



**DANE COUNTY DEPT. OF  
PUBLIC WORKS, HIGHWAY &  
TRANSPORTATION**

1919 Alliant Energy Center Way  
Madison, Wisconsin 53713  
Office: 608/266-4018 ♦ Fax: 608/267-1533  
Public Works Engineering Division

# ADDENDUM

MARCH 22, 2021

## ATTENTION ALL REQUEST FOR PROPOSAL (RFP) HOLDERS

### RFP NO. 321002 - ADDENDUM NO. 1

### HEART OF THE ZOO IMPROVEMENTS

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**PROPOSALS DUE:** TUESDAY, APRIL 6, 2021, 2:00 PM. DUE DATE AND TIME ARE NOT CHANGED BY THIS ADDENDUM.

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This Addendum is issued to modify, explain or clarify the original Request for Proposal (RFP) and is hereby made a part of the RFP. Please attach this Addendum to the RFP.

#### PLEASE MAKE THE FOLLOWING CHANGES:

**1. REPLACE: Section 00 24 16 - Scopes of Proposals (Addendum No. 1)**

Revisions have been made to the Section to include items from the list below and additional changes.

#### **PLEASE NOTE THE FOLLOWING CONSULTANT SUBMITTED QUESTIONS:**

- Q1:** There was a mention of some smaller exhibits for other African Species near the outdoor Giraffe viewing. Can we get more information, how many should we assume? Would they have their own holding facilities, or be integrated into the barn structures?
- A1:** HVZ staff is envisioning 2-3 smaller animal exhibits nestled amongst the pathway for the savannah viewing areas. The ability to have these exhibits interconnect with each other and/or the larger savannah would be great but not necessarily required. Winter holding facilities for at least SOME of these species should be included in main barn areas. Some species of interest include meerkats, red river hogs, warthogs, tortoises, hornbills, bushbaby, cranes.
- Q2:** Geotechnical services are not specifically mentioned, they are referenced as a reimbursable cost in the sample agreement. Will the selected firm solicit for geotechnical work after the award?
- A2:** Yes the Geotechnical Services will be solicited by the selected design firm for the Heart of the Zoo project. The cost will be reimbursed by the COUNTY.
- Q3:** Can you provide links to Dane County green building design policies.
- A3:** Attached are links to the Dane County Sustainability Plan and the Dane County Climate Action Plan: The Dane County Sustainability Plan: <https://board.countyofdane.com/documents/pdf/reports/final-dane-county-sustainable-operations-plan-jan2016.pdf>, and the Dane County Climate Action Plan: <https://daneclimateaction.org/climate-action-plan>.
- Q4:** Will you share the names of the archeological consultants that have been used in the past
- A4:** Archeological consultant to be hired and reimbursed by the COUNTY to provide a report.

**Q5:** Please confirm if the design development of the African Savanna does or does not include the African Penguin Exhibit.

**A5:** At the Pre-Proposal Meeting it was mentioned that the African Penguin Exhibit may only be located and sized; however it has been determined by the COUNTY that the African Penguin Exhibit will remain as the original RFP has stated to be included in Schematic Design and also included in the Design Development for the African Savanna Phase.

**Q6:** Please confirm that “A/E is responsible for any needed site survey necessary for the development of the design for all three phases”, and that the lump sum fixed fee for that should be included in the proposal.

**A6:** Yes.

**Q7:** Please confirm the intent of “Facility & Exhibit Enclosures Security Systems”. Is this referring to steel animal containment (commonly known in the zoo world as ‘cagework’)?

**A7:** Steel animal containment.

**Q8:** Please confirm if the design team is responsible for the design of: “Telecom, Audio Visual systems and surveillance hardware”. Many times the design of these is by a vendor under a separate contract with the owner, often who is already providing these services elsewhere on the campus. Please confirm if the design for these systems is to be by owner or design team.

**A8:** Selected firm will be expected to propose locations for camera surveillance; but a separate vendor hired by the County will handle the Audio-Visual system installation. Location and specification of the phone lines and data lines shall be included in the design services by the selected firm.

**Q9:** Please confirm if the % fee for “all additional design services beyond the African Savanna Design Development” includes the following standard services: Construction Documents, Bidding/Procurement, Construction Administration, Commissioning (coordination with Cx Agent hired by the COUNTY beginning at the start of the Construction Document Phase), and Construction Closeout- all as further described in the PSA.

**A9:** Yes % fee for all County authorized additional design services beyond for the DD Phase for the African Savanna and also % fee for all County authorized additional design services beyond the Schematic Design Phase for Big Cat Complex Phase and Front Entrance Phase.

If any additional information about this Addendum is needed, please contact Eric Urtes, AIA at 608/266-4798, [urtes.eric@countyofdane.com](mailto:urtes.eric@countyofdane.com).

Sincerely,

*Eric Urtes, AIA*

Dane County Public Works Project Manager

Attachment:

**Section 00 24 16 - Scopes of Proposals (Addendum No. 1)**

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▪ SECTION 00 24 16

SCOPES OF PROPOSALS

**1. GENERAL INFORMATION**

- A. Dane County is inviting proposals for professional architectural and engineering (A/E) design services for the Heart of the Zoo Improvements (including providing a Site Survey of the areas associated with the design of all three phases).
- B. The Henry Vilas Zoo is a 28 acre public zoo in Madison, Wisconsin. The Zoo is one of the few Association of Zoos and Aquariums (AZA) accredited institutions that charges no admission or parking fees for the adjacent City of Madison parking lot. The zoo receives over 700,000 guests annually and has a diverse animal collection of over 600 specimens which currently includes polar and grizzly bear, seal, orangutan, white-handed gibbon, Bactrian camel, tiger, alligator, anaconda, flamingo, penguin, poison arrow and tree frogs.
- C. The Henry Vilas Zoo is operated by Dane County, Wisconsin. The Zoo is looking to develop the Schematic Design documents (and Design Development documents for the African Savanna Phase) and an overall phasing strategy for the “Heart of the Zoo” capital campaign. This will consist of Phase 1: giraffe/rhino areas and exhibits. Phase 2 for the big cat complex and Phase 3 for the front entrance/education complex where visitor services and the education department will reside.
- D. The Zoo is also looking for scope and timetable of each separate phase and to determine if there should be a certain order in the overall project approach on the site to best maintain public visitation/experience. A construction access/work plan and a plan addressing public circulation around the construction work during each phase shall be established during the early stages of design services.
- E. Additionally, the Zoo is looking to replace its outdated African Penguin exhibit and this design work will be incorporated (included in the lump sum fixed fee) for the Schematic Design and Design Development for the African Savanna Phase under this Agreement. The location of the African Penguin exhibit (either included in the main enclosure areas or placed nearby as a separate independent exhibit) shall be determined during the Schematic Design.
- F. *Expanded Description of Program Elements Being Considered by Zoo Staff for Each Phase:*
- **African Savanna Phase** (refer to the attached draft concept drawing of the African Savanna Phase at the back of the RFP, which includes many of the following elements listed by the Henry Vilas Zoo staff) : Potential to have one large savanna area with the ability to be split into two separate spaces. There will be a separate rhino yard. The savanna yard and indoor barn space should be able to accommodate potential breeding of giraffe’s as well as some smaller species such as zebra, ostrich and/or gazelle. The rhino yard and indoor space need to be large enough for a minimum of two animals. Provide indoor giraffe viewing through all seasons where guests will be able to view giraffe at both elevated and ground levels. Smaller exhibits featuring other African species such as Meerkats, Tortoises, and Red River Hogs, etc. are to be intermixed in the public space for outdoor giraffe viewing. Both the savanna yard and rhino yard need to be designed so as to allow warm weather species to inhabit the space in the summer-time and cold-weather species to be able to inhabit them during the winter season. The existing near-by Red Barn yards could function to hold Bactrian Camels in the summer-time, but connect to the savanna in the winter-time. The Red Barn goat yard and green space will accommodate Asian wild horse in the summer-time and connect with the rhino yard in

the winter-time. Barn space can be created to store hay while maintaining a service lane for delivery vehicles. In the savanna there can be a pavilion that can be rented for events and/or programs. There will be opportunity using the ADA-accessible elevated level to feed the giraffes both indoors and outdoors as is done successfully at several other zoos in the AZA system. The barns should be versatile enough to accommodate modern husbandry and medical needs. Associated with the African Savanna Phase will be the relocation of the African Penguins from their outmoded existing location. A new penguin exhibit will need indoor and outdoor areas featuring both above and underwater viewing. The exhibit will need to be able to have several breeding set-ups along with a place for meet & greets. An efficient LSS design will be required to ensure water clarity and to maintain the health of the penguins.

- **Big Cat Complex Phase** (refer to the Henry Vilas Zoo map at the back of the RFP for proposed location and potential configuration of the indoor lion yard and the indoor cat exhibits to be developed in the Schematic Design Phase): Indoor exhibit spaces are to be created for a small pride of lions (pair and resulting offspring) that allow the public to view the animals. Holding areas need to allow for flexibility of holding area layout, accommodating up to four big cats. The building complex will also have exhibit and holding space for a small to medium cat species, a zookeeper kitchen/work area, and an outdoor exhibit for small to medium cat species. The currently existing big cat yards would be able to access this new building. Dedicated training walls for big cats should be integrated into the existing cat yard spaces, adjacent to the new building complex. The indoor space needs to be designed to be versatile enough to hold events or programs. Creative shifting tunnels can be designed into the complex to use space over the visitor pathway to give visitors the unique experience of viewing the big cats move above them.
  
- **Front Entrance Phase** (refer to the Henry Vilas Zoo map and the Front Entry sketch at the back of the RFP for potential location of the Front Entrance/Visitor Center-Gift Shop/Education Center/Operations & Administration Offices): The Zoo's main entrance from the north parking lot will need to be an inviting space that will also be able to take guest counts, have public restrooms, gift shop, concessions, guest services and Education Center. Safety will be important in the design of entrance and exits. Ideally, a second floor will be incorporated to be used for Education, Operations and Administrative Offices. A major component of the entrance will be the Education Center with a large multi-functional space for groups that has partitioning able to split the space for smaller classroom areas. Design for animal holding (education) is a necessary component of these areas. Outside space for the 'education animals' and programming will need to be included. State-of-the-art technology (cameras, smart boards, etc.) will need to be incorporated in the design specifications and locations identified. The site design will need to allow deliveries and program drop off. Where possible parking spots will need to be supplied for Zoo staff. Guest services and gift shop will need to be versatile to maximize efficiency. Public restrooms will be necessary at this location but kept to a minimum as other restroom facilities are available on-site. Two or three small versatile exhibits could be added around this space to seasonally exhibit education animals or small animals. A multi-level Red Panda outdoor exhibit, able to house four pandas (two adults and resulting offspring) will need to be viewable to guests from ground level as well as an elevated staircase integrated into the treetop area integrated into the treetop play area (with ADA-Accessibility provided). An air-conditioned holding area and indoor exhibit for Red Pandas would have a built-in next box video monitoring equipment as well as a zookeeper area kitchen space.

## 2. SCOPE OF WORK

- A. Project deliverables and specific tasks for Schematic Design Phase (for all three phases), Design Development Phase (for African Savanna Phase only), Construction Documents Phase, Bidding Phase, Construction Phase and Commissioning Phase (beginning at the Construction Documents Phase to work with an independent Commissioning Agent hired by the COUNTY) are detailed in the *Professional Services Agreement*.
- B. I – Schematic Design Phase
1. Design services (which shall include recommendations for staging of future construction) shall be organized into three overall project phases. Programming shall be developed with the Henry Vilas Zoo staff and other County-designated personnel (aka. Heart Team) to determine placement on the site of the phases, animal species to be included in each phase, necessary rooms/spaces, utility/IT needs, enclosure requirements, public circulation/viewing needs, and any associated elements (such as viewing platforms, etc) to provide the public with a positive educational experience. A Programming spreadsheet indicating program specifics and sizes shall be created for all three project phases and an Opinion of Probable Cost spreadsheet shall also be maintained for each phase that reflects the design drawings: The three project phases are:
    - a. African Savanna Exhibit (Giraffe, Rhino, Camels, Zebra, Prezewalski’s Horse, African Penguins, and other species are being considered for inclusion)
    - b. Big Cat Exhibit (Tigers, Lions, Other Feline Species are being considered).
    - c. Front Entrance Area (Education Areas, outdoor amphitheater, gift shop, restrooms, workshop/teaching lab, visitor welcome area and other similar areas).
  1. Adhere to Dane County Green Building Policy and Advanced Buildings design & construction techniques, including use of recycled and sustainably harvested building materials, such as the guidelines issued by the World Association of Zoos and Aquariums (WAZA) for selection of certified forest products & other similar product guidelines available from the American Institute of Architects. Review Green Design strategies throughout the process for inclusion at every step (such as photovoltaic solar systems, LED/natural lighting, high-efficiency mechanical + plumbing systems, rooftop water harvesting/conservation, software automated mechanical control systems that allow remote monitoring, green roof/patio adjacent to classroom spaces, and other similar ideas).
  2. Schematic Design shall also include recommendations for content of interpretive elements to highlight each species on exhibit and wildlife conservation efforts related to them and their natural habitat. The A/E shall assist in suggesting size, type, electrical/data needs and locations of interpretive displays/signage.
  3. The exhibit must be built according to the standards, guidelines, and code requirements of the USDA, USFWS (U.S. Fish and Wildlife Service, AZA (Association of Zoos and Aquariums), State of Wisconsin, Dane County Sustainability Plan/Dane County Climate Action Plan and the City of Madison. Review of the City of Madison Vilas Park Masterplan, currently under development, will be required to assess any impact on the adjacent grounds of the zoo. Additionally, green design principles should be employed with the aim of achieving a net zero carbon emissions facility taking into account potential regulatory or performance factors. Dane County’s 100% renewable electricity status which is on schedule to be achieved by 2023 needs to be recognized as a critical design driver. A net zero energy or net zero energy ready design is preferred but not

required. The Henry Vilas Zoo is a significant public-facing example of County operations and, as such, the County intends it will continue to lead by example, especially via the Heart of the Zoo project.

4. Dane County staff will review, provide input & make modifications throughout the design process. Determinations of significant changes and all meeting minutes will need to be documented in writing and distributed by the A/E.
5. Part of the schematic planning shall include an implementation listing of environmental considerations (use of recycled materials, energy use reduction strategies, etc.) being incorporated in the recommendations for the buildings and enclosures/grounds specific to each phase: African Savanna Phase, Big Cat Complex Phase, and Front Entrance Phase. The listing shall provide an outline of opportunities for the zoo to encourage public education of 'green principles' incorporated in the construction.
6. Develop & refine Opinions of Probable Cost (OPC) for all of the proposed Phases during Schematic Design (and refined again during additional Design Development for the African Savanna). During programming for each phase provide cost information to assist with design decisions to be made by Zoo Staff.
7. Each Schematic Design phase will have a minimum of 15 meetings (most can be virtual with at least requiring 3 on-site visits by the A/E). The Design Development phase (if authorized to proceed by the COUNTY) will require a minimum of 15 meetings (again most being virtual with at least 3 on-site visits by the A/E). The A/E is responsible for taking minutes and distributing them to the Heart Team with an updated schedule during both the Schematic Design and Design Development.

#### C. II – Design Development Phase

1. Once authorized by the COUNTY proceed into design development for only the African Savanna Phase of the project. Proceed only through the end of the Schematic Design phase for both the Big Cat Exhibit and Front Entrance phases of the project.
2. Design development should include energy modeling that delineates estimated Energy Use Intensity (EUI) and the status of net zero carbon emissions.

#### D. III – Construction Documents Phase, Bidding Phase, Construction Phase (Construction Administration); and Commissioning Phase (beginning at the Construction Documents Phase to work with an independent Commissioning Agent hired by the COUNTY) and proceeding beyond Schematic Design for Big Cat Complex Phase and Front Entrance Phase and beyond Design Development for the African Savanna Phase will require COUNTY authorization and design services fees will be based on the percentage of construction provided in this proposal. Any further design services shall have an Agreement Amendment.

- E. In-person meetings shall be limited & shall follow current *Public Health - Madison & Dane County* procedures & recommendations (see [publichealthmdc.com/documents/office\\_space\\_checklist.pdf](http://publichealthmdc.com/documents/office_space_checklist.pdf) and [publichealthmdc.com/coronavirus/forward-dane/current-order](http://publichealthmdc.com/coronavirus/forward-dane/current-order)). Whenever possible, meetings shall be held via teleconference or videoconference, to be hosted by the consultant. Dane County reserves right to mandate safe physical distancing & use of face masks by all personnel while inside any County facility or on any County grounds.

### 3. PROPOSAL CONTENT

- G. Interested consultants are requested to submit the following information in their proposal, in eight (8) clearly distinct sections or divisions:
1. Proposal Form, Fair Labor Practices Certification and Proposer's cover letter.
  2. Description of firm's qualifications, experience, organization and resources. This description must pay specific attention to the planning and design of zoos and animal exhibit spaces. Description must include:
    - a. Experience with, or involvement in developing associated professional design standards, regulations, codes, (including familiarity with AZA Standards). etc.;
    - b. Related new construction experience;
    - c. Resumes describing the professional affiliations, educational and work experiences for each of the key staff (including subcontractors) that would be assigned to this Work; these key staff shall retain project involvement and oversight throughout the course of the Work.
    - d. List other consultants who may participate in the project as a team member and their area of expertise. Provide the above information for each firm or individual.
  3. Listing of at least three zoo construction projects/exhibits completed that are similar to the one being proposed. Listing shall include for each project:
    - a. Brief description of the project including services provided (e.g., structural design, civil engineering design, architectural design, MEP engineering, etc.);
    - b. Detail the proposing company's role(s) in the project;
    - c. Project references (name of the organization, contact person or responsible official, address, telephone, e-mail address);
    - d. Start and end dates of services; and
    - e. Specific details of originally proposed project budget and time of completion and final (actual) project budget and time of completion.
  4. Description of planning and design techniques to be used in approaching the Work. Close attention will be paid to the A/E firm's knowledge and understanding of the needs of the animals being considered for inclusion in the exhibit areas and overall experience with design for the needs of zookeepers, maintenance staff, and the public visitors.
  5. Indicate individual staff experience with similar projects, availability, and resume. Provide a tentative timetable (in the form of a Gantt chart) for the project development, design and construction phases, using a theoretical start date. Include listing of other consultants who will participate in this Work and their area of expertise.
  6. Details of experience with green building design/site strategies associated with the green principals listed earlier in the Scope of Services. Provide any relevant experience designing net zero or net zero ready facilities, especially any zoo related experience
  7. Fee for services stated a single lump-sum fixed fee for all Schematic Design services (for all three phases: African Savanna Phase, Big Cat Complex, and Front Entrance Phase). Also separately for Design Development for the African Savanna Phase stated as a single lump-sum fixed fee. In addition provide a percentage number of Construction Cost for that will used to establish the A/E fees for further design services (outlined in the Professional Services Agreement under Article 4) if authorized by the COUNTY. Any design services beyond those provided in the work associated in the lump sum fixed fees listed above will require an Agreement Amendment with Dane County.
  8. State clearly any limitations you wish to include in *Professional Services Agreement* and advise of any conditions that you may have.

#### 4. EVALUATION CRITERIA

A. Proposing consultants will be evaluated on this criteria:

Project Personnel	15%
Strength / Capabilities	15%
Interview / Q & A	15%
Relative Experience	30%
Approach to Project/Work Plan	15%
Pricing / Cost Proposal	<u>10%</u>
Total	100%

#### 5. PRICING

- A. Additional details about project phases, pricing & payments are detailed in the *Professional Services Agreement*.
- B. Fee for services stated as single lump-sum fixed fee for Schematic Design for all three phases together and a single lump sum fixed fee for the Design Development for the African Savanna Phase shall be submitted in the Proposals.
- C. In addition provide a percentage number for all additional design service beyond the African Savanna Phase Design Development (and all additional design service beyond the Big Cat Complex Schematic Design and the Front Entrance Schematic Design) as described above in Proposal Content and Article 4 of the Professional Services Agreement. The COUNTY may determine to proceed to further design phases and if so would issue an Agreement Amendment for the design services incorporating a lump sum fixed fee based on the percentage listed in this proposal submission.

#### 6. PRE-PROPOSAL MEETING (VIRTUAL)

A pre-proposal virtual meeting (to include a short drone-view site tour) was held on March 11, 2021 at 10:00 a.m. Central Standard Time using the following link:

Meeting ID: 826 6504 6029

Join Zoom Meeting:

<https://us02web.zoom.us/j/82865046029>

Join by Skype for Business

<https://us02web.zoom.us/skype/82865046029>

Proposing companies were strongly encouraged to attend this pre-proposal meeting with Henry Vilas Zoo staff, however attendance was optional.

#### 7. OWNER'S RESPONSIBILITY

- A. Dane County will provide all available building and site drawings and specifications to selected A/E firm. These drawings and specifications may not be complete or in an as-built condition.. A/E firm will need to confirm accuracy of drawings and specifications. Dane County will provide any necessary hazardous material protection, testing or abatement.

#### 8. TIMETABLE

- A. Listed below are specific and estimated dates and times of events related to this RFP. The events with specific dates must be completed as indicated unless otherwise changed by Dane County. In the event that Dane County finds it necessary to change any of the specific dates

and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

<u>DATE</u>	<u>EVENT</u>
March 2, 2021	RFP issued (Posted March 4, 2021)
March 11, 2021, 10 a.m.	Virtual Pre-Proposal Meeting
March 29, 2021 - 2:00 p.m.	Written inquiries due
March 31, 2021	Latest addendum (if necessary)
April 6, 2021 - 2:00 p.m.	Proposals due
April 20-22, 2021 (estimated)	Oral presentations / Virtual interviews for invited (short-listed) proposing firms. All other firms will be notified.
May 2021 (estimated)	Notification of intent to award sent out
July 2021 (estimated)	Notice-To-Proceed Issued by Dane County
<i>DATES OF DESIGN DOCUMENT DELIVERABLES – TENTATIVE</i>	
September 17, 2021	Master Plan Area Map of Locations for 3 Phases
October 15, 2021	Schematic Design for African Savanna Phase
November 12, 2021	Schematic Design for Big Cat/Front Entrance Phases
January 22, 2022	Design Development for African Savanna Phase
February 2022	Final Presentation Review

## 9. ADDITIONAL INFORMATION

- A. Dane County Department of Public Works, Highway & Transportation, 1919 Alliant Energy Center Way, Madison, Wisconsin 53713, will receive your Proposal.
- B. Information regarding this project may be obtained from Eric Urtes, AIA - Public Works Project Manager, 608/266-4798 (office) or by e-mail at: [urtes.eric@countyofdane.com](mailto:urtes.eric@countyofdane.com) .
- C. Since RFP documents are obtained from the Dane County web site, proposing company is responsible to check back there regularly for Addenda. It is the responsibility of the proposing firm to check for Addendum and to acknowledge them on the Proposal Form included in the RFP documents.
- D. **All Proposals must be submitted by 2:00 p.m., Tuesday, April 6, 2021.**
- E. Dane County reserves the right to accept or reject any Proposal submitted.
- F. Information submitted by consultants will be reviewed and candidates may be scheduled to appear before an interview panel. Those appearing for an interview shall be prepared to discuss their approach for the design of this work, methodology, project team, a timetable, the basis of their fee schedule and answer questions from our staff.
- G. Dane County reserves the right to negotiate an Agreement after the successful firm is selected. Selection will be based only on the proposal submitted and subsequent interviews. Therefore, the proposals must be complete. Submission of a proposal shall constitute a valid offer, which may be accepted by the County for a period of ninety (90) calendar days following the proposal due date.
- H. Dane County is an Equal Opportunity Employer.

END OF SECTION