are necessary to complete the project, based on the tentative timetable provided in this RFP. Include a statement indicating that the proposed project schedule can be met. Submit an alternate schedule if the proposed timetable cannot be meet.
- Fee Proposal** - The fee for this project shall be clearly stated as a lump sum fee, for basic design services as detailed in this document. Reimbursable expenses shall be per guidelines of the B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition for Professional Services. Defined as over and above compensation for basic services, they are unique and non-recurring.

11. PROPOSAL EVALUATION

See Attachment Four for the Milwaukee County Proposal Preparation, Submission and Evaluation Guidelines for the evaluation criteria. Proposers must recognize that this is not a bid procedure, and a Professional Services Agreement will not be awarded solely based on 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.

12. GENERAL REQUIREMENTS

1. Any Contractor affiliated (contractual agreement) with the Primary Consultant who is awarded a consultant agreement for professional services for the project shall be prohibited from submitting bids in the construction bidding process. Also prohibited from providing service work on the project to the contractor or construction administrator or any of their sub-contractors.
2. The successful 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 to 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 is the only official method through which interpretation, clarification, or additional information will be given.
5. Proposals must respond to each listed in the Proposal Content, in order, as presented and in the form or format as requested. Each response must be identified by heading and must respond entirely too each segment without reference to any other part of the proposal.
6. The proposal must be submitted in a single bound 8-1/2" x 11" document.
7. All cost for preparing a proposal, attending the pre-proposal meeting, attending a selection interview if required, or supplying additional information requested by Milwaukee County, are the sole responsibility of the submitting party. Material submitted will not be returned.

8. With the signing and submission of a proposal, the submitting Consultant certifies that the standard terms and conditions of the B133-2019, modified Standard Form of Agreement Between Owner and Architect, Construction Manager as Constructor Edition (which 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.

PROPOSAL SUBMISSION REQUIREMENTS

1. Submit five (5) copies of the Proposal in a single envelope, also please submit an electronic copy of the proposal in a PDF format. Envelope must be identified with the submission date, RFP title, project number, and name and address of the submitting party. Envelopes that are not properly identified or received after the time and date listed will be rejected.
2. Pre-Proposal Meeting shall be at 12:00 PM Friday; September 16, 2022:

Milwaukee County Zoo
10001 West Bluemound Road
Location: Peck Visitor Center, from there we will proceed to the current exhibits.

3. Please submit (5) copies and thumb drive of the Proposal no later than 2:00 PM on Friday; October 14th, 2022, to:

Amos Morris – Milwaukee County Zoo Director
10001 West Bluemound Road
Milwaukee, Wisconsin 53226
Amos.Morris@milwaukeecountywi.gov

4. Any questions regarding this RFP should be address to William Banach in a written format by email at least (7) prior to the proposal due date to the address below:

William Banach – Milwaukee County Principal Architect
633 West Wisconsin Avenue
Suite 1002
Milwaukee, Wisconsin 53203
William.Banach@milwaukeecountywi.gov

Sincerely,

Stuart Carron
Director, Facilities Management Division
Dept of Administrative Services

Cc:	Amos Morris	Amos.Morris@milwaukeecountywi.gov	Zoo
	Alex Waier	Alexander.Waier@milwaukeecountywi.gov	Zoo
	William Banach	William.Banach@milwaukeecountywi.gov	FMD
	John Teppler	jtepler@concord-cc.com	The Concord Group

Attachment A:	RFP Attachments
Attachment A.1:	Scope of the Project
Attachment A.2:	Required Basic Design Services
Attachment A.3:	Penguin Exhibit Charter
Attachment A.4.1:	Consultant Fee Proposal Form – <i>Penguin</i>
Attachment A.4.2:	Consultant Fee Proposal Form – <i>Discounted Penguin Cost if Also Awarded Rhino Project</i>
Attachment B:	Proposal Preparation Submission and Evaluation Guidelines
Attachment C:	COI - (<i>Vendor to provide based on B133 Requirements during contract negotiation</i>)
Attachment D:	Targeted Business Enterprise (TBE) Requirements
Attachment E:	Manpower, Direct Salary Rate and Overhead & Profit Factor Schedule
Attachment F:	Guidelines for Reimbursable Expenses
Attachment G:	Required Invoice Format
Attachment H:	NOT USED
Attachment I:	Record Documents
Attachment J:	Subconsultant Listing
Attachment K:	Subconsultant Compliance Certification
Attachment L:	Consultant Agreement Closeout Checklist
Attachment M:	Modified A201
Attachment N:	Modified A133
Attachment O:	Modified B133