



Baltimore, Maryland | 410.771.1701 | [www.hdc-inc.com](http://www.hdc-inc.com)

April 2, 2024

Dear Designer,

On behalf of **The Maryland Zoo in Baltimore**, HDC, Inc. is pleased to offer for your review and consideration this Request for Proposal (RFP) for design services for a proposed **Staff Office Building**.

The Zoo is in discussion with Baltimore City Recreation & Parks about expanding beyond its border in a particular location for this project, but if that is not approved, multiple sites within the Zoo will have to be evaluated. While several potential locations have been identified, there may be options not considered yet, so the first task will be to finalize the site selection. The intent is for an approximately 15,000sf building to house office space for several departments that are currently located in office trailers.

The following information in this document is intended to give the prospective service provider the base-line information needed to properly respond to The Maryland Zoo with an inclusive proposal. Civil engineering and cost estimating should be included in your scope of services.

Please contact us if you have any additional questions or comments.

Sincerely,

*Abe Yoffe*

Abe Yoffe  
HDC, Inc.

## I. Project Overview

### A. Schedule -

<u>Task</u>	<u>Complete by</u>
RFP for Design Issued	4/5/24
<b>Design Bidder site walkthrough</b>	<b>4/16/24 9:00am</b>
RFI Questions Due	4/23/24
<b>Design Proposals Due</b>	<b>4/30/24 5:00 pm</b>
Interviews	Week of May 6 <sup>th</sup>
Designer Selection	5/15/24
Finalize contract & submit to State for approval	5/31/24
State Approval (biggest variable)	8/31/24

See the attached for the remainder of the anticipated project schedule

### B. Preliminary Information

Please see the following attachments:

1. Pages 28 & 29 from the August 2022 Master Plan that identifies three potential locations and concept sketch
2. A preliminary program document created by HDC
3. Project Schedule

### C. HDC

HDC has been retained by The Maryland Zoo to act as a Program Manager/Owner Representative for this project. All design professionals will have contracts directly with The Maryland Zoo.

## II. Design (Arch., MEP, structural, etc.)

### A. Project understanding

The design team for the project is responsible to fully interact with The Maryland Zoo and any of their vendors involved in the project. At all times, the team is to provide complete and accurate information to the said professionals. All design documents are to be completely coordinated with all other trades.

### B. Design Schedule

The Designer will be responsible for the creation/maintenance of a detailed design schedule.

### C. Programming / Basis of Design

1. Project orientation

The Designer will meet with The Maryland Zoo/HDC to gather historical data and determine/agree on budget, schedule and control procedures and understand The Maryland Zoo's "image" and requirements. ~~Additionally, the Designer will meet with appropriate personnel to determine long range business plans as they relate to this project.~~

The Designer shall review and provide analysis on current and future space allocations and operational functions including all support areas. Additionally, the Designer shall make specific recommendations regarding all functions, including benchmarking against current industry standards.

The Zoo would like the following design elements to be considered as part of this design:

- a. Geothermal heating/cooling
- b. UV disinfection in the HVAC system
- c. Emergency power generator

## 2. Program Completion

The final product will include all qualified information from the departments and will include the ability to make various projections based on individual department's business plans for growth (+/-) and contingency plans.

The Designer shall also prepare space allocation and utilization plans indicating departmental locations and preliminary furniture and equipment layouts.

The Designer shall provide and present a written program and Basis of Design for the Owner's approval.

## D. Site Selection/Concept Design/Test Fits

This phase of the project will include the following for both site and building:

- ~~1. The Designer shall field measure the existing space~~
2. Add Alternate: The Designer shall evaluate three potential locations for the building and identify the pros and cons of each.
3. The Designer shall produce massing studies to demonstrate how the size and shape of the building, including parking, will fit on each of the sites.
4. The Designer shall produce test fits demonstrating how the program will fit in to the proposed building on each of the sites.
5. The test fits shall be represented in a spatial document with all basic programming information represented.
6. The plans shall demonstrate in sufficient detail all required program information including all specialty areas.

7. The Designer will provide site-specific budgets (S.F. costs) and design schedules for presentation to the Owner.
8. The plans will also summarize how the target site/building fails to meet any programming requirements and proposed solutions.
9. A preliminary LEED scorecard will be presented to identify how the building will achieve LEED Silver.
10. The Designer will present the site and space plan options and budget for Owner's approval.

#### E. Schematic Design

The schematic design portion will include the finalization of the space plan and initial adjacency layout.

Schematic plans will be developed that will further define adjacencies and provide detailed design intent for specialty areas. These plans will include detailed locations for equipment and personnel and any resulting specialty systems.

The Schematic Phase will also include:

1. Color boards for finish selections/intent
2. Site plan including off-building structures (gen-set yards, parking areas, exercise areas, etc.)
3. Furniture plan including re-use
4. Further defined space requirements for specialty systems including raceways and base building infrastructure
5. Technical space layouts including both client supplied equipment and required infrastructure

The Designer will present the Schematic Design package including an updated budget for Owner's approval. Designer should assume two presentations.

#### F. Design Development

The Design Development plans will consist of all documents in sufficient detail to demonstrate:

1. Coordinated Reflected Ceiling Plan.
2. Coordinated Reflected Floor Plan for technical spaces.
3. Specialty design elements and elevations including lighting, acoustical, stairways, atriums, entrances, feature walls, landscaping, etc.
4. Special millwork elevations.
5. Finish plans.
6. Audio-Visual.
7. Security (including access control, intrusion and CCTV)
8. Power plans including voice data locations.

9. Specialty lighting.

## G. Construction Documents

Construction documents will consist of detailed drawings, specifications, and all related documents needed to apply for a building permit and complete the construction work. The construction documents will include, but not be limited to, the following sections, as necessary for this project:

1. Master legend
2. Demolition plan
3. Structural plan
4. Landscape plan
5. General construction/architectural plans including, as necessary:
  - a. Reflected ceiling plan including lighting locations
  - b. Details, sections, and elevations
  - c. Finish selections
  - d. Doors, frames, and hardware schedule
  - e. Furniture plan
  - f. ~~Phasing plans~~
6. Mechanical plan including equipment schedules
7. Electrical plan including device locations for access control, security, and data (including Wireless Access Points) (cable plant design by others)
8. Security specifications for access control, intrusion, and CCTV
9. ~~Reflected floor plan for technical areas~~
10. ~~Food Service Equipment plan/schedule~~

Detailed specifications may be on the drawing sheets and are to include, but are not limited to, the following topics:

1. Finish materials
2. Fabrication
3. Procurement
4. Shipment
5. Installation
6. Set/break points and tolerances
7. Testing requirements and parameters
8. Start-up/commissioning
9. Maintenance programs
10. Warranties

The above plans will also include detailed information so that The Maryland Zoo can separately purchase equipment and fixtures if desired.

The final product will be prepared in such fashion that approval by any and all governmental/public agencies will be obtained in a timely manner.

## H. Permitting & Bidding

1. The Designer will be responsible for meeting with the permit department before submission if deemed necessary, submitting the documents for permit, tracking its progress, and responding to any questions from the AHJ.
2. The Designer will assist with the creation of a contractor's bid package and participate with contractor interviews.
3. The Designer will be responsible to distribute to all parties' clarifications and additional information during this phase. The Designer will be responsible to notify The Maryland Zoo/HDC of any cost changes as a result of this phase. All Requests for Information (RFI's) are to be answered within 24 hours with responses distributed to all bidders.
4. The Designer will assist with the analysis of the construction quotes and participate with final recommendations to The Maryland Zoo.

## I. Construction Administration

1. The design team will fully support all activities in conjunction with the implementation of the design documents.
2. The Designer shall participate in weekly "OAC" meetings with the The Maryland Zoo, HDC, & the contractor throughout the duration of construction.
3. The Designer's responsibility to provide basic services for the Contract Administration Phase under this Agreement commences with the award of contracts and terminates at issuance to the owner/tenant of the final Certificate for Payment and final occupancy approvals.
4. The Designer shall fully integrate with The Maryland Zoo' third-party vendors including, but not limited to, security, furniture, vending, etc.
5. The Designer shall be responsible for all appropriate building permits and governmental/landlord approvals.
6. The Designer shall visit the project premises as deemed necessary to become generally familiar with the progress and quality of the work completed. Based on the observations and evaluations of the Contractors' Applications for Payment, the Designer shall review and certify any amounts due to the Contractors.
7. The Designer shall be present for commissioning of any critical systems.
8. The Designer shall, in a timely manner, review and approve, or take other appropriate action, upon Contractor's submittals (up to 2 reviews each) such as shop drawings, sample boards/mock-ups, submittals, product data, samples, testing reports, commissioning reports, air balancing, etc.
9. The Designer shall prepare architects supplemental instructions and change directives, with supporting documentation and data if deemed necessary.
10. The Designer will be responsible for reviewing and commenting on all change orders.

11. The Designer shall respond to all requests for information within a maximum of 5 business days or 48 hours if the request is marked urgent.
12. The Designer shall provide services in connection with evaluating substitutions proposed by contractors.
13. The Designer shall perform a punch-list walkthrough with the contractor and The Maryland Zoo, issue a written punch-list with pictures, and perform a "back-punch" inspection.

#### J. Project Closeout

The Designer is responsible for the complete closeout of the project. The design team is to provide The Maryland Zoo and the Landlord with all necessary information to fully maintain and service the work product. The design team will provide all required support including, but not limited to, the following:

1. Record documents/as-builts in PDF format (and CADD if requested)
2. Warranty packages
3. Service provider agreements
4. Commissioning of all facilities
5. Punch-list completion certification
6. ~~"Corporate Standard" book that includes the following:~~
  - a. ~~Finish schedule including ceiling, walls, floor, hardware, etc.~~
  - b. ~~Furniture (systems, case goods, millwork)~~
  - c. ~~Sketches including furniture, fixtures and equipment, for reception, break, copy, meeting, executive, general office, shipping and receiving, common areas (hallways, passages, vestibules), etc. Technical spaces are excluded.~~
  - d. ~~Sketches of any specialty details particular to The Maryland Zoo's program.~~

The design team will resolve all disputes resulting from their work product.

The drawings, specifications, and other documents prepared by the designer for this project are instruments of the Designer's service for use solely with respect to this site-specific project and the Owner shall be granted full ownership of all documents prepared by the Designer.

### III. Design (Civil Engineering)

#### A. Project understanding

The design team for the project is responsible to fully interact with the Architect of Record and The Maryland Zoo. At all times, the team is to provide complete and accurate information to the said professionals. All design documents are to be completely coordinated with all other design disciplines. Refer to the Bid form for the design professionals identified for this project.

B. Sub-schedule/budget

The Designer will be responsible for the creation/maintenance of ~~both~~ a detailed schedule and target construction budget as they relate to their scope-of-work.

~~C. Programming~~

~~1. Project orientation~~

~~The Designer will meet with the Architect of Record and The Maryland Zoo/HDC to gather historical data and determine/agree on budget, schedule and control procedures. The designer will be responsible for both short and long term planning including phasing, parking, utilized open areas" etc." as presented by the Architect of record.~~

~~2. Program completion~~

~~The final product will be a coordinated presentation and bound document stating compliance with the Basis of Design, Budget, and Schedule. This document will include:~~

- ~~a. LEED compliance design requirements~~
- ~~b. SWM requirements & documentation of off site SWM credits~~
- ~~c. Utility availability and reliability~~
- ~~f. Landscape requirements~~
- ~~g. Permit Requirements~~

D. Site Selection/Concept Design/Test Fits

The Architect of Record will supply conceptual site plan layouts for the Civil Engineer to evaluate for code compliance, compliance with site requirements and restrictions, and impact (pros and cons) from a civil engineering point of view.

This phase should include, but may not be limited to, the following disciplines:

- ~~1. Traffic Study~~
- ~~2. Environmental survey~~
3. Grading
4. Storm water management
5. Utility availability (Surveys to be performed by a third party)
6. Analysis of geotechnical borings (borings to be performed by a third party)
7. City and State requirements
8. Opportunities & constraints for LEED compliance

The above-mentioned disciplines or tasks must be developed enough to provide clear direction/information relative to cost, schedule, and program requirements.

The Test Fit portion of the project will include the following for both site and building:

1. The Designer shall produce test fits.
2. The test fits shall be represented in a spatial document with all basic programming information represented.
3. The Designer will present design concepts and resulting efficiencies and high-level budgets.
4. The plans shall demonstrate in sufficient detail all required program information including all specialty areas.
5. The plans will also summarize how the target building fails to meet any programming requirements and proposed solutions.
6. The Designer will present the site and space plans and updated budget for Owner approval.

#### E. Schematic Design

The schematic design portion will include the finalization of the site plan.

##### 1. Field verification

During this phase, the design team will be responsible for the complete understanding of the existing site conditions including but not limited to:

- a. Incoming services (electrical, plumbing, phone, etc.)
- b. Unique construction procedures and methods
- c. Structural and loading capabilities
- d. Topographic Survey
- e. Boundaries and dimensions
- f. Turn radius studies
- g. Public Water Main plan
- h. Geotechnical borings
- i. SWM facilities
- j. Site development schedule
- k. Proposed fee schedule

##### 2. Schematic Plan

Schematic plans will be developed that will further define proposed site details. These plans will include detailed locations for site equipment and specialty areas.

The Schematic Phase will also include:

- a. Site plan including off-building structures (gen-set yards, parking areas, exercise areas, etc.)
- b. Site furniture plan
- c. Further defined space requirements for specialty systems including raceways and base building infrastructure
- d. Topographical Survey
- e. Site Layout
- f. Grading Plan
- g. SWM plan
- h. Landscape plan
- i. Site Lighting and signage plan
- j. Public Water Main Plan

The Designer will present the Schematic Design package including an updated budget for Owner's approval.

#### F. Design Development

The design development plans will consist of all documents required to sufficiently detail plans above and to demonstrate preliminary construction details as follows:

1. Specialty design elements and elevations including lighting, feature walls, landscaping, etc.
2. Provide direction to a contractor or professional estimator as to the scope of work for budgeting
3. Earthwork Computations
4. Coordination with future site modifications

#### G. Construction Documents

Construction documents will consist of detailed drawings, specifications, and all related documents to complete the construction work. The construction documents will include, but not be limited to, the following sections:

1. Master legend
2. Site plan
3. Sediment and erosion control plan
4. Grading plan
5. Storm Water Management and drainage plan
6. Landscape plan
7. Site Signage plan
8. Site lighting plan
9. Details, elevations, profiles, etc.
10. Zoning and permit plans as required
11. Detailed specifications

12. Phasing or utilization plans required to support The Maryland Zoo business plans

Detailed specifications are to include, but are not limited to, the following:

1. Finish materials
2. Fabrication
3. Procurement
4. Shipment
5. Installation
6. Maintenance programs
7. Warranties

The design team shall present all required information to the appropriate officials for:

1. Permitting and cost estimates required
2. Applications for gas, electric, sewer, water, etc.
3. Required bonding applications
4. Preparation of easement agreements as required
5. Developers agreements
7. As-built certifications

The final product will be prepared in such fashion that approval by all and any governmental/public agencies will be obtained in a timely manner.

#### H. Permitting & Bidding

1. The Designer will be responsible for meeting with the permit department before submission if deemed necessary, submitting the documents for permit, tracking its progress, and responding to any questions from the AHJ.
2. The Designer will assist with the creation of a contractor's bid package and participate in contractor interviews.
3. The Designer will be responsible to distribute to all parties' clarifications and additional information during this phase. The Designer will be responsible to notify The Maryland Zoo/HDC of any cost changes as a result of this phase. All Requests for Information (RFI's) are to be answered within 24 hours with responses distributed to all bidders.
4. The Designer will assist with the analysis of the construction quotes and participate with final recommendations to The Maryland Zoo.

#### I. Construction Administration

The design team will fully support all activities in conjunction with the implementation of the design documents.

The Designer's responsibility to provide basic services for the Construction Administration Phase under this Agreement commences with the award of contracts and terminates at issuance to the owner of the final certificate for payment and final occupancy approvals.

The Designer shall fully integrate with The Maryland Zoo's third-party vendors including, but not limited to, security, furniture, vending, etc.

The Designer shall be responsible for all appropriate building permits and governmental/landlord approvals.

The Designer shall visit the project premises as deemed necessary to become generally familiar with the progress and quality of the work completed. Based on the observations and evaluations of the Contractor's Applications for Payment, the Designer shall review and certify any amounts due the Contractors.

The Designer shall, in a timely manner, review and approve, or take other appropriate action, upon Contractor's submittals (up to 2 reviews) such as shop drawings, sample boards/mock-ups, submittals, product data, samples, testing reports, commissioning reports, air balancing, etc.

The Designer shall prepare architects supplemental instructions and change directives, with supporting documentation and data if deemed necessary.

The Designer will be responsible for reviewing ~~and processing~~ all change orders.

The Designer shall respond to all requests for information within a maximum of 5 business days or within 48 hours if earmarked urgent.

The Designer shall provide services in connection with evaluating substitutions proposed by contractors.

The Designer shall issue, in writing, a punch-list and include final punch-list inspection.

#### J. Project Closeout

The Designer is responsible for the complete closeout of the project. The design team is to provide THE MARYLAND ZOO/HDC with all necessary information in order to fully maintain and service the work product. The design team will provide all required support including, but not limited to, the following:

1. As-builts/"Red-lines" in CADD and PDF format
2. Warranty packages
3. Punch-list completion certification
4. Certification of work installed as required by the local jurisdictions.

5. Bond close out.
6. Review of all third-party certifications and reports. (Geotechnical)

The design team will resolve any and all disputes resulting from their work product.

The drawings, specifications and other documents prepared by the designer for this Project are instruments of the Designer's service for use solely with respect to this site-specific project and the Owner shall be granted full ownership of all documents prepared by the Designer.

#### **IV. LEED**

The goal of this project is to obtain LEED Silver certification.

The Design team shall perform the following:

1. Identify project requirements for achieving LEED Silver.
2. Registration with the Green Building Certification Institute (GBCI)
3. LEED credit documentation and tracking
4. Energy modeling and analysis
5. Collaboration with construction team to document construction credits
6. Construction phase support
7. Certification application and follow-through
8. Post-occupancy verification (if needed)

#### **V. Furniture Program**

The Designer shall be responsible for the following regarding furniture:

1. Inventory existing furniture
2. Analyze stock and recommend strategy including disposition, refurbishment, or reuse.
3. Create and distribute furniture RFP including standards, finishes, options, contract access, etc. for three (3) potential service providers.
4. Provide RFI support during the bidding phase.
5. Analyze furniture bids and prepare recommendation to The Maryland Zoo
6. Assist with contract negotiations.
7. Review and approve furniture vendor's request for payments.
8. Prepare a furniture punch-list and ensure completion.

#### **VI. Cable Plant/Hardware Planning**

The Designer shall provide the following regarding the cable plant/hardware:

The cable plant for The Maryland Zoo' new facility will be comprised of distinct systems:

1. Corporate voice/data cable plant
2. Wireless System
3. ~~Public Address Systems~~

The corporate cable plant will include the structured cable system, including all required infrastructures, for connectivity from:

1. Point of Entry to the Main Telecommunications Room (MTR)
2. Risers and backbones from MTR to all Telecommunications Room (TRs) and the distribution of cables from TRs throughout the building

The Designer is to design and develop construction documents (drawings and specifications) for these cable/wireless systems for bidding and construction, and to provide construction administration services as specified elsewhere in this RFP. Tasks include:

1. System engineering coordination with, and support of, the building design team.
2. Prepare approved cable plant design and construction drawings.
3. Prepare approved materials and installation specifications.
4. Provide electrical/mechanical requirements for all Information Technology systems equipment.
5. Prepare approved Information Technology hardware plans (including equipment schedules and floor plan layouts).
6. Prepare an approved addressing/labeling plan for the structured cable plants.
7. Prepare approved testing and acceptance criteria for the cable systems.
8. Assist in the assembly and distribution of the cable plant construction RFP to contractors (Included with CD's).
9. Assist in bid evaluation.
10. Provide construction administration services, including clarifications, submittals review, monitoring and quality review, Owner change requests, contractor substitution evaluations, and payment request reviews.

## **VII. Signage**

The Designer shall provide the following regarding interior signage program:

1. Review The Maryland Zoo's current internal signage program.
2. Create signage standards for all areas, as necessary:
  - a. Site entrance
  - b. Building
  - c. Site wayfinding
  - d. Main lobby sign
  - e. Internal Wayfinding
  - f. Workstations, offices, rooms

3. Create and distribute signage RFP including standards, finishes, options, contract access, etc.
4. Provide RFI support during the bidding phase.
5. Analyze signage bids and prepare recommendation to The Maryland Zoo.
6. Assist with contract negotiations.
7. Provide installation management including schedule creation and control.
- ~~8. Review and approve signage vendor's request for payments~~
9. Prepare a signage punch-list and ensure completion.

## **VIII. Multi Media**

The Designer will be responsible to understand The Maryland Zoo' Multi-Media requirements and provide the following services:

1. Prepare multi-media design documentation
2. Create and distribute RFP to multi-media vendors.
3. Provide RFI support during the bidding phase.
4. Analyze bids and prepare recommendation to The Maryland Zoo.
5. Assist with contract negotiations.
6. Provide installation management including schedule creation and control.
- ~~7. Review and approve vendor's request for payments~~
8. Prepare a punch-list, coordinate any training, and ensure completion.

## **IX. Staffing/References**

Kindly provide a full resume on team members that will be staffing the project. The resumes should focus on similar projects with references and contacts. It is assumed that the personnel that are identified in your responses will be able to start on the project as described in the project schedule.

Additionally, kindly provide two (2) references of similar projects in the Baltimore-Washington area.

## **X. Communication Protocol**

We request that the Designer appoint a single project manager that is capable of directing his team and fielding all questions, inquiries, etc. from the The Maryland Zoo/HDC team. All formal communication shall be reduced to writing and/or email and distributed appropriately.

The Designer will be responsible throughout the project to keep meeting minutes as they relate to their scope-of-work. All Designer meeting minutes or directives shall be issued no later than 5 business days after a meeting or event.

## XI. Pricing:

Pricing is to be a Stipulated Sum, per the attached bid form. All work products, unless expressly excluded, will be considered included.

### A. Hourly Rates

Kindly provide a schedule that represents your billable rates by position per phase. This rate is to include all taxes, insurance, compensations, etc. No other additional charges will be accepted.

### B. Reimbursables

Reimbursables are to be passed through at cost plus 10% maximum.

## XII. Bid Responses

### A. Date/Time/Place

**Bids are due by 5:00 pm on Tuesday April 30<sup>th</sup>, 2024 at 5:00 pm**

**Please provide bids electronically (PDF) to all parties below:**

Karl Kranz  
Executive Vice President for Animal Programs/COO  
The Maryland Zoo in Baltimore  
1876 Mansion House Drive  
Baltimore, MD 21217  
[Karl.kranz@marylandzoo.org](mailto:Karl.kranz@marylandzoo.org)

Abe Yoffe  
HDC, Inc.  
[ayoffe@hdc-inc.com](mailto:ayoffe@hdc-inc.com)  
410-456-5122

Charles Dunbar  
HDC, Inc.  
[cdunbar@hdc-inc.com](mailto:cdunbar@hdc-inc.com)

**Please complete the attached Bid Form and return it in the original Excel format with your bid.**

Vendor is responsible for the timely delivery of bid material.

**The Maryland Zoo has the right to reject or accept any proposal.**

**This work product is intended solely for the purpose stated and shall not be distributed to third parties without the prior written consent of The Maryland Zoo/HDC, Inc.**

B. RFI's

During the bid process, any Request for Information (RFI's) shall be reduced to writing and emailed to:

Abe Yoffe  
HDC, Inc.  
[ayoffe@hdc-inc.com](mailto:ayoffe@hdc-inc.com)

## Attachments

1. Bid Form in Excel
2. Zoo Master Plan- Staff Building
3. Test Space Program- 10/12/22
4. Proposed Project Schedule – 4/2/24