



Tuesday, August 15, 2023

## Request For Quotes: Mandrill Mesh Replacement

The Columbus Zoo and Aquarium (CZA) is seeking quotes to provide a complete and fully operational replacement for the Mandrill Mesh animal holding facility.





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## CZA Stakeholders & Project Management

Please include all CZA staff listed below in **all correspondence** regarding this project.

- Karen Schenk, Senior Director, Planning and Design ([Karen.Schenk@ColumbusZoo.org](mailto:Karen.Schenk@ColumbusZoo.org))
- Joshua Casto, Project Manager, Facilities and Planning ([Josh.Casto@ColumbusZoo.org](mailto:Josh.Casto@ColumbusZoo.org))

## Attached Exhibits

The documents attached to this RFP as “Exhibits” should provide more definition.

1. Exhibit A: Architectural Drawings, Specifications, and Photos
2. Exhibit B: Small Scope Construction Contract
3. Exhibit C: Bid Bond Form
4. Exhibit D: Performance and Payment Bond Form
5. Exhibit E: Instructions to Business Office



## Introduction

### **Our Mission: Empowering People. Saving Wildlife.**

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 acquisition of animals and to plan Zoo improvements.

## Scope of Work

The successful contractor will be responsible for all Scope of Work as defined in the attached Contract, and as described in the RFP and other attachments, if applicable.

- Field measurement verification of existing Mandrill rooms and documentation of existing mandrill furniture, door operators and firehose locations.
- Removal of existing mesh walls
- Saving handwheel (door operators) and hardware for reuse and reinstallation
- Fabrication and installation of new mesh walls.
- Reinstallation of existing furniture, firehoses and door operators.
- Shop drawings are to be given to owners for review before fabrication. Further information is provided on Exhibit A.



## Proposed Project Schedule

CZA requests that each bidder provides a schedule reflecting an accurate portrayal for the anticipated work, and feasible completion date of work. Note: The below schedule is a draft schedule by CZA; CZA asks bidders to please identify within your schedule when work on site will take place, including duration. The duration of work should include demolition **and** installation of new material. Animal shifting takes coordination and care and may impact schedule.

RFP advertised and distributed. . . . .	8/15/2023
*Intent to Attend Pre-Bid. . . . .	8/18/2023 at 4pm
*Pre-Bid Meeting. . . . .	8/22/2023, 9am ET
Questions Deadline. . . . .	9/1/2023 4pm ET
Bid Deadline. . . . .	9/6/2023 at 12pm ET
Anticipated Selection and Notice of Intent. . . . .	9/8/2023
Contract Signature . . . . .	9/18/2023
AZA Convention (Hosted by CZA – No Work on Site). . . . .	9/11/23 to 9/16/23
Work Start . . . . .	9/18/2023
Work Complete (Owner Proposed Date) . . . . .	12/8/2023

**\*Please note:** Private meetings will not be accommodated. The CZA encourages the company to attend the Pre-Bid meeting on 8/22/2023 at 9am in front of the Business Office. **CZA requires notice with list of names and associated company be provided to [Josh.Casto@columbuszoo.org](mailto:Josh.Casto@columbuszoo.org) and [Karen.Schenk@columbuszoo.org](mailto:Karen.Schenk@columbuszoo.org) by Friday, August 18<sup>th</sup> by 4pm in order to grant access.**

## Proposal Submission Format and Requirements

The following criteria are applicable and should be considered for the proposal:

- Equal employment opportunity
- Project is not prevailing wage.
- CZA has a goal of 10% project spend for MBE, including yourself and/or any subcontracted companies.
- Drug Free Safety Policy Requirements
- This project is tax exempt.
- A bid bond, performance and payment bond are required.

Please include the following information in your submission:

1. **Proposed Project Schedule**
  - Please provide a proposed schedule based on your understanding of the scope of work.
2. **Corporate Information**
  - Provide company name, officers as applicable and their contact information.
  - State limits and deductible of professional liability coverage.
3. **Relevant Experience**
  - Summarize general experience in projects of similar scope, budget and complexity.



#### 4. Approach

- Provide a statement of your company's understanding of the proposed Scope of Work and the proposed project schedule.

#### 5. Project Cost

- Provide your proposed cost for the materials and work for the construction project.

#### 6. Minority Organizations

- Identify any means in which you intend to try to utilize minority organizations in order to help the Zoo achieve the 10 % goal for this project. Document if you are unable to meet this goal.

## Proposal Selection Procedure, Terms, and Conditions

1. Questions concerning the Proposal Submission, or the Scope of Work must be directed electronically to Karen Schenk, PLA, LEED GA, Sr. Director of Planning + Design, Planning and Facilities Department at [Manager.Email@columbuszoo.org](mailto:Manager.Email@columbuszoo.org) and Josh Casto, Planning and Facilities Project Manager at [Josh.Casto@columbuszoo.org](mailto:Josh.Casto@columbuszoo.org). Responses to any questions will be sent in the form of an addendum.
2. An electronic copy of the proposal shall be emailed to: [Manager.Email@columbuszoo.org](mailto:Manager.Email@columbuszoo.org) and [Josh.Casto@columbuszoo.org](mailto:Josh.Casto@columbuszoo.org)
3. Questions will not be entertained after **9/1/2023 at 4pm ET.**
4. **Proposals must be received electronically no later than 9/6/2023 at 12pm ET.** Proposals received after this time will not be considered. CZA will provide a confirmation of receipt; if you do not receive confirmation, please reach out to Josh Casto at 1-614-724-3325.
5. All responses received by the deadline will be evaluated by an internal selection committee, which may lead directly to the selection of a particular firm for an interview.
  - a. The chosen firm will receive a "Letter of Intent." Candidates not selected for the project will be informed by the CZA in a timely manner.
6. All costs of developing these proposals and any subsequent expenses relating to an interview process or to contract negotiations are entirely the responsibility of the Proposer and may not be charged to the CZA.
7. 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 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 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.
  - Submission of a response to this RFP 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.:** \_\_\_\_

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**Addendum No.:** \_\_\_\_

Company Name: \_\_\_\_\_

Representative's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Bid Proposal Form

In addition to filling out this bid form, please attach an additional sheet breaking out your bid by labor and materials division. Please use the standard CSI Master format.

Bidder will complete all work associated with the project in accordance with the RFP and Attached Exhibits for the following total bid price of

**TOTAL PRICE FOR PROPOSED SERVICES:**

\$ \_\_\_\_\_ U.S Dollars

Breakout of Labor:

Breakout of Materials:



## Commitment to Minority Business Participation Form

Use "✓" or "X" to mark option included in bid.

If marking Option B, please 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.