



Zoo Atlanta

800 Cherokee Ave SE
Atlanta, GA 30315

Eric Hall, Vice President, Facilities and Construction

Facilities and Construction Department

RFPinfo@zoatlanta.com

Request for Qualifications

and

Request for Proposals

To Provide

Design Professional Services

Zoo Atlanta – Upper Zoo Expansion

Solicitation Issue Date: April 22, 2025

Response Submission Deadline Step I: May 22, 2025, 3:00pm ET

Response Submission Deadline Step II: July 9, 2025, 3:00pm ET

Zoo Atlanta
Design Professional RFQ/RFP

Table of Contents

- I. Request for Qualifications (RFQ)
 - 1. General Project Information
 - 2. Project Documentation
 - 3. RFQ Schedule of Events (Step I)
 - 4. Questions and Requests for Clarification
 - 5. Qualifications Review Criteria
 - 6. Preparation of Qualifications
 - 7. Submittal Procedures for Qualifications
 - 8. Qualifications Review and Finalist Notification
- II. Request for Proposal (RFP)
 - 1. Scope of Services
 - 2. RFP Schedule of Events (Step II)
 - 3. Questions and Requests for Clarification
 - 4. Pre-Proposal Meeting
 - 5. Proposal Review Criteria
 - 6. Preparation of Proposal / Deliverables
 - 7. Submittal Procedures for Proposals
 - 8. Proposal Review and Shortlist Notification
 - 9. Presentation and Interview Information
- III. Supplemental Information to RFQ and RFP
 - 1. Additional Terms and Conditions
 - 2. Required Forms
 - a. Certification Form
 - b. Project Team Form
 - 3. Design Priorities Graph – Internal Survey
 - 4. Desired Animal Species Graph – Internal Survey
 - 5. Zoo Atlanta – Upper Zoo Site Map

Zoo Atlanta
Design Professional RFQ/RFP

I. Request for Qualifications (Step I)

Design Professional Services
Zoo Atlanta – Upper Zoo Expansion

1. General Project Information

a. General Information

- i. The Atlanta Fulton County Zoo, dba: Zoo Atlanta (ZA) is soliciting statements of Qualifications from firms interested in providing design professional services for the construction of a project known as the Zoo Atlanta - Upper Zoo - Expansion. The purpose of this Request for Qualifications/Proposal (RFQ/RFP) is to obtain relevant information, credentials, qualifications, and experience from interested firms to allow ZA to select a qualified Design Professional (DP) who will work as part of the team with ZA and the Owner's Representative to recommend and design a ground-up habitat.

b. Project Background:

- i. Zoo Atlanta is located adjacent and directly South of historic Grant Park at 800 Cherokee Avenue in Atlanta, Georgia. Grant Park is owned by the City of Atlanta; however, Zoo Atlanta is run independently and privately but resides on public land for which it holds a lease agreement with City of Atlanta.
- ii. Zoo Atlanta is seeking to develop a large, cleared space formerly home to the old reptile house. The reptile house has been demolished and the site is currently graveled.

c. Project Description:

1. The Project: the Zoo Atlanta – Upper Zoo Expansion would be in an area previously occupied by the old reptile complex. The old reptile building was located at the south end of the property directly adjacent to the Asian Forest region of the Zoo. The old reptile building had been closed since 2015 and eventually demolished in early 2023 thus leaving a sizeable land area for development on Zoo Atlanta grounds. The area and surrounding support spaces presently consists of approximately 30,000 SF for development.
2. Zoo Atlanta's priorities, based on internal survey data, for the new habitat space are to include (See attachment for further detail):
 - a. Climate controlled spaces for animals and people
 - i. Behind-the-scenes experiences – educational tours and interactive conservation programs
 - ii. More all-weather viewing areas, including cozy indoor spaces for animal observation, domed covered but light spaces
 - b. Multi-species and dynamic habitats

Zoo Atlanta
Design Professional RFQ/RFP

- i. Habitats that include multiple animals from the same ecosystem for a more natural and engaging experience
 - ii. Use of all space (vertical, aquatic, terrestrial) – exhibits where animals use every aspect of their enclosure, from climbing structures to pools
 - iii. Up-close viewing and feeling of being close to animals
 - 1. Safe but intimate viewing – design that bring guests closer to animals in ways that feel natural (E.g., underwater viewing, overhead treetop pathways)
 - 2. Physical and visual proximity to animals – tunnels, domes, or spaces where animals pass over/around visitors.
 - iv. Large, naturalistic aesthetic of habitats
 - 1. Lush vegetation and water features – natural elements that make exhibits visually appealing and realistic
 - 2. High visibility without barriers – designs that minimize fencing, moats, or glass for a seamless look
 - v. Immersive
 - 1. Feeling “inside” the habitat – creating an experience where visitors feel like they are part of the environment rather than outside looking in
 - 2. Interactive elements – features that allow guests to engage (e.g., sniff holes for bears, orangutan climbing pathways overhead)
 - 3. VR and AI experiences 0 use of technology to enhance immersion and create new perspectives
3. Animal Concepts Prioritization (see attachment for further detail):
- a. Highest Ranked – Asia Expansions (Rainforest or Islands)
 - i. Ties in well with connection to upper zoo, habitats already identified as high priority for a refresh including red panda, otter, binturong, Komodo dragon
 - ii. Many species to fit design principles and priority species requests including breeding and mixed-species opportunities, active and dynamic, well-suited for Atlanta climate: Amur leopard, mixed-species orangutan, gibbon, langur, siamang, hoof stock (including tapir and small antelope, deer, or pigs), large hornbills and colorful birds, crocodiles
 - b. Second Ranked – South American
 - i. Pros: Can meet many of design priorities including breeding and mixed-species opportunities; active and dynamic; well-suited for Atlanta climate

Zoo Atlanta
Design Professional RFQ/RFP

- ii. Cons: Master Planning for zoo to include this concept in other areas (ie: Lower Zoo)
- c. Third Ranked – North America and Native Georgia
 - i. Pros: Meets many of design principles; diversity of species include red wolves, mountain lion, black bears, otters, bald eagle, diversity of birds, reptiles, and amphibians
 - ii. Cons: Fewer opportunities to breed and have mixed-species due to Federal and State regulations; concerns with donor excitement about this concept

4. ZA has engaged the services of an Owner's Representative.

d. Project Budget

The preliminary Stated Cost Limitation (SCL) or construction cost of the Project is estimated at \$50,000,000. The final SCL may be revised by the Owner due to final programmatic requirements, funding availability or other circumstances.

e. Project Schedule

The Design Professional's services are anticipated to commence by late summer to early Fall 2025 with a concept and cost opinion expected by the end of 2025. The start of construction is contingent on the availability of funding. *(All of the dates above are estimates which are subject to change. The fee structure for design professional services relative to the schedule, and fee amounts will be agreed upon by the Owner and the Design Professional prior to the start of design professional services.)*

f. MWBE Requirements

- i. *Small and Minority Business Enterprise* - The Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages contractors to solicit MBE, WBE and SBE in procuring subcontractors and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development. In recognition of the need for increased opportunities for qualified minority, female and disadvantaged enterprises, ZOO ATLANTA is committed to promoting the participation of such businesses in its contractual relationships that relate to the operations of the Zoo. Accordingly, Operator should make good faith outreach efforts to utilize minority, female-owned, or disadvantaged-owned subcontractors and suppliers throughout the contract life (whether for capital expenditures or operating purchases), to the extent of their availability in the Atlanta marketplace. Operator should work towards achieving a participation rate of 35% of the total amount expended in these categories. The procurement goal is not, and should not be construed as a numerical quota, and submissions or proposals solicited and received by ZOO ATLANTA will not be evaluated against any numerical quotas.
- ii. The Firm may accomplish this requirement by a combination of Tier 1 and Tier 2 spending.

Zoo Atlanta
Design Professional RFQ/RFP

g. Sustainable Approach

- i. The project will incorporate the requirements of the Energy Efficiency & Sustainable Construction Act of 2008 (O.C.G.A. 50-8-18) and it is the desire of the Owner to incorporate sustainable design and construction concepts in the project were feasible to do so.

2. Project Documentation

- a. Additional project documentation is attached below.
- b. The Design Professional may be provided, have access to or become aware of Personally Identifiable or Protected Identification or other Confidential Information. The DP agrees not to disclose the Information to third- parties without the prior written approval of Zoo Atlanta's Risk Manager and not to make use of the Information other than as needed to perform the Work. The DP further agrees that it will only disclose the Information to its personnel on a need-to-know basis solely for the performance of the Services.

All Confidential Information as well as other documents, data and information provided to the DP by Zoo Atlanta is and will remain the property of to the extent that it was the property of Zoo Atlanta at the time it was provided to the DP.

3. RFQ Schedule of Events (Step I)

a. Owner issues advertisement of Request for Qualifications	04/22/2025
b. Deadline for written questions/requests for clarification	05/13/2025
c. Owner posts answers to questions	05/16/2025
d. Deadline for submission of Qualifications	05/22/2025
e. Owner completes evaluation of Qualifications, posts results, and issues notification to finalist firms	06/04/2025

4. Questions and Requests for Clarification

- a. Questions about any aspect of the RFQ, RFP, interview, or the Project, shall be submitted in writing via e-mail to:

Vice President of Facilities and Construction: Eric Hall

RFPinfo@zooatlanta.com

The deadlines for submission of questions relating to the RFQ are shown in the "RFQ Schedule of Events". All questions must be submitted prior to the deadline and no further questions will be reviewed, during "Step I", after the deadline has passed. All relevant questions and requests for clarification received by ZA and the corresponding responses will be posted on the Zoo Atlanta Website as an addendum to the original solicitation for services. See Restriction of Communication section for further information on communication protocols.

Zoo Atlanta
Design Professional RFQ/RFP

5. Qualifications Review Criteria

- a. Firms must meet the minimum qualifications set forth in this document.
- b. Submittals by Firms which do not meet the minimum requirements will be rejected and not evaluated.
- c. Criteria for Evaluation of Statements of Qualifications:
 - 30% Factor Stability of the firm, including the firm's corporate history, growth, resources, form of ownership, litigation history, financial information, and other evidence of stability.
 - 30% Factor Firm's apparent suitability to provide services for Project, including firm's apparent fit to the project type and/or needs of the Owner, and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm.
 - 40% Factor Firm's relevant project experience and qualifications, including the demonstrated ability of Firm in effective management of a comparable project in complexity, size, function, for Owners similar to Zoo Atlanta and similar organizations. This includes relevant experience and qualifications of the Firm's principal Project Executive, Project Manager, and/or Superintendent, and the demonstrated proficiency of the firm in projects similar to this Project.

6. Preparation of Qualifications

- a. Qualifications Requirements
 - i. Title Page / Cover Letter
 - 1. Title page shall show "Request for Qualifications for Design Professional Services – Zoo Atlanta Upper Zoo Expansion"
 - 2. Title page shall include the following information:
 - a. Firm's name and address
 - b. Contact Person's name, title, address (if different from firm's address), telephone number, and email address.
 - c. Date of Proposal
 - ii. Table of Contents
 - iii. Firm Overview
 - 1. Brief overview of the firm – location, number of employees, history. If the firm has multiple offices, include information about the parent company and branch office separately. Identify office from which project will be managed and this office's proximity to the project site. If applicable, indicate the year the local office was established and the number of persons staffing that office and their disciplines.
 - 2. Experience and Qualifications
 - a. Description of the Firm's overall experience and track-record.

Zoo Atlanta
Design Professional RFQ/RFP

- b. Describe your firm's proposed organization by including a chart illustrating proposed key staff assigned to this Project and indicate the percentages of time the individual will be committed to the project. Please also include any specialized consultants the Firm deems necessary.
 - c. Provide non-discrimination policies and describe the firm's record and methodologies of addressing public safety, social, environmental, historical preservation, accessibility for persons with disabilities and special needs, or other related concerns.
 - d. Describe your Firm's current financial stability. Provide most recent audited financial statement from 2020 or later and the Firm's history of bankruptcy.
 - e. List of Firm's past record for disputes, claims, litigation and terminations, resulting out of professional services over the last ten (10) years.
 - 3. Other Services Offered by Firm - Provide a short list of other services offered by the Firm which might be useful to the Owner for this Project. Include a brief description of each service included on the list. Indicate if the services are self-performed.
- iv. Past Performance
 - 1. Provide examples of three to five most recent relevant projects your firm has performed as a Design Professional, especially related to projects similar in scope and size. Please include any prior experience with similar animal care, animal habitat, and scenic rockwork as well as outdoor construction projects. Include the following information:
 - a. Project name, location, and dates during which services were performed.
 - b. List project personnel.
 - c. Brief description of project and physical description (delivery method, contract value, site area, unique project components or equipment).
 - d. Brief description of the similarities in the construction of the highlighted project to the project being advertised including the relevancy of the similarities and experience with the highlighted project to the project being advertised.
 - e. Services performed by the Firm and (if multiple offices) the location of the office involved.
 - f. Respective Owner's stated satisfaction in construction and service of the Firm.
 - g. List Owner and Contractor contact information. (Name, title, phone, email)

Zoo Atlanta
Design Professional RFQ/RFP

v. Statement of Suitability

1. Provide any information that may serve to differentiate the Firm from the other competing firms in suitability for the project. Suitability may include, but is not limited to, the firm's fit to the project and/or needs of the Owner, any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and techniques or methodologies offered by the Firm that may be particularly suitable for this project type.
2. Provide non-discrimination policies and describe the firm's record and methodologies for addressing public safety, social and environmental concerns, accessibility for persons with disabilities and special needs, or other related concerns.
3. Provide information on any special services offered by the Firm that may be relevant and available for this project.

7. Submittal Procedures for Qualifications

- a. Submit four (4) printed copies and one (1) digital PDF on a memory stick of your proposal, by the date and time listed in the Schedule of Events, to the Owner's Contact as indicated above. The information to be submitted shall be organized as described above on 8.5" x 11" numbered pages. All information should pertain to one of the categories listed and have direct relevance to this project.
- b. Mail all required files to:
 - i. Three Alliance Center Building
3550 Lenox Road, Suite 2300
Atlanta, GA 30326.
- c. Enclose required materials in a sealed box or envelope with the following information written on the front/top:
 - i. Firm Name,
Firm Address, and
"Qualifications for Zoo Atlanta – Upper Zoo Expansion."
- d. Digital file name shall match the following format:
FirmName_UpperZooExpansion_QualificationsForZooAtlanta.PDF.

8. Qualifications Review and Finalist Notification

- a. The Selection Committee will evaluate all submissions and determine Finalist firms to proceed to Step II. Selections will be qualifications based.
- b. Finalist firms will be notified by email and posted on the Zoo Atlanta website.
- c. Step II – RFP – will be initiated by invitation to Finalists to submit a Proposal as instructed in the RFP.

End of Section

Zoo Atlanta
Design Professional RFQ/RFP

II. Request for Proposals (Step II)

(From Qualified Finalists)

**Design Professional Services
Zoo Atlanta – Upper Zoo Expansion**

1. Scope of Services

- a. Design Professional to collaborate with the Owner, Owner Representative, and consultants, in a team approach, to construct the Project.
- b. All services listed are to be completed by the Firm and/or it's sub-consultants.
- c. The scope of the design professional services at a minimum includes, but is not necessarily limited to, the items outlined below:
 - i. Program Validation/Cost Model
 - ii. Existing Site Conditions Analyses
 - iii. Measured Drawings of Existing Site Conditions as Needed
 - iv. Conceptual Design
 - v. Schematic Design
 - vi. Design Development Documents
 - vii. Multiple Component Packages (if using CM at-Risk delivery method)
 - viii. Guaranteed Maximum Price (GMP) Documents
 - ix. Construction Documents
 - x. Construction Administration
 - xi. Interior Design
 - xii. Furniture, Fixture and Equipment Layout
 - xiii. Material Finish Boards
 - xiv. Signage
 - xv. Mechanical, Electrical, Plumbing, Fire Protection and Communication Systems Design
 - xvi. Structural Design
 - xvii. Detailed Third Party Cost Estimates at Design Milestones
 - xviii. Code Review and Compliance
 - xix. Commissioning Support

2. RFP Schedule of Events (Step II)

a. Finalist Notification	06/04/2025
b. Pre-Proposal (Optional) Site Tour Meeting for finalist	06/18/2025
c. Deadline for submission of Questions	06/25/2025
d. Owner posts answers to Questions	06/27/2025
e. Deadline for submission of Proposal	07/09/2025
f. Owner interviews finalist firms	07/23/2025
g. Owner to complete interview evaluation and notify firm chosen	08/01/2025

Zoo Atlanta
Design Professional RFQ/RFP

3. Questions and Requests for Clarification

- d. Questions about any aspect of the RFP, interview, or the Project, shall be submitted in writing via e-mail to:

Vice President of Facilities and Construction: Eric Hall

RFPinfo@zoatlanta.com

The deadlines for submission of questions relating to the RFP are shown in the “RFP Schedule of Events”. All questions must be submitted prior to the deadline and no further questions will be reviewed after the deadline has passed. All relevant questions and requests for clarification received by ZA and the corresponding responses will be posted on the Zoo Atlanta Website as an addendum to the original solicitation for services. See Restriction of Communication section for further information on communication protocols.

4. Pre-Proposal Meeting

- a. Zoo Atlanta will host an optional Pre-Proposal site tour meeting to discuss and review the site location and surrounding area logistics. Attendance is recommended however due to distance and logistics of travel; firms are not required and therefore will not be penalized for not attending. Firms are limited to no more than 2 attendees for the meeting and must provide names and titles in advance. Finalist firms will receive a Pre-Proposal Site Tour Meeting invitation with further meeting information via email from rfpinfo@zoatlanta.com.

5. Proposal Review Criteria

- a. The Owner reserves the right to reject any and all RFP submissions at the Owner’s sole discretion.
- b. Criteria for Evaluation of Proposals

20% Factor	<u>Technical Expertise</u> of firm demonstrating the capabilities necessary to complete a project of this size, complexity, and type. Firm’s apparent suitability to provide services for project, including firm’s apparent fit to the project type and/or needs of the Owner, and any special or unique qualifications for the project, current and projected workloads, the proximity of office to project location, and services offered by the firm.
20% Factor	Previous <u>Track Record and History</u> of the firm including level of quality of the services of the firm to previous customers, customer’s statements of that quality, the firm’s ability to meet established time requirements, the firm’s response to project needs during design and construction, the firm’s control of design schedule, quality and budget. The Owner will use references from stakeholders of the Owner’s choosing from previous projects of the finalists, among other information as necessary.
20% Factor	Firm’s <u>competitive cost</u> of services and approach to cost control for the duration of the project.

Zoo Atlanta
Design Professional RFQ/RFP

- 20% Factor Firm's Sustainability Approach to the Project. How a firm plans to approach sustainability through design.
- 20% Factor Added Value of the Firm. How the Firm will have a unique and innovative approach to the Project which is set-apart from the other competitive bidders.

6. Preparation of Proposal / Deliverables

a. Proposal Requirements

i. Title Page / Cover Letter

1. Title page shall show "Request for Proposal for Design Professional Services – Zoo Atlanta Upper Zoo Expansion"
2. Title page shall include the following information:
 - a. Firm's name and address
 - b. Contact Person's name, title, address (if different from firm's address), telephone number, and email address.
 - c. Date of Proposal

ii. Table of Contents

iii. Technical Proposal

1. Proposed Services

- a. Define the proposed services plan that defines the services you intend to provide for each phase of this Project.

2. Personnel/Resumes

- a. Provide for each of the personnel indicated in the Organizational Chart provided above current resumes highlighting education, work history, length of tenure with the firm, relevant project experience, percentage of the person's time to be committed to this project, and work location during each phase of the Project.
- b. Identify the individual who, from project start to finish, will be the leader of your team and the principal point of contact between your firm and the Owner, and other consultants. Provide detailed information on the qualifications of this individual and the direction, authority, and management tools that will be provided to the individual by the firm. This individual's competence, his/her leadership, and his/her ability to achieve customer satisfaction will be heavily considered in the selection of a design professional firm.

3. Approach to Project – Provide the following:

- a. Provide a statement of your definition of your firm's proposed overall role in this project, your anticipated level of management responsibility and accountability for project concerns. Describe your process for efficiently resolving issues and maintaining the project

Zoo Atlanta
Design Professional RFQ/RFP

commitments while working collaboratively with Zoo Atlanta and others as applicable. Provide detailed procedures for routine solving of complex project issues without compromising your team commitments. Provide your proposed methods and plans of communication.

- b. Provide your proposed timeline covering the scope of design and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.
- c. Describe your plan for applying sustainable design and principles into the project or any services not specifically mentioned herein. Explain the relevance of these services to this project and how they benefit the project.
- d. Please explain your process for construction administration.

iv. **Past Performance**

- 1. Provide information on the firm's experience on projects of similar type, size, function, and complexity. Describe no more than five (5) and no less than three (3) projects, in order of most relevant to least relevant, which demonstrate the firm's capabilities to perform the project at hand. (If a project listed was performed by an employee that previously worked at another firm, please indicate as such). For each project, the following information should be provided:
 - a. Project name, location and dates during which services were performed.
 - b. Project delivery method (e.g. construction manager at risk, design-build, or design-bid-build).
 - c. Brief description and representative photo of project and physical description (square footage, number of stories, site area).
 - d. Describe services performed by your firm and (if multiple offices) the location of the office involved.
 - e. Respective Owner's stated satisfaction in design and service of your firm. Provide any Owner-written letters of reference/recommendation about the firm's performance on the project.
 - f. Owner's/User/Contractor contact information.

v. **References**

- 1. *Financial References* - Provide two (2) financial and/or credit references to provide information on your current financial stability.
- 2. *Past Project References* – The Firm provided within the Proposal the contact information for the clients and consultants from prior work examples. The Owner reserves the right to contact those past clients/consultants as references.

Zoo Atlanta
Design Professional RFQ/RFP

vi. Cost Proposal

1. *Services Cost Proposal* - Comprehensive cost proposal estimate identifying all costs associated with providing DP services as identified in this RFP. The Cost Proposal must provide line-item detail and include any anticipated increases in costs. This is not inclusive of construction costs except where otherwise noted below.
2. *Cost Control Strategy* - Detailed description of Firm's cost control strategy during the bidding phase (e.g. VE, phasing, change orders, etc.).
3. *Incidental Expenses* - The Firm will bear ultimate responsibility for incidental (out of pocket) expenses. Set forth in the Proposal the basis for each type of incidental expense.
4. *Contract Items* - Unless otherwise agreed upon, the final contract will be based on the B101-2017 Standard Form of Agreement between Owner and Architect, as modified for this project. Enclose your fee structure per this document including reimbursable expenses, and any proposed supplemental conditions.

vii. MWBE

Disclose if the firm will have any minority, disadvantaged or women business enterprise participation in its design costs. This can be either Tier 1 or Tier 2 spending.

viii. Conflicts of Interest Statement

Disclose any actual, apparent, direct, indirect or potential conflicts of interest that may exist with respect to Firm, management or employees of Firm or other persons relative to the services to be provided. If Firm does not have any conflicts of interest, Firm must include a statement to that effect in the Proposal.

ix. Proprietary Information Statement

Provide a statement that nothing contained in the Proposal submitted to the Owner in response to this RFP is proprietary. All proposals shall become the property of the Owner once submitted.

7. Submittal Procedures for Proposals

- a. Submit four (4) printed copies and one (1) digital PDF on a memory stick of your proposal, by the date and time listed in the Schedule of Events, to the Owner's Contact as indicated above. The information to be submitted shall be organized as described above on 8.5" x 11" numbered pages. All information should pertain to one of the categories listed and have direct relevance to this project.
- b. Mail all required files to:
 - i. Three Alliance Center Building
3550 Lenox Road, Suite 2300
Atlanta, GA 30326.

Zoo Atlanta
Design Professional RFQ/RFP

- c. Enclose required materials in a sealed box or envelope with the following information written on the front/top:
 - i. Firm Name,
Firm Address, and
“Proposal for Zoo Atlanta – Upper Zoo Expansion.”
- e. Digital file name shall match the following format:
FirmName_UpperZooExpansion_ProposalForZooAtlanta.PDF.

8. Proposal Review and Shortlist Notification

- a. The Selection Committee will evaluate all proposals and determine a shortlist of firms to be interviewed. Selections will be qualifications based.
- b. ZA reserves the right to award the contract to the most qualified firm based on proposal submission and forego the shortlist and interview process.
- c. Short-listed firms will be notified by email and invited to an interview with the Selection Committee in order to present their qualifications in more detail. The email will include detailed instructions, to include the final date/time and location of the interview, and the information that will be requested of the interviewing teams.

9. Presentation and Interview Information

- a. Interview Format
 - i. The interview will last a total of 75 minutes (5 minutes for setup, 45 minutes for the presentation, 20 minutes reserved for questions and answers and the last 5 minutes for knock down). The Selection Committee will consist of representatives of ZA and any additional representatives deemed necessary by ZA.
 - ii. The Firm is allowed no more than 4 attendees for their interview.
 - iii. The interview is exclusively conducted in-person.
 - iv. The presentation may involve flip charts, boards, or electronic presentations (such as PowerPoint) along with the oral presentation.
 - v. At the conclusion of the interview, provide either a thumb-drive to Eric Hall or email containing a PDF of the presentation to rfpinfo@zooatlanta.com. Email or thumb-drive must be received by ZA by 5:00pm on the day of interview.
 - vi. Questions regarding interview logistics may be submitted to rfpinfo@zooatlanta.com.
- b. Interview Requirements
 - i. The primary intent of the formal interview process is to provide the Selection Committee with in-depth and clarifying information about the firm. Information provided should assist the Selection Committee in making an informed decision as to the proposer best suited for the work. All key personnel should be present at the interview.
 - ii. Firms should focus their presentations on:
 - 1. Specific roles of your team members, their time devoted to this project, their current workload.
 - 2. Team members relevant experience and specific roles on this project.

Zoo Atlanta
Design Professional RFQ/RFP

3. Proposed timeline covering the scope of design, for all phases through closeout, and a detailed work plan for the project. Each milestone must include the detailed steps describing the tasks to be done. Describe systems and procedures your firm uses to manage the design schedule. Describe alternatives that may be explored to shorten the schedule.
 4. Firm's approach to design, collaboration, innovation and sustainability.
 5. Lessons learned through previous experience.
 6. Describe your firm's process for Construction Administration.
 7. Detailed plan for applying any services not specifically mentioned herein and explain the relevance of these services to this project and how they benefit the project.
 8. Unique characteristics or services the firm offers.
- c. Final Evaluation and Notification of Contract Award
- i. Final evaluations will be made based upon the Qualifications, Proposal, and Final Interview.
 - ii. Zoo Atlanta will notify, on or before the date provided in the Schedule of Events (Step II), the successful proposing firm by email and contract negotiations may commence.

III. Supplemental Information to RFQ and RFP

**Design Professional Services
Zoo Atlanta – Upper Zoo Expansion**

1. Additional Terms and Conditions to the RFP

- a. *Restriction of Communication* - From the issue date of this RFP solicitation until a successful proposer is selected and the selection is announced, proposers are not allowed to communicate about this solicitation or this Project for any reason with any members of the Selection Committee or the Owner except for submission of questions as instructed in the RFP, or during the proposer's conference/site visit (if applicable), or during the interview, or as provided by any existing work agreement(s). For violation of this provision, the Owner reserves the right to reject the proposal of the offending proposer.
- b. *Submittal Costs and Confidentiality* - All expenses for preparing and submitting responses are the sole cost of the party submitting the response. The Owner is not obligated to any party to reimburse such expenses. All submittals upon receipt become the property of the Owner.
- c. *Award Conditions* - This request is not an offer to contract or a solicitation of bids. This request and any proposal submitted in response, regardless of whether the proposal is determined to be the best proposal, is not binding upon the Owner and does not obligate the Owner to procure or contract for any services. Neither the Owner nor any party submitting a response will be bound unless and until a written contract mutually accepted by both parties is negotiated as to its terms and conditions and is signed by the Owner and a party containing such terms and conditions as are negotiated between those parties. The Owner reserves the right to waive non-compliance with any requirements of this RFP and to reject any or all proposals submitted in response. Upon receipt and review of responses, the Owner will determine the party(s) and proposal that in the sole judgment of the Owner is in the best interest of the Owner (if any is so determined), with respect to the evaluation criteria stated herein. The Owner then intends to conduct negotiations with such party(s) to determine if a mutually acceptable contract may be reached. The Owner reserves the right to reject any and all RFP submissions at the Owner's sole discretion.
- d. *Small and Minority Business Enterprise* - The Owner encourages all MBE, WBE and SBE to compete for contracts to provide goods, services, and construction, and encourages Design Professionals to solicit MBE, WBE and SBE in procuring subconsultants and suppliers. This desire on the part of the Owner is not intended to restrict or limit competitive bidding or to increase the cost of the work. The Owner supports a healthy free market system that seeks to include responsible businesses and provides ample opportunity for business growth and development.
- e. *Statement of Agreement* - With submission of a proposal, the Proposer agrees that he/she has carefully examined the Request for Qualifications (RFQ), and the Proposer agrees that it

Zoo Atlanta
Design Professional RFQ/RFP

is the Proposer's responsibility to request clarification on any issues in any section of the RFQ with which the Proposer disagrees or needs clarified. The Proposer also understands that failure to mention these items in the proposal will be interpreted to mean that the Proposer is in full agreement with the terms, conditions, specifications and requirements in the therein.

- f. *Design Agreement* - The contract for services will be based upon the B101-2017 Standard Form of Agreement between Owner and Architect. The DP will be required by this contract, as may be finally agreed upon with the Owner. This is a value-based selection based on qualifications, proposed cost, and ability to meet Project schedule. Provide any exceptions to the provided Standard Agreement. Offerors must specifically identify each proposed modification using the format below.

No.	Section #, Paragraph #, Title and Clause	Modification Proposed and Reason	Proposed Contract Provision to be Substituted
1			
2			

- g. *Non-Collusion* – In submitting their proposal the Firm certifies that they have not, either directly or indirectly, entered into action in restraint of free competitive bidding in connection with this proposal submitted to Zoo Atlanta or their designee.
- h. *Equal Employment Opportunity* - Zoo Atlanta is an equal opportunity employer and does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.
- i. *Obligation to Maintain Confidentiality* – The Design Professional may be provided, have access to or become aware of Personally Identifiable or Protected Identification or other Confidential Information. The DP agrees not to disclose the Information to third- parties without the prior written approval of Zoo Atlanta's Risk Manager and not to make use of the Information other than as needed to perform the work. The DP further agrees that it will only disclose the information to its personnel on a need-to-know basis solely for the performance of the services.

All Confidential Information as well as other documents, data and information provided to the DP by Zoo Atlanta is and will remain the property of to the extent that it was the property of Zoo Atlanta at the time it was provided to the DP.

Confidential Information shall be returned to Zoo Atlanta by the DP within five (5) business days of the completion of the work under this contract. The DP shall keep copies of the

Zoo Atlanta
Design Professional RFQ/RFP

Confidential Information except that the DP may retain one copy of the Working Papers as required by law, regulation, professional standards or reasonable business practice. If requested by Zoo Atlanta, an officer of the DP will certify in writing that, to the best of his/her knowledge, information and belief, all Confidential Information and all copies thereof (except for one copy of the Working Papers) have been delivered to Zoo Atlanta.

- j. *Use of Premises* - The DP shall confine its apparatus, material and the operations of its workers to limits/requirements indicated by law, ordinances, permits, codes and any restrictions of Zoo Atlanta, and shall not unreasonably encumber the premises with its materials or supplies.
- k. *Protection of Work, Property, and Persons* - The DP shall adequately protect its own property from damage, will protect the Zoo Atlanta's property from damage or loss, and will take all necessary precautions during the progress of the Work to protect all persons and the property of others from injury or damage. The DP shall take all precautions for the safety of employees, and shall comply with all applicable provisions of Federal, State and local safety laws, building codes and any restrictions of Zoo Atlanta to prevent accidents or injury to persons on, about, or adjacent to the premises where work is being performed.

The DP shall erect and properly maintain at all times as required by the conditions, service and work, all necessary safeguards for the protection of its employees, the DP's employees, and the public, and shall post signs warning against potential hazards.

- l. *Indemnity* - To the extent permitted by law, the Design Professional agrees to protect, defend at its own expense, indemnify, save and hold harmless Zoo Atlanta, Zoo Atlanta's appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers from and against all losses, damages, costs and expenses-including reasonable attorney's fees, and from and against all liability, awards, judgments and decrees, of whatever nature for any and all damage to property of others and of the parties hereto, and their appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers of the party hereto, arising or in any way growing out of any of the acts or omissions or negligence whether of the DP, the DP appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers, subconsultant, or of any tier of the subconsultants, the tier' appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers in connection with the performance of the services and work under this Contract.

In the State of Georgia for Engineering, Architectural and Land Surveying Services:

To the extent permitted by law, the Design Professional agrees to indemnify, hold harmless, insure or defend Zoo Atlanta, its appointed and elected officials, departments, agencies, boards, commissions, its officers, agents, employees and volunteers from and against liability or claims for damages, losses or expenses to the extent caused by or resulting from

Zoo Atlanta
Design Professional RFQ/RFP

the negligent, reckless or intentionally wrongful conduct of the DP and any other persons employed by or entity utilized by the DP in the performance of this Agreement.

2. Forms

- a. *Certification Form* – This form must be included in the response to RFQ during Step I. Those firms which neglect to submit the form withing their Qualifications submission will be rejected from the selection process.
- b. *Team Composition Form* – This form must be included in the response to RFP during Step II. Those firms which neglect to submit the form withing their proposal submission will be rejected from the selection process.

Zoo Atlanta
Design Professional RFQ/RFP

Exhibit "A"

Certification Form

I, _____, being duly sworn, state that I am _____ (title) of _____ (firm) and hereby duly certify that I have read and understand the information presented in the attached proposal and any enclosure and exhibits thereto.

I further certify that to the best of my knowledge the information given in response to the request for proposals is full, complete, and truthful.

I further certify that the proposer and any principal employee of the proposer have not, in the immediately preceding five years, been convicted of any crime of moral turpitude or any felony offense, nor has had their professional license suspended, revoked, or been subjected to disciplinary proceedings.

I further certify that the proposer has not, in the immediately preceding five years, been suspended, or debarred from contracting with any federal, state or local government agency, and further, that the proposer is not now under consideration for suspension or debarment from any such agency.

I further certify that the proposer has not in the immediately preceding five years been defaulted in any federal, state, or local government agency contract, and further, that the proposer is not now under any notice of intent to default on any such contract.

I acknowledge, agree, and authorize, and certify that the proposer acknowledges, agrees, and authorizes, that Zoo Atlanta may, by means that Zoo Atlanta deems appropriate, determine the accuracy and truth of the information provided by the proposer and that Zoo Atlanta or their agents may contact any individual or entity named in the Statement of Qualifications for the purpose of verifying the information supplied therein.

I acknowledge and agree that all of the information contained in the Statement of Qualifications is submitted for the express purpose of inducing the Owner to award a contract.

A materially false statement or omission made in conjunction with this proposal is sufficient cause for suspension or debarment from further contracts, or denial of rescission of any contract entered into based upon this proposal thereby precluding the firm from doing business with, or performing work for, Zoo Atlanta. In addition, such false statement or omission may subject the person and entity making the proposal to criminal prosecution under the laws of the State of Georgia of the United States, including but not limited to O.C.G.A. §16-10-20, 18 U.S.C. §§1001 or 1341.

Signature

Sworn and subscribed before me

This ____ day of _____, 20__.

NOTARY PUBLIC

NOTARY SEAL

My Commission Expires: _____

Zoo Atlanta
Design Professional RFQ/RFP

Exhibit “B”

Project Team Composition Form

List all major team firms. For each firm indicate the percentage of services/fees to be rendered by each proposed firm and the Minority-Owned Business Enterprise (MBE) and Woman-Owned Business Enterprise (WBE) status, if applicable.

<u>Firm Name</u>	<u>% Service/ Fee</u>	<u>MBE</u>	<u>WBE</u>
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a. Applying Firm:

b. Associated Firm:

c. (include other consultants, as appropriate)

d.

e.

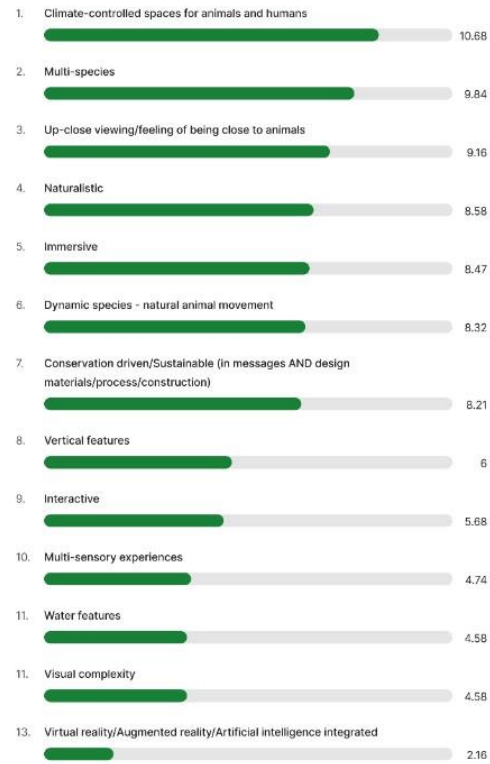
This certifies that the percentage of services/fees appropriate for each discipline and firm listed above have been discussed with, and are acceptable to, the respective firms.

Date:

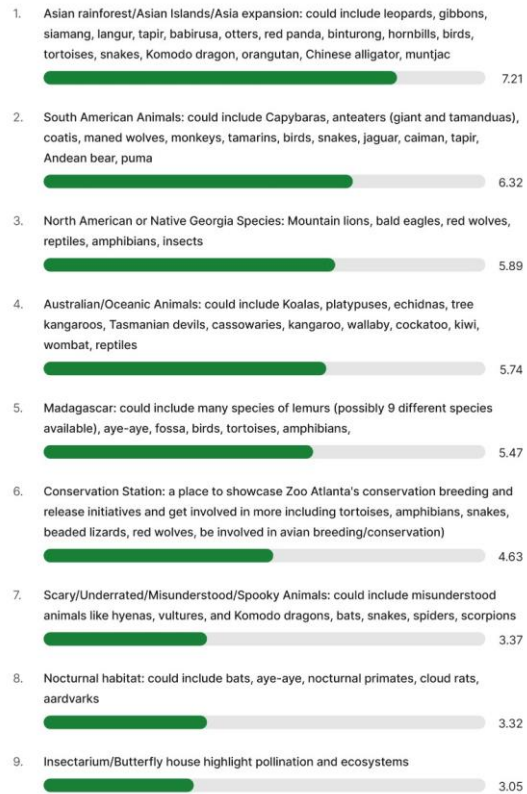
Signature and Title of Applying Firm Officer

Attachments:

Prioritization of Design/ Experience Principles



Prioritization of Animal Concepts



Zoo Atlanta
Design Professional RFQ/RFP

Zoo Atlanta – Upper Zoo – Site Map

The area in yellow represents the primary habitat expansion site and is currently unoccupied. The Zoo is open to incorporating areas of a Secondary area of currently occupied space (Red Panda, Komodo Dragon and Giant Otter habitats) into the Upper Zoo expansion scope if budget allows.

