



Chicago Zoological Society
Inspiring Conservation Leadership

REQUEST FOR PROPOSAL (RFP)
for
Landscape Architect Service for Roosevelt Fountain

RFP No: 055-2023
RFP Issue Date: March 21, 2023

The Chicago Zoological Society (CZS) is soliciting proposals from qualified Landscape Architectural Design firms for services to design, build and manage a plan and execution of renovating the existing grounds surrounding the Roosevelt Fountain, centrally located within Brookfield Zoo. The specific details regarding the Scope of Work can be found on the accompanying [Attachment A – Scope of Work](#).

This document outlines the Society’s guidelines for your responses.

The Proposal must be submitted no later than 5:00pm on Thursday, April 13, 2023 in electronic format to the following email address:

Purchasing@czs.org

If you require clarifications or have specific questions regarding any information contained in this RFP (e.g. Scope of Work), please submit your questions in writing via email to the email address referenced below. **All question(s) must be submitted in writing no later than Wednesday, April 5, 2023.** Please include the RFP No. noted above in your email.

Purchasing@czs.org

Organizational Overview

The Chicago Zoological Society (CZS) is a private nonprofit organization that operates Brookfield Zoo on land owned by the Forest Preserve District of Cook County. Opened to the public in 1934, Brookfield Zoo has been a Chicago-area treasure and family destination for more than 75 years. Brookfield Zoo is the largest suburban attraction in Cook County, both in size and visitation. The 235-acre Zoo annually serves over two million visitors from the diverse Chicago metropolitan area. The zoo is open 365 days a year. On an average day, more than 11,000 people visit during the Zoo’s peak attendance season in the summer months.

The Chicago Zoological Society’s mission is to inspire conservation leadership by connecting people with wildlife and nature. We strive to provide people of all ages and backgrounds with opportunities to learn about and care for the natural world. When it first opened, Brookfield Zoo was considered “cutting edge” for its bar-less enclosures. One of the first zoos to employ nutritionists, pathologists, veterinarians, geneticists,

endocrinologists, and behavioral specialists, we continue in a tradition of innovation.

Scope of Work/Deliverables/Required Response Format

The Scope of Work, required deliverable Work Product(s), and format requirements for your proposal can be found in the accompanying [Attachment A to this RFP](#).

Timeline

CZS is requesting responses to this RFP to be received by Thursday, April 6, 2023. Once received, the CZS team will evaluate all proposals, communicate directly with vendors for any clarifications that may be needed, determine the selection of the firm and aspire to have a contract in place by the first week of May. CZS is targeting a project completion date of October 6th, 2023 or sooner.

All interested firms to this RFP are required to attend a pre-bid walk at the Zoo on Monday, April 3 at 2:00pm.

This meeting will provide firms the opportunity to view the Fountain and associated landscape bed, ask questions and receive clarification regarding the proposal process. Please respond to Purchasing@czs.org to confirm your attendance at this pre-bid meeting. All attendees will enter the Zoo through the South Gate on Golf Road and meet at the South entrance adjacent to the South Gate Reception.

Vendor Information

As part of your RFP response, please include a description and background of your company on the accompanying [Attachment B – Contractor Information Statement](#). Provide any additional information relevant to this RFP and about your business that the Society should know to assist us in making our selection; in other words, what differentiates your business from that of other respondents?

Please provide three references as indicated on [Attachment C](#).

Selection Criteria

Proposals received will be reviewed and evaluated based upon the following selection criteria:

- Demonstration of understanding the Design, Build and Management of services described in detail in the accompanying Scope of Work ([Attachment A](#))
- Ability to meet the timeline for completion of the Landscape Renovation – October 6, 2023 or sooner as noted in the Timeline.
- Evaluation of the design itself for aesthetic beauty and functionality.
- Overall cost estimate of proposal.
- Willingness to execute the Zoo contract documents as provided in [Attachment D](#).
- Diversity spend – Target goal is 30% participation of total contract.

CZS Reservation of Rights

CZS reserves the right to reject any or all proposals, without explanation, to waive irregularities, and to accept a proposal, which in CZS sole judgment, is in CZS best interests.

MBE/WBE/DBE/8(a)

The Chicago Zoological Society is committed to ensuring that certified minority-owned business enterprises (MBE's), women-owned business enterprises (WBE's), disadvantaged business enterprises (DBE's), and U.S. Small Business Administration 8(a)-certified (8(a)'s) firms are afforded opportunities to compete for and participate in the Chicago Zoological Society's purchasing activities. If your company is certified as a MBE, WBE, DBE or 8(a) company, please send your current certification with your response to this RFP.

INDEPENDENT CONTRACTORS AGREEMENT

The selected organization is expected to execute the CZS standard Independent Contractors Agreement to formalize our business arrangement. A copy of which is included in this RFP for your review and is referenced as [Attachment D](#). If upon completion of your review, you take exception or have concerns about any portion of this Agreement, please note your concerns on a separate sheet in your response to this RFP. Please reference the paragraph heading and page number in the Agreement when noting your concerns. If CZS does not receive any documentation of your concerns, CZS will interpret this as your acceptance and willingness to utilize the CZS standard Independent Contractors Agreement.