



Comprehensive Capital Master Plan

Request for Proposals: 10-1655 Consultant Services

Addendum #1

The following addendum contains the answer given to a question posed at the pre-proposal meeting, clarifications given at that same meeting, the answer to one question that was submitted prior to that meeting and information that may prove helpful in considering the resources available for the planning effort.

Questions from the pre-proposal meeting:

1. ***Are there limitations to format and graphics of proposal?***

There are limitations regarding the number of pages that can be used in each section of the proposal. Those limitations are detailed in Section VIII of the RFP, *Proposal Contents*.

Clarifications:

- There is no required percentage for minority owned, women owned and emerging small businesses (MWESB). Metro encourages the use of MWESB to the maximum extent practical and the evaluation process for the RFP will take the use of MWESB firms as sub-contractors, consultants or suppliers into account.
- Proposals should be addressed as follows:

Metro Regional Center
600 NE Grand Avenue
Portland, OR 97232

Attention: Angela Watkins, Procurement Analyst

They should also be clearly marked, "**Comprehensive Capital Master Plan RFP 10-1655**"

- The proposal evaluation committee will be from the Zoo and Metro
- Pre-Design:
Project teams comprised of Zoo staff will develop pre-design project criteria, scope, and programming for each specific bond project to aid the consultant team in creating the Master Plan. This process is underway for all of the bond projects, including the Conservation Discovery Zone.
- Off-Site Elephants
The creation of an off-site elephant facility is still being evaluated as to its feasibility and the suitability of potential sites is being explored. While the off-site elephant facility is not a part of the on-site master planning effort, it may have a significant effect on the on-site elephant work. The desired approach to the possibility of creating an off-site elephant facility is contained in Section V of the RFP – *Proposed Scope of Work, Schedule & Anticipated Cost*.
- Questions must be submitted by May 25, 2010 via email to Melanie Briggs at Melanie.Briggs@oregonzoo.org
- Regarding the expenditure of funds, the Zoo is not looking for a business plan, but rather wants to see the creation of an overall bond budget. The details of expectations regarding that task are on page 4 of the RFP, beginning with, "Create an overall bond budget and financing plan."

Question from email prior to meeting:

"We are trying to determine the complete scope of RFP 10-1655. Can you clarify for me whether this RFP is exclusively for the Master Planning services (indicated to be between \$1m - \$1.5m on page 13), or does this award extend to the several bond projects outlined throughout the scope? If not, will the specified bond projects as described on pages 5-8 of the RFP be solicited separately via the RFP process, or as a multiple projects RFP? One last question, will the selected A/E team for the MP be eligible to submit for the specified bond projects?"

The scope of RFP 10 - 1655 is solely to develop a Zoo Comprehensive Capital Master Plan ("Master Plan") for specific bond projects, sustainability initiatives, and infrastructure improvements as detailed in the RFP document. Once the Master Plan work is done and the final report has been delivered, that report will be used to continue development at the Zoo by serving as a guide for sequencing, budgeting, and programming for the projects in question.

The task of carrying out further development from design development through bid and construction administration for the projects in question is separate from the development of the Master Plan. The multidisciplinary team selected to develop the Master Plan (or members of that team) will be eligible to submit proposals for the further development of individual bond projects.

Additional resources:

Sustainable Visioning Workshop:

An abbreviated summary of the Sustainability Visioning Workshop that was held at the Zoo in June of 2009 (referenced in Section III-B of the RFP) was included in the RFP as Appendix B. There was a request for the full summary of that workshop which is now available. Instructions for downloading that document are as follows:

An electronic copy of the "Oregon Zoo – Sustainable Visioning Workshop Summary – 060329" is available for download from our Oregon Zoo ftp website. The file is 50 pages, in pdf format and 18.5 Megabytes. It will be available on the ftp site for 10 business days only.

To access the file, go to:

<ftp://ftp.oregonzoo.org/pub/zoo/BondProgram/MasterPlanRFP>

Right click on the file: [Oregon Zoo – Sustainable Visioning Workshop Summary – 060329.pdf](#)

Select "Save Target As" or "Save File As" and save the file on your own computer.

If you have any problems accessing the file, please contact Doug Strickler, Bond Program Planning Coordinator, at 503-914-6026 or doug.strickler@oregonzoo.org, or Linnea Nelson, Bond Program Coordinator, at 503-914-6028 or linnea.nelson@oregonzoo.org.

Zoo Campus Survey:

The entire Zoo campus was surveyed in 2009 at 1-foot contour intervals. That survey information will be available to the selected consultant team for their planning work.