

**REQUEST FOR PROPOSALS
FOR ARCHITECTURAL SERVICES
ZOO WELCOME CENTER & COUGAR EXHIBIT
CITY OF MARSHFIELD**

DATE DUE:

Wednesday, July 12, 2017; 2:00 PM
at the Office of the Director of Parks and Recreation
630 South Central Avenue, Suite 201R
Marshfield, Wisconsin 54449

REQUESTING ENTITY:

Board of Public Works
City of Marshfield, Wisconsin

MARSHFIELD

Parks & Recreation

CONTACT:

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June 14, 2017

I. PROJECT OVERVIEW

The Zoo Welcome Center and Cougar Exhibit (Welcome Center) project includes the remodeling of the existing cougar building, which currently contains an animal handling area, a kitchen, offices and a food preparation station. The new building shall include an expanded cougar exhibit, ADA restrooms, an animal handling area and an educational center.

The City of Marshfield (City) is seeking proposals for architectural services for remodeling of the existing Cougar Building. Services will include Schematic Design, Design Development, Cost Estimates, Construction Drawings and Bid Documents, and Construction Phase Services, all as further described below.

The consultant will be expected to work with a committee as the remodeling plans are fully developed.

There will be an elective building tour on Thursday, June 29th at 10:00am at the Wildwood Zoo.

The existing building will be vacated by zoo staff by October 1st, 2017.

II. SCOPE OF WORK BY CONSULTANT

- A. Schematic Design – prepare detailed floor plans based on the conceptual layout provided by the City.
- B. Design Development – upon approval of a final floor plan by the City, further develop plans, sections, details, materials selection, and construction sequencing. Scope of work includes plumbing, electrical, HVAC, lighting, data cabling, interior finishes, video media system, and other systems that may be required based on the approved floor plan.
- C. Construction Drawings and Bid Documents – the City intends to use a single prime contract approach for bidding this project. Upon approval of the City, prepare final construction drawings, details, specifications and bid documents. Develop bid schedule, coordinate bid document distribution, hold pre-bid meeting if needed, respond to contractor questions, develop addenda as needed, analyze bid results and provide other bidding services as needed.
- D. Construction Phase Services – lead a preconstruction meeting with the contractor, review shop drawings and material selection, participate in regular progress meetings, clarify design and construction questions with the contractor, make periodic site visits during construction to assess compliance with plans and specifications, prepare change orders for approval by the City, review contractor pay requests prior to approval by the City, conduct a final walkthrough and develop a final punch list.

IV. PROPOSAL REQUIREMENTS

The City of Marshfield Board of Public Works respectfully requests a proposal from your firm for the provision of the services identified above. The brief proposal shall be in an unbound, letter format and an electronic format loaded on a USB flash drive (Jump Drive) and include the following information:

- A. A statement of consultants understanding that demonstrates knowledge of the project requirements.
- B. A description of the consultant's technical approach to the project for each of the Scope of Work items A through D, including an outline of the sequence of tasks, major bench marks and milestone dates.

- C. A brief summary, with resumes attached, of key staff on the project team who will be directly involved in the project, including designation of a single point of contact for coordination of the project.
- D. A description of similar project experience involving key staff to be involved in the project. The consultant agrees to provide references upon request.
- E. Proposed use of City staff as well as any equipment, materials or additional data that will be expected from the City at the onset of the project.
- E. Proposed services to be sub-consulted, if any, anticipated sub-consultants and anticipated costs for these services.
- F. Estimated cost of the services to be provided under each of the Scope of Work items A through D as described above. For each of the Scope of Work items (A through D) provide a description of variables that could impact the estimated cost of service.
- G. Any additional terms or conditions, which are deemed necessary for entering into a contract with the City, should be attached or incorporated as part of the proposal.

Interested parties should submit five (5) copies of the proposal. All proposals will be evaluated by City Staff with a recommendation for a specific firm submitted to the five member Board of Public Works. All proposals become the property of the City and will not be returned. The City reserves the right to reject any or all proposals, to waive technicalities, or to negotiate further with a responder who appears to most nearly meet the City's desires.

V. PROJECT TIMETABLE

| Date | Action |
|-------------------|---|
| June 14, 2017 | RFP sent out |
| June 29, 2017 | Building Tour @ 10:00 AM |
| July 12, 2017 | Proposals Due 2:00 PM |
| August 7, 2017 | Board of Public Works recommends consultant to Common Council |
| August 22, 2017 | Common Council approves consultant |
| September 1, 2017 | Agreement Executed/Notice to Proceed |
| TBD | Milestone Dates provided by consultant as part of proposal |
| March 1, 2019 | Begin Remodeling |

VI. SELECTION CRITERIA

Selection will be based upon the proposals submitted and will be ranked primarily based upon the following criteria:

- A. Consultant's understanding and technical approach to the project.
- B. Overall responsiveness of the proposal to the RFP.
- C. Consultant's familiarity with the building renovations, zoo operations and environment building design.
- D. Pertinent experience and qualifications of the project team.
- E. Cost of the services to be provided. (cost will not be the primary determining factor but will be a consideration)

(End)

