



March 6th, 2023

REQUEST FOR PROPOSALS
GIS Mapping Project

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ATTACHED EXHIBITS

EXHIBIT A: Project Boundaries

INVITATION TO BID

Prequalified bidders are hereby invited by The Columbus Zoo and Aquarium Association (CZA) to submit proposals for the GIS Mapping Project. Proposals for the project will be received by The Columbus Zoo and Aquarium (CZA) until 5:00 PM on April 6th, 2023.

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

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

No questions will be heard after 2:00 PM on March 20th, 2023. 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 Association (CZA) as confirmed bidding contractors.

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.

SCOPE of WORK

The Scope of Work for this project involves the data collection and implementation of a GIS system for CZA. A contractor shall accomplish this task by doing the following work listed below. Please note that CZA has a fair number of plans and records which can be utilized, but not an exhaustive backlog.

1.) Create a base map which includes data layers for the following categories at minimum.

- | | |
|---|---------------------------------------|
| - Digital Ortho-photos | - Walls |
| - Road centerlines/edges of pavement | - Fences |
| - Sidewalks | - Easements |
| - Building Footprints | - Pole |
| - Parking Lots | - Fire Hydrants |
| - Driveways | - Storm Drains |
| - Elevations/Contours | - Culverts |
| - Treatment Plants | - Manholes |
| - Water bodies including rivers and streams | - Electrical substations/transformers |
| - Lighting | - Signage |
| | - Rights of way |

2.) Provide CZA with a GIS Data Viewer which will allow CZA to directly interact with the information in the management system.

- 3.) Implement utility GIS layers into the base map. These utilities include Delco waterline, tower water, irrigation, electric, fiber optic, gas, storm water, animal specific waste water, and typical human waste water.
- 4.) Provide continual data maintenance for the GIS data system on a per project basis. GIS provider will be responsible for uploading new data into the system on a per project basis.

The contractor shall furnish all labor, materials, and equipment to perform all work required. This project is considered Prevailing Wage for the State of Ohio and proposals should reflect this as such. Bidders should provide pricing for the following base work:

Lump sum cost to provide GIS system for the Columbus Zoo and Aquarium

Lump sum cost to provide GIS system for Zoombezi Bay Waterpark

Lump sum cost to provide GIS system for Safari Golf Course

Cost to add additional projects and maintain system on an “as needed” basis

PROJECT SCHEDULE

All work must be completed no later than October 31st, 2023. The CZA anticipates issuing a notice to proceed on or about April 20th, 2023.

Bid Deadline: April 6th, 2023.

Notice of Award: April 20th, 2023.

Anticipated Notice to Proceed: April 20th, 2023.

Final Completion: October 31st, 2023.

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

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 PM on April 6th, 2023.** 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.: ____

Addendum No.: ____

Addendum No.: ____

Company Name: _____

Representative's Name: _____

Signature: _____

Date: _____

BID FORM

Project Name: GIS Mapping Project

Having read and examined the contract documents, including without limitation the drawings and specifications prepared by the engineer 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): _____

Lump sum cost to provide GIS system for the Columbus Zoo and Aquarium
\$ _____

Lump sum cost to provide GIS system for Zoombezi Bay Waterpark
\$ _____

Lump sum cost to provide GIS system for Safari Golf Course
\$ _____

Cost to add additional projects and maintain system on an "as needed" basis
\$ _____

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 (Not Including additional project Price)

\$ _____ U.S Dollars
(_____) U.S Dollars
(Insert amount in words)

ADDITIONAL PROJECT 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.