



October 12, 2022

REQUEST FOR PROPOSAL
for
Refurbishment of The Powell Road Marquee Signs

The Columbus Zoo and Aquarium (CZA) is seeking proposals from selected sign fabrication companies for alterations and refurbishment to the Primary and Secondary Powell Road marquee signs.



Table of Contents

Invitation to Bid.	3
Introduction.	4
Scope of Work.	4
Project Schedule.	5
Proposal Submission Format and Requirements	5
Proposal Selection Procedures.	6
Acknowledgement of Addendum.	7
Bid Form.	8
Commitment to Minority Business Participation Form.	9

ATTACHED EXHIBITS

EXHIBIT A: Marquee Sign Refurbishment – Construction Documents

INVITATION TO BID

Bidders are hereby invited by The Columbus Zoo and Aquarium (CZA) to submit proposals for the Renovation. Proposals for the project will be received by The Columbus Zoo and Aquarium Association (CZA) until 5:00 PM on October 28th, 2022.

Bids must be received on the included bid form and must be submitted via email to Karen.Schenk@columbuszoo.org and Ed.Buns@columbuszoo.org . Bids arriving after the above date and time may be rejected.

Any questions pertaining to the interpretation of the contract documents are to be submitted in email electronically to Ed Buns, Ed.Buns@columbuszoo.org.

No questions will be heard after 2:00 PM on October 25th, 2022. Answers deemed necessary will be given in the form of an addendum to the bidding documents and issued to firms on record with The Columbus Zoo and Aquarium (CZA) as confirmed bidding sign fabricators.

INTRODUCTION

Our Mission: To Lead and Inspire by Connecting People and Wildlife

Our Vision: The Sustainable Co-Existence of all Living Things

The Columbus Zoo and Aquarium Association (CZA) is a 501 (c) (3) not-for-profit organization that manages and operates a highly acclaimed zoo, a golf course, and an LLC waterpark on 612 adjacent acres of land on the northwestern outskirts of Columbus, Ohio.

The Columbus Zoological Park Association, Inc. was organized in 1930 as a not-for-profit corporation. The functions of the Association are to make the public more aware of conservation issues, education programs and recreational opportunities, to encourage civic involvement in the Zoo, to raise funds for the purchase of animals and to plan Zoo improvements.

CZA has determined that the digital screen at out north entry marquee sign and the digital message board at the south marquee sign have come to the end of their functional lives. CZA would like to phase out the messaging, focusing our out of park marketing in neighborhoods away from our immediate local market. In addition to the removal of the digital screens, CZA would like for the signs to be refurbished based on the information in the accompanying bid document.

SCOPE of WORK

Base Proposal - Will be to disassemble and restore the two signs along Powell Road. This will include:

- Permanent removal of digital displays along with their hardware, attachment points, painted tubes (north sign only), and mounting hardware. All technology to be responsibly recycled / disposed of. Note: all structural poles, posts, and beams to remain in place.
- Removal and restoration of existing sign boxes, animal silhouettes, and channel letters (both signs)
- On site restoration of sign posts / columns, to include theme painting to represent wood columns.
- Add “Eucalyptus Fence” theming in place of digital displays and painted tubing on north sign
- Add additional animal silhouettes on and around north sign
- Replace aluminum side sail panels with larger HHS panels on north sign

Alternate – The CZA is interested in understanding any costs associated with performing marquee sign removal and refurbishment at one location at a time, staggering the work, essentially keeping one marquee sign in place at all times for the sake of CZA recognition and guest wayfinding.

PROJECT SCHEDULE

All work must be completed no later than March 31st, 2023. The CZA anticipates issuing a notice to proceed on or about November 3rd, 2022.

Bid Deadline: Friday, October 28th, 2022. 5:00 PM

Notice of Award: Thursday , November 3rd, 2022

Anticipated Notice to Proceed: November 4th, 2022

Final Completion: March 31st, 2023.

Equal employment opportunity, Drug Free Safety Policy Requirements and Prevailing Wage rates are applicable to this project.

The CZA desires to engage a minority spend of 10% of the total project cost, Total cost includes design cost by engineer, and the fabrication and installation cost by successful bidder). The CZA recognizes traditionally defined Minority Businesses who voluntarily self-disclose their classification.

Other groups, or individuals, found to be socially and economically disadvantaged and to have suffered racial or ethnic discrimination and decreased opportunities to compete in the area markets will be evaluated on a case by case basis.

PROPOSAL SUBMISSION FORMAT AND REQUIREMENTS

Please include the following information in your submission:

1. Corporate Information
 - a) Provide firm name, officers of the firm as applicable and their contact information.
 - b) Provide a brief overview of the firm's history, including services provided.
 - c) State limits and deductible of professional liability coverage.
2. Relevant Experience
 - a) Identify successful past projects achieved by your company that express similar work.
4. Strategic Approach and Proposed Schedule
 - a) Provide a statement that your firm understands the proposed Scope of Work and how well your firm might be able to respond to that Scope of Work.
 - b) Provide a brief description of your firm's proposed process for completing the Scope of Work, including how you envision the process and schedule for time to turn around this volume of work.

5. Proposed cost of services

- a) Identify any other pertinent information that would relate to your firm's philosophy regarding costs, design fees, ownership of errors and omissions, partnership opportunities, etc.

PROPOSAL SELECTION PROCEDURE, TERMS AND CONDITIONS

1. **Proposals must be received electronically no later than 5:00 p.m. on Friday, October 28, 2022.** Proposals received after this time will not be considered.
2. All responses received by the deadline will be evaluated based on: ability to perform the work described within the Scope of work; ability to meet the schedule; relevant experience; and the proposed cost of services.
3. Once a decision has been reached, a Letter of Intent will be processed and forwarded to the selected company and the other candidates will subsequently be informed of the decision in a timely and respectful fashion.
4. All costs of developing these proposals and any subsequent expenses relating to the process or to contract negotiations are entirely the responsibility of the Proposer and may not be charged to the CZA.
5. It is the policy of the CZA to solicit proposals with a bona fide intention to award a contract. This policy notwithstanding:
 - This Request for Proposal is not subject to the competitive bidding process.
 - Any contract entered into as a result of any proposal submittal will not necessarily be based on the concept of lowest apparent bidder.
 - The CZA reserves the right to accept or reject any or all RFP's that may be submitted or to procure any service by any other means.
 - The CZA reserves the right at any time to modify the selection process or the scope of the project or the required responses.
 - Soliciting proposals and granting of exclusive negotiation rights does not commit the CZA to accept any terms of any proposal. Final terms of any agreements are subject to the approval of the CZA. We may suspend or terminate negotiations at any time that we determine additional negotiations would be unproductive.
 - Submission of a proposal constitutes express acceptance by the Proposer of all provisions of this Request for Proposal.

ACKNOWLEDGEMENT OF ADDENDUM

Bidders must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

Addendum No.: ____

Addendum No.: ____

Addendum No.: ____

Addendum No.: ____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

BID FORM

Project Name: Refurbishment of the Powell Road Marquee Signs

Having read and examined the contract documents, including without limitation the drawings and specifications prepared by the designer for the above referenced project, the undersigned bidder proposes to perform all work for the project, in accordance with the contract documents, for the following sum(s).

BIDDER'S NAME (PRINT): _____

BASE BID

Lump sum cost to perform all related work described in the drawings and addenda for the *Primary Entrance* marquee signage.

\$ _____

Lump sum cost to perform all related work described in the drawings and addenda for the *Secondary Entrance* marquee signage.

\$ _____

ALTERNATE

ADD or DEDUCT (circle one)

Cost to perform separate sign box removals and renovations, essentially keeping one marquee sign in place at all times for the sake of CZA recognition and guest wayfinding.

\$ _____

Bidder will complete all work associated with the project in accordance with the contract documents for the following total bid price of

TOTAL BID PRICE \$ _____ U.S Dollars

(_____) U.S Dollars

(Insert amount in words)

Commitment to Minority Business Participation Form

Use “√” or “X” to mark option included in bid

If marking Option B, also show percentage of proposed participation.

Option A

Bidder commits to meet or exceed the advertised MBE participation goal of the contract award amount, calculated as a portion of the base bid plus all accepted alternates, by using certified MBE business enterprise(s) or other group as described in the RFP.

Bidder agrees that if selected for consideration of the contract, it shall provide (if not provided with the Bidder’s base bid) to the CZA, within 3 business days after receiving notice from CZA, MBE affidavit form for each certified business enterprises proposed for use by the bidder if awarded the contract for this project.

Option B

Bidder does not meet the advertised MBE or other group as described in the RFP Participation Goal percentage, but if awarded the contract for this project, commits to provide _____ percent of the contract award amount, calculated as a portion of the base bid plus all accepted alternates, by using certified MBE business enterprises or other group as described in the RFP.

Bidder acknowledges it understands the requirement for it to provide and agrees to provide to the CZA, if selected for consideration of the contract, within 3 business days after notice from CZA, a “Demonstration of Good Faith” form describing its efforts undertaken prior to submitting its bid to meet the advertised MBE participation goal percentage for the contract for this project.

Option C

Bidder declares that the bidder is certified MBE business enterprise or other group as described in the RFP and that if awarded this contract, the MBE participation percentage will be 100 percent of the Contract award amount.