



Friends of the Moonridge Zoo

www.bigbearzoo.com

Building Tomorrow's Zoo

PO Box 2557
Big Bear City, CA 92314
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Date: November 30, 2005
Distribution: Interested Consultants
Subject: **Request for Qualifications to Design a Master Plan
for the New Big Bear Zoological Park**
Contact: Bill Treadwell, Vice President, Friends of Moonridge Zoo
909-878-4200

The Friends of the Moonridge Zoo has released the following Request for Qualifications (RFQ) for interested, qualified consultants to provide Architectural / Engineering Services for designing a new zoological park in Big Bear, California that will result in a providing a master plan.

This RFQ, any attachments or addendums can be downloaded from
<http://bigbearzoo.com/lfwc/futurevision.html>

Six copies, including the original, of submittals must be received by no later than Friday 4:30 PM (PST) December 30, 2005 at

Friends of the Moonridge Zoo
42001 Big Bear Blvd, Suite 3
Big Bear Lake, CA 92315

If mailing your submittals via United States Postal Service, mail to:

Friends of the Moonridge Zoo
PO Box 2557
Big Bear City, CA 92314

On the outside of the submittal packet, identify contents as: **RFQ Big Bear Zoo.**

The following Project Schedule is envisioned, although it is subject to amendment at the sole discretion of the issuing entities:

Nov 30, 2005	Mail Out RFQ Invitations
Dec 30, 2005	4:30 PM Deadline to Receive RFQ
Jan 12, 2006	Notify Selected Submittals for Oral Interviews
Jan 19-20, 2006	Conduct Oral Interviews
Jan 27, 2006	Contract with Selected Submittal
Mar 24, 2006	Preliminary Draft of Master Plan
Mar 25 - Apr 26, 2006	Review Process and Updates
May 6, 2006	Final Draft of Master Plan Submitted

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1 GENERAL INFORMATION AND BACKGROUND

1.1. PURPOSE

The purpose of this Request for Qualifications (RFQ) is to secure professional consulting services for designing the New Big Bear Zoological Park Master Plan. As a note of clarification: (1) The name “Big Bear Zoological Park” is currently being used as a place holder name for the purpose of talking about the future park, which will actually be the relocation and evolution of the current Moonridge Animal Park located in Big Bear Lake, California; (2) On the web-site and in other documentation (i.e. Business Plan) the new zoological park has been referred to with the place holding name of the “Living Forest Wildlife Center.”

Located in Big Bear Lake, California (East of Los Angeles about a two hour drive up into the San Bernardino Mountains at around a 6500 foot elevation) is the Moonridge Animal Park (www.BigBearZoo.com). We are working to relocate that animal park and build a new zoological park. Our plans are to make the zoo very green...built into our natural alpine forest (not overrun it, nor make artificial environments), specialize in alpine animal species, and using alternative energy--solar, hydropower, bio-mass, and geexchange/geothermal (not enough wind for wind power) and maybe venture into a hydrogen and/or methanol facility. We would like to be energy independent and potentially become a small energy supplier to the utility grid in the future (10-15 years down the road).

The new park will be designed to tell visitors stories (to educate) about animals, the history of our valley (the park will be thematically laid out to depict the valley's history from Native American, 49er gold rush, to 20th century), and alternative energy. The overarching goal is to demonstrate the compatible interface of the natural ecosystem (trees, plants, animals, and water) with human ventures (buildings and energy consumption).

The Master Plan needs to envision the next 25 years of possible development in order to minimize the need for conducting future Environmental Impact Studies. The new zoological park will be built on National Forest Land with a renewable 25-30 year permit. The Forest Service will effectively be the park’s landlord, and therefore the park is required to follow Forest Service guidelines and policies. The Moonridge Animal Park is a county facility and therefore the Master Plan must meet county guidelines and policies.

The Master Plan will be submitted to and become an integral part of the Environmental Impact Study that is currently being conducted by Recreation Solutions Enterprise.

1.2. ISSUING ENTITIES

This RFQ for Professional Services is issued and administered by Friends of the Moonridge Zoo.

Friends of the Moonridge Zoo (FOMZ), was organized in 1988 as a 501(c)(3) non-profit California Corporation for the sole purpose to support the Moonridge Animal Park. FOMZ has entered into a Memorandum of Understanding with the Big Bear Valley Recreation and Parks District, the San Bernardino National Forest Association and the San Bernardino National Forest, Pacific Southwest Region, USDA Forest Service to relocate the current Moonridge Animal Park on National Forest Service Land. As part of its participation in this project, FOMZ is planning to contract for professional consulting services to produce a Master Plan for the new Big Bear Zoological Park.

The MOU entities joined together to form a Task Force, with the responsibilities to operatively move through and accomplish all of the MOU stipulations. The Task Force will be the review committee for the RFQ submittals. The Task Force will also be the group that the selected firm or team will interface with in developing the Master Plan.

2. CONDITIONS

2.1. GENERAL

- 2.1.1. Submitting firms shall thoroughly examine the cover letter accompanying this RFQ and all other documents, and any updates on the internet.
- 2.1.2. Submitting firms shall make all investigations necessary to thoroughly inform themselves regarding site location, site conditions, and all other conditions as required by this solicitation.
- 2.1.3. FOMZ and the Task Force reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFQ or to issue a new RFQ.

2.2. PREPARATION OF SUBMITTALS

- 2.2.1. Submittals can be on the part of one firm or a team comprised of firms and/or individuals, but should be signed by one individual who has the authority to commit the firm or team. "Submitting firm" as used throughout this document therefore signifies the entity that is making the submittal.
- 2.2.2. Submittals are limited to sixty (60) pages, inclusive of all attachments and appendices.

2.3. OFFICIALS NOT TO BENEFIT

No government employee or any elected official shall be admitted to any share or part of this contract, or to any benefit that may arise there from.

2.4. REJECTION OF SUBMITTALS

FOMZ reserves the right to reject any and all submittals received as a result of this RFQ or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of the Task Force. No payment will be made for the information solicited or obtained through any response to this solicitation.

2.5. INCURRING COSTS

FOMZ and the Task Force entities are not liable for any cost incurred by submitting firms prior to issuance of a contract.

2.6. ADDENDA TO THE REQUEST FOR QUALIFICATIONS

In the event it becomes necessary to revise any part of this Request for Qualifications, addenda will be posted on the website from which the RFQ can be downloaded (see cover page). It is the responsibility of the submitting firms to verify whether addenda have been posted prior to the submittal deadline.

2.7. RESPONSE DATE

To be considered, submittals must arrive at FOMZ offices on or before the date and time specified in the cover letter. Submitting firms should allow for normal mail delivery time to ensure timely receipt of their submittal. Respondent firms are solely responsible for the timely delivery of this RFQ. No fax submittals will be accepted.

2.8. TYPE OF CONTRACT

FOMZ will use their own professional services agreement in contracting for professional services. The characteristics of that agreement will include:

- An indemnification provision holding the FOMZ and the Task Force harmless from negligence on the part of the professional, professional's employees, agents or consultants;
- A requirement that the service provider comply with all Federal, California, San Bernardino County, and USDA Forest Service laws.
- A requirement that the service provider will carry and show proof of the following insurance: comprehensive general liability, workers compensation, and professional liability (errors and omissions).

3. SUBMITTALS

3.1. GENERAL

To be considered, submittals must include a complete response to this RFQ, using the format provided in section 4. Each submittal must be submitted in the required number to the location specified in the cover letter. Submittals must be signed by an official authorized to bind the firm(s) to its provisions.

3.2. ACCEPTANCE OF RFQ AND SUBMITTAL CONTENT

The contents of this RFQ and the submittal of the successful firm or team's RFQ will be subsumed as founding contractual obligations, if a contract ensues.

3.3. SUBMITTAL PREPARATION

Submittals should be prepared providing a straightforward, concise description of the respondent's ability to meet the requirements of the RFQ. Emphasis should be on completeness and clarity of content.

3.4. ORAL PRESENTATION

Submitting firms may be required to make an oral presentation of their submittal to a selection committee. These presentations provide an opportunity for the respondents to clarify their submittal to insure thorough mutual understanding.

3.5. PRIME CONTRACTOR RESPONSIBILITIES

The selected firm or team will be required to assume responsibility for all services offered in the submittal whether or not the service provider produces them. Further, FOMZ will consider the selected firm or team to be the single point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

3.6. SERVICES REQUIRED

A Business Plan has been developed that should be used as preliminary guidelines for the size and scope of the future zoological park. The Business Plan can be downloaded <http://bigbearzoo.com/lfwc/futurevision.html>. Attached to this RFQ are a conceptual bubble map and a topographical map. The conceptual bubble map has been used as general guidelines for talking about the future park. The topographical map locates the general proposed forest land the park is to be developed on.

3.6.1. The services to be rendered by the selected firm or team shall consist of all such services as customarily performed when creating a Master Plan.

3.6.2. The services will include meeting with the Task Force for the general shaping of the design of the park and resolving design issues.

3.6.3. The services will include meeting, as needed, with Recreation Solutions Enterprise. Recreation Solutions Enterprise has been retained to conduct the Environmental Impact Study.

3.6.4. The Master Plan at a minimum will include the following elements:

- From a topographical map wherein 50 acres are delineated, select 25 acres most suitable for developing the new zoological park.
- Design immersion exhibits for the current animals at Moonridge Animal Park and those other planned Alpine animals that will assist in telling the animal history of the Big Bear Valley, with emphasis on maintaining the plants, topography, etc. that are found within the park's ecosystem where in

the master plan will blend these natural textures while highlighting the needs of each exhibit species.

- Immersion exhibit areas will incorporate Big Bear Valley epic history orientation, i.e. restrooms and maintenance/storage areas in each specific immersion exhibit take on historic/cultural characteristics.
 - Building designs for parking area, administrative offices, visitor gate entry, merchandise store, snacks/luncheon eatery, animal hospital, animal kitchen, shop/maintenance facility, and restrooms.
 - A farm setting with children's outdoor animal theme playground, which also provides for a separate area for a live petting/grooming animal setting. The farm setting needs to be designed within one of the epic theme periods, such as early 20th century cattle/fox farming era.
 - A Native American Interpretation Center, located in the Serrano area of the park, for artifacts found on-site during development of the park.
 - Design layouts of patron paths and service roadways as they pertain to the thematic era park design.
 - Meet Americans with Disabilities Act (ADA) standards for a year round open park with major visitor path walk way ice/snow free during winter season.
 - Implement alternative energy infrastructure (i.e. orient buildings to maximize the Southern sun for solar panels), possible use of bio-mass digesters, a pond at a high elevated area of the park with dam and turbine to generate hydropower, fresh water storage tank near the pond, a recycling water system, and use of geexchange (geothermal) systems.
- 3.6.5. Construction cost estimates of recommendations using phases of implementation.
- 3.6.6. The Master Plan shall be based on all current State, County, Federal, and USDA Forest Service codes applicable.
- 3.6.7. Development of an expenditure/capital analysis plan. This plan will be a resource document to forecast and plan future expenditures of resources for implementation. The time line for this plan will be finalized by the Task Force.
- 3.6.8. All documentation and design work will be revised by the selected firm or team until the Master Plan design concepts has been accepted by the Task Force.
- 3.6.9. Submit four sets of final Master Plans and associated documents for final review and acceptance.

4. INFORMATION REQUIRED FROM SERVICE PROVIDER

For ease in review and evaluation, the submittals for this project must be organized and presented as follows:

4.1. COVER AND TITLE PAGE

The following information must appear on the cover and/or the title page:

- 4.1.1. Project title.
- 4.1.2. Name of the firm(s) making the submittal along with address, phone number and one contact person for the proposal team, if more than one firm comprises the team.

4.2. TABLE OF CONTENTS

Identify materials by section and page number.

4.3. LETTER OF TRANSMITTAL

The transmittal letter must include the following:

- 4.3.1. Brief statement of understanding of the work to be performed, and a positive commitment to perform the work within the time period.
- 4.3.2. Name of the contact person or representative for the firm, their title, address and phone number.
- 4.3.3. State whether the contact person is authorized to bind the firm or team and provide information for the authorized individual, if different from the contact person.

4.4. SERVICE PROVIDER INFORMATION

In this section the respondent is asked to provide information about the firm(s) and the personnel to be assigned to this project. The submitting entity can be either a single firm or a team comprising multiple firms and/or independent consultants. Please describe the entity submitting the proposal. Be sure to also include the following information:

- 4.4.1. A current resume of the proposed project manager(s);
- 4.4.2. The principal(s) who would be responsible for the work, resume(s) for the principal(s) and a statement of the amount of time this/these individual(s) will commit to the project;
- 4.4.3. At least three (3) references and descriptions of similar projects executed by the firm or team members (identify the principal person(s) involved with each project from the firm or team), and a contact name, telephone number and email address for each project;
- 4.4.4. A statement of the extent to which the team or members of the team is/are classified as a women and/or minority owned business;

- 4.4.5. A statement of the extent to which the team or its members have a place of business within the local area;
 - 4.4.6. An assessment of the firm's/team's present workload, including a statement indicating the firm's/team's ability to accommodate the time schedule contemplated;
 - 4.4.7. Resumes for all individuals who will be assigned to the project and a statement of their roles in the proposed project;
 - 4.4.8. If a lawsuit(s) has been filed against any member firm for misfeasance or nonfeasance of professional service, identify the suit by adverse party, case number, jurisdiction where filed, and current status.
- 4.5. **OBJECTIVES STATEMENT**
The respondent should identify the scope of the project and provide details as to your perception of the project. Respondents should not merely repeat the information included in this Request for Qualifications, but elaborate on the objectives and scope of the Master Plan.
- 4.6. **METHOD**
The submitting entity is asked to describe its substantive approach to the problem. What services are to be performed? What kind of specialized services are needed? What kinds of data to be collected and analyzed? Also in this section identify any constraints native to the method proposed. Proposed method should strongly relate to management plan and selected team members.
- 4.7. **STATEMENT OF WORK**
Identify and outline what the firm(s) propose(s) to do. Describe the firm or team's approach to performing the specific services required in this project as noted in section 3.6 of the Request for Submittal. Include also a schedule of work to be performed with appropriate milestones and dates of completion.
- 4.8. **MANAGEMENT PLAN**
Describe in both narrative and graphic form how the firm(s) propose(s) to manage the project. Provide general information on the organization and management processes of the firm(s) involved in the project, as well as a more specific outline of the structure of the proposed project team (sole proprietor, partnership, corporation, joint venture, etc.). This section should answer such questions as: Who will have overall responsibility? What will the lines of authority be? How much of each person's time will be committed to the project? In addition to the narrative description, this management plan should include an organization chart of the project team. This chart should be prepared indicating the time commitments and task responsibilities at each phase of the project. This section should be summed up with assurances that a joint venture (if proposed) will be well coordinated and that any problems which may arise can be considered and resolved without infringing on the project.

4.9. CERTIFICATION

The authorized signatory is required to include the following statement and signature area:

I certify that [firm/team] has carefully reviewed the RFQ and recognize that this submittal becomes the property of the Friends of the Moonridge Zoo and is non-returnable. I further certify that the enclosed information is accurate, and verifiable by the Friends of the Moonridge Zoo, and that the below named signatory is fully authorized to bind [firm/team] to the provisions of this submittal.

Signature of Principal
Name of Firm
Date

5. SELECTION CRITERIA

The Task Force at its sole discretion will select one or more submittals for oral presentations. The guiding parameters for selecting a submittal will be based on:

- The firm/team's experience and expertise to perform all the necessary tasks required to produce the Master Plan.
- The extent to which the firm/team has personnel available to produce the required work on a timely basis and backed by demonstrated performance references.
- That the submittal demonstrates a thorough understanding of the purpose and scope of the Master Plan.
- Consideration of cost, long term costs and maintenance factors.
- An organizational and management which will be highly responsive to FOMZ, the Task Force, and Recreation Solutions Enterprise.